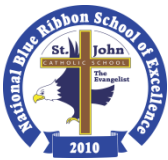


St. John the Evangelist



Celebrating Excellence

**Parent Student Handbook
2011-2012**



St. John the Evangelist Catholic School - 2011-2012

Welcome to St. John the Evangelist Catholic School. Our school motto is Reverence, Respect, and Responsibility and the contents of this handbook reflect these core values. The purpose of this Handbook is to acquaint parents and students with the policies and practices of our school.

A student's enrollment at St. John School, as signified by the signing of the contract by the principal and parent/guardian, is an acknowledgement of the acceptance to be governed by the rules, regulations, conditions and requirements of the school as stated in this handbook. Read the handbook carefully with your child(ren) and discuss the implications within it. Keep the handbook in a place for easy referral.

Both parents and students sign and return the required Parent/Student Handbook Agreement Form (below) by August 12th.

Note: The principal retains the right to amend the handbook and agrees to notify parents in writing of any changes.

Parent/Student Handbook Agreement Form

I/We have been issued a copy of the St. John the Evangelist Catholic School Student Handbook.

I/We understand that the continued enrollment of the student is subject to the student observing all school rules as set out in the school handbook including but not limited to general behavior, academic performance, and attendance.

I/We acknowledge that the school governs the conduct of the student when on the school property, during the aftercare program, participating in school activities off the school property, or at any school event.

Continued enrollment, in any given school year and re-enrollment in any subsequent school year, is subject to the parents'/guardians' continued support of the mission of the school as documented in the school handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents/guardians. Re-enrollment in any subsequent year is subject to mutual agreement. The student, the parents, or the school administration, either with or without cause, may withhold that agreement.

Yes No I hereby give permission for my child and myself to have photographs and/or names appear in school publications (i.e. yearbook, brochure, Visions Newsletter), videos, news articles relating to school events, website, and promotional materials approved by the school and/or the Archdiocese.

Parent/Guardian Name (Printed)	Signature	Date
Student's name(s) Printed:	Student's signature(s):	

Sign and return to the school office by August 12, 2012

Parent and Student Handbook 2011-2012 School Year

St. John the Evangelist Catholic School **A National School of Excellence**



240 Arnold Street
Hapeville, GA 30354
404-767-4312

History and Accreditation

Staffed by the Sisters of Mercy from Merion, Pennsylvania, St. John the Evangelist Catholic School opened its doors in 1954 with grades K – 5. Grades 6-8 were added in successive years, and Pre – K was added in 1993. The Southern Association of Colleges and Schools (SACS) accreditation was first awarded in 1972 and the school has maintained continuous accreditation for over 30 years. Dual accreditation with SACS and the Southern Association of Independent Schools (SAIS) was awarded in 2007. St. John School holds membership in the following associations: Southern Association of Colleges and Schools (SACS), Southern Association of Independent Schools (SAIS), National Catholic Educational Association (NCEA), Association for Supervision and Curriculum Development (ASCD), International Reading Association (IRA), National Council of Teachers of English (NCTE), International Society for Technology Educators (ISTE), Georgia Independent School Association (GISA), Georgia Middle School Association (GMSA), Georgia Council of Teachers of Mathematics (GCTM), Georgia Science Teacher Association (GSTA), Atlanta Area Association of Independent Schools (AAIS), Atlanta Area Technology Educators Association (AATE), and National Association of Elementary School Principals (NAESP). St. John the Evangelist School is a member of the Coalition of Lighthouse Schools which exists to create a dynamic learning environment to empower students and teachers to lead in the twenty-first century.

Non-Discriminatory Policy

All schools of the Catholic Archdiocese of Atlanta, including St. John the Evangelist, admit students of any race, color, sex, national origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the schools. St. John the Evangelist shall not discriminate on the basis of race, color, nationality, and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletics or other school administered programs.

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St. John the Evangelist Catholic School
Faculty and Staff for the 2011-2012 School Year

<u>NAME</u>	<u>POSITION</u>	<u>EMAIL ADDRESS</u>
Sr. Beth Bauer	4 th Grade Teacher	bbauer@sjecs.net
Bernadette Boisis	Admissions Director	bboisis@sjecs.net
Angela Bush	Art Teacher	abush@sjecs.net
Bill Canning	6 th Grade Homeroom Teacher-Literature/Lang. Arts	bcanning@sjecs.net
Jean Challenger	ESP Aide	jchallenger@sjecs.net
Christina Clements	ESP Aide, Classroom Aide	cclements@sjecs.net
Sybil Cypress	Development Director	scypress@sjecs.net
Megan Davis	Guidance Counselor	mdavis@sjecs.net
Carla DeBord	Music/ Cultural Enrichment Teacher	cdebord@sjecs.net
Terry Edwards	3 rd Grade Teacher	tedwards@sjecs.net
Anita Emefo	2 nd Grade Classroom Aide	aemefo@sjecs.net
Christina Griffin	ESP Aide	cgriffin@sjecs.net
Mary Jean Griffin	Assistant Principal	mjgriffin@sjecs.net
Jeannie Hainey	3rd Grade Classroom Aide	jhainey@sjecs.net
Francis Head	Technology Specialist	fhead@sjecs.net
Pam Henry	Facilities/Volunteers/Office/Aide	phenny@sjecs.net
Muriel Huntley	1 st Grade Classroom Aide	mhuntley@sjecs.net
Patty Jackson	Bookkeeper	pjackson@sjecs.net
Janice Jones	2 nd Grade Classroom Aide	jjones@sjecs.net
Herman Lum	Physical Education Teacher/Athletic Coordinator	hlum@sjecs.net
Megan Malone	Guidance Counselor	mmalone@sjecs.net
Tina Mantle	Kindergarten Classroom Aide	tmantle@sjecs.net
Leslie McCarthy	1 st Grade Teacher	lmccarthy@sjecs.net
Tim McGinnis	Maintenance	
Trahlyta Miller	Remediation/Enrichment Teacher	tmiller@sjecs.net
Michelle Monk	Spanish Teacher	mmonk@sjecs.net
Diane Morris	Office Manager	dmorris@sjecs.net
Montrois Parker	School Nurse	mparker@sjecs.net
Venus Price	ESP Director and Tuition Accountant	vprice@sjecs.net
Zac Price	Facilities/Maintenance	
Jeanne Rast	Math/Science Lab Teacher/Middle School Coordinator	jrast@sjecs.net
Dennis Rankin	7th Grade Homeroom Teacher – Math/Science	drankin@sjecs.net
Karen Rorabaugh	Kindergarten Classroom Aide	krorabaugh@sjecs.net
Teresa Sandolph	PreK Classroom Aide	tsandolph@sjecs.net
Ginger Schilling	Media Aide	gschilling@sjecs.net
Jane Seals	Curriculum Coordinator/Resource Teacher	jseals@sjecs.net
Elke Silva	8 th Grade Homeroom Teacher – Religion/Social Studies	esilva@sjecs.net
Concepcion Snider	Facilities Housekeeper	csnider@sjecs.net
John Snider	Parish/School Maintenance	jsnider@sjecs.net
Kathleen Talamini	2 nd Grade Teacher	ktalamini@sjecs.net
Rev. Edward Thein	Pastor	
Kathy Van Meter	Media Specialist	kvanmeter@sjecs.net
Karen Vogtner	Principal	kvogtner@sjecs.net
Mary Weaver	Pre-Kindergarten Teacher	mweaver@sjecs.net
Kristin Wilczynski	Kindergarten Teacher	kwilczynski@sjecs.net
Courtney Wood	Pre-Kindergarten Teacher	cwood@sjecs.net
Kristin Woolums	5 th Grade Teacher	kwoolums@sjecs.net
Elisa Yates	ESP Dance Instructor	eyates@sjecs.net

Home and School Officers
 (See Inside Cover of the Student Directory)

VISION

St. John the Evangelist Catholic School will serve as a national model of exemplary education grounded in Catholic faith

- Empowering students to be leaders and live their faith joyfully,
- Promoting 21st Century learning, critical thinking, and teamwork,
- Providing a dynamic curriculum taught by highly qualified faculty and staff,
- Implementing best educational practices and responsible stewardship, and
- Forming a collaborative relationship with parents, parishioners, alumni, and the community in a caring, inclusive environment, living by the example of Jesus.

Approved 5/11

MISSION

Our mission is to prepare students for everlasting life by teaching them the Catholic Faith and traditions, providing opportunities to put their faith into action, and ensuring a thorough foundation of knowledge for successful transition into secondary study.

Revised 3/07

BELIEFS

- Every person is a child of God with worth and dignity.
- All children strive for academic excellence and self-confidence through active participation in challenging and enriching learning opportunities.
- The cornerstone of our entire academic system is firmly rooted in a Christ-centered environment.
- A sense of family and faith community creates an atmosphere of trust, love and friendship.
- Students need a safe environment where all members of the school community treat each other with respect, and where parents are actively involved in the school and their child's education.
- Technology is a vital tool for teaching and enhancing all subject matter; teachers and students use technology within the traditional curriculum.
- The cultural diversity of our school enriches our lives and provides an environment which helps us grow in understanding and appreciation of different cultural traditions.

Revised 5/11

SCHOOL ADMINISTRATIVE TEAM

The School Administrative Team is a site-based management team comprised of the Principal, Assistant Principal, Counselor, ESP Director, Office Manager and the Faculty Council (consisting of one representative from each level - Primary, Intermediate, Middle School and Special Area teachers).

Archdiocesan Compliance

St. John the Evangelist School functions under the auspices of the Archdiocese of Atlanta. St. John School is in full compliance with all Archdiocesan requirements as stated in the Policy Manual for Catholic Schools. This manual is available for parent review. Please see the Principal or Assistant Principal.

School Structure

St. John the Evangelist School serves children in grades PreK-8. The student body is grouped into three levels: Primary (PreK-2), Intermediate (3-5), Middle School (6-8).

State Licensing – St. John the Evangelist School has a Faith-based exemption from state daycare licensing for four-year olds and the after school program; however, licensing guidelines are followed to ensure the continuation of the faith-based exemption.

St. John School Advisory Council

St. John the Evangelist School is supported by an Advisory Council, which advises the principal and oversees standing and ad hoc committees that work to advise the principal with continuous improvement efforts and to further the mission of the school.

Morning Arrival

School begins with Morning Assembly at 7:50 a.m. Students arrive at school via car/carpool, exit cars at the school entrance on Arnold Street, and report immediately to the cafeteria. The school's Extended School Program (ESP) is offered beginning at 6:50 a.m. and ending at 7:50 a.m. There is a **\$2.00** charge per day, per student for this service. A 10 minute (no charge) leeway period exists for children who arrive between 7:40 a.m. and 7:50 a.m. as determined by the clock in the cafeteria. All students gather in the school cafeteria for morning assembly. They may sit, talk quietly, read, or play quiet games until school begins. **School begins with the morning bell at 7:50 am.**

Special note to drivers: When dropping off your child(ren), continue driving down Arnold Street, take the first left turn three times to return to Sunset Street. The Hapeville Police Department enforces no "U" turns or turn-arounds in driveways. If you need to park and enter the school, please park in the Church parking lot (on Sunset St.) by the St. John the Evangelist Church-School sign. SEE DIAGRAM IN THE BACK OF THIS HANDBOOK.

Tardiness

Students arriving after 8:00 a.m. are marked late and must report to the school office upon arrival to get an "Admit to Class" card before entering the classroom. Five tardies equal one disciplinary point. Fifteen tardies in the year will incur a 7:30 a.m. early morning detention. Anyone arriving late or failing to report for morning detention will receive a disciplinary point.

Any student not in class when roll is taken will be marked absent unless he/she has been given permission or a pass to leave. Repeated unexcused absence or tardiness may be considered grounds for suspension or even expulsion. (Archdiocesan policy #5170)

Recess

At the teacher's discretion, classes may go outside for a short recess (weather permitting).

Lunch

St. John School offers a school hot lunch program with high quality, balanced and nutritious meals. All meals meet the national school lunch guidelines. St. John School no longer participates in the Federal Hot Lunch Program (NSLP). Lunches are provided by SLA Management.. Menus are published and/or distributed by SLA Management. (See steps to establish online account on page 46).

Please be careful not to order lunches to which your child may be allergic. When a student forgets his/her lunch, it is the child's responsibility to inform the teacher. The school will provide a cold lunch and milk. An IOU is issued and must be paid on the next school day. No student may call to have his/her parents bring a lunch. This helps to encourage individual responsibility.

For lunches brought from home, no glass containers or carbonated beverage are permitted. No student may purchase soda from the Coke machine at ANY time. PreK students are required to have a balanced, nutritious lunch that meets federal nutrition guidelines. If you pack a lunch for your PreK child, it must meet federal nutrition guidelines. Specific information will be distributed by the PreK teacher. Our Hot Lunch Program meets these nutritional guidelines.

Parents are encouraged to join their children for lunch. Please check in at the school office before proceeding to the cafeteria. Parents may purchase a school lunch when eating with their child if it has been ordered. Food from outside vendors, such as McDonalds, is permitted only when the parent remains at school to have lunch with his/her child.

Dismissal

Dismissal begins at 3:15 p.m. except on Wednesdays (2:30 p.m.) and designated early dismissal days. Extended School Program students walk quietly to the cafeteria and check in with the ESP Supervisor at the designated area. To ensure the safety of the children, parents are expected to use car line when picking up their children. Do not wait for your child in the hall or walk your child out of car line. Walkers are dismissed with car line, and they are escorted across Sunset Street when there are no more cars in the car line. Please call the school if you experience an unexpected delay (traffic) or an emergency that will make you late for car line pick up. Children who are not picked up in car line by 3:30 (2:45 on Wednesdays) go to the Extended School Program (ESP) and an additional charge applies. No one is admitted through the back door. Admittance into the building is only through the Arnold Street entrance.

