



St. John the Evangelist  
**PARENT/STUDENT**  
**HANDBOOK**  
**2019-2020**

Reverence • Respect • Responsibility



Dear Parents and Students,

Welcome to St. John the Evangelist School! In choosing SJE, you demonstrate a commitment to the values and mission of a Catholic education. Our school provides a Christ-centered Catholic education with a focus on spiritual formation, academic excellence, leadership and service. The contents of this handbook reflect our school motto: Reverence, Respect, and Responsibility. Centered upon these core values, the purpose of this Handbook is to acquaint parents and students with the policies and practices of our school.

In the pages that follow, you will find helpful information about many topics related to school life. This handbook provides you with a quick reference when you have questions about policies or procedures. If you have further questions about any topic, do not hesitate to call the school office for assistance.

A student's enrollment at St. John School, as signified by the signing of the contract by the principal and parent/guardian, acknowledges 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. The handbook can be found on our school website for your reference. Both parents and students sign and return the required Parent/Student Handbook Agreement Form (below) by Monday, August 12<sup>th</sup>. Note: The principal retains the right to amend the handbook and agrees to notify parents in writing of any changes.

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, when 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 with the school. Re-enrollment in any subsequent year is subject to mutual agreement.

**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.**

#### **Notice of Exemption**

I understand that the before and after school care (ESP) program, Pre-K and Kindergarten programs, are not considered a licensed child care facility. These programs are not required to be licensed by the Georgia Department of Early Care and Learning and these programs are exempt from state licensure requirements.

**Parent/School Partnership**

The parent/school relationship is of great importance to the religious formation and academic success of the student. The school pledges to offer an excellent education rich in Catholic formation, perspective, values, and tradition. We ask that you, as parents, pledge to offer encouragement, positive reinforcement, natural consequences, and parental involvement to your child as well.

Once you have chosen to enter into a partnership with us at St. John the Evangelist School, we trust you will be faithful to this commitment. During these formative years, (Pre-Kindergarten through 8<sup>th</sup> Grade), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model mature behavior and healthy relationships.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in nurturing courageous, compassionate leaders who exemplify the core values of Reverence, Respect, and Responsibility.

I/We agree to abide by the policies and procedures set forth in the Parent/Student handbook.

---

Parent/Guardian Name (Printed)	Signature	Date
--------------------------------	-----------	------

Student's name (Printed): \_\_\_\_\_

Student's signature: \_\_\_\_\_

**Authorization of Use of Pictures**

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, annual report), videos, news articles relating to school events, website, and promotional materials approved by the school and/or the Archdiocese.

**Please sign and return this form to the school office by Monday, August 12, 2019.**

**\*\*Please submit one form for each child.**

## **History**

St. John the Evangelist School celebrates a rich legacy of over 65 years of excellence in Catholic education. 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. SJE continues to live the Mercy Charism and Values: Compassion, Justice, Stewardship, Excellence, Respect, Hospitality, and Courageous Leadership. The school motto, "Reverence, Respect, and Responsibility," reflects the school's core values and guides the daily interactions of students, faculty, and parents.

In 1994, 2010, and 2017, St. John School was recognized as a Blue Ribbon School of Excellence by the United States Department of Education. This award recognizes elementary schools that distinguish themselves among the nation's most successful learning institutions. Evidence of high academic achievement, strong leadership, high-quality teaching, a safe environment conducive to learning, and strong parental involvement exemplify National Blue Ribbon Schools of Excellence. We are proud of earning this distinction three times and believe it is a testimony to our pursuit of continuous improvement, the dedication of our faculty and staff, the support of our parent community, and the hard work of our students.

## **Accreditation**

St. John the Evangelist School received initial accreditation in 1972 from The Southern Association of Colleges and Schools (SACS). The school maintained continuous accreditation for over 47 years. SJE held dual accreditation with SACS and the Southern Association of Independent Schools (SAIS) from 2007-2013. SJE received accreditation by Advanc-Ed, the parent company of SACS, in 2013 and 2018 through a district-wide model as part of the Archdiocese of Atlanta.

## **Professional Affiliations**

St. John School holds membership in the following associations: Advanc-Ed (parent company of the Southern Association of Colleges and Schools - SACS), National Catholic Educational Association (NCEA), Association for Supervision and Curriculum Development (ASCD), International Literacy Association (ILA), National Council of Teachers of English (NCTE), International Society for Technology Educators (ISTE), Georgia Independent School Association (GISA), Association of Middle Level Leaders, and Atlanta Area Technology Educators (AATE).

## **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.

# TABLE OF CONTENTS

<b>ADMINISTRATION</b>	<b>7</b>
<b>ADMISSIONS</b> - <i>Policies, forms, tuition and fees</i>	<b>7</b>
<b>ATTENDANCE</b> - <i>Arrival, Dismissal, Absence and Tardiness, Severe Weather</i>	<b>12</b>
<b>BUCKLEY AMENDMENT</b> - <i>Non-Custodial Parent</i>	<b>17</b>
<b>CHILD ABUSE REPORTING</b>	<b>18</b>
<b>CLINIC</b>	<b>18</b>
<b>COMMUNICATION</b>	<b>18</b>
<b>CURRICULUM/ACADEMIC INFORMATION</b> <i>Subjects, Grade Reporting, Homework, Awards, IA, NCEA-ACRE</i>	<b>19</b>
<b>DISCIPLINE AND CONDUCT</b> - <i>Point System, Harassment</i>	<b>28</b>
<b>EMERGENCY PLANS</b>	<b>35</b>
<b>ESP – EXTENDED SCHOOL PROGRAM</b> - <i>Sign-in/out, Fees, Rules, Activities</i>	<b>35</b>
<b>FIELD TRIPS</b>	<b>39</b>
<b>LUNCH</b>	<b>40</b>
<b>MEDICAL INFORMATION</b> <i>Appointments, Medication, Student Emergency Form</i>	<b>41</b>
<b>MIDDLE SCHOOL</b> <i>Extracurricular Clubs and Sports, Dances, iPads, SSAT, Graduation</i>	<b>43</b>
<b>PARENT ACTIVITIES</b> – <i>Home and School, Volunteer Service Hours</i>	<b>47</b>
<b>STUDENT ACTIVITIES</b> – <i>Clubs, Competitions, Leadership</i>	<b>50</b>
<b>UNIFORM AND PERSONAL APPEARANCE</b>	<b>52</b>
<b>VISITORS</b>	<b>56</b>
<b>ADDENDUM FORMS</b> <i>Field Trip Permission, Acceptable Use Policy, Medical Form, Common Catholic Prayers</i>	<b>57</b>

**St. John the Evangelist Catholic School**  
**Faculty and Staff for the 2019-2020 School Year**

<u>Name</u>	<u>Position</u>	<u>Email Address</u>
<b>Devanaha Baudy</b>	<i>Technology Teacher/Technologist</i>	dbaudy@sjecs.net
<b>Sr. Beth Bauer</b>	<i>4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> Grade Teacher</i>	bbauer@sjecs.net
<b>James Bodington</b>	<i>MS Social Studies/8<sup>th</sup> LA Teacher</i>	jbodington@sjecs.net
<b>Bernadette Boisis</b>	<i>School Counselor/Admin Team</i>	bboisis@sjecs.net
<b>Kimberly Burgess</b>	<i>1<sup>st</sup> Grade Teacher</i>	kburgess@sjecs.net
<b>Gretna Burger</b>	<i>5<sup>th</sup> Grade Teacher</i>	gburger@sjecs.net
<b>Christa Castile</b>	<i>Advancement Director</i>	ccastile@sjecs.net
<b>Deanna Carlson</b>	<i>Business Manager</i>	dcarlson@sjecs.net
<b>Bill Canning</b>	<i>MS Literature/Lang. Arts</i>	bcanning@sjecs.net
<b>Mary Canning</b>	<i>Resource Teacher</i>	mcanning@sjecs.net
<b>Christina Clements</b>	<i>ESP Aide, Classroom Aide</i>	cclements@sjecs.net
<b>Terry Edwards</b>	<i>3<sup>rd</sup>/4<sup>th</sup> Grade Teacher</i>	tedwards@sjecs.net
<b>Anita Emefo</b>	<i>K/2<sup>nd</sup> Grade Classroom Aide</i>	aemefo@sjecs.net
<b>Anna Fallon</b>	<i>Art Teacher/Cultural Enrichment</i>	afallon@sjecs.net
<b>Annemarie Fisher</b>	<i>MS Religion Teacher</i>	afisher@sjecs.net
<b>Frederick Gatson</b>	<i>Physical Education Teacher</i>	fgatson@sjecs.net
<b>Jeannie Hainey</b>	<i>3<sup>rd</sup>/4<sup>th</sup> Grade Classroom Aide</i>	jhainey@sjecs.net
<b>Allie Herndon</b>	<i>1<sup>st</sup> Grade Classroom Aide</i>	aherndon@sjecs.net
<b>Ashley Herring</b>	<i>Music Teacher</i>	aherring@sjecs.net
<b>Janice Jones</b>	<i>2<sup>nd</sup> Grade Classroom Aide</i>	jjones@sjecs.net
<b>Tina Mantle</b>	<i>K Classroom/ESP Aide</i>	tmantle@sjecs.net
<b>Tim McGinnis</b>	<i>Facilities</i>	tmcginnis@sjecs.net
<b>Luisa Moon</b>	<i>School Nurse</i>	lpmoon@sjecs.net
<b>Giulianna Muschi</b>	<i>Spanish Teacher</i>	gmuschi@sjecs.net
<b>Venus Price</b>	<i>ESP Director/Tuition Accounts</i>	vprice@sjecs.net
<b>Zac Price</b>	<i>Facilities /Athletic Director</i>	zprice@sjecs.net
<b>Jeanne Rast</b>	<i>Math/Sci. Teacher/MS Coordinator</i>	jrast@sjecs.net
<b>Karen Rorabaugh</b>	<i>Admin. Assistant/Communications</i>	krorabaugh@sjecs.net
<b>Teresa Sandolph</b>	<i>Pre-K Classroom Aide</i>	tsandolph@sjecs.net
<b>Ginger Schilling</b>	<i>Media/Classroom Aide</i>	gschilling@sjecs.net
<b>Peter Spalitto</b>	<i>MS Math/Science Teacher</i>	pspalitto@sjecs.net
<b>John Snider</b>	<i>Maintenance</i>	jsnider@sjecs.net
<b>Kathleen Talamini</b>	<i>2<sup>nd</sup> Grade Teacher</i>	ktalamini@sjecs.net
<b>Carolyn Triana</b>	<i>Pre-Kindergarten Teacher</i>	ctriana@sjecs.net
<b>Karen Vogtner</b>	<i>Principal</i>	kvogtner@sjecs.net
<b>Ashley Ward</b>	<i>Resource Teacher/Director of Enrollment</i>	award@sjecs.net
<b>Mary Weaver</b>	<i>3<sup>rd</sup> /4<sup>th</sup> Grade Teacher</i>	mweaver@sjecs.net
<b>Kristin Wilczynski</b>	<i>Kindergarten Teacher</i>	kwilczynski@sjecs.net
<b>Bronwyn Wolfe</b>	<i>Media Specialist</i>	bwolfe@sjecs.net
<b>Sue Yarber</b>	<i>Support Services</i>	syarber@sjecs.net
<b>Fr. Michael Onyekuru</b>	<i>Pastor</i>	pastorstjohnevangelist@gmail.com

### **Office of Catholic Schools Mission Statement**

Our schools are committed to providing an excellent education in an environment of spiritual, intellectual, physical and moral formation in accordance with the teachings of the Roman Catholic Church. The Catholic Schools in the Archdiocese of Atlanta serve a vital role in the educational ministry of the Church.

