



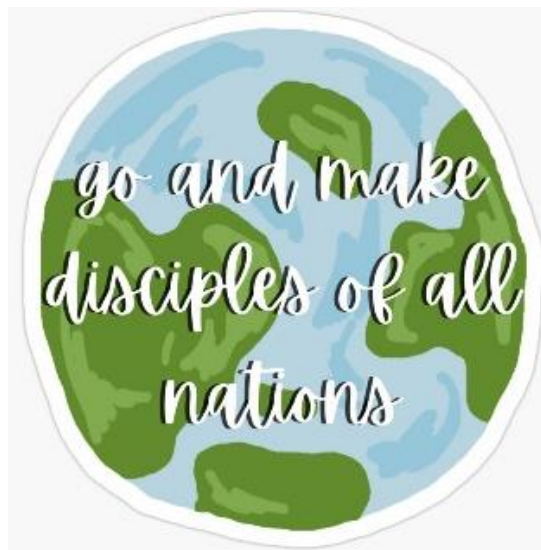
St. John the Evangelist Catholic School
Parent/Student Handbook
2025-2026



Dear Parents and Students,

Welcome to St. John the Evangelist Catholic 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, courageous leadership and joyful service. The contents of this handbook reflect our school motto of 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.



The Parent-Student Handbook covers a wide range of important topics related to school life, including but not limited to, school policies on attendance, discipline, and academic expectations, as well as safety and security protocols, extended school programs, and student activities. Familiarizing yourself with the contents of the handbook will help answer questions you have about school policies and procedures. Please reach out to me or any member of the Administrative Team if you have additional questions or need clarification on anything in this handbook.

Please take time to read through the Parent-Student Handbook with your child(ren). A student's enrollment at SJE, 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. After reviewing it together, we ask that you and your child sign the required Parent/Student Handbook Agreement form located on page 3. This form confirms that you have read and understand the contents of the handbook and agree to abide by its guidelines throughout the school year. This form must be returned to SJE by Monday, August 4, 2025.

The faculty and staff of SJE look forward to partnering with you this school year. With God's grace, we will go forth together forming courageous and compassionate leaders who go out into the world and build each other up through joyful service.

God's peace and blessings,

Marlo Mong

Mrs. Marlo Mong
Principal

Parent/School Partnership

The parent/school relationship is of great importance to the religious formation and academic success of students. Once you have chosen to enter into a partnership with us at St. John School, we trust you will be faithful to this commitment. 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 maximize your child's success. During these formative years, (Pre-Kindergarten through 8th Grade), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment.

As partners in the educational process at St. John School, we ask parents to set rules, times, and limits so that your child...

- gets to bed early on school nights,
- arrives at school on time and is picked up on time at the end of the day,
- is dressed according to the school dress code,
- completes assignments on time,
- and has a healthy lunch (and nutritional snack for applicable grades) every day.

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.

To demonstrate your commitment to the school, we ask that parents...

- actively participate in school activities through service hour opportunities,
- notify the school with a written note when the student has been absent or tardy,
- notify the school office of any changes of address or important phone numbers,
- complete and return to school any requested information promptly,
- read the Weekly Update and all other email correspondence, newsletters, and notes to show interest in the student's total education,
- support and cooperate with the discipline policy of the school,
- treat teachers and staff with respect and courtesy in discussing student concerns,
- and inform the school of any special situation regarding the student's well-being, safety, and health.

St. John School is a Roman Catholic educational institution, fully committed to the teachings of the Roman Catholic faith. All educational activity offered at the school is grounded in the Catholic faith; without it, the school is unable to achieve its mission. While St. John School is committed to ensuring that all teachings of the Catholic faith are shared and discussed with respect, sensitivity, and charity, especially with those who may struggle with them, the school expects all parents/guardians and students to demonstrate support for the mission of the school and all the teachings of the Roman Catholic faith by not contradicting or criticizing them publicly, in words or actions, including through online social media venues. Students who fail to act in a manner consistent with this expectation may be subject to disciplinary action, up to and including expulsion. Parents/guardians who fail to act in a manner consistent with this expectation may be asked to withdraw their child/children from the school.

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.

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.

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.

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

I/We understand that the continued enrollment of the student is subject to the student observing all school rules as set forth 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 Extended School Program, when participating in school activities off the school property, or at any school event.

I/We agree to abide by the rules, regulations, conditions, and requirements of St. John School as stated in this Parent/Student handbook as well as those policies of the Archdiocese of Atlanta.

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

Student's signature: _____

Please sign and return this form to the school office by Friday, August 1, 2025.

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

History

St. John the Evangelist Catholic School (SJE) celebrates a rich legacy of over 65 years of excellence in Catholic education. Staffed by the Sisters of Mercy from Merion, Pennsylvania, SJE 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, SJE was recognized as a National Blue Ribbon School of Excellence by the United States Department of Education. This award celebrates 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

SJE received initial accreditation in 1972 from The Southern Association of Colleges and Schools (SACS). The school maintained continuous accreditation for over 48 years. SJE held dual accreditation with SACS and the Southern Association of Independent Schools (SAIS) from 2007-2013. SJE received accreditation by Advanc-Ed (now Cognia), the parent company of SACS, in 2013, 2018, and 2024 through a district-wide model as part of the Archdiocese of Atlanta.

Professional Affiliations

SJE holds membership in the following associations: Cognia (formerly AdvancEd, parent company of 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 (AMLE), and Atlanta Area Technology Educators (AATE).

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St. John the Evangelist Catholic School
Faculty and Staff for the 2025-2026 School Year

<u>Name</u>	<u>Position</u>	<u>Email Address</u>
Sr. Beth Bauer	<i>4th / 5th / 6th Grade Teacher</i>	bbauer@sjecs.net
Heather Beck	<i>5th Grade Teacher/6th SS</i>	hbeck@sjecs.net
Aixa Berrios	<i>3rd Grade Classroom Aide</i>	aberrios@sjecs.net
Ashley Broadwater	<i>Music Teacher</i>	aherring@sjecs.net
Sam Brown	<i>MS Literature/Lang. Arts</i>	sbrown@sjecs.net
Angela Bush	<i>Counselor/5th Grade Classroom Aide</i>	abush@sjecs.net
Kimberly Burgess	<i>1st Grade Teacher</i>	kburgess@sjecs.net
Deanna Carlson	<i>Business Manager</i>	dcarlson@sjecs.net
Christa Castile	<i>PE Teacher</i>	ccastile@sjecs.net
Dylan Cole	<i>MS Science / 6th Math</i>	dcole@sjecs.net
Christina Clements	<i>ESP Aide, Classroom Aide</i>	cclements@sjecs.net
Fr. Terry Crone	<i>Pastor</i>	tcrone@archatl.com
Terry Edwards	<i>Resource Teacher</i>	tedwards@sjecs.net
Anita Emefo	<i>2nd Grade Classroom Aide</i>	aemefo@sjecs.net
Cindy Enriquez	<i>1st Grade Classroom Aide</i>	cenriquez@sjecs.net
Annemarie Fisher	<i>Curr. Coord. / 7th/8th Gr. Rel/SS</i>	afisher@sjecs.net
Bethany Geist	<i>Kindergarten Teacher</i>	bgeist@sjecs.net
Fr. Duvan Gonzalez	<i>Parochial Vicar</i>	dgonzalez@archatl.com
Deniese Graver	<i>Kindergarten Classroom Aide</i>	dgraver@sjecs.net
Anthony Hale	<i>Facilities & Maintenance</i>	ahale@sjecs.net
Marlo Mong	<i>Principal</i>	mmong@sjecs.net
Giulianna Muschi	<i>Spanish Teacher</i>	gmuschi@sjecs.net
Hayley Newman	<i>4th Grade Classroom Aide</i>	hnewman@sjecs.net
Venus Price	<i>ESP Director/Tuition Accounts</i>	vprice@sjecs.net
Zac Price	<i>Facilities</i>	zprice@sjeccs.net
Jeanne Rast	<i>Math/Sci. Teacher/MS Coordinator</i>	jrast@sjecs.net
Karen Rorabaugh	<i>Art Teacher/Communications</i>	krorabaugh@sjecs.net
Teresa Sandolph	<i>Prekindergarten Classroom Aide</i>	tsandolph@sjecs.net
Kathleen Talamini	<i>Technology Teacher</i>	ktalamini@sjecs.net
Yasmin Taylor	<i>2nd Grade Teacher</i>	ytaylor@sjecs.net
Joel Tobler	<i>3rd/4th Grade Teacher</i>	jtobler@sjecs.net
Ashley Ward	<i>Director of Enrollment & Advancement</i>	award@sjecs.net
Mary Weaver	<i>3rd /4th Grade Teacher</i>	mweaver@sjecs.net
Monica Woodson	<i>Enrollment & Advancement/ Athletic Director</i>	mwoodson@sjecs.net
Sue Yarber	<i>Support Services</i>	syarber@sjecs.net

