

September 8, 2009

Dear Parents,

Welcome to the 2009-2010 school year. The teachers in the upper elementary department are eager to begin another great year at St. John's. The following pages outline the guidelines for student behavior, uniforms, homework/test policies, and detention policy. Failure to meet these guidelines will consist of consequences that are age/grade appropriate. Please review the information that follows with your child to ensure that both of you have a clear understanding of what is expected.

We believe these guidelines will help make the academic year run smoothly. Once again, welcome to the new school year. We look forward to an exciting year!

Sincerely,
The Upper Elementary Teachers

Mr. Bruce Givens
Mr. Harish Praba

Ms. Samantha Neenan
Mrs. Liz Gutierrez

Mrs. Carrine Longbrake
Ms. Sera Ursich

(Student) I have reviewed the guidelines and will follow them to the best of my abilities throughout the school year.

Student Signature

(Parent) I have reviewed the guidelines and will support my child in meeting them throughout the school year.

Parent Signature

**Please return this form to the classroom teacher no later than Friday, September 11, 2009.*

St. John's Upper Elementary School Guidelines

Behavior/Conduct

All St. John's students are expected to behave appropriately. The following rules will apply to all upper elementary students.

1. Follow class rules and procedures. (Ex: no silly behavior or class interruptions.)
2. Respect ALL teachers and ALL classmates
3. Keep hands and feet to yourself by respecting space and property of classmates.
4. Respect St. John's property. (Ex: textbooks, PE equipment.)
5. Walk throughout St. John's campus appropriately. (Ex: straight lines; walk quietly so no other classrooms are disrupted.)
6. Behave appropriately during Chapel and in the lunchroom.

Due to the severity of certain behavior issues, the following situations will be reported to the principal and result in an automatic detention.

1. Any "bullying" incident
2. Insubordination to any teacher
3. Fighting

Uniforms

All students will be in complete uniform every day, except for designated dress down days. If a student violates the uniform policy three times, he/she will receive a detention.

Note about sweaters: Students must arrive and depart school wearing their sweaters. During the school day, the only time they are required to wear their sweaters is in the Chapel.

Homework

All homework assignments should be completed by the student. Any missing or partially completed assignment will be counted as a missed homework assignment. For every three missed homework assignments, a student will receive a detention.

If missing homework assignments becomes a consistent problem, a conference will be scheduled between the student, parent, teacher and principal.

Test Rules

Fair and efficient administration of tests requires that the following rules be scrupulously observed.

1. SILENCE must be maintained from the time the test begins until the teacher says the test is over.
2. All material pertaining to test subject matter must not be visible to any of the test takers.
3. Student must have all material necessary for taking the test ready and available prior to beginning the test (paper, pencil, eraser, etc.)
4. Student is not to leave his/her seat except to turn in the test.
5. If the student needs any assistance from the teacher, he/she must raise a hand.

An infraction of the test rules will result in a "Zero" on the test and a detention. Repeated infractions will result in further consequences involving the principal.

Detention Policy

When a student receives a detention, a Detention Notice form will be sent home which must be signed by the parent and returned to the teacher. Students will serve detentions during the lunch/recess hour on the date written on the Detention Notice form. A student who receives 3 detentions in a trimester must have a conference with the teacher and principal to discuss further consequences.

Please review the Detention Notice form on the next page.

DETENTION NOTICE

1. Today's Date: _____ / _____ / _____ 2. Teacher giving detention: _____

3. Your child, _____, received a detention today.

4. The reason for this detention is (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Failure to complete homework assignments |
| <input type="checkbox"/> Disrespect toward teacher | <input type="checkbox"/> Repeated uniform violation |
| <input type="checkbox"/> Disrespect toward student | <input type="checkbox"/> Damaging property |
| <input type="checkbox"/> Disrupting class | <input type="checkbox"/> Other: _____ |

Comments: _____

5. The detention: Was served **TODAY** during lunch/recess.

Will be served during lunch/recess on: _____ / _____ / _____.

6. For this trimester, this is your child's detention #: **1** **2** **3**

7. A student who receives **3** detentions in a trimester must have a conference with parent(s), teacher, and principal to discuss further consequences such as suspension from school.

8. This DETENTION NOTICE must be signed
by parent and returned to classroom teacher by: _____ / _____ / _____

9. PARENT SIGNATURE: X _____ _____
Date

For school use only:

10. This SIGNED Detention Notice was returned to classroom teacher on: _____ / _____ / _____