

**St. John the Evangelist School  
800 Gornto Road  
Valdosta, GA 31602  
229-244-2556**

**Dear Parents and Students:**

**You will notice that the 2010-2011 Student/Parent Handbook looks different from previous years'. The Catholic Schools Office of the Diocese of Savannah has provided a template for all the Catholic schools to use that aligns local policies and procedures with diocesan policies. There are also new appendices at the end of the book, with documents and permission forms that come from the diocesan offices.**

**Each family is asked to read through the handbook and sign the provided acknowledgements. This handbook is the basis for the contractual arrangement between the school and the family. Please return the signature pages within two weeks of receipt of this book.**

**Thank you for sharing your children with us and for making this commitment to Catholic education.**

**God bless,**

**Melanie Lasseter  
Principal**

*RIGHT TO AMEND – THE ADMINISTRATION RESERVES THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. NOTIFICATION OF ANY AMENDMENTS WILL BE WRITTEN AND DISTRIBUTED TO THE SCHOOL COMMUNITY AS WELL AS COMMUNICATED VERBALLY AT HOME & SCHOOL MEETINGS.*

**STUDENTS AND PARENTS MUST ACCEPT AND ABIDE  
BY THE POLICIES AND PROCEDURES  
IN ORDER FOR THE STUDENT TO ATTEND THE SCHOOL**

**ADMINISTRATION**

**Sr. Rose Mary Collins, SSJ  
Superintendent**

**Sr. Jeannine Norton, IHM  
Assistant Superintendent**

**Rev. Daniel O'Connell  
Pastor**

**Mrs. Melanie Lasseter  
Principal**

**Sr. Therese Galarneau  
Assistant Principal**

**Mrs. Marian Mitchell  
Administrative Assistant**

**Mrs. Christy Hatcher  
Bookkeeper**

**IMPORTANT TELEPHONE NUMBERS**

**School: 229-244-2556**

**School cell: 229-251-7874**

**School Fax: 229-244-0865**

## **MISSION STATEMENT**

St. John School is a Catholic school in Valdosta, Georgia, seeking unity between spiritual and educational fulfillment.

**Our mission is to provide the highest quality education for each student in a Christian atmosphere guided by the fundamentals of the Catholic faith.**

We follow the example given to us by Jesus Christ – remembering that He is the ever-present teacher in our classrooms, the model for our faculty, and the inspiration for our students.

We glorify God in all that we do.

## **PHILOSOPHY**

The Catholic philosophy of education guiding St. John School is that the school is delegated by the parents to participate in the quality education of their children. The school, then, as an extension of the home, attempts to provide a Catholic atmosphere of love and concern. The school accepts the responsibility to assist each child in developing his/her potential: spiritually, intellectually, physically, and morally. St. John School is dedicated to preparing Catholic leaders for the Christian community. In the context of the present economic, social, intellectual, and religious background of our specific school community, preparation for higher education is the broad objective of our school. The entire curriculum of the school focuses upon the charism of the founders, the Sisters of St. Joseph of Carondelet, by developing in each student a spirit of profound love of God along with the unity and reconciliation of neighbor with neighbor, and neighbor with God, always in a spirit of gentleness, peace, and joy.

## **BELIEFS STATEMENTS**

- We believe that Catholic education is an integral part of the Church's mission to proclaim the gospel message of Jesus, to build up faith communities, to celebrate through worship, and to serve others without distinction.
- We believe in recognizing and valuing each student as a unique child of God.
- We believe in encouraging students to develop their full potential spiritually, intellectually, physically, and morally, and in instilling in students a love of life-long learning.
- We believe in instilling in students a sense of responsibility as citizens within a democracy and as members of a church and world community.
- We believe in teaching only love – exemplified by understanding, respect, tolerance, and compassion for all of God's creation.
- We believe in fostering respectful communication between school, family, and parish members, and in sharing the responsibility for the mission of the school with the pastor, principal, faculty, staff, parents, and members of the parish community.
- We believe in maintaining a caring, committed, and cohesive staff and a school environment that is safe, joyful, focused, and well-disciplined.
- We believe in continuing the mission of our founders, the Sisters of St. Joseph of Carondelet, by developing in each student a spirit of profound love of God, with the unity and reconciliation of neighbor with neighbor and neighbor with God, always in a spirit of gentleness, peace, and joy.

## **SCHOOL HISTORY**

St. John the Evangelist School was founded by the Sisters of St. Joseph of Carondelet from the St. Louis Province in 1941 in a large frame building on Adair Street, opening with 24 students. In 1953, thirteen acres of land were purchased on Gornito Road. The following year the first buildings were erected on the new property. These structures now house the four rooms “on the hill” and the science and computer laboratories.

With the addition of five more buildings, the school presently has 20 classrooms, a library/ media center, administrative offices, a clinic, art and music rooms, teacher workrooms, a faculty lounge, science and computer labs, a cafeteria/gym, and several playgrounds. St. John’s serves students in preschool (K-3 and K-4) through 8<sup>th</sup> grade.

## **ADMISSION**

***5010 POLICY: Schools in the Diocese of Savannah do not discriminate on the basis of race, sex (unless traditionally a single sex school), national origin, or handicapping condition (if, with reasonable accommodation on the part of the school, the handicapped person could be accommodated) in the admission of students, or in the administration of policies regarding education, athletics, or any school-sponsored programs.***

***In admitting students where facilities are limited, Diocesan schools give preference to Catholic students living within parish boundaries; secondly, to Catholic students living outside parish boundaries; finally, to non-Catholic students.***

## **NOTICE OF NONDISCRIMINATION**

St. John School admits students of any race, religion, gender, or national origin. St. John School is registered with the U.S. Department of Homeland Security to admit non-immigrant student exchange visitors.

