PARENT/STUDENT HANDBOOK

2026-2027

ST. JOHN THE EVANGELIST SCHOOL
325 South Navy Boulevard
Pensacola, Florida 32507

Mr. Raymond Concannon, Principal
Rev. John Licari, Pastor
K3 - 8th Grade

Revised July 2026

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I. School Information - St. John the Evangelist School (SJS)

Office Hours:		Mon. - Fri. 7:30 AM - 3:30 PM
School Hours:		7:45 A.M.-3:00 PM
Extended Care Hours:		6:45 A.M.-7:20 A.M. 3:15 PM-5:30 PM
School Phone Numbers		
Office:		(850) 456-5218
Extended Care:		(850) 456-0936 & e-mail raymond.concannon@sjsw.ptdiocese.org
Fax:		(850) 456-5956
E-Mail Addresses:		schooloffice@sjsw.ptdiocese.org raymond.concannon@sjsw.ptdiocese.org
Web Site Address:		www.stjohnschoolpensacola.com
Established:		1874
School Mascot:		Panthers
Accrediting Agency:		Florida Catholic Conference
Memberships:		Classical Latin School Association - Partner School
		National Catholic Education Association
Ministry of:		St. John the Evangelist Catholic Parish, Pensacola, FL

a. **School prayers** (said daily depending on season and schedule): Angelus/Regina Caeli, Guardian Angel Prayer, St. Michael the Archangel Prayer, Prayer for Troops, Act of Contrition, Grace before & after meals, Eternal Rest
b. **Principal Letter:** https://www.stjohnschoolpensacola.com/newpagec3376851
c. **History:** https://www.stjohnschoolpensacola.com/our-history
d. **Mission Statement:** St. John the Evangelist School pursues spiritual and academic excellence in a Catholic, Eucharistic community of virtue and joy.
e. **Catholic Education Beliefs**: Catholic education first and foremost is about assisting our students to encounter Christ:

1. In a personal relationship of authentic love with Jesus.
2. In the Sacraments, especially in Mass.
3. In the study of Scripture.
4. In our interactions, service and love for each other.
5. 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:

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

f. Vision Statement: For St. John the Evangelist School to be recognized as an exemplar of traditional, liberal arts education within a vibrant Catholic community and structured environment.

g. Philosophy: Students will thrive in a highly-structured school community in which perennial practices and curriculum of Catholic education are used to guide them in the development of wisdom and virtue.

h. Accreditation: Accreditation plays a vital role in validating the excellence of our Catholic school. St. John the Evangelist Catholic School is accredited through the Florida Catholic Conference, which uses the National Standards and Benchmarks for Effective Catholic Schools as its guiding principles. St. John the Evangelist School is also a partner member of the Classical Latin School Association & Florida-designated Purple Star School.

i. Ministerial Clause: St. John the Evangelist Catholic School is a ministry of St. John the Evangelist Parish and is part of the Diocese of Pensacola-Tallahassee's system of schools, which is under the direct supervision of the Bishop and his delegates. Catholic schools serve the Diocese by playing an integral role in the religious mission of the Diocese.

St. John the Evangelist Catholic School is a ministry of the Diocese of Pensacola-Tallahassee and is part of the Diocese of Pensacola-Tallahassee's system of schools, which is under the

direct supervision of the Bishop and his delegates. Catholic schools serve the Diocese by playing an integral role in the religious mission of the Diocese.

j. Protection of children and vulnerable adults: The Diocese of Pensacola-Tallahassee is committed to healing the hurting hearts of sexual abuse victims and has established Victims Assistance Coordinators who are experienced and trained counselors available to help persons who have been sexually abused. Support can also be found by calling the Florida Department of Children and Families Abuse Hotline at 1-800-96-ABUSE.

k. Advisory councils and boards:

St. John the Evangelist School Advisory Council: 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.

St. John the Evangelist School Finance Council: The Finance Council is a standing committee responsible for the preparation and monitoring of the annual school budget and drafting a long-term financial plan for the school. Members are appointed by the pastor and principal.

Behavior Advisory Board: The behavior advisory board's primary role in the school is to advise the principal with determining if a student who has committed a serious or ongoing violation(s) of school policy should be allowed to continue enrollment at St. John the Evangelist School and/or the appropriate consequence for their actions.

Academic Advisory Board: The academic advisory board reviews attendance, student data, and progress to make recommendations to the principal regarding interventions, academic contracts, probation, and continued enrollment at St. John the Evangelist School.

l. School calendar: https://www.stjohnschoolpensacola.com/school-calendar

m. Faculty & staff directory: https://www.stjohnpensacola.com/faculty.html

II. Admissions

a. **Non-Discrimination Notice:** St. John the Evangelist Catholic School, 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.

Schools may admit students who are not Catholic provided that both students and parents clearly understand that participation in Catholic religious instruction and school activities, related to the Catholic culture of the school, are required.

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

b. Enrollment Process: Interested families must complete an online application to be considered for enrollment. Following review of the application and accompanying documentation (report cards, standardized testing results, IEP/504, forms, etc.), families may be contacted for a tour, interview, and/or further academic testing. Past schools may be contacted for more information. Florida resident students must apply for a state scholarship before being considered for local financial aid or grants that would reduce tuition and fees below the value of state scholarships. Parents/Guardians must establish and maintain an active FACTS tuition account for each student. A non-refundable registration fee is required prior to enrollment. After a student has met the basic school requirements, including admissions tests, transcripts, admissions interview, and behavioral records, parents will be notified of admissions status.The registration fee of $175 per student is due at the time of registration and must be paid by the deadline for continued enrollment at St. John the Evangelist School. If the registration fee is not paid by the deadline, the student will be disenrolled from St. John the Evangelist School. Once

the registration fee is paid, the student may reapply. Admission will be based on space available and may require the student being placed on a waitlist.

c. Admission Priorities: A school admissions committee will determine admission, waiting pool, or non-admission status based on Diocesan admissions policy.

d. Enrollment of Students with Identified Needs: Efforts will be made to accommodate students with identified needs. Admission decisions will be made on a case-by-case basis and will consider each school's ability to meet the child's diagnosed special learning needs and the school's available resources. Results from current psychoeducational testing are required for a student to qualify for a Diocesan Learning Support Plan. If a known special learning need is not disclosed to the school prior to admissions, then this may result in acceptance being revoked. Morning Star applicants will be reviewed by an admissions committee including a representative from the Morning Star faculty.

e. Registration Process: All required physicals and immunizations or qualifying exemptions must be on file prior to registration and the first day of matriculation (including those in section II.I). School payments or acceptable Step Up for Students authorizations are required prior to registration and matriculation.

f. Re-registration: Notices of re-registration will be sent to families in good academic and behavioral standing each year. Re-registration forms and the non-refundable registration fee are due by the communicated deadline. The registration fee of $175 per student is due at the time of registration and must be paid by the deadline for continued enrollment at St. John the Evangelist School. If the registration fee is not paid by the deadline, the student will be disenrolled from St. John the Evangelist School. Once the registration fee is paid, the student may reapply. Admission will be based on the space available and may require the student being placed on a waitlist.

Families with outstanding Extended Care, tuition, and/or other financial balances may not be eligible to re-register for the following academic year.

g. Probation: All students are admitted on a probationary period for their first ninety school days at St. John the Evangelist School. The principal may admit some students on a longer probationary basis based upon their prior academic or behavioral history. Students in the probation period must maintain passing grades in all subjects, regular attendance (no more than

a total of ten tardies or absences), and have no level two or level three infractions. Failure to do so will result in the student being required to withdraw and/or be immediately dismissed from St. John the Evangelist School. During the probationary period, the academic board will assess the student's and their guardians' compatibility by considering their academic, behavioral, and social progress, support of the school's mission and philosophy, and cooperation with administration and faculty. The academic board may determine the student or guardian is not compatible with St. John the Evangelist School; if so, the student will be required to withdraw and/or be immediately dismissed from St. John the Evangelist School.

h. Transfer/Withdrawal: The school office should be notified at least one week in advance of a student's pending withdrawal. All textbook returns, fees (tuition, sports, and Extended Care), and any fines must be settled in full before the student can be officially withdrawn from St. John the Evangelist School.

i. Other Enrollment Information:

School Age of Admissions:

The elementary schools of the diocese follow the guidelines of the Florida Catholic Conference regarding the age of admission to pre-k, kindergarten, and first grade.