On early dismissal days when ESP is not available, please make proper arrangements to pick up your child on time through car line. A fee of \$5.00 per minute per family will be charged for any students not picked up after car line. This fee is due at the time of the late pickup.

IN ORDER TO REINFORCE RESPONSIBILITY, NO STUDENT OR PARENT MAY RETURN TO THE CLASSROOM FOR ANY BOOKS, ETC., AFTER DISMISSAL, INCLUDING ESP STUDENTS.

Because child safety is such a high priority at SJE, students remaining after school must be supervised by their parents/guardians or by school faculty/staff at all times. All children must report to ESP, a teacher, an extra-curricular activity director, or go with his/her parents. Children may not wait for parents or any other person outside in the parking lots or any other unsupervised area of the church or school. Children are not to loiter in the school halls, cafeteria, church, or school playground.

St. John School does not recommend the use of the public library for after school care. Our Extended School Program is available for after school care.

Car line

The first cars to arrive fill the empty spaces in front of the parish office building and the front of the school on Arnold Street. Please stay in your car and do not create a gap in the car line. As the line fills, parents will be directed by the student patrol to line up in parallel lines in the church parking lot. Patrols will direct cars

down Arnold Street to keep the car line moving. Please be patient and show respect to our school patrols. Children will walk to their cars and wait until the car comes to a complete stop before getting in. For safety concerns, students may not be picked up on the other side of the street. No student is allowed to step onto the street between cars for any reason. This includes putting items in or taking items out of the trunk during car line. Please continue driving down Arnold Street, take the first left turn three times to return to Sunset Street. The Hapeville Police Department enforces no “U” turns and no turning around in driveways.

In addition, please be sure that you follow new Georgia State Law regarding car seats and booster seats. Children between 40 and 80 pounds and under 4’9” should ride secured with a lap and shoulder belt in booster seats. The Hapeville Police Department regularly patrols car line and issues tickets. *Georgia State Law (as of July 1, 2011) – Children under **age 8** are required to be in a car seat or booster seat appropriate for their height and weight and used according to the manufacturer’s instructions. See guidelines:* <http://www.gahighwaysafety.org/childpassengersafety/2011boosterseatchangesga.pdf>

All children are to listen to the student patrols and teachers on duty. At 3:30 p.m. (2:45 p.m. on Wednesdays), any remaining students will be admitted to ESP.

Early Dismissal

If you need to sign your child(ren) out for emergencies or appointments, arrange pick-up at least 15 minutes before dismissal. Park in the church parking lot next to the rectory and come to the office through the front door. Your signature is required for early dismissal. Office personnel will call your child. Remain in the office and wait for your child. Escort your child through the cafeteria and exit out the door by the Coke machine. Early dismissals are reflected as tardies on the report cards, but do not count toward morning tardy penalties.

Parking in the lower lot, behind the school, is for faculty and staff ONLY between the hours of 7:00 a.m. to 4:00 p.m. Do not park in this lot during these hours.

Rainy Day Dismissal

Rainy day dismissals require special procedures and patience. The faculty, staff and patrols conduct this dismissal over the PA system and by walkie-talkie communication. At the start of the school year, each family will receive a rainy day carpool sign to display. Please keep it handy in your glove compartment and make additional copies for anyone else who may be picking up your children. On rainy days, display the family name so that it is visible in the passenger side window. The faculty, staff, or student patrol will call students/carpools by the family name displayed on the sign. Once called, the patrols will assist the student getting into the car. If you do not have a carpool sign with family names, you will be directed to the end of the line.

Wednesday

Dismissal time for all Wednesdays is 2:30 p.m. unless designated on the school calendar or noted in the St. John Times.

Attendance

Regular attendance is a contributing factor of academic achievement. Students are expected to attend school regularly in compliance with the state law for compulsory attendance. When a student is absent, a note stating the reason for the absence is required upon return to school. Students missing 20 days of school are subject to retention.

Repeated unexcused absence or tardiness may be considered grounds for suspension or even expulsion. (Archdiocesan policy #5170)

Severe Weather

If St. John School is closed due to inclement weather, it will be announced on local TV and radio stations (Channel 2 and WSB 750 AM) and the SJE website. In the event of severe weather warning, (thunder storms, etc.) students will not be dismissed into car line.

Facilities Emergency Plans

Loss of Power: In the event of loss of power, each class is equipped with emergency lighting. Teachers will open blinds for natural light. The office will notify the service provider of the problem.

Loss of Water: In the event of loss of water services, the office will notify the water company of a problem. If service cannot be restored within 2 hours, parents will be notified for pickup of the children.

Loss of Heat: The children and staff will be moved to the warmest and safest area in the building and will be required to wear their coats/jackets. If the temperature should fall below 40 degrees, parents will be contacted to pick up their children.

Loss of Air Conditioning: In the event of loss of air conditioning, teachers will turn on ceiling fans and open windows. Should the temperature reach above 90 degrees, parents will be called to pick up their children.

Fire, Tornado, and Lock Down Drills

Safety drills are held regularly, normally in pleasant weather. Visitors and volunteers who are in the building during a drill should follow the safety directives.

Fire Alert: An alarm with short broken rings, followed with verbal instructions and flashing lights, alerts students to evacuate the building quickly and quietly.

Tornado Alert: An alarm with a rolling horn alerts students to go to the designated areas of safety within the building.

Lock Down Alert: The Principal announces on the PA, "Lock Down." This denotes a danger in or around the school and all classroom and school doors will be locked.

ESP (Extended School Program before and after school)

The purpose of the Extended School Program is to provide a structured extracurricular program for enrolled students. The environment is a Christ-centered extension of the school day providing supervised free time, recreation, planned activities, service opportunities, and quiet time for academic study. All students must submit the ESP registration because children must be pre-registered to attend either the morning or after school program. However, the \$25 per child registration fee is not due unless/until you use ESP the first time. We do not provide transportation before or after school in our extended school program.

Morning ESP begins at 6:50 a.m. and ends at 7:50 a.m. There is a \$2.00 charge per day, per student for this service. A 10 minute (no charge) leeway period exists for children who arrive between 7:40 a.m. and 7:50 a.m. as determined by the clock in the cafeteria. All students must report to the cafeteria and sign in as soon as they exit their vehicles. All students must receive permission from the morning ESP director before leaving the cafeteria. Students may sit, talk quietly, read, or play quiet games. They are to respect one another and all property. Students may study; however, written homework may not be completed during morning ESP.

After school ESP begins at 3:15 p.m. (2:30 p.m. on Wednesdays) and ends at 6:00 p.m. Students report to the ESP supervisor at the designated area. Each student will be given a nutritious snack. Families with accounts past due of \$100 or more (either morning, afternoon or combination) will not be permitted to use the ESP services until all fees are current. Weekly fees are due at the beginning of the week of service. There is a \$40 late fee charged on Friday to all outstanding weekly accounts. Accounts 30 days (or more) past due require payment in cash or a money order.

Weekly Fees

If you use ESP more than 6 hours per week, YOU MUST PAY THE WEEKLY RATE. All fees must be paid in advance, on or before MONDAY of the week of service. Otherwise, you will incur a \$40 late charge weekly until the fees are paid.

ESP Weekly Fees

One Child: \$42.00 Two Children: \$52.00 Three Children: \$62.00 Four Children: \$72.00

Drop-In Fees

If you use ESP 6 hours or less, you pay drop-in fees at the rate of \$16 per child per day. Twenty-four hour notice is required except in an emergency. Drop-in fees are due the day of service, (a late fee of \$40 will apply after the date of service until fee is paid).

Students participating in extra-curricular activities, including but not limited to music lessons, band, intramural sports, Wednesday's Day of the Arts, science and math competitions, and yearbook, must be supervised either before and/or after these activities. Students participating in Wednesday's Day of the Arts or intramural sports must be enrolled in ESP. Any student unsupervised (including siblings and carpool riders) before or after these activities will be placed in ESP and charged the drop-in rate. Children in extra-curricular activities not picked up 10 minutes past designated pick up time will be placed in ESP and charged the drop-in rate.

Late Charges

If your child is picked up after 6:00 p.m., you will be charged a late fee of \$5.00 per minute, per child due on the date of service. Please notify the director if an emergency occurs that will cause your child(ren) to be picked up after 6:00 p.m.

All transcripts, report cards, student records, awards, and diplomas are the property of St. John the Evangelist Catholic School and will not be issued to students or parents until all tuition and other assessed fees are paid in full. Accounts 30 days (or more) past due require payment in cash or a money order.

Sign In/Out Procedures

ESP personnel sign in ESP students. Parents (or authorized persons) are required to sign-out electronically daily, prior to their child(ren) leaving. Students may not be authorized to use the sign-out procedure.

At the point of sign-out, parents or authorized persons assume the responsibility of supervising their children and escorting them out of the building.

Taxes

It is the responsibility of each parent to retain ESP receipts for cash and/or canceled checks for tax records. On Tax Form 2441 you are only required to write "Tax Exempt" in the appropriate box. If you are filing taxes online, please contact the office for appropriate tax information.

Dress Code

ESP is an extension of our school day; therefore, students are required to remain in their school uniforms. Ties and vests may be removed; however, shirts remain tucked in. Only children who must change for sport practices may bring extra clothes. A note informing the ESP director is required. All children are allowed to change into uniform tennis shoes. Please put your child's name on all items. ESP is not responsible for lost items.

Medication

It is a parent's responsibility to inform the ESP Director if a child requires medication (either prescribed or over-the-counter) during ESP/school hours. ESP personnel cannot dispense medication (either prescribed or over-the counter) without the following on file:

Medication Permit Form with Physician's signature
Completed ESP information sheet

ALL medication, including Tylenol and cough drops, must be checked in at the ESP office. No child is allowed to have medication in his/her possession. Please see sample form in the back of this handbook for further details.

Extended School Day – Discipline, Policies and Procedures

The Extended School Program is an extension of the regular school day and students must adhere to the policies, rules, and regulations of the school at all times. Undesirable conduct may result in verbal warning, time out, better choice sheets, points, service detentions, and/or suspension from the program.

Holidays

When school is closed for a holiday, noon dismissal day, or teacher workday, ESP is also closed. Please see the school calendar for dates.

ESP Rules

1. All students must sign-in with designated ESP personnel upon entering the cafeteria.
2. If a student is requested to report to a teacher, the teacher will sign the child out at the appropriate time.
3. All students and adults must be treated with respect.
4. Each student is expected to participate in all activities to the best of his/her ability.
5. Students must not leave the supervision of designated ESP personnel without permission.
6. All ESP toys and equipment are shared. Students may not bring toys from home unless authorized by school personnel.
7. During snack time students will use appropriate manners, stay in their seats, and talk quietly.
8. Students must not go into the office, kitchen, or equipment room without permission and unless accompanied by an adult. The office must be notified when a student in grades 4th - 8th is going to the restroom. Their entrance and exit to and from the restroom will be monitored via the closed circuit TV. They must have a hall pass when leaving the designated ESP area. No student in grades Pre-K to 2nd is allowed to leave the designated ESP area unless accompanied by an adult. In the event that a student needs to be dismissed during unscheduled breaks, the supervisor will contact the office and an adult will escort him/her to the restroom. All students are scheduled for a restroom visit before snacks. Students are required to wash their hands before snack is served. In the event a class is outside, the supervisor will call the office and an assigned adult will come and escort the student to the restroom. The supervisor will monitor via the closed circuit TV all students entering and leaving the restroom.
9. Students may only use the office phone with permission.
10. Each student must help clean up his/her toys, craft supplies and to generally straighten the room. Students will be expected to clean up before leaving for the day.
11. Students are not allowed to return to the classroom for forgotten items after school. Students' personal items and book bags are to be placed in their assigned space. Students are to take necessary items with them when they are doing homework. All items are to be returned to their book bag when homework is completed. Students are allowed access to their personal items; however they are not allowed access to items of other students.
12. Students must be signed out by an authorized adult. If a person other than one listed on the Emergency Card is picking up your child, a written note must be sent to the Director.

Activities

A weekly schedule is made for all grade levels. A variety of activities both inside and outside are planned on a weekly schedule. These include art, music, homework, free time and outside play. Also included are service projects for the upper grade levels.

Health, Safety and Security

The school follows all standards and guidelines as stated in the Rules and Regulations for Day Care Centers listed in chapter 290-2-2-.11, under Health and Hygiene pages 36 through 43. A copy of those Rules and Regulations is on file in the office and available for review.

Safe Environment Policies

St. John the Evangelist School follows all safe environment policies of the Archdiocese of Atlanta including background checks for employees and volunteers. Employees and volunteers sign the Archdiocesan Code of Conduct. A Copy of the Code of Conduct is on file in the office.

Posted Notices

The following ESP notices are to be posted in a prominent area of the front office:

- Current day care license
- Copy of these rules
- Notice advising parents of right to review licensure or commission evaluation report
- Communicable disease chart
- Notice advising parent of right to access to child care areas of facility
- Names of ESP Director/ Asst. Director in charge if Director is absent
- Weekly menu of snacks
- Emergency plans for weather and fire
- Notice to parents to sign in when in facility

Absence

Attendance and good health are contributing factors of student academic progress. A student not physically present at school, excused or unexcused, is marked absent. Students are expected to attend school regularly in compliance with the law for compulsory attendance. Absences are sometimes necessary due to illness, death in the family, a doctor or dentist appointment or whenever the principal considers that exemption from attendance is in the best interest of the child. Principals are authorized to require satisfactory explanation in writing from the legal custodial parent/guardian for the absence of the student from all or any part of the day. If the principal deems that a student's absences or tardies are excessive, a conference with the principal will be required to determine a plan of action to ensure more regular attendance and/or punctuality. If parents choose to take students on family vacations which do not correspond to scheduled intercessions, the absence will be recorded as unexcused and parents assume the responsibility for student learning. Teachers should not be expected to provide daily assignments *before* or *after* such absences. It will be at the discretion of the principal as to whether homework and tests can be made up from an unexcused absence. (Archdiocesan policy 5170).