## **ADMISSION REGULATIONS**

***5030 POLICY: Each school in the Diocese will have its own particular regulations regarding placement, parish involvement, and payment of tuition and fees. These regulations shall be on file in the Catholic Schools Office, and adhered to for all applicants.***

## **ADMISSION PRIORITIES AND POLICIES**

Students are admitted to St. John School using the following admission priorities:

1. Present students at St. John School
2. New students from St. John Parish families
3. Children of currently employed faculty and staff of St. John School
4. Non-Catholic students

St. John Parish families shall be defined as those registered at St. John Church who actively contribute by way of time, talent, and treasure to St. John Church. The school, through the church offices, may obtain verification of these contributions at any time. Non-compliance will result in loss of student’s classification as a Catholic parishioner, and tuition rates will be affected. Families moving from another Catholic parish to St. John’s may qualify by providing documentation of their active contributing status from their former parish, registering at the church office, attending Mass weekly, and using envelopes.

Those parents who wish to register a new student for grades one through eight must submit the previous year’s report card from the former school, including notification of any special needs the child may have. Further testing may be required.

State law requires parents to submit a certificate of immunization against polio, MMR (measles, mumps, and rubella), and DPT. Sixth graders may need an MMR booster. The Hepatitis B series is also required for all students, and the varicella vaccine is required unless parents can provide physician's documentation of student's previous chickenpox illness.

### WAITING LIST

During times of high enrollment demand, a waiting list will be in effect. All students desiring admission will be placed on the list in order of initial application dates. The previous Admission Priorities and Policies will take precedence, and individual classes will be filled by drawing on names from the waiting list.

To ensure that the waiting list accurately reflects those desiring admission, the following shall apply:

1. No child may register more than three years in advance of the anticipated first day of school.
2. A non-refundable \$50.00 fee shall be collected per child when a name is placed on the list.
3. If a child is placed into a class opening, the waiting list fee shall be applied towards the registration fee.
4. Children of Catholic parishioners may leave their names on the waiting list indefinitely, until they request removal of the name or until placement occurs. The paid fee shall carry over to following years. If a child of Catholic parishioners is offered a class placement but declines, that child's name shall be placed at the bottom of the waiting list.
5. Non-Catholics who decline an offered class placement shall be removed from the waiting list.

### REGISTRATION POLICIES

1. In late January or early February, pre-registration forms will be sent home with students presently attending St. John School. A non-refundable registration fee will be charged for re-registration.
2. All new students may begin registering in March. A non-refundable fee will be charged.

### AGE REQUIREMENT

***5040 POLICY: A student must be five years of age prior to the first of September to apply for admission to Kindergarten, and a student must be six years of age prior to the first of September to apply for admission to Grade One, as required by the accreditation commission.***

At St. John School, age is the primary consideration for admission into preschool and primary grades.

- K-3 students must be 3 on or before September 1.
- K-4 students must be 4 on or before September 1.
- K-5 students must be 5 on or before September 1.
- 1<sup>st</sup> grade students must be 6 on or before September 1.

### PLACEMENT

***5050 POLICY: The principal, after consultation with the parents and teacher(s) will be responsible for making the final decision on the placement of a student.***

Under highly unusual circumstances, the aforementioned admission priorities may be waived by the administration of St. John School on a case-by-case basis.

### PROBATION

In accordance with the stated Mission, St. John School seeks to provide an environment suitable for promoting the highest quality education for children. To ensure this goal, and in keeping with the Philosophy of St. John School, the school requires of its students reasonable academic and social progress. Continued enrollment of

students who demonstrate disciplinary problems or lack of progress or industry would be inconsistent with the Mission and Philosophy of the school. Therefore, students newly admitted to St. John School shall be placed on general probation for their first year at St. John's. General probation consists of two components: Academic (see Academics / Homework / Promotion) and Discipline (see Behavior / Discipline / Due Process). At the conclusion of the first year in attendance at St. John School, those new students who are unable or unwilling to live up to academic and/or disciplinary policies, as determined by the faculty and principal, may not be eligible to register for the following year. The faculty and principal may also institute the general probation policy at any time for existing students who fail to abide by the aforementioned policies.

## **ATTENDANCE**

***5060 POLICY: Schools in the Diocese of Savannah must comply with attendance requirements established by the State of Georgia in accordance with Diocesan Regulations.***

### **SCHOOL HOURS:**

8:00 a.m.	School begins
11:15 – 11:35 a.m.	Preschool dismissed
11:25 a.m.–12:50 p.m.	Lunch / recess
3:15 p.m.	School dismissal
5:30 p.m.	Extended Day Program closes

### **STUDENT ATTENDANCE**

Excused absences from school include medical and dental reasons or death in the family. All other absences are considered unexcused. A dated and signed note from the parent or guardian must be given to the student's homeroom teacher explaining the reason for any absence.

The student is responsible for making up homework, tests, and assignments missed due to absences. This make-up work is to be completed within a specific period (see Homework). The student may contact the teacher if he/she needs tutorial help due to an excused absence. If a student is absent the day before a test or assignment is due, if the test or assignment was announced before the student's absence, then the student must take the test or meet the assignment as scheduled.

A student who leaves school before 11:30 A.M. will be counted as absent for the entire day. A student who leaves school between 11:30 A.M. and 1:30 P.M. will be counted as absent for a half-day. A student who leaves school after 1:30 P.M. will be counted as present for the day. Any student who leaves school early for an activity that is not school-related will not receive a perfect attendance certificate, regardless of the checkout time.

Suspensions from school are unexcused absences, and will result in grades of zero for missed work.

During school hours, parents coming to pick up their children must come to the school office, not to the classroom or to the playground. The adult must sign the checkout book in the office stating the reason for checkout.

Students who miss more than ten days in a semester are subject to be retained at year-end.