### **Mission Statement of the Catholic Schools in the Archdiocese of Atlanta**

The system of Catholic Schools in the Archdiocese of Atlanta provides solid faith formation and academic excellence. We prepare our students for college, life's vocations, active participation in society and in the life of our Church, and ultimately for Heaven.

### **St. John the Evangelist Catholic School Vision Statement**

In a caring, inclusive environment, living by the example of Jesus, 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 21<sup>st</sup> 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.

***Revised 6/17***

### **St. John the Evangelist Catholic School Mission Statement**

***We are the SJE family with Jesus in the center of all we do. He guides us in leadership, scholarship and joyful service to others.*** Grounded in the Catholic faith, St. John the Evangelist Catholic School nurtures the God-given potential of each student, providing a rigorous academic and spiritual foundation forming courageous and compassionate leaders.

***Revised 3/17***

### **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 a 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.

- The use of technology as a tool integrated throughout the curriculum supports higher order thinking skills, communication skills, collaboration, and problem solving.
- 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 6/17**

### **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.

### **Administration**

The School Administrative Team is a site-based management team comprised of the Principal, Curriculum Coordinator, and School Counselor.

### **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.

### **State Licensing**

St. John the Evangelist School holds a Bright from the Start exemption from state daycare licensing for private education programs/5 years & older/school day, Before/after-school program operated by accredited private school, and accredited 4's program operated by accredited private elementary/secondary school. SJE follows Bright from the Start exemption requirements. These programs are not required to be licensed by the Georgia Department of Early Care and Learning and these programs are exempt from state licensure requirements.

### **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 working on continuous improvement efforts that further the mission of the school.

## **ADMISSIONS**

### **Admissions Policy**

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)



### **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.

### **Registration**

Parents must follow the application procedure listed in the new student application packet or under the *Admissions* tab on the school website. 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.

St. John School follows the Georgia State Law for beginning age requirements for school entrance, makes reasonable accommodations for students with special needs according to Archdiocesan Policy # 5130, and accepts students for whom there is a reasonable expectation of success from the program.

### **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. Students born on or after January 1, 2002, who are entering 7<sup>th</sup> grade must have received one dose of the Tdap vaccine and one dose of the meningococcal conjugate. 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.

### **Health Examinations**

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](http://www.sjecs.org)) and in the school office.

### **Tuition and Fees**

**Active Catholic Rate: \$8085**

**Non-Active/Non-Catholic Rate: \$9603**

Families qualify for the Active Catholic Rate through annual submission of a Parish Verification Form signed by the pastor of the Catholic Church where they are registered. The pastor indicates a family's status according to the stewardship model of time, talent and treasure. Children must be baptized Catholic to qualify for the Active Catholic Rate. All other families must pay the Non-Active/Non-Catholic rate.

Tuition is paid through FACTS® Tuition Management. Parents are held accountable for the contract they signed with the school. The contract specifies tuition installment schedules, late fees and penalties for early withdrawal.

It is school policy to hold all awards, progress reports, 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.

Various fees must be paid throughout the year. Fees may include, but are not limited to, the following: School Supplies (standardized supplies purchased by the school for each grade), Field Trips, Novels (purchased by the school), Individual Sports, Late Fees, Returned Check Fees, and Technology Fees. All incidental fees will be paid through FACTS® Tuition Management.

### **Delinquent Tuition & Incidental Fee Collections**

Tuition installments are assessed through FACTS®, and tuition accounts must remain current. Parents are required to maintain an active FACTS® account, associated with an active bank account or credit card, at all times. Students may not attend school if the family's FACTS account is inactive.

Accounts more than 30 days in arrears are subject to discontinuation of services. Parents must schedule an appointment with the principal if accounts are over 30 days. The School has the right to refuse class admittance to any student whose account is delinquent more than forty-

five (45) days. The student may return to class when the delinquent account is current and the Principal agrees to reinstate the student.

If tuition and/or incidental fees are delinquent 90 days, the account will be assigned to an independent collection agency. Parents will be responsible for any unpaid tuition and fees plus any fees associated with the costs of collection.

All tuition accounts for the present year must be paid in full in April before a student may be enrolled for the following school year. No student may be officially enrolled for the next school year with outstanding tuition/fees.

A student will not be eligible for class trips, extra-curricular activities and school retreats if the student's account is delinquent.

Transcripts, report cards, awards and diplomas are the property of the School and will not be issued to the student (or the parents of the student) if the student's account is delinquent.

A graduating 8th grade student's account must be current one (1) month prior to the student's last day of school in order for the student to participate in the graduation ceremonies.

This policy is not meant to be punitive, but in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. The School has a history of working in good faith with families in need, but families must communicate with the School, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

### **Financial Assistance**

Financial Assistance is limited, and families must show a financial need as determined by FACTS® Grant and Aid. The application deadline for FACTS® Grant and Aid Assessment is February 28, 2020. Applications submitted after the deadline are subject to remaining available funds. Applications are available online at [www.factstuitionaid.com](http://www.factstuitionaid.com).

### **G.R.A.C.E. Scholars**

Georgia Residents Assisting Catholic Education, Inc. (GRACE Scholars) is a certified Student Scholarship Organization recognized by the State of Georgia to participate in the Georgia Private School Tax Credit Program. GRACE Scholars is the only SSO dedicated to supporting Catholic Schools in the state of Georgia.

New students from Georgia public schools, including all Kindergarten and first grade students, may apply for financial aid as part of the GRACE Scholars program. Only new families that financially qualify for funds can be awarded a multi-year scholarship to be renewed annually. The GRACE Scholars funds are dependent upon available funds from participating donors in the

tax credit program. For more information contact the school or visit the GRACE website: [www.gracesholars.org](http://www.gracesholars.org)

### **Safe Environment Training**

Upon acceptance to an archdiocesan school, all students should complete the Safe Environment Program, Virtus. All students complete Virtus training annually. 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 by the end of the second week of school. (Archdiocesan Policy #6235)

### **Enrollment/Re-enrollment Policy**

All new students are enrolled on a probationary status. Students have one year in which to prove themselves to be both socially and academically suited for St. John School. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance from St. John School. The recommendation/decision of the school is final.

Continued enrollment of the student is subject to the student observing all school rules outlined 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 subsequent years, is subject to the parents'/guardians' continued support of the mission of the school as documented in the Parent/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 electronically distributed in February to families who are current with tuition and fees.

- A non-refundable re-enrollment fee will be assessed through FACTS® upon notification of re-enrollment.
- A late fee of \$40 will apply to re-enrollment submissions received after the deadline.
- The May 1<sup>st</sup> tuition installment is required to hold a place for student enrollment.

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)

An Online School Directory is made available each year. 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 within the first week of school.

### **Parent Contracts**

Each family in good standing signs a Parent Contract. 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. A sample contract is located in the back of the Parent/Student Handbook. A signed contract is required of all families.

### **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.

## **ATTENDANCE**

### **Tardy Policy**

Students arriving after 8:00 a.m. are marked late and must report to the school office upon arrival and sign-in before entering the classroom. Parents are notified once their child has been tardy five times in a semester. Students who are tardy ten times in a semester are required to attend a 7:30 a.m. conference with parents and an Administrative Team Member. Fifteen tardies in a school year will incur a 7:30 a.m. early morning detention. Failure to report for morning tardy detention will incur a disciplinary point. Any student not in class when roll is taken will be marked absent unless he/she has been given a tardy pass or was signed in by a parent.

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

### **Appointments/Absence During the School Day**

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. Please try to stagger the times of your child's appointments so that your child does not miss the same subject each time, and 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  $\frac{1}{2}$  of a school day to be eligible to participate in any extra-curricular activity.

If the child returns to school during the same school day, he/she must be signed back into school in the office. Early dismissals are reflected as tardies on the report card. Students who are away from school for an appointment for  $3\frac{1}{2}$  hours or more will be counted as absent for  $\frac{1}{2}$

a day. Three (3) early withdrawals, each less than 3 ½ hours, are considered a one-half day absence.

### **Early Dismissal**

Signing a student out before the official end of the day is considered an early dismissal. Early dismissals are reflected as tardies on the report cards but do not count toward morning tardy penalties. If you need to sign your child(ren) out for emergencies or appointments, arrange pick-up at least 15 minutes before dismissal (no later than 3:00 p.m. or 2:15 p.m. on Wed.) as this disrupts our afternoon car line procedure. Park in the church parking lot next to the rectory and come to the office through the front door. Parents are required to sign out their child(ren) in the front office for early dismissal.

### **Absence**

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. Principals are authorized to require satisfactory explanations in writing from the legal custodial parent/guardian for the absence of the student from all or part of the day.

**When a student is absent from school, a parent or guardian should call the office by 10:00 AM each day of the absence.** A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year.

**Students should be fever free (without the use of fever-reducing medication) and vomit/diarrhea free for 24 hours before returning to school.** Students who are sent home during the school day with a fever and/or vomiting or diarrhea will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community. It is the duty of parents to notify the school immediately if their child has contracted a communicable childhood disease or medical problem.