If a child has a fever, upset stomach, diarrhea, pink eye, head lice, contagious disease or any communicable disease as defined on the chart posted in the office, he/she is to stay home. Students must be fever free for 24 hours before returning to school. Please make arrangements to pick up the child's assignments so he/she does not get behind.

It is the child's responsibility to approach the teacher for make-up work upon his/her return to school.

Call the office by 10:00 a.m. if you wish to pick up make-up work.

The following guidelines apply for make-up work due to Excused Absence:

- 1 day out – 1 day to make up missed work
- 2 days out – 2 days to make up missed work

Medication

All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. If necessary, medication can be given at school under the following conditions:

1. If medication is needed in order for the students to remain in school, the Medication Permit Form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office or nurse.
2. All necessary medication prescribed for a student by a doctor or dentist must have the Medication Permit Form signed by the physician and parent. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in original labeled container. Medications sent in baggies or unlabeled containers will not be given.
3. The parent is responsible to bring all medication to the clinic/office and to pick up unused medicine or it will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements and other nutritional aids not approved as medication by the FDA, will not be administered in the school office/clinic.
5. Antibiotics will not be given at school by school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.
6. All medications must be kept in a locked cabinet/drawer in the school office/clinic and administered in the school office/clinic.
7. Only those students in High School may transport their medication from home to the school office/clinic, and return unused medication home.
8. Nebulizer treatments will not be administered by school personnel. Only the **parent or adult designee** may perform nebulizer treatments in school.
(Archdiocesan Policy # 5300)

The following applies when a child must have medicine administered at school:

- No medication will be dispensed by school personnel without the Medication Permit Form which may be found on the school website, www.sjecs.org, and in the back of the handbook.
- Medication needed during school must be in the original container and have all of the following information printed on the container:
 - Child's full name
 - Name of the drug and dosage
 - Time to be given
 - Physician's name

The school supplies NO medicine. All medicines, including Tylenol and cough drops, must be brought to the office and require the Medication Permit Form. Reasonable effort will be made to allow the child to take the medicine as prescribed. It is the responsibility of the child to know when the medicine is to be taken.

Health Examinations

Effective with the 2008-2009 school year, a comprehensive physical examination is required on all new students. This must be signed by a licensed physician, MD, DO, RNP or PA working under the direction of a licensed physician. If the student is transferring from another school within the Archdiocese and has met the requirements, another examination is not necessary. The Health Examination Form is available on the school website (www.sjecs.org) and in the back of the handbook.

Clinic

The clinic is staffed by a registered nurse from the hours of 10:00 a.m.-2:00 p.m. She provides reasonable care of students who become ill or are injured in school. You must pick up your child if he/she has a fever of 100 degrees or higher, any contagious symptom (rash, diarrhea or sore throat) or has vomited. If your child is too ill to remain in school, you will be notified to come and pick him/her up immediately (within 30 minutes as your sick child may infect those around them). When picking up your child, come to the school office to sign him/her out.

For the safety of your child and the children of the school, do not send your child to school if he/she has any signs of illness.

In the event a child needs medical attention due to an accident, his/her parents will be called. If a child is exposed to a communicable disease, parents will be notified.

If your child has a chronic problem that may be mistaken as a symptom of something contagious, a doctor's note must be on file. If we do not have a doctor's note on file, you must pick up your child when the symptoms occur.

Student Emergency Form

The school requires a Heath Emergency Form for every student stating critical information in case of an emergency. (This information also contains a release for emergency treatment at a medical facility if the school is unable to contact the parent or authorized parent representative. **This form is also used as the ESP Registration Form**). A classroom set of emergency forms accompanies students on all field trips. This form is due July 1st and must be one file by the first day of school. All areas must be completed before the form will be accepted by the office. It is the parents' responsibility to keep the school informed of new information or any changes to the current information supplied by parents at the time of enrollment concerning phone numbers, work locations, emergency contacts, family physician, etc. In an emergency, 911 will be called. The student will be transported to the location indicated on the Emergency Information Form completed by the parent/guardian at the beginning of the school year. Parents are expected to have primary insurance on their children. The school does not incur an expense in an emergency when 911 is called. In the event a student has an adverse reaction to prescribed medicine or medicine from home, the parents will be notified to pick up their child.

It is the duty of parents to notify the school immediately if their child has contracted a communicable childhood disease or medical problem.

Child Abuse/Neglect

The State of Georgia requires by law that any principal, teacher, counselor, or other school administrator report all cases of suspected child abuse or neglect of children under eighteen years of age.

Georgia Law, Code Section 19-7-5, requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides for a penalty for violation of the law.

Immunization Form – GA 3231

To attend school in the State of Georgia, children must meet state standards for immunization. Kindergarten and first grade children who are not completely immunized may not be admitted to school. There is no provisional admission. For medical exemptions, a physician may indicate the condition on the form. The medical exemption is applicable when a child has a long-term condition that contraindicates immunization. The Catholic Church does not recognize an exemption based upon matter of conscience/religious exemption. The County Health Department audits Immunization Records.

The Law requires that a "Certificate of Immunization" must be on file for every child enrolled in any public, parochial, or private school. An original copy of the current health immunization form 3231 is required for each student enrolled.

Students entering 6th grade are required by Federal policy to have a measles booster. Georgia Immunization form 3231 must be updated for the school files. Students entering Kindergarten must have completed the immunization series for Hepatitis B and an updated Georgia Immunization Form 3231 must be sent to the school. Immunization records are included with the 8th grade final report card.

Medical and Dental Appointments

Please make every effort to schedule medical or dental appointments for your children outside of school hours, especially on holidays or early dismissal days. When this is not possible, notify the teacher via note, phone message, or email at least a day in advance. Pick up your child at the office and sign him/her out; sign your child back in upon returning. Please do not schedule appointments during the week of Standardized Testing. See school calendar for dates. Please note that students must be in attendance at least ½ of a school day to be eligible to participate in any extra-curricular activity.

Please try to stagger the times of your child's orthodontic appointments so that your child does not miss the same subject each time.

AHERA Regulations

Our school building contains asbestos in limited, controlled concentrations. It is maintained according to all AHERA regulations, including annual inspection. The management plan is available for your review upon request.

Academic Program

Curriculum

The academic program at St. John School begins with Pre-K (4 year old) and ends with 8th grade. The curriculum is based on Archdiocesan standards and benchmarks incorporating developmental skills in Religion, Science, Math, Reading, Language Arts, Social Studies, Art, Music, Physical Education, Guidance, Library/Media, Foreign Language and Technology. A copy of the recommended novels in the Archdiocesan Language Arts curriculum is available upon request. Textbooks serve as resources for meeting standards and benchmarks. Textbooks are chosen in committee and purchased on rotating basis. All programs at St. John School uphold the Catholic Church's teaching on the value of life and the inherent dignity of all humans. This includes the born and unborn, young and old, weak and strong, regardless of race, color, religion, citizenship, national and ethnic origins.

Students are expected to stay on task and to be active participants in the learning process.

Christian/Family Life

Education in Christian/family life including human sexuality shall be part of the curriculum in all elementary schools. Archdiocesan approved instructional materials are to be used following the guidelines of the Archdiocese of Atlanta.

Parents may disagree with classroom sexuality instruction for their children; however, such opposition should not impede or disrupt responsible efforts of the school to provide such instruction for other children. A written request to the Principal is required from parents to exclude students from classroom instruction in human sexuality and/or the Christian/Family Life Program. (Archdiocesan Policy #6230)

Safe Environment Training

Upon acceptance to an Archdiocesan school, all new students should complete the Safe Environment Program, *You Matter*. This training is to be completed in the school setting with documentation forwarded

to the Office of Child Protection. Parents may remove their own child from the Safe Environment Training by providing the Principal with a written request. (Archdiocesan Policy #6235)

Grade Reporting

The professional staff, under the supervision of the Principal, is responsible for reporting a student's academic progress to parents. This reporting typically includes:

- Parent preview of student grades on RenWeb (3rd – 8th grade)
- Mandatory conference with students present in the Fall (parent conference in the Spring)
- Report Cards – issued at the conclusion of each quarter grading period

RenWeb – Parents in good financial standing with the school may view student grades online via the parental portal of RenWeb. Teachers will update grades periodically. Accounts must be current to have access to the parental portal.

Parents may make inquiries as to the assessments which resulted in an online grade after parent review of the student papers sent home in the weekly folder/or Middle School binder. Inquiries must be made in writing to the teacher within 5 days of the grade update. (Please note, not every returned paper is reflected in the grade book as some papers are used to guide instruction or provide practice, and some grades may not have a take-home paper, such as journals, participation grades, etc.).

Students in the intermediate or middle school grades (intermediate: grades 3-5; middle school: grades 6-8) may not fail (definition: earned grade of "F," 69% and below as a final year average) two or more *core courses in one academic year. Should a student fail three or more courses in an academic year, alternative educational placement will be required.

Students who fail one or two core courses in one academic year will be required to remediate the coursework according to the parameters set by the school. Failure to successfully remediate according to school guidelines indicates the parents' choice to seek alternative educational placement.

Students in intermediate or middle school who have failed two courses in one academic year, and who have successfully remediated, may return to the school in the following year with the status of academic probation. Should a student fail one (or more) core subject/s (final year average) within the year while on academic probation, alternative educational placement will be required.

It should be noted that academic failure in any core subject may adversely impact a student's ability to attend an Archdiocesan Catholic high school. (Archdiocesan Policy 5180)

*Core courses are defined as: Religion, Language Arts, Reading/Literature, Mathematics, Social Studies and Science.

Awards/Grades

The Archdiocese of Atlanta grading scale listed below:

- K-1 (I-insufficient progress; B-beginning; P-progressing; S-secure)
- 2-8 A = 90 -100; B = 80-89; C = 75-79; D = 70-74; F = 69 or below

Middle school students participate in exams each semester (mid-term and final). Students are recognized on a semester basis in January and May at Awards Ceremonies. At semester Awards Ceremonies, students are recognized for achievement in various areas such as: Art, PE, Music, etc. All accounts must be current two days prior to the ceremony for a student to receive his/her award.

Honors Policy

Our honors policy reflects high standards and students honored at St. John School must be truly representative of our Christian values. Students in grades 6 to 8 are eligible for honors.

- **Principal's List** – recognizes students earning a 93 or above in all subjects including conduct with no comments indicating deficiency in self-control or personal development.
- **Honor Roll** – recognizes students earning an 86 or above in all subjects including conduct with no comments indicating deficiency in self-control or personal development.

Parents may make inquiries as to the assessments which resulted in the cumulative grade on a report card. However, grade changes will not be made unless academic evidence warrants such a change. Furthermore, despite parent requests, comments will not be modified or deleted. (Archdiocesan Policy 5180)

Report Cards

Each report card reflects academic grades and personal development. Parents sign the report card and return it to school within one week. A copy of the report card is filed in the student's permanent record. A parent or teacher may schedule a conference to discuss the child's progress. Sixth and seventh grade final exams are scheduled for the last week of school. Eighth grade exams are scheduled at a separate time. Final report cards are mailed to the parents. All fees must be paid by 2:30 p.m. the Wednesday before scheduled report card distribution in order to receive the report card on the day of distribution. Check the school calendar for report card dates.

Parent Conferences

Mandatory parent conferences are scheduled on the annual school calendar. School is not in session; however, students are required to attend the conference. This day is counted as an official day of school.

ACADEMIC ALERTS

The purpose of academic alerts is to inform parents when a student's performance is unsatisfactory or improvement is needed at mid-quarter which would allow the student sufficient time to improve his/her grades. Sign and return the academic alert or respond to the electronic academic alert via email within one week. Check the school calendar for academic alert dates.

Homework

The purpose of homework is to extend the learning process, aid in the mastery of skills, reinforce a concept, give practice, enrich a specific area, or for reading/review/study. It is important that a student has a specific place to work, materials necessary to complete the assignment, and sufficient time budgeted for homework. It is the responsibility of the student to fulfill all homework assignments. Failure to complete homework will impact a student's grade and incur a consequence such as homework checkmark, disciplinary point, or a Mandatory Tutorial after school. Homework is developmental in nature and increases in scope with the maturity and capabilities of the students. Suggested time allotments for homework:

Kindergarten	--	10-20 minutes	Grades 3, 4, 5	--	45-90 minutes
Grades 1, 2	--	20-45 minutes	Grades 6, 7, 8	--	60-120 minutes

Students are responsible for contacting the teacher and completing all homework missed following an absence.

After school ESP provides time and a place for homework; however, ESP personnel are not responsible for ensuring that your child completes his/her homework. Written homework may not be done during Early Morning ESP.

Promotion

Students who satisfactorily complete the prescribed courses are promoted to the next grade at the end of the school year.

Graduation

Students who satisfactorily complete the eighth grade courses may participate in a graduation ceremony, contingent upon meeting all financial obligations to the school. Eighth grade students will not be allowed to participate in any graduation events (dance, awards ceremony, field trips, etc.) unless all tuition and fees are current. Any fees paid after the first Friday in May must be paid in cash or money order.

Remediation

Students who experience academic difficulty may be referred to the guidance counselor or remedial teacher. A battery of educational tests may be required if students experience academic difficulty for two consecutive years. Remediation is limited to those with minor learning problems that can be addressed within the classroom through grade 5. No modification of curriculum is made in middle school. Only reasonable accommodations to assist a student will be made. Remediation after school is only offered to students who qualify for the program. Students who exhibit special needs that cannot be met by the school shall be referred to the local public school or other appropriate educational settings. The principal and school personnel will work closely with parents to recommend appropriate educational alternatives.

Students who qualify may be entitled to services provided by the Title I Program. This federally funded program provides remediation both during school hours and after school.

Student Support Team

The Student Support Team identifies students experiencing academic or social challenges, suggests strategies, monitors progress and informs parents when additional educational testing is recommended. The Student Support Team consists of classroom teachers, guidance counselor, remedial teacher, principal or designee.

