

SCHOOL HOURS

The hours of the school will be as follows:

7:37am	First Bell
7:40am	Second bell--tardy bell
10:00am	Recess
10:20am	Classes Resume
11:55am	Lunch
12:30pm	Classes Resume
2:40pm	Dismissal

*Minimum day schedule--dismissal at 12:30pm

*Office hours are from 7:20am - 3:15pm

It is the parent's responsibility to see that the student arrives by 7:40am. If a student is tardy five (5) times in a quarter, detention will result. A child is considered tardy at the 7:40am bell.

All students must stay on the school grounds between 7:40am and 2:40pm. Any student leaving the grounds during school hours must be signed out in the office by a parent or guardian.

For safety and insurance reasons, we ask that no student arrive at school before 7:20am, and the school will accept no liability for students on the school or parish grounds before that time. This same policy holds true after 3:15pm. Any student on school grounds before 7:20am or after 3:15pm is subject to the Extended Care Program and the fee attendant to that program. Parent cooperation on this matter of supervision is mandatory.

ABSENCES

A student who has been absent or tardy is required to present, upon return to school, a written excuse from the parent or guardian stating the reason for the absence.

Excessive absence or tardies, even if necessary and excused, may be grounds for decreased credit or disciplinary action. Excessive absence is considered 15 days per semester; a total of 30 days per school year. When the student arrives after recess he/she is 1/2 day absent. Missed work must be made up at the rate of one day late for each day absent. Withholding of official grades, retention or withdrawal may occur if the work is not made up. The principal and teacher will determine the outcome in the best interest of the child.

Each day your child is absent, please call

the office to inform the school of the illness and when your child will be returning. If the child has been diagnosed as having a contagious disease, kindly notify the school so that precautions can be taken and notifications sent home.

MEDICAL APPOINTMENTS are considered absences unless the child brings a release from the medical office verifying that appointment upon returning to school.

LUNCHES

Parents who, of necessity, bring lunches to school must arrive by 11:45am and bring lunches to the office and not disturb the classroom.

STUDENT PROGRESS/PARENT REPORTING

St. Juliana School endeavors to provide a complete, well-rounded education to all students. Teachers use a variety of methods in order to address the varying learning styles of students. Grading policy follows diocesan standards, with accommodations made for special needs students when deemed necessary by teachers, parents, and administration.

GRADING

Academic grades are based on scholastic achievement. Grades in Religion are grounded on evaluation of student ability in areas of objective knowledge. Grades in Religion are never issued on the basis of a teacher's attempt to assess the interior moral disposition of a student toward subject matter.

Academic Evaluation

A...95-100	A-...90-94	B+...87-89
B...83-86	B-...80-82	C+...77-79
C...73-76	C-...70-72	D+...67-69
D...63-66	D-...60-62	F...59/below

REPORT CARD MARKING CODE

A/O...Outstanding. Indicates an exceedingly high quality of work. Masters all assigned work, completes work independently, shows originality and initiative, does more than required, makes quality contributions in class.

B...Indicates good progress above the average. Masters major portion of work, works with little help from others, is alert and shows interest in work, completes work on time, makes good responses in class.

C/S...Indicates a quality of work acceptable for this grade level. Satisfactorily completes most assigned work, works under normal conditions and directions, shows interest in work, and completes work on time.

D/N...Indicates a need for effort to meet requirements of this grade satisfactorily. Achieves below grade standard, completes a minimum of assigned work, seldom responds in class.

F...Indicates failure to produce an acceptable quality of work. Achieves far below grade level, makes little progress in schoolwork, has a poor attitude toward schoolwork.

Students requiring an adapted or modified curriculum will have a supplemental reporting form.

REPORT CARDS

Report cards are mailed home to those families whose financial accounts are current. Delinquent tuition accounts, pledge payments and/or fees will result in your child not receiving a report card. Parent/Teacher conferences take place in November of each year.