PreK 3: Must be 3 years old on or before September 1

PreK 4: Must be 4 years old on or before September 1

Kindergarten: Must be 5 years old on or before September 1

First Grade: Must be 6 years old on or before September 1

Exceptions may not be made to this policy

j. Expectations of the Admitted Student:

No person shall be admitted as a student in any Catholic school unless that person and his/her parent(s)/guardian(s) subscribe to the school's philosophy and agree to abide by the parent/student handbook of the school and the diocese.

In alignment with diocesan policy, all Catholic schools shall respect the biological sex of the human person as given by God at birth and shall apply all procedures in relation to that person according to that person's God-given biological sex.

Whether Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school. No student shall be admitted to any Catholic school unless s/he is deemed to have reasonable hope of successfully completing that school's program of integral Christian formation. In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

An official birth certificate or other official document that provides proof of age must be presented to the school along with the registration form. The information on this official document shall be entered in the permanent office record, but only when verified by the official birth certificate or other official document that provides proof of age. A copy of the baptismal certificate shall be required of all baptized Catholic students.

Parents are to acknowledge in writing that they have read and agree to adhere to the policies and regulations in this handbook. Students must turn in to the school a completed DH 3040 form (both sides of the document) and a completed DH 680 immunization form with the state mandated vaccinations or a medical exemption in order to register. Religious exemptions are not accepted by the school. Parents who wish to enroll their children in special programs, academic or otherwise, outside the school during the school day, may do so only with the written consent of the principal and pastor, and the approval of the superintendent. Such requests shall be judged on a case-by-case basis, and if granted, shall be for a period of no more than one academic year at a time. Full tuition applies in these cases. Granting this type of enrollment is solely at the discretion of the principal and pastor and is subject to the approval of the superintendent.

III. Finances

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a. Tuition Policy: Tuition payments are made from June through May. FACTS Tuition Management Company (is this compatible with Florida scholarships such as SUFS?) 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.

b. Delinquent Tuition Payments: At any time during the school year, if a family is delinquent in tuition payments (including StepUp or other scholarship payment approvals/verifications/authorizations) by more than one month, the student may not attend school until payments are made current. This includes taking semester exams. A child's attendance may be terminated if tuition is two (2) months in arrears, unless a payment plan has been approved by the Administration. All tuition must be paid in full in order to attend graduation events and to receive a report card.

Extended care delinquent payments: Refer to *Extended Care*, section XIV

c. 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 prorated 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 prorated basis.

d. Tuition Assistance: Funds for tuition assistance are available, but limited, and granted on an annual basis. Families must reapply 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, 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 SJS TAP. To obtain eligibility requirements and due dates, please visit the SJS website under Parents>Registration.

e. Additional Fees: Some school events require additional fees, such as field trips and events. These fees will be communicated to parents throughout the year.

IV. Faith Formation

a. Prayer and Liturgy: 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 with their children on Sundays and Holy Days, praying with them, and setting a good example of faith life in order to support our school mission.

Parents, guardians, and grandparents (authorized by custodial parents) are welcome to attend school Mass and, at the discretion of school administration, sit with their children, provided the parents/guardians/grandparents and students can follow the same standards of attention and reverence expected of all students and not be distracted. The administration may prohibit this arrangement of sitting with students if these standards cannot be upheld. 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/guidelines-for-the-reception-of-communion

Students must also follow the above guidelines for reception of Holy Communion.

b. Reconciliation: Reconciliation services are offered for students in grades 3-8 during penitential seasons, and requests for appointments for Confession may be made by contacting the school principal or parish office. Non-Catholic students are expected to be reverent during Reconciliation services and are encouraged to pray Acts of Contrition.

c. Sacramental Preparation: Parents are responsible for contacting their parish Director of Religious Education to ensure timely reception of Sacraments. The school principal may be able to assist parents who are having difficulty with sacramental preparation.

d. Attendance in Religious Activities (including Religion Class): Attendance at all school religious activities and religion class is a required component of the curriculum. Parents/students may not opt out of these events and are expected to be reverent and participate in such activities and classes to the full extent possible with the exception of receiving the Sacraments.

e. Retreats: Religious retreats are offered for students throughout their time at SJS. Students are required to fully participate in the retreats and cannot skip school these days.

f. Service Hours: Service hours may be assigned by religion teachers as a required component of their academic grade. Individual teachers will communicate requirements to the students.

V. Academics

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a. General Curriculum: The following resources are used for class instruction and pursuing Diocesan standards.

<u>VPK</u>

Frog Street 2020

K4 (afternoons) Pflaum Seeds (Religion)

K5

Loyola Press *Phonics in Action* & Heggerty Reading

Memoria Press Classical Core Curriculum (Math, Science, Literature, Enrichment)

Sophia Institute Press (Religion)

Music & Physical Education

Grades 1-3

Memoria Press Classical Core Curriculum (Science, English, Literature, Enrichment)

Voyages in English (ELA)

Sophia Institute Press (Religion)

Christian Light Education (Math)

Memoria Press (Latin - Grade 3)

Music & Physical Education

Grades 4-5

Memoria Press Classical Core Curriculum (Science, English, Literature, Enrichment)

Sophia Institute Press (Religion)

Christian Light Education (Math)

Memoria Press (Latin)

Catholic Textbook Project (History)

Music & Physical Education

Loyola Press Voyages in English (ELA)

Grades 6-8

Science - Novare (6, 8) / Memoria Press (7th)

Mathematics - Christian Light Education

Mathematics Honors - Christian Light Education, Simple Solutions, McDougall Littell

Religion - Sophia Institute Press

English Grammar & Composition - Loyola Voyages in English

Literature - Memoria Press

Latin - Memoria Press

History - Catholic Textbook Project

Music & Physical Education

b. Academic Integrity: 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, and using artificial intelligence when not explicitly authorized by the teacher.

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.

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, may forfeit any school leadership/honor positions held by the student. 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.

c. Academic Accommodations (Morning Star): Students enrolled in the Morning Star program will receive personalized learning goals each year. Parent interviews, standardized testing, academic performance, IEP/504 plans, Learning Support Plans, and other information will be evaluated to create such plans and assign students accordingly.

d. Grade System: SJS follows the Diocesan Grading Scale.

K4

M	Mastery
D	Developing
E	Emerging
NY	Not Yet Introduced

K5-1st Grade

E	Excellent
G+	Very Good
G	Good
S+	Very Satisfactory
S	Satisfactory
NI	Needs Improvement
NY	Not Yet
NA	Not Assessed

Grades 2-8

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

e. Mid-term and final exams: Middle school students will take midterm and final exams in the following subjects: science, math, religion, English, literature, Latin, and history. Teachers of lower grades may choose to assign midterm or final exams in accordance with their class syllabi. 8th grade students with a year (Y1) average of at least 90 as of the administration-determined “cut-off date” in a class are exempt from that final exam.

6-7th grade students with a Y1 average of at least 90 as of the administration-determined "cut-off date *and* a score of at least 90 in that subject's standardized test (Terra Nova, ARK) are exempt from that final exam.

f. Homework: Daily homework is assigned to students according to grade level. The time expected of the average student daily is 10 minutes per grade (e.g. 20 minutes in grade 2, 70 minutes in grade 7), but this is only a guide. 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. 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. Each teacher will outline requirements in their class syllabus for making up missed class work and assignments for excused absences.