Office of Catholic Schools Mission Statement

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

Vision 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 21st Century learning, critical thinking, and teamwork,
- Providing a dynamic curriculum taught by highly qualified faculty and staff,
- Implementing best educational practices and responsible stewardship, and
- Forming a collaborative relationship with parents, parishioners, alumni, and the community.

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.

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.

Archdiocesan Compliance

SJE functions under the auspices of the Archdiocese of Atlanta. SJE 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.

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

SJE 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 an accredited four-year-old 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.

DEPARTMENTS

Administration

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

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.

Advancement Director

The Advancement Director promotes SJE 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.

St. John School Advisory Council

SJE is supported by an Advisory Council which provides advice to the pastor and to the principal in a parish school, and oversees standing and ad hoc committees working on continuous improvement efforts that further the mission of the school.

Home and School

The Home and School Association works under the auspices of SJE 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.

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)

SJE respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. As a Catholic school, SJE cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students are expected to participate in religious instruction and Catholic formation offered at the school except those intended solely for Catholics; namely, the reception of the Sacraments.

Active Catholic families must submit an annual Parish Verification Form signed by their pastor. Active Catholic families, as verified by this form, receive priority acceptance in the Admissions Process. (Archdiocesan Policy #5120)

Non-Discriminatory Policy

All schools of the Catholic Archdiocese of Atlanta, including SJE, 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. SJE 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 outlined under the *Admissions* tab on the school website. SJE follows the Georgia State Law for beginning age requirements for school entrance. 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.

SJE strives to accommodate students with physical, emotional, social, or learning challenges. Families must fully disclose the nature and known extent of such challenges at the time of registration. SJE has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students. The school 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.

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.

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.

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. The County Health Department regularly audits Immunization Records.

A medical exemption, provided by the child's pediatrician, is accepted, when a child has a long-term condition that contraindicates immunization. The Archdiocese of Atlanta does not recognize an exemption based upon matters of conscience/religious exemption or serology.

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. 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 7th 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.

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) and in the school office.

Tuition and Fees

Active Catholic Rate: \$10,439

Non-Active/Non-Catholic Rate: \$12,430

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. The Parish Verification Form is due on April 1 annually. After the due date, no changes will be

made to the tuition category (Catholic vs. non-Catholic) without the pastor and principal approving. (Archdiocesan Policy #3165)

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 overdue lunch accounts. 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. (Archdiocesan Policy #3165)

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. 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, 2026. Applications submitted after the deadline are subject to remaining available funds. Applications are available online at www.factstuitionaid.com.

Georgia GOAL

Greater Opportunities for Access to Learning (Georgia GOAL Scholarship, Inc.) is a certified Student Scholarship Organization recognized by the State of Georgia to participate in the Georgia Private School Tax Credit Program.

All Pre-K, Kindergarten and first grade students, as well as all new students from Georgia public schools, may apply for tuition assistance as part of the Georgia GOAL program. GOAL Scholarships are awarded on the basis of financial need.

The Georgia GOAL funds are dependent upon available funds from participating donors in the tax credit program. All Georgia taxpayers are eligible to receive a 100% state income tax credit in exchange for their contributions to Georgia GOAL. For more information contact the school or visit the GOAL website: www.goalscholarship.org.

Safe Environment Training

All students complete Virtus, the Safe Environment training program, twice per year. This training is to be completed in the school setting with documentation forwarded to the Office of Child Protection. Parents may remove their 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 one-year probationary status. 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 January to eligible families who are current with tuition and fees.

- A non-refundable re-enrollment fee will be assessed through FACTS® upon notification of re-enrollment.
- The May 5th 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 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.

ATTENDANCE

Tardy Policy

Students arriving in their classrooms after the bell rings at 8:00 a.m. are marked tardy. A faculty/staff member remains at the front door from 8:00-8:10 a.m. After 8:10, parents must escort their child to the front office and sign their child(ren) in using the iPad or in the office. Parents are notified via email once their child has been tardy five times in a semester. Students who are tardy ten times in a semester are notified in writing and are required to attend a 7:30 a.m. conference with parents and an Administrative Team Member or designee. 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 attendance 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 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 half 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 ½ hours or more will be counted as absent for half of 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 30 minutes before dismissal (no later than 2:45 p.m. on Monday, Tuesday, Thursday, and Friday, or 2:00 p.m. on Wednesday) as this disrupts our afternoon car line procedure. Please park at the front of the school 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 for all or part of the day.

When a student is absent from school, a parent or guardian should call or email the office (office@sjecs.net) by 9:00 a.m. 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 (a temperature below 100 degrees 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 10:00 a.m. to arrange for homework assignments which may be picked up after 3:30 p.m.

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.

Infectious Disease Policy

The primary responsibility for the prevention and control of infectious diseases lies with individuals, families and public health authorities. Schools are not responsible for providing expert infectious disease advice or treating students; this is the role of medical practitioners and health authorities.

Attendance at any school may be denied to any student reasonably suspected of or diagnosed with a contagious or infectious disease that could make the child's attendance harmful to the welfare of all other students, faculty and staff. SJE reserves the right to require a statement from the student's primary care physician authorizing the student's return to school. Schools will respect the privacy of all its community members. Parents of children attending the school will be notified that their child has been exposed to a communicable or infectious disease in a manner that avoids identifying any community member who has been identified with the disease, to the maximum extent appropriate in each particular circumstance.

Local school procedures may include:

- Prevention techniques – Hand washing education, coughing and sneezing education; hand sanitizers in classrooms; sanitizing wipes in classrooms for computers, desks, common areas, etc.; tissues in all rooms; sanitation procedures; and if appropriate, the use of facial masks along with social distancing.
- Preparedness – Schools may comply with CDC, Georgia Department of Health guidelines and directives from the Office of Catholic Schools.
- Response – Schools will follow the Office of Catholic Schools policy for school closures (Archdiocesan Policy #5285) and directives from state and local (county and municipal) jurisdictions. The Office of Catholic Schools will provide a written

Reopening of Schools Plan specific to the infectious or communicable disease present.

Severe Weather

If SJE 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 Instagram page. In the event of a severe weather warning during afternoon dismissal (thunderstorms, tornado, etc.), students will not be dismissed into car line until it is safe to do so.