PROMOTION

Only those students who complete the work of a particular grade in the basic skill areas and who are correspondingly mature shall be promoted to the next grade. Credit for courses are given solely on the basis of skills mastered and never on the basis of "seat time" alone. Students who have an "F" in any subject for two quarters must complete summer school in order to be readmitted. Students with special needs will be evaluated on an individual basis.

HOMEWORK

Homework is assigned daily except for Friday and the eve of holidays. On occasion, junior high students will have weekend homework assignments. Assignments are geared to the average child's ability. We ask that parents be mindful of the fact that homework assignments are not always written. Research and reading assignments should be done with as much diligence as written assignments. Many long-term projects are assigned and considered part of homework. Parents are asked to write a note verifying the effort on an incomplete assignment. Careful supervision will provide you with insights into your child. This can be most helpful for Parent/Teacher conferences.

Homework Guidelines

Grades 1-2	30 minutes
Grades 3-6	30-60 minutes
Grades 7-8	60-120 minutes

Please remember that these time frames are only guidelines. Some children work more slowly than others. Problems concerning homework should be discussed with the teacher immediately. Parents and students are kept apprised of student growth through mid-quarter progress reports, quarterly report cards, and formal

Parent/Teacher conferences at the end of the first quarter, and informal conferences as needed. Formal standardized school wide testing is given in the fall.

STUDENT COUNCIL

Students running for a Student Council Office must have a "C" average in academics with no "D's or F's" on their report cards, and "S" or better in Conduct and Effort. Students must secure and complete the proper eligibility forms. Applicants campaign and deliver a campaign speech prior to the student body election. Elections for these offices are held in May. Students who desire to run for the offices of Class Representative must have the same grade requirements as any other office. Each student elected must continue to meet the original requirements. Failure to maintain requirements will result in probation until the grade improves. During this time, students CANNOT PARTICIPATE IN ANY WAY in their previous commitments. If after two (2) grading periods students still do not meet the requirements, they are ineligible to continue in that office. Any student receiving more than three detentions in a grading period may be ineligible to continue in that office.

ATHLETICS

St. Juliana School has a regular school wide athletic program. The program emphasizes the physical fitness of every child. We believe that fair play, learning the rules of the game, and techniques of play are important in the formation of children. Tackling while playing football, soccer or other games is strictly prohibited.

Student participation in the after-school program is under the supervision of the coaches, and subject to minimum academic and conduct requirements. Athletes must have an overall grade average of "C" with no "F's" and must have an "S" or better in conduct. Failure to maintain this requirement will result in a two week probationary period. Continued failure to maintain requirements will result in removal from the team. Any student receiving more than three (3) detentions in a single season may be removed from the team.

A one time participation fee will be required from each student participating in after school sport activities. Uniforms are issued after the teams have been chosen and fees have been paid. Uniforms are due one week after the last game has been played. Failure to return the uniform after one week results in a detention for responsibility. Cost of lost uniforms will be assessed to the athlete. Graduating students will not be issued gowns unless all accounts are current.

SCHOOL RULES IN EFFECT AT ALL TIMES

Students will demonstrate respect for the rights of self and others in Christian-like words, attitudes, and actions. All students will observe school uniform and dress and grooming codes.

Students are not allowed on the school grounds prior to 20 minutes before the first bell in the morning or after a 30 minute period following the dismissal bell. The only exception is student participation in school sponsored programs, i.e., Extended Care, sports, Scouts, etc.

Vulgar language, obscenities in speech, gesture or written form, and gossip are unacceptable at all times. Fighting is prohibited while at school or on the way to and from school. Biting, scratching, pushing, shoving, or tripping others is prohibited.

DETENTION

Detention after school hours is an acceptable disciplinary measure. Parents must be notified twenty-four hours in advance if a student is to be detained. Normally, detention is held on Wednesday after school for forty-five minutes. Failure to show because of after school sports or other activities is not a valid excuse. If a child does not show for detention, a second detention may be issued.