## TRIPS

Trips during school sessions are greatly discouraged, and attendance procedures will be enforced. Parents must notify the administration at least two weeks in advance of trips. Otherwise, the trips are considered unexcused absences. Exceptions would include trips for a family member's funeral.

## TARDINESS

It is the parents' responsibility to see that students report to school on time. The school day begins at 8:00 A.M. and ends at 3:15 P.M. Students who are not present for morning prayers and announcements will be counted tardy, and must obtain a late slip from the office. Five unexcused tardies will result in recess detention. A note explaining the tardiness should be sent by the parent. If a student is tardy, he/she will not receive a perfect attendance certificate.

Parents and guardians are urged to get their children to school on time. Late arrivals disrupt classes and cause a loss of instruction time. For students in grades K-5 – 8, five (5) unexcused tardies and/or early checkouts will be counted as one unexcused absence. Continuous abuse could result in a more serious course of action.

## MEDICATION AT SCHOOL

***5070 POLICY: Medications, including over the counter, may be dispensed at school with written permission from the parent or guardian.***

No medication of any kind will be dispensed at St. John School without permission from the parent/guardian. Any prescription medication must be sent to school in a safety bottle clearly identified with the student's name and dispensing instructions. Medication is dispensed only in the school office. The teacher and the school health official must also be made aware of any medication the child takes regularly at home.

## DRUGS

***5080 POLICY: A student may not carry, consume or have in his/her possession on the school grounds, before, during, or after school hours, any drugs or alcohol, including but not limited to, over the counter medication, prescription medicines, illegal substances, tobacco or federally controlled contraband. Refusing to abide by this regulation makes a student liable for suspension or expulsion.***

***Trafficking of drugs on school premises requires the school authorities to inform the police.***

A student may not bring nor have in his/her possession on school grounds, during or after school hours, any illegal drug, alcohol, or weapon of any type. Violation of this regulation makes the student liable for expulsion. Trafficking of drugs or possession of weapons on school premises requires the school authorities to immediately inform the police.

## WEAPONS AT SCHOOL

***5090 POLICY: A student may not bring to school or have in his/her possession on the school grounds, before, during, or after school hours, any weapon or instrument that might be used as a weapon to inflict serious harm on oneself or on another person.***

***Failure to abide by this regulation makes a student liable for expulsion.***

## ITEMS PROHIBITED AT ST. JOHN SCHOOL

Students are not allowed to have in their possession at school any weapons, pocket knives, lighters, matches, cigarettes, radios, pagers, laser lights, cd players, mp3 players, trading cards, inappropriate printed materials, or anything that will detract from the learning environment at St. John School. Permission is required before

cameras may be used, and will be granted for special occasions only. The administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning any confiscated items.

Handheld video games and mp3 players are prohibited at St. John School before school, during school hours, and after school, unless expressly permitted by the teacher for a special occasion such as a class party. These devices are allowed in the Extended Day Program only. Games and music should have appropriate content and be non-violent.

### **SCHOOL- SPONSORED ACTIVITIES**

***5100 POLICY: School sponsored social, athletic, and other extracurricular activities may be provided for various age groups. Students participating in such activities are covered under Diocesan Student Insurance during the activities.***

## **EXTRACURRICULAR ACTIVITIES AT ST. JOHN SCHOOL**

### **PHILOSOPHY OF THE ATHLETIC PROGRAM**

The purpose of the athletic program at the middle school level is to complement the home, church, and school in the development of the whole person. Program activities are planned for the benefit of the student athlete. Care is taken that activities are appropriate for the age and physical growth or development of the individual.

The aims of any middle school athletic program are:

1. To recognize the need for physical fitness for the wholesome growth of the child.
2. To provide enjoyable recreational activity that develops Christian values and attitudes of sportsmanship and fair play which can be sustained beyond the middle school level.

Well-conceived and properly organized athletic programs help students develop habits of cooperation, character development, and respect for others. Athletic programs are valuable because they supplement and support many other school, parish, and community programs. They provide immediate feedback in a manner that many academic activities are not able to provide. Lifelong friendships and well-earned respect for classmates, coaches, pastors, administrators, teachers, and parents often result from students' involvement in athletic programs.

In conclusion, athletics and athletic competition can contribute to the development of the total child by being the proving grounds for the formal teaching which takes place in the church, classroom, and the home.

### **GENERAL POLICIES OF THE ATHLETIC PROGRAM**

#### **1. ELIGIBILITY FOR ATHLETES**

- a) St. John School shall be responsible for establishing, implementing, and enforcing an eligibility code which is uniform for all sports and extracurricular activities and for all grades. The eligibility code will reflect the qualities of justice and fairness based upon performance as well as conduct and effort. A failing grade (below 70) in any subject or a failing mark in behavior (NI or U) places a student on probationary status. He/she may attend practices, but will not be allowed to play in any games. Grades will be reviewed every week. The student will remain on probation until the grade requirement is met. These policies do not apply to tournament play.
- b) The eligibility of the student to participate in any extracurricular activity will be determined by the grade performance of the previous marking period, either progress report or report card.
- c) The principal shall have the prerogative at any time to remove a student from participation in extracurricular activities when he/she deems it appropriate for reasons of academics or conduct. It is recommended that in special situations, though grade/conduct requirements may not be met,

the principal may, after consultation with parents, teachers, the athletic director, and/or coaches, grant eligibility where he/she feels it would be beneficial to the student.

- d) Sports team eligibility shall be extended to all currently enrolled students in grades 4-8 who meet the above-mentioned academic/conduct criteria.
- e) Athletic dues will be \$45 per player per sport, and must be paid before the first tournament or meet of the sport season in order for the player to be eligible for participation.
- f) Students involved in disciplinary actions (suspension/expulsion) may not participate in team practices or games during the disciplinary period.

