

# PARENT/STUDENT HANDBOOK

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2023-2024

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## ST. JOHN THE EVANGELIST SCHOOL

325 South Navy Boulevard  
Pensacola, Florida 32507



Mr. Raymond Concannon, Principal  
Rev. John Licari, Pastor  
K3 - 8<sup>th</sup> Grade

Established 1874

# St. John the Evangelist School

325 South Navy Boulevard

Pensacola, Florida 32507

<b>Office Hours:</b>	Mon. - Fri. 7:30 A.M.-3:30 PM
<b>School Hours:</b>	7:45 A.M.-3:00 PM
<b>Extended Care Hours:</b>	6:15 A.M.-7:30 A.M. 3:15 PM-5:30 PM
<b>School Phone Numbers</b>	
<b>Office:</b>	(850) 456-5218
<b>Extended Care:</b>	(850) 456-0936
<b>Fax:</b>	(850) 456-5956
<b>E-Mail Addresses:</b>	<a href="mailto:schooloffice@sjsw.ptdiocese.org">schooloffice@sjsw.ptdiocese.org</a> <a href="mailto:raymond.concannon@sjsw.ptdiocese.org">raymond.concannon@sjsw.ptdiocese.org</a>
<b>Web Site Address:</b>	<a href="http://www.stjohnschoolpensacola.com">www.stjohnschoolpensacola.com</a>
<b>School Mascot:</b>	Panthers

<b>Accredited by:</b>	Florida Catholic Conference
<b>Member of:</b>	National Catholic Educational Association

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## Mission Statement

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St. John the Evangelist Catholic School pursues spiritual and academic excellence in a Catholic, Eucharistic community of virtue and joy.

### *BELIEFS*

Catholic Education Beliefs Catholic education first and foremost is about assisting our student to encounter Christ:

- In a personal relationship of authentic love with Jesus
- In the Sacraments- especially in Mass
- In the study of Scripture
- In our interactions, service and love for each other
- In our encounters with academic subjects and the truths they reveal

Our education seeks to form students in and through a curriculum and culture which:

- Introduces students to transcendent realities reflecting Truth, Beauty and Goodness.
- Studies not simply individual academic disciplines, but also specifically essential truths that transcend the disciplines- especially those truths emphasizing human dignity and worth.
- Develops a sense of Wonder and a love for learning.
- Assists the students to become self-motivated and self-correcting learners.

The education of a student is a partnership between the parents and the school. Just as the parent has a right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is broken or an appropriate level of parental support is lacking. Signs of such a lack of support may include (but are not limited to): significant public and disparaging statements about the school, its program, teachers or administrators; a lack of good will or good faith in interactions with the school; or actions deemed by the school to have a negative impact on its mission and reputation. The administration of the school reserves the right to interpret and apply the policies it presents and to act on matters not specifically addressed in this handbook.

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## Accreditation

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St. John the Evangelist School is accredited by the Florida Catholic Conference as a full member school. St. John School renewed its accreditation certificate in June 2022.

*The Sacred Symbol earnestly entreats young people themselves to become aware of the importance of the work of education and to prepare themselves to take it up...*

*-Gravissimum Educationis*

*Pope Paul VI, 1965*

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## History of St. John the Evangelist School

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1874 to Present



*The earliest known school photo. (1892)*

The history of St. John the Evangelist School begins in the mid-1800s with the presence of the Pensacola Navy Yard and the needs of its employees and their families.

The U.S. Navy's permanent establishment in Pensacola began in 1825 with the founding of the Navy Yard on Tartar Point. In 1828, to accommodate the approximately 500 workers and their families, the U.S. government authorized the building of two villages adjacent to the Navy Yard. The villages were named Warrington and Woolsey. Original Warrington settlers reflected a substantial Irish and Spanish influence, and it was estimated that 90% of Old Warrington was Catholic. In 1850 the Secretary of the Navy authorized construction of a Catholic church on the Navy Yard to accommodate the spiritual needs of the workers and their families. On May 4<sup>th</sup>, 1851 St. John the Evangelist Church was dedicated. It wasn't until 1874 that the Sisters of St. Joseph opened St. John's Academy. However, this was during an epidemic of Yellow Fever, and the Sisters spent much of their time caring for the sick. This epidemic claimed the lives of many in this area including two of the Sisters. They were no longer able to care for the school and community, and in 1878 the Sisters of Mercy succeeded the Sisters of St. Joseph as teachers at the school.

On October 6, 1882 fire destroyed St. John's church, school, and convent. After the fire, the Sisters continued to teach in a rented house. The community survived yet another horrific Yellow Fever epidemic in 1905 (the last in Pensacola's history) and the great hurricane of 1906. However, in 1911 the era of steel ships being built instead of wood closed the Navy Yard leaving many parishioners forced to leave the area to look for work elsewhere. Through all of this the school bell still rang and the church still prayed. Life turned around for the Warrington area with the announcement in 1914 from Franklin Delano Roosevelt that the Navy Yard would re-open as the Pensacola Aeronautical Station; however,



St. John's Church, Convent and School would need to move its building off the Navy Yard grounds and into Old Warrington.

In 1930 the land on which "Old Warrington" was located was reacquired by the U.S. Government for further expansion of the Naval Air Station and orders were issued for all living on the Navy reservation to move. As a result, a new site was founded for St. John the Evangelist where New Warrington is now situated. Our Church was given until April 1, 1931 to be moved. On Ash Wednesday, 1931, the Church, Rectory, and Convent were demolished and the best materials were used to rebuild the Church, School, and Rectory. During the erection of these buildings, Mass and School were held in the small schoolhouse, which was moved intact to the new site. The new school was completed by the end of April 1931, the Rectory by July 1931, and the Church by August 1931.



*front of old school building before the 1948 brick building was erected.*

St. John School steadily exceeded its capacity and on September 3, 1948, a new brick school house with eight classrooms, an office, library, two utility rooms and four lavatories was opened. A new Convent was built next to the school building that same year for the Sisters who had been living in a small bungalow. In 1956 a large multipurpose auditorium was built behind the school.



In the early 1970s an additional old house behind the school was purchased by St. John's Church and remodeled for the Kindergarten class. Another building was constructed next to the auditorium to accommodate overflow of the 1<sup>st</sup> and 2<sup>nd</sup> grades. Eventually this new building housed 1<sup>st</sup> grade and

Kindergarten classes, while the old, remodeled building started a new Pre-Kindergarten program. After a few short years and additional remodeling, the Pre-Kindergarten was moved to its present location and today shares the newest building with the Kindergarten program.

In July 2008, the Salesian Sisters of St. John Bosco, also known as Daughters of Mary Help of Christians, succeeded the Sisters of St. Joseph and the Sisters of Mercy who kept Christ the center of St. John School. While using leadership, fortitude, and prayer, the Sisters have provided an authentic Catholic education for 135 years. In 2010, the Salesian sisters moved to other assignments, and St. John the Evangelist Catholic School continues its mission begun so many years ago to provide a Christ-centered environment full of mercy and compassion using reason, religion, and loving kindness.



# ST. JOHN THE EVANGELIST SCHOOL

## PARENT/STUDENT HANDBOOK

*In alphabetical order*

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### Admissions Information

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#### *Non-Discrimination Notice*

St. John the Evangelist School (hereafter identified as SJS), a member of the Diocese of Pensacola-Tallahassee, does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, athletics, or other school-administered programs.

#### *Enrollment*

To enroll, a child must be the following age by September 1<sup>st</sup> of the coming school year:

- 3 years old for Pre-K3
- 4 years old for Pre-Kindergarten (VPK)
- 5 years old for Kindergarten (Florida Statute 232.04)
- 6 years old for 1<sup>st</sup> Grade (Florida Statute 232.01)

*For exceptions regarding out-of-state transfer students, please inquire upon registration.*

*Parents/Guardians registering children for the first time must have:*

1. Application for Admission
2. Registration Form + Non-refundable Registration Fee
3. Birth Certificate
4. Social Security Card
5. Copy of student's most recent Report Card (if entering grades 1-8)
6. Florida Immunization Record
7. Most recent physical exam

**All students entering SJS for the first time are admitted on a probationary basis for ninety (90) days. This is to ascertain a student's ability to adjust to the school's philosophy and programs.**

#### *Registration*

Priority registration for families currently enrolled at SJS is held each January. Registration forms are available on the SJS website. Following priority registration, SJS welcomes new families to participate in open registration. The registration fee is non-refundable and guarantees student placement, upon acceptance, for the following academic year. This guaranteed placement will only be upheld until the first tuition payment is received.

All families are requested to complete an After School Care Registration Form upon registration. This form is available on the SJS website. A non-refundable registration fee of \$25.00 for the first child and \$15.00 for each additional child will be assessed the first time Extended Care is utilized.

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## Arrival and Dismissal

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### *Safety Procedures*

SJS counts on your cooperation in following these safety procedures. Please adhere to these policies, as the safety of our children is our greatest concern.

- All arrival and dismissal vehicles must enter from Valencia Street. No thru traffic is allowed between the rectory and church.
- **Arrival vehicles** must enter the parking lot single-file via Valencia Street, adjacent to the fenced play area. (*Refer to Appendix 4: Arrival Car Line Directions.*)
- Vehicles should proceed through the parking area at a speed no greater than 5 M.P.H. (Please also be mindful of the 20 M.P.H. speed limit in the school zones on Navy Boulevard.)
- **Dismissal vehicles** must enter the parking lot two-by-two via Valencia Street, closest to Palmetto Avenue (traffic flow is the reverse direction). (*Refer to Appendices 5 and 6: Dismissal Car Line Directions.*)
- Please display the student's name card prominently on your dashboard to expedite student dismissal.
- Please do not park your vehicle in the parking lot during dismissal time.
- **Hand-held cellular phone usage is prohibited while in the arrival and dismissal car lines.**
- Drivers must remain in their vehicles at all times while in the arrival and dismissal car lines.
- Please do not drive past vehicles that are being loaded or unloaded with children.
- Vehicles must be kept in park when not moving.
- When parking in the School/Church parking area after school hours, please be mindful of our student athletes using the parking area for practice.
- Parents are required to inform anyone picking up their child of these safety procedures.
- The school office will be closed to visitors and families from 2-3 PM each day. No students may be picked up during this time. Please schedule your appointments accordingly. Any emergency pickups from 2-3 PM must be excused by the school principal. Failure to observe this policy may result in dismissal from SJS. Also, please do not pick up your students between 8:20 AM and 9:20 AM on Wednesdays and Holy Days of Obligation, to avoid disrupting Mass.