For short excused absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. It is the child's responsibility to approach the teacher for make-up work upon his/her return to school. When a student is absent for **three or more days due to illness**, a parent may call the school office before 10:00am to arrange for homework assignments which may be picked up after 3:30pm.

Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Absences due to personal vacation are discouraged and considered unexcused absences.**

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 work, etc.

Work assigned prior to the day of absence will be due the day the student returns to school.

## ***ARRIVAL, DISMISSAL and CAR LINE PROCEDURES***

### **Morning Arrival**

**School begins with Morning Assembly at 7:50 a.m.** Students arrive at school, exit cars at the school entrance on Arnold Street, and report immediately to the cafeteria. If you need some extra time with your child, please pull down as far as possible on Arnold Street. The school's Extended School Program (ESP) is offered beginning at 6:50 a.m. and ending at 7:50 a.m. Students may not be dropped off prior to 6:50 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, study or play quiet games until the school bell rings at 7:50 a.m. Students may not use Chrome Books or complete written homework during early morning ESP. Chrome Books must be signed-in during morning ESP.

**NOTE:** After dropping off your child(ren), please drive with caution through the neighborhood. The Hapeville Police Department enforces no "U" turns or turning around in driveways. If you need to park and enter the school, please park in the Church parking lot. Students may not be dropped off to walk from the Church parking lot to the school entrance without an adult.

### **Afternoon Dismissal**

School ends at 3:15 p.m. except on Wednesdays (2:30 p.m.) and designated noon dismissal dismissed 15 minutes prior to the end of the school day (no later than 3:00 p.m. or 2:15 p.m. on Wednesdays) as this disrupts our afternoon car line procedures. At dismissal, the Extended School Program (ESP) students report to their ESP Supervisor at the designated area. Car line riders line up on the Arnold Street sidewalk. Walkers are dismissed with car line, and they are escorted across Sunset Street when there are no more cars in the car line. Please email the school at [office@sjecs.net](mailto:office@sjecs.net) before 2:30 p.m. if you experience an unexpected delay or an emergency that will make you late for car line pick up. The school office will notify your child of any changes to their afternoon destination. 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.

On noon dismissal days when ESP is not available, please make proper arrangements to pick up your child on time through car line. NOTE: A fee of \$5.00 per minute per family will be charged to the family's FACTS account for any students not picked up during car line.

**IN ORDER TO REINFORCE RESPONSIBILITY, NO STUDENT (INCLUDING THOSE ATTENDING ESP) OR PARENT MAY RETURN TO THE CLASSROOM FOR ANY FORGOTTEN ITEMS, BOOKS, ETC., AFTER DISMISSAL.**

Because child safety is such a high priority at St. John School, **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.

### **Afternoon Dismissal Times**

3:15 p.m. – M, T, Th, R

2:30 p.m. – every Wednesday

Noon dismissal – please see the school calendar, No ESP on noon dismissal days.

### **Afternoon Car Line**

To ensure the safety of our students, parents are expected to use car line when picking up their children. Once car line begins, students will not be released to a parent or designee to be walked through the parking lot.

**Procedure:** The first cars to arrive turn into the parking lot on Sunset Street using the **first** entry driveway right passed the rectory. Parents stay in their cars and do not create a gap in the car line. **Parents may not circumvent car line procedures by pulling in front of other cars.** As each line fills, parents will be directed by the student patrol to line up in parallel lines in the parking lot. The last car in each row may not block the exit lane for the faculty parking lot. Please be patient and show respect to our school patrols.

The faculty, staff and patrols conduct this dismissal by walkie-talkie communication. Each family will receive a yellow 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. Display the yellow carpool sign in the passenger side window or from the rearview mirror. 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. Students must enter the car on the curb side. Children will walk to their cars and wait until the car comes to a complete



stop before getting in. **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.**

**As per Georgia State Law, cell phones are not to be used while driving. This includes car line.**

Please be sure that you follow 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. *Georgia State Law – 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.* All students are expected to follow the directions of 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.

### **Rainy Day Car Line 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 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 or hang it from the rearview mirror. 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.

### **Wednesday Dismissal**

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

### **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. **If withdrawal occurs during the school year, parents are obligated to fulfill the financial commitment made to the school as indicated in the signed Parent Contract on file.** Permanent records are mailed directly to the new school (once all financial obligations to St. John School have been satisfied). Withdrawal paperwork will take three to five business days.

### **Severe Weather**

If St. John School is closed due to inclement weather, it will be announced on local TV stations (Channel 2- WSB, Channel 5 –FOX, and Channel 11 - NBC), the SJE website, the SJE Facebook page, and the SJE Twitter page. In the event of severe weather warning, (thunderstorms, etc.) students will not be dismissed into car line.

### **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)

### **Birthday Observance**

Birthday celebrations are limited to one celebration per month. Monthly celebrations will be coordinated by the homeroom parent at the request of the classroom teacher. Please check with the classroom teacher regarding student allergies. Parents may purchase ice cream from the school cafeteria for the entire class in honor of a child's birthday. **No other birthday treats will be served.** Birthday invitations may be distributed at school only if there is an invitation provided for every child in the class.

### **Elevator**

The elevator in the Enrichment Building is for handicapped use only. Students are not to use the elevator at any time. Any use of the elevator, other than by handicapped visitors, must be approved by the principal.

## **BUCKLEY AMENDMENT**

### **Non-custodial Parent**

St. John School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights 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.

### **Custody Disclosure Requirements**

The school requires divorced parents to furnish the school with a copy of the custody section of the divorce decree or any current court orders concerning release of information or custody. 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.

### **Child Abuse Reporting**

St. John School abides by the Child Abuse laws of the State of Georgia. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### **Clinic**

Several days a week, the clinic is staffed by a registered nurse from the hours of 10:00 a.m. - 2:00 p.m. and 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. Your child must be fever free (without fever-reducing medication) and vomit/diarrhea free for 24 hours. 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.

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.

### **Communication**

Communication fosters a partnership between parents and teachers. Parents are encouraged to communicate with teachers by email or written notes sent through the student. **Teaching is the teacher's first priority. Stopping by the classroom for an unscheduled conference interrupts teaching and/or learning.** If you need to speak with the teacher, please schedule an appointment via email or written note.

Some means of communication include:

- The quarterly school newsletter, *St. John Times*, is posted on the office bulletin board, emailed to parents for whom we have an email address, and is available in hardcopy upon request.

- Weekly calendar updates are emailed on the first day of the week
- Memos, announcements, and flyers
- ParentsWeb parent portal
- Graded papers sent home and notes in students' assignment books
- Email (faculty/staff email addresses listed in the front of the handbook and on the website)
- Calendar
- Academic alerts, progress reports, and report cards
- Notes and phone calls initiated by parent, teacher, counselor, or principal
- Classroom newsletters
- Website – [www.sjecs.org](http://www.sjecs.org)
- Parent-teacher conferences
- Home and School Association meetings
- RenWeb automated telephone and text messaging
- Facebook & Twitter

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

Teachers work in collaboration with one another and with members of the Administrative Team. When appropriate, Administrative Team and/or Student Success Team members attend parent conferences.

### **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.

## ***CURRICULUM AND ACADEMIC INFORMATION***

### **Curriculum**

The school uses the archdiocesan curriculum for Religion, science, math, reading, language arts, social studies, art, music, physical education and health, guidance, foreign language, and technology. Textbooks serve as resources for meeting curriculum standards. All programs are centered upon Catholic Social Teaching and 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, nationality, or ethnicity.

**Religion:** 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. ALL children are expected to maintain a prayerful posture during times of worship and actively participate in all aspects of the Religion program. Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) in March.

- **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 of this handbook.)
- **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)

**Fine Arts:** Music, Visual Arts and Performing Arts - **Music** classes offer instruction in various genres including liturgical music. Students have opportunities for instrumental performances through Orff band and school events. Both vocal and instrumental performances enhance school liturgies, after school shows, and school musicals. The **Art** curriculum includes art appreciation and knowledge of art history. The annual Art Show and Windows Show allow students to display their creative projects outside of the school setting.

**Guidance:** The counseling program is designed to be proactive and meet the developmental needs of the students. A certified Guidance Counselor serves the needs of students and parents through classroom instruction, small group participation, and individual counseling.

**Language Arts:** The Language Arts curriculum encompasses all areas of literacy instruction including reading/literature, phonics/spelling, grammar, writing, and vocabulary. The Language Arts curriculum serves as a basis for learning in all other subject areas, as students practice and apply these skills in context.

**Library/Media:** The media specialist teaches library skills, helps students and teachers select books on appropriate reading levels, teaches mini reading units such as biography and historical fiction, and coordinates the Battle of the Books competition in the spring. In our Library/Media Center, students are engaged in library skills, novel genre study, Battle of the Books, research skills and digital citizenship.

**Mathematics:** The objective of the mathematics curriculum is to promote mathematical proficiency in all students. The balanced mathematics program incorporates conceptual understanding, procedural fluency in computation, and adaptive strategies for problem solving. The integrated, sequential curriculum is horizontally and vertically aligned and concludes with Algebra Readiness and Algebra I for eighth grade students.

### **Accelerated Math Placement**

#### **7<sup>th</sup> and 8<sup>th</sup> grade advanced math placement requirements (Revised 2017)**

The following criteria are evaluated when making 7<sup>th</sup> & 8<sup>th</sup> grade math placement decisions:

- Minimum score of 80% on the Iowa Algebra Aptitude Assessment
- Minimum NPR score of 80%tile on the IA Mathematics test
- Minimum NPR score of 80%tile on the IA Computation test
- Minimum average score of 85% on Math course tests during the current year
- Minimum average score of 85% in Mathematics on report cards during the current year
- Student must demonstrate consistent, successful completion of homework and positive classroom performance as defined by the mathematics teacher.

\*\*IA=Iowa Assessment

\*\*NPR=National Percentile Rank

By Archdiocesan policy, students must meet five of the six criteria above in order to be eligible for advanced placement into Pre-Algebra at 7th grade and/or Algebra at 8th grade. Students may be asked to complete an exit exam at the completion of their middle school coursework.

**Physical Education and Health:** Physical Education classes provide students with opportunities to develop an understanding of the importance of physical health and wellness, practice sportsmanship and teamwork, and develop age appropriate motor skills.