## 2. PHYSICAL EXAMINATIONS/ PARENTS' PERMISSION/INSURANCE

Every athlete must have on file with the Athletic Director a physical examination form and written permission of the parents for the student to participate in the athletic program, which must include name of the family's insurance company and the policy number.

## 3. PARTICIPATION

In regard to team member selection, coaches will determine the process utilized to select team members. In some cases, all students who sign-up for a team may be selected to play. However, in other cases, based on a large number of interested players, it may be necessary to establish a more formal process of clinics and individual/group try-outs. This will then be at the coach's discretion as to the manner in which it is carried out.

Once the student-athlete has been accepted to play on a particular team, the coach will have the discretion as to playing time for each member. This will be for the benefit of the team based on attendance of practices, meeting of academic requirements, and skill factors.

## 4. PRACTICE TIME

A general practice schedule should be determined by the coach and approved by the athletic director prior to the start of the season. The amount of practice time and the scheduling of games cannot interfere with the academic program. All parents should be given a list of practice times and location of practices before the beginning of the season, with limited changes by the coach within the season.

## 5. SPORTS BANQUET

The annual sports banquet should be limited to a simple event as a fitting tribute for good sportsmanship and participation. All student-athletes will be given recognition at this event.

## STUDENT COUNCIL

St. John Student Council is an advisory board made up of elected and appointed members from grades four through eight. The Student Council meets monthly and gives input to the faculty and administration on matters of concern to the students, such as Catholic Schools Week activities and uniform requirements. They also sponsor service activities and fundraisers. Members must exemplify good character, service, and leadership.

## NATIONAL JUNIOR BETA CLUB

Sixth, seventh, and eighth grade students at St. John School who maintain a grade point average of 90 or above and who exhibit good character (as determined by satisfactory conduct grades and honesty) are invited to join the National Junior Beta Club, a leadership and service organization. A student may be put on probation for a quarter due to a drop in grades or a disciplinary incident. When a student has been on probation for two quarters, he or she forfeits membership for the school year.

## ACADEMIC COMPETITIONS

Students at St. John School take part in various academic competitions such as MathCounts, Academic Bowl, and Spelling Bees. Participants are selected by faculty members on the basis of tryouts. A student may be removed from a team if he/she does not attend practices regularly.

## DISCIPLINE

***5110 POLICY: Students shall comply with all rules of the school and submit to all reasonable authority of the teachers and others in authority over them.***

***Each school must develop its own disciplinary code in accordance with Diocesan regulations and publish its procedures in the school's parent handbook. A copy of the school handbook will be sent to the Catholic Schools Office.***

***See Appendix II Rationale and Principles for a Code of Discipline***

## DISCIPLINE AT ST. JOHN SCHOOL

The essence of Christian discipline is self-discipline. Respect for and consideration of one another is expected of every member of the St. John School community. In guiding the child's growth in Christian attitudes, values, and behavior, it is better to emphasize the positive rather than the negative. Corporal punishment is prohibited at St. John School.

Each student is expected to value personal belongings, to respect the possessions of others, and to show concern for the proper use of school property. Any damage to school property should be reported to a teacher or to the principal immediately.

Mindful of the rights of others, the students will move throughout the campus in a quiet, orderly fashion. No running in the halls, on the sidewalks, or in the classrooms is permitted. Out of concern for proper maintenance of school property, students are not permitted to chew gum on the premises at any time. Students are responsible for keeping books, desk areas, and other places they use neat and clean.

Deliberate damage to school property may result in parents'/guardians' of the responsible child having to reimburse the school for the cost of repairs. This could result in the child's being suspended or expelled, depending upon the seriousness of the situation.

Cheating will not be tolerated. Students who choose to cheat will receive a failing grade on the assignment or test. Repeated violations may result in detention, suspension, or expulsion. Under no circumstance will disrespectful language to a faculty or staff member or to an adult participating in a school program be allowed. Repeated violation may result in suspension or expulsion.

St. John School reserves the right to discipline students for behavior that takes place off the campus when it reflects negatively upon the school.

Repeated suspensions may result in permanent termination of the child's attendance at St. John School.

## DUE PROCESS AND RIGHT OF APPEAL

***5120 POLICY: Students and/or their parents have the right of appeal in those cases where disciplinary action may result in suspension or expulsion. See Appendix IV.***

## DUE PROCESS PROCEDURES

Failure to adhere to school rules will result in pre-determined consequences. For K-5 through 5<sup>th</sup> grades, homeroom teachers assign age-appropriate consequences, except in serious cases or instances of physical altercation, when the student must be sent to the principal. Grades 6-8 use a demerit system that results in after-school detention when a student has three offenses. The homeroom teacher will send home a notice of the after-school detention which must be signed by the parent or guardian. After three detentions, a parent/student/teacher conference will be held. After five detentions, the student will be suspended from school or serve an in-school suspension. During this suspension, the student may complete homework and class assignments, but no tests may be made up. Further disciplinary action may be required on an individual basis. When suspension is necessary, the principal will notify the pastor. Before expulsion, a conference with the parents, pastor, and principal is held to discuss the situation.

The following are some of the causes for disciplinary action:

- Harassing / bullying / threatening other students
- Repeated disturbance of class after warning
- Use of profane language
- Failure to follow teacher's directives
- Showing disrespect to faculty, staff, or visitor
- Cheating or other dishonesty
- Physical fighting on school grounds
- Disregard for school dress code
- Throwing objects that might be harmful to others or to property
- Being in a restricted area
- Un-Christian behavior at school or at any school function
- Striking teachers or staff members
- Immoral conduct
- Absence from class without a satisfactory excuse
- Stealing or possession of stolen goods
- Forging a signature of a teacher, staff member, parent, or guardian
- Falsifying a grade on a report card or test
- Possession of illegal drugs\*\* or alcohol on school premises
- Carrying, using, or threatening to use weapons or instruments to do bodily harm to another on school premises\*\*

\*\*These actions require school authorities to inform the police.