### ARRIVAL: All Students Arriving

Between 6:15 A.M. -- 7:30 A.M.
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- |  |
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| <ul style="list-style-type: none"><li>● Must be escorted into the cafeteria by a parent/guardian and signed into the Extended Care program after safely parking in the School/Church parking area.</li><li>● If not using Extended Care, parents/guardians must safely park in the School/Church parking area and wait with and supervise their children until the doors open at 7:20 A.M.</li></ul> |
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Between 7:30 A.M. -- 7:45 A.M.
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- May be dropped off in the car line (Refer to Appendix 4: Arrival Car Line Directions) and received by teachers, OR
- Students may be escorted into the cafeteria by a parent/guardian after safely parking in the School/Church parking area. Parents/guardians may drop off but not remain in the cafeteria without approval and office check-in due to security.
- Do not exit your car in the car line.

After 7:45 A.M.

- YOUR STUDENT IS TARDY. If there is no supervising staff present in the parking lot, parents/guardians must safely park their vehicles in the School/Church parking area and escort their child into the office to sign them in.

DISMISSAL: Pre-Kindergarten and Kindergarten Students

Dismissal 2:30 -- 2:45 PM

- Parents/Guardians are expected to be in the dismissal car line promptly at 2:30 PM (Refer to Appendix 5: K3/K4/K5 2:30 PM Dismissal Car Line)
- Students can be picked up from the Kindergarten and PK classrooms.
- Parents/Guardians picking up additional children in 1<sup>st</sup>-8<sup>th</sup> grade will need to enter the proper dismissal line at this time (Refer to Appendix 6: 3:00 pm Dismissal Car Line Directions)

DISMISSAL: 1<sup>st</sup> -- 8<sup>th</sup> Grade Students

Dismissal at 3:00 PM

- Remaining students in grades PreK-2<sup>nd</sup> are escorted to their respective vehicles by safety patrol officers (grades 5-8)
- After teachers ensure that students have been safely received by parents/guardians, a signal is given for vehicles to move forward and safely turn onto Valencia Street.
- **Dismissal is not allowed from 2-3 PM for any reason other than a verifiable emergency.**

Students on Campus after 3:00 PM

- Students not picked up by 3:15 PM will be signed into the Extended Care program in the cafeteria. (*Fees will be assessed accordingly.*)
- Parents/Guardians must safely park in the School/Church parking area and enter the cafeteria to sign the child out of Extended Care. Extended Care closes at 5:30 PM. If a parent/guardian is late for pick-up, a late fee of \$2.00 per child will be charged for each minute a student is picked up after 5:30 PM

*Alternative Pick-Up*

Children sometimes take it upon themselves to make alternative plans unbeknownst to their parents/guardians. Therefore, a child will not be released or allowed to ride home with another adult unless you have formally authorized that adult to pick up your child by including his/her name on your registration form as an authorized pickup person or sending a written note to the office.

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## Attendance

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### *Attendance Policy*

**Excessive Absences:** According to diocesan guidelines, students with more than 20 absences in a school year (based on a normal school calendar of 180 school days) may not be promoted to the next grade level unless arrangements are made with administration, and may not re-enroll for the following academic year at St. John the Evangelist Catholic School unless arrangements are made with administration. More than 20 absences will require a conference with administration.

### *Tardiness*

When a student is late for school, s/he must report to the school office with a parent. The parent must sign-in the student. A parent meeting with administration may be required after 20 unexcused tardies. Continued tardiness may result in the student being placed on an attendance contract. A note from the dentist or doctor must accompany a student returning to school or coming late from an appointment in order to have this be an “excused tardy”.

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**VPK parents/guardians must communicate with the school when a child will be absent. If a VPK student is absent more than 10 consecutive days without any communication from the parents/guardians the child's position in the VPK classroom may be forfeit.**

VPK Hours are from 7:45-11:00 A.M. **Parents/Guardians are required to sign their child in and out daily with a full signature. No initials. They are also required to verify monthly attendance with a full signature.**

### **Recording and Certifying Child Attendance in the VPK Program**

(1) SJS shall keep a daily record of a child's attendance in the VPK program.

(2) Monthly Verification of Child Attendance. A VPK provider shall require the parent/guardian of a child enrolled in its VPK program to verify monthly the child's attendance for the prior month, as follows:

(a) A child's parent/guardian must verify the child's attendance on Form OEL-VPK 03S (Child Attendance and Parental Choice Certificate Short Form), dated February 14, 2007, which is hereby incorporated by reference and may be obtained as described in Rule 6M-8.900, F.A.C., if the VPK provider records the child's daily attendance using one of the following methods:

1. A paper sign-in or sign-out log that records the date, child's name, and signature of the parent/guardian or other person dropping off or picking up the child to, or from, the VPK site; or
2. An electronic attendance-tracking system that records the date, child's name, and electronic signature, card swipe, entry of a personal identification number, or similar daily action taken by the parent/guardian or other person dropping off or picking up the child to, or from, the VPK site.

(b) A child's parent/guardian must verify the child's monthly attendance on Form OEL-VPK 03L (Child Attendance and Parental Choice Certificate Long Form), dated February 14, 2007, which is hereby incorporated by reference and may be obtained as described in Rule 6M-8.900,

F.A.C., if the VPK provider records the child's daily attendance using a method other than the methods described in paragraph (a) (e.g. instructor records daily attendance using a roll book). Before a parent/guardian signs Form OEL-VPK 03L, the VPK provider must record the child's monthly attendance on the form or attach documentation to the form which shows the child's monthly attendance.

(3) Monthly certification of child attendance for payment.

A VPK provider must certify the monthly attendance of a child enrolled in the provider's VPK program. A VPK provider may certify monthly attendance by electronic means approved by the Deputy Director for Early Learning.

If a child arrives at a VPK provider's VPK site but the provider or school refuses the child's attendance (e.g., for disciplinary reasons, including tardiness or prohibited attire), the provider or school must record the instructional day as an absence.

Rulemaking Authority 1001.213(2), 1002.79 FS. Law Implemented 1002.71(5)(b), (6)(b)1.-3., (6)(d), 1002.75(2)(f), (g), (h) FS. History—New 5-24-07, Formerly 60BB-8.305.

### *Reporting Absence*

If your child is absent from school, parents/guardians are required to call the school office at (850) 456-5218 by 7:30 A.M. Upon return to school, the student **MUST** have a dated note, signed by a parent/guardian, explaining the reason for the absence. A statement from a physician may be requested if there is any question regarding a communicable illness. In addition, a doctor's note is required for any continuous absence greater than one week.

Family trips are not excused absences and should be arranged to coincide with established school holidays. **Teachers will not prepare assignments prior to a trip that occurs outside these dates.** Parents/guardians should inform the office staff in advance if their child(ren) will be absent because of a family trip. Students should request assignments upon their return to school. Work must be turned in on or before the deadline set by the teacher to receive credit.

***Please note: Children who are absent on a Friday may not participate in weekend sports or events.***

It is the student's responsibility to make up all assignments, projects, and tests missed during the absence. All make-up work must be completed and submitted within one week of the student's return.

### *Tardiness*

**Any student that is not in the classroom by the 7:45 A.M. bell will be considered tardy. If there is no supervising staff present in the parking lot, parents/guardians must safely park their vehicles and enter the school office with their child.** Students tardy due to a medical or dental appointment will be considered an excused tardy. All measures should be taken to schedule medical and dental appointments after school hours, when feasible.

### *Truancy*

Truancy is an unexcused absence without permission and is considered a serious offense. Skipping school, cutting classes, and leaving campus without permission are all forms of truancy. Parents/guardians will be notified immediately if a student is truant.

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## Before and After School Care

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SJS offers supervised Before and After School Care from 6:15 A.M. – 7:30 A.M. and 3:15 PM – 5:30 PM on regular school days and from 12:00 noon – 5:30 PM on days with early dismissal. All parents/guardians are required to complete a Before and After School Care Registration Form in advance, so that in the event a student needs to remain in Before or After School Care, the necessary documentation is available. A weekly or hourly fee will be charged. This form is available on the SJS website.

The finances for this program are kept separate from tuition. You will be billed weekly (based on use), and payment is due five days from receipt of the bill. Two consecutive unpaid invoices will result in your child being unable to attend Before/After Care until the bill is settled. Financial aid may be available. Consistent late payments or delinquent balances may permanently result in the student no longer being able to attend the before/after care program. Students who are no longer permitted to attend before/after care and are not picked up and dropped off accordingly may not be enrolled for the next academic year at St. John the Evangelist School. A late fee of \$2.00 per child will be charged for each minute a student is picked up after 5:30 PM. Families who are habitually late in picking up their children may be asked to withdraw their children from the Before and After School Care Program. The school reserves the right to dismiss a child from the program due to disruptive or unacceptable behavior. If someone other than his/her parent/guardian is picking up a child, a note or phone call to that effect must be given to the office.

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## Bicycle & Walker Safety

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Students who ride bicycles or electric scooters to SJS are expected to wear helmets and park their bicycles or electric scooters in the designated area. All bicycles must be locked with padlocks when they are parked. Bicycles and scooters are not to be ridden on school property during school hours or after hours. Bicycles and scooters are to be removed when leaving school at dismissal. Students who leave campus at dismissal may not return to school without adult supervision. SJS cannot be responsible for any lost or damaged bicycles and scooters.

Students who walk home from school must wait for a school employee to supervise them crossing the street.

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## Cheating (Academic Dishonesty)

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Cheating (academic dishonesty, includes purposefully giving or receiving help on any test, quiz, or assignment when specific permission to do so has not been given by the teacher. This infraction is commonly encountered in the following forms:

*Plagiarism* is intentionally or knowingly presenting words, ideas, or work of others as one's own work. Plagiarism includes copying homework, copying lab reports, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit, borrowing or using ideas without giving credit, copying a copyrighted material without permission.

*Test cheating* includes unauthorized "crib sheets", copying from another, looking at another student's exam, and opening books when not authorized. Test cheating includes tests or quizzes given during classes, final exams and standardized tests.