**Science:** Five standards are represented in the science curriculum: the study of living things, earth and space science, chemistry, physics, and the scientific method. Hands-on science labs and demonstrations for students in all grades provide a dynamic supplement to what is learned in the classroom. STREAM (Science, Technology, Religion, Engineering, Arts, and Mathematics) principles are integrated along with Next Generation Science Standards to increase student engagement and promote active involvement in science.

**Social Studies:** Instruction includes history, geography, economics, Georgia history, current events, knowledge of world cultures, and Catholic social teachings. Students learn that they have a responsibility to their country and their world to be informed and productive contributors to society.

**Spanish:** Spanish instruction includes vocabulary, common expressions, grammar, geography, and exploration of the cultures of Spanish speaking countries. Catholic prayers and Hispanic faith customs are incorporated into Spanish instruction.

**Technology:** Teachers incorporate technology into their lessons and collaborate and co-teach lessons with the technology coordinator. Students have access to the computer lab, mobile labs, Chrome Books and classroom iPads. Middle school students participate in a one-to-one technology program, and they are issued a student Chromebook for educational use after:

- Students and parents participate in a Technology Orientation
- The Technology Fee payment is received via FACTS
- A signed Student/Parent Agreement Form is returned to the school.

Teachers focus on the seamless integration of technology within the curriculum in all subject areas. The technology curriculum prepares students for life in the 21st century.

### **Grades and Grade Reporting**

The Archdiocese of Atlanta grading scale is listed below:

K-1<sup>st</sup> – (I-insufficient progress; B-beginning; P-progressing; S-secure)

2<sup>nd</sup>-8<sup>th</sup> – (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).

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

- **RenWeb - Parent preview of student grades online (3<sup>rd</sup> – 8<sup>th</sup> grade)** - Parents in good financial standing with the school may view student grades online via Parents Web, the parent portal of RenWeb. Teachers update grades at least every two weeks. Accounts must be current to have access to the parent 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 graded paper 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, labs, etc.).
- **Progress Reports and Academic Alerts** — Progress Reports and Academic Alerts are issued mid-quarter. Students in Pre-K through 2<sup>nd</sup> grade receive Progress Reports. Academic Alerts are sent electronically to parents of 3<sup>rd</sup> through 8<sup>th</sup> grade students to inform parents when a student’s performance is unsatisfactory, or improvement is needed. Alerts are sent mid-quarter allowing sufficient time to implement a plan for improvement to improve his/her grades. Parents sign and return progress reports and respond to the electronic academic alert via email within one week.
- **Mandatory Fall Parent/Teacher Conference Day** — School is NOT in session for Fall Conference Day; however, students in 3<sup>rd</sup> - 8<sup>th</sup> grade attend the conference with their parents. The day is counted as an official school day.
- **Report Cards** – Report cards are issued quarterly, and final report cards are mailed. 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. Tuition and fees must be current to receive the report card on the day of distribution. Check the school calendar for report card dates. Parents may make inquiries as to the assessments which resulted in the cumulative grade on a report card. 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)
- **Academic Probation** - A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student’s academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).



## **Homework**

Homework is intended to support the learning process, aid in the mastery of skills, reinforce a concept taught in class, 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. Homework provides an opportunity for students to develop personal responsibility and study skills, including good organization, self-reliance, and time management.

Examples of assignments include: unfinished class work, drill and practice exercises, preparation for tests, research activities and reports, reading and writing assignments, data collection, and hands-on projects.

It is the responsibility of the student to fulfill all homework assignments. Failure to complete homework will impact a student's grade and may incur a consequence such as homework checkmark or a Mandatory Tutorial. Homework is developmental in nature and increases in scope with the maturity and capabilities of the students. Individual abilities, study skills and time management practices will determine the length of time a student will actually spend on any given task. Suggested time allotments for homework (including nightly reading) are as follows:

**K-1st Grade:** 10-30 minutes    **Grades 2-3:** 30-60 minutes    **Grades 4-8:** 60-120 minutes

Teachers will refrain from assigning homework over school breaks (i.e. Thanksgiving, Christmas break, Spring Break, etc.). Teachers will also be mindful of assignments given over the weekends.

Students are responsible for contacting the teacher and completing all homework/tests missed following an absence. Teachers do not issue assignments in advance prior to planned student absences.

## **Teacher's Responsibility**

- Communicate classroom policies and procedures to students and parents in August.
- Communicate due dates and directions for completing each homework assignment to students to be recorded in assignment books. 3rd-8th grade teachers also indicate assignments on a shared grade-level Google calendar accessible through students' Google accounts.
- Coordinate assignments and tests with other teachers to avoid student overload.
- Provide homework assignments that are directly related to instructional objectives and consider the differences among students so that they can be completed independently. Students should be able to complete homework assignments independently with relatively

high success rates, but they should still find the assignments challenging enough to be interesting.

- Provide opportunities for students to ask questions and receive clarification of expectation when the assignment is given.
- Review and provide feedback to students. This feedback may include self-evaluation and/or tracking of progress, peer feedback, or teacher comments.
- Seek feedback from students and parents regarding the level of assistance needed to complete homework assignments as needed.

### **Students Responsibility**

- Use the assignment book to keep track of all assignments, tests, and other responsibilities. Collect the necessary materials needed to complete the assignments.
- Ask any questions you may have about the assignment.
- Complete the assigned homework neatly and hand in assignments on time.
- Review homework with parents.

### **Parent's Responsibility**

To help children be successful with work at home, parents can:

- Create a place that supports studying. Most children do best in quiet, well-lit environments.
- Talk with your children about your expectations, help your child with organization, and empower your child to take ownership of the homework process.
- Set aside a specific time to do homework each day. Family routines, including set homework times, have been linked to higher achievement.
- Make sure children have the supplies they need to complete assignments.
- Be available if children have questions. Parents can support their children by looking over homework and providing guidance, but they should not do the homework for them.
- Let teachers know if homework assignments are too difficult or unclear. Please feel free to send the teacher an email describing the concern.
- Monitor assignment completion using the assignment book and/or Google Homework Calendar.

### **Student Success Team and Resource**

The Student Success Team identifies students experiencing academic or social challenges, suggests strategies, monitors progress and informs parents when additional educational testing is recommended. The Student Success Team consists of classroom teachers, guidance counselor, resource teacher, and principal or designee who meet regularly as a team and with parents to monitor and track the success of interventions. A battery of educational tests may be required if students experience academic difficulty for two consecutive years.

Reasonable accommodations are offered to assist a student's academic success. Remediation is limited to those with minor learning problems that can be addressed within the classroom or by resource personnel. No modification of curriculum will be made. 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 tutoring services provided by the Title I Program. This federally funded program provides remediation both during school hours and after school.

### **Retention or Summer Remediation**

Students who fail (definition: earned grade of "F" – 69% and below – as a final year average) in one or two core courses (Religion, Math, Science, Social Studies, Literature/Reading, Language Arts) 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 grades 3-8 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)

Students who are not making adequate academic progress at St. John School, as evidenced by longitudinal Iowa Assessment data and/or report cards grades, will be referred for alternate educational placement.

### **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. Graduation Fees will be assessed through FACTS Tuition Management.

### **Promotion**

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

### **Standardized Testing**

The Archdiocesan Testing Program for elementary school requires that the **lowa Assessments** (Kindergarten through 8<sup>th</sup> grade) and the **Cognitive Abilities Test** (2<sup>nd</sup>, 5<sup>th</sup>, and 7<sup>th</sup>, grade) be administered annually to assess the effectiveness of the school's academic programs and to evaluate the progress of the individual child. In addition, the **NCEA Information for Growth: Assessment of Children/Youth Religious Education** is given annually to students in grades 5 and 8.

### **Semester Awards**

- **Principal's List** – Report card grade of 93 or above in all subjects including conduct with no comments indicating deficiency in self-control or personal development (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)
- **Honor Roll** – Report card grade of 86 or above in all subjects including conduct with no comments indicating deficiency in self-control or personal development (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)
- **St. John the Evangelist Awards for School Motto** – Reverence, Respect, and Responsibility - Exhibits characteristics of the core values of our school motto in words and actions (one award per class per core value )
- **St. Joseph Award for Excellence in Art** – Exhibits interest in art, actively participates in class, displays effort and cooperation, and goes above and beyond what is expected in the curriculum (one per class); participants in art contests also recognized
- **Math** – Awarded to participants in math competitions
- **Media** – Exhibits love of reading, actively participates in library class, displays effort and cooperation, and goes above and beyond what is expected in the curriculum (one per class); participants in Battle of the Books are also recognized
- **St. Cecilia Award for Excellence in Music** – Exhibits love for music and actively participates in class/performances, displays effort and cooperation and goes above and beyond what is expected in the curriculum (one per class)
- **St. Sebastian Award for Excellence in Physical Education** – Exhibits interest in applied physical education, actively participates in class/sports, displays effort and cooperation, and goes above and beyond what is expected in the curriculum (one per class)
- **Science** – Awarded to participants in science competitions
- **Our Lady of Guadalupe Award for Excellence in Spanish** – Exhibits interest in Spanish, actively participates in class, displays effort and cooperation, and goes above and beyond what is expected in the curriculum (one per class)
- **St. Clare Award for Excellence in Technology** – Exhibits interest in applied technology, actively participates in class, displays effort and cooperation, goes above and beyond what is expected in the curriculum, and shares technology skills outside of the classroom (one per class)
- **Spirit of SJE Award** – Consistently demonstrates Christian values within our community and has an attitude of selflessness, love, care and concern for other people while striving to live life in the image of Jesus (one per class)

### **Advancement Director**

Advancement 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.

### **Discipline and 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***. The purpose of the school discipline plan is to promote among the students a sense of responsibility for one's actions, an understanding of the element of personal choice in determining one's behavior, and an understanding of consequences for one's behavior. These systems are designed to support, not supplant individual classroom rules. The teacher is granted flexibility within the program to allow for the particular needs of the students. All faculty, school personnel, substitute teachers, and supervising volunteers are a part of this process and will discipline a student when needed.

When an individual's actions interfere with the right of the teacher to teach and students to learn, consequences will incur. A student may be sent home from school in cases of disruptive behavior. A student is an SJE student at all times. A student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school, may be disciplined by school officials.