Closing of Schools

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the Superintendent of Schools, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, all Archdiocesan schools shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty and approved by the Office of Catholic Schools. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees. (Archdiocesan Policy #5285)

ARRIVAL, DISMISSAL and CAR LINE PROCEDURES

On-Demand Transportation Services Policy

On-demand transportation services (e.g., Uber, Lyft) are prohibited from transporting Archdiocesan students to and/or from Archdiocesan property unless a parent, grandparent, or guardian accompanies the student in the vehicle. (Archdiocesan Policy # 5375)

Morning Arrival

The school's Extended School Program (ESP) is offered beginning at 6:50 a.m. and ending at 7:40 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. Students may not use Chrome Books or complete written homework during early morning ESP. They may sit, talk quietly, read, study or play quiet games until the school bell rings at 7:40 a.m.

Students report immediately to their classrooms upon arrival at school, beginning at 7:40 a.m. on Mondays, Wednesdays, Thursdays, and Fridays. Students report immediately to the enrichment center, beginning at 7:40 a.m. on Tuesdays for schoolwide Morning Assembly. Students in PK-4th grade will be dropped off using the carline at the front of the school on Arnold Street. Students in grades 5-8 and their siblings will be dropped off in a carline in the lower teacher parking lot. Parents will enter the back teacher parking lot via Sunset Drive (the entrance is just past the Texaco Carwash). Please do not cut through the McDonald's parking lot on Central Avenue. Parents will exit through the iron gate beside the rectory to return to Sunset Avenue. Any student dropped off after 8:00 a.m. must use the traditional car line on Arnold Street. **School begins with Morning Announcements at 8:00 a.m.**

NOTE (for those using the Arnold Street carline): 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 days. Students may not be dismissed within the last 30 minutes of the school day (no later than 2:45 p.m. on M,T,R,F or 2:00 p.m. on Wednesdays) as this disrupts our afternoon car line procedures. At dismissal, students participating in the Extended School Program (ESP) report to their ESP supervisor at the designated area. Car line riders wait for their names to be called for dismissal. 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 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, ESP is not available. Please make appropriate 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.

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

Afternoon Dismissal Times

3:15 p.m. – Monday, Tuesday, Thursday, Friday

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. 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.

Car Line Procedure: Families will initially enter the parking lot from Sunset Avenue using the entrance closest to the rectory (Entrance #1). Parents stay in their cars and do not create a gap in the car line. Cars will proceed through the black gates to form a car

line around the perimeter of the lower teacher parking lot. (The black gates will be opened at 2:00 p.m.). The first car will be stopped along the sidewalk at the Fine Arts Building. Once this line has filled, overflow cars will be directed to the overflow entrance (Entrance #2) and begin lining up in the church parking lot facing south, parallel to Sunset Avenue. Lines will be released through the black gates to the lower parking lot in order of their arrival. 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 and teachers.

Parents may not circumvent car line procedures by pulling in front of other cars.

Students will be lined up with their carpools inside the building and will be called to the car line upon your arrival. 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. Display the carpool sign in the passenger side window or from the rearview mirror. The faculty, staff, or student patrol will use walkie-talkies to 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.*

Wednesday Dismissal

Dismissal time for all Wednesdays is 2:30 p.m. unless designated on the school calendar or noted in the SJE Weekly Update.

STUDENT 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 front office 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.**

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 SJE. 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 SJE have been satisfied). Withdrawal paperwork will take three to five business days.

Non-custodial Parent

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

SJE will follow all guidelines regarding custody when provided with a certified copy of a court order. It is the obligation of parents with court orders relative to the custody of their children to provide the school with an official copy of any court order prior to the first day of school. If changes to a court order regarding a child enrolled at SJE arise during the school year, the school should be notified immediately.

In the absence of a court order to the contrary, each parent shall have equal access to records of his/her minor child and shall be allowed to participate in school activities that involve parents. 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 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

SJE 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. All school employees and Virtus-trained volunteers are considered mandated reporters.

St. John the Evangelist Catholic School follows all state and federal mandates regarding the reporting of child abuse.

In the state of Georgia, a Mandated Reporter is a person who is employed or volunteers with children under the age of 18 in any capacity. Under Archdiocesan policies, this includes all priests, deacons, seminarians, religious, staff, school personnel, and volunteers. A Mandated Reporter is a person legally required to report any reasonable suspicion of child abuse. Child abuse includes physical abuse, sexual abuse, exploitation, child endangerment, and/or neglect. Child abuse also includes a minor witnessing domestic abuse between parents.

If there is a need to report actual or a reasonable suspicion of child abuse, the employee should notify the principal immediately. The principal or school counselor will then support the employee in making the call to Division of Child and Family Services (DFCS). By Georgia law, A report must be made within 24-hours from the time a person has a reasonable suspicion a child has been abused. The principal or school counselor will follow up with a letter to DFCS and send a copy of the letter to the Director of Safe Environment for the Archdiocese of Atlanta.

If the principal isn't available before the 24-hour reporting requirement would expire, it is the responsibility of the employee to make the call to DFCS and afterwards notify the principal. The principal or counselor will then follow up with a letter to DFCS and send a copy of the letter to the Director of Safe Environment for the Archdiocese of Atlanta. The DFCS 24-hour reporting number is 855-422-4953.

If a child is in immediate danger, call 911. (Archdiocesan Policy #1250 & 5290)

Law Enforcement and Immigration and Customs Enforcement (ICE) Entry

The Catholic schools in the Archdiocese of Atlanta are committed to the dignity of every human person. As the safety of our students, faculty and staff are paramount, this policy outlines the procedures for responding to visits or inquiries about students from all law enforcement agents. This policy ensures compliance with legal requirements while upholding our mission to provide a safe and welcoming faith and learning environment.

The Catholic schools in the Archdiocese of Atlanta are a place of faith, learning, and safety for all students regardless of race, religion, or national origin. Our schools follow the principles of Catholic social teaching, particularly the dignity of every person and the protection of vulnerable and/or marginalized individuals. Our schools strictly adhere to the Safe Environment policies and protocols set forth by the Office of Child and Youth Protection, including VIRTUS training and compliance and current background screenings.

The Catholic schools in the Archdiocese of Atlanta require that all law enforcement agents engage and communicate with the following school personnel:

- President (high schools), principal, and/or preschool directors, if not available then,
- Assistant principal, if not available then,
- School counselor

The school administrator(s) will inform the Office of Catholic Schools.

The Catholic schools in the Archdiocese of Atlanta allow visitors, including law enforcement, access through the designated front lobby (public area) of the school and are required to always remain in the designed area while on school property. School administration reserves the right to retrieve an individual from an instructional or recreational space on the school property/campus. Our schools do not permit law enforcement to conduct enforcement activities on school grounds without legal authorization. Our schools require all law enforcement agents to present a valid judicial warrant. The warrant must be signed and dated by a judge. A warrant must be reviewed for validity by designated school officials which may include review by the school's legal counsel. Our schools allow access only to the extent required by the warrant. A school administrator must always accompany law enforcement agents. Our schools cannot disclose student records, including immigration status, without parental or guardian consent or a court order, signed and dated by a judge, specific to student records. Our schools will notify parents, guardians, and/or listed emergency contacts immediately if an enforcement action involves a student.

GENERAL SCHOOL INFORMATION

Office Hours

The school 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.