*Use of unauthorized study aids* includes utilization of others' problem solutions, using old lab reports, having others perform one's share of work, and using any material prohibited by the teacher. \**The aforementioned categories were adapted from the Academic Dishonesty policy of CAL POLY POMONA University.*

Any student who purposely misinterprets the truth, either orally or in writing, may receive a zero on the assignment or test/quiz. Parents/guardians and the school principal will be notified.

Additionally, students involved in cheating (academic dishonesty) may also be denied awards and/or public recognition for the semester following the incident and, for those holding any elected or appointed leadership/honor positions, may forfeit any school leadership position. Repeated incidents of cheating will result in suspension and/or expulsion from school. National Junior Honor Society students involved in academic dishonesty or having multiple Level I behaviors, or one Level II or III behavior, will be dismissed from the National Junior Honor Society.

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## Communication

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Communication between school and home is important to us at SJS; therefore, SJS facilitates this communication in a variety of ways. Do not contact teachers and staff via their personal cell phones regarding student matters.

1. *Parent/Student Handbook* – This resource contains the policies and regulations of SJS and the answers to many frequently asked questions.
2. *School Website* – Visit our school website at [www.stjohnschoolpensacola.com](http://www.stjohnschoolpensacola.com) for all of the latest information regarding our school.
3. *PowerSchool* – The online Student Information System available to you anywhere you have Internet access at <https://ptdioceseschools.powerschool.com>. The PowerSchool website allows you to view your child's grades, assignments, attendance information and more!
4. *Report Cards and Progress Reports* – Report cards will be issued after the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters at the PTO meetings. The 4<sup>th</sup> quarter report card will be mailed home after the school year has ended. Student progress can be accessed via PowerSchool. If you are unable to view these documents electronically, please notify our school office.
5. *PTO Meetings and Family Nights* – Parent Teacher Organization (PTO) meetings are held quarterly at SJS and are an excellent way to keep families updated on all school information. Parental involvement is vital to a child's achievement; therefore, your attendance is highly recommended. Family Nights are sponsored by the PTO during the year to encourage family participation, enjoyment, and an opportunity to get involved in your child's education.
6. *Parent-Teacher Conferences* – A parent/guardian may request a conference with his/her child's teacher by appointment any time he/she feels it is necessary. Our teachers welcome open communication with you.
7. *Parent-Principal Conferences* – Parents/guardians and students should feel free to confer with the principal about school matters. An appointment with the principal is arranged by calling the school office and speaking with the school's administrative assistant.

8. *Parent/Guardian Messages to Teachers* – Teachers may be contacted by email via the school website or by sending a note to school with the child. **Please note that the teacher has 48 hours to answer your message.**
9. *Television and Radio* – In the event that classes are canceled due to inclement weather or some other emergency, SJS generally follows the Escambia County Public School System. Therefore, follow directives regarding Escambia County Schools given over Channel 3 WEAR, Radio Station WCOA (1350 AM) or WZNO (1230 AM) to learn whether SJS will be open or closed. School re-openings are decided on an individual basis. SJS will also attempt to use the school website to communicate this information.
10. *ProCare Newsletters* – A newsletter providing pertinent school information and/or a message from the SJS principal.

## Conflict Resolution

Should you have an issue or concern, please follow the procedure below, keeping in mind that the issue must first be discussed with the person(s) most directly involved.

- Step One: Classroom Teacher  
 Step Two: Principal  
 Step Three: Pastor

## Counseling

A certified guidance counselor is part of the SJS faculty. The counselor serves the needs of the students and parents/guardians by offering individual and group consultation, academic testing, behavioral concern assessment, and other services. The guidance program at SJS also participates in the Diocesan Safe Environment Program, and Peacemaker of the Quarter program. Please call the school office to contact the counselor.

## Curriculum

SJS is proud to offer a stimulating and enriching curriculum that meets the standards of the Florida Catholic Conference and the Department of Education for the Pensacola-Tallahassee Diocese.

The curriculum is comprised of the following subjects:

Core Subjects	Specialty Classes
Religion	Art
Language Arts	Latin (5-8)
Mathematics	Spanish (K5-4)
History	Music
Science	Physical Education

## Custodial Arrangements

According to Federal regulations, non-custodial parents have the right to receive information regarding their children and to see the children's records. This is prohibited ONLY if specified in the divorce and custody decrees. In order to



protect you and your child, divorced or separated parents are required to furnish the school with a copy of the custody section of the divorce decree. **This should be a certified copy.**

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## Discipline

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### **Positive Discipline Before Instruction Behavior Policy**

All students will be held to high behavioral and academic standards. Students will be taught the rules and procedures and will be held accountable with logical consequences, with the goal of inculcating virtue in their lives.

For children to gain the most from their educational experience here at SJS, the following shall occur:

- School rules and policies must be followed and enforced.
- General school rules and playground rules must be followed to ensure safety and consistency.
- Classroom rules will define clear expectations, logical consequences, and positive reinforcement.

### **RULES THROUGHOUT THE CAMPUS**

The following three rules will be enforced, supported and modeled by all students and adults on the school campus.

Rule 1 – Be Safe: Cooperate with Your Teacher and Classmates

Rule 2 – Be Respectful: Respect the Rights and Property of Others

Rule 3 – Be Responsible: Carry Out Your Student Responsibilities

- Keep track of books and assignments.
- Start your work on time and allow enough time to finish.
- Ask for help when you need it.
- Do your own work.
- Turn your work in on time.
- Accept responsibility for grades and consequences.

### **DISPLAYS OF AFFECTION & FOCUS ON ACADEMICS**

Romantic hugging, kissing, holding hands, or inappropriate touching is never permitted at school or during school hours. There is to be no indication of romantic interest or involvement in how students conduct themselves while at school or school-sponsored events.

### **Food/Drinks/Gum Chewing**

Gum chewing is prohibited at school at all times, in all parts of the building. No food or drink, except water, may be consumed in the classrooms, hallways or restrooms without permission from the principal. Detention may be given to students who disregard this rule. Vending machine purchases are not allowed during class times.

**CONSEQUENCES** for misbehavior are outlined below, and may be adjusted at the discretion of the school administration. This is not an exhaustive list.

### **LEVEL ONE: Behaviors Resulting in Quiet Lunch, Loss of Recess, and/or Detention**

- Classroom disruptions
- Disrespectful actions
- Dress code violations
- Disrespectful language (verbal or body language)
- Horseplay
- Unauthorized food, gum, beverages
- Unruliness
- Not cleaning up after oneself

### **LEVEL TWO: Behaviors Resulting in Suspension, Referral to Behavior Board, and/or Expulsion**

- Multiple level one infractions
- Pushing/Shoving
- Destroying property
- Harassment of school faculty, staff, or students, including racist remarks
- Bullying or making threats
- Inciting violence (encouraging or watching students fight)
- Throwing objects that may cause injury
- Verbal assault
- Defiance
- Foul and/or abusive language, including taking the Lord's name in vain
- Destruction of school property (reimbursement is required)
- Dishonesty (lying)
- Stealing
- Cheating
- Not turning in cell phone or personal device at beginning of day. Cell phones and other electronic devices will be turned in before school. Devices used during school hours, campus volunteering, or supervised extracurricular activities will be confiscated and parent/guardian will be asked to come to school to pick them up.
- Harassing text messages regarding teachers, administrators, or students of SJS
- Conduct unbecoming of a SJS student while in SJS uniform or apparel, inside or outside of school hours/grounds, including social media
- Making gang signs
- Bringing in materials that are in conflict with our school's mission
- Discussing inappropriate topics that conflict with the school's mission as a Catholic institution

### **LEVEL THREE: Behaviors Resulting in Expulsion**

- Multiple level two infractions, or more serious cases of level two infractions, at the discretion of the school principal
- Leaving school grounds or activities without permission
- Fighting, violence
- Bullying
- Drugs
- Caught damaging or attempting to damage school property in excess of \$100
- Committed an obscene act or habitual profanity
- Willfully and habitually defying school authority

- Possession of a gun, knife, explosive, (or replica of a gun, knife, or explosive) or drug
- Sexual harassment
- Extortion, coercion, or blackmail
- Misdemeanor robbery or theft
- Engaging in inappropriate sexual or physical contact, sexual harassment, or sexual abuse whether by word or gesture
- Possession of matches, lighter, tobacco, or vape products
- Violation of school safety rules (such as pulling fire alarm, playing during fire drill, etc.)
- Committing physical assault
- Committing public lewdness
- Retaliation against a school employee or engaging in conduct containing the elements of retaliation against any school employee
- Criminal mischief if punishable as a felony, whether committed on or off campus
- Using, possessing, or exhibiting a firearm, club, or other prohibited weapon
- Arson

### **Detention and Probation**

Detention -- may be issued for after school for a breach of classroom and/or school rules. Detention takes precedence over appointments, practices, lessons, ball games, etc.

Probation -- this is a trial period when a student must demonstrate good behavior and a willingness to cooperate with other students and the faculty and staff.

### **Suspension**

This is a disciplinary measure that may be used for a specific one-time offense or after other actions have not succeeded in correcting a problem or when deemed necessary by the principal. There are in-school and out-of-school suspensions. Parents or guardians are notified by telephone or email of the suspension. All concerned parties are encouraged to discuss the problem and seek a solution.

### **Expulsion**

This is a serious disciplinary measure used for incorrigible behavior, conduct that threatens the physical or moral welfare of other students, teachers, or staff, or serious conduct that affects the learning process or reputation of the school. The principal and pastor have authority to expel a student. The Superintendent of Schools is made aware of such problems prior to the expulsion.

### **Harassment**

a. Bullying -- SJS provides a safe environment for all individuals. Verbal or written threats (including texting and social media) made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion. Harassment is not tolerated. The administration investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Engagement in social media such as, but not limited to, Instagram, Facebook, Snapchat, etc. may result in disciplinary actions if the content of the

student's social media includes defamatory comments regarding the school, the faculty, staff, other students, or the parish.

b. Sexual -- Inappropriate sexual behavior of any sort, including words, gestures, touching, or harassment will not be tolerated. Students are directed to inform the principal of any such behavior immediately. All such incidents will be investigated thoroughly and disciplinary action, up to and including expulsion of a student, is possible. Every incident of sexual harassment by a student will result in a parent/guardian conference and possible permanent removal from SJS.

