



## **SCHOOL HANDBOOK**

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# ST. JOHN THE EVANGELIST SCHOOL STAFF 2018-2019

Reverend Gregg Gorczyca --- Pastor  
Reverend Nathaniel Payne --- Associate Pastor  
Mrs. Mary Ellyn Billmeyer --- Principal  
Mrs. Maria Szpila --- School Secretary  
Mr. Dave Stimek --- Maintenance Engineer

## FACULTY

## GRADE

Mrs. Beth Wennerstrom	Preschool 3/Asst. Principal
Mrs. Karyn Johnson	Preschool 4
Mrs. Kim Kunstman	Kindergarten
Mrs. Ilona Kutkowski	First
Mrs. Dorothy Portiera	Second
Mrs. Megan Guindon	Third
Mr. Ryan Binder	Fourth/Athletic Director
Mrs. Carol Meranda	Fifth
Mrs. Sabrina Clary	Sixth
Mrs. Donna Kruse	Seventh
Mrs. Christine Sekoguchi	Eighth
Mrs. Karen Gallione	Music/P.E.
Mrs. Laura Lopez	Spanish
Mrs. Jenny Davidson	Preschool Aide
Mrs. Heidi McGuiggan	Preschool Aide
Mrs. Liz Mindykowski	Primary Aide

# **SCHOOL WEBSITE INFORMATION**

The following information can be found on our website.

**Welcome**  
**Teacher's Page**  
**Weekly Notes**  
**Calendar/Events**  
**Lunch Program**  
**Sports Program**  
**School Photo Gallery**  
**Info About School**  
**School Staff**  
**School Board**  
**PTC**  
**Other Links**  
**Archive**  
**Contact Us**  
**Grading Reports**  
**School Registration**  
**Powerschool**

**Website:**     [www.mystjohns.org](http://www.mystjohns.org)

## **MISSION STATEMENT**

St. John the Evangelist School, as part of the St. John the Evangelist Parish, exists to:

**E**mbrace and enhance our Catholic faith by living out the Gospel message

**D**edicate ourselves to providing the best education possible for all stakeholders

**U**nlock the full potential of all the students and faculty alike

**C**reate an environment where everyone feels welcome and cared for

**A**ppreciate and celebrate our diversity

**T**each our students the skills essential for lifelong learning

**E**nable our students and staff members to be caring members of our community.

## **PHILOSOPHY OF ST. JOHN THE EVANGELIST SCHOOL**

We at St. John the Evangelist School, a Catholic Institution in the Diocese of Chicago, believe education is a freedom which supports personal values and contributes to a responsible human society.

As educators:

We encourage children to accept Christ and to live out His Gospel teachings.

We give witness to Christ by the power of example, thus building a caring community.

We establish programs and activities to enable our students to function as Catholic Christians in today's society.

We motivate students to achieve their highest individual potential, by meeting their individual needs.

We challenge students to accept responsibility for themselves and their actions.

We guide students to an understanding and appreciation of the environment.

We instill a desire for the formation of an informed conscience as Catholics and citizens in a free society.

We encourage participation and leadership in religious, civic, and social communities.

## **ST. JOHN THE EVANGELIST FAMILY RELIGIOUS EDUCATION**

The goal of our Family Religious Education Program for children who attend St. John the Evangelist School is to lead them and their families, step by step, to a growing friendship with Jesus. Our school program includes classroom sessions, family home participation and discussion, and family participation in the weekend Eucharist.

Each child's spiritual development is guided through a process of learning about Catholic doctrine and its relationship to Scripture. Since faith is related to daily living, a real understanding of what it means to be a Catholic Christian is taught primarily through experiences in which a young person comes to feel that he/she belongs to a community of faith.

To ensure growth in the faith life of a young person, St. John the Evangelist School provides opportunity for different

prayer styles, Eucharist celebrations in small and large groups, and other liturgical experiences. We believe that the Christian example and encouragement given in this school family is built upon the Christian faith modeling that the young person receives in his/her family home.

During the course of the school year, students actively participate in the planning and carrying out of both class and school liturgies. Parents are encouraged to attend school liturgies as indicated in the monthly calendar.

## **FIRST EUCHARIST AND FIRST RECONCILIATION**

St. John the Evangelist School's sacrament preparation programs are based on the belief that it is primarily through the shared experiences within the family that children develop an understanding of Jesus and their relationship to Him. It is for this reason that these programs involve both the family and St. John the Evangelist School in a partnership that works together to nurture and encourage the spiritual growth of each child.

Each program involves family participation that includes meetings and special liturgies, in addition to the child's daily classroom experiences in St. John the Evangelist School.

Children who are entering second grade with one year of religious education in either a Catholic school or a religious education program will be eligible to celebrate the sacraments of Reconciliation and Eucharist upon completion of the family sacraments preparation program.

Children who have not celebrated the sacrament of Reconciliation in second grade will be enrolled in a Family Sacramental Preparation Program in fourth grade.



## **CONFIRMATION**

The sacramental preparation of Confirmation focuses on the belief that this sacrament is a communal celebration of a young person's willingness to engage in ongoing conversion. It is not an end, but a beginning.

A candidate is expected to have completed six years of continuous religious education (either in Catholic school or Religious Education Program) and is eligible for enrollment in the program when he/she enters seventh grade.

Formal preparation for his sacrament includes classroom experience for the 7<sup>th</sup> and 8<sup>th</sup> grade levels, liturgical celebrations, retreat days, large group meetings, and a service opportunity to be chosen by the candidate.

Confirmation is celebrated in the candidate's freshman year of high school.

## **ADMISSIONS POLICY**

### **STATEMENT OF NON-DISCRIMINATION**

The St. John the Evangelist School is operated under auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

St. John the Evangelist School admits students of any race, color, sex, national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school.

St. John the Evangelist School does not discriminate on the basis of sex, race, color, or national/ethnic origin in administration of educational policies, athletic or other school-administered programs.

## **AGE**

Students entering Kindergarten must be five (5) years old on or before September 1. All students entering first grade must be six (6) years old before September 1.

## **PRIVACY POLICY**

During the course of the school year, there are times when pictures or videos of your child may be taken, or when he or she may be interviewed while at school to showcase an event or detail a project of his or her grade. Parental permission for each student will be required for these pictures, videos, and interviews displayed in the school, shown during a school event, printed or broadcasted in the media, St. John the Evangelist publications, or St. John the Evangelist web site.