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.

g. Report Cards: Report cards will be issued after each quarter has ended. Student progress can be accessed via PowerSchool. If you are unable to view these documents electronically, please notify our school office.

h. Achievement Testing: SJS administers the following achievement tests to evaluate student progress and curriculum:

Terra Nova - once per year for grades 2-8. *Results sent home at end of year.*

Assessment of Religious Knowledge - once per year for grades 2-8. *Results available by parent/guardian request to schooloffice@sjsw.ptdiocese.org.*

STAR - for Morning Star students and some students with special testing accommodations outlined on a Learning Support Plan

Students are to take these tests seriously and try their best to show academic performance. Students deliberately performing poorly on tests so as to avoid honors classes or for any other reason, as determined by school administration, will face academic dishonesty consequences. Parents are to ensure adequate sleep and breakfasts for their children, especially during testing days.

i. Honors & Gifted Class Placements: When gifted classes are offered (not every year), placement is reviewed and determined by the school principal in consultation with the academic

council. Grades, standardized testing scores, and teacher recommendations serve as the basis for selection and retention.

Honors class/section placement is at the discretion of the school principal in consultation with the academic council. Grades, standardized testing scores, and teacher recommendations serve as the basis for selection and retention.

If a parent wishes for their student to not be placed in honors/gifted classes or to be removed from honors/gifted classes, the matter will be reviewed by the academic council, whose recommendations will inform the principal's final decision. Students may be removed from honors/gifted class(es) at any time by determination of the school principal.

Honors probation: if a student earns below a C average in an honors class, they may be placed on probation and be made ineligible for the class' field trips. If a student earns below a C in the next academic quarter, they may be removed from the honors class.

***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:

1. 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.
2. 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.

j. Incomplete Grades: Incomplete grades are permitted for serious reasons, to be determined by the principal. Incomplete grades become failing grades if the grades are not made up before the next marking period ends. No incomplete grades are permitted for the final marking period.

k. Course Failure: Students fail a course if they receive a 59 or below for Y1 grade. Failure results in an academic contract which will require summer remediation such as completion of a Florida Virtual School course or other program as determined by the principal. Students who do not serve the conditions of the academic contract will be dismissed from St. John the Evangelist School.

l. 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 extracurricular activities. The principal will place students on an

academic contract with conditions which must be signed and agreed to by parent(s)/guardian(s) in order to continue enrollment at St. John the Evangelist School. Failure to comply with the terms of the academic contract will result in dismissal from St. John the Evangelist School.

m. Field Trips: 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. A SJS permission slip is required before any students may leave the school grounds.

If special financial arrangements are needed, please contact the principal privately. Only students enrolled in St. John the Evangelist School will be allowed to participate in class field trips. Chaperones must be able to give their undivided attention to supervising class members.

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 Safe Environment online courses. Additionally, drivers must have 100,000/300,000 liability insurance, pay a fee for a driver's license check, have valid registration, have a valid driver's license, complete a driver registration form, and be 25 years of age or older.

No unplanned stops may be made, except for emergency situations. All field trips are drug and alcohol-free events for adults and students.

n. Student Records: A cumulative record of each student is kept on file in the school office. The student record includes final averages for grades from each year, test results, health records, any auxiliary information provided, and school entrance information. A student's record may be transferred to another school only with the appropriate approval of the parent until such student is a legal adult. The Withdrawal from School Form must be completed and submitted to the school office prior to records being sent. Parents may review their child's records by making an appointment with the principal.

o. Retention Policy: Parents are encouraged to contact their child's teacher at the first sign of a student's difficulty in any academic subject. Parents and teachers will work together in planning possible remedies to the problem.

Grades PreK3-K5: The faculty involved advise, and the school administration determines retention in grades PreK3 through one. School administration reserves the right to require summer tutoring for students entering 1st or 2nd grade.

Grades 1-8: If a student fails one course, they will be placed on academic contract, the terms of which are required in order to move on to the next grade in the Fall (see *Summer School* section). If a student fails in two or more core subjects, it is an automatic retention, and the student will need to repeat the grade. Students required to repeat a grade will begin the following school year on academic probation. If an 8th grade student fails one core class, s/he is not permitted to participate in graduation activities/ceremony. If the student is retained in grade eight, s/he cannot remain at St. John the Evangelist School.

Students will not be retained/promoted because of parental requests. St. John the Evangelist School deems this to be a socially disadvantageous situation for students. Should a parent or guardian disagree with the decision of the school administration regarding retention/promotion, a written explanation of the action taken shall be filed with the school, and the child will not be permitted to re-enroll in the school.

p. Graduation Requirements: 8th grade students must have a passing (greater than 59) Y1 grade in all subjects in order to attend graduation. All tuition, fees, and fines must be paid in full before final report cards are provided. Students serving disciplinary suspension may not be permitted to attend graduation. Students and/or others may not alter the graduation gowns and caps or add personal items to them.

q. Educational Technology Usage: 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*).

VI. Student Activities

Students who wish to participate in athletics, clubs, school organizations, social functions, or other extra-curricular activities should remember that their involvement is a privilege, not a right. If a student checks out sick, he/she is not allowed to participate in activities after school.

a. Athletics: St. John the Evangelist School is a member of the Catholic Youth Sports League of the Diocese of Pensacola-Tallahassee. Students participating in CYSL must have all fees paid and required forms/physicals completed prior to beginning the first practice. Coaches may create more stringent attendance requirements for their teams if approved by the athletic director; coaches will communicate these policies to parents.

b. National Junior Honor Society: Honor Society is one of the highest honors that can be awarded to a middle school student. To be eligible for membership consideration, students must be in 6th, 7th, or 8th grade and have a minimum grade average as determined by the school's academic council. However, no student is inducted simply because of a high academic average. Additionally, potential members must meet high standards of leadership, service, citizenship, and character. Students are then selected by the school academic council.

NJHS members must complete service hours as directed by the NJHS Advisor. Service amount and type/location must be approved by the NJHS Advisor. Students must attend a minimum number of NJHS meetings as determined by the NJHS Advisor.
Students transferring from other schools who are already initiated members of NJHS must submit verifiable proof of such membership in order to receive academic board approval to transfer membership to the St. John the Evangelist School chapter.
Any student with a disciplinary infraction or a failing quarter grade in any subject(s) may be placed on NJHS probation as determined by the academic council. Parents/guardians of students placed on probation will be notified in writing. Students on probation may not attend NJHS field trips, wear the NJHS graduation cord, run for or serve as a NJHS officer, or take part in NJHS ceremonies.

Students may be removed from NJHS for failure to meet appropriate standards in grades and conduct. 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.

c. Drama Program:

The St. John the Evangelist Drama Program's goal is to foster a creative, disciplined, and respectful environment where students can explore the theatrical arts while upholding the values of our school community. Participation in an SJS production is a privilege, and all cast and crew members are expected to adhere to the following guidelines.

Authority and Artistic Direction: The Producer holds the final authority over all creative and logistical elements of the production. This includes, but is not limited to:

Casting: All casting decisions are final and made in the best interest of the overall production.

Costuming: Design and selection of attire are at the Producer's discretion to ensure thematic consistency.

Theatrical Aspects: Lighting, sound, set design, and blocking are determined by the Producer and creative team.

Conduct and Discipline: To maintain a professional and safe environment, students are held to a high standard of behavior. Behavioral Removal: Students who fail to follow directions, disrupt rehearsals, or treat others with disrespect will be removed from the production. Students who have an F in any subject may be removed from production or placed on probation.

Probation: At the Producer's discretion, a student may be placed on a probationary period. During this time, any further infraction will result in immediate dismissal from the cast or crew.

Production Nights: Because the performance is the culmination of months of hard work, any disciplinary issues occurring during production weekend (opening night through closing) may result in the student being removed from the cast immediately. This decision is at the joint discretion of the School Principal and the Producer.

Cell Phone Policy: As a school-sponsored event, the SJS Drama Program maintains a strict No Cell Phone policy to ensure students remain focused, engaged, and present.

Scope: This policy applies to all rehearsals, technical weeks, and before/after performances.

Check-in: All students must turn in their mobile devices at the door upon arrival.

Compliance: Phones will be kept in a secure location and returned at the conclusion of the event. Failure to comply with this policy may result in disciplinary action or probation.

Note to Parents: We appreciate your support in reinforcing these standards at home. Our primary focus is to ensure a high-quality experience for every student involved while maintaining the integrity and spirit of St. John the Evangelist School.