### **Parent/Guardian Responsibilities**

1. Accept the rights of the school to maintain standards of behavior for all students.
2. Review discipline guidelines and school rules with your child to make sure they understand school expectations.
3. Get children to school daily and on time, without excessive tardiness or early dismissals.
4. Provide necessary study materials/supplies and provide a suitable situation for study at home.
5. Keep track of scholastic progress.
6. Supports the mission of St. John the Evangelist School
7. Works collaboratively with SJS administration, faculty, and staff, following the conflict resolution chain steps as outlined in this handbook. \
8. Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students. Respect the rights of faculty/staff members and other individuals. Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails.
9. Students may be disenrolled from SJS when parents/guardians violate the above responsibilities, at the discretion of the school principal.
10. Parents are urged to notify the school principal regarding relevant restraining orders. In order to provide safety and care for your child, please contact the school counselor or principal for assistance with these family situations.

### ***Off-Campus Conduct***

SJS students are expected to conduct themselves with virtue as representatives of the school community. The administration of SJS reserves the right to discipline its students for off-campus behavior that is detrimental to the reputation of the school. Off-campus also refers to cyberspace/social media.

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## Dress Code

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Students are to be in uniform each day. If for some serious reason a student cannot be in uniform, he/she must bring a note from the parent/guardian to the office for the principal's approval. This note will then be presented to the homeroom teacher. Students who do not comply with the uniform regulations must be prepared to face disciplinary action. Parents/guardians are expected to take action to remedy the violation as soon as possible. The school office may provide a change of clothes, if available, which must be returned at the end of the day.

The SJS school uniform is available for purchase at:

Zoghby's Uniforms  
2309 W. Fairfield Drive  
Pensacola, FL 32505

### **UNIFORM SHOES FOR GRADES K5-8 REGULAR, MASS, AND P.E. UNIFORMS**

BLACK OR BROWN DRESS SHOES OR TENNIS SHOES WITH MINIMAL MARKINGS AND BLACK, BROWN, OR WHITE LACES AND WHITE, BROWN, GRAY, GOLD, OR BLACK LOGOS ONLY. No animal print, checkerboard, or extreme designs. No high-heels, or shoes with wheels or lights, no Converse, no open-toe or Crocs-style footwear, no boots, no combat boots, no shoes with logos or artwork contrary to the school mission statement.

### **SJS POLO SHIRT GRANDFATHERING POLICY**

*Students may wear previous versions of SJS polo shirts for the 2023-2024 academic year, and until further notice.*

#### **K5 - 8<sup>th</sup> Grade Uniform Dress Code**

(Girls) Regular Uniform:

- Plaid jumper (K5-5<sup>th</sup>; must wear shorts underneath), plaid skort (6th-8th), khaki uniform pants, or uniform-style khaki shorts with plain black or brown belt (belt for grades 3-8), **all no more than 3 inches above the floor when kneeling**
- Navy blue polo shirt with school logo (long-sleeve or short-sleeve)
- Matching navy blue, black, gray, or white socks, solid-colored (socks must be visible)

(Boys) Regular Uniform:

- Uniform-style khaki pants or shorts (no denim) with plain black or brown belt (**shorts should be no more than 3 inches above the knee when kneeling**).
- K5 and 1st boys only: No belts. 2nd grade: belts optional. Elastic waist is allowed.
- Navy blue polo shirt with school logo (long-sleeve or short-sleeve)
- Matching navy blue, black, gray, or white socks (socks must be visible)

Cold Weather Regular Wear:

- Uniform-style khaki pants (no denim or jeggings), solid-colored black, navy blue, or white footed tights (no tights with prints), red cardigan sweater with school logo, sweatshirt with school logo, fleece zip-up with school logo, or navy blue zip-up jacket with school logo).
- White, gray, or navy blue long-sleeve shirt may be worn under uniform shirt

P.E. Uniform:

- Loose-fit navy blue mesh athletic shorts with school logo
- Grey T-shirt with school logo

Cold Weather P.E. Wear:

- Solid-colored black, navy blue, or white footed tights or leggings (no tights or leggings with prints), navy blue sweatpants with school logo, red cardigan sweater with school logo, sweatshirt with school logo, fleece zip-up with school logo, or navy blue zip-up jacket with school logo issued by official uniform supplier
- White, grey, or navy blue long-sleeve shirt may be worn under uniform shirt

Mass Dress Uniform:

- (Girls) Plaid jumper or skort (**no more than 3 inches above knee when kneeling**)
- Uniform-style khaki pants (or uniform-style khaki shorts during hot months). No denim or jeggings.
- Navy blue polo shirt with school logo (long-sleeve or short-sleeve)
- Matching black, gray, white or navy blue socks (socks must be visible)
- (8<sup>th</sup> Graders Only)-- White button-down Oxford long-sleeve shirt with navy blue and yellow striped tie or plaid tie purchased from Zoghby's
- (8<sup>th</sup> Grade Girls)-- Skin-toned or white undergarments, no bright colors

Other:

- (Girls) Hair should be neatly arranged and clean. Hair accessories must be simple, not distracting and removable. Hair must be neat, clean, and conservative and remain out of the eyes. No extreme haircuts or styles. Artificial hair coloring and extensions must be a natural color and should not be longer than waist. No tinting or highlighting with unnatural colors.
- (Boys) Hair must be above the eyebrows, ears, and collar. It should be neatly arranged and clean. No dyed or highlighted hair with unnatural colors. No extreme haircuts or styles, i.e. mohawks, razor-cut designs, no ponytails, pinups, headbands, buns, braids, large spikes, crowns, or anything else deemed not uniform, distracting or inappropriate for school by the administration.
- Boys may not have facial hair.
- Jewelry should not be worn except for a cross or a religious medal necklace that does not conflict with the school's mission.
- (Girls only) Stud earrings may be worn, only one earring per ear. Accessories that cause a distraction will be removed.
- Boys may not wear earrings.
- No bracelets or anklets are permitted, including hair bands. Any exceptions must be authorized by the school's principal or dean of students, in writing.
- No facial makeup.
- (Girls) Only clear nail polish is permitted; no acrylic nails or extensions. Nails should be properly trimmed.
- Boys may not wear nail polish.
- Shirts are to be tucked in and clothing properly mended.
- Uniform clothing should fit properly and should not be form-fitting.
- Multicolored/non-blue, black or white, or patterned undergarments such as bike shorts should not be visible below the shorts
- No hoods may be worn during the school day.
- Non-uniform outerwear may not be worn in the school building/classrooms.

- No writing, drawings, henna, tattoos, permanent or temporary are allowed.
- No stickers, logos, drawings, pins, etc. on water bottles, backpacks, or any items brought to school that conflict with our school mission.
- **Jackets, sweatshirts, sweatpants and long sleeve shirts are not permitted outside once the temperature reaches 80 degrees.**

Non-compliance will result in confiscation and/or parents/guardians being called and/or disciplinary measures. When possible, students may borrow uniform items. Borrowed ties and belts must be returned at the end of the day. Students who need financial assistance for school uniforms, contact the principal.

**K4 Boys & Girls follow P.E. Uniform Guidelines every day.  
K3 does not have a uniform.**

#### *Spirit Wear Days/Free Dress Days*

Students may wear jeans with their school P.E., SJS spirit wear, or uniform shirt. Otherwise, all regular school day regulations should be followed. Jeans may not have holes, rips, or tears, and may not be excessively tight. No leggings, yoga pants, or jeggings. P.E. shorts may be worn instead of jeans.

If Spirit Wear Day falls on your child's P.E. day, those students may wear jeans with their P.E. shirt and their athletic shoes or wear their P.E. shorts with their spirit wear shirt. Pajama pants are not allowed. Parents/guardians will be notified and students sent home to change for non-compliance.

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## Emergency Procedures

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*Fire Drills* -- In accordance with the Florida State Laws and the guidelines established by the Diocesan School office, fire drills will be held monthly. Keeping in mind the serious nature of these drills, the students are expected to conduct themselves in a disciplined manner. Students are to follow the directions of staff members and evacuate the building in a quiet and orderly manner. Appropriate evacuation routes are posted in each classroom and the classroom teacher will review routes and evacuation procedures for each class. During a fire drill, any visitors on school premises must follow the same procedures as the students. The fire alarm system, fire extinguishers, and the buildings are inspected annually.

*Tornado Drills* -- In case of a tornado emergency, there will be a continuous sounding of the school bell. Everyone will go to an assigned area in the corridor or other assigned areas in the building. When students are asked to assume the "tornado/hurricane position," they are to do the following:

1. Kneel on the floor facing the wall.
2. Hold arms over head and put head between knees.
3. Remain quiet until the all clear is given.

#### *Crisis Plan*

SJS has an established "crisis plan" in case of a lockdown emergency. All staff members are aware of the procedures to be followed to keep your children safe.

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## Field Trips

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Field trips are co-curricular educational experiences. Field trips are scheduled at the discretion of the teachers and principal throughout the year. These educational and cultural trips are planned as an extension of the instructional program. An SJS permission slip is required before any students may leave the school grounds.

Students not attending the field trip will remain in the parents'/guardians' custody and will be marked absent for the day. Field trips are a privilege for students. Students in any grade can be denied this privilege for academic or behavioral reasons.

Drivers and/or chaperones participating in or attending field trips must be fingerprinted, and have completed the required online courses. Additionally, drivers must have 100,000/300,000 liability insurance, pay a fee for driver's license check, have valid registration, valid driver license, complete driver registration form, and be 25 years of age or older.

Each driver and/or chaperone will be given a copy of an approved itinerary including the route(s) to be followed. No unplanned stops may be made, except for emergency situations. All field trips are drug and alcohol-free events for adults and students.

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## Fundraising

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You can support SJS in the following fundraising programs year-round.

Amazon Smile  
Box Tops for Education  
Community Coffee

Please check the school website for more details on how you can support SJS, including the Gala and Sunset Run. All fundraising programs must be approved by the school principal.

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## Gifted Program & Honors Classes

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The gifted program is a virtual course of studies offered in conjunction with Ray Dass. Students must score in the national top 10th percentile on reading and/or math and have straight As in core subjects in order to be considered for and remain in the program.

Honors class placement is at the discretion of the school administration. Grades and standardized testing scores will be the basis for selection and retention in such classes.

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## Grading Scale

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### *Report Cards*

K4 students will receive report cards in the 2<sup>nd</sup> and 4<sup>th</sup> quarters.