Communication

Communication strengthens the partnership between parents and teachers. Some means of communication include:

- The News from the Nest, our SJE Weekly Update, emailed on Friday afternoons via Constant Contact
- SJE App where everything from the SJE Weekly Update, FACTS, Gradebook, Calendar and more are all at your fingertips (available for free download in the Apple App Store and Google Play Store)
- Seesaw App (available for free download in the Apple App Store and Google Play Store)
- The school newsletter, *St. John Times*, is emailed quarterly to all stakeholders to highlight the quarter's events
- Website – www.sjec.org
- Parents Web 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 school website)
- Calendar (located on our website and in the SJE app)

- Weekly grade reports sent via email on Sunday evenings (grades 3-8)
- Mid-quarter progress reports and quarterly report cards
- Notes and phone calls initiated by parent, teacher, counselor, or principal
- Classroom newsletters
- Parent-teacher conferences
- Home and School Association meetings
- RenWeb automated telephone and text messages
- Facebook & Instagram

Teachers can be contacted via email using the faculty & staff directory found at the beginning of this handbook.

An online student directory is made available each year through your Renweb account. If you do not wish for your information to be included in the directory, please submit a written request to the office within the first week of school. 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.

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.

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 the 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 should be arranged in advance with the classroom teacher. Student allergies and frequency of celebrations are a consideration. In some cases, monthly celebrations are coordinated by the homeroom parent. Parents may purchase ice cream from the school cafeteria for the entire class in honor of a child's birthday. Birthday party 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.

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 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. **Please do not hold the door open for other visitors.**

- Visitors must sign-in and obtain a visitor's badge before visiting any area of the school.
- Parents must use the "sign out form" (QR code) 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 are discouraged from bringing 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.

PARENT INVOLVEMENT

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 20 service hours per family, with reasonable consideration given for relevant limitations.** 15 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 "News from the Nest" email 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 and Home & School Association Events
- **Meeting Attendance** – Parent Information Night, Event Planning Meetings (Back to School Bash in August, Race for Education in October, Field Day in May, etc.)
- **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 Parents Web at any time. Please allow up to 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 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.

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 faith, 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 2 through 8 take the ARK (Assessment of Religious Knowledge) annually.

- **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. 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 are to provide a copy of all Sacramental Certificates to the school.

- **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 and Performing Arts

Music classes offer instruction in various genres including liturgical music. Students have opportunities for instrumental performances 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 Archdiocesan Art Show and 8th Grade 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 School 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.

Students in grades 2-5 are required to take timed math facts tests for mastery. Math computation may be accommodated to allow additional time, but no longer may students be scored for completion only (and not accuracy). Schools, at the principal's discretion, may allow time-and-a-half for qualifying students* to complete computation assessments/tests. Students are graded in the same manner as all other students.

*Qualifying students include those who have an identified need for such an accommodation via the psycho-educational evaluation and are approved by the school for said accommodation. To achieve this policy, students in K to 5 who qualify for time-and-a-half and/or extended time on tests should take their Mad Minute test with the classroom assistant in the hall, media Center, café if available, or another location that works for a small group. Math computation grades for Middle School students will be taken from daily classwork, homework, and specific questions identified on assessments. MS students will not have timed math computation assessments. (Archdiocesan Policy #5185)

Accelerated Math Placement

7th and 8th grade advanced math placement requirements (Revised 2017)

The following criteria are evaluated when making 7th & 8th 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 in 7th grade Math 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: The technology curriculum prepares students for life in the 21st century. Teachers focus on the seamless integration of technology within the curriculum in all subject areas, incorporating technology into their lessons and collaborating with the technology coordinator. Students have access to the STEAM lab, Maker Space, mobile labs, Chrome Books and iPads. The annual technology fee payment is paid via FACTS on July 5th.

STEAM Lab

The STEAM 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 use, 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.

One-to-One Technology Program

All students participate in a one-to-one technology program. Students in Pre-K, Kindergarten, and first grade are issued a student iPad, and students in second through eighth grades are issued a student Chromebook for educational use after:

- students participate in a Technology Orientation, and
- a signed Student/Parent Agreement Form is returned to the school.

Parents and students must sign and return the Chromebook/iPad Acceptable Use Policy and pledge documents before a school device can be issued. The Technology Fee defrays the cost of Chromebook/iPad 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.

Grades and Grade Reporting

The Archdiocese of Atlanta grading scale is listed below:

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

2nd-8th – (A = 90 -100; B = 80-89; C = 75-79; D = 70-74; F = 69 or below)

Middle school students participate in mid-term and final exams each year.

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 (3rd – 8th grade)** - Parents in good financial standing with the school may view student grades online at any time via Parents Web, the parent portal of RenWeb. Weekly grade reports are emailed to parents of 3rd through 8th grade students every Sunday evening. 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 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** – Progress Reports are issued mid-quarter. Students in Pre-K through 2nd grade receive printed Progress Reports. Digital Progress Reports are sent to parents of 3rd through 8th grade students mid-quarter, allowing sufficient time to implement a plan for a student to improve his/her grades if necessary. Parents sign and return printed progress reports and may respond to the digital progress reports via email.
- **Mandatory Fall Parent/Teacher Conference** – School is NOT in session for Fall Conferences; however, students in 3rd - 8th grade attend the conference with their parents.
- **Report Cards** – Report cards are issued quarterly, and final (4th quarter) 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).

Student Success Team (SST) 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, the school 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 a more appropriate educational setting. The principal and school personnel will work closely with parents to recommend appropriate educational alternatives. Students who qualify may be offered tutoring services provided by the Title I Program. This federally funded program provides remediation both during school hours and after school. Teachers employed by SJE may not receive remuneration or offer free tutoring for students they presently teach.

The Open Doors Program is an inclusion program for students with intellectual, cognitive, and developmental disabilities aimed at meeting the needs of families whose first desire is to keep their children in a Catholic School for the continued formation of their faith. An inclusive education is a learning approach in which all children, regardless of ability, learn together in the same age-appropriate general classroom at a Catholic school. Criteria for participating in the Open Doors Program can be found in the Open Doors Program Handbook. (Archdiocesan Policy #5130) For more information about the qualifications for this program contact the principal.

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. It is the parents' obligation to pay all fees associated with summer remediation. 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 SJE, as evidenced by longitudinal Iowa Assessment data and/or report card grades, will be referred for alternate educational placement.

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 **Iowa Assessments (IA** - Kindergarten through 8th grade) and the **Cognitive Abilities Test (CogAT** - 2nd, 5th, and 7th grades) 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 **Assessment of Religious Knowledge and Beliefs (ARK)** is given annually and all students in grades 2 through 8 are required to take this assessment.

Semester Awards

- **Principal's List** – Report card grade of 93 or above in all core subject areas, including conduct (6th, 7th, 8th)
- **Honor Roll** – Report card grade of 86 or above in all core subject areas, including conduct (6th, 7th, 8th)
- **Math** – Awarded to participants in math competitions
- **Science** – Awarded to participants in science competitions
- **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. Catherine of Bologna 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 are also recognized
- **St. Thomas Aquinas Award for Excellence in Media/Library** – 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/performance, displays effort and cooperation, and goes above and beyond what is expected in the curriculum (one per class)
- **Bl. Pier Giorgio Frassati 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)
- **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)

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 an after school "Missing & Makeup" Session. 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 mins. **Grades 2-3:** 30-60 mins. **Grades 4-8:** 60-120 mins.

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 Responsibilities

- 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/Google Classroom.
- 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.

Student Responsibilities

- Use the assignment book provided by the school 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 submit assignments on time.
- Review homework with parents.

Parent Responsibilities

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/Google Classroom.

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 of students to learn, consequences will incur. A student may be sent home from school in cases of disruptive behavior. **An SJE 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. 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.