### **Discipline at SJE is based on the following Core Beliefs:**

- We believe that every attempt should be made to maintain the dignity of both the adult and the student when discipline is necessary.
- We believe that students should be guided and expected to solve the problems they created in a way that demonstrates respect.
- We believe that students should have the opportunity to tell their side of the story at an appropriate time designated by the teacher to achieve mutual understanding.
- We believe that everyone is responsible for maintaining a positive and orderly environment. All students at SJE are OUR students.
- We believe that it is best if a student does most of the thinking.
- We believe that behavioral management, including consequences for rules and infractions, are an important part of maintaining discipline.

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 **disciplinary measures** listed below:

- **Card System/Check System:** Students incur checks or must move their color-coded cards for non-compliance of class/school rules (i.e., missing homework, talking in class, uniform violations, etc.). Accumulation of checks or behavior resulting in a red card incurs disciplinary points.
- **Better Choice Sheet/Take 5 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/administrative team member. 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. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, or any other school activity, as well as those scheduled outside of school. Detention days are non-negotiable and may not be changed unless they interfere with a medical appointment. In this case, a parent must send a note to the teacher verifying the appointment, and only then will the detention date be changed.
- **Mandatory Tutorial:** Students who do not satisfactorily complete or hand in assignments on time and those who are not making satisfactory academic progress are subject to before, during, or after school mandatory tutorials. The parent will be informed of the date and time of the mandatory tutorial at least 24 hours in advance. Students may not play sports or attend sports practice on days they have an after school mandatory tutorial until after 4:30 p.m. Failure to report for mandatory tutorials results in a disciplinary point and a restriction from extra-curricular activities. Mandatory Tutorials takes precedence over appointments, practices, lessons, tutoring, ballgames, or any other school activity or personal activity scheduled outside of school. Students not picked up at the end of after school 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. If the point is not returned or is returned unsigned, the point still stands.

### **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 the following:

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

Points may be given for any inappropriate behavior or conduct in or out of school, including on social media or other online forum, that is detrimental to the reputation of the school.

### **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
- \*Leaving school grounds
- \*Bullying/harassment
- \*Vandalism
- \*Plagiarism
- \*Forgery
- \*Dishonesty/lying
- \*Stealing
- \*Disrespect toward teachers/adults or fellow students
- \*Defiance/Refusal to follow teacher's instruction
- \*Invading the privacy of another's desk, locker or personal property (teacher or student)

### **Academic Honesty Policy**

Academic dishonesty undermines the philosophy of trust on which St. John the Evangelist Catholic School operates, and the student will be disciplined according to the offense. Academic dishonesty includes, but is not limited to, "cheating" i.e. plagiarism, allowing another student to copy individual work, "borrowing" homework, "wandering eyes," talking while test/quiz papers are out, using unapproved internet resources, or changing answers on tests/quizzes once graded/returned.

Plagiarism is defined as copying another's work and/or using the work of another without giving the author or other student appropriate credit.

Unapproved internet sources include copies of known classroom assessments found online. All partner/group assignments should have ALL group members' names on the assignment and the work turned in should be agreed upon by all members of the group.

While students are encouraged to collaborate, academic dishonesty occurs when students work together on designated individual assignments or copy answers from another student.

Students who provide their own homework or assessment answers are equally culpable and will be disciplined accordingly.

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.

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

- 5 Points – Student meets with an Administrative Team Member
- 10 Points – Parent Conference is required with the classroom teacher, parent, student, school counselor, and Administrative Team Member to outline a plan for improvement.
- 15 Points – Parent Conference is required with the principal/designee, teacher, parent and student. The student is placed on probationary status and cannot participate in extra-curricular activities including, but not limited to: field trips, Field Day, athletics, dances, etc.
- 20-23 Points – IN-SCHOOL SUSPENSION for each point received
- 24 Points – OUT OF SCHOOL SUSPENSION
- 25 Points – DISMISSAL from St. John School

### **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 (\$75.00 per day) to supervise their child during in school suspension.

### **Harassment**

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:**

1. Conduct oneself 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.

### **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. Students and their parents should not have any expectations of privacy with respect to lockers and desks. 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.

### **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.

### **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.

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 permitted 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.

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/vaping 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 student's permanent school record. (Archdiocesan Policy 5470)

## ***DRUGS AND ALCOHOL***

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## ***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 contacted to pick up their 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 contacted to pick up their children.

### **Fire, Tornado, and Lock Down Drills**

Safety drills are held conducted regularly. 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***

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 form because children must be pre-registered to attend either the morning or after school program. A \$25 per child registration fee is assessed through FACTS in July.** The school does 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 supervisor 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, students may not use Chrome Books or complete **written homework 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.

### **Weekly Fees**

Weekly ESP rates are as follows:

**One Child: \$44.00 Two Children: \$54.00 Three Children: \$64.00 Four Children: \$74.00**

If you use ESP more than 2 days per week, you will be charged the weekly rate. **ESP fees will be assessed bi-weekly through FACTS for the ESP services used during the previous two weeks.** A \$40 late fee will apply to payments received after the due date. 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.

### **Drop-In Fees**

The ESP drop-in rate is \$18 per child per day. If you use ESP more than 2 days per week, you will be charged the weekly rate. Twenty-four hour notice is required except in an emergency. Drop-in fees will be assessed bi-weekly through FACTS for the ESP services used during the previous two weeks. A \$40 late fee will apply to payments received after the due date.

Students participating in extra-curricular activities (such as music lessons, tutoring, intramural sports, math/science competitions, etc.) must be supervised before and/or after these activities. Students participating in 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 the 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. These charges will be added to your FACTS account.** 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.

### **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 computer. 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 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 and 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 4<sup>th</sup> - 8<sup>th</sup> grades 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 - 2<sup>nd</sup> 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 Registration Form is picking up your child, a written note must be sent to the ESP 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 posted in a prominent area of the front office:

- Current day care license exemption notice
- Copy of ESP 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

### ***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. Field trips are not included in the tuition, therefore, teachers try to keep costs to a reasonable amount. Field trip fees will be assessed via the FACTS online tuition payment account. 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](http://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 complete the Virtus training and have a current volunteer background check on file.**

### ***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.

### ***GIFTS***

Students should not exchange individual gifts at school. This gesture creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students unless an invitation is being given to every student in the entire grade. Gifts



sent to the school for students are discouraged and will be held in the office until the end of the day.

### ***GUM***

Students may not chew gum at school at any time. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day, ESP or during carpool.

### ***LOST AND FOUND***

Any items found in the school building or on the school grounds should be placed on the Lost and Found cart. **Items placed in Lost and Found remain there until the end of the quarter. At the end of each quarter, unclaimed school uniforms will be donated to the School Used Uniform store and other unclaimed items will be donated to charity.**

### ***LUNCH***

Lunches, provided by Piccadilly Food Service, meet the federal guidelines for balanced and nutritious meals. Parents must set up an account through Piccadilly's EZ Parent Center if they plan for their children to use this lunch service. (Please see account set-up instructions on page 62 of this handbook or visit the school website). Lunches may not be purchased with cash or checks. Menus are published on the school's website. When a student forgets his/her lunch, it is the child's responsibility to inform the teacher. **No student may call to have his/her parents bring lunch.** This helps to encourage individual responsibility. A lunch will be provided, and an IOU will be issued. The lunch will be charged to the student's Piccadilly account or the parents' FACTS account.

For lunches brought from home, no glass containers or carbonated beverages are permitted. **No student may purchase soda from the Coke machine at any time.** Pre-K students are required by Bright from the Start to have a balanced, nutritious lunch that meets federal guidelines. Specific information regarding federal guidelines for lunches brought from home will be distributed by the Pre-K teacher.

Parents are encouraged to join their children for lunch. Please sign 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 pre-ordered.

### ***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 - 2<sup>nd</sup> grade students may check out one book at a time.

- 3<sup>rd</sup> – 8<sup>th</sup> 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 are responsible for paying replacement costs for lost, stolen, or damaged books or materials. Parents are notified via email when replacement costs will be assessed via their FACTS account. 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.

## **MEDICAL INFORMATION**

### **Allergies/Asthma**

SJE strives to be inclusive and sensitive to the needs of students who have particular medical or dietary issues such as food allergies. In order to protect all children from allergic reactions, ALL snacks, treats, etc., must be approved by the classroom teacher prior to being served to students. The school reserves the right to restrict or eliminate distribution of any snack that could potentially be harmful to even one student. **Parents are encouraged to provide food that meets their child's specific needs** and strongly discourage their child from sharing snacks or other food with friends.

**NOTE:** Required medications and accommodations due to allergies and/or asthma must be properly documented on the Emergency Information Form. The medication permit form for use of EpiPens, an inhaler or other medications, must be complete and signed by parents/guardians and the physician.

### **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 (found on page 60) in the handbook and on the school website – [www.sjecs.org](http://www.sjecs.org)) 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 the original labeled container** with child’s full name, name of drug and dosage, time to be given, and the physician’s name. 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 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.

### **Emergency Information Form**

The school requires an **Emergency Information 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.** This form must be on file by the first day of school. It is the parents’ responsibility to keep the school informed of new information or any changes to the current information supplied..

In an emergency, 911 will be called. The student will be transported to the location indicated on the Emergency Information Form. 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.

## **MIDDLE SCHOOL**

The middle school years can be a time of challenge and confusion for both students and their parents. At no other time in their lives do children face the drastic changes that adolescence brings. During these years, the students are developing attitudes about themselves, others, and the world around them. Middle school teachers willingly accept and enjoy the challenge of working with adolescents. Middle school is the place that provides a transition from elementary school to high school. The goal of our middle school is to help each child grow spiritually, intellectually, emotionally, and physically.

While academics are of primary importance in middle school, it is also the place for students to explore interests, to define talents, and to refine life skills. Once they enter sixth grade, students become members of an SJE Virtue House and are eligible to participate in co-curricular and extra-curricular activities. In this way, students are exposed to new learning experiences. It is important for parents to encourage, support, and accept their child's pursuit of varied interests. **Participation** in different activities, **not competition**, is a goal of middle school. Students learn to be contributing members of a **team**.

Middle school offers new opportunities for adolescents to accept positions of leadership, as well as responsibilities for themselves and their actions. All adults in a child's life should share high expectations regarding the child's character, behavior, and caliber of work. This consistency proves to the student that parents and teachers cooperate in the upbringing of the "whole child".