K5 students will receive report cards at the end of the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters. These should be signed and returned the following day.



Parents/guardians of students in Grades 1-8 are able to access PowerSchool to check progress by logging onto <https://ptdioceseschools.powerschool.com>. Report cards are issued at the end of each quarter.

1. K4 and K5

M	Mastery
D	Developing
E	Emerging
NY	Not Yet Introduced

2. Grades 1-8

Students can expect to receive grades consistent with the Report Card guidelines set forth by the Diocese of Pensacola-Tallahassee. They are:

Grade 1

E	Excellent
G+	Very Good
G	Good
S+	Very Satisfactory
S	Satisfactory
NI	Needs Improvement
P	Poor, Below Grade Level

Grades 2-8

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

3. Grades 1-8 Conduct Scale

1	Above Average
2	Satisfactory
3	Needs Improvement
4	Unsatisfactory

SJS follows the Diocesan Grading and Conduct Scale.

*Honor Roll*

Students in Grades 3-8 are recognized in the area of academics through the Honor Roll. Honor Roll is based on the student's academic grades and conduct. Certificates and public recognition are based on these criteria:

- First Honors - To receive First Honors, a student must have an "A" in every subject. The student must also not have any disciplinary issues this quarter.
- Second Honors - To receive Second Honors, a student must have an "A" or "B" in every subject. The student must also not have any serious disciplinary issues this quarter.

### *Monitoring Student Achievement*

SJS operates on a nine-week reporting system with two exam weeks. Year-end grades for 5<sup>th</sup> grade will be based on 20% for each quarter and 10% for each exam. Courses taken in middle school will be given two (2) separate semester grades that will be averaged into a final grade. The semester grade for each subject will be based on two (2) quarter averages and the semester exam. The weighting of each semester grade will be 40% for each quarter and 20% for the final. The averages will be calculated numerically and will reflect the actual percentage of the grade.

### *Academic Assistance*

**If a student is having academic difficulty, parents/guardians are encouraged to contact the subject teacher.** The next step would be to seek help from the school counselor or, if necessary, the school principal.

### *Academic Probation*

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities.

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## Graduation

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To graduate from SJS a student must have maintained a passing average (minimum of 60% - D) in all subjects, satisfactory conduct, and have met all financial obligations of tuition and fees.

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## Health

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### *Covid-19 Policies*

As you are aware, since March 2020, our diocese has continued to monitor federal, state, and local guidelines regarding COVID-19 and during this time have developed protocols to protect the health and safety of our students, faculty, and staff.

Furthermore, our principals and directors, Diocesan Medical Advisory Team, and Pastoral Center Leadership Team have also been meeting during this time to review, and when necessary, revise our safety protocols. The diocese recognizes that this has been a difficult time for all involved; however, providing a safe learning environment for our students, families, faculty, and staff is, and will continue to be, our top priority.

St. John School will follow the COVID protocols put forth and updated by the Diocese of Pensacola-Tallahassee.

### *Illness*

Parents/guardians will be notified immediately in the case of serious injury. Parents/guardians must ensure that the school has current and correct information for emergency contact.

Students arriving in the clinic complaining of minor ailments may be allowed to lie down. If a student vomits or the thermometer registers over 100 degrees, the parent/guardian will be called to take his/her child home. Students will not be allowed to remain in the clinic for more than 30 minutes. If after 30 minutes the student still does not feel well, the parent will be contacted. It is the parent's/guardian's responsibility to arrange for the prompt pick up of his/her child who is ill or injured. Parents/guardians should not ask the clinic personnel to care for these students until dismissal time. This is not fair to the student who needs care or to the clinic personnel and other students who may be exposed to a communicable illness.

A statement from a physician may be requested if there is any question regarding a communicable illness. In the case of fever, the student must be fever free for 24 hours before returning to school. In addition, a doctor's note is required for any continuous absence greater than one week. It is not the intention of SJS to inconvenience a parent/guardian; rather our goal is to ensure the welfare of all our students.

### *Medical Appointments*

Medical and dental appointments should be scheduled after school hours when feasible. If a student must leave school to attend a medical appointment, a note must be given to the homeroom teacher at the beginning of the day. The parent/guardian is required to come to the office to sign the student out of class. The student will be called to the office upon the parent's/guardian's arrival in the office. If the student returns to campus after the appointment, the parent/guardian and student must enter the office to sign the child back into school. A student needs to be present for at least four (4) hours of the school day in order to be counted as "present" for that school day.

### *Medication*

Students who require medication while at school must have the required medication form signed by the prescribing licensed physician and parent/guardian. An unopened, labeled bottle with the student's name and specific dosage instructions is required and must be left in the school office. Only the principal and office personnel are authorized to dispense medication. Students are not permitted to carry any type of prescription or non-prescription medications to school, with the exception of inhalers used by asthmatics. In this instance, written authorization by both parent/guardian and physician must be provided to the school office.

### *Lice*

Any child with live head lice will be sent home from school until the child has been treated and may return to school only after being rechecked by the school and found to be free of lice. Lice are very contagious and all precautions are recommended.

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## Homework

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The purpose of home assignments is to:

- Reinforce by studying and practicing the material learned in school.
- Deepen knowledge of a subject by long-range reading, projects, and research.
- Develop initiative, independent critical thinking and responsibility for completing school assignments.

Daily homework is assigned to students according to grade level.

The time expected of the average student daily is:

Kindergarten:	10 minutes
Grades 1-3:	20 minutes
Grades 4-5:	45 minutes
Grades 6-8:	60 minutes

Since each student is unique with different capabilities and interests, it is difficult to gauge the exact amount of time your child will spend on assignments. The above table is intended as a guide only. If a problem arises, please contact the teacher.

Parents/guardians are asked to cooperate with teachers in supervising home assignments. Ordinarily, homework is not given over the weekend and on PTO meeting nights. Each teacher will determine requirements for making up missed class work and assignments for excused absences.

#### *Makeup Homework*

It is the student's responsibility to make up all assignments, projects, and tests missed during the absence. All makeup work must be completed and submitted within the timeframe given by the teacher.

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## Spiritual Life

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Prayer is included every school day at SJS. Each day the school community begins with prayer. Prayers are said before and after lunch and at the conclusion of the day. Students in grades K5-8 will have the opportunity to participate in School Mass held every Wednesday at 8:30 A.M. as well as on Holy Days of Obligation at 8:30 A.M. A variety of prayer experiences are offered for the children including Stations of the Cross, Holy Rosary, Adoration, and the Sacrament of Reconciliation, which will be provided for the Catholic student body four times a year. K5 will begin attending School Mass in November, or sooner if ready. K3 students may participate in Mass if and when prepared to do so.

Parents are the primary educators of their children, and spiritual life begins with the domestic (home) church. Catholic families should be attending Mass on Sundays and Holy Days with their children, pray with them, and set a good example of faith life in order to support our school mission. All parents, guardians, and grandparents are welcome to attend school Mass and sit with their children, provided the students can follow the same standards of attention and reverence expected of all students and not be distracted. Parents, guardians, and grandparents must check in and out with the class teacher if they wish to sit with their children in the back rows of the church, and are not permitted to leave the church without signing out. Students must return to school with their classes, not their parents, guardians, and/or grandparents. Parents, guardians, and grandparents should dress appropriately for church, and must follow the guidelines for reception of Holy Communion as set forth by canon law and the USCCB, available here:

<https://www.usccb.org/prayer-and-worship/the-mass/order-of-mass/liturgy-of-the-eucharist/guide-lines-for-the-reception-of-communion>

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## Lost and Found

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Lost articles may be claimed from the Lost and Found box located inside the cafeteria. Personal items such as clothing, lunch boxes or bags, books, etc. must be labeled with the student's name and grade. Uncollected items will be donated/disposed of on a monthly basis.

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## Lockers

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Middle school students may be assigned lockers as space permits, starting with 8th graders. Student lockers are school property, and will be periodically checked by school administration for cleanliness and proper use. Students who do not use lockers properly, or do not utilize lockers, will forfeit their locker privileges for the remainder of the school year.

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## Lunch

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Students may bring their own bag lunch. If a student forgets his/her lunch, he/she will not be permitted to call home. Students will be provided a peanut butter and jelly sandwich and snack, or may call home if this option is not currently available.

Glass bottles, sodas, carbonated water, energy drinks, and candy are not permitted. The cafeteria has a vending machine that sells bottled water for \$.50/bottle.

- Students may have flavored waters or juice in the lunch room only during lunch.
- Students are not allowed to have caffeinated drinks during school hours.
- Water bottles will be allowed in the classrooms, all other beverages juice are

not allowed. The sugar content is unnecessary between meals for development and spills create a sticky mess that attracts insects.

*Cafeteria Regulations* – Children need to display good table manners. A child needs to have a nutritional lunch so that he/she will be able to do his/her best in school.

Students must comply with the following cafeteria rules:

1. Students will enter the lunchroom in order and proceed to their assigned tables. Students are to be seated in their chairs.
2. No student may leave the table until the teacher has dismissed him/her.
3. Students are required to behave properly and observe good dining room manners by leaving the table and the surrounding area clean and orderly. In accordance with our school mission and personal responsibility and school pride, student teams, clubs, and classes rotate cleaning duties per schedule after lunch. This includes light sweeping and cleaning of tables with soap and water.

*Parents may eat lunch with their students at school only on designated days as set by the school and communicated in the school newsletter. Exceptions may be requested, in writing, from the principal, in unique circumstances, such as deployments.*

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## Office Hours

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The office is open Monday – Friday from 7:30 A.M. – 3:30 PM  
Phone: 850-456-5218 | Fax: 850-456-9596

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## Organizations

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### *Parent Teacher Organization*

The SJS Parent Teacher Organization (PTO) works to support and enhance the educational ministry of the school. Fundraising, parent/guardian education, and building community are goals of this organization. All families enrolled in the school are beneficiaries of any service rendered and membership is free!

### *School Advisory Council*

St. John School Advisory Council is a body whose members are selected to participate in decision-making in designated areas of responsibility. The council is established in accordance with Diocesan policy, to assist the Pastor and Principal in the governance of the parish school. In order for a Council meeting to consider a policy matter, which the Pastor and Principal have approved for voting, the Council must have the Pastor, Principal, and two-thirds of the Council Members present.