Religion

Religious education reflects the doctrinal and social teachings of the Catholic Church presented in a manner appropriate for the developmental level of the students. The Catholic Religion, with its traditions and doctrine, is taught to all students daily in a structured class and interwoven into all subject areas throughout the day. Religious education includes catechesis on and participation in the sacraments, prayer, liturgy and service in addition to the core curriculum. The Religion program upholds the teachings of the Catholic Church on the value of human life and the inherent dignity of all persons. Religious education, formal and informal, is provided to all students. ALL children are expected to maintain a prayerful posture during times of worship and actively participate in all aspects of the Religion program.

Sacraments

Students in the second grade fully prepare for their first reception of the Sacrament of Reconciliation and the Sacrament of First Eucharist. Additional home parish religious education should not be needed; however, some meetings (rehearsals) may be required. A parent of each student preparing for sacraments is required to attend the mandatory Sacramental Preparation Meeting sponsored by the school. The Archdiocese mandates that students receive these sacraments for the first time in their home parish. Parents are responsible for communicating with their home parish for dates of ceremonies. After children receive the sacraments for the first time, parents must provide to the school a copy of all Sacramental Certificates.

Prayer

Prayer is an important part of school life at SJE. Teachers and students pray during morning assembly, during class, before and after meals, at dismissal, and sometimes on the hour for special needs. Students are taught various forms of prayer. We encourage parents to join us in worship on Friday mornings at 8:30 a.m. for Mass. All students, both Catholic and non-Catholic, are expected to fully participate in all prayer and religious services. (See the list of common Catholic Prayers on the last page.)

Guidance Program

The Guidance Counselor serves as a resource for teachers, students, and parents in areas of classroom management, student social development, and academic achievement. The St. John School Guidance Program includes individual, small group, and classroom instruction of social skills, substance awareness, and family social living. Parents are encouraged to consult with the Counselor as a family resource.

Testing Program

The Archdiocesan Testing Program for elementary school requires that the Iowa Test of Basic Skills and the Cognitive Ability Test be administered annually to assess the effectiveness of the school's academic programs and to evaluate the progress of the individual child.

Iowa Test of Basic Skills is administered to students in grades 1-8.

Cognitive Ability Test is administered to students in grades 2, 5, and 7.

Change of Address and Transfers

Please inform the office immediately of a change of address, home or office telephone numbers or email address. School personnel must have current contact information at all times.

Inform the office in advance if you are withdrawing your child from St. John School. A Withdrawal Form must be submitted. Permanent records are mailed directly to the new school.

Communication

Communication fosters a partnership between parents and teachers. Some means of communication include:

Weekly school newsletter, *St. John Times*, is posted on the school's website, www.sjecs.org, emailed to parents for whom we have an email address, and hardcopy is available upon request.

Memos, announcements, and flyers

Student folders of graded papers

Email (faculty/staff emails are listed in the front of the handbook and on the website)

Calendar for the year

Academic Alerts and Report Cards

Notes and phone calls, initiated by teacher, parent, or Principal

Classroom newsletters

Web site – **www.sjecs.org**

Parent-teacher conferences

Home and School Association Meetings

Notes in students' assignment/copybooks

School Reach automated telephone messaging

RenWeb parent portal

Parents are encouraged to communicate with the teacher between the hours of 7:30 a.m. to 3:30 p.m. through:

- Email sent to the teacher's email address.

- Written notes dated and signed by the parent and placed in an envelope with the teacher's name on it or a note in the child's assignment/copybook.
- Phone calls to the school asking a teacher to return the call when it is convenient.
- Conferences - Appointments are required and are best scheduled before or after school, although individual teachers may be able to offer parents other times. **Teaching is the teacher's first priority.** **Teachers are not available for unscheduled conferences.** **Stopping by the classroom interrupts teaching and/or preparation time.**

Parents are also encouraged to meet with the Guidance Counselor and the Principal when a need arises. Appointments are necessary to ensure the Counselor and/or Principal is available. Any concerns about classroom situations should first be brought to the attention of the classroom teacher before approaching the Principal.

School Uniforms and Personal Appearance

Uniforms encourage students to focus on the task at hand rather than the latest fashion. It is the School's desire to keep the school uniform simple and easy to enforce. The following rules are not meant to disregard a child's heritage but to make a uniform policy easy to administer.

The school uniform is to be sized correctly and worn appropriately (long sleeve shirts may not be rolled up), regardless of current fashion trends. Replace worn, torn, or outgrown uniforms promptly. All shirts and blouses are to be tucked in properly at all times and are not to hang over the skirt/skort or pants. Plain white T-shirts (no pictures or words) with sleeves shorter than the uniform shirt may be worn under the uniform shirt. All pants/shorts/skirts are to fit properly and be worn at the natural waistline. Underwear should not be visible at any time. Skirt/skort waistbands are not to be rolled up. Shorts shorter than the skirts and jumpers may be worn under the skirt or jumper.

LABEL UNIFORMS WITH THE CHILD'S NAME USING A PERMANENT MARKER.

****Uniforms must be purchased at the following stores:** J & R Clothing-Uniform Shop in Fayetteville, (770-461-3440), Buckhead Uniforms in Sandy Springs, (404 – 303-8600) and Southlake Festival, (678-422-9876), or the used uniform sale at school. Shoes may be purchased at Educational Outfitters, (404-350-4699) or other locations that sell the K Swiss Classic in black. Pre-K and Kindergarteners must purchase the K Swiss Classic **Velcro** in black.

The warm weather PE and dress uniform (girls and boys) are optional from the opening of school to mid-October and mid-April to the end of school (dates subject to change dependent upon the weather). Notice will be given in the St. John Times.

Boys' Uniforms

Boys (PreK to 5th grade)

Shorts – Navy blue uniform shorts (optional warm weather uniform)

PreK must wear all elastic waist, pull on shorts

Slacks – Navy blue uniform slacks

PreK must wear all elastic waist, pull on slacks

Shirts – Blue short or long sleeve knit shirt with SJE logo

Sweaters – Navy V-neck cardigan (optional) - **plain** with **NO** school monogram or logo

Socks – Dark or white crew socks

Belt – Any type black belt (PreK belt not required with elastic waist)

Shoes – Dress shoe - Black Bucs or K-Swiss Classic (Black only)

(PreK and K wear K-Swiss Classic Velcro – Black Only)

K-Swiss Classic P.E. shoes worn with warm weather uniform

Boys (6th – 8th)

- Shorts – Navy blue uniform shorts (optional warm weather uniform)
- Slacks – Navy blue uniform slacks
- Shirts – White short-sleeve or long sleeve oxford cloth with embroidered school monogram
- Sweaters – Navy V-neck sweater vest or V-neck pullover with embroidered school monogram (required)
- Tie – (#3) tie (required on Fridays with optional warm weather uniform and every day during winter dress uniform)
- Belt – Any type black belt
- Socks – Dark or white crew socks
- Shoes – Dress shoe - Black Bucs or K-Swiss Classic (Black only)
K-Swiss Classic P.E. shoes worn with warm weather uniform

***Please note that students may not wear sweatshirts with dress uniform.

Boys (PreK to 8th grade) P.E. Uniform

- Shirts – Ash t-shirt, short or long sleeve, with navy school logo
- Shorts – Navy blue mesh uniform shorts with white school logo
- Sweatshirt – Navy blue uniform sweatshirt with white school logo (October to April) NOTE: Hoodies may not be substituted for the uniform PE sweatshirt.
- Sweatpants – Navy blue uniform sweatpants with white school logo (October to April)
- Socks – Navy blue or white crew
- Shoes – K-Swiss Classic in black only (PreK and Kindergarten must have K-Swiss Classic in black with Velcro)

Girls' Uniforms

Girls (PreK to 5th grade)

- Jumpers – Plaid Jumper (style #194 – color #80)
- Shorts – Navy blue uniform school apparel shorts (optional warm weather uniform)
PreK must wear all elastic waist, pull on shorts
- Skort – Navy blue wrap skort (style #907) (optional warm weather uniform)
- Blouses – Blue short or long sleeve Peter Pan blouse with SJE logo
- Sweaters – Navy blue V-neck cardigan (optional) - **plain** with **NO** school monogram or logo
- Socks – Navy blue or white crew or knee socks
- Tights – Plain (without pattern) navy blue or white (cold weather), if worn with socks, both must be the same color.
- Belt – Any type black belt
- Shoes – Dress shoe - Willits Black and White Saddle or K-Swiss Classic (Black only)
(PreK and Kindergarten must have K-Swiss Classic in black with Velcro)
K-Swiss Classic P.E. shoes worn with warm weather uniform
- Accessories - #80 plaid headband, scrunchie, or bow on barrette (optional)

Girls (6th – 8th)

- Skirts – Plaid skirt (style #134 – color #80)
- Shorts – Navy blue uniform school apparel shorts (optional warm weather uniform)
- Skort – Navy blue uniform wrap skort (style #907) (optional warm weather uniform) - **not more than 2 inches above the knee and not to be taken to a seamstress to be shortened.*
- Shirts – White short-sleeve or long sleeve oxford cloth shirt with embroidered school monogram

- Sweaters – Navy blue uniform V-neck pullover sweater vest or V-neck pullover sweater with embroidered school monogram (required)
- Socks – Navy blue or white crew or knee socks
- Tights – Plain (without pattern) navy or white (cold weather) if worn with socks, both must be the same color
- Belt – any type black belt
- Shoes – Dress shoe – Black Bucs or K-Swiss Classic Black (only)
P.E. shoes worn with warm weather uniform
- Accessories - #80 plaid headband, scrunchie, or bow on barrette (optional),
- Purse - The school plaid uniform purse purchased from the uniform shops listed above is the only purse allowed.

Girls (PreK to 8th grade) P.E. Uniform

- Shirts – Ash t-shirt, short or long sleeve, with navy school logo
- Shorts – Navy blue mesh uniform shorts with white school logo
- Sweatshirt – Navy blue uniform sweatshirt with white school logo (October to April) and may not be worn with dress uniform
- Sweatpants – Navy blue uniform sweatpants with white school logo (October to April)
- Socks – Navy blue or white crew or knee socks
- Shoes – K-Swiss Classic in black ONLY (PreK and Kindergarten must have K-Swiss Classic in black with Velcro).

Jewelry

- Girls may wear one set of small stud earrings; no hoop earrings nor dangles for all grades.
- Boys may not wear earrings.
- Only one finger ring may be worn at a time.
- A small (max. 2”) cross or Catholic religious medal on a short thin chain may be worn.
- Students may wear one small wristwatch (narrow band). No bracelets are allowed.

Inappropriate jewelry will be taken and returned at the end of the school year upon request.

Hair Style

- Must be simple, neat, and clean. (No fad hairstyles, natural color only)
- Unusual or dyed hairstyles are not permitted.
- If ornaments/beads are used in the hair, they must be navy blue, clear, or black and kept to as few as possible.
- Scrunchies and headbands must be uniform plaid, white, or navy.
- No more than 2 barrettes.
- No butterfly or claw clips, distracting ornaments, or hair pieces.
- No chopsticks/knitting needles or hair pins to put hair up.
- Hair should not dangle in face.
- Boys’ hair may not cover the collar; no tails, no designs cut into it.

Other

The following items are not allowed:

- | | |
|---|--|
| Makeup including lip gloss | Fake or acrylic nails |
| Tattoos | Sideburns or mustache |
| Nail polish | Dangles or pins on book bags |
| Rolling book bags - discouraged (but allowed for grades 3-8 only) | <u>Purses – other than the school plaid purse purchased from one of the uniform suppliers.</u> |

Note: These rules apply on free dress days, field trips and designated school functions, as well.

During cold weather:

- PreK-5 students may wear the uniform cardigan sweater (without logo or school monogram) over the uniform shirt or jumper. Sweatshirts may only be worn with the P.E. uniform.
- Middle School Students are required to wear either the uniform sweater vest or the uniform V-neck sweater with embroidered monogram. Sweatshirts may only be worn with the P.E. uniform.
- Jackets may only be worn at arrival, recess, and dismissal.

Free Dress Days

Free dress days are special occasions and will be announced. Appropriate attire for free dress days includes:

Dresses/Blouses with sleeves (No spaghetti straps, tank tops)
Shirts/T-shirts with appropriate language or pictures
Shorts that measure to mid-thigh (No shorts shorter than uniform shorts)
Dresses/skirts that measure no shorter than two inches above the knee
No flip-flops, sandals, cutoffs, or tight fitting clothing

Please note: Because of the unique and constantly changing nature of fashion, the school has reserved the right to classify any style of dress, grooming or appearance inappropriate. Student may be subject to loss of privilege of free dress if they do not come appropriately dressed.

If free dress is on a PE day, PE shoes are required. Free dress day clothes must be in good condition and worn at the natural waistline – no worn, torn, or outgrown clothes allowed.

Students inappropriately dressed will be provided a uniform to wear if available. The borrowed uniform must be washed and returned promptly. If a borrowed uniform is not available, the parent must pick up the student or bring an appropriately sized uniform.

Money and Valuables

When sending money to school for any purpose, send it in a sealed envelope marked with the student's name, grade, family account number, date, amount, and purpose. It is best to send a check. The office is not responsible for making change. A student should not bring to school more money than is necessary for lunch, chips, milk, or ice cream. All money should be kept safely in the student's backpack. The school is not responsible for lost money or valuables. Video games, CD players, IPOD/MP3 players, pagers, video cameras, cameras, and other toys/electronic devices or valuables, if brought to school, will be confiscated and returned at the end of the year upon parent request. This includes bringing the above items to ESP, athletic events and dances. Cell phones are discouraged. If brought to school, a cell phone must be turned off and remain in the student's backpack while on campus and at school events.

No money may be collected without permission of the Principal (i.e. Girl Scouts, Sports, Class Parties, etc.).