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/clips 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.
- **Refocus/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.
- **Detention:** When a teacher requires a student to remain after school, parents will be informed via email or written form and will promptly acknowledge the date and time detention is to be served. Detention will generally be served through after school work details assigned to the student; however, students may be given work detail before school or during the school day. 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. Parents must pick up their child

promptly following a detention served after school or the child will be placed in the Extended School Program at the drop-in rate. 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.

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. During this time, students will read or study.

- **“Missing & Makeup” Work Session:** Students who do not satisfactorily complete or hand in assignments on time, who have had an extended absence, and those who are not making satisfactory academic progress are subject to before, during, or after school “missing & makeup” work sessions (M&Ms). The parent will be informed of the date and time of the M&M session through a digital notification at least 24 hours in advance. Parents should acknowledge receipt of this message. Students may not play sports or attend sports practice on days they have an after school M&M session until after the session ends at 4:30 p.m. Failure to report for M&M sessions may result in a disciplinary point and a restriction from extra-curricular activities. An M&M session 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 M&M session will automatically go in ESP at the drop-in rate.

A student who repeatedly 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 SJE. This student will be eligible for dismissal.

Point System

Disciplinary Points are written notices to the parents of an infraction of school rules. The parent's and student's signatures acknowledge receipt of the disciplinary point. Parents and students are to sign the point, return the original white copy to the teacher and keep the yellow parent copy. A discipline point is documented, even if it is not returned or is returned unsigned. 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 SJE

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:

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|--|---|
| *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 |

More serious offenses may be presented to the disciplinary committee for action. The severity of the incident may warrant 5-10 points and/or additional consequences.

- | | |
|---|--|
| *Cheating | *Violence in any form (including but not limited to pushing, kicking, hitting, fighting, force, physical aggression) |
| *Leaving school grounds | *Defiance/Refusal to follow teacher's instructions |
| *Bullying/harassment | *Invading the privacy of another's desk, locker or personal property (teacher or student) |
| *Vandalism | |
| *Plagiarism | |
| *Forgery* Dishonesty/lying | |
| *Stealing | |
| *Disrespect toward teachers/adults or fellow students | |

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.

Academic Integrity

Academic dishonesty undermines the philosophy of trust on which SJE 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 includes the use of Artificial Intelligence (AI)* sources and 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 AI (such as, but not limited to, ChatGPT) and 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 to another student are equally culpable and will be disciplined accordingly.

***Artificial Intelligence (AI)**

AI refers to the simulation of human intelligence in machines/computers that are programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. AI can, among other things, support personalized learning, automate administrative tasks, and provide interactive and engaging learning experiences.

The purpose of this policy is to ensure that faculty, staff, and students engage with AI Tools (particularly generative AI) responsibly, ethically, and effectively to enhance teaching and learning experiences and educational development while safeguarding privacy and well-being.

AI Tools are used solely for educational purposes as directed and approved. AI Tools should not be used to engage in plagiarism, cheating, or any form of academic dishonesty.

When using AI Tools, users should properly reference the source. This includes, without limitation, the unauthorized use of AI writing software (e.g., ChatGPT) to assist in creating any portion of an assignment or failing to reference the source.

AI-generated information should be checked for validity and cross-referenced to ensure accurate information.

Students must not share personal information or personal information of others. Communication with or through AI Tools (e.g., chatbots or virtual assistants) must be used responsibly. Students must not engage in abusive, harmful, or disrespectful conduct through such AI Tools.

AI Tools must not be used to access or disseminate inappropriate content. Users are required to report security breaches, suspicious activities, inappropriate behavior, or exposure to inappropriate content encountered during use of AI Tools to the school's technology department, their teachers(s), and school administration. Users should be mindful of the potential biases in AI Tools and take steps to evaluate and address any discriminatory outcomes. (Archdiocesan Policy #6255)

Respecting Persons

The good name, reputation and personal safety of each student, faculty/staff member, and adult volunteer are vitally important. In order to protect students, employees, volunteers, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school with dignity and respect and not engage in any activity of conduct, either on campus or off campus, that is in opposition to this guideline and/or is inconsistent with Catholic teachings or values, as determined by the school in its discretion.

Catholic Social Teaching prohibits actions which violate respect for the dignity of the human person. Actions considered by the school to violate this respect, including those of a demeaning, harassing, derogatory, racist, or discriminatory nature, whether communicated by word or deed, in-person or electronically, by gesture, image or in any other manner, will result in disciplinary action, which may include suspension and/or expulsion from the school. Parents or guardians are to support this guideline in their relationships with school employees, students, and their families; failure to do so may result in the parents being asked to withdraw their children from the school.

Harassment

It is vital that SJE 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, **gossiping and spreading rumors**
- **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. All matters involving harassment complaints shall remain confidential to the extent possible. The filing of a grievance or otherwise reporting harassment shall not reflect upon the individual's status or affect grades.

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.

Drugs and Alcohol

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

Search and Seizure

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. 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.

If the school believes a student has been involved in possible criminal activity, including, but not restricted to suspected use or possession of drugs, illegal substances, abuse of social media, weapons, or stolen property, it may choose to conduct a search of a student's belongings, including, but not restricted to purse, book-bag, locker, and vehicle. The school reserves the right to request police assistance in these investigations

if it so chooses. Depending on the situation, parents may or may not be contacted prior to police involvement.

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 (\$100.00 per day) to supervise their child during in school suspension.

Expulsion

Expulsion is considered a termination of enrollment. Expulsion shall be used only as a final measure or in response to an egregious offense. Expulsion results from repeated refusal to obey school rules or from conduct which endangers self and others, property, health or safety of others, and is deemed to be in the best interest of the school community. The Archdiocesan Superintendent of Schools is 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, include, but are not limited to, the following:

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)

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.

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 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 (Soft or Hard): The principal announces on the PA, "Lock Down," and indicates whether it is a soft or a hard lockdown, denoting a danger in or around the school. All classroom and school doors will be locked and secured.

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.

Operating Hours

Morning ESP begins at 6:50 a.m. and ends at 7:40 a.m. **There is a \$2.00 charge per day, per student** for this service. Students may not be dropped off prior to 6:50 a.m. All students must report to the enrichment center through the courtyard and sign in as soon as they exit their vehicles. All students must receive permission from the morning ESP supervisor before leaving the enrichment center. 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.

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

Sign In/Out Procedures

ESP personnel sign students into ESP. Parents (or authorized persons) are required to sign students out electronically daily, prior to their child(ren) leaving. Students may not be authorized to sign themselves out of ESP. At the point of sign-out, parents or authorized persons assume the responsibility of supervising their children and escorting them out of the building.

Weekly Fees

Weekly ESP rates are as follows:

One Child: \$54.00 Two Children: \$64.00 Three Children: \$74.00 Four Children: \$84.00

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. All transcripts, report cards, student records, awards, and diplomas are the property of SJE and will not be issued to students or parents until all tuition and other assessed fees are paid in full.

Drop-In Fees

The ESP drop-in rate is \$20 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 for ESP Drop-in 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, sports, math/science competitions, etc.) must be supervised before and/or after these activities. Students participating in 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.

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 extracurricular activities 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.

ESP Rules

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, detentions, and/or suspension from the program.