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## Parents/Guardians as Partners

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SJS embraces the premise that parents/guardians are the primary educators of their children. Parents/guardians have the serious obligation of providing and supervising the education of their children. The family unit provides the learning atmosphere in which the child develops his/her values, attitudes, and love of Christ and others. The family unit, thus, becomes the *first* school. The school is an extension of the education that begins in the home. By the time a child enters school, he/she is not beginning his education, but continuing it. The parents/guardians must create in the *first* school a family atmosphere filled with love and respect, along with a desire to learn and achieve. A parent's/guardian's attitude toward the school and the teachers is most important and will be reflected in the attitude of each child.

As partners in the educational process at SJS we ask parents/guardians 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 ordered lunch or has a nutritional sack lunch every day.

Parent/Guardian Responsibilities:

- Notify the teacher with a written note when the student has been absent;
- Notify the school office of any changes of address or important phone numbers;
- Meet all financial obligations to the school;
- Inform the school office of any special situation regarding the student's well-being, safety, and health;
- Complete and return to school any requested information promptly;
- Read school notes and newsletters and to show interest in the student's total education;
- Support and cooperate with the discipline policy of the school;

- See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student. Parents will be invoiced for lost or damaged books.
- Treat teachers with respect and courtesy in discussing student problems.

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## PowerSchool

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PowerSchool is the online Student Information System available to you anywhere that you have Internet access. For a complete guide to the PowerSchool Portal as well as to view frequently asked questions, please visit <https://ptdioceseschools.powerschool.com>. With your assigned username and password, PowerSchool allows you to view your child's grades, progress reports, assignments, and attendance information. You may also request automated attendance and grade reports via e-mail from the PowerSchool server at a frequency of your choice.

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## Privacy

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It is the policy of the Diocese of Pensacola-Tallahassee and this school not to disclose information about any of our students consistent with the Family Education Rights and Privacy Act (FERPA). This is done not only to protect privacy but to provide a safe and secure environment in which the students may learn and grow.

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## Promotion and Retention

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Advancement to the next grade in SJS is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas.

If a student has a 59% or lower in two or more core classes as shown in the "Y1" category of PowerSchool at the end of the year, one of the following actions must be taken at the discretion of the principal and the primary teacher in conjunction with the parents/guardians of the student:

- Retention in the same grade level for the following year may be beneficial for the student's academic or social development.
- Summer school or tutoring courses may be sufficient to rectify deficiencies in one or more subjects in which the student failed to demonstrate proficiency through the year. Particular standards that should be mastered through this summer instruction should be detailed by the teacher in advance of enrollment in these courses. Additionally, documentation of enrollment in approved courses or tutoring programs, as well as proof of proficiency in deficient areas, must be produced for the principal before the start of the following school year.

In some cases, a student may be asked to leave the school and pursue a second year of that grade level elsewhere if it is determined that the student's needs are not being met by the school or primary teacher. **This avenue may be sought if the reason for a student's lack of proficiency in a particular subject(s) is due to lack of effort or excessive missing work.**

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## Property

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All students share the responsibility of taking care of school property. The parent/guardian of a child who carelessly destroys or damages any school property, including furniture, carpet, equipment, buildings or anyone's personal property will be obligated to pay the full amount of repairs for labor or replacement. No writing in rented textbooks is permitted. The student will pay a fine or replacement cost for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

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## Sacramental Program

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Sacramental preparation programs are offered in a setting that involves family, church, and child. They are parish based, not school-based programs. Students who are members of St. John the Evangelist Catholic Parish should take part in the First Eucharist and the First Reconciliation Programs.

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## School Day

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### *School Hours*

Pre-K3, Pre-K4 and Kindergarten: 7:45 A.M. - 11:00 A.M. (VPK only) or 7:45 A.M. - 2:30 PM (All Day Program)

1<sup>st</sup> - 8<sup>th</sup> Grade: 7:45 A.M. - 3:00 PM

### *Half Days*

Diocesan In-Service days are found on the school calendar. Please note that school dismissal is 11:30 A.M. for Pre-K3, Pre-K4 and Kindergarten and Noon for 1<sup>st</sup> - 8<sup>th</sup> grade. If After School Care is available on that day, students utilizing the After School Care program must bring their own lunch.

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## Search and Seizure

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Florida law gives authority to the principal or his/her designee to search any desk or school property area that is suspected of containing weapons, drugs, or any item harmful to the well-being of the general student body. We, at SJS, require students to use book bags for carrying books and other school-related items. Should a student be suspected of carrying weapons, drugs, unauthorized cell phones or other electronic devices, or any item harmful to the well-being of the general student body, we will search their book bag. The school also reserves the right to search such student's other personal property (i.e. purse, jackets, etc.) as well as the student.

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## Security Video Cameras

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Security video cameras are used in common areas for the protection of persons and property, and to monitor student safety and behavior. Recordings may be reviewed by authorized school system personnel only.



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## Selling of Goods

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No selling of goods or collection of money is permitted without the permission of the principal.

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## Services

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The following services are offered by SJS: classroom tutoring once a week or more at the discretion of the teacher, Speech Therapy, ESL, Counseling, and Title I tutoring.

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## Special Occasions

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*Birthdays* -- Students may bring cupcakes or something similar, which will be served at lunchtime. Parents/guardians must call ahead and make arrangements with the teacher. Please do not bring in treats with nuts due to allergy restrictions.

*Gifts* -- Students should not exchange individual gifts at school. Invitations for birthday or slumber parties should be sent to the homes of individual students via U.S. mail unless an invitation is being given to every student in the entire class.

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## Sports

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Academic and disciplinary problems will result in suspension from play or removal from the team.

Flag Football	Boys/Girls	1 <sup>st</sup> -6 <sup>th</sup> grade
Football	Boys	6 <sup>th</sup> -8 <sup>th</sup> grade
Cheerleading	Girls	6 <sup>th</sup> -8 <sup>th</sup> grade
Volleyball	Girls	4 <sup>th</sup> -8 <sup>th</sup> grade
Basketball	Boys & Girls	2 <sup>nd</sup> -8 <sup>th</sup> grade
Soccer	Boys & Girls	K5-8 <sup>th</sup> grade
Track and Field	Boys & Girls	K5-8 <sup>th</sup> grade

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## Standardized Testing

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SJS administers the Terra Nova, and the STARR for Morning Star. Students in grades 2-8 are tested in the spring. Terra Nova is a standardized achievement test which provides SJS information regarding the educational progress of our students and assists in planning and curriculum evaluation. Test results are shared with parents/guardians.

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## Technology Usage

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Students' families are responsible for any damages to issued devices. An Acceptable Use Policy for computers is found at the end of this manual and requires a parent/guardian and student signature. Any misuse of the computer may result in loss of this privilege. (*Refer to Appendices 1 and 2: Acceptable Use Policy and Internet & Computer Use Agreement*)

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## Telephone Calls

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Telephone calls should be limited to emergencies only. Forgotten homework and athletic equipment or arrangements for transportation pick up from extracurricular activities are to be made prior to arriving at school in the morning. Messages may be relayed to the student only in cases of emergency. If an after-school activity is canceled before 12:00 PM, parents/guardians will be notified during the school day. If an activity is canceled after 12:00 PM, every effort will be made to reach the parent/guardian prior to the end of school. Unfortunately, due to timing, this is not always possible.

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## Tuition

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### *Payments*

Tuition payments are made from June through May. FACTS Tuition Management Company coordinates the registration of tuition payment plans for SJS. The parent/guardian of each student enrolled at SJS must register with FACTS to establish a tuition payment agreement. FACTS can be reached online at <https://online.factsmgt.com/signin/3T2PT>. FACTS 24/7 customer service is also available at 866-441-4637. The FACTS school ID for SJS is 13481. All Florida-resident families (grades K5-8) must apply for StepUp for Students scholarships before any consideration of financial aid will be considered.

### *Delinquent Tuition Payments*

The school administration recognizes that unexpected or extenuating circumstances may cause a family to be unable to meet their financial obligations. In this event, written communication must be directed to the principal before a payment is due. FACTS Tuition Management Company must also be notified by the parent/guardian by calling customer service at 866-441-4637.

Delinquent is defined as the school not receiving a payment by the 20<sup>th</sup> of each month. If the tuition payment is not received by the 1<sup>st</sup> of the following month, and the parents/guardians have not communicated with the principal, the student will not be permitted to return to class until arrangements have been made to satisfy the delinquent tuition. The school reserves the right to withdraw student(s) from St. John the Evangelist School if tuition payments, including scholarship payment approvals/verifications/authorizations, are not up-to-date.

### *Partial Year Tuition Payment Policy*

The June and July tuition payments are non-refundable. If a student withdraws once two months of payments have elapsed, his/her tuition will be pro-rated and the appropriate charge/refund will be made. If a student enrolls at any time during the ten-month school year when classes are in session, his/her tuition will be calculated on a pro-rated basis.

### *Tuition Assistance*

Funds for tuition assistance are available, but limited, and granted on an annual basis. Families must re-apply each year. All tuition assistance is based exclusively on the basis of need. SJS has the following grant information available to assist families in need of financial assistance: Step Up For Students, Kremer Grant, Sibling Grant, Catholic Parish Participation Grant, SJS Tuition Assistance Program (TAP), Diocesan Mustard Seed Grant, and the Diocesan Family Grant. A family must complete and submit to the FACTS Company an application and

requested financial statements to be eligible for consideration for the Sibling Grant and the SJS TAP. To obtain eligibility requirements and due dates, please visit the SJS website under Parents>Registration.

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## Unauthorized Articles

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Items which are a distraction to a teacher or a class will be taken from the student and returned only to the parent/guardian upon request. MP3 players, iPods, tape/CD players, cameras, toys, games, radios, electronic games or gadgets are not permitted. The school is not responsible for any unauthorized items brought on the SJS campus or to any school event.

Cell phones are strongly discouraged. If a student brings a cell phone to school, it must be turned into the office at the beginning of the day. The cell phone will be returned to the student at dismissal. **Any cell phone which has not been turned in at the office and is found at school will be confiscated and returned only to the parent/guardian upon request.** Cell phones and other electronic devices will be turned in before school. Devices used during school hours, campus volunteering, or supervised extracurricular activities will be confiscated and parent/guardian will be asked to come to school to pick them up. Student cell phone usage is not permitted at school events run by SJS, and phones may be collected by teachers or administrators at such events.