VII. Communication:

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a. FERPA/Privacy: All faculty and staff members will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. Parents will be promptly notified of any such concerns. As per Diocesan Office for Catholic Schools policy #307, it is the policy of the Diocese of Pensacola-Tallahassee not to disclose information about any of our students consistent with the Family Educational 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.

b. Social media: The school uses Facebook as a method to engage the community as well as post announcements about the school. No social media usage of the school name may be used without written permission from the school principal. Parents are encouraged to like and follow our parish-school Facebook page and group. Only the school is permitted to create a Facebook Page which uses the school name or logo. Anyone posting negative or defamatory comments or depictions regarding the parish, school, faculty, students or parents of St. John Catholic School on any social media site would be in breach of our mutual commitment to gospel based dialogue and partnership.

c. School Information System : The Diocese of Pensacola-Tallahassee utilizes a grade book program called PowerSchool. This program is a communication tool between teachers and parents and is the primary means of communicating students' grades. It is also available as an application for smartphones. The program allows parents to look at their student's grades and attendance. Clicking on the quarterly grade will allow the parent to view all assignments that make up that grade.

To login to PowerSchool, go to the website http://ptdioceseschools.powerschool.com and type in the user name and password provided by the school office. Note: usernames and passwords are case sensitive.

Teachers update assignments and grades on a regular basis. Any questions concerning the PowerSchool program should be directed to the front office at schooloffice@sjsw.ptdiocese.org.

d. Parent/Guardian Communication with Teachers: Teachers may be contacted by email (listed on 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.

e. 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.

f. Parent/Principal Conferences: Parents/guardians and students are welcome to confer with the principal about school matters. An appointment with the principal is arranged by e-mailing raymond.concannon@sjsw.ptdiocese.org or calling the school office and speaking with the school's administrative assistant.

g. Parent/guardian Responsibilities:

1. Accept the right 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. Support the mission of St. John the Evangelist School.
7. Work collaboratively with SJS administration, faculty, and staff, following the grievance procedure 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.
11. Provide student with a nutritious lunch and water each day.

h. Parents as Partners: 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 school administration reserves the right to interpret and apply the policies it presents and to act on school matters not specifically addressed in this handbook.

i. Grievance Procedures:

Step 1 - Classroom Teacher

Step 2 - School Administrator

Step 3 - Pastor

The expectations for parents in this partnership is that there will be respect for the professional educators of their children and adherence to the problem-solving process the school has in place, following a chain of command. Parents or students with concerns should first consult the appropriate staff/faculty member. If the issue remains unresolved after consulting the employee most connected to the issue, only then should one consult further levels of authority, namely, the appropriate school administrator, then the pastor, then the diocesan superintendent, and, finally, the bishop. It is expected that parents will support and uphold school rules and policies and treat staff, students, and visitors with kindness and respect as partners in your child's education. Failure or unwillingness to do so as demonstrated by the behavior of parents can result in the partnership being irretrievably broken, and may result in the student being withdrawn from the school.

j. The SJS Parent Teacher Organization (PTO): The 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.

k. Telephone Calls: Calls should be limited to urgent matters only. Forgotten homework and athletic equipment or arrangements for transportation from extracurricular activities are to be made prior to arriving at school in the morning. Messages may be relayed to the student only in urgent cases. 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 the school day. Unfortunately, due to timing, this is not always possible.

l. Announcements and Messages: ProCare notifications provide pertinent school information and/or communications from the SJS principal. Parents are responsible for reading these communications.

In the case of inclement weather, the Catholic schools of the diocese reserve the right to make a different decision than the local public schools. Inclement weather decisions for the Catholic schools will be disseminated to the schools from the Office for Catholic Schools by county with input from the local Catholic schools. Schools will make up any days that cause them to fall below the required days or instructional hours required by the state and the Florida Catholic Conference.

VIII. Discipline

a. Code of Conduct:

1. We cheerfully obey the authority under which we are placed.

2. We respect and honor one another.

3. We tell the truth and honor academic integrity.

4. We do not disrespect the classroom and teacher by interrupting or arguing.

5. We do not spread rumors or gossip.

6. We will not make excuses for our wrong actions but will admit them.

7. We avoid cliques, clubs, or games that exclude others.

8. When others are sorry, we forgive them.

9. If we make a mess, we clean it up.

10. We show reverence and respect the Catholic faith, and do not engage in things which conflict with our school's mission.

b. Campus Rules:

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:

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

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

1. Rule 1 – Be Safe: Cooperate with Your Teacher and Classmates
2. Rule 2 – Be Respectful: Respect the Rights and Property of Others
3. Rule 3 – Be Responsible: Carry Out Your Student Responsibilities
    a. Keep track of books and assignments.
    b. Start your work on time and allow enough time to finish.
    c. Ask for help when you need it.
    d. Do your own work.
    e. Turn your work in on time.
    f. Accept responsibility for grades and consequences.

***Displays of Affection and 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.

c. Consequences for misbehavior include, but are not limited to, the following (these steps do not need to proceed in order of listing and may be combined):

1. Stage 1 Timeout - student is assigned to a quiet, separate area of the room to continue observing class, calm down, and refocus.
2. Stage 2 Timeout - student is removed from class and sent to another classroom or office to calm down, refocus, and/or discuss the problem with another teacher or administrator.
3. Silent lunch and/or loss of recess - the student is to sit at a table away from others in order to reflect on their behavior and make up for lost academic time due to misbehavior.
4. Detention - student is to stay in office or other designated area after school for a designated amount of time as determined by administration to reflect on choices, think about ways to increase virtue, and/or discuss misbehavior with a teacher or administrator. Detention takes precedence over appointments, practices, lessons, ball games, etc.
5. Suspension 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. 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. Suspension may be either in school or out-of-school at the discretion of school administration. Suspension length is determined by school administration. Students are responsible for make-up work missed during a suspension.

6. **Behavior Contract (Probation):** For recurring or serious disciplinary matters, a student may be placed under a behavior contract for a specified amount of time at the discretion of the school principal in consultation with the behavior board. The behavior contract states escalated consequences for behavior and may state conditions for continued enrollment at St. John the Evangelist School; parent cooperation and acceptance of such contracts are required for continued enrollment. If a parent refuses to agree to the contract terms, the student may be withdrawn or expelled.

7. **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 the authority to expel a student. The superintendent of schools is made aware of such problems prior to the expulsion.

LEVEL ONE: Infractions Resulting in Timeout (Stage 1 or 2), 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
- Passing notes/letters/drawings
- Drawing in class when not permitted
- Signs of romantic interest during school or school events

LEVEL TWO: Infractions Resulting in Suspension, Referral to Behavior Board, and/or Expulsion

- More than one level one infraction within one academic semester
- Pushing/shoving
- Inciting violence (encouraging or watching students fight)
- Throwing objects that may cause injury
- Defiance
- Foul and/or abusive language, profanity, including taking the Lord's name in vain
- Destruction of school property up to $250 replacement cost (reimbursement is required prior to returning to class for continued enrollment)
- Dishonesty/lying
- Public displays of affection/romance
- Stealing

- Cheating
- Not turning in cell phone or personal device at the beginning of the 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.
- 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 the school's mission
- Discussing inappropriate topics that conflict with the school's mission as a Catholic institution

LEVEL THREE: Infractions Resulting in Expulsion

- Multiple level two infractions within one academic year, or more serious cases of level two infractions, at the discretion of the school principal
- Leaving school grounds or activities without permission
- Fighting, violence
- Verbal assault
- Harassment of school faculty, staff, or students, including racist remarks
- Bullying or making threats
- Drugs
- Possession/use of vapes, tobacco, e-cigarettes, lighter or associated paraphernalia
- Destruction of school property greater than $250 replacement cost (reimbursement is required)
- Caught damaging or attempting to damage school property in excess of $250 replacement cost
- Committed an obscene act
- Defying school authority
- Possession of a gun, knife, explosive, (or replica of a gun, knife, or explosive), lighter
- Sexual harassment
- Harassing text messages/online message/posts/content regarding teachers, administrators, or students of SJS
- Extortion, coercion, or blackmail
- Misdemeanor robbery or theft