1. All students must sign-in with designated ESP personnel upon entering the cafeteria or designated ESP area.
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 4th - 8th 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 - 2nd is allowed to leave the designated ESP area unless accompanied by an adult. In the event that a student needs to be dismissed during unscheduled breaks, the supervisor will contact the office and an adult will escort him/her to the restroom. All students are scheduled for a restroom visit before snacks. Students are required to wash their hands before snack is served. In the event a class is outside, the supervisor will call the office and an assigned adult will come and escort the student to the restroom. The supervisor will monitor via the closed circuit TV all students entering and leaving the restroom.
9. Students may only use the office phone with permission.
10. Each student must help clean up his/her toys, craft supplies and to generally straighten the room. Students will be expected to clean up before leaving for the day.
11. Students are not allowed to return to the classroom unsupervised 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

SJE 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.sjecsa.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.**

FUND RAISING

Fund raising projects, including the annual Race for Education, Eagle Fund Drive, and SJE Jubilee, are offered throughout the year. To demonstrate support for the school and help bridge the gap between the "cost to educate" and the actual annual tuition costs, all families are expected to contribute toward these efforts as much as they are able.

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

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

Please label all items with your child's name. 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 are available for purchase through an outside vendor, Piccadilly, who serves daily lunches cafeteria style. Students have two menus per day from which to choose. The first is a complete hot meal while the alternate menu is a deli item (such as salad, wrap, or burger) with sides. Parents must set up an account through their ordering and payment platform (www.ezschoollapps.com). (Please see account set-up instructions in school communications). All families are strongly encouraged to set up an account in the event your child needs to use the service. Lunches must be ordered in advance; the order window closes on Sunday at noon for the following week.

When a student forgets his/her lunch, it is the child's responsibility to inform the teacher. A hot lunch will be provided and charged to the family's EZ School account. **Food should not be delivered from outside services (such as UberEATS, Door Dash), and**

parents should refrain from dropping off fast food for forgotten lunches. The office is unable to monitor and regulate food temperature so all food must be brought in a lunch box. Parents are welcome to bring a special lunch and join their child in the cafeteria.

For lunches brought from home, no glass containers or carbonated beverages are permitted. 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 pre-purchase a school lunch when eating with their child or may bring outside food for them and their child only.

MEDIA CENTER

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

- Pre-K - 2nd grade students may check out one book at a time.
- 3rd – 8th grade students may check out 2 books at a time.
- Booster Club members may check out one additional book per week.
- After the book is returned, an additional book may be checked out.
- More than one renewal of a book requires permission from the Media Specialist.
- There is no fine for overdue books; however, students in all grades 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

Clinic

The clinic is staffed by a Clinic Aide from the hours of 10:00 a.m. - 2:00 p.m. daily. The clinic aide provides reasonable care of students who become ill or are injured in school. **You must pick up your child if he/she has a temperature 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 (temperature below 100 degrees 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. Parents should call or email the principal when a student has been diagnosed with or has had close contact with an individual diagnosed with COVID-19, as protocols are continuously updated.

Allergies/Asthma

SJE strives to be inclusive and sensitive to the needs of students who have 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 completed 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 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 Clinic Aide.
2. All necessary medication prescribed for a student by a doctor or dentist must have the **Medication Permit Form (found in the back of the handbook and on the school website – 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

Middle school 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 enjoy weekly elective courses and study halls. Through extra-curricular activities, students are exposed to new learning experiences. It is important for parents to encourage, support, and accept their child's pursuit of varied interests.

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 Google Classroom, the school website and the online grading system (Parents Web). Parents can best help their children by supplying a study area with no distractions and readily available supplies. By checking their planner and assignments nightly, parents reinforce the high expectations that we all share for the students. Some middle school students need assistance to consistently complete assignments on time. Homework Help during Study Hall is a resource that helps with organization and concept review.

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, Yearbook, peer tutoring, 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 S or NI, 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: *Archdiocesan Oratorical Contest, *Battle of the Books, *Essay Contests, *Georgia Math League, *Math Counts, *Spelling Bee, *Science Olympiad, *Student Council Officers, *Peer Tutoring, *School Safety Patrol, *Tech Crew, *Yearbook, *Student Ambassadors, 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 provides opportunities for 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

Middle School Socials

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

SSAT/High School Applications

Students in the 8th grade who intend to apply to private high schools must take the SSAT. Registration materials may be obtained from the local high school, SJE, if available, and online at ssat.org. It is recommended that students register for the December test date. Review materials for the test are available through SSAT.

Paperwork for application to Catholic or independent 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 SJE, and the application packet will be sent directly to the high school or uploaded through the school's portal. It is strongly suggested that requests for teacher recommendations are made before the Christmas break.

Shadow Days

When eighth grade students are shadowing at a high school, this 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

Students who satisfactorily complete the eighth grade courses will participate in a graduation ceremony, contingent upon meeting all financial obligations to the school. 8th grade students may be involved in field trips and graduation activities the last week of school. A letter with details of events such as the graduation mass, 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 8th 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 to purchase chips 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, 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.).

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 may 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. 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 student's backpack all day. 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.

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. A copy of the CELL PHONE PERMISSION SLIP can be found on the school website.

Cell phones, Apple Watches and similar "smart devices" are not to be used at any time during school including ESP, dances or other school events on or off campus. Bluetooth headphones, AirPods, or similar wireless devices may not be used. 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, damaged, or stolen cell phones.

Items which include, but are not limited to, toys, cameras, electronic games and devices, 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). Outdoor activities are cancelled if the temperature is above 95° F. (actual temperature or heat index) or below 31° F. (actual temperature or wind chill factor). (Archdiocesan Policy #6155)

In the event of extreme weather conditions, recess and other outdoor classes or activities will be guided by the following archdiocesan policy: Outdoor activities are cancelled if the temperature is above 95 degrees F. (actual temperature or heat index) or below 31 degrees F (actual temperature or wind chill factor). High school practices and competitions are guided by Georgia High School Athletic requirements.

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. Families are also invited to participate in a variety of service projects offered throughout the year. Check the weekly update for details about upcoming service projects.

SOCIAL MEDIA USE

SJE provides many online resources for student use, and we recognize that in addition to using the Internet to access educational materials, many students also use various forms of social media. Social media can be used for good and most students use it appropriately in most circumstances. Students are expected to demonstrate the same standard of respectful behavior toward others online as they are in-person (See Respecting Persons section of this handbook).

At SJE, we do not make a practice of reviewing our students' social media activity outside of school hours, but if something is brought to our attention that is believed to be in violation of the school's code of conduct, the school may investigate and respond with appropriate consequences, up to and including expulsion. Therefore, we encourage parents to be diligent in monitoring their child's social media participation to ensure their personal safety and compliance with SJE's social media usage expectations. To support parents in these efforts, SJE is partnering with The Social Institute through the #WinAtSocial program. Parents will have complete access to their comprehensive family toolkit to collaborate with the school in empowering students to navigate social media and technology in healthy ways.

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 may 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 (5th-8th grade); *Math competitions (4th-8th grade); *Spelling Bee (4th-8th grade); *Oratorical and Essay Contests (5th-8th grade); *Poster Contests (K-4th grade).

SJE has student insurance coverage that is secondary to a family's primary insurance. The fee is paid by the school annually and covers the student in any school-sponsored event.

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:

- Safety Patrols, Sports, Tech Crew, Yearbook (6th-8th grade)
- Peer Tutoring (PreK-8th grade)
- Altar Servers, Chorus, Student Council, Battle of the Books, (3rd-8th grade).

Some extra-curricular clubs and activities are held after school or off campus. 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 Satisfactory or Needs Improvement.
- 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.

Sports

Team sports are available for students in 5th-8th grades through Catholic Metro Sports of Atlanta (CMS). 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 to CMS. Practices are conducted after school, and practice schedules will be provided by the coaches of each sport. 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.