Student Activities

Co-curricular Activities are activities that generally take place during the school day and enhance the academic curriculum. Activities/competitions include but are not limited to:

Middle School - Math Counts, Science Fair, Science Olympiad
4th – 8th Spelling Bee, Essay Contests, Georgia Math League
5th – 8th Geography Bee, Oratorical Contests
K – 4th Poster Contests

Extra-curricular Activities are activities that enhance the students' development in the areas of leadership, service, sports and the arts. Participation in activities is determined by established criteria, teacher recommendation, and in some instances, by student choice. Each activity has its own set of rules and criteria for participation in keeping with the general guidelines of the school. These activities include but are not limited to:

Middle School: Academic Bowl, National Junior Honor Society, Safety Patrols,
Sports, Tech Crew, Yearbook

5th-8th Band Instruction

3rd-8th Altar Servers, Chorus, Student Council

Some extra-curricular clubs and activities are held after school or off campus. Therefore, siblings and other carpool riders will be placed in ESP and charged the drop-in rate if they are not picked up in car line.

Students participating in extra-curricular activities represent the school; therefore, conduct befitting a Christian student is required at all times.

Students must be present in school at least 4 hours on the day of an extra-curricular event and provide a valid excuse (i.e. doctor's or dentist's note) to the Principal for the time out of school in order to participate in the extra-curricular activity.

Students must maintain conduct grades of 80 or above.

Students must maintain passing grades in all subjects.

Some clubs and activities may change from year to year depending upon faculty expertise and student interest.

Student Council

The Student Council is a national organization which promotes student understanding of the democratic process. The purpose of the Student Council is to help build community within the school and represent the students' views. Students, in grades 4 through 8, elect two students to serve on the Student Council. Third grade students elect two representatives in the second semester. Students must have attended St. John the Evangelist for at least one year before they are eligible to serve on Student Council.

National Elementary and National Junior Honor Society

Students who meet academic and conduct requirements are eligible for membership in the National Junior Honor Society (grades 7 and 8). The Faculty considers the NJHS guidelines in the areas of Scholarship, Leadership, Service, Character and Citizenship in selecting members.

Safety Patrol

The Safety Patrol is an organization of Middle School students who assist the teachers in maintaining a safe car line procedure and perform other duties as needed. Students who show characteristics of leadership and responsibility are selected and, with parent permission, serve as school Safety Patrols. Safety Patrol members are to be obeyed by all students, all parents, drivers, and pedestrians while on or adjacent to the school grounds. If questions arise regarding directions given by a Safety Patrol member, please contact the supervising teachers or the school Principal about the situation.

Yearbook

A yearbook staff is selected from the Middle School grades. The student staff works throughout the year under the guidance of an adult moderator to publish the school yearbook in the spring.

Altar Servers

Catholic children 8 years of age or older and who have received First Holy Communion may be trained in September to serve at school and parish liturgies.

Band

Instrumental band instruction is available for 4th- 8th grade students. Parents must provide his/her child with a musical instrument and necessary materials and supplies. For after school instruction, siblings and carpool riders must be in ESP, if not picked up in car line.

Chorus

Students in grades 3-8 may be selected to participate in chorus. These students participate in special liturgies and special performances throughout the year. Parents provide transportation to evening and off-campus performances.

Field Trips

Field Trips are excursions during school hours which have educational value and enhance the curriculum. Field trips originate and end on school property. Dress uniforms are to be worn on the day of the field trip unless otherwise stated on the permission slip. Teachers try to keep costs to a reasonable amount. Field trips are not included in the tuition. Parents are notified in writing of such trips at least one week in advance. Students who do not return the permission form by the specified date may not attend the field trip. **Only original permission slips will be accepted.** No faxes, emails, handwritten notes or phone calls are accepted, (Archdiocesan Policy 5430). A copy of the permission form is located in the back of the Student Handbook, or you may print a copy of this form from our web page: www.sjecs.org. However, the form must include the specific details concerning the field trip. You may get this information by calling the office.

Field trips are privileges and students may be denied participation if they fail to meet academic or behavioral requirements. NOTE: Parents who accompany field trips must have a volunteer background check on file.

Middle School Sports

Team sports are available for Middle School students (see Middle School Addendum).

Procedures for All Sports/Academic Competitions/Band/Detentions-Mandatory Tutorials and all Other Extra-Curricular Activities

Sponsoring Teacher/Coach must supervise students until:

- Parents or authorized persons have picked up all children at designated location OR
- Sponsoring Teacher/Coach has transferred supervision to ESP staff

If activity is after ESP hours, SJE Teacher/Coach will stay with the child until he/she is picked up by authorized person. Parents will be charged the ESP late rate of \$5 per minute, due on the date of service.

Parent Activities

Home and School

The Home and School Association works under the auspices of St. John the Evangelist Catholic School and supports and supplements school goals by providing speakers, community events, and fund raising opportunities for the school. All families are members of Home and School. It is expected that parents attend the meetings and support the activities conducted by Home and School. Parent support enhances the success and excellence of the school. See the school calendar for dates of current meetings and events.

Home and School officers include: Chairperson, Vice-Chairperson, Secretary, Treasurer

These officers are elected by the school community. They serve two-year terms and can be re-elected for a second consecutive two-year term.

Volunteering/Parent Service Hours

Active parents enhance our ability to provide an excellent education in a Christ centered environment. When a parent takes the time to come to school, the message is sent to his/her child that "School is a priority in our family." It is with this in mind that the school developed the service hours and volunteer program described below. Our goal is 25 service hours per family. Fifteen (15) Service hours per family are required by January 15th to receive a re-enrollment packet. Sample coupons are located in the back of the handbook. It is the responsibility of the volunteer to fill out and submit this volunteer form to ensure credit for hours earned. Background checks are required of volunteers who come into the school on a regular basis, work with children or chaperone/drive on curricular or extra-curricular field trips. All background checks are confidential and will be handled by the Administration.

Some volunteer activities include:

Facilities and grounds cleanups	Book Fair (library)
Home and School meetings	Field Day
Bulletin boards	Field Trip Chaperone
Walk a Thon – Race for Education	Science Olympiad
Cafeteria assistant (all three lunch periods)	Baking
Washing linens	Athletic coaches
Career Day/Health Fair	Phone calling
Classroom activities	Photocopying papers
Dinner, Auction, Super Raffle	School Aide
Driving field trip bus provided by Our Lady of Mercy High School (requires a DMV report and short training course at Our Lady Mercy)	Help with Extra-Curricular activities
Translating communication into Spanish and Vietnamese	Membership on Home and School or Advisory Council Committees

Parents interested in volunteer opportunities must first go to the office and sign-in via the visitor's binder and report to the Volunteer Coordinator.

To avoid classroom interruptions and maximize instructional time, parent volunteers may not visit their child's classroom without a scheduled appointment/conference.

School computers are available for volunteer activities only; they are not available for personal use. Volunteers whose job requires computer use must complete an Acceptable Use Policy.

Fundraising Policy

Fund raising projects are offered throughout the year. Students are prohibited from selling items **door-to-door** or soliciting contributions, pledges or orders **door-to-door**. In addition, students are prohibited from operating vending machines or concession stands.

Other Items of Importance

Visitors

Parents are welcome to visit the school. Appointments to speak with a teacher must be made in advance out of respect for instructional/planning time and the academic focus in the classroom. Appointments may be made by email, note, or phone call in advance. For the protection of all students, all outside doors of the school building are closed and locked during regular school hours. All persons entering the building before and during school hours must report to the office. Entrance to the school is through the front door only. Students are not allowed to open the door. Ring the doorbell, wait for the buzzer, and report to the office. All messages to students or school personnel must be channeled through the office.

Visitors sign in and obtain a visitor's badge before they are permitted to visit any area of the school.

Parents must sign the "sign out book" to release a student from class.

The secretary, using the PA system, will call the student to the office.

Articles brought to students by parents after school begins must be left at the office. Reasonable effort will be made to see that the student receives the item in a timely manner.

Office Hours

The office is open to parents between the hours of 7:45 a.m. and 3:30 p.m. After 3:30 p.m., messages may be left with the ESP staff. The office is not open on school holidays.

Birthdays

Due to Federal Nutritional Guidelines, birthday celebrations will be limited to one celebration per month. Monthly celebrations will be coordinated by the homeroom parent at the request of the classroom teacher. No other birthday treats will be served. Birthday invitations may be distributed at school if there is an invitation provided for every child in the class.

Development Director

The Development Director promotes St. John the Evangelist Catholic School and helps develop a relationship between the school and the community. This includes Hospitality, Marketing, Community Outreach, and Public Relations. Volunteers are needed to assist in the many events and activities that promote the school.

Records

The school abides by the provisions of the Buckley Amendment, also known as the Family Educational Rights and Privacy Act. If parents wish to view their child's records, the school must receive a written request with a 48-hour (2 days) notice.

Non-custodial Parent

The school abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parents with access to the academic records and other school related information regarding their children. 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.

Child Custody Disclosure Requirements

The school requests divorced parents to furnish the school with a copy of the custody section of the divorce decree. It is the responsibility of the custodial parent to inform the school to whom the child may be released, if anyone, other than the custodial parent. If grandparents are paying tuition, they will have a right to see school records.

Confidential Information

Information pertaining to the children enrolled at SJE is considered confidential and may not be released by the school without first obtaining written permission signed by parents. However, relevant information relating to the children's family situation, medical status and behavioral characteristics on the children enrolled at the school at any time shall be shared by administration among caregivers on the school staff, with members of the Department of Family Services or with other persons authorized by these rules or the law to receive such information, or with other persons in an emergency situation involving the child.

Phone

Please help us develop your child's sense of responsibility. Students may not call parents for items left at home (homework/lunch, etc.). Phones outside the school office are off limits to all students. Students will be given permission to use the office phone to inform parents of a canceled activity or inform them of a serious problem at school. Cell phones are not allowed to be used during school hours including during ESP, athletic events and dances without the approval of the adult supervisor. Cell phones must be turned off and remain in students' book bags while on school property or during school events off campus. The school is not responsible for lost or stolen cell phones. Cell phones that ring during school hours or school events and/or are out of book bags will be confiscated.

Textbooks

All textbooks are the property of the school and must be covered with stretchy cloth covers appropriate for the size of the book. These are sold at the school store or at local department stores. Contact paper cannot be used on textbooks; however, it may be used on workbooks. New textbooks can cost as much as \$70 or more per book. Since it is the student's responsibility to maintain the good condition of the textbooks he/she received, students will be charged for any book lost or damaged. No report card will be issued to a student with outstanding fees due for damaged textbooks or materials. Books are to be carried to and from school in a book bag of reasonable size to fit into school lockers.

Computer Lab

The Computer Lab is open daily during our regular school hours. Students enrolled in ESP may use the lab as scheduled by the director. Only approved websites for ESP may be accessed during after school hours. A current Acceptable Use Policy, concerning computer and Internet, signed by both the parent and student must be on file before a student has access to school computers or the Internet. No student may use a computer unsupervised.

Media Center

The Media Center is open daily during regular school hours. Students, with permission, may come to the center anytime to check out books, use references, or return materials. Materials checked out must be returned within one week. The following applies to check out material:

Pre-K - 2nd grade students may check out one book at a time.

3rd – 8th grade students may check out 2 books at a time.

Booster Club members may check out one additional book per week.

After the book is returned, an additional book may be checked out.

More than one renewal of a book requires permission from the Media Specialist.

There is no fine for overdue books; however, students in all grades who have overdue books face disciplinary actions which may include, but are not restricted to: disciplinary points, detention, or the loss of privilege to check out books. Students are responsible for paying replacement cost for lost, stolen, or damaged books or materials. No report card will be issued to a student with outstanding books or materials.

Media Center Booster Club

During the year, parents are given the opportunity to support our Media Center through the Media Center Booster Club and the Scholastic Book Fair. These programs help to enhance the book collection of the Media Center.

Flowers and Balloons for Students

Please do not have flowers or balloons delivered to students at school. They will not be delivered to the classroom but will remain in the office until the end of the day.

Audio/Video Recording Policy

In accordance with Archdiocesan mandates, no audio/video recording devices may be used during functions of the school without the expressed permission of the Principal. Such events include, but are not limited to: classroom presentations, award ceremonies, performances, parent conferences, administrative conferences, and religious services. This policy also includes tape recording of conversations either in person or by telephone by or among students, parents, teachers, or school administrators on school property or involving the use of the school telephone. (Archdiocesan Policy 5530)

Admissions Policy

St. John the Evangelist School follows the Georgia State Law for beginning age requirements for school entrance. The school admits students of any race, color, nationality, or ethnic origin.

The Catholic Elementary Schools of the Archdiocese of Atlanta offer programs of education and formation for students who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire for the school to assist them in their parental role as primary educators. (Archdiocesan Policy # 5120)

St. John School makes reasonable accommodations for students with special needs according to Archdiocesan Policy # 5130.

The school accepts students for whom there is a reasonable expectation of success from the program. All new students are accepted on a probationary status for the first year.

Non-Discriminatory Policy

All schools of the Catholic Archdiocese of Atlanta, including St. John the Evangelist, admit students of any race, color, sex, national origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the schools. St. John the Evangelist shall not discriminate on the basis of race, color, nationality, or ethnic origin in administration of their educational policies, admissions policies, scholarship, loan programs, athletics, or other programs administered by the school.

Registration

Parents must follow the application procedure listed in the new student application packet. Applicants are required to pay a non-refundable application fee, submit records from the previous school, and take an entrance test. All required paperwork must be received before a student is tested. All phases of the application process must be satisfactorily completed before notification of the admission status is mailed. You may find application forms on our website or in the office.

Re-Enrollment Policy

Continued enrollment of the student is subject to the student observing all school rules as set out in the school handbook including, but not limited to, general behavior, academic performance, and attendance.