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## Visitors

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For the safety of our children, all school visitors are required to report to the main office and obtain a visitor's pass. All visitors and/or volunteers are required to wear this pass at **all** times and are expected to sign out at the time of departure. All visitors are asked to wear proper attire on the school premises. Please wear your pass where it is clearly visible to everyone.

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## Volunteers

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We deeply appreciate all those who volunteer at SJS. The assistance of parents/guardians and students as volunteers is vital to the success, efficiency, and organization of our school. Please remember that all adult volunteers working directly with children must be fingerprinted, undergo a criminal background check, and complete the online courses as required by the Diocese of Pensacola-Tallahassee. All volunteers are expected to dress appropriately, including shoes with backs, for the assignment and first check-in at the school office. Volunteers are responsible for the fee paid for fingerprints. Please visit the school website under Parents>Volunteering for a complete listing of volunteer opportunities.

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## Withdrawal of Students

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The school office should be notified at least one week in advance of a student's pending withdrawal. All textbook and library book returns, fees (tuition and Extended Care), and any fines must be taken care of before the student can be officially withdrawn from SJS.

## Change and Waiver

Given the complex nature of education and common purpose, it is impossible to predetermine a policy to cover every situation. Accordingly, the principal and/or pastor, after due consideration may, from time to time, be required to make judgments as to the best course of action in a given circumstance or to make changes to this handbook. When necessary, exceptions or changes will be made with the greatest benefit to the educational purpose in mind.

### **Technology Mission Statement**

We, the Technology Committee of St. John the Evangelist School, realize the importance of incorporating modern technology into all areas of the curriculum to ensure that the students of SJS will be prepared to live out their faith as enthusiastic and productive members of their world community.

The school ended 1:1 iPads beginning in June 2022. The class of 2023 will be the last class for which the iPad buyout agreement upon graduation will be available, but no other future classes will be eligible.

## ST. JOHN THE EVANGELIST SCHOOL

2023-2024

### ACCEPTABLE USE POLICY

St. John the Evangelist School (SJS) provides students with access to the school network and Internet to enhance learning. In addition, the school believes that access to the Internet and other technologies will provide the students with an array of critical skills and a wide variety of learning opportunities that will prepare them for the ever-changing world of technology.

Therefore, such use shall be consistent with the philosophy, goals, and objectives of SJS. All computers and resources are to be used in a responsible, ethical, and legal manner. Students must adhere to the guidelines set forth in this policy.

Students are expected to abide by the Acceptable Use Policy while using Technology, but not limited to the Internet. Students should access resources for academic purposes only.

**Individual Access** -- Student Internet access at SJS is supervised and filtered by *Sonic Wall*, our firewall that uses a subscription list of inappropriate sites. This will help in providing a safe learning environment for students. It is impossible for SJS to restrict access to all controversial sites. Students must immediately contact the Technology Coordinator, the principal and/or a teacher to report any inappropriate material. These sites will be blocked as soon as they are brought to the attention of the principal or System Administrator.

Prior to any computer use and Internet access, all students and their parents or guardians will be required to sign and return the *St. John the Evangelist School Acceptable Use Policy (AUP) Agreement*. No student will be allowed to access a computer on school grounds until their AUP is returned to the school office. Students will then be issued a user code and password, allowing appropriate access to the Internet. In addition, other technological resources will be available. Students will be held accountable for all actions that occur under this user code and password.

Students should not share their password or user code with anyone. Anyone who disregards this rule can be subject to disciplinary action. If the student requests a password change, it is the student's responsibility to report the new password to his/her teacher or Mr. Concannon, Principal.

**Network Etiquette** -- Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

#### **ACCEPTABLE USES**

- o Students will access only assigned log in accounts and data on networks authorized to use.
- o Students are to observe and comply with copyright laws including text, pictures, and music.
- o Students will use proper Internet etiquette. Be polite and respectful of others.
- o Students are to report immediately to a teacher or System Administrator any threatening or inappropriate incidents, security risks, or violations.

#### **UNACCEPTABLE USES**

- o Students will not be allowed to access personal email using school computers.
- o Students will not distribute passwords, private or personal information about others or themselves.

- o Students should not intentionally visit any Internet sites that contain obscene, hateful, or inappropriate materials.
- o If inappropriate language or content is discovered on a student's computer, disciplinary action will take place.
- o Students will not attempt to gain unauthorized access to the network or any other computer system through the network or beyond one's own authorized access.
- o Students are prohibited from accessing, transmitting, copying, or creating any material that violates the school's code of conduct.
- o Students may not download or install any software, games, MP3, or video files.
- o Students will not use any equipment (computers, cameras, camera phones, video, or any recording device) without the permission of the teacher or Technology Coordinator.
- o Students will not use transmission of any material in violation of any U.S. or state regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade.
- o Students may not use images and information, including school logo, from the school website in any manner without express written permission from the principal. **No teacher or student may be filmed at school or a school-related function for use on a website without a signed media release form.**

### **SOCIAL NETWORKING SITES**

Accessing or participating in social networking websites, including but limited to Snapchat, Instagram, Facebook, and YouTube, or email conversations which defames the school, faculty, families, or students will result in consequences which may include detention, suspension, or expulsion. If a slanderous posting is brought to the attention of the school, whether this posting was made on campus or on an off-campus computer, SJS has a right to take disciplinary action.

Cyber bullying is cruelty to others through electronic means; it can be done through email, instant messaging, chat rooms, or online sites which can include, but are not limited to, Snapchat, Instagram, Facebook, and YouTube. SJS will not tolerate harassment in any form, whether conducted on or off campus. Harassment will be handled as outlined in the school discipline policy.

You should expect no privacy of the contents of your personal files on the school's computer system. At any time, school and network administrators are authorized to monitor computer files and track Internet use to ensure users are acting responsibly. This may result in the viewing and/or removal of your files. An individual search will be conducted if there is reasonable suspicion that you have violated any of the terms of this policy, the school disciplinary code, or the law.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal and System Administrator will deem what is inappropriate use.

**ACCEPTABLE USE AGREEMENT FOR  
ST. JOHN THE EVANGELIST SCHOOL  
2023-2024**

**For Students in grades K4-8**

I have read, understand, and agree to everything in the Acceptable Use Policy. I understand that I am responsible for whatever I do while I am using the computers and Internet at school. I know that I am expected to behave as a good student in a Catholic School whenever I am using the computers and Internet at St. John the Evangelist School.

I understand that I may be punished and lose the privilege to use the computers and Internet at school if I break any of the rules in the Acceptable Use Policy of St. John the Evangelist School.

**Student Name (please print)** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**For parents/guardians:**

I am the parent/guardian of the student named above. I acknowledge that I have read, understand, and agree to the terms outlined in the Acceptable Use Policy. I have reviewed this policy with my child and have helped him/her to understand it. I also understand that this agreement will be binding during my child's entire career at St. John the Evangelist School.

\_\_\_\_\_ My child has my permission to access the Internet at school under the supervision of a teacher or other school official.

**Parent/Guardian Name (please print)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**CELL PHONE AGREEMENT**

As stated on page 34:

"Items which are a distraction to a teacher or a class will be taken from the student and returned only to the parent upon request. MP3 players, iPods, tape/CD players, cameras, toys, games, radios, electronic games or gadgets are not permitted. The school is not responsible for any unauthorized items brought on the SJS campus or to any school event.

"Cell phones are strongly discouraged. If a student brings a cell phone to school, it must be turned into the office at the beginning of the day. The cell phone will be returned to the student at dismissal. **Any cell phone which has not been turned in at the office and is found at school will be confiscated and returned only to the parent upon request.**"

**I understand that if my cell phone is confiscated, it will only be returned to my parent/guardian upon request.**

**Student Signature** \_\_\_\_\_

**I understand that if my child's cell phone is confiscated, it will only be returned to me upon request.**

**Parent/Guardian Signature** \_\_\_\_\_

**Student and Parent  
Handbook Agreement**

I have read the *St. John the Evangelist School Parent/Student Handbook for 2023-2024*. I understand what is expected of me and my child(ren) at the school. I will discuss this Handbook with my child(ren).

I agree to support the policies and procedures set forth in this Handbook. In addition, I agree to cooperate in good faith with the implementation and enforcement of the policies and procedures stated in the Handbook. I understand that if I fail to so cooperate, the school may require me to withdraw my child(ren) from the school.

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I have read the *St. John the Evangelist School Parent/Student Handbook for 2023-2024* or it has been explained to me by my parents/guardians. I understand what is expected of me at school.

I promise to obey the policies and procedures set forth in the Handbook. In addition, I understand that if I choose to violate any school rules or policies, I am also choosing to accept the consequences. I accept responsibility for my actions.