At SJE all middle school students take six academic classes: religion, literature, language arts, math, social studies, and science. Parents should expect that students have homework each night. Assignments might include completing a problem solving assignment, reading ahead, studying for an upcoming test, practicing a new skill, reviewing information from that day's class, working on collaborative projects or researching for a class project. Students are expected to use their planners as an organizational tool to help keep track of due dates. Student grades and testing calendars can be checked through the school website and the online grading system. Parents can best help their children by supplying a study area with no distractions and readily available supplies. Some middle school students need assistance to consistently complete assignments on time. Afterschool Homework Help is a resource that helps with organization and concept review. By checking their planner and assignments nightly, parents reinforce the high expectations that we all share for the students.

Adolescence is a time of intense emotions. It is natural for middle school students to question parents, faith, values, and authority figures. Adolescence is also the first time in a student's life when friends/peers are perceived as more important than parents. Students develop their attitudes and outlooks based on acceptance into a peer group. They sometimes lack self-discipline, confidence, and crave well-defined limits both at home and at school. The discipline

policy provides an important opportunity for adolescents to learn that when boundaries are ignored, consequences will follow. Parents and teachers share the important responsibility of making the students accountable for their actions. By working in partnership and consistently having low tolerance for unacceptable behavior, well-defined limits are set at home and at school.

Students often test these limits. Even daily routines, such as wearing the school uniform appropriately, can become a battlefield. By accepting and supporting this and other school regulations and consequences, parents validate the high expectations established for the students. By preparing students spiritually, intellectually, emotionally, and physically, their transition into high school will be a smooth and rewarding learning experience.

### **Activities**

Middle School students have the opportunity to participate in a variety of co-curricular and extracurricular activities such as chorus, dances, Safety Patrols, sports, Student Council, National Junior Honor Society, Yearbook, etc. To be eligible to participate in extracurricular activities, student 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.
- To serve on student council, students must maintain conduct grades of 80 or above, 75 or above in all other subjects, and acquire no more than 10 disciplinary points. Prior to election, students must have met the same requirements on the year end averages of the previous year's final report card.

### **Academic Competitions and Leadership Opportunities**

Students in the Middle School may be involved in various co-curricular and extra-curricular competitions, clubs and leadership activities. Participation in particular events may vary from year to year. Some of the competitions, activities and leadership opportunities offered include, but are not limited to: \*Academic Bowl, \*Archdiocesan Oratorical Contest, \*Battle of the Books, \*Essay Contests, \*Geography Bee, \*Georgia Math League, \*Math Counts, \*Spelling Bee, \*Science Olympiad, \*Student Council Officers, \*National Junior Honor Society, \*School Safety Patrol, \*Tech Crew, \*Yearbook, and \*House Leaders.

### **House System**

SJE provides a House System for Middle School students. Houses are named for the Cardinal Virtues (Justice, Temperance, Fortitude, and Prudence). The SJE House system enables students to support each other as they grow in their Catholic faith embracing their role as compassionate, courageous leaders. Friendships and interests extend throughout the middle school as students from all middle grades are mixed into the houses. The house community encourages teamwork, friendship, cooperation, school spirit and leadership.

Participating in the SJE House System provides opportunities for students to:

- Become an important part of their school community
- Engage in limitless opportunities to lead, participate and serve
- Get to know people from all Middle School grade levels
- Support friends, mentor housemates and receive the support of others
- Discover and apply their gifts in the areas of body, mind and spirit

### **Sports**

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.sjeccs.org](http://www.sjeccs.org). Students not picked up by the assigned dismissal time will be placed in ESP and charged the drop-in rate. After normal ESP hours (after 6:00 p.m.), any sports participants not picked up will be charged the late ESP rate of \$5.00 per minute/per child. The late pick-up fee will be assessed via FACTS.

Student athletes represent St. John School. Conduct in violation of the school's core values of Reverence, Respect, and Responsibility may result in school consequences such as discipline points, detention, removal/suspension from the team and/or a school suspension.

Due to the time commitment for sports practices and games, a student must maintain passing grades in all core subjects. If a student earns a 69 or below:

- On an academic alert, he/she has two weeks to acquire a passing grade in all subjects to continue in the sport.
- On a report card, the student will not be able to continue participating in the sports program until he/she earns passing grades in all subjects on the next report card or academic alert grading period.
- On the final report card, the student will not be able to participate in fall sports for the following year until he/she earns a passing grade in all subjects 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 core 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 School programs for middle school students.**

### **Dances**

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

### **One-to-One Chromebooks**

Students in middle school will be issued individual Chromebooks for educational use after Student/Parent Technology Orientation and payment of the Technology Fee. Parents are required to attend a Technology Orientation meeting during the 2<sup>nd</sup> week of school. Parents and students must sign and return the Chromebook Acceptable Use Policy and pledge documents before the Chromebook can be issued. The Technology Fee covers Chromebook devices, covers, carts, maintenance fees, infrastructure and other costs associated with the variety of technology devices students will use (Laptops, Chromebooks, iPads) and other digital equipment.

### **SSAT/High School Applications**

Students in the 8<sup>th</sup> 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](http://ssat.org). It is recommended that students register for the December date. Review materials for the test are available through SSAT.

Paperwork for application to private high schools must be sent to the school during first semester. It is the policy of the school that no recommendations will be returned directly to students or parents. Official transcripts will be collated containing all the forms needed from St. John School, and the application packet will be sent directly to the high school. It is strongly suggested that requests for teacher recommendations are made before the Christmas break.

### **Shadow Days**

Eighth grade shadowing is considered an absence. The student needs to inform all teachers ahead of the anticipated date of absence. The student is expected to make up all schoolwork and be responsible for missed tests. To minimize loss of instructional time, shadowing should be scheduled on days SJE is not in session and limited to no more than two days. Off campus "Shadow Days" exceeding two will be considered unexcused absences.

### **Graduation Activities**

Students in the 8<sup>th</sup> 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 academic/disciplinary standing and are current with all fees. Graduation Fees will be assessed through FACTS Tuition Management. Any other outstanding fees of 8<sup>th</sup> grade students paid after the first Friday of May must be paid in cash or money order.

## ***MONEY AND VALUABLES***

All incidental fees are charged through FACTS. **A student should not bring to school more money than is necessary for chips, milk, or ice cream. All money should be in an envelope labeled with the child's name, amount and purpose of the money.** This should be **kept safely in the student's backpack.** The school is not responsible for lost money or valuables. Toys/electronic devices, fidget spinners 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.

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

## ***OFFICE HOURS***

The office is open to parents between the hours of 7:30 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.

## ***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 Association. 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: Co-Chairpersons, Secretary, Treasurer and Events Coordinator.

### ***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. **Our goal is 25 service hours per family.** 20 Service Hours per family must be recorded prior to March 15th in order to receive a parent contract for the following school year.

The "Service Hour Opportunities" Section in the SJE Weekly Email Update and Newsletter highlights areas where parents may choose to volunteer. Opportunities include:



- **Hands-On Volunteering** – bulk mailings, washing linens (for the cafeteria and clinic), coaching, basic school maintenance (dusting, cleaning, bulletin boards), Fall and Spring grounds clean up, Room Parent & Hospitality Committee Events
- **Meeting Attendance** – Parent Information Night, Event Planning Meetings (Back to School Bash in August, Race for Education in October, Grandparents’ Day in November, Field Day in May, Mother/Son & Father/Daughter events)
- **Donated Items** –Parents may respond to email requests throughout the year for items needed (bottled water, cases of paper, batteries, food items for events)

Volunteer hours are documented by signing in on meeting attendance sheets, through online Volunteer Spot or Sign Up Genius, or in the Volunteer Section of the Office Sign In Log. It is important to sign in via the Sign In Log or event sign-up sheet so your service hours may be logged correctly.

It is the parents’ responsibility to monitor the completion of their service hours. Parents may verify service hours in ParentsWeb at any time. Please allow 2 weeks after an event for the office staff to input your service hours.

Background checks and Virtus training 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 Business Manager. 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.

**PHONES and ELECTRONIC DEVICES**

Please help us develop your child’s sense of responsibility. Students may not call parents for items left at home (homework, projects, Chromebooks, 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.

While cell phone use by students is not permitted at school, some students need to carry cell phones with them for use after school. Students in Grades 6-8 are permitted to bring a cell phone to school only if a CELL PHONE PERMISSION SLIP is on file. Students in other grades are strongly discouraged from bringing cell phones to school; however, if it is deemed absolutely necessary by the parent, permission from the Principal must be obtained. A copy of the CELL PHONE PERMISSION SLIP can be found on the school website.

The CELL PHONE PERMISSION slip must be on file prior to bringing the cell phone to school. The cell phone must be turned off and left in the locker all day. Students who violate the rules

regarding cell phones forfeit the privilege of bringing them to school. The cell phone will be confiscated and held in the Principal's office until a parent picks it up.

**Cell phones, E-readers, camera watches, Apple Watches or like devices are not allowed to be used during school hours including during ESP, athletic events, dances or other school events.**

Cell phones may not be used at any time during school or during school events on or off campus. 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.

Items which include, but are not limited to, toys, fidget spinners, cameras, radios, electronic games and devices, iPods or mp3 players, laser pointers, or anything that will detract from the learning environment are not permitted at school at any time. This includes the time before school begins when students are in the cafeteria and in afternoon carpool. SJE does not assume responsibility for any of these items if they are brought to school by a student. These items are to be kept at home.

### ***RECESS***

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

### ***RECORDS***

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

Records of students transferring to other schools will only be sent via mail. No records will be given to parents to transport to the new school. Requests must be given to the school in writing with at least a five business day notice. All forms should be submitted to the Office Manager for distribution. **If a family is not current with their financial commitment to the school and accounts are in arrears, no records will be sent to the transferring school.**

**Archdiocesan schools will not accept students from other archdiocesan schools with accounts in arrears.**

### ***SERVICE PROJECTS***

It is the mission of our school that students put their faith into action through joyful service to their school, Church and surrounding communities. Each grade participates in school-wide and individual class service projects.