## PHYSICAL VIOLENCE/THREATS/BULLYING

Bullying is defined as a conscious, willful, and deliberate hostile activity in which children get pleasure from another's pain. It can be a verbal, physical, or social act.

Verbal bullying includes:

- name-calling,
- put-downs,
- unwelcome teasing,
- taunting,
- spreading rumors,
- making racist or sexual comments.

Physical bullying includes:

- hitting,

- pinching,
- kicking,
- unwelcome touching,
- forced confinement,
- extortion.

Social bullying consists of:

- exclusion,
- threatening or insulting notes, letters, e-mails, text messages, or graffiti,
- threatening words, actions, or weapons.

The administration of St. John School takes a serious stand against physical violence, threats, and bullying. Any student who exhibits these behaviors will be sent to the principal's office and will receive an age-appropriate consequence. Parents will be notified, and suspension or expulsion may result depending upon the severity of the violation.

## **UNIFORMS**

***5130 POLICY: Students are expected to be dressed in a manner consistent with accepted Catholic moral standards of good taste and decency, and in keeping with the school's uniform/dress code.***

### **DRESS CODE FOR KINDERGARTEN THROUGH EIGHTH GRADE AT SJS**

The required "dress" uniform shall be worn on all days that there is a scheduled Mass\* and all other required days as designated by the administration. All other items listed as "optional" may be worn on all other days. Students may wear pants, shorts, skorts or skirts as weather permits.

\*Due to hot weather, boys will be allowed to wear shorts to Mass on Fridays during the months of August, September, and May.

There is no uniform for pre-school students.

All uniforms **must** be purchased at Buckhead Uniforms. The closest retail location is in Macon, GA at 2941 McManus Road, telephone #478-314-6555. Uniforms orders may be purchased on-line at [www.buckheaduniforms.com](http://www.buckheaduniforms.com); by phone, 800-779-3676; or by fax, 404-303-0404. Uniform catalogs are available in the school office.

## **DRESS UNIFORM**

**GIRLS K-5 - 3<sup>rd</sup>**: Plaid jumper (style #194) (color #80) w/ hunter green polo shirt (short/long sleeve) with required transfer logo on cuff (pique or jersey)

**GIRLS 4<sup>th</sup> - 8<sup>th</sup>**: Plaid skirt (style #134) (color #80) w/ hunter green polo shirt (short/long sleeve) with required transfer logo on cuff (pique or jersey)

\*\* Girls K5 - 5<sup>th</sup> may wear plaid skort to Mass only if it meets the fingertip-length rule.

**BOYS K-5 - 5<sup>th</sup>**: Navy blue pants w/ hunter green polo shirt (short/long sleeve) with required transfer logo on cuff (pique or jersey)

**BOYS 6<sup>th</sup> - 8<sup>th</sup>**: Khaki pants w/ hunter green polo shirt (short/long sleeve) with required transfer logo on cuff (pique or jersey)

**SHOES**: Tennis shoes (white/navy/ black/ brown/ grey); brown, navy, or black shoes. (No sandals, high tops, boots, open-backed, open-toed, or light-up shoes)

SOCKS/ TIGHTS: Socks must be white or navy blue. Tights must be white, navy, or hunter green. Socks may be crew, knee socks, or ankle length. No low-cut tennis socks or footies are permitted. *Sock cuffs must be clearly visible, a minimum of one inch above the top of the shoe.*

BELTS: Black or brown leather belts with no embroidery or decoration.

OUTERWEAR: Only the official sweatshirts or sweaters may be worn in the classroom or church. Other non-school outerwear may be any color, but may be worn only at arrival, dismissal, and recess.

P.E. UNIFORMS: (4<sup>th</sup> - 8<sup>th</sup> only) navy knit shorts w/ ash t-shirt with school name on front (style#4000-4030); any navy sweat pants are permitted in cold weather.

SCHOOL NAME/LOGO: The school name or logo will be authorized only on the polo shirt (transfer), the sweatshirt (embroidered), and the turtleneck shirt (SJS embroidered).

SPIRIT SHIRTS: The school spirit shirt may be worn to support our athletic teams on days that are designated by the administration.

SCOUT UNIFORMS: Scouts may wear their respective scout uniforms on the day of their meeting. (Exception: not allowed on Mass days)

HATS: All cold weather hats and baseball caps must be removed before entering the school or church properties. In cold weather, hats (not baseball caps) may be worn at arrival, recess, and dismissal.

HAIR: Hair should be neat and clean, and not covering the eyes. No fad hairstyles or dyes will be permitted. Haircuts must be conservative; boys' hair should not be over their collars. No facial hair is permitted.

JEWELRY: Jewelry is limited to one ring per hand, one chain with religious significance, one watch, and one pair of small earrings (no hoops or dangling earrings) for girls. Boys are not permitted to wear earrings. No bracelets, anklets, tattoos, or body piercing is allowed.

MAKEUP: Students are not permitted to wear makeup at St. John School. Nail polish must be clear or a natural color.

UNDERSHIRTS: White undershirts without any design or writing may be worn under the uniform shirt.