Continued enrollment in any given school year, and re-enrollment in any subsequent years, is subject to the parents'/guardians' continued support of the mission of the school as documented in the Student Handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents/guardians. Re-enrollment in any subsequent year is subject to mutual agreement. That agreement may be withheld by the student, the parents, or the school administration with or without cause. Invitations to re-enroll students will be distributed in February to families who have met their required service hour commitment and are current with tuition and fees. The May 1st tuition installment is required to hold a place for student enrollment.

If the re-enrollment deadlines are not met, students must reapply to the school as new students subject to all procedures as outlined in the new student application packet.

The pre-enrollment or early enrollment of any student and the acceptance by a school of any enrollment fee or tuition for a student is only a conditional acceptance of the student. The school retains the right to void the conditional enrollment of any student under a pre-enrollment or an early enrollment plan. The conduct of the student or the student's parents/guardians may be grounds for the revocation of the conditional acceptance of a student. (Archdiocesan Policy 5120)

A school directory is printed in the back of the school calendar. If you do not wish your information to be included in the following year's directory, you must put your request in writing and submit it to the office with your re-enrollment packet.

Parent Contracts

Each family in good standing signs a Parent Contract and pays the 1st tuition installment for official enrollment/re-enrollment. By signing this contract, parents/guardians agree to pay the full amount of tuition indicated on the contract and to abide by all rules, regulations and policies set forth by the school. In the event of early withdrawal of a student, the parents/legal guardians will be responsible for the remaining total tuition balance including all tuition assistance and/or scholarships. If any outstanding balances exist from the previous school year, all monies received will first be applied to outstanding balances before being applied to the next school year's tuition account.

A sample contract is located in the back of the Parent/Student Handbook.

Transfer Policy

Local transfer of students from any public, private, or Archdiocesan School into grade eight is not generally considered. Students whose families have relocated to the Atlanta area from a Catholic school may apply for admission into grade eight. Admission to other grades, especially Middle School, will be considered carefully on a case-by-case basis.

Tuition

The Catholic Tuition Rate is established through Parish Verification of the status of "active" Catholic according to the stewardship model of time, talent and treasure. Families must be registered in their parish, "active," and the child must be baptized Catholic to qualify for the Catholic Tuition Rate. All other families must pay the Non-Active/Non-Catholic rate. Parish verification is required annually of Catholic parents.

Active Catholic Rate: \$6215 Non-Active/Non-Catholic Rate: \$7392

Parents are held responsible to the contract they signed with the school. Monthly tuition payments are due on the first of the month. We do not hold checks or accept post-dated checks. Tuition is considered late after the sixth day of the month and a late fee of \$40 is automatically charged to the tuition account. An account that becomes one month late will result in discontinuation of services at the discretion of the Principal.

It is school policy to hold all awards, certificates, and report cards if tuition and fees are not current in any/all of the following areas including, but not limited to: Media Center books/materials, tuition, ESP fees, and lunch money. This is especially important in the eighth grade year. See Middle School Addendum. Any fees paid after the first Friday in May must be paid in cash or money order.

Fees

Various fees must be paid throughout the year. Fees may include, but are not limited to, the following:

- School Supply Fee (due July 1st) – for standardized supplies purchased by the school for each grade. Additional supplies that parents are expected to purchase are listed on the school's webpage. Please do not purchase any supplies not specifically requested by the teacher.
- Technology Fee (8th grade only)
- Field Trip Fee
- Novel Fee
- Individual Sports Fee
- Late Fees
- Returned Check Fee

Account Balances

All tuition accounts, including summer installments, must remain current. If an account is 30 days past due and a check is returned for insufficient funds, all further payments must be made in cash. Accounts more than 30 days in arrears are subject to discontinuation of services.

All tuition accounts for the present year must be paid in full by the last Friday in April before a student may be enrolled for the following school year. All other accounts, including ESP, etc. must be current by the first Friday in May. All payments after the first Friday in May must be paid in cash. No student may be officially enrolled with outstanding tuition/fees. If any outstanding balances exist from the previous school year, all monies received will first be applied to outstanding balances before being applied to the next school year's tuition account.

Student Conduct and Discipline

Student Conduct

Students are members of a faith and educational community and they have a responsibility to conduct themselves appropriately. Our School Discipline Policy reflects our school motto of **Reverence, Respect and Responsibility**. When an individual's actions interfere with the right of the teacher to teach and students to learn, consequences will incur. A student will be sent home from school in cases of disruptive behavior.

The purpose of discipline is to provide a classroom and school environment conducive to learning, promote character development, cultivate the virtues that ensure Christian living and redirect inappropriate behavior.

Disciplinary Measures

Students respond favorably to positive methods of discipline incorporating consequences for inappropriate behavior and guidance in making better choices. Each teacher develops a classroom plan for discipline and expectations of behavior that builds individual student responsibility. Each class has a standard system of discipline that will result in consequences including, but not limited to, any of the consequences listed below:

Card System/Check System/Hole Punch System

Students incur checks or hole punches for non-compliance of class/school rules (i.e., missing homework, talking in class, uniform violations, etc). Accumulation of checks/hole punches incurs disciplinary points.

Better Choice Sheet/Reflection

Students are given the opportunity to reflect and write about their inappropriate behavior and devise a plan to correct these behaviors. These forms may be filed with the teacher and/or shared with parents.

Work Detail

Students may be given work detail to be done before school, during lunch-time or after school. The assigned time of the work detail is determined by the teacher/administrator. Cleaning lunch tables and washing chairs/desks are some of the service activities students may encounter on work detail.

Detention

When a teacher requires a student to remain after school, parents will be informed and will sign and return promptly a slip acknowledging the date and time detention is to be served. Detention will generally be served through after school work details assigned to the student. Parents must pick up their child promptly following a detention served or the child will be placed in the Extended School Program at the drop-in rate. An early morning detention (7:30 a.m.) is assigned to students each time they arrive late if they have earned fifteen tardies for the year. Anyone arriving late or failing to report for detention will receive a disciplinary point.

Mandatory Tutorial

Students who do not satisfactorily complete or hand in assignments on time are subject to mandatory tutorials. The parent will be informed of the date and time of the mandatory tutorial. Students may not play sports or attend sports practice on days they have mandatory tutorial. NOTE: Three mandatory tutorials incur a disciplinary point. Failure to report for mandatory tutorials results in a disciplinary point and a restriction from extra-curricular activities. Students not picked up at the end of Mandatory Tutorial will automatically go in ESP at the drop-in rate.

Disciplinary Points

Disciplinary Points are written notices to the parents of an infraction of school rules. The parent's signature acknowledges receipt of the disciplinary point. Parents are to sign the point, return the original white copy to the teacher and keep the yellow parent copy.

Point System

According to the degree of seriousness, more than one disciplinary point may be issued to the student at the discretion of the teacher or Principal. Offenses may include, but are not limited to:

- | | |
|--|--|
| *Uniform violations | *Failure to come to class prepared |
| *Incomplete/missing classwork/homework | *Chewing gum/eating in class |
| *Failure to return communications to school | *Failure to report for detention/work detail |
| *Failure to keep textbooks covered | *Inappropriate behavior in school, Church, ESP or any school function |
| *Interfering with other students' right to learn | *Failure to show respect for teachers, students, or the property of others |

Points may be given for any inappropriate behavior or conduct in or out of school that is detrimental to the reputation of the school.

There are some infractions considered serious offenses and may warrant additional consequences. See Serious Disciplinary Infractions.

The following action will be taken as a student accumulates points:

5 points	Student meets with Assistant Principal to create a plan of improvement.
10 points	A BEHAVIOR CONFERENCE Guidance/Administration/Teacher/Parent/Student conference is required to outline a plan for improvement.
15 points	A Principal conference (Principal/Teacher/Parent/Student) is required. Student is placed on probationary status and cannot participate in extra-curricular activities including, but not limited to: field trips, Field Day, athletics, etc.
20-23 points	Student will serve <u>IN-SCHOOL SUSPENSION</u> for each subsequent point.
24 points	Students will serve an out of school suspension.
25 points	A student receiving 25 points will be <u>DISMISSED</u> from St. John School.

Points are recorded for a period of one year. Students accumulating fifteen or more points in one year are subject to a review by the Principal regarding re-enrollment for the following year. The Principal may waive any and all regulations for just cause at his/her discretion.

Serious Disciplinary Infractions

A student, who consistently infringes on the rights of others, neglects his/her school responsibilities, and exhibits behavior which is detrimental to the good of the students and the reputation of the school, is in direct opposition to the philosophy of St. John School. This student will be eligible for dismissal. New students are on a probationary status for the first year and may be dismissed for any serious offense at the discretion of the Principal.

The Principal is the designated leader of the school in concert with the faculty and staff, and is responsible for the orderly operation of the school. The Principal reserves the right to waive any regulation for just cause.

Serious Offenses

Some offenses are considered serious offenses and may incur 5-10 points. (The severity of the incident may warrant additional consequences). The following are considered serious offenses including but not limited to:

Cheating	Plagiarism
Stealing	Leaving school grounds
Forgery	Vandalism
Disrespect shown to teachers/ adults or fellow students	Removal of pages from assignment book/loss of assignment book
Dishonesty/Lying	Bullying/Harrassment

Social Media Usage

Social Media encompass the various cyberspace ways that persons can communicate with each other. Social Media includes, but is not limited to, Facebook, MySpace, Twitter, etc. While the School does not prohibit the use of social media, conduct, whether inside or outside the school, which is detrimental to

the reputation of the school can result in disciplinary action. Therefore, defamatory or threatening statements made on social media may result in discipline of the student account holder. *The School and the parents are partners in the education of our children. If, in the opinion of the administration, that partnership is no longer viable, the School reserves the right to require the parent to withdraw the student from the School.*

The School name, logo, motto, or mascot may not appear in any form on any type of social media, e.g. student pictured in school uniform. Likewise, the School name, logo, motto, or mascot may not appear in any form of clothing or paraphernalia, e.g. putting the name on t-shirts, without the express written permission of the principal

Conduct – Harassment

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that St. John School maintains a learning environment free of any form of harassment or intimidation. Harassment of any student by any other student, employee, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's perceived differences including, but not limited to: race, creed, color, national origin, physical disability, or sex. Bullying is a type of harassment. Exclusion is considered a form of bullying. Harassment can occur any time during school, during school-related activities or on the internet. It includes, but is not limited to, any or all of the following:

VERBAL HARASSMENT: Derogatory comments and jokes, threatening words spoken to another person.

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

VISUAL HARASSMENT: Derogatory, demeaning, or inflammatory posters, cartoons, written words (including texting), drawings, gestures.

SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

CYBER HARASSMENT: Inappropriate or threatening comments, made through electronic media such as text messages, emails, instant messaging, or other social media. These infractions can occur both inside and outside of school.

It is the student's responsibility to:

Conduct himself/herself in a manner which contributes to a positive school environment.

2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Immediately report all incidents to a supervising adult.
4. When informed he/she is perceived as engaging in intimidating, harassing or unwelcome conduct, the person must discontinue that conduct immediately.

Harassment (Grievance Procedure)

The parents of the student alleging harassment will be notified immediately, and the student will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

All matters involving harassment complaints shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting harassment shall not reflect upon the individual's status or affect grades.

School Desks and Lockers

Lockers and desks are provided to the students by the school and are considered school property. Because they are school property, lockers and desks are subject to search by the school administration at any time. Students and their parents should not have any expectations of privacy with respect to lockers and desks.

Weapons and Contraband Materials

The school has the right and duty to protect the health, welfare, and safety of students against all forms of hazardous substances, weapons, and other contraband materials.

Furthermore, the policy prohibits the use, possession, or discharge of any weapons, dangerous instruments, or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, teachers, administrators, volunteers, and other personnel in the school.

This policy includes possession of firearms (real or toy), materials that can be used as weapons and other contraband materials, matches, lighters, or any flammable substances.

Violation of this policy may warrant notification of the police, immediate suspension, and possible expulsion.

Search and Seizure

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, articles of clothing or any item brought onto school property. The administration of St. John School reserves the right to search the person or property of any student suspected of carrying contraband. The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband for purposes here shall be defined as any weapon, illegal drug, drug paraphernalia, cell phone, or other item the possession of which is prohibited by law or school policy.

Suspension

Suspension is a serious disciplinary measure. Suspension is warranted when the student is seriously uncooperative and/or disrespectful or if the action warrants serious consequences. Prior to the suspension, the student will be advised of the reason for the suspension. The parent/guardian will be given prompt notice of the suspension and the reason for the action. Suspension may be either in school or out of school suspension. Parents may be required to pay the cost of a substitute teacher (at the standard substitute teacher rate of \$65 a day) to supervise their child during in school suspension.

Expulsion

Expulsion is considered a termination of enrollment. Expulsion shall be used only as a final measure or in response to an egregious offense.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers self and others, property, health or safety of others, and is deemed to be in the best interest of the school community. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are not considered to be expelled. The student has not been accepted for re-enrollment in the next academic year because of prior behavioral problems. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are articulated in the student handbook.

The Archdiocesan Superintendent of Schools is to be informed before any action leading to expulsion is taken.

EXPULSION PROCEDURES

- Parents are notified of pending expulsion.
- Parent/student conference will be held with the Principal.
- Documentation of the event or events leading to expulsion will be submitted to the Superintendent.

APPEAL

Parents with a student in an Archdiocesan school may appeal within ten (10) calendar days to the Superintendent for a review of the decision. The Superintendent will only assure that correct procedures were followed as defined by the Archdiocesan Policy.

REASONS FOR EXPULSION

Possible reasons for expulsion, based upon the discretion of the Principal:

1. Actions detrimental to the moral and spiritual welfare of other students
2. Habitual profanity or vulgarity
3. Assault (fighting, physical contact), battery, harassment or any threat of force or violence directed toward any school personnel or student
4. Open, persistent defiance of the authority of the teacher
5. Continued willful disobedience
6. Use, sale or possession of narcotics, and/or other controlled substances on or near school premises
7. Use, sale, distribution or possession of any alcohol for beverage purposes on or near school premises
8. Stealing
9. Smoking or possession of tobacco products
10. Willful vandalism
11. Habitual truancy
12. Possession of firearms, real or toy
13. Possession of weapons, material that can be used as weapons and other contraband materials
14. Possession of matches, lighter or any flammable substances
15. Violation of probation contract
16. Other conduct that is inconsistent with the mission or policies of the school
17. Compromise of academic standard (i.e., habitual cheating, theft or compromise of testing, etc.)