## ***SOCIAL MEDIA USE***

Social Media encompass the various ways that persons can communicate with each other in cyberspace. Social Media includes, but is not limited to, Facebook, Instagram, SnapChat, Twitter, Blogs, 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 logo/motto cannot be copied or used in any social media platform other than official school sites without the written approval of the principal.**

## ***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 book covers are provided by the school. **Contact paper cannot be used on textbooks;** however, it may be used on workbooks. New textbooks can cost \$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.

## ***STUDENT ACTIVITIES***

### **Co-curricular Activities**

These activities generally take place during the school day and enhance the academic curriculum. Activities/competitions include but are not limited to: \*Science Olympiad (4<sup>th</sup>-8<sup>th</sup> grade); \*Math competitions (4<sup>th</sup>-8<sup>th</sup> grade); \*Spelling Bee (4<sup>th</sup>-8<sup>th</sup> grade); \*Geography Bee (5<sup>th</sup>-8<sup>th</sup> grade); \*Oratorical and Essay Contests (5<sup>th</sup>-8<sup>th</sup> grade); \*Poster Contests (K-4<sup>th</sup> grade).

### **Extra-curricular Activities**

These activities 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: \*Academic Bowl, National Junior Honor Society, Safety Patrols, Sports, Tech Crew, Yearbook (6<sup>th</sup>-8<sup>th</sup> grade); \*Altar Servers, Chorus, Student Council, Battle of the Books, (3<sup>rd</sup>-8<sup>th</sup> grade), \*Girls on the Run (3<sup>rd</sup>-5<sup>th</sup> grade).

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 reflecting our core values of Reverence, Respect, and Responsibility 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.

### **Altar Servers**

Catholic children 8 years of age or older and who have received First Holy Communion may apply to be a school altar server. Training is required, and students will serve at school and parish liturgies.

### **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.

### **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. This commitment is for the entire school year. 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.

### **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.

### **Student Ambassadors**

The Student Ambassador Program is a leadership opportunity for Middle School Students who are dedicated to serving and representing St. John the Evangelist School. Student Ambassadors provide campus tours, welcome prospective students and their families to campus and assist staff at events for new students. Student Ambassadors serve as SJE representatives and perform duties at various SJE campus and community events. Student Ambassadors are carefully selected by the Principal based on grades, character, communication skills and enthusiasm. These students exemplify the school motto of Reverence, Respect and Responsibility.

### **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.

## ***UNIFORM 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 easier to administer:

- All uniforms must bear the official SJE school logos.
- All uniforms must be sized correctly and worn appropriately (i.e., shirts tucked in, ties tied at the neckline, collars buttoned down, long sleeve shirts not rolled up).
- Worn, torn, or outgrown shoes and uniforms (including shirts with bleached out logos) may not be worn and must be replaced promptly.
- Plain white T-shirts may be worn under the uniform shirt as long as the sleeves are shorter than the uniform shirt.
- Pants, shorts, and skirts must fit properly and be worn at the natural waistline.
- Underwear should not be visible at any time.
- Shorts shorter than the skirts and jumpers may be worn underneath skirts or jumpers
- Label uniforms with the child's name using a permanent marker.
- Uniforms must be purchased at the following uniform stores: J&R Clothing in Fayetteville or Flynn O'Hara in Sandy Springs.
- Shoes may be purchased at any location that sells the all black New Balance 624v2 uniform shoe. Girls may also wear the Keds Kids School Days II Saddle Shoe.

- Pre-K and Kindergarten students must wear Velcro all black New Balance 624 shoes. Pre-K and Kindergarten girls may also wear the Keds Kids School Days II Saddle Shoe (on dress uniform days only).
- The warm weather dress uniform is optional and may be worn during Daylight Savings Time.

## **Boys' Uniform**

### **Pre-K – 5<sup>th</sup> Grade**

Shorts (optional during Daylight Savings Time) – Navy blue uniform shorts (Pre-K and K only must wear elastic waist, pull on shorts. All other grades must wear shorts with belt loops as belts are required).

Pants – Navy blue uniform pants (Pre-K and K only must wear elastic waist, pull on pants. All other grades must wear pants with belt loops as belts are required).

Shirts – Blue short or long sleeve knit shirt with SJE heat pressed monogram

Sweaters (optional) – Navy V-neck button down cardigan with embroidered SJE monogram

**\*\*\*Note:** PE sweatshirt may not be worn with the dress uniform

Socks – Dark or white crew socks (no emblems/writing; no ankle socks)

Belt – Any type black belt (not required for Pre-K or K)

Dress Shoes –all black New Balance 624v2

\*Pre-K and Kindergarten must wear the Velcro all black New Balance 624v2

### **6<sup>th</sup> – 8<sup>th</sup> Grade**

Shorts (optional during Daylight Saving Time) - Navy blue uniform shorts

Pants – Navy blue uniform pants

Shirts – White button down oxford cloth short sleeve or long sleeve with embroidered logo

Sweaters (required) – Navy V-neck vest or pullover with embroidered logo

Tie - #3 tie (required) worn appropriately at the neckline with button down collar

**\*\*Note: Boys must wear a tie and sweater vest or sweater every Friday throughout the school year and every weekday during Standard Time. Boys may wear the oxford dress shirt (without tie/sweater) Monday-Thursday during Daylight Savings Time.**

Belt - Any type black belt

Socks - Dark or white crew socks (no emblems/writing; no ankle socks)

Dress Shoe –all black New Balance 624v2

### **PE Uniform (PK-8<sup>th</sup> Grade)**

Shirts – Dark Gray T-shirt (short or long sleeve, color is 'sport gray' at J&R Clothing and 'light steel' at Flynn O'Hara)) with navy heat pressed SJE PE logo

Shorts – Navy blue mesh uniform shorts with white heat pressed SJE PE logo

Sweatshirt – Navy blue with white heat pressed SJE PE logo

**\*\*\*Note:** Hoodies may not be substituted for the uniform PE sweatshirt  
Sweatpants – Navy blue uniform sweatpants with heat pressed SJE PE logo  
Socks - Dark or white crew socks (no emblems/writing; no ankle socks)  
PE Shoes - all black New Balance 624v2  
Note: Pre-K and Kindergarten must wear Velcro all black New Balance 624v2.

## **Girls' Uniforms**

### **Pre-K – 5<sup>th</sup> Grade**

Jumper – Plaid jumper (style #194 – color #80)

Shorts - Navy blue uniform shorts (optional during Daylight Savings Time)

Pre-K and K must wear elastic waist, pull on shorts

Skort – Navy blue wrap skort style #907 (optional during Daylight Savings Time)

**\*\*Note: Skort length may not be more than 2 inches above the knee.**

Blouse – Blue short or long sleeve Peter Pan blouse with heat pressed SJE monogram

Socks – Navy blue or white crew or knee socks (no emblems/writing, no ankle socks)

Tights (may be worn in colder weather) –navy blue or white (solid/no pattern) If worn with socks, both must be the same color

Sweaters (optional) – Navy V-neck, button down cardigan with embroidered SJE monogram

Dress Shoes – all black New Balance 624v2, Willits Black and White Saddle, , Keds Kids Saddle Shoe II

New Balance Shoe must be worn with shorts or skorts

**\*\*Note:** PreK and K must wear Velcro all black New Balance 624v2

Accessories (optional) - #80 plaid headband, scrunchie, or bow on barrette

### **6<sup>th</sup>-8<sup>th</sup> Grade**

Skirts – Plaid skirt (style #134 – color #80)

**\*\*Note: Skirts length may not be more than 2 inches above the knees**

Shirt – White oxford cloth short-sleeve or long sleeve with embroidered SJE logo

Sweaters (required) – Navy V-neck vest or pullover with embroidered SJE logo

**\*\*Note: Sweaters or sweater vests must be worn on Mass days (i.e., every Friday and periodic holy days or special Mass days throughout the school year) and every day during Standard Time.**

**Jackets may not be worn in the classroom**

Socks – Navy blue or white crew or knee socks (no emblems/writing; no ankle socks)

Tights (may be worn in colder weather) – navy blue or white (solid/no pattern); If worn with socks, both must be the same color

Dress Shoes –all black New Balance 624v2, Keds Kids School Days II Saddle Shoe

**\*\*\*Note: all black New Balance 624v2 shoe must be worn with PE uniform, Keds Saddle Shoe may be worn with dress uniform only**

Accessories (optional) - #80 plaid headband, scrunchie, or bow on barrette

Purse (optional) – School plaid uniform purse purchased from the approved uniform shops **\*\*\*Note: This is the only purse allowed**

### **PE Uniform (PK-8<sup>th</sup> Grade)**

Shirts – Dark Gray T-shirt (short or long sleeve, color is ‘sport gray’ at J&R Clothing and ‘light steel’ at Flynn O’Hara) with navy heat pressed SJE PE logo

Shorts – Navy blue mesh uniform shorts with white heat pressed SJE PE logo

Sweatshirt – Navy blue with white heat pressed SJE PE logo

**\*\*\*Note:** Hoodies may not be substituted for the uniform PE sweatshirt

Sweatpants – Navy blue uniform sweatpants with heat pressed SJE PE logo

Socks - Dark or white crew socks (no emblems/writing; no ankle socks)

PE Shoes – all black New Balance 624v2.

Pre-K and Kindergarten must wear Velcro all black New Balance 624v2.

### **Jewelry**

Jewelry should be simple and not distract from the school uniform appearance; inappropriate jewelry will be taken and returned at the end of the year upon request.

**Earrings: Girls only** - One set of small, gold or silver **stud** earrings; no hoops or dangles.

**Rings:** Only **one** finger ring may be worn at a time.

**Wristwatch:** One small wristwatch with a narrow band; no bracelets, Apple watches or like devices allowed

**Catholic religious medal/cross:** Only one small (max. 2”) medal or cross necklace on a thin chain

### **Hair Style**

Must be simple, neat, and clean – no fad, trendy or unusual hairstyles

Natural color only

Ornaments/beads must be navy blue, clear, white or black with as few as possible

Scrunchies and headbands must be uniform plaid, white, or navy

No butterfly or claw clips, distracting ornaments, or hair pieces

No chopsticks/knitting needles or hair pins to put hair up

Hair may not dangle in the face

Boys’ hair may not cover the collar; the hair is to be an even length all around - no tails, mohawks, extreme fade-shaven side cuts or designs/part shaved into the head. Hair height should not exceed 1 inch, no excessively spiked/gelled styles

**\*\*Note: Due to the changing nature of hairstyle trends, the administration reserves the right to classify any hairstyle in violation of the uniform code.**

### **Restricted Items** - The following items are not allowed:

\*Makeup, including lip gloss; \*Nail polish, fake, gel, or acrylic nails; \*Tattoos; \*Sideburns, mustache, facial hair; \*Purses other than school uniform plaid purse purchased at approved uniform supplier; \*Dangles or pins on book bags

**\*\*Note:** These restrictions apply during all designated school times (including free dress days, field trips, and other outside school related events) The school reserves the right to determine the inappropriateness of dress, hair, or other deviations from the dress code.