Transportation to and from games (home or away) is the responsibility of the parents.

Student athletes and their parents represent SJE. 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 a mid-quarter progress report, 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 SJE are also ineligible to play Middle School Sports at our Archdiocesan High School programs for middle school students.**

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.

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. Students must have attended SJE 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 SJE. 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 an educational atmosphere that emphasizes learning rather than the latest fashion. It is the school's desire to keep the school uniform simple and easy to enforce. **Uniforms should be neat and clean, reflecting pride in our school and respect for oneself.** 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.
- Uniforms must be purchased at the following uniform stores: J&R Clothing in Fayetteville, Flynn O'Hara in Sandy Springs, or the SJE Used Uniform Store.
- 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 must be worn underneath skirts or jumpers for modesty.
- Label all uniform pieces with your child's name using a permanent marker.
- Shoes may be purchased at any location that sells **solid black leather tennis shoes with non-marking soles**. Any logo on the shoe must also be black. Acceptable styles include, but are not limited to, New Balance 680v6, KX624, 623v3, 624v2, 577. Both tie and Velcro styles are acceptable for students in grades 1-8. 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 (or similar style solid black Velcro leather) tennis shoes or the Stride Rite Cooper 2.0 hook and loop shoe. 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.

The school's Used Uniform Store offers gently used uniform pieces for \$5 each, subject to availability. Please contact the school office if you wish to purchase used uniforms or donate gently used items.

Boys' Uniform

Pre-K – 5th 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:** The PE sweatshirt may not be worn with the dress uniform

Jacket (optional) – Full-Zip Fleece Navy Jacket with embroidered logo (available ONLY at Flynn O'Hara)

****Note:** Only the uniform jacket may be worn in the classroom.

Socks – Dark or white ankle or crew socks (no emblems/writing; no low cut/no-show socks)

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

Dress Shoes –solid black leather uniform shoes with non-marking soles (like New Balance 680v3, KX624, 623v3, 624v2, 577, or similar styles)

****Note:** Pre-K and Kindergarten must wear the Velcro all black New Balance 624v2 (or similar solid black leather Velcro shoes) or the Stride Rite Cooper 2.0 hook and loop shoe

6th – 8th 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

Jacket (optional) – Full-Zip Fleece Navy Jacket with embroidered logo (available ONLY at Flynn O'Hara

****Note: Only the uniform jacket may be worn in the classroom.**

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 and on all designated "full dress uniform" days throughout the school year. Boys may wear the oxford dress shirt (without tie/sweater) Monday-Thursday.**

Belt - Any type black belt

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

Dress Shoe – **solid black leather** (tie or Velcro) uniform shoes with non-marking soles (like New Balance 680v6, KX624, 623v3, 624v2, 577, or similar styles)

PE Uniform (PK-8th 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

Warm-up Pants (Optional for all grades) – Navy blue with white piping warm-up pants – ONLY available at Flynn O'Hara

Warm-up Jacket (Optional for all grades) – Navy blue with white piping warm-up jacket – ONLY available at Flynn O'Hara

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

PE Shoes - **solid black leather** (tie or Velcro) uniform shoes (like New Balance 680v6, KX624, 623v3, 624v2, 577, or similar styles)

****Note:** Pre-K and Kindergarten must wear Velcro all black New Balance 624v2 (or similar solid black leather Velcro shoes) or the Stride Rite Cooper 2.0 hook and loop shoe

Girls' Uniforms

Pre-K – 5th 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 ankle, crew or knee socks (no emblems/writing, no low cut/no-show socks)

Leggings or Tights (may be worn in colder weather) –navy blue or white (solid/no pattern). If socks are worn with tights, both must be the same color. Leggings and socks must also be the same color, and leggings should be ankle length.

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

Jacket (optional) – Full-Zip Fleece Navy Jacket with embroidered logo (available ONLY at Flynn O'Hara)

****Note: Only the uniform jacket may be worn in the classroom.**

Dress Shoes – solid black leather (tie or Velcro) uniform shoes with non-marking soles (like New Balance 680v6, KX624, 623v3, 624v2, 577, or similar styles), Willits Black and White Saddle Shoes, or Keds Kids Saddle Shoe II

Solid black leather uniform shoe must be worn with shorts or skorts

****Note:** PreK and Kindergarten must wear Velcro all black New Balance 624v2 (or similar solid black leather Velcro shoes) or the Stride Rite Cooper 2.0 hook and loop shoe

Accessories (optional) – A headband, scrunchie, or bow on barrette may be worn. Accessories should complement the uniform and not be distracting.

6th-8th Grade

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

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

Pants – Girls' flat front navy slacks may be worn in colder weather (Available ONLY at Flynn O'Hara)

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 every Friday and on all designated "full dress uniform" days throughout the school year. Girls may wear the oxford dress shirt (without sweater) Monday-Thursday.**

Jacket (optional) – Full-Zip Fleece Navy Jacket with embroidered logo (available ONLY at Flynn O'Hara)

****Note: Only the uniform jacket may be worn in the classroom.**

8th Grade Sweatshirts (optional) – Only 8th grade students may wear their designated 8th grade sweatshirts as part of their PE or Dress Uniforms. They must be in the full and appropriate uniforms when wearing their sweatshirts (i.e. uniform shirt underneath the 8th grade sweatshirt). They may not wear the 8th grade sweatshirts to Mass and must still be in **full dress uniform** on all Mass days. Sweatshirts must be kept in good, clean condition to be considered "uniform."

Socks – Navy blue or white ankle, crew or knee socks (no emblems/writing; no low cut/no-show socks)

Leggings or Tights (may be worn in colder weather) –navy blue or white (solid/no pattern). If socks are worn with tights, both must be the same color. Leggings and socks must also be the same color, and leggings should be ankle length.

Dress Shoes – solid black leather (tie or Velcro) uniform shoes with non-marking soles (like New Balance 680v6, KX624, 623v3, 624v2, 577, or similar styles) or Keds Kids Saddle Shoe II

****Note: Solid black leather uniform shoes must be worn with the PE uniform; Keds Saddle Shoe may be worn with dress uniform only**

Accessories (optional) – A headband, scrunchie, or bow on barrette may be worn. Accessories should complement the uniform and not be distracting.

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

PE Uniform (PK-8th 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

Warm-up Pants (Optional for all grades) – Navy blue with white piping warm-up pants – available ONLY at Flynn O'Hara

Warm-up Jacket (Optional for all grades) – Navy blue with white piping warm-up jacket – available ONLY at Flynn O'Hara

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

PE Shoes – **solid black leather** (tie or Velcro) uniform shoes with non-marking soles (like New Balance 680v6, KX624, 623v3, 624v2, 577, or similar styles)

****Note:** PreK and Kindergarten must wear Velcro all black New Balance 624v2 (or similar solid black leather uniform shoes) or the Stride Rite Cooper 2.0 hook and loop shoe

Jewelry

Jewelry, makeup, and hairstyles also form part of our dress code. 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 **stud** earrings; no hoops or dangles

Nail Polish – Clear nail polish may be worn on natural nails

Rings: One finger ring may be worn

Wristwatch: One small wristwatch may be worn; Apple watches and other "Smart" or Bluetooth devices are not allowed.

Bracelet: Bracelets may be worn. No charm bracelets are allowed. Bracelets with words should be appropriate for school and reflect the core values of SJE.

Necklace: One necklace on a thin chain may be worn (with a school appropriate medal, cross, nameplate, or other pendant not to exceed 2").