- Possessing/sharing/soliciting pornography
- Engaging in inappropriate sexual or physical contact, sexual harassment, or sexual abuse whether by word or gesture
- 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
- Other offenses deemed by the pastor or principal to be dangerous or detrimental to students, families, and/or the school

d. Food/Drinks/Gum Chewing: Gum chewing is prohibited at all times on school campus. No food or drink, except water, may be consumed in the classrooms, hallways or restrooms without permission from the administration. Vending machine purchases are only permitted at times specified by teachers and aftercare staff. Caffeinated and carbonated beverages are not permitted at school; these items will be discarded.

e. Unauthorized Articles: 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. Cell phones, cameras, toys, games, radios, electronic games, gadgets, timers, stopwatches, electronic devices not approved by administration, etc. are not permitted. Graphic novels are not permitted as free reading during the school day. The school is not responsible for any unauthorized items brought on the SJS campus or to any school event.

f. Cell phones: Cell phones are strongly discouraged. If a student brings a cell phone to school, it must be turned in to the office at the beginning of the day. The cell phone will be returned to the student at dismissal. SJS is not responsible or liable for lost or damaged cell phones/devices. *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.* 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.

g. 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.

h. Physical Violence: Physical violence or threats thereof are not permitted at St. John the Evangelist School. Violence is a Level III offense and may result in consequences up to and including expulsion.

i. Other Discipline: Gambling, gangs, lying, pulling alarms, pornography, and recording devices **are not permitted.** Pornography is against our mission statement and the dignity of the human person. Students involved with viewing, sharing, or encouraging pornography may receive consequences up to and including expulsion.

IX. Uniform (Dress Code)

Students are to be in uniform every school day.

Uniforms are available from:

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

(850) 898-3207

Pre-K students are encouraged, but not required, to wear SJS P.E. uniform.

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

BLACK DRESS SHOES OR BLACK TENNIS SHOES WITH MINIMAL MARKINGS AND BLACK OR WHITE LACES AND WHITE, 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. All uniforms must be in good condition without tears, rips, holes, or stains.

a. K5 - 8th Grade Uniform Dress Code

Girls Regular Uniform:

- Plaid jumper (K5-5th; 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, black, or navy blue long-sleeve shirt may be worn under uniform shirt.

b. 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, 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.

c. 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).
- (8th Graders Only)-- White button-down Oxford short or long-sleeve shirt with navy blue and yellow striped tie or plaid tie purchased from official uniform supplier. SJS logo optional.
- (8th Grade Girls)-- Skin-toned or white undergarments, no bright colors.

d. Student Grooming:

- 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, fohawks, mullets, 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 two earrings per ear. Accessories that cause a distraction must be removed. No other piercings are allowed.
- Boys may not wear earrings or piercings.
- 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. On these warm days, jackets and sweatshirts may also not be allowed inside classrooms at the teacher's discretion.
- Students may not wear jackets (including fleece uniform jacket) or bring backpacks into school restrooms unless authorized by a teacher.

K3 & K4 students are welcome but not required to wear school P.E. uniforms

e. Spirit Wear Days: Students may wear jeans or school P.E. shorts 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. No deep V-necks.
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.

f. Dress Code Consequences: Noncompliance will result in confiscation and/or parents/guardians being called and/or disciplinary measures. Any borrowed ties and belts must be returned at the end of the day. Borrowed items that are lost will be invoiced to parents at an estimated cost determined by the school administration.

Students in grades 4-8 who do not arrive at school in uniform or regulation spirit wear will be sent home or to the main office until parents/guardians return to rectify the dress code violation. Students may lose future spirit wear privileges as a consequence of noncompliance.

Students in grades K3-3 who do not arrive at school in uniform or regulation spirit wear the first time will have their parents notified to rectify the dress code violation and bring in a change of clothes, or the school will provide a change of clothes from the used uniform collection if available.

X. Health Services

a. Medication Guidelines: Students who require medication while at school must have the required medication form signed by the 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 exceptions of inhalers, epipens, prescribed pancreatic enzymes, or diabetes medications and supplies. In this instance, written authorization by both parent/guardian and physician must be provided to the school office.

b. Individual MedicalPlans: For students with chronic illnesses such as diabetes, asthma, known food or insect anaphylaxis, or hemophilia, individual emergency care plans should be submitted to the school by parents. These plans will be kept in the main office. Teachers are made aware of pertinent medical conditions of students at scheduled in-services during the school year.

c. Medical Emergencies: Parents are called for all medical emergencies and are encouraged to take the child to a doctor or hospital for immediate help. If necessary, emergency personnel (911) are called before parents are notified. If a child is injured, parents will be notified according to the numbers listed on the Emergency Cards kept on file in the office. It is absolutely essential that contact information is kept current with the office and on ProCare.

d. Allergies: Allergies must be made known to the school office upon application to St. John the Evangelist School. Any new diagnoses of allergies must be reported to the school immediately. The school nurse will determine appropriate measures if the school is able to accommodate an allergy plan.

e. Lice Policy: 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. The school may send home a notice to classes exposed to lice, but no names will be revealed.

f. Illness and Injury: 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 without fever-reducing medication 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.

g. Accidents: In cases of minor abrasions, the injury will be washed with soap and water. For other minor injuries, ice may be applied. In cases of more serious mishaps, children will be taken to the office and parents will be notified.

h. Student Accident Insurance: The Diocese of Pensacola-Tallahassee provides accident coverage to school students while they are in school or participating in school sponsored events, including sports. Payments are made on an excess basis, which means the parents first file the medical expense claim with their insurer, and then the diocesan policy can provide payment for the deductible or co-pay. If the family does not have medical insurance, the diocesan policy will reimburse the medical expenses (on a primary basis) subject to the terms and conditions of the coverage.

i. COVID: SJS will follow the COVID protocols put forth and updated by the Diocese of Pensacola-Tallahassee.

j. School Counselor: 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 Circle of Grace. Please call the school office to contact the counselor.

XI. School Safety

a. Search and Seizure: 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.

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.

b. Custody Issues: It is the responsibility of single or divorced parents or legal guardians to notify the school about custody issues upon entrance to St. John the Evangelist School and any changes in child custody. This needs to be provided by written notification of court proceedings. If administration deems it necessary, the student(s) involved may be required to be signed out from the front office for daily dismissal.

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 must be a certified copy.*

c. Cooperation with Legal Authorities: is required by St. John the Evangelist School personnel as specified by State law and Diocese of Pensacola-Tallahassee policy.

d. Safe Environment Program: https://ptdiocese.org/safeenvironment

e. Animals on Campus: Per Diocese of Pensacola-Tallahassee Operations Policy 113: With the exception of certified service animals, pets are not permitted on school property.

f. Emergency 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.

Students will be asked to practice emergency procedures in the event of fire, tornado, lockdown (intruder), etc. Teachers will review the procedures and inform the students exactly what they are to do in that situation. The school will then have scheduled and unscheduled drills to ensure a timely response can be made to emergency situations. Specific directions are given at the beginning of the school year and are posted in appropriate places. Silence is to be observed throughout the entire drill - in the classroom, halls, and on school grounds.

The primary means of parent notification in crises/emergencies will be ProCare.

g. Suspected Child Abuse: State law requires designated persons in a supervisory role, having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical or sexual abuse or neglect by an adult, to report the matter promptly to the Department of Children and Families in the county where the suspect injury occurred. Parents need not be notified of such a report.

h. Weapons: Students are prohibited from bringing weapons or look-alikes to school and school-sponsored activities or having weapons in school or at school-sponsored activities, on the school premises, or in the immediate vicinity of the school.

State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. "Dangerous weapon" includes a firearm, a dagger, a dirk, a stiletto, any knife with a blade over 3 inches long, a pocket-knife opened by mechanical device, an iron bar, or brass knuckles.

Definitions:

A weapon is any object which can be used to threaten or injure another. It includes but is notlimited to “dangerous weapons” as defined by the State law.