**Free Dress Days** – special occasions that are announced

- Dresses/Blouses with sleeves (no spaghetti straps, cut out sleeves, tank tops)
- Shirts/T-shirts with appropriate language/pictures
- Shorts (no shorter than two inches above the knee)
- Dresses/skirts that measure no shorter than two inches above the knee
- No tight-fitting clothing (i.e. leggings/jeggings, skinny jeans)
- No cutoffs or jeans with holes in them
- No flip-flops or sandals

**Because of the unique and constantly changing nature of fashion, the school reserves the right to classify any style of dress, grooming, or appearance inappropriate.** Students may be subject to loss of privilege of free dress if they do not come appropriately dressed. Students inappropriately dressed will be provided with 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 appropriate sized uniform.

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

## **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.**

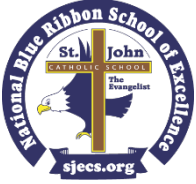
For the protection of all students, all outside doors of the school building are closed and locked during regular school hours. All persons entering the building before and during school hours must report to the office. Entrance to the school is through the front door only. Students are not allowed to open the door. Ring the doorbell, wait for the buzzer, and report to the office.

- Visitors must sign-in and obtain a visitor’s badge before visiting any area of the school.
- Parents must sign the “sign out book” to release a student from class. The office personnel, using the PA system, will call the student to the office.

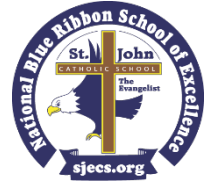
All messages to students or school personnel must be channeled through the office. **To nurture student responsibility, parents may not bring forgotten items (Chrome Books, homework, books, etc.) to school during the school day.** Articles brought to students by parents after school begins must be left at the office.

## **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



**FIELD TRIP PERMISSION SLIP  
ST. JOHN THE EVANGELIST SCHOOL  
240 ARNOLD STREET  
HAPEVILLE, GA 30354**



Your son/daughter/guardianship is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. 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. Students may not bring cell phones or other electronic devices on field trips.**

Destination: \_\_\_\_\_

Grades: \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_

Date and Anticipated Time of Return: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**THE FEE FOR THE FIELD TRIP WILL BE DEDUCTED FROM YOUR FACTS ACCOUNT.**

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and acceptance of liability and return it to your child's teacher by \_\_\_\_\_. As parent, or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I request and hereby grant permission for my child, \_\_\_\_\_, to participate in the above described field trip. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated date. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I authorize SJE to deduct \$ \_\_\_\_\_ from my FACTS account for the field trip on \_\_\_\_\_.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMERGENCY CONTACT NUMBER

**ONLY ORIGINAL SIGNATURES WILL BE ACCEPTED. NO FAXED OR ELECTRONICALLY RECEIVED PERMISSION SLIPS WILL BE ACCEPTED. 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: \_\_\_\_\_



**ST. JOHN THE EVANGELIST CATHOLIC SCHOOL**

240 ARNOLD STREET  
HAPEVILLE, GA 30354

PHONE (404)767-4312 FAX (404)767-0359  
www.sjecs.org

**OFFICE USE ONLY**

TU \_\_\_\_\_

A/G \_\_\_\_\_

GRACE \_\_\_\_\_

NET \_\_\_\_\_

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 2019-2020 school year. **In order to receive the Active Catholic tuition rate, the school must receive verification of your active parish status from your Pastor.**

**Eleven (11)** tuition installments of \$ \_\_\_\_\_ are due on the 5<sup>th</sup> of each of the following months: May, June, August, September, October, November, December, January, February, March, and April and will be automatically processed through the FACTS Tuition Management Program. The ESP Registration Fee, Supply Fee, and Technology Fee (fees vary by grade) are due July 1<sup>st</sup> and will be automatically processed through the FACTS Tuition Management Program.

**A late fee of \$40 will be charged after the sixth day of the month for late tuition installments. A late fee of \$40 will be charged after July 6<sup>th</sup> for the late payment of the Supply, Technology, and ESP Registration Fees.**

Tuition installments are *non-refundable*.

All students must be registered for the Extended School Program (ESP) in the event an emergency requires use of the program. **A digital Student Emergency Information/ESP Registration Form (one for each child) must be completed and returned by April 1<sup>st</sup> in order to complete the enrollment process.**

Each family is expected to give 25 Service Hours to the school. **20 Service Hours per family must be recorded prior to March 15th in order to receive a parent contract for the following school 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.**

Our signatures below indicate that we agree to the following:

- 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.
- All tuition and late fees are automatically processed through the FACTS Tuition Management Program.
- An active bank account or credit card must be associated with the FACTS account at all times.
- 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 Piccadilly Food Service 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.ezparentcenter.com](http://www.ezparentcenter.com)
2. Scroll down to "New Parent Signup". Enter the school zip code (30354), then select St. John the Evangelist School.
3. Enter your information first (name, phone #, email, create password) then enter your child's/children's names.
4. Click "Send Account Creation Request".
5. You will receive an email indicating that your account has been created.

**Note to New Families and Students:** All school rosters are scheduled to be uploaded into our system the first week in July.

### **Depositing Funds into Online Accounts:**

1. Log in to your account at [www.ezparentcenter.com](http://www.ezparentcenter.com).
2. Click on the Credit Cards tab at the top of the page to add a Credit or Debit Card.
3. Be sure to click "Save Credit Card".
4. Click on the "Meal Payment" tab at the top of the page, then click on the blue "Add Money" button. You may choose how much you would like to add to your child's lunch account.

### **Monitoring your On-Line Account Activity:**

1. To view all transaction activity: log into your account and click the "Transaction History" tab to access a list of all account transactions.

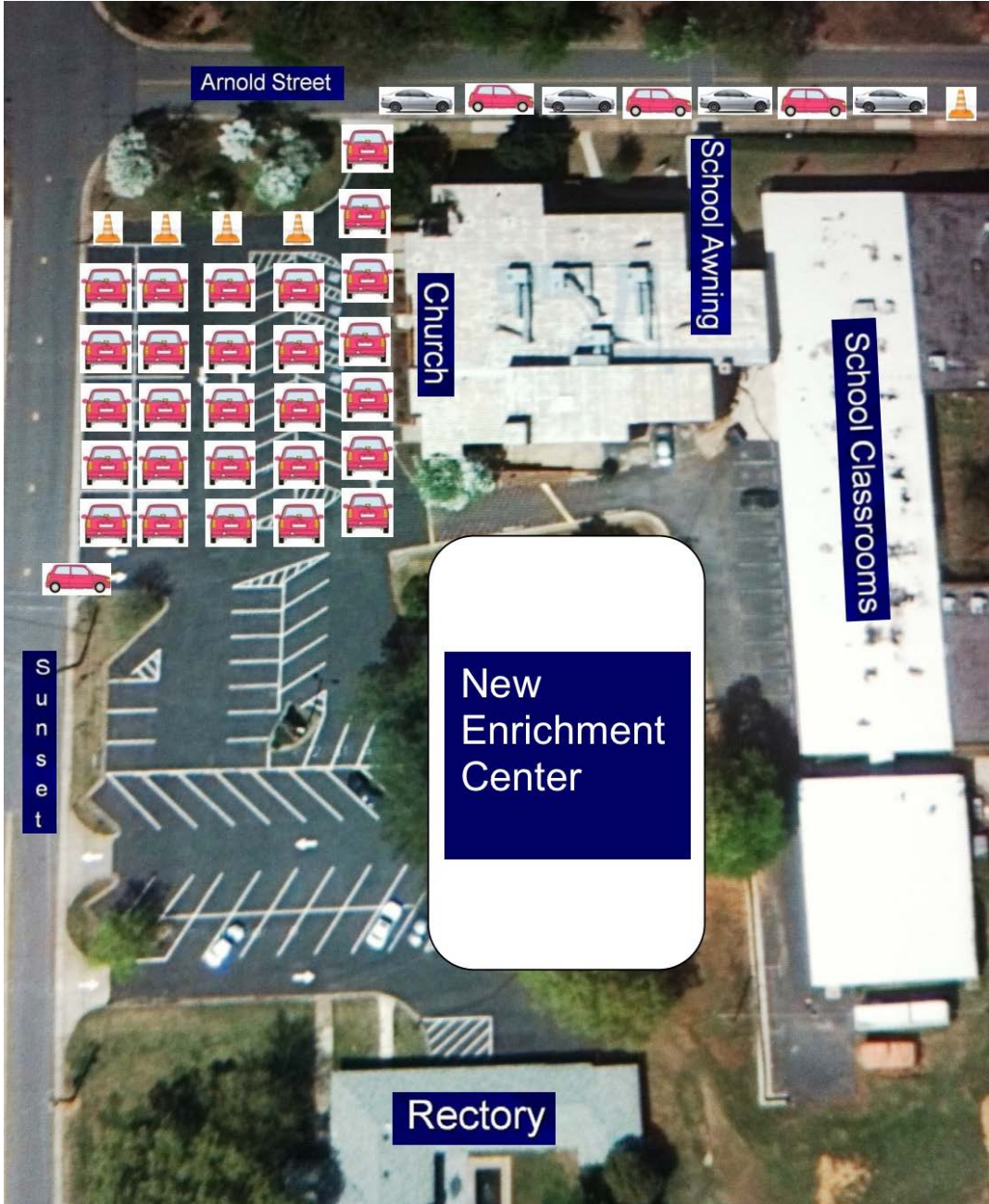
### **A Note on Account Balances:**

1. Parents are responsible for maintaining a balance in their student's lunch account. You can access your account 24 hours at [www.ezparentcenter.com](http://www.ezparentcenter.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 \$20.00. If you feel you should be receiving these e-mails and are not, please check your spam folders.

### **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.

# Car Line 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 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