Hair Style

Hairstyles should be clean, neat, well-groomed, and out of the face. Hair must be a natural color. Hair accessories should complement the uniform and not be distracting. Boys' hair should be kept to the top of the neck/above the collar, off of ears, and above the eyebrows; no tails, mohawks, extreme fade-shaven side cuts or designs/parts shaved into the head (a groomed fade is appropriate). No excessively spiked/gelled styles may be worn.

****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

*Tattoos

*Nail polish (clear polish on natural nails is acceptable), fake, gel, or acrylic nails

*Sideburns, mustache, facial hair

****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.

Spirit Days/ Theme Days

Monthly Spirit Days are designated on the school calendar. On Spirit Day, students may wear any SJE shirt, including those available from our Spirit Wear provider (1stPlaceSpiritWear.com), or previous Field Day or Race for Education tees, along with any uniform bottoms and shoes. If a student chooses to wear a hat on Spirit Days, the hat **must** be an SJE hat, available from 1stPlaceSpiritWear. If a student chooses to wear outerwear (e.g. sweatshirt, jacket), the outerwear **must** be SJE outerwear.

Occasional Theme Days may be communicated throughout the school year as they arise, such as a Christmas sweater day or a tacky day. All guidelines from Out of Uniform Days apply to these Theme Days (see below). If a student chooses to wear outerwear or hats on a Theme Day, those items must either fit the theme or be SJE spirit wear/uniform.

Out of Uniform Days

Students may enjoy an "out of uniform" day on their birthday. Students with birthdays on the weekend or over a break may enjoy their "out of uniform" day on the following school day. Students with June and July birthdays will enjoy their "out of uniform day" on their half birthday. Additional "out of uniform" days are announced for special occasions or as special incentives.

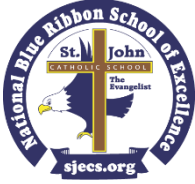
Out of Uniform Dress Code includes:

- Dresses/Tops with sleeves (no spaghetti straps, cut out sleeves, tank tops)
- Shirts/T-shirts of an appropriate length (language/pictures should be appropriate for school)
- Shorts (no shorter than two inches above the knee)
- Dresses/skirts that measure no shorter than two inches above the knee
- Leggings/skinny jeans may be worn with an appropriate length tunic/top (extending beyond the fingertips when standing with hands at your sides)
- No cutoffs or jeans/pants with holes in them
- No flip-flops. Sandals/Crocs with a backstrap may be worn.
- No hats should be worn in the building (unless the Out of Uniform Day is a "Theme" Day where a hat would be appropriate).

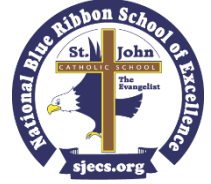
If an "out of uniform" day is on a PE day, PE shoes are required. "Out of uniform" clothing must be in good condition and worn at the natural waistline – no worn, torn, or outgrown clothes allowed. **Because of the unique and constantly changing nature of fashion, the school reserves the right to classify any style of dress, grooming, or appearance inappropriate.** Students may be subject to loss of privilege of out of uniform days 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.

RIGHT TO AMEND THE HANDBOOK

The principal retains the right to amend the handbook at any time. Parents and students 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: _____

FORM 5300
MEDICATION PERMISSION



**ST. JOHN THE EVANGELIST CATHOLIC
SCHOOL**

240 ARNOLD STREET
HAPEVILLE, GA 30354

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

www.sjecs.org

**PARENT CONTRACT
2025-2026 School Year**

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 2025-2026 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 5th 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. In addition, the following fees will be automatically processed through the FACTS Tuition Management Program and due on July 5th: Technology Fee and Supply Fee (fees vary by grade) and ESP Registration Fee.

A late fee of \$40 will be charged for any payment received after the due date.

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 May 1st in order to complete the enrollment process.**

Each family is expected to give 20 Service Hours to the school, with reasonable consideration given for current limitations. **15 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 _____

Car Line Procedures

PreK through 4th Grade Morning Car line

Drop off at the front of the school on Arnold Street. Please remain in your car and wait for the teachers and/or safety patrols to assist your child as they exit the vehicle.

5th through 8th Grade Morning Car line

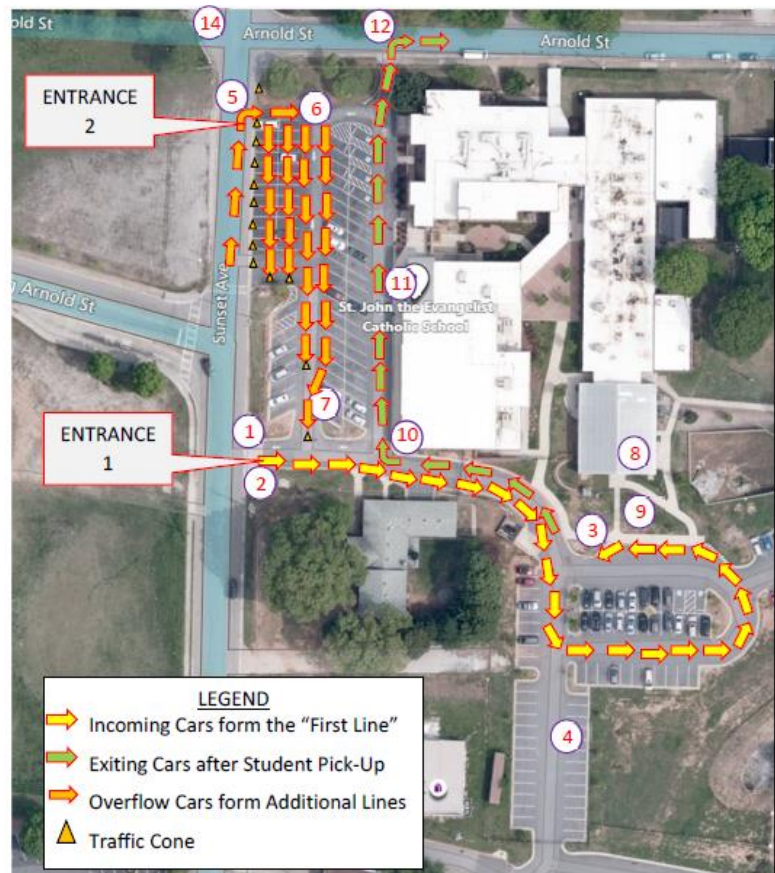
Enter the back teacher parking lot via Sunset Drive. The entrance/access road is just past the Texaco Carwash. Please do not cut through the McDonald's parking lot to enter or exit the morning car line.

Afternoon Car line

Families will initially enter the parking lot from Sunset Avenue using the entrance closest to the rectory (Entrance 1). Cars will proceed through the black gates to form a car line around the perimeter of the lower teacher parking lot. (The black gates will be open at 2 p.m.) The first car will be stopped along the sidewalk at the Fine Arts Building. Once this line has filled, overflow cars will be directed to the overflow entrance (Entrance 2) and begin lining up in the church parking lot facing south, parallel to Sunset Avenue. Lines will be released through the black gates to the lower parking lot in order of their arrival.

Students will be lined up with their carpools inside the building and will be called to the car line upon your arrival. Teachers and student safety patrols will help your children into the car.

To exit, you will proceed through the black gates and immediately turn right, Passing the Enrichment Center and Church on your right, to the exit onto Arnold Street. Cars will turn right only onto Arnold Street. To return to Sunset Avenue, take the first left onto Colorado Avenue and the next left onto Victoria Lane. Please review Car Line Traffic Pattern and Maps carefully so you are prepared. Please review car line map pictured here.



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

The Nicene Creed: I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. 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 You 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:

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| 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