1. \_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

2. \_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

3. \_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

4. \_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Grade

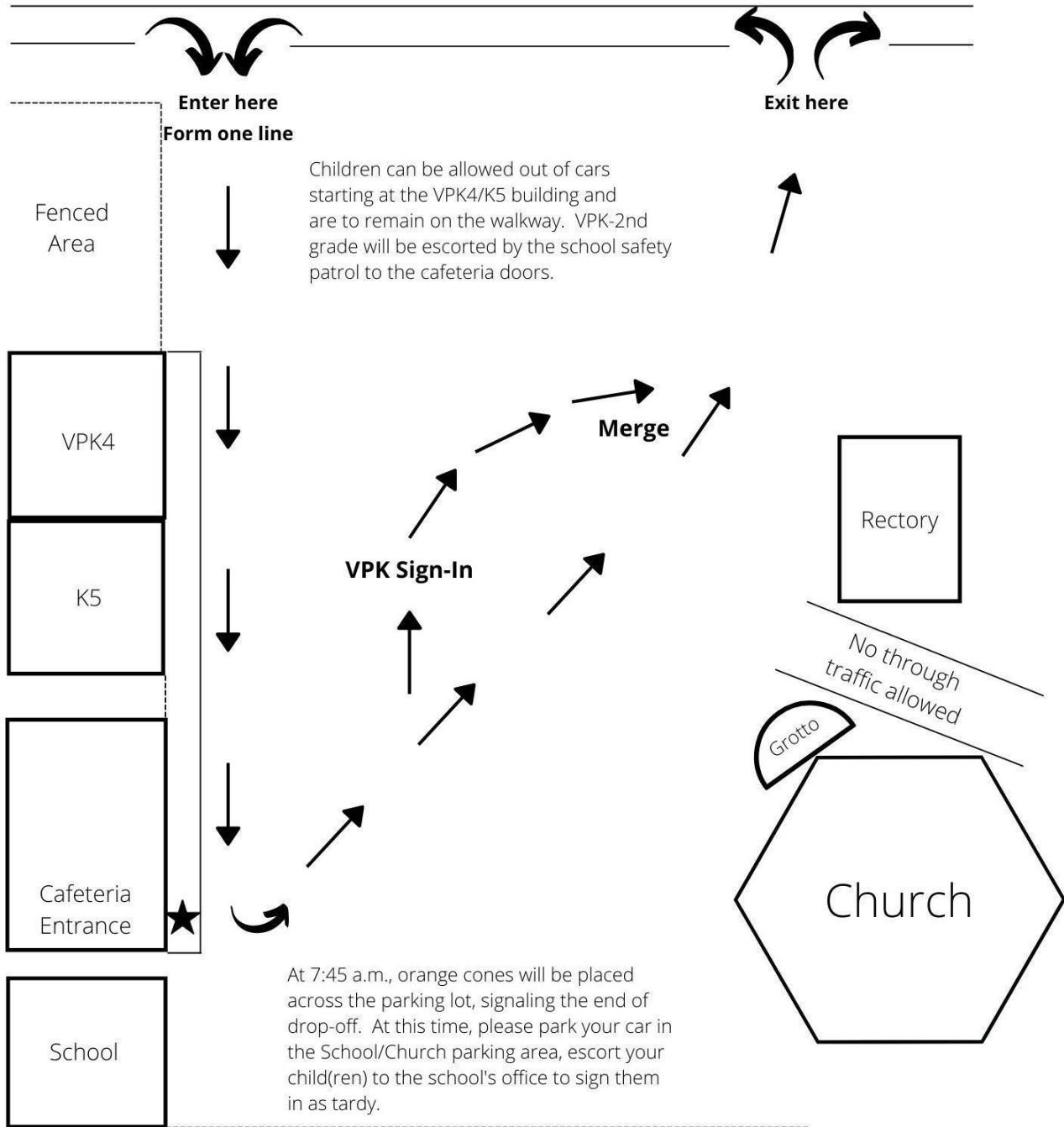
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Student Signature

\_\_\_\_\_  
Date



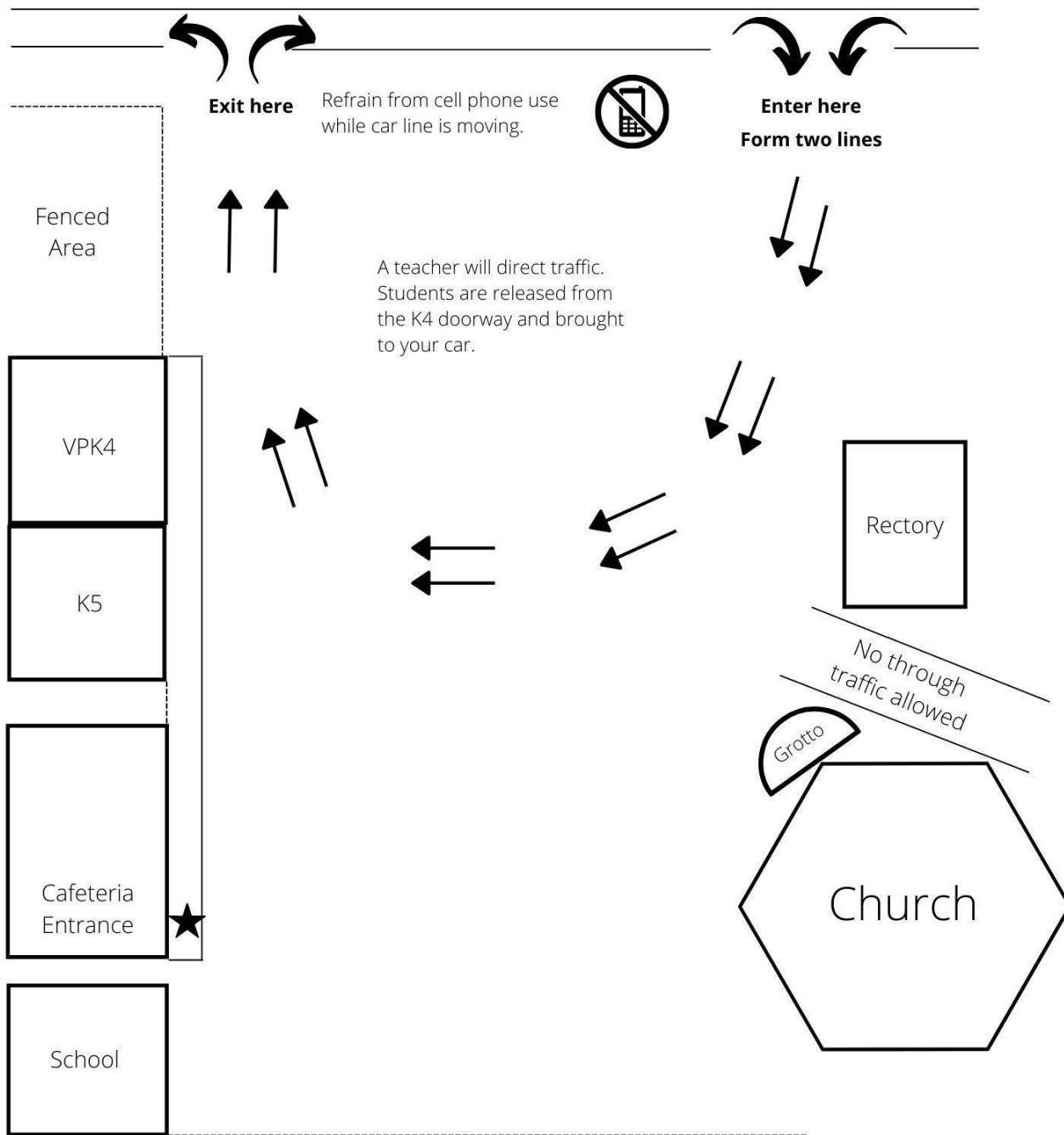
# Arrival Car Line Directions

Valencia Street



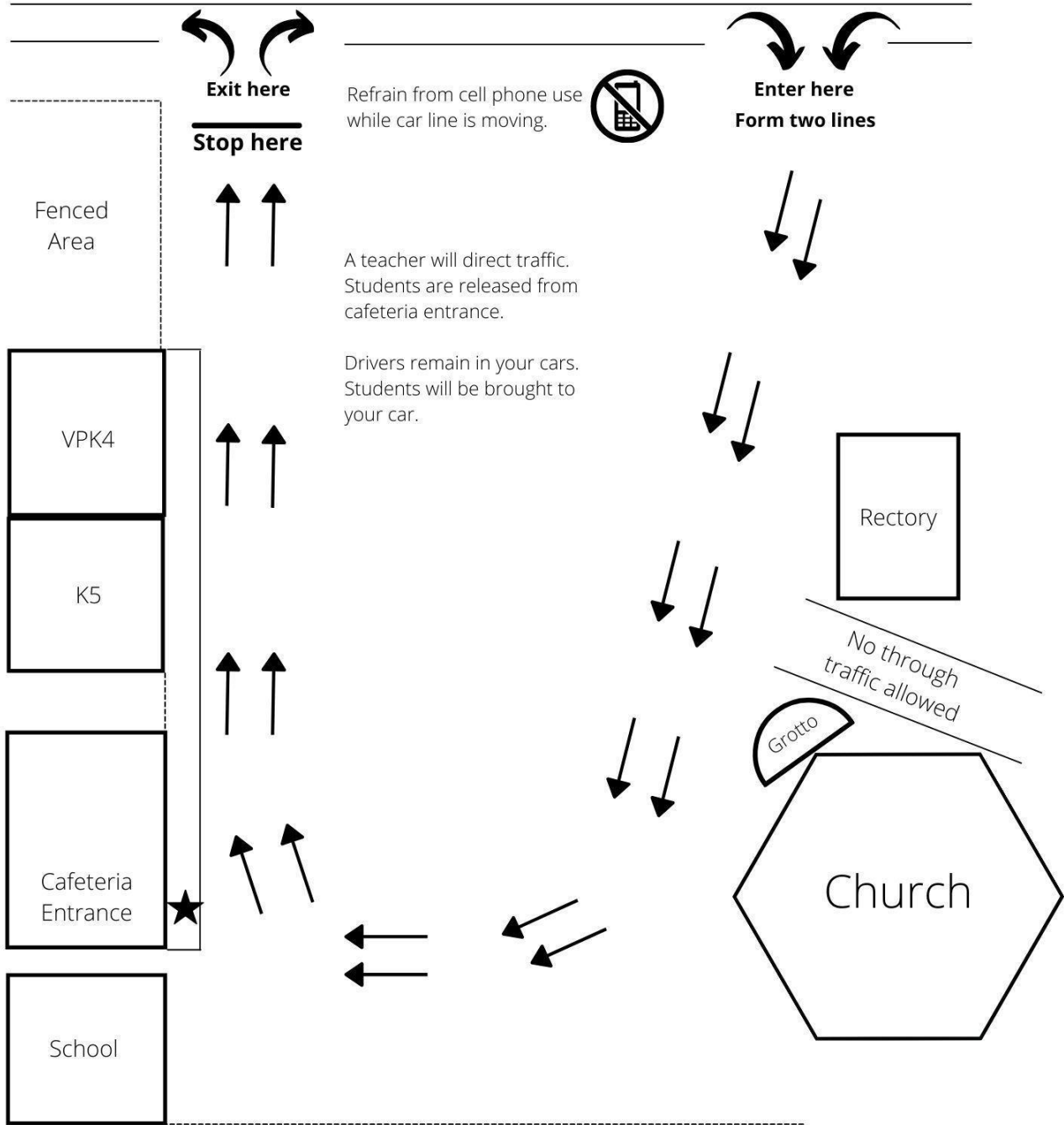
# K3/K4/K5 2:30 p.m. Dismissal Car Line

Valencia Street



# 3:00 p.m. Dismissal Car Line

Valencia Street



**Please do not move in car line until given signal by school staff.  
Do not change lanes in car line.**