School premises include the school building and the adjacent grounds, including but not limitedto the parking lot, playground, parish office, rectory grounds and the Immediate vicinity of the school, which means within a one-block radius of the school.

Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch bag, automobile, etc. Questioning of the same purpose may include questioning by the principal, a member of the administrative team, a school teacher, the pastor, or a person acting in the place of any of these.

When a body search is conducted, it shall be in the principal's or pastor's office or other appropriate place. A person of the same sex will conduct the search of the student.

If a student refuses to cooperate or interferes with a search of a person or possessions or premises, s/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.

Depending on the nature of the weapon, the local police department shall be notified immediately. If possible, a student will be detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.

Any student found to be in violation of the school's weapons' policy is subject to disciplinary action up to and including expulsion.

The principal may exercise the option to both keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

Any student determined to have brought a firearm to school will be expelled for a period of not less than one year.

The term "firearm" means: any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons; any firearm muffler or firearm silencer; or any destructive device.

i. Asbestos: St. John the Evangelist School has an approved asbestos inspection program on file with the Diocese of Pensacola-Tallahassee.

j. Visitors: All parents, guests and visitors must have their driver's license or government ID scanned every visit and sign in at the main office to receive a visitor pass that is to be worn

during the entire time that they are in the school. Visitors are also required to sign out and return the pass to the office when they leave. Visitors/parents may not visit teachers or students during school hours unless previously approved by the teacher or administration. Meetings with teachers must be scheduled in advance. No entry to the building is allowed without a visitor pass and appointment. Extended after school care parents/guardians picking up children may not pass the sign-in/out table. Morning drop off parents/guardians may not enter the building.

k. Bullying and Harassment:

Bullying & Cyberbullying

Per Diocesan Policy # 311, bullying is defined as the willful and repeated harm inflicted upon another individual which may involve but is not limited to: harassment, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct.
Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social networking sites). 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.

Bullying reflects a pattern of behavior, not a single isolated incident. Bullying is unacceptable. It is to be addressed in a prompt and effective manner. Repeated incidents of bullying by a child are to be considered serious and will be addressed by the administration. In serious and/or repeated incidents of bullying, the child's parents/guardians are to be notified, in writing.

Consequences are determined according to the age of the child and the severity of the offense. In serious cases, probation, suspension or expulsion may be appropriate consequences.

Sexual Harassment - Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and/or fails to respect the rights of others. Harassment can be either conduct or communication.

Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with

another student's education, or creating an intimidating, hostile or offensive educational environment.

Examples of sexual harassment: sexual innuendos, jokes of a sexual nature, sexual propositions, sexually suggestive pictures or cartoons, foul and obscene language, sexual jokes or gestures, unwanted and unnecessary physical contact, and unwelcome comments about appearance.

Reporting Sexual Harassment

The principal will answer questions and disseminate information about the policy, investigate complaints, and take appropriate corrective action. Any faculty or staff member, student, or other person in a working relationship with St. John the Evangelist School, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

St. John the Evangelist School provides training for its faculty and staff in the area of recognizing and dealing with issues of sexual harassment. In addition, our school abides by the regulations regarding in-service and fingerprinting set forth by the Diocese of Pensacola-Tallahassee.

XII. Attendance

a. 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 may require a conference with administration.

Arriving late or leaving early will be noted as follows:

Arrive	By 8:45 AM	Tardy	"T"	Present
Arrive	Medical Appointment	Excused Tardy	"Y"	Present
Arrive	Prior to the half day point	Half Day	"M"	Present
Arrive	After the half day point	Late Arrival	"M"	Absent
Check Out	Prior to the half day point	Absent	"A"	Absent
Check Out	After the half day point	Half Day	"M"	Present

Students out of school for an approved period of time due to a medical concern may be recorded as *"Present-Medical" "V"* if they successfully cooperate with the school in a distance learning program. Approval for the extended time away from school will only be granted with medical documentation approved by school administration.

Excused Tardy/Absence for Medical Purposes: Bring in a doctor's note for your child's medical appointment or absence to be considered an excused tardy.

b. 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.

When a student is late for school, he/she must report to the school office to sign-in. 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. In order for the tardy to be

excused, submitting a note from the dentist or doctor is required when the student returns to school.

c. VPK Attendance Policy: 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 forfeited.

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 (Rules from the Early Learning Coalition):

(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.

d. Reporting Absences: *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.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.

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.

e. School-Sponsored Events*:* Children who are absent on a Friday may not participate in weekend sports or events.

XIII. General Policies

a. Arrival and Dismissal:

Safety Procedures

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 through 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. Please do not display profanity or anti-Catholic materials on your vehicle.**

- 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 2:25 - 3:00 PM each day. No students may be picked up during this time. Please schedule your appointments accordingly. Any emergency pickups from 2:00 - 3:00 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 6:45 AM - 7:25 AM
● Must be escorted to the cafeteria by a parent/guardian and signed into the Extended Care program after safely parking in the School/Church parking area. ● 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 7:25 AM.

Between 7:25 AM - 7:45 AM
● 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 to the cafeteria by a parent/guardian after safely parking in the School/Church parking area, not including designated faculty parking area. Parents/guardians may drop off but are not allowed in the cafeteria without approval and office check-in due to security. ● Do not exit your car in the car line.

After 7:45 AM
● 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 1st-8th grade will need to enter the proper dismissal line at this time (*Refer to Appendix 6: 3:00 PM Dismissal Car Line Directions*)

DISMISSAL: 1st -- 8th Grade Students

Dismissal at 3:00 PM
● 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 2:25 - 3:00 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.

Half Days

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

Bicycle & Walker Safety

Students who ride bicycles, electric scooters, etc. to SJS are expected to wear helmets and park their transportation in the designated area. All bicycles must be locked when they are parked. Bicycles, scooters, etc. are not to be ridden on school property at any time. 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, scooters, etc. Bicycle helmets must be worn, and bikes, scooters, etc. must be walked while on the campus property.

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

b. Lunch Policies: Students may bring their own bag lunch or order lunch through MyHotLunchBox. The school will make an effort to provide food to students who occasionally do not have lunch available; a fee of $2 will be invoiced for each lunch. Fast food brought in by parents or delivery service is not permitted due to security reasons and office disruptions. Parents may occasionally drop off a bag lunch/lunchbox for their child(ren) when needed prior to scheduled lunchtime. Late drop offs will not be accepted.

Glass bottles, sodas, carbonated water, energy drinks, coffee, and candy are not permitted. The cafeteria has a vending machine that sells bottled water.

● 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.

● Non-leaking water bottles will be allowed in the classrooms, all other beverages and juice are not allowed. Students may not have squirting water bottles, water bottles with external straws, or bottles that may leak on campus.

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.

c. School Volunteer Guidelines:

1. Volunteers need to wear school-appropriate attire while working at school or chaperoning on field trips (no tennis outfits, short shorts, etc.) Volunteers must adhere to the approved dress code while on campus.
2. Volunteers may not divulge any confidential information to which s/he may have access in the classroom or school.
3. Volunteers may not talk, text or post information about students to others.
4. Volunteers must check in and out at the school front office. Volunteer name tags are to be worn while working in the school. Name tags are to be returned when signing out in the office.
5. Volunteers must be able to give their undivided attention to their volunteer tasks and the children at the school.
6. Volunteers must support the school's mission in their behavior and interactions.

c. School Volunteer Requirements: Before any parent/adult volunteers may work in the school, coach or be a chaperone, s/he must meet the following requirements. Parents are strongly encouraged to complete the requirements early in the year to allow time for processing.