## UNIFORM OPTIONS

### GIRLS (KINDERGARTEN - 5<sup>th</sup>):

plaid skort (style #104) (color #80)  
plaid shorts w/cuff (style #113)  
navy blue shorts w/cuff or fashion fit  
navy blue wrap skort (style #580)  
navy crew neck button cardigan (style #600)  
hunter green turtleneck shirt (SJS embroidered)  
navy blue pants  
navy blue sweatshirt w/school name (embroidered)

GIRLS (6<sup>th</sup>- 8<sup>th</sup>):

hunter green turtleneck shirt (SJS embroidered)  
khaki wrap skort (style #580)  
navy blue crew neck button cardigan (style #600)  
navy blue sweatshirt w/school name (embroidered)  
khaki shorts w/cuff or fashion fit  
khaki pants

BOYS (KINDERGARTEN - 5<sup>th</sup>):

navy blue shorts (no cuff)  
navy blue sweater vest (style #6600)  
hunter green turtleneck shirt (SJS embroidered)  
navy blue sweatshirt w/school name (embroidered)

BOYS (6<sup>th</sup>- 8<sup>th</sup>):

khaki shorts (no cuff)  
navy blue sweater vest (style #6600)  
hunter green turtleneck shirt (SJS embroidered)  
navy blue sweatshirt w/school name (embroidered)

NON-UNIFORM DAYS: Appropriate attire that reflects neat dress is expected. Clothing that is too tight, too short, cut-off or cut-out, displaying inappropriate logos or messages, halter tops, tank tops, flip-flops, and open-back sandals are unacceptable.

ENFORCEMENT POLICY

The uniform code is the responsibility of each student and parent. Students are to dress and groom themselves in a manner which is modest, clean, and appropriate to a Catholic academic environment. All shirts must be tucked in.

Whenever a student is not in full uniform, parents are to send a note daily to the teacher explaining the reason. If the reason is unacceptable to the administration, a violation shall occur.

First Violation: A verbal warning to student will be given. Parent will receive a uniform violation notice that must be signed and returned the next school day.

Second Violation: Student receives a recess detention. Parent will receive a second uniform violation notice that must be signed and returned the next school day. If the non-uniform violation is the wrong socks, after the parent has been notified the first time, the student will be required to change into a new pair of uniform socks and the parent will be billed accordingly.

Third Violation: Student is sent to the administration. Depending upon the severity of the violation, parents may be contacted to bring items to the school to correct the uniform deficiency before the child may return to class.

The school administration reserves the right to make judgment as to the appearance of students.

### **DISCRIMINATION (Based on Sex)**

***5140 POLICY: Schools in the Catholic Diocese of Savannah shall adhere to provisions outlined in Title IX of the federal code.***

St. John School does not discriminate on the basis of sex. Girls and boys participate in all the same sports so long as there are enough interested students to form a team.

### **CONFIDENTIAL RECORDS**

***5150 POLICY: Student records are confidential and will be open only to members of the professional staff, custodial parent or guardian, or to the student upon request.***

Students' permanent records are kept in the Records Room of the school office, and FERPA laws are observed. Only custodial parents, guardians, and faculty members may view student records. Parents are provided with user codes to view their child's grades on Edline, and parents set their own passwords for access.

### **SEXUAL HARASSMENT**

***5160 POLICY: Sexual harassment is defined as "unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, to achieve or participate in school activities in a comfortable and supportive atmosphere". This behavior as defined above is forbidden in schools sponsored by the Catholic Diocese of Savannah. All allegations of sexual harassment must be reported to the principal and pastor who will review the matter in accordance with diocesan guidelines.***

Sexual harassment is prohibited at St. John School. Any instance of perceived sexual harassment should be reported to the administration immediately.

### **SEARCH AND SEIZURE**

***5170 POLICY: Catholic Schools in the Diocese of Savannah will comply with the Family Educational Rights and Privacy Act, Final Rule on Educational Records, Public Law 93-308 as modified by SB 105, Article 5, Privacy of Pupil Records, which reads:***

***Police Officers, upon the authority of a search warrant, may make a search of that part of the school premises described in the search warrant, and school officials should cooperate in performing such a service.***

***Every effort shall be made to conduct searches in a manner that will minimize a disruption of the normal school routine, and minimize embarrassment to the pupil(s) affected.***

***School officials may at any time conduct such searches as are essential to the safety, health, and well being of the students, and to secure discipline and sound administration of the particular school.***

St. John School officials may conduct searches when circumstances dictate the need. Such circumstances would include concerns for the safety, health, or well-being of students.

### **SAFETY**

***5180 POLICY: The school's educational staff is responsible for providing adequate supervision of students during the entire time they are on school premises or engaged in a school -sponsored activity.***

### **SUPERVISION OF STUDENTS AT SJS**

Students have adult supervision at all times. A teacher, teacher's aide, or principal's representative is with the

students in the classrooms, in the cafeteria, on the playground, and other areas of the school when school is in session.

The buddy system is used at St. John School. Students who leave their classrooms must travel in pairs or groups, and all hallways and sidewalks are monitored by security cameras.

### DISMISSAL PROCEDURES

Children should be picked up promptly upon dismissal. Parents should not come into the Parish Center to pick up their children as this interferes with supervision and the dismissal procedures. Parents may wait outside the Parish Center (on the sidewalk) if they choose not to use the car line. The students should be signed out by the parent and then will be dismissed *following* afternoon prayers and announcements.

The school is not responsible for students left on the campus before 7:30 a.m. Extended Day charges will be incurred for students who are not picked up on time.

Children are not allowed on the school grounds or in the school buildings after school hours unless accompanied by an authorized adult or participating in a school-sponsored activity.

### EARLY DISMISSAL DAYS

On early dismissal days (such as field day and the last day of school), students must return to their classrooms after scheduled activities have been completed. Parents should then check them out directly from their classrooms on these days so that the teacher is notified of the child's departure.

### STUDENT SCHOOL INSURANCE

Accident insurance is provided for all students through the school under the auspices of the Diocese of Savannah. This insurance is secondary to any carried by the student's family. The registration fee covers this cost. Forms for claims should be obtained from the school office. A copy of the completed claim must be returned to the school office.