SUSPENSION

Out of school suspension is an acceptable disciplinary measure, but in-school suspension is usually preferred. No student shall be suspended from school for more than one week at a time. In all such cases, parents must be informed of this action and the reasons involved. Suspension of a child from the classroom is a measure reserved for the Principal. At no time does a teacher have the authority to suspend a child. A pupil can be suspended from school for one day if he/she has had detention four times during the semester. Any pupil who is suspended three times during a school year may be permanently dismissed.

COURTESY

Common courtesy is common only when everyone knows what is expected. Therefore, the following rules of courtesy are listed for pupils. Parents will naturally encourage their children to observe any other "rules" of courtesy when the children need such guidance.

Greet priests, teachers, school personnel, and visitors respectfully.

Offer to help teachers with books or with appropriate classroom tasks.

Avoid interrupting when others are speaking.

Stand aside in narrow or crowded places to let adults pass first.

Other pupils are your neighbors. Respect your neighbors' rights to learn and work. Respect their ideas and opinions, just as you expect them to respect yours.

Respect the authority of those who are placed in positions of authority.

Observe deadlines for messages between home and school. A pupil's observance of deadlines for school assignments is a mark of courtesy in addition to being a responsibility.

Students are never allowed to enter or remain in the classroom if a teacher or authorized staff member is not present. Whenever pupils enter or leave a classroom, they should do so in a quiet and orderly manner.

Running and shouting are never permitted in the breezeway or along corridors.

DRESS CODE: SCHOOL UNIFORM

ALL UNIFORM APPAREL MUST BE PURCHASED FROM VICKI MARSHA UNIFORM COMPANY.

All students must purchase a formal uniform to wear on Mass days and field trips.

GIRLS

Grades K-5

FORMAL UNIFORM

Blouses

White Round Collar Blouse

Jumpers Red/Royal/Navy Bib Top w/Flat Center Pleat Skirt

Sweaters

Red SA Cardigan w/emblem

Grades 6-8

Knit Shirts

White Jersey Knit Short or Long Sleeve w/logo

White Jersey Knit Long Sleeve w/logo

Blouses

White Oxford Short or Long Sleeve

Skirts

Heather gray skirt stitched down box pleats

Sweaters

Red SA Sleeveless Vest w/emblem

OR Red V-Neck Pullover Long Sleeve w/emblem

Socks K-8

Solid WHITE knee-hi or Crew socks

ALL socks must be a **minimum** of two inches above the ankle bone

Tights

Solid WHITE tights when weather permits--lightweight or cable knit

INFORMAL UNIFORM

Shirts K-8

White or Red Mesh Knit or Jersey Knit short sleeve w/logo

Shorts

Dark navy pleated/plain front twill K-8

Gray optional 6-8 ONLY

Slacks

Dark navy pleated/plain twill K-8

Gray optional 6-8 ONLY

Sweatshirt

Red Soffee Heavy Crew w/logo

Shoes

All students must wear leather/leather-

like **laced** oxford style shoes. Colors

may be solid red, white, navy blue, black, brown, or black, navy, brown/white saddle shoes

NO PLATFORM TENNIS SHOES, BOOTS

SLIP-ON, OR MARY JANE STYLE

BUCKLE SHOES. Velcro closure is

acceptable for lower grades.

BOYS

Grades K-8
Shirts

FORMAL UNIFORM

**White short or long sleeve Knit Shirts
or Oxford Shirts required for Formal
Uniform*

White Mesh Knit Short or long Sleeve w/logo OR White Jersey Knit Short or
Long Sleeve w/logo OR White Oxford Short Sleeve,6-8 OR White Oxford
Long Sleeve, 6-8

Pants

Navy Corduroy or Oxcron Twill K-8
Gray optional 6-8 ONLY
(Belts MUST be worn)

Sweatshirts
Sweaters

Red Soffee Heavy Crew K-5
Red SA sleeveless Vest w/emblem 6-8
OR Red V-neck Pullover, Long Sleeve
w/emblem 6-8

Socks

White Orlon or Cotton Crew
ALL socks must be a **minimum** of two
inches above the ankle bone