1. Have a background check with digital fingerprints completed through Fieldprint,inc. Information for making a fingerprint appointment and the specific code to use for our school is provided by our school office staff. Background checks must be reprocessed every five years.
2. A VECHS waiver must be signed and returned to the school before being fingerprinted (waiver can be obtained through the school office or the Diocesan website under "Safe Environment").
3. Have completed required safe environment courses through Virtus.

d. Driver Guidelines: All drivers must complete and sign a Motor Vehicle Report Form-MVR (authorization for processing your Driving Report) and provide a copy of driver's license and a copy of the insurance declaration page on the vehicle you will be driving that shows the required amount of liability of $100,000/300,000. All documentation must be provided to the school office for processing each year. Processing MVR can take up to 48 business hours, and volunteers may not drive until this has been approved.*

Additionally drivers:

1. Must be at least 25 years old to drive students/children.
2. Must be a Florida-licensed driver.

3. Must have three years of clean driving record history or less than six points on their license within the last year. no DUI/DWI within the last 5 years.
4. Must have $100,000/300,000 car insurance liability. (Must provide a declaration page to show this amount of coverage on the vehicle you will be driving. Insurance ID cards are not accepted)
5. Must complete a background check/fingerprints.
6. Must complete all safe environment courses required.
7. Must not have any medical condition nor be taking any medications that would impair ability to operate a motor vehicle.

*If a driver is not approved by the Office of Safe Environment of the Diocese, the driver will need to contact the DMV directly to obtain the reason for non-approval if not one of the reasons listed above.

Background/fingerprinting checks and safe environment courses are good for five years. MVR's for driving are good for one year.

e. Lockers: 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. Locker decorations and accessories are not permitted without the express permission of administration.

f. Textbooks and Property: 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 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.

g. Special Occasions:

Birthdays: Students may bring cupcakes or something similar, which will be served at lunchtime. Any food/pizza deliveries beyond these need to be approved by and coordinated

with the classroom teacher at least two school days in advance. Please do not bring in treats with nuts due to allergy restrictions.

Gifts: Students should not exchange individual gifts at school. Invitations for birthday parties should be sent to the homes of individual students outside of school unless an invitation is being given to every student in the entire class (in which case the school will not e-mail these).

Selling of Goods & Fundraising: No selling of goods, fundraising, and/or collection of money is permitted without the written permission of the principal.

Lost and Found: 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.

XIV. Extended Care

St. John the Evangelist School offers supervised before and after school care (for an hourly fee) from 6:45 AM – 7:20 AM and 3:15 PM – 5:30 PM on regular school days and from noon – 5:30 PM on days with early dismissal (unless otherwise communicated).

K3 and K4 students may not be ready to attend extended care. Students determined by administration as not ready for the program will not be permitted to attend and may be re-evaluated each semester.

In the event of staffing shortages, illness, inclement weather, etc., the school may need to cancel before/after school care with limited notice. Parents should have an emergency backup plan in place.

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. This form is available on the SJS website. A non-refundable fee of $25 for the first child and $15 for each additional child will be assessed the first time extended care is utilized.

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. Financial aid may be available. IIf at any time a family is delinquent in extended care by two consecutive unpaid invoices, the family will no longer be able to attend before/after care until the bill is settled. Once the extended care is delinquent by more than one month, the student may not attend school until payments are made current.

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 late in picking up their child(ren) more than two times in a school year 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.

Students should bring snacks for after care or can bring money for the vending machine as it is available. Vending machine purchase are limited to times specified by teachers and aftercare staff.

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.

ST. JOHN THE EVANGELIST SCHOOL

2026-2027

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

- Students will access only assigned log in accounts and data on networks authorized to use.
- Students are to observe and comply with copyright laws including text, pictures, and music.
- Students will use proper Internet etiquette. Be polite and respectful of others.

- Students are to report immediately to a teacher or System Administrator any threatening or inappropriate incidents, security risks, or violations.

UNACCEPTABLE USES

- Students will not be allowed to access personal email using school computers.
- Students will not distribute passwords, private or personal information about others or themselves.
- Students should not intentionally visit any Internet sites that contain obscene, hateful, or inappropriate materials.
- If inappropriate language or content is discovered on a student's computer, disciplinary action will take place.
- 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.
- Students are prohibited from accessing, transmitting, copying, or creating any material that violates the school's code of conduct.
- Students may not download or install any software, games, MP3, or video files.
- Students will not use any equipment (computers, cameras, camera phones, video, or any recording device) without the permission of the teacher or Technology Coordinator.
- Students will not use or transmit 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.
- 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 defame 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.

Cyberbullying 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

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.

2026-2027

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

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. Cell phones, cameras, toys, games, radios, electronic games, gadgets, etc.are not permitted. The school is not responsible for lost or damaged cell phones.

"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 2026-2027*. 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 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 2026-2027* 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

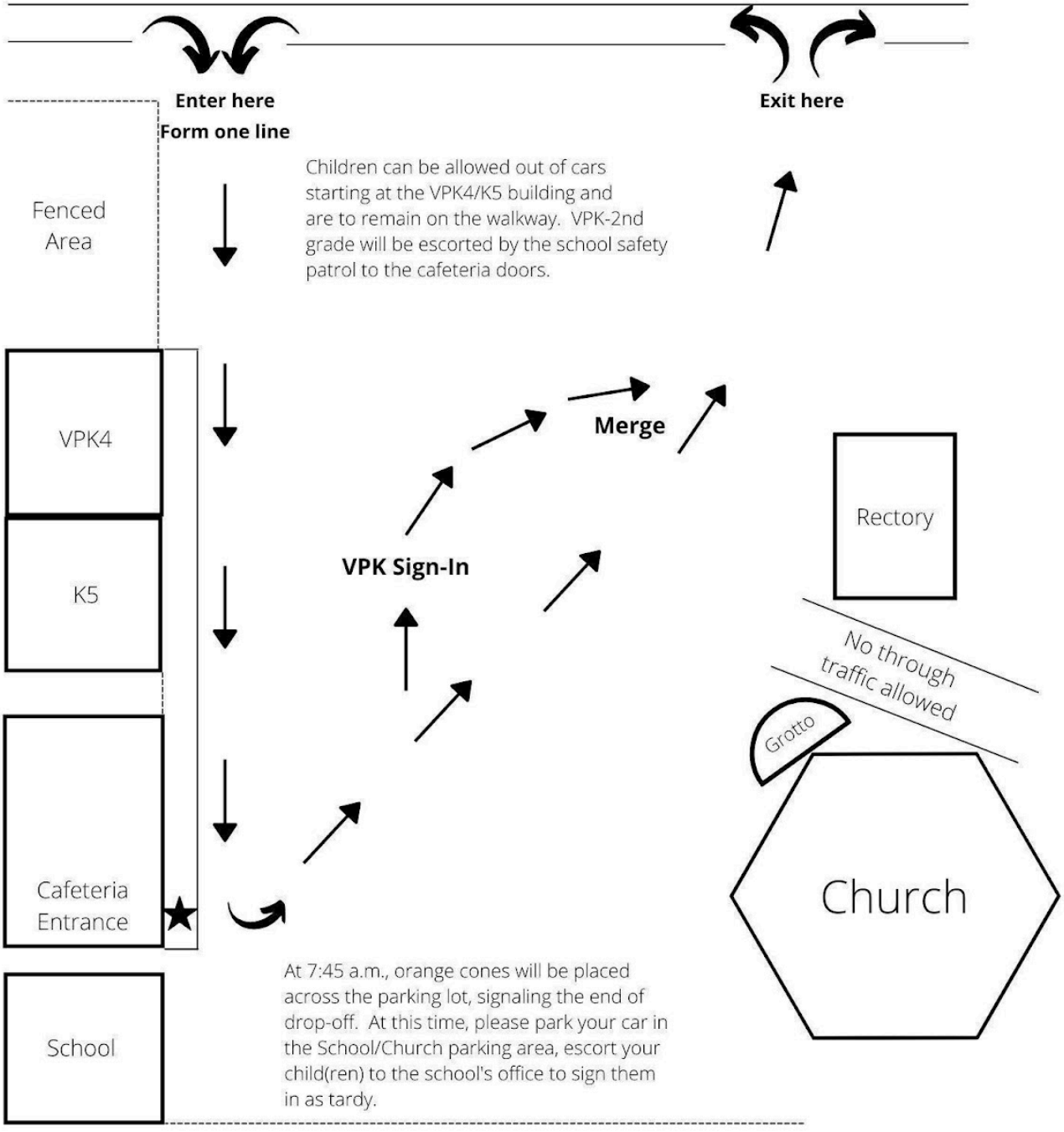
4._____ _____

Print Student Name Grade

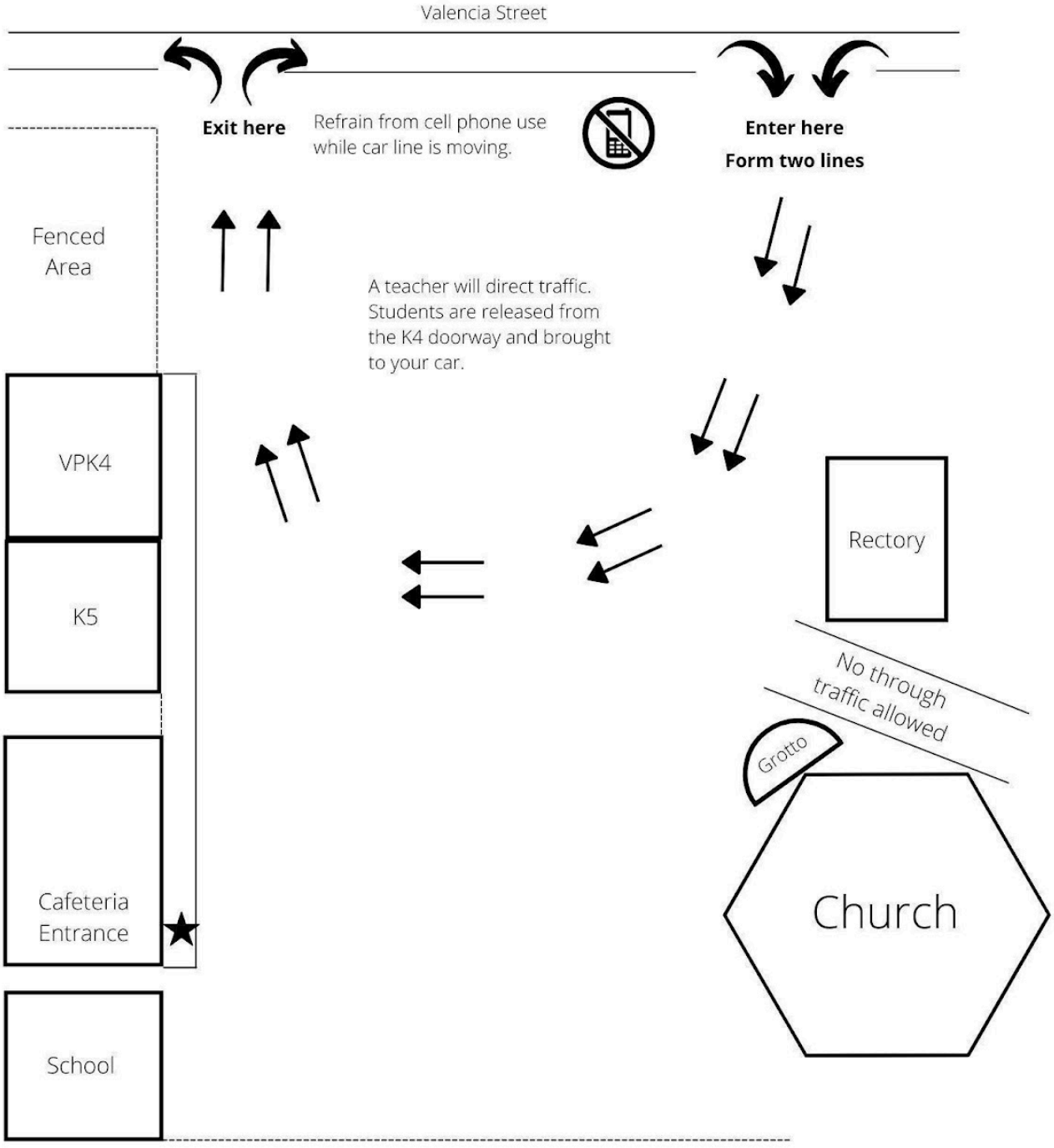
_____ _____

Student Signature Date

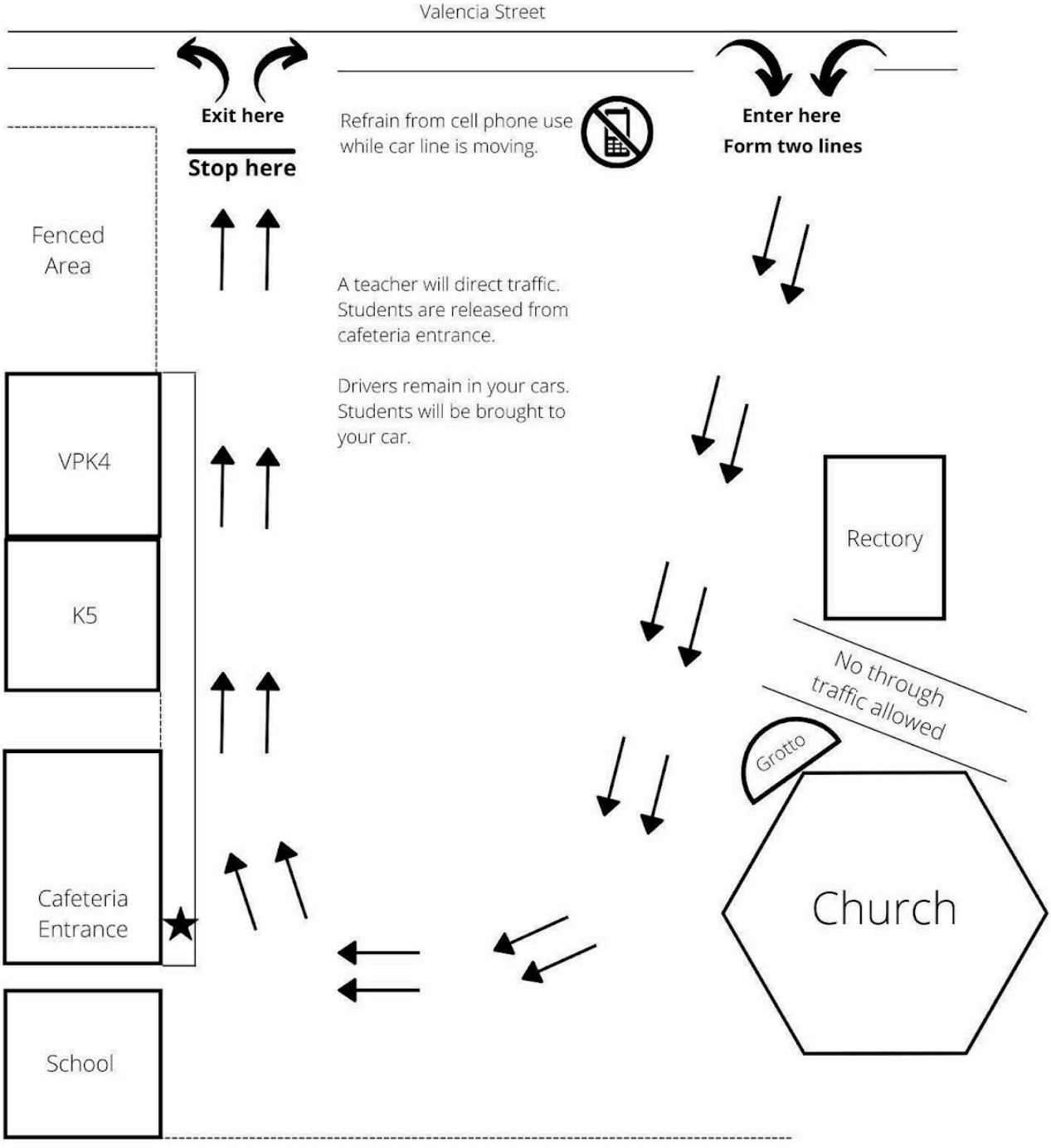
Arrival Car Line Directions



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



3:00 p.m. Dismissal Car Line



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