### FIRE DRILLS

To ensure an orderly and safe evacuation of the school in emergency situations, periodic fire drills will be held. All fire drills must be taken seriously, and no unruly behavior will be tolerated. When the alarm signal is sounded, students are to leave classrooms or other areas immediately without running, shoving, or talking, and proceed to a designated location. The teacher brings the class roster, is the last one out of the room, and closes the door. Roll is taken to ensure that all students are accounted for.

### TORNADO DRILLS/HURRICANE PROCEDURES

Tornado drills are held periodically to acquaint the students with the proper emergency procedures. Students may not be dismissed from school while a tornado warning is in effect. St. John School follows the Valdosta City Schools' opening and closing schedule when hurricanes are forecast. Parents will be notified of weather-related school closings through an automated telephone service. It is the parents' responsibility to maintain updated telephone contact information in the school office.

### RAINY DAYS

On rainy days, students must stay inside in a supervised area while class is not in session. No student is allowed in an area without supervision.

## FAMILY LIFE CURRICULUM

Christian sexuality and child sexual abuse prevention are topics included in the diocesan curriculum. St. John School teaches the *Child Lures* sexual abuse prevention program and the Benziger *Family Life* series on Christian sexuality. Presentations by the guidance counselor, school nurse, teacher, or other qualified personnel will be preceded by a note to parents so that they may discuss the topics with their children first or follow up afterwards. While doing so is strongly discouraged, parents may opt out of these presentations by sending a note to the teacher before the lessons are taught.

## YARD DUTY

Parents assist the teachers in monitoring the school playground during the children's lunch and recess. The time is 11:25 A.M. until 12:50 P.M. Each family must serve three days per year. If parents are unable to fulfill this obligation, they must pay \$10.00/day for a substitute.

## EMERGENCY PROCEDURES - POSTED

**5190 POLICY:** *The principal is responsible to see that all school personnel know exactly what to do in an emergency as outlined in each Catholic school's emergency plan. Emergency procedures should be briefly and clearly written and posted in a conspicuous place. Instructions and numbers for police and fire departments should, also, be posted.*

*The principal is responsible for informing all school personnel of the person who is responsible to act in "the name of the principal" when the principal is not on the premises.*

Emergency procedures are reviewed with the faculty during preplanning, and monthly fire drills are held at St. John School. Each classroom has a *Crisis Manual* posted in a prominent place. When the principal is not on the premises, the assistant principal is designated to be in charge. After 4:00, the Extended Day Director or her designee is responsible for the safety of the students in that program.

## PHYSICAL EXAMINATION AND IMMUNIZATION

**5200 POLICY:** *All students are to submit to physical examination and other health requirements prescribed by the State of Georgia and the Diocese of Savannah.*

## HEALTH RECORDS

All students, in accordance with state law, will submit a Georgia Department of Human Resources School Certificate of Immunization (Form 3032 or 3227) before attending St. John School. Students in K4 through 8<sup>th</sup> grades must also submit Certificate of Ear/Eye/Dental Examination (DHR Form 3399). Sixth grade students must submit an updated MMR Vaccine Certification form. Students participating in school athletic programs must submit a physical exam form for each year of participation.

These forms will be maintained in the permanent file folders in the school office, which also contain the results of health screenings performed at the school (hearing, vision, scoliosis, etc.). Out-of-state health records must be evaluated by a physician or the local health department and recorded on appropriate Georgia Health Forms prior to their inclusion in the permanent file folders.

## ACCIDENT OR ILLNESS AT SCHOOL

During school hours, any illness or accident is to be brought to the attention of the school health official as quickly as possible. Student Accident Reports will be completed and placed on file when accidents occur on campus in an effort to identify issues impacting student safety. For students experiencing illness during the

school day, when the condition warrants, parents/ guardians or emergency contacts will be notified. The school will maintain up-to-date emergency information cards for such purposes. Parents are responsible for assuring that these cards contain the most recent and complete information at all times.

### **COMMUNICABLE DISEASES**

***5210 POLICY: In the instance of communicable disease, advice of the local Health Department must be followed.***

- ***Any accident or illness is to be brought to the attention of the principal as quickly as possible.***
- ***If the situation warrants, the parent or guardian is notified. If no one can be reached, the principal is responsible for taking the necessary action in the situation.***
- ***A student who is ill will be released from school in the custody of their parent/guardian. Students will be released only if there is assurance that someone will be in the home to care for them.***

### **HEALTH ISSUES**

#### **1. Communicable Diseases:**

In an effort to protect the health and welfare of students, faculty, staff, and community, parents are encouraged to report to the school administration when their child has been diagnosed with an infectious or communicable disease (i.e. salmonella, hepatitis A, meningitis, head lice, etc.). The school will adhere as necessary to specific illness control procedures mandated by the local Health Department (length of recommended school absence, school re-entry protocol). Parents will be informed in writing when school administrators become aware of the presence of communicable illnesses in the student population.

#### **2. Returning to School after an Illness:**

Based on state Health Department reporting mandates, following an illness-related school absence, parents must submit a note to the teacher clearly stating the nature of the child's illness (fever, strep throat, upset stomach, etc.). Students should not return to school until 24 hours after any fever, vomiting, or diarrhea has subsided.

### **REPORTING CHILD ABUSE AND NEGLECT/VIRTUS**

***5230 POLICY: All teaching and support staff are required by state law to report any suspected child abuse or neglect. The educator's role is not to investigate or verify the situation but to report the suspected abuse, setting in motion the process of getting help for the child.***

Faculty and staff at St. John School are mandated reporters of suspected child abuse or neglect. All suspicions must be reported to the administration. All employees and volunteers who come into regular contact with the students must be Virtus-trained in the prevention of child sexual abuse.