In no case will a teacher on his/her own authority expel a student. Full credit will be given for all work accomplished by the student up to the moment of expulsion. The reason for expulsion will be noted in the cumulative file for as long as the school administrator deems appropriate. (Archdiocesan Policy 5470)

Right to Amend the Handbook

The Principal retains the right to amend the handbook and parents will be given prompt notification if changes are made.

Middle School Addendum to the Handbook

Participation in Extracurricular Activities

Middle School students have the opportunity to participate in a variety of co-curricular (academic competitions) and extracurricular activities such as band, chorus, middle school dances, Safety Patrols, sports, Student Council, yearbook, etc.

To be eligible to participate in extracurricular activities, students must:

Be present in school at least 4 hours on the day of an extra-curricular event and provide a valid excuse (i.e. doctor's or dentist's note) to the Principal for the time out of school.

Maintain conduct grades of 80 or above and passing grades in all subjects on each report card prior to enrollment/participation in the activity.

Academic Competitions, Clubs and Activities

Students in the Middle School may be involved in various co-curricular and extra-curricular competitions, clubs and activities. Participation in particular events may vary from year to year. Some of the competitions and activities offered include, but are not limited to:

- *Academic Bowl
- *Essay Contests
- *Georgia Math League
- *Math Counts
- *Spelling Bee
- *Science Olympiad
- *Student Council
- *Yearbook
- *Archdiocesan/Optimist Club Oratorical
- *Geography Bee
- *Junior National Honor Society
- *Math Olympiad
- *Science Fair
- *School Safety Patrol
- *Tech Crew

Middle School Sports

Due to the time commitment for practices and games, a student must maintain passing grades in all major subjects. If a student earns a 69 or below on a report card or academic alert, the student will not be able to continue participating in the sports program until he/she earns a passing grade on the next report card or academic alert grading period. If a student earns a 69 or below on the final report card, will not be able to participate in fall sports the following year until he/she earns a passing grade on the first quarter report card. A student will be ineligible to participate in the sports program and must withdraw if he/she fails two or more major subjects. Students will be notified if they are unable to participate due to failure to meet academic requirements. **Students who are ineligible to play for St. John School are also ineligible to play Middle School Sports at our Archdiocesan High Schools.**

Team sports are available for middle school students. Students and parents are expected to make a firm commitment to the team. In order to participate in sports, students must have a current physical on file with the school and pay the required athletic fee per sport. Parents are needed to help transport the team and equipment to away games. There is a permission form in the back of the handbook that you may copy if needed. You may also print a copy of the permission form from our web page: www.sjec.org. Students not picked up by assigned dismissal time will be placed in ESP and charged the drop-in rate. After normal ESP hours (6:00 p.m.), any sports participants not picked up will be charged the late ESP rate of \$5.00 per minute/per child, due on the date of service. Conduct in violation of the school's core values of Reverence, Respect, and Responsibility may result in school consequences such as discipline points, detention, and/or suspension.

Middle School Dances

Middle School dances are offered to 7th and 8th grade students two or three times a year. Parents help with decorations and food when needed.

Accelerated Math Placement

7th Grade Placement

Students in the 7th Grade eligible for accelerated Math must meet six of the seven following criteria provided by the Archdiocese of Atlanta:

- Minimum 85% on the Math Total of the ITBS
- Minimum 80% on the Concepts/Estimation subtest of the ITBS
- Minimum 80% on the Problem Solving subtest of the ITBS
- Minimum 80% on the Computation subtest of the ITBS
- Minimum 80% on the Iowa Algebra Aptitude Test (IAAT)
- Teacher recommendation
- No grade below 88% in Math on the 6th grade report card

Algebra 8th Grade Placement

Students in the 8th grade are eligible to take Algebra if they meet six of seven of the following criteria provided by the Archdiocese of Atlanta:

- Minimum 85% on the Math Total of the ITBS
- Minimum 80% on the Concepts/Estimation subtest of the ITBS
- Minimum 80% on the Problem Solving subtest of the ITBS
- Minimum 80% on the Computation subtest of the ITBS
- Minimum 80% on the Iowa Algebra Aptitude Test (IAAT)
- Teacher recommendation
- No grade below 88% in Math on the 7th grade report card

Students will be expected to take an Algebra exit exam upon completion of the Algebra I course. Students may also be required to take a high school placement test to be given high school credit for Algebra I and placed into the next level of study in mathematics upon admission to high school.

iPad Acceptable Use Policy – 8th Grade Only

Students in 8th grade will be issued iPads for educational use after iPad orientation. Parents are required to attend a parent orientation meeting during preplanning. Students are required to attend an iPad orientation meeting during the first week of school. Parents and students must sign and return the iPad Acceptable Use Policy and pledge documents before the iPad can be issued. The Technology Fee covers insurance, one of year of Apple Care and school issued iPad cover. Refer to your iPad Acceptable Use Policy.

SSAT/ High School Applications

Students in the 8th grade who intend to apply to private high schools must take the SSAT. Registration materials may be obtained from the local high school, St. John School, if available, and online at ssat.org. It is recommended that students register for the December date. Review materials for the test are available. Paperwork for application to private high schools must be sent to the school during first semester. Postage is the responsibility of the applicant. Envelopes with proper postage should be sent with the forms. It is the policy of the school that no recommendations will be returned directly to students. One official transcript will be collated containing all the forms needed from St. John School, and the application packet will be sent directly to the high school. Subsequent transcripts will incur a processing charge. Requests for teacher recommendations must be made before Christmas.

Graduation Activities

Students in the 8th grade may be involved in field trips and graduation activities the last week of school. There is a fee to cover the cost of diplomas and gowns. Graduation pictures will also be offered. A letter with details of events such as the graduation dance, awards ceremony, and field trips will be sent home in the spring. Students will not be allowed to participate in any graduation events (dance, awards ceremony, field trips, graduation ceremony, etc.) unless they are in good standing academically and current with all fees. Any fees of 8th grade students paid after the first Friday of May must be paid in cash or money order.

ST. JOHN THE EVANGELIST CATHOLIC SCHOOL
240 ARNOLD STREET
HAPEVILLE, GA 30354
404-767-4312

DATE _____

Your son/daughter's class will be participating in a field trip. This field trip will take place under the guidance and supervision of teachers and parent volunteers from St. John School. The following permission slip must be signed by a parent and returned to the school prior to the field trip. Verbal permission by phone is not permissible.

FIELD TRIP TO: _____

ADDRESS: _____

GRADE(S): _____

DATE AND TIME OF DEPARTURE: _____

DATE AND TIME OF RETURN: _____

METHOD OF TRANSPORTATION: _____

INFORMATION: _____

TOTAL DUE WITH PERMISSION SLIP: _____

DETACH AND RETURN BOTTOM HALF

Destination _____ **Date** _____

Please complete, sign and return the following permission slip.

I hereby give my child _____ permission to attend the above listed field trip. I understand that authorized vehicles to the designated place will transport my child.

I hereby waive and release any claim or liability against St. John the Evangelist School for any injuries suffered by my child during the above listed field trip. In the event of an injury suffered during the transportation to and from the school, I agree to look solely to the insurance carrier providing insurance on the transporting vehicle for compensation.

5.

SIGNATURE OF PARENT/GUARDIAN

EMERGENCY NUMBER

BEEPER NUMBER

DEADLINE: RETURN FORM BY: _____



St. John the Evangelist Catholic School Acceptable Usage Policy



Introduction

St. John the Evangelist Catholic School has established a computer network and offers Internet access for employee, student, and volunteer use. Employees, volunteers, students, parents or guardians must read, understand, and sign the following acceptable use policies.

The most important prerequisite for Internet access at St. John School is that each user takes full responsibility for his or her own actions.

St. John the Evangelist Catholic School will not be liable for the actions of anyone using the computers, network, or internet connection. All users shall assume full liability, legal financial or otherwise, for their own actions. The use of the Internet is a privilege, not a right. All network hardware and data is the property of St. John the Evangelist Catholic School and can be monitored and reviewed at any time.

Acceptable Uses

1. The computer network at St. John the Evangelist Catholic School has been established to allow Internet access for educational and research purposes ONLY in accordance with the educational and religious objectives of the school.
2. Student access is limited to normal school and ESP hours. Use outside these hours by students or volunteers must be approved and supervised by an authorized school employee.
3. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Permission may be revoked at any time.
4. Material created and/or stored on the school's network becomes the property of the school. The Technology Specialist will review the system to ensure proper use. Employees, volunteers, and students should expect that any data stored or transmitted through the school network will be viewed or monitored by authorized personnel.
5. Network users must keep their passwords private. Accounts and/or passwords may not be shared. Each user will be held accountable for the actions of their user ID on the network.

Guidelines for Use of St. John Internet service – Students must accept the following rules for Internet use in School:

1. I understand that I must have a signed policy on file before network and internet privileges will be granted.
2. I know that use of the internet is a privilege and not a right and I agree to follow the guidelines and rules established by SJE for its use.
3. I will not share my user ID or password with anyone else.
4. I will have approval from my teacher for all topics that I research on the Internet and will present evidence of this before using the Internet.
5. I will use the Internet only when an adult is present to supervise.
6. I will properly log-in and log-out when using any computer at St. John School. Violations of this policy that occur under my login are my responsibility.
7. I will not enter a chat room, divulge personal information about others or myself or play “arcade style” games online.
8. If I find myself in an uncomfortable or inappropriate situation on the Internet, I will stop immediately and tell a teacher in charge.
9. I understand that I can download information from the Internet after receiving permission from a teacher.
10. I will not make changes to the set-up or application settings on the computer.
11. I acknowledge that plagiarism is unacceptable and will be responsible for citing sources used on the Internet.
12. I will follow the rules of netiquette.

Unacceptable Uses

1. The network may NOT be used to download, copy, or store any software, shareware, or freeware without prior permission from the Technology Specialist.
2. The network may NOT be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the Technology Specialist.
3. Use of the network for advertising or political lobbying is prohibited.
4. The network may NOT be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright and proprietary laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. It is strictly prohibited for network users to log on or attempt to log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
8. Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.
9. Network traffic is monitored.
10. Students may NOT use email while at school. Faculty, staff, and volunteers may NOT use personal email or webmail from the school network.
11. St. John the Evangelist Catholic School policy abides by all federal copyright laws.

Safety Guidelines for Students

1. Never give out your last name, address, or phone number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

**A SEPARATE FORM IS REQUIRED FOR EACH STUDENT OR ADULT.
PLEASE COMPLETE AND RETURN ONLY THIS PAGE.**

Parent/Guardian Permission

I have read, understand, and agree to follow the rules contained in the Acceptable Use Policy about appropriate use of the computer network at St. John the Evangelist Catholic School. I further understand that any violation of this Acceptable Use Policy may result in my privileges being revoked and disciplinary or administrative action being taken. I understand that this form will be kept on file at the school.

For parents or guardians:

I give my child permission to access the network as outlined above. I also understand that my child's work or image (writing, drawings, video, picture, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.

Parent Name (print) _____ Student Name (print) _____

Parent Signature _____ Student Signature _____

Date _____ Date _____

Grade (circle one) PK K 1 2 3 4 5 6 7 8

Please keep a copy of this for your own future reference

ARCHDIOCESE OF ATLANTA

MEDICATION PERMIT FORM

All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for the student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office or nurse.
2. All necessary medication prescribed for a student by a doctor or dentist must have this Medication Permit Form signed by the physician and parent. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in original labeled container. Medications sent in baggies or unlabeled containers will not be given.
3. The parent is responsible to bring all medication to the clinic/office and to pick up unused medicine or it will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements and other nutritional aids not approved as medication by the FDA, will not be administered at school.
5. Antibiotics will not be given at school by school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.
6. All medications must be kept in a locked cabinet/drawer in the school office/clinic and administered in the school office/clinic.
7. High School students whose doctor's written instructions require them to carry an inhaler on their person may do so. A second inhaler must also be kept in the clinic for use as needed. If a student allows another person to use the inhaler, the privilege of carrying one's inhaler may be revoked for both parties involved. Only those students in High School may transport their medication from home to the school office/clinic, and return unused medication home.
8. Only the parent or adult designee perform nebulizer treatments in school.

TO THE NURSE OR HEALTH REPRESENTATIVE OF: _____ SCHOOL

NAME OF STUDENT: _____ GRADE: _____ ROOM: _____

NAME OF MEDICATION: _____

DOSAGE AND DIRECTIONS FOR GIVING: _____

BEGINNING DATE: _____ ENDING DATE: _____

I hereby request that the medication specified above be given to the above named student, and that the medication may be given by someone other than a medically trained person.

I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Archdiocese of Atlanta, its servants, agents, and employees, including, but not limited to the parish, the school, the principal, and the individuals giving the medication, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Archdiocese of Atlanta, its agents, servants, or employees, including, but not limited to the parish (if applicable), the school, the principal, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____

SIGNATURE OF PHYSICIAN: _____ DATE: _____
(STAMPED SIGNATURE NOT ACCEPTED)

PHYSICIAN'S TELEPHONE NUMBER: _____

FORM 5300
MEDICATION PERMISSION
FORM



ST. JOHN THE EVANGELIST CATHOLIC SCHOOL

240 ARNOLD STREET
HAPEVILLE, GA 30354

PHONE (404)767-4312
FAX (404)767-0359

PARENT CONTRACT

OFFICE USE ONLY	
TU	_____
AG	_____
OTHER	_____

TOTAL	_____

I/We, _____ the parents/legal guardian of (child's name and grade)

agree to pay St. John the Evangelist Catholic School a tuition of \$ _____ for the 2011-2012 school year. **In order to receive the Active Catholic rate, the school must receive verification of your parish status from your Pastor.**

Eleven (11) tuition installments of \$ _____ are due on the 1st of each of the following months: May, June, August, September, October, November, December, January, February, March, and April.