## **ACADEMIC REQUIREMENTS**

The academic records of all students wanting to transfer to St. John the Evangelist School will be verified by phone with previous school's administrator. The student's records must show that they have been attending school regularly and are in good academic standing.

Any requirements for special needs to assist the student's learning will be discussed and reviewed to determine if St. John the Evangelist has the facilities and resources to provide the needed special services.

## **PRIORITY LISTING FOR ACCEPTANCE**

1. Children of Participating Parishioners
  - a. Children from families currently enrolled.
  - b. Children of school age with special consideration given to families with longer history of parish contributions.
  - c. Children on the waiting list.

Financial support to the parish will be monitored through the use of Sunday envelopes on a regular basis beginning once a child is accepted.

2. Transfer students from other Catholic schools
  - a. Students must meet academic requirements.
  - b. All tuition and fees from sending school must be paid and clear.
3. Students from Catholic Parishes without schools special consideration will be given to families who are transferring from parishes that are without a school. The length of years of service and consistent contributions to that parish will decide their status at St. John the Evangelist School.
  - a. Catholic Children of Non-Parishioners.
  - b. Transfer Students from Public School.
  - c. Non-Catholic Students may be admitted provided they do not displace Catholic students and that both students and parents understand that participation in Catholic religious Local Policy 311 is important.

## **LATE REGISTRATION**

Families moving into the area after the school year has begun will be considered for admission. Students must meet academic requirements and all tuition and fees of sending school must be paid free and clear.

Students transferring from other schools after the school year has begun may be accepted at the discretion of the

principal. Students not accepted may register for the next school year.

## **TUITION**

St. John the Evangelist School offers a 12-month payment schedule with the first payment due July 1<sup>st</sup>.

**Financial support** While the average weekly contribution within the Archdiocese is \$20; it is hoped that each family will contribute to their fullest potential.

**Tuition collections** will be handled through GiveCentral. Questions regarding the tuition and fee rates, collection or Parish contributions should be directed to the Business Manager. **You can contact the Business Manager at 630-837-6500x51.**

**Cash payments** are to be paid in the Parish Office only.

## **TUITION and FEE POLICY**

### **I. Tuition Rate**

Tuition and fee rates shall be set by a collaborative team consisting of the School Board, Principal, the Parish Finance Council, and Business Manager with the approval of the pastor.

### **II. Collection of Tuition and Fees**

**A.** Tuition shall be collected in 12 equal payments. The first payment is due on July 1<sup>st</sup> and on the 1<sup>st</sup> of the month each month thereafter. (A late fee is assessed after the 1<sup>st</sup> of the month.)

**B.** Regarding tuition or any outstanding debt 30 days overdue, the business manager shall send a note to the

family requesting that they pay tuition as soon as possible.

- C.** After 60 days, the business manager shall send a letter to the overdue family requesting payment in full by a certain date or their child (ren) will not be admitted to class. If the child comes to school after the above action has been taken, a phone call shall be made to the parent(s) to pick up the child (ren).
- D.** Parents having their last child graduating need to make all tuition and fee payments prior to the graduation ceremony. Graduates will not partake in graduation activities unless this commitment has been met. All fees must be paid by May 1<sup>st</sup>.
- E.** **No student's report card will be given to any family whose tuition and/or fees are 60 days delinquent.**

### **III. Extenuating Circumstances**

**Realizing that there are situations which prevent timely payment of tuition, the business manager shall use his/her discretion to accommodate families during hardship.**

- A.** Temporary hardship shall be defined as the inability to pay due to loss of job, illness, serious injury, etc. Under such circumstances, a payment plan shall be worked out.
- B.** Long-term hardship shall be defined as the inability to pay tuition due to long-term situations, such as terminal illnesses.

### **IV. Refunds**

- A.** The registration fee is **nonrefundable**.
- B.** Tuition refunds for an uncompleted semester shall be calculated on a pro-rated basis.

## V. Transfer of Records

Permanent records shall not be transferred until all tuition and fees are current.

## VI. Admission

A family will not be admitted to school until all past due tuition and fees are paid.

## VII. Confidentiality

All information regarding tuition payment is strictly confidential and is only to be shared by the pastor, the principal, and the business manager.

## FUNDRAISING

Fundraising is a critical element for the existence of our school. Calendar sweepstakes is a mandatory fundraiser for all families. Families are expected to participate in other Fundraising events, i.e. Tiger Trot, and Trivia Night.

## ACCESS TO OUR BUILDING

To keep our educational environment safe and secure, St. John the Evangelist School requires all visitors to sign in with office staff. A visitor pass will be issued and must be worn at all times while in the building. Students are instructed to **NEVER** open a locked door for a visitor – all visitors must enter through Door #1.

## SCHOOL PROGRAMS

### INSTRUCTIONAL PROGRAM

Grades K through 3 are **Primary**. Grades 4 through 5 are **Intermediate**. Grades 6, 7 and 8 are **Middle School**. All grades have a basic program consisting of reading, spelling, writing, English, Spanish for grades K-8, math, religion, science, social studies, physical education, art, music, and

computer-assisted instruction. Various approaches in meeting individual needs are utilized.

## **BEFORE AND AFTER SCHOOL CARE**

Before School Care is available from 7:00 to 7:40 a.m. on REGULAR FULL DAYS of school and on early dismissal days. After School Care is available from 2:45 to 5:30 p.m. on REGULAR FULL DAYS of school only. There is no Before and After School Care on holidays, or during Christmas or Spring Break. *(If school is canceled due to extreme weather or a school emergency, the Before and After School Care Program is also canceled.)* Before and After School Care is open to St. John the Evangelist School students only. The program is staffed by teachers and school staff. Hourly fees are set at the beginning of the school year, and families are billed on a weekly basis. This program is for any student in Preschool through 6<sup>th</sup> grade. Students in 7<sup>th</sup> and 8<sup>th</sup> grade may be considered for this program with prior approval by the Principal.

**Any family having outstanding balances for more than 3 weeks must become current before their children will be allowed back into the program.**

## **SPECIAL RESOURCES**

**COMPUTER PROGRAM** – Emphasis on the importance of using the computer as a learning tool is stressed. From the most basic keyboard recognition skills taught in Kindergarten through Middle School, students are encouraged to become comfortable and knowledgeable in the use of computers and productivity software. Also, see Computer Internet Policy section.

**MULTI-MEDIA RESOURCES** – Students are assisted in their instructional program with the use of materials such as films, video tapes, and current event resources.

**FIELD TRIPS** – Field trips are held during the school year. Written parental consent is necessary before a student is allowed to attend. Students with more than three (3) behavior warning written notices and/or excessive tardiness may be denied permission to attend. Many field trips require a fee and any checks should be made payable to St. John the Evangelist School. Money should be in a marked envelope.

## **OTHER STUDENT ACTIVITIES**

### **ADVANCED EDUCATIONAL OPPORTUNITIES**

- Honors Algebra Grade 8

### **ART FAIR**

- A display of students' art work in Grades K-8
- Projects completed in class
- Show good craftsmanship and superior effort

### **SPORTS PROGRAM**

- Open to students in Grades 5-8
- Volleyball and basketball

### **BAND**

- Open to students in Grades K-3 and 4-8
- Lessons once a week during the school day
- Directed by Band for Today

### **CHURCH CHOIR**

- Open to students in Grades 3-8



## **D.A.R.E. (Drug Awareness Resistance Education)**

- All students in 5<sup>th</sup> Grade
- Offered through Streamwood Police Department

## **INVENTION CONVENTION**

- All students in Grade 6 only
- An effective precursor to the Science Fair
- Follows a step-by-step process to invent a new product or a new method for doing something
- Develops problem-solving and creative thinking skills

## **READING INCENTIVE PROGRAMS (These vary by year)**

- 6-Hour Reading Club
- Reading Counts
- Book-It!
- D.E.A.R. (Drop everything and read)/Study Time.

## **SCIENCE FAIR**

- All students in Grades 7-8
- Challenging, hands-on experience
- Allows students to utilize scientific method
- Gain knowledge in an independent field of study

## **TESTS**

- Aspire Tests in Spring for Grades 3-8
- State MAP Tests Grades K-8 three times a year

## **SPECIAL NEEDS EVALUATION**

- RTI (Response To Intervention) program
- Speech and language
- Learning disabilities

- (Evaluation is provided through School District U-46 and other school districts in the area when recommended by teacher and/or requested by parent.)

## **STUDENT COUNCIL**

- Two students from grades (4-8) represent all students in Grades K-8
- Emphasis on school unity through sponsorship of school-wide activities
- Christian student leadership is emphasized
- Officers elected from Grades 7 and 8
- Meets throughout school year on a monthly basis

## **STUDENT RECOGNITION**

- High Honors (Gr. 6,7,8)
- Honors (Gr. 6,7,8)
- Improvement Honors (Gr. 6,7,8)
- Classroom Recognition—determined by individual staff members (Gr. 6,7,8)

***VARIETY SHOW is open to all students as a way of presenting special talents (bi-ennially).***

**NATIONAL SPELLING BEE**

**KNIGHTS OF COLUMBUS SPELLING BEE**

**PARISH SPONSORED THEATER GROUP**

**7<sup>th</sup> GRADE WORLD TOUR**

**NEWSPAPER / YEARBOOK CLUB**

## **SCHOOL HOURS:**

**8:00 a.m. to 2:45 p.m.\*      Grades K – 8**

\*Students must be in line at 7:50 a.m. in school parking lot.

\*Children who walk or are picked up will be dismissed at 2:45 p.m.

**Students not picked up at 2:45 p.m. will be supervised in After School Care and hourly rates will apply.**

## **ARRIVAL TIME**

For safety purposes, Children are requested to arrive no earlier than 7:40 a.m. There is no parking lot supervision before 7:40 a.m.

## **TARDINESS**

**A child is considered tardy if he/she is not in the classroom by 8:00 a.m** In all cases of tardiness, the school must be informed as to the reason. A parent must accompany child to the office to obtain a tardy slip before admittance to class. Parents are not allowed to walk their child to their classroom. **Excessive tardiness/absences will be taken seriously according to school policy. Children's grades will be lowered if consistently tardy.**

## **EARLY DISMISSAL**

**Requests for early dismissal are strongly discouraged and will not be granted without a written excuse.** The student is to be picked up from the school office. Parent or authorized adult must sign the student out. **THERE WILL BE NO EXCEPTIONS TO THIS PROCEDURE!!!**

## **ABSENCE**

**If a student is going to be absent: (Options)**

**Parent call by 9:00 AM**

**Leave a message on the answering machine**

**Send an email to the school, [school@mystjohns.org](mailto:school@mystjohns.org) each day of absence.**

If the school office receives a message by phone or note before 11:15 a.m. regarding homework for an absent student, work can be picked up at the school at 2:45 p.m. or sent home with a sibling. Otherwise, it is the child's responsibility to obtain the work missed during the period of absence. This work must be completed after the student returns to school within the time limit set by the teacher.

Since even occasional absence constitutes a handicap to the student in his/her progress, it is essential that we receive your cooperation in keeping absences to a minimum.

However, for the child's best interest and to prevent the spread of contagious disease, a child should be kept at home if he/she shows any symptoms suggestive of acute communicable diseases. **Children must be free from a fever for 24 hours before returning to school.** If a child is absent 5 days in a row, the child must bring a doctor's note, stating that the child may return to school.

Please see Sick Day guidelines

## **FAMILY VACATIONS**

**It is our strong preference that family vacations be planned and coordinated with school vacations.**

**Parents planning a vacation that requires a child's absence from school should discuss the matter with the principal and**

the child's teacher well in advance of the departure.

**Teachers are not required to provide work for students in advance of family vacations.** They are not required to provide any special help for students concerning subject matter missed by a student on a family vacation. Makeup work following vacations should be completed as directed by the teacher. A written note must be sent to the teacher and the office before the planned vacation.

## **FIELD TRIPS**

Field trips are opportunities for the students to learn beyond the classroom. Students can be denied participation in a field trip if they fail to meet academic or behavioral requirements.

Parents are required to sign the official school permission form.

### **Example of form:**

I/We, the parent(s)/guardian(s) of (name of child) request that the school allow my/our son/daughter to participate in (name of activity) on (date). I release St. John the Evangelist School and Parish, staff members and any other personnel or volunteers from any liability, injury or illness sustained while my child is involved in this activity.

Parent/Guardian Signature

Date:

I understand that appropriate and respectful behavior will be expected of all participants.

## **SCHOOL EXPECTATIONS**

### **K-8**

St. John the Evangelist School students will foster Gospel values by:

- Treating themselves and others in an appropriate Christian way. No public display of affection.
- Respecting adults, teachers and fellow students.
- Respecting school property and the property of others.
- Obeying classroom/school rules.

### **STUDENT EXPECTATIONS IN HALLWAYS**

- Keep quiet voices in hallways at all times.
- Walk to the right.
- Keep hands and feet to yourself.

### **STUDENT UNIFORM EXPECTATIONS**

- Follow the uniform regulations for both school and P.E. classes as stated in the Dress Code portion of this handbook. (Appear neat and clean, and tuck in shirt or blouse at all times.)
- Wear appropriate attire on non-uniform days.

## **SCHOOL DISCIPLINE**

### **K-8**

Enforcement of school discipline is managed by the principal. School and classroom regulations are set by the principal and teachers. The rules are few and are to maintain a learning environment consistent with Catholic Christian educational community. Generally, there will be sanctions for serious violations of major rules or constant violations of lesser rules.

## K-3

Behavior slips will be issued for inappropriate behavior, late assignments and improper uniform dress.

### PARENT RESPONSIBILITIES

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

## 4-8

**Missing Assignments and Behavior Warnings**– A Late Notice will be completed by a student when a homework assignment is not complete or is not turned in on time. In addition, a teacher may place a phone call to the parent(s). Five late notices within a grading trimester, not within a single subject area, will result in a parent teacher conference, at which time a consequence will be discussed. A Behavior Warning is used to help control behavior that is inappropriate for the middle-school classroom environment and/or disrupts teaching. Three behavior warnings within a grading trimester, not within a single subject area, will result in a 45-minute after school detention to be served as assigned.

**Detention** – will be a 45 minute period after school under the supervision of a teacher (2:45-3:30 p.m.). Detentions **MUST** be served on the assigned date. (Detentions issued by specials may be assigned at a different time.) At least two days notice will be given for detentions, so that travel arrangements can be made. Missed detentions or time late

for detentions will be doubled, and must be served as assigned. We realize this is an inconvenience to families; however, it is an inconvenience to faculty as well.

**Behavior** – Any behavior deemed harmful, inappropriate, or disruptive to classroom learning will be cause for a behavior contract to be completed and signed by the student, the teacher, the parent, and the principal. In addition, one behavior detention will be served (see above). In the unlikely circumstance that a student serves four (4) or more behavior detentions in one trimester, a principal-parent-teacher conference will be required; during this conference, consequences for additional detentions will be discussed (e.g., exclusion from field trips, in-school suspensions, etc.).

**Severe Behavior** –**Severe behavior, to include but not be limited to, substantiated verbal/written threats, bullying, fighting, extreme disrespect to school faculty or staff or to school volunteers, damage to school property, cheating, plagiarism, stealing and forgery**, will be cause for a behavior contract to be completed and signed by the student, the teacher, the parent, and the principal, followed by a principal-parent-teacher conference. In addition, the student will serve an automatic one (1) to three (3) day in-school or out-of-school suspension and any other punishment deemed appropriate by the principal (as discussed at the parent conference).

**A student will be excluded from any field trips during the trimester that a severe behavior occurs. Repeated severe behavior may result in exclusion from remaining class field trips, an out-of-school suspension, or an expulsion, as discussed at the principal-parent-teacher conference. Appropriate confidentiality shall be maintained.**



## **MAJOR OFFENSES**

### **K-8**

- Extreme disrespect to a faculty or staff member, or to a school volunteer
- Forgery of a parent or guardian's signature
- Inappropriate language or gestures, verbal, physical or written
- Cheating
- Stealing
- Bullying or threatening another student physically, emotionally, verbally, written, or via Internet (cyber-bullying)
- Damage to school property
- Plagiarism
- Truancy
- Lying

## **BULLYING/HARASSMENT POLICY**

**Bullying is defined as a deliberate and often repeated attempt to intimidate, embarrass, or harm another person. There are several types of bullying: Physical, Verbal or Cyber bullying.**

**Consequence: If it determined that a child is bullying, he/she will be placed on an In-School suspension immediately and will be required to complete the day's assignments. In addition, any student participating on an athletic team and who is found guilty of bullying another student will be suspended from the team indefinitely.**

# **SPORTS ELIGIBILITY POLICY**

## **5-8**

A participant cannot have a below average or failing average (D or U) in any one-subject. If a student is placed on ineligibility, it means that he/she is not allowed to participate in any activities affiliated with practice or games for a one (1) week period, at which time their grade(s) will be re-evaluated.

This policy is to help students get a handle on problems before they get out of hand, as well as to help him/her see the value of being “well-rounded.” Students need a balance of athletics and academics.

## **DRUG-FREE SCHOOL STUDENT SUBSTANCE ABUSE POLICY**

### **DEFINITION:**

Possession, use, or distribution of any substance which is otherwise unlawful, or which the student believes or represents to be unlawful for a student to possess, use, or distribute, may result in suspension and/or expulsion from St. John the Evangelist School.

Items covered would include all illegal substances, drugs, alcohol, and drug paraphernalia and weapons.

Any incident that occurs during the regular school hours, in the building or school grounds, or while in attendance at a school sponsored activity during or outside normal school hours shall be covered by this policy.

School personnel who observe or have reason to believe that a student is engaged in illegal activity involving

substance abuse shall report that activity to the principal. Principal will call police as needed.

## **PROCEDURES FOR HANDLING VIOLATIONS:**

- Suspension pending school investigation.
- Conference with principal, parents, child, pastor, and other appropriate persons as determined by the principal. Appropriate confidentiality shall be maintained.
- If the violation is founded, professional evaluation, and if necessary, treatment shall be provided by parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success, the principal may choose suspension and/or expulsion. In extreme or special circumstances, expulsion may be considered at an earlier time in the process.
- Police notification shall be made at the appropriate time, as directed by law.
- Mitigating circumstances warrant differences in procedures, i.e., first offense, age, seriousness of offense, prior conduct, cooperation of parents, attitude of student, initial success of rehabilitative measures, etc.
- Early intervention in substance abuse cases is essential. Although we cannot force or financially support a family to seek professional assistance, we should recommend treatment programs in which a family could take advantage.

# STUDENT PROGRESS

## REPORT CARDS

Report cards are issued at the end of each trimester for all grades. **Grades 2-8, parents can check the student's progress/grades daily/weekly through Powerschool a computer based program.** The purpose for evaluating the student, both in academic areas as well as work habits/attitudes, is that both parent and teacher may cooperate in helping the student reach his/her potential.

## PARENT-TEACHER CONFERENCES

Conferences give parents and teachers an opportunity to discuss the student's rate of progress and development. **All parents are scheduled for a formal conference at the end of the first trimester.** We encourage a conference whenever the parent or teacher feels it is necessary.

**All conferences with teachers are by appointment only.**

This gives the teacher adequate time to prepare for the conference and allows for a meeting at a more advantageous time. Parents coming to school without an appointment to see a teacher will be asked to leave a message and/or arrange a conference.

If, at any time, a parent wishes to meet with a teacher, please contact the teacher by calling the school office or writing a note.

## OPEN DOOR COMMUNICATION

Because teachers and parents are concerned with the best interest of the child, **open communication is vital.** Should any questions or concerns arise, parents are encouraged to contact the proper person in obtaining answers or resolving conflicts. For problems relating to a classroom situation or an individual student, **contact the respective teacher.** If

results are not forthcoming from this meeting, parents or teacher may request a conference with the principal.

### **WEEKLY INFORMATION/WEDNESDAY LETTER**

Every Wednesday, the youngest or only child in the family will receive any pertinent information for the upcoming week. On the last Wednesday of the month, next month's calendar and current Wednesday letter will be sent home. (Every child will receive a school home folder, but the youngest or only child will get family notes).

### **HOMEWORK**

It is important that all students be prepared each day to participate fully in all classes. Part of this preparation is to have all work completed daily. This includes class time assignments and homework.

Homework is given for skill reinforcement, special projects, and incomplete class work. Various types of homework will be assigned on an individual basis and at the discretion of the teacher. **Homework is to be completed and submitted on time.** Parents can help by providing conditions conducive to study and by giving encouragement and being available as a resource.

Homework will be assigned as needed on a regular basis. Homework is the responsibility of the student. Emphasis is placed on completeness, accuracy, and neatness. **\*For consequences for missing homework, see School Discipline.**

***Once the student has left the building, he/she will not be allowed to re-enter for any reason, including forgotten books or homework. It is the student's responsibility to leave with all required materials at dismissal.***

# **ST. JOHN THE EVANGELIST SCHOOL COMPUTER/INTERNET POLICY**

**Each school year a computer usage contract must be signed by students for use of the Internet.**

## **Purpose**

Computer use has become an essential part of many school activities. Computers are used to support learning and to enhance instruction. St. John the Evangelist School has the ability to enhance students' education through the use of computers. Computer/Internet access is now available to students and staff members at St. John the Evangelist. We believe this offers vast, diverse and unique resources to both students and staff. Our goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With this opportunity comes responsibility. Proper use of technology resources is a joint responsibility of students, parents, and employees of St. John the Evangelist School. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and guidelines may result in the revocation of the user's access privilege to which all faculty, staff, and students are entitled. Certain responsibilities accompany that privilege. Understanding these responsibilities is important for the users

## **User Responsibilities Use of Computer and Internet**

- User of a computer must be in support of education and research consistent with the mission of St. John the Evangelist.

- Any use of a computer for commercial for-profit purposes is prohibited.
- Any use of a network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information, obtain copies, or modify files, other data or passwords belonging to other users.
- All communication and information accessible via the Freedom of Information Act.
- Plagiarism is prohibited. For consequences for plagiarism, see School Discipline.
- No use of a computer shall serve to disrupt the use of the computer by others; hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of a computer to develop programs that harass other users or infiltrate computing system and/or damage the software components of a computer or computing systems is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- Unauthorized downloading of software, files, or images is prohibited.
- Use of network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
- Transmission of any material in violation of any U.S. or state regulation is prohibited (i.e. copyrighted material, threatening or obscene material, or material protected by trade secrets).

- St. John the Evangelist School reserves the right to log computer/Internet use and to monitor file server space utilized by users.
- No one shall place a disk in or attach another portable device to any school computer without prior approval with the computer teacher.

### **Network Etiquette**

- Be polite. Do not get abusive in your message to others.
- Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal the personal address or telephone numbers of yourself, students or colleagues.
- Note that all electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of inappropriate activities will be reported.
- Do not use the network in such a way that you would disrupt the use of the network by others.

## **GENERAL INFORMATION**

### **LUNCH PROGRAM**

All students eat lunch at school. They may either bring lunch or purchase lunch and/or milk through the Archdiocese of Chicago Hot Lunch Program. **Lunch order forms are on the school website.** Specific information regarding fees and ordering procedures will be in your Wednesday folder in August. **Fast Food Lunches Are Not Allowed.**



## **Lunch Schedule is as follows:**

<u>Lunch Period 1</u>	11:15-11:35 a.m.	Grades 5,6,7,8	Lunch
	11:35-11:55 a.m.		Recess
<u>Lunch Period 2</u>	11:35-11:55 a.m.	Grades 2,3,4	Lunch
	11:55-12:15 p.m.		Recess
<u>Lunch Period 3</u>	11:35-11:55 a.m.	Grades K,1	Recess
	11:55-12:15 p.m.		Lunch

**All students are expected to pray and eat in the proper manner and to obey and respect their lunch supervisor.**

Children are to go outdoors at lunch time, except in the case of inclement weather. **Ordinarily, if a child is not well enough to go outside, he/she is not well enough to be in school (a note signed by a physician is necessary to stay indoors).** Please see that children are dressed properly to go out.

### **USE OF THE TELEPHONE**

**Students may only use the office telephone if deemed necessary by the staff.** Emergency calls will be handled by the secretary. **Teachers or students are not called to the telephone during school hours except in emergencies.** **There are NO Cell Phones permitted in school.**

### **PARENT-TEACHER CLUB**

St. John the Evangelist School's Parent-Teacher Club was formed to coordinate volunteer efforts in the school and to coordinate social activities for the students and parents.

### **RIGHTS OF NON-CUSTODIAL PARENTS**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to

the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **ILLINOIS CHILD ABUSE AND NEGLECT REPORTING ACT**

**Illinois Child Abuse and Neglect Reporting Act** mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois Department of Children and Family Services (DCFS)** when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

## **SCHOOL BOARD**

Members of the School Board consist of the pastor (ex-officio), the principal (ex-officio), and at least four lay persons that are parishioners of St. John the Evangelist.

The School Board has the responsibility for developing policies to insure a quality religious and academic education and to monitor the implementation of those, as well as Archdiocesan policies.

All regular meetings of the School Board are open to faculty, parishioners, and parents of children attending St. John the Evangelist School.

## **CALENDAR**

A calendar is distributed at the beginning of each year which follows the U-46 School District calendar with a few exceptions. Monthly calendars are also sent home and posted on the website to keep parents informed of any changes/additions.

## **STUDENT RECORDS**

St. John the Evangelist School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts must make a five school day request to the School Office. All forms need to be submitted to the main office for distribution.

In the case of a missing/abducted child, the child's records will be reviewed by the current principal and locked in a special cabinet. These records will be shared with local authorities as requested.

## **GRADUATION**

Diplomas will be awarded to those who have

- Completed the prescribed course of study at St. John the Evangelist School
- Achieved passing grade on the Constitution of the United States and the State of Illinois examinations

- Adhered to the expectations set forth in this handbook
- Returned all school materials
- Diplomas will be awarded provided all financial obligations have been fulfilled

## **TRANSFERS**

All requests for transfers are to be written and should include the name and address of the new school. Transfer requests should be made at least two weeks prior to the transfer. One copy of the transfer goes to the parents and the other, including academic and health records, is mailed to the new school. **All financial obligations must be met at the time of transfer.**

## **SEXUAL HARASSMENT POLICY**

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

An employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

## HEALTH

The State of Illinois requires that every school student have a complete physical examination when entering school for the first time. Forms sent to parents must be completed and returned before August 15th. Kindergarten and Sixth graders may not enter school until an examination is completed and immunizations are up-to-date.

A current (within the year) physician's report must be on file in order for the child to remain in school.

Kindergarten, second grade, and sixth grade students must also have a complete dental exam before entering school. Kindergarten must have an eye exam before entering school. (If these are not complete, the child will be excluded from classes on October 1<sup>st</sup>.)

All children entering school for the first time must bring a physical examination and dental record from the last school attended. All immunizations must be up-to-date.

## EMERGENCY CARDS

All students must have on file **an emergency card** with all the information completed. **Notify the school office when there is a change in any of the information.**

## MEDICATION

**State law forbids school personnel to administer any type of drug to students.** If a student is in need of special medication, it cannot be supplied or administered by any member of the faculty or administration unless written permission accompanied with a physician's note of instruction is presented by a parent to the school office. **For safety reasons, all medication will be dispensed from the office. A form signed by the parent and a physician must be on file in the office.**

**No medication is to be kept in the student's possession or desk, except inhalers. Students who require inhalers must have a signed parent/physician permission slip.**

If a student is on any type of continuous medication or condition, it should be indicated on the emergency card.

## **VISION AND HEARING TESTS**

Testing is done by trained and certified U-46 Technicians. Notices will be sent to parents only if testing indicates need for further professional eye or ear examinations.

## **COMMUNICABLE DISEASES**

These procedures are in accordance with the rules and regulations for the Control of Communicable Diseases as issued by the Illinois Department of Public Health:

1. Notify the school office immediately when your child has a communicable disease.
2. The following communicable diseases require exclusion from school:
  - Chicken Pox - not less than six days after eruption.
  - German measles - five days after appearance of rash.
  - Mumps - nine days or until all swelling is gone.
  - Lice - notify school immediately and treat condition to label directions on over-the-counter treatment.Students need to be checked for lice in the school office before returning to class.
  - Strep Throat – must be on antibiotic for 24 hours
  - Conjunctivitis (Pink eye) – return to school a minimum of 24 hours after medication was first administered and eyes show no sign of redness or discharge
3. All other communicable diseases and contagious skin diseases require that a child have a written release from a physician before returning to school. (Any open

sores should be covered with a bandage.) If your child has a sore throat, earache, discharge from the nose, skin rash, eruptions, eye infection, or elevated temperature, he/she should be kept home. **A student must be fever free/aspirin free for 24 hours in order to return to school.**

4. **If a child is attending school, he/she will attend Physical Education class.** In the event of an exception, a written request stating the reason for the excused absence must be presented to the Physical Education teacher. In cases of prolonged absences from or limited involvement in Physical Education, the school requires a written recommendation from a physician. The physician's recommendation must be presented in the office.

## **SAFETY**

### **STUDENT ACCIDENT INSURANCE**

There are different policies available through Markel Insurance Company. All policies are individual and optional but encouraged for the protection for your child during the school year.

### **SCHOOL SAFETY**

The school has a planned program which includes playground rules. Baseballs, bats, Frisbees, skateboards, snowballs, or any equipment or toys that could be a safety hazard **are not permitted.**

***Students are not permitted to have cell phones or electronic devices, in school or on school field trips. Items not necessary for school are not to be brought to school.***

**If an item is judged to be distracting or dangerous, it may be taken from the student. Parents will be notified and appropriate action taken according to the level of seriousness.** Bicycles are to be parked and locked in the bike rack near door #1 across from Kyle Hall. Bicycles should be walked while on school grounds.

**No gum is allowed in school, on the school grounds, on field trips, or on any bus to and from school. GUM CHEWING WILL RESULT IN A DETENTION.**

## **WEAPONS**

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs”, bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives may subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police and state police. The weapon is turned over to the local police jurisdiction.



## **FIRE, TORNADO, and EMERGENCY DRILLS**

**Fire drills** are required and will be held as needed with the date and length of time recorded. In every classroom, there is a sign directing students toward emergency exits. Fire inspections may be conducted at any time by local fire department officials and/or diocesan inspectors. **Tornado drills** are held twice a year. If a tornado warning is in effect, children will be kept in school until an “all clear” is issued. The school is equipped with a Civil Defense Warning System. **Emergency drills** are in place for the safety of the children and are held twice a year. The office staff/teachers have pre-assigned areas to check.

## **DROP-OFF AND PICK-UP PROCEDURES**

In order to facilitate enhanced safety during the school drop-off and pick-up times, the following procedures must be observed. Staff and Volunteers will help supervise the parking lot during drop-off and pick-up times. Please give them your cooperation.

### **DROP OFF**

Parents will be asked to enter through the church parking lot on the east side via Park Boulevard. Parents will proceed down the drive to the school parking lot. **NOTE: Parents should be aware of pedestrian traffic and ALL TRAFFIC AND SAFETY RULES OF THE ROAD APPLY IN THE PARISH PARKING LOTS.**

At the bottom of the driveway, parents will observe a row of traffic cones that will run the length of the school parking lot to form a drop-off area. **Parents will remain in line until the vehicle in front of them moves to allow the parents of smaller children to escort them into the**

**playground area.** After children have left the vehicle and are inside the traffic cones the parents will exit by means of the west driveway.

**(NOTE: DROP-OFF DIAGRAM) p 40**

## **PICK UP**

Enter the church lot. Proceed toward the school lot in front of church. Watch for the Parking Lot Monitor to direct you into a parking lane. Vehicles will park one car after another facing the school building. **No one is to back up a vehicle at any time unless directed by the Parking Lot Monitor.**

Once all students are in vehicles, cars will exit the school parking lot to the West, up the ramp and onto Parkside Circle.

**\*The school gate is opened at 2:30 p.m.**

**(NOTE: PICK-UP DIAGRAM) p41**

**DUE TO SAFETY ISSUES, THE PARISH OFFICE LOT  
MAY NOT BE USED FOR STUDENT PICK UP.**

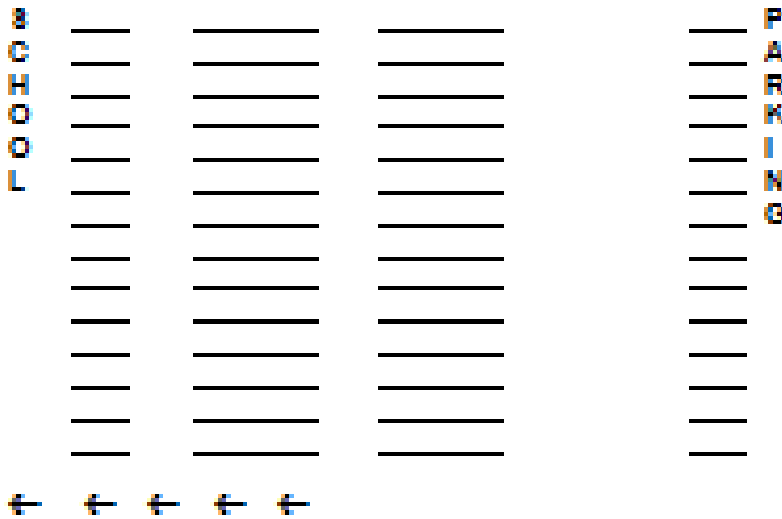
# AM DROP-OFF DIAGRAM

CHURCH

ENTER FROM PARK BLVD.  
(EAST DRIVEWAY)

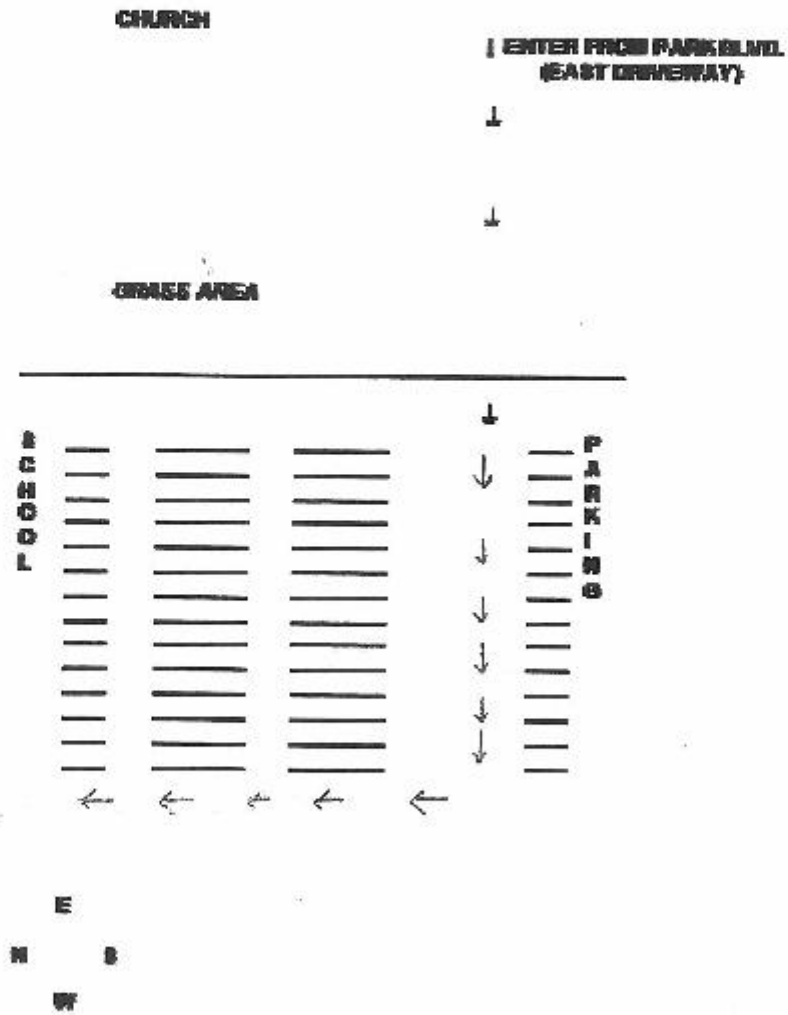


GRASS AREA



E  
N S  
W

# PM PICK UP DIAGRAM



## EMERGENCY CLOSING

In most cases we will follow the U-46 decision to close the school. Occasionally, we stay open when U-46 closes. It is imperative that you check our school website for school closing [www.mystjohns.org](http://www.mystjohns.org) **Click the school link** and the **'Moving Marquee'** at the top of the page will inform you if school is **late arrival, open, or closed**. You can also check WGN radio, Emergency Closing Center's website and TV stations for school listings. **Do not call the school or parish office**. If school would have to be closed during the school day parents will be contacted by phone or e-mail.

## UNIFORM POLICY

A highly defined and enforced dress code has proven to have a positive influence on the school and the attending students. It enhances the school's atmosphere for achievement. There is an impact on student behavior, achievement, and academic success. With these intents, St. John the Evangelist School establishes the following uniform policy and dress code:

School uniforms shall be worn on every school day by all students in grades K through 8. **(Exceptions: Scouts/Brownies may wear their uniforms on meeting days; selected dress down days as announced.)** The uniforms are to be purchased from Dennis Uniform Co. and **P.E. uniforms are purchased from St. John the Evangelist School.** Call the school office for further details.

Shoes must be clean, properly laced and tied at all times.

**No makeup is allowed.** Light pink or clear nail polish will be allowed for middle school girls only in grades 6-8. **(No nail decorations or decals.) Boys must be clean-shaven.**

**Boys' and girls' hair styles must be conservative and must not cover their eyes.** Only child's natural hair color is appropriate. No dyeing, highlighting, streaking, tipping, or coloring of hair in any way will be allowed. Parents will be called.

**Boys' hair must not touch their shirt collar or cover their eyes.**

Student coming to school out of uniform, wearing an incomplete uniform, or wearing uniform inappropriately will be issued an Out of Uniform Notice. This slip will be signed by the issuing person and the principal. The student will have the slip signed by their parent(s) and return the slip to the school office on the following day. If a second out-of-uniform notice is issued, the child's parent(s) will be called to bring the proper uniform. Three (3) "Out of Uniform Notices" will result in a detention and/or loss of dress down privileges.

## DRESS CODE

- GIRLS:** Jumper Grades K-3 (**below knee length**)  
Skirt Grades 4-8 (**below knee length**)
- Blouse (Gr. K-6) White, short or long sleeve w/Peter Pan collar; or white turtleneck. **To be tucked in at all times.**  
(Gr. 7-8) White, short or long sleeve plain or button-down collar; or white turtleneck. **To be tucked in at all times.**  
(Gr. K-8) White Polo shirt (with or without school logo.) **To be tucked in at all**

times.  
**Dress Pants, Dress Shorts, and Sweaters**  
**are optional for girls.**

Dress Pants (Gr. K-8) Dress navy – can be worn except for \* Formal Uniform: Mass Days. (No stretch or stirrups ever). Pants must be fitted/worn at the waist. (Gr. 7 & 8-Optional: Khaki Twill Pleat Front-Dennis Uniform Company) **Belts are to be worn with dress pants.** Belts must be plain, only black, navy blue or brown. No fancy belts with ornate buckles.

Dress Shorts Purchased from uniform company. **Navy walking shorts only** – can be worn at anytime between April 1 and October 31. **(at the knee) NO cargo shorts. Belts are to be worn with dress shorts.** Belts must be plain, only black, navy blue or brown. No fancy belts with ornate buckles.

Sweater Solid Color purchased from uniform company. Any style – maroon.

Socks Solid colored socks coordinating with school uniform – knee, ankle, no-show, or tights (white, black, gray, burgundy, or navy blue). No leggings allowed.

Shoes **Plain, dress or athletic shoes coordinating with the school uniform. Colors should**

**only be solid white, black, gray, burgundy, brown, or navy blue.** (Combinations of white/black, gray/white, black/gray, gray/burgundy, navy blues/white are allowed). **White or black shoe laces only.** No low or high top gym shoes allowed. No light up shoes or neon colors. (Dress Code socks must be worn with all shoes.) No backless or slip on shoes. No dress up boots. A change of shoes should be brought to school when wearing snow boots.

Jewelry **Simple and appropriate. Simple is defined as: only one pair of stud type earrings, one ring, one bracelet, and/or one necklace may be worn. No large hoop or dangling earrings.**

Hair and Hair styles must be above the eyebrows and not in the eyes. Hair styles must be neat/clean in appearance and your natural hair color only.

Accessories **Kerchiefs, ribbons, fancy head bands, fancy bows, or other ornaments in the hair, hair pieces or hair extensions are not allowed.**

**BOYS:** Shirts (Gr. K-8) White polo shirt (long or short sleeve) with or without school logo, or white turtleneck. **Shirts are to be tucked in at all times.**

Dress Pants (Gr. K-8) Dress navy – can be worn at any time. Pants must be fitted/worn at the waist. (Kindergarten-Optional: Navy blue with elastic



waistband) (Gr. 7 & 8-Optional: Khaki Twill Pleat Front-Dennis Uniform Company) **Belts are to be worn with dress pants.** Belts must be plain, only black, navy blue or brown. No fancy belts with ornate buckles.

**Dress Shorts and Sweaters are optional for boys.**

Dress Shorts Optional Purchased from uniform company.

Navy walking shorts only – can be worn any time between April 1 and October 31. **(at the knee.) NO cargo shorts. Belts are to be worn with dress shorts.** Belts must be plain, only black, navy blue or brown. No fancy belts with ornate buckles.

Sweater Solid color purchased from uniform company. Any style – maroon

Socks Solid colored socks coordinating with school uniform.

Shoes Plain, dress or athletic shoes coordinating with the school uniform. Colors should **only** be solid white, black, gray, burgundy, brown, or navy blue. (Combinations of white/black, gray/white, black/gray, gray/burgundy, navy blues/white are allowed). White or black shoe laces **only**. No low or high top gym shoes allowed. No light up shoes or neon colors. (Dress Code socks must be worn with all shoes.) No backless or slip on shoes. A

change of shoes should be brought to school when wearing snow boots.

Hair Hair styles must be off the forehead, above the collar, and off of the ears. Hair styles must be neat/clean in appearance. **NO ERRATIC HAIR CUT STYLE WILL BE ALLOWED (ex: punk, spiked, tailed, non-naturally colored or grooved)**

Earrings **Boys are not allowed to wear earrings at any time.**

**GYM CLOTHES** Maroon shorts and a white T-shirt with school logo and white socks are required. ALL students wear their gym clothes on gym day. They do not wear their school uniform or change into their gym uniform. Appropriate Dress Code Gym shoes are required. **NO platform gym shoes.** St. John the Evangelist School sweatpants and sweatshirts are required for grades **K-8** for gym during cold weather. **Sweatpants must be fitted/worn at the waist, and cannot be altered or cut.** **Sweatpants bottoms must be elastic and worn at the ankle.**

Gym crew neck, gray sweatshirt with school logo may be worn with school uniform during cold weather. For all students, **K-8 collared school uniform shirt must be worn under sweatshirt at all times.**

**DRESS-DOWN DAYS** – will be assigned periodically during the school year. Students may dress down if behavior rules have been followed (see School Discipline). Students must dress appropriately and in a Christian manner (no short skirts or shorts or midriff tops, no low-waist pants, no flip-flop shoes, no graphic tee-shirts, no colorful nail polish, etc.).

**\*FORMAL UNIFORM** – On days when the students attend Mass, the formal uniform is expected to be worn. The formal uniform is a show of respect, discipline, and uniqueness to our school community. The formal uniform for girls is: Jumper with white shirt or white blouse. The formal uniform for the boys is long pants and white polo shirt. By wearing this Formal Uniform to Mass we are showing a mutual and shared respect for the celebration of the Eucharist.

**This handbook consists of guidelines that provide a framework for the school's day-to-day operation. The administration reserves the right to vary these policies so specific issues are treated on an individual basis. The policies are subject to amendment or discontinuation as the need arises. The school will attempt to keep families informed of all changes as soon as it is practical. However, some changes may have to be made immediately to meet unforeseen circumstances.**