INFORMAL UNIFORM

Shirts

Red Mesh or Jersey Knit w/logo K-8
Blue Optional K-8 (Short or Long Sleeve)

Shorts

White Mesh Knit Short or Long Sleeve w/logo K-8
OP Style Shorts (Elastic Back/no belt)
Navy Corduroy K-5
Dark Navy Pleated Twill with belt loops
Gray optional 6-8 ONLY

Sweatshirts

Red Soffee Heavyweight w/logo
Optional for informal uniform 6-8

Shoes

All students must wear leather/leather-like **laced** oxford style shoes. Colors
may be solid red, white, navy blue, black, or brown
NO SLIP-ON SHOES OR BOOTS. Velcro closure
is acceptable for lower grades.

Boys & Boys

Sweatpants

OPTIONAL UNIFORMS

Red Soffee Heavyweight w/logo, PE
ONLY, Optional K-8

PE Shorts

Navy Fleece--no logo, Optional K-8

Jackets

****ONLY UNIFORM JACKETS MAY BE
WORN TO SCHOOL****

Red Windbreaker w/emblem K-5
Red Zip Front Hooded w/emblem K-5

Nylon hooded zip jacket--no logo

Polar fleece jacket or vest--no logo

Hats

Adjustable baseball style hats w/logo

Girls & Boys

Belts

ADDITIONAL ACCESSORIES

Ribbed Webbing--navy, brown, black,
white, or red OR Leather Reversible
black, navy, or brown

Girls

Hairbows to match uniform fabrics
Scrunchies/Headbands--hard or soft

DRESS CODE AND GROOMING GUIDELINES

The primary purpose for the school uniform/dress code and grooming standards is to insure that every student at St. Juliana School presents a picture of neatness and cleanliness consistent with our belief that our bodies are a gift from God to be cherished and respected.

1. School uniforms are to be worn at all times. A written excuse signed by parents is required if a situation arises that causes the student to be out of uniform. Negative consequences such as detention, conduct referrals, and lowering of daily conduct grades occur when students fail to follow uniform guidelines.

2. PE Uniforms are required for PE Classes. Failure to be in uniform for PE results in a loss of points for the day in PE unless a **valid** signed excuse note from the parents is given to the PE teacher. A note saying mom or dad forgot to wash the uniform is not considered a valid excuse for 5th-8th grade students.

3. White turtlenecks are allowed under the uniform blouses and shirts during cold weather. No printed t-shirts are allowed under the uniform at any time.

4. No jewelry at any time except **religious** necklaces or medals, and watches. Girls may wear small stud earrings to keep pieced ear holes open. Only one pair of earrings may be worn. Boys may not wear earrings of any kind at any time. Body piercing is prohibited.

5. **Free Dress:** This privilege will be extended periodically during the school year subject to the following guidelines:

Socks, tights or some type of hose must be worn by all students.

Tank tops, plunging necks or backs are not allowed.

Shirts without collars are acceptable if they are plain or patterned.

Shirts imprinted with advertising, or with alcohol brand names or symbols, wild or distasteful sayings, rock groups, or violence and/or weapons are not permitted.

Tight fitting pants are not permitted.

Girls' skirts no shorter than knee length.

NO SHORTS at any time unless designated by the principal are allowed. When allowed, shorts must be at the knee.

No baggy fitting clothing, pants fitted below the waist, or gang type apparel is allowed at any time.

6. No make-up is allowed. (The privilege of wearing make-up may be extended to grade eight at the discretion of the principal.)

7. **Hair** must be kept neat, clean, and away from the eyes. Bleached or tinted hair, hair spiked or sprayed to stand up stiffly is unacceptable. Boys' hair must be shorter than the top of their shirt collar.

8. **Facial Hair:** Boys who have matured must shave facial hair at least every other day. Beards, goatees, mustaches, etc. are not permitted.

9. **Failure to wear the proper uniform:** Three "Out of Uniform" tickets may result in a detention. The administration reserves the right to have a student:

Call parents to bring uniform.

Spend recess/lunch in office or restricted to the benches.

Lose future opportunities for free dress.