A late fee of \$40 will be charged after the sixth day of the month.

Tuition installments are *non-refundable*.

The application fee is non-refundable and does not apply to tuition.

All children are required to register for ESP in the event an emergency requires use of the program. ESP registration forms must be completed and returned along with the Parent Contract to complete the enrollment process.

Each family is expected to give 25 Service Hours to the school. **15 Service Hours per family must be recorded prior to January 15th in order to receive a Re-enrollment packet for the following year.** Re-enrollment in any subsequent year is subject to mutual agreement. That agreement may be withheld by the student, the parents, or the school administration with or without cause.

All transcripts, report cards, student records, awards, and diplomas are the property of St. John the Evangelist Catholic School and will not be issued to students or parents until all tuition and fees are paid in full. All fees must be current one week prior to the student's last day of school. If any outstanding balances exist from the previous year, monies received will first be applied to outstanding balances before being applied to the tuition account.

At the sole discretion of St. John the Evangelist Catholic School, students are subject to dismissal if tuition and/or fees are in arrears 30 days. **In the event of early withdrawal of a student, the parents/legal guardians will be responsible for the remaining total tuition balance including the balance of all tuition assistance and/or scholarships.**

We agree to support and be governed by the rules, regulations, conditions and requirements of St. John the Evangelist Catholic School as stated in the Parent/Student Handbook.

We understand that:

Tuition installment is due on the first day of the month.

A late fee of \$40 will be charged after the sixth day of the month.

We are obligated to pay the full amount of the tuition balance, including scholarships and tuition assistance, in the event of early withdrawal.

We have read the Parent Contract carefully and hereby agree to its terms.

Father/Guardian Signature _____ Date _____

Mother/Guardian Signature _____ Date _____

Principal Signature _____ Date _____

Step-By-Step Guide to SLA Management On-Line Lunch Procedures:

Registration:

The first step as a parent, if you are not currently a registered user, is to register on-line:

1. Go to www.slalunch.com or follow the link on our web-site www.slamgmt.com.
2. Click the "Create an Account" link.
3. Fill in all Registration Information and click "Submit" to create your account.
4. This will bring you to an "Account Information Received" page.
5. Click the link to return to the Login page.
6. Login using your registered e-mail and chosen password.

Add Student's To Your Account:

Now that your account has been created, the next step is to "Add" students to your account.

1. Click the link to add students to your account.
2. Type your student's last name and first name exactly as they would be spelled on the school roster.
3. Click "Submit" to add your student. If you have any difficulty we can assist you in this process.
4. Once you have added your student, PLEASE NOTE the 'Pin #' listed to the right of your student's balance. This is the Pin # your student will enter to purchase lunch at school. You can always retrieve forgotten Pin #'s from this location. Please have your student memorize this number.
5. Repeat this process to add additional students and/or staff members to your account.

Once all students and or staff members have been added, you have completed the Registration process.

Note to New Families and Students:

1. All school rosters are scheduled to be upload into our system the last week of July.
2. New families can register anytime, however new students cannot be added until their student information has been uploaded. If you cannot successfully add your student to your account please wait a week and try again. Please wait until the week prior to school before contacting us to assist you with this process.

Depositing Funds into Online Accounts:

1. Click the "Deposit" button to the right of a student's name.
2. Note the 'minimum deposit' amount of \$25.00. This amount refers to the total deposit for all family members on your account. You do not need to deposit this amount into each student account.
3. Select the method of payment and click "Continue"
4. You will see a list of all family members on your account.
5. Enter the amount you would like to deposit into each account.
6. Click 'Continue' to open the confirmation page detailing the Total Transaction Amount, which includes all deposits to family member's accounts and the transaction fee.
7. Click "Continue"
8. Enter payment information to process deposit.

Note on Depositing Funds:

1. Funds can be deposited anytime during the summer to all existing student accounts.
2. Deposits to new student accounts cannot be completed until the students have been added to your family account. Please read 'Note to New Families and Students' above

Monitoring your On-Line Account Activity:

1. To view all transaction activity: log into your account and click the word "Select" to the left of your student's name. Here you will find a list of all account transactions.

A Note on Account Balances:

1. Parents are responsible for maintaining a balance in their student's lunch account. You can access your account 24 hours a day at www.slalunch.com. We ask that you please monitor and maintain your lunch accounts to ensure your student has funds available to purchase lunch.
2. As a courtesy, weekly e-mail reminders are sent to all registered e-mail accounts with a balance of less than \$25.00. If you feel you should be receiving these e-mails and are not, please check your spam folders.

A Note on Pin Numbers:

1. Please remind your student to keep their pin number private. We do not permit the sharing of pin numbers as this violates the security of your on-line account.
2. We maintain separate pin numbers for each family member.
3. Each pin number can be entered only one time in the lunch line without a manager over-ride.
4. When a pin number is enter a second time, the manager will verify the correct student is using the correct pin before allowing the second purchase.
5. To further ensure account security, pin numbers are randomly assigned and changed each year. Please retrieve your student's pin number the week before school begins each year.

A Note on End-of-Year Balances:

1. It is not our policy to issue refunds for balances remaining in a student's account at the end of the year.
2. All student balances remaining at the end of the year will be carried forward to the next year.
3. If your student will be graduating, we ask that you please monitor lunch activity closely during the last couple weeks of school. We will reduce the minimum deposit amount to \$1.00 during this period to better assist you in this process.

Home and School SOS Coupon

Volunteer's Name: _____ Date: _____

Student's Name: _____

Donation/Supplies: _____
(example: 2 dozen home baked cookies, muffins, or 2 reams of copy paper, etc)

Make sure you coupon is firmly attached to donation, \$10.00 value equals 1 service hour

Home and School SOS Coupon

Volunteer's Name: _____ Date: _____

Student's Name: _____

Donation/Supplies: _____
(example: 2 dozen home baked cookies, muffins, or 2 reams of copy paper, etc)

Make sure you coupon is firmly attached to donation, \$10.00 value equals 1 service hour

Home and School SOS Coupon

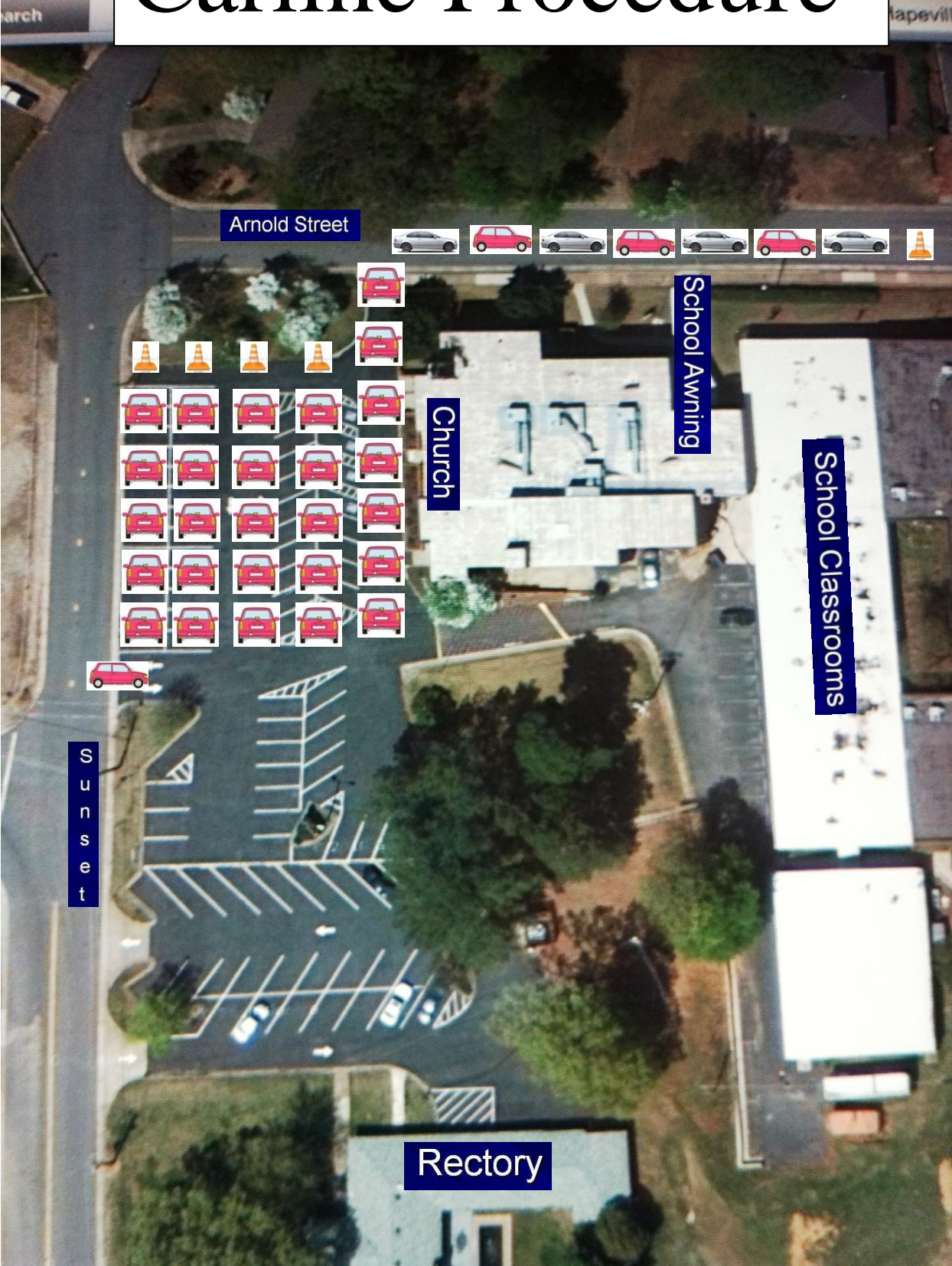
Volunteer's Name: _____ Date: _____

Student's Name: _____

Donation/Supplies: _____
(example: 2 dozen home baked cookies, muffins, or 2 reams of copy paper, etc)

Make sure your coupon is firmly attached to donation, \$10.00 value equals 1 service hour

Carline Procedure



TRADITIONAL CATHOLIC PRAYERS

The Sign of the Cross: In the Name of the Father; and of the Son; and of the Holy Spirit. Amen

The Lord's Prayer: Our Father, who art in heaven, hallowed by Thy name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen

The Hail Mary: Hail Mary, full of grace, the Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen

The Glory Be: Glory be to the Father, and to the Son and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen

The Apostles' Creed: I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell; the third day He arose from the dead. He ascended into heaven, sits at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting. Amen

Grace Before Meals: Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ, Our Lord. Amen

Grace After Meals: We give Thee thanks, Almighty God, for these and all Your blessings, which we have received through Your bounty through Christ our Lord. Amen

Act of Contrition: My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against You whom I should love above all things. I firmly intend, with Your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In His name, my God, have mercy. Amen

The Morning Offering: O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart, the salvation of souls, reparation for sin, and the reunion of all Christians. I offer them for the intentions of our Bishops and of all the apostles of prayer, and in particular for those recommended by our Holy Father this month. Amen

Evening Prayer: O my God, I adore You, and I love You with all my heart. I thank You for having created me and saved me by Your grace, and for having preserved me during this day. I pray that You will take for Yourself whatever good I might have done this day, and that You will forgive me whatever evil I have done. Protect me this night, and may Your grace be with me always. Amen

Hail Holy Queen: Hail, holy Queen, Mother of Mercy; our life, our sweetness and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious Advocate, thine eyes of mercy toward us. And after this our exile, show unto us the blessed fruit of Thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O Holy Mother of God; that we may be made worthy of the promises of Christ. Amen

The Angelus: The Angel of the Lord declared unto Mary. *And she conceived of the Holy Spirit. Hail Mary...* Behold the handmaid of the Lord. Behold the handmaid of the Lord. *Be it done unto me according to Thy word. Hail Mary...* And the word was made flesh, *and dwelt among us. Hail Mary...* Pray for us, O holy Mother of God, *that we may be made worthy of the promises of Christ.* Let us pray: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts: that we, to whom the Incarnation of Christ Thy Son was made known by the message of an Angel, may by His Passion and Cross be brought to the glory of His Resurrection. Through Christ our Lord, Amen

The Memorare: Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to Thy protection, implored thy help or sought thy intercession, was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of Virgins, my Mother. To thee do I come; before thee I stand, sinful and sorrowful. O Mother of the word Incarnate, despise not my petitions, but in Thy mercy, hear and answer me. Amen

Guardian Angel: Angel of God, my Guardian Dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and to guide. Amen

The Stations of the Cross:

1. Jesus is condemned to die.
2. Jesus carries His cross.
3. Jesus falls the first time.
4. Jesus meets His Mother.
5. Simon of Cyrene helps Jesus carry His cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets the women of Jerusalem.
9. Jesus falls the third time.
10. Jesus is stripped of his garment.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is laid in the tomb.

The Rosary:

The Five Joyful Mysteries: The Annunciation, The Visitation, The Nativity, The Presentation, The Finding of Jesus in the Temple

The Five Sorrowful Mysteries: The Agony in the Garden, The Scourging at the Pillar, The Crowning with Thorns, The Carrying of the Cross, The Crucifixion and Death

The Five Glorious Mysteries: The Resurrection, The Ascension, The Descent of the Holy Spirit, The Assumption, The Coronation of Mary

The Five Luminous Mysteries: The Baptism of Christ in the Jordan, The Wedding Feast at Cana, Jesus' Proclamation of the Coming of the Kingdom of God, The Transfiguration, The Institution of the Eucharist as a Sacrament