### **HEALTH AND SANITATION**

***5240 POLICY: Compliance with the local Health Department guidelines for sanitary conditions of the school is required. This includes cleanliness of lavatories, drinking fountains, lunchrooms, classrooms, corridors, and grounds. Each school will have sufficient maintenance personnel to provide the clean, safe environment conducive to learning and healthy living.***

St. John School employs housekeepers and maintenance workers who are responsible for the cleanliness and upkeep of the facilities. The cafeteria is inspected annually by the State, and the Preschool and Extended Day Program are certified by the State agency Bright from the Start.

## **GRADUATION**

***5250 POLICY: Students graduating from Diocesan elementary and secondary schools will receive the official diploma issued by the Catholic Schools Office.***

Students graduating from eighth grade at St. John School receive the official diploma issued by the Catholic Schools Office of the Diocese of Savannah. Mass is celebrated, and a family reception follows in honor of the graduates.

## **RELIGIOUS AND PATRIOTIC OBSERVANCE**

***5260 POLICY: School personnel in the diocesan schools are urged to recognize in their programs those religious and patriotic/civic observances regarded as significant by the Church and the local community.***

***The flag of the United States of America should be displayed within and outside the school building.***

The St. John School calendar observes significant patriotic holidays and Good Friday each year. The exception is Presidents' Day, on which the school's annual Open House is held to facilitate visitation by families of public school students and military personnel.

## **CELL PHONE POSSESSION/USE BY STUDENTS**

***5270 POLICY: Every school under the auspices of the Catholic Diocese of Savannah shall include in the student handbook a policy that forbids or seriously curtails the use of cell phones during school hours and delineates the consequences.***

### **Telephone Use at SJS**

Cell phones may be brought to school, but must be kept *out of sight* and in the *off position* from 8:00 a.m. until 3:15 p.m. (except in cases of extreme emergency). No pictures may be taken with cell phones at school. No harassing or threatening messages may be sent either through voicemail or text messaging. No game playing, internet or e-mail access, or purchasing via cell phones will be allowed on school premises.

Violation of the rules regarding cell phone use will result in the phone's being taken away, and the parent or guardian will have to pick it up. For a second offense, the phone will be kept until the end of the school year. Students may use the telephone in the office with permission. The telephone in the Parish Center is not to be used by the students except in cases of emergency.

## **SCHOOL CALENDAR**

***6010 POLICY: Each school administrator shall submit to the Superintendent for approval a calendar that adheres to the State attendance regulations.***

St. John's school calendar includes 180 days of student attendance and 10 days of faculty in-service each school year.

## **SCHOOL DAY**

***6020 POLICY: The length of the school day should be set in such a manner that is not less than state and/or accrediting agency requirements and shall be set to meet all curriculum needs.***

At St. John School, the day begins at 8:00 a.m. and ends at 3:10 p.m., with dismissal from the Parish Center at 3:15 p.m. The Preschool day begins at 8:00a.m., with K3 dismissed at 11:15 and K4 at 11:30.

### **TIME ALLOTMENT**

***6030 POLICY: Sufficient time shall be allotted in the school day for all academic areas. The Catholic Schools Office shall publish recommended time allotments.***

St. John School follows the diocesan guidelines for time allotments by subject (see *Appendix*).

### **INSTRUCTIONAL MATERIALS**

***6040 POLICY: Books and instructional materials for Religious Education and Sacramental programs must be approved by the Diocese of Savannah. Instructional materials for other disciplines will be selected by the individual school administrator(s). The selection shall be consistent with the philosophy of instruction and in accordance with the regulations from the Catholic Schools Office.***

St. John School uses textbooks and workbooks that are on the approved list provided by the Catholic Schools Office and the Office of Religious Formation.

### **INSTRUCTIONAL GOALS**

***6050 POLICY: The output of school programs will be evaluated in terms of pupil performance as reflected in student progress and relative rankings in national tests.***

St. John School's Terra Nova test scores are published in the school newsletter and reviewed annually by the administration, faculty, and school advisory board.

### **LEAVING SCHOOL PREMISES**

***6060 POLICY: Students shall be permitted to leave school prior to dismissal time with written permission from parent or guardian.***

See Dismissal Procedures under Supervision of Students.

### **CONFERENCES WITH SCHOOL PERSONNEL**

***6070 POLICY: Parents, guardians, agents, and others having legitimate business with the school shall be informed to make appointments at a mutually convenient time so classes will not be interrupted.***

### **PARENT-TEACHER CONFERENCES**

Conferences are held in conjunction with the issuing of the first report cards and again in the spring. Parents and teachers may request a conference at other times. To request a conference, parents should call the school office or send a note or e-mail asking the teacher to contact them to schedule one. Parents should not call teachers at their homes or try to meet with them before or after school without an appointment. In order to be properly prepared for a conference, teachers need the same advance notice afforded other professionals.

### **EMERGENCY PREPAREDNESS**

***6080 POLICY: Each school shall develop and implement an emergency management plan.***

St. John School has a crisis plan in place for cases of emergency. All teachers and staff are aware of structured procedures to follow to keep the students safe. If it becomes necessary for the school to go into a lockdown, no student may leave a classroom until the situation has cleared.

### **CEREMONIES AND OBSERVANCES**

***6090 POLICY: The flag of the United States of America shall be displayed outside of the school during school hours.***

The United States flag is displayed proudly near the school driveway behind the science lab, as well as in the Parish Center and in many classrooms.

## **ST. JOHN SCHOOL FINANCIAL POLICIES**

The financial policies of St. John School should not present a hardship to anyone, as there are clauses to cover any difficulties a family may have with registration or tuition payments. It is the responsibility of the parent/guardian to notify the school if there is a problem.

### **REGISTRATION FEE**

The registration fee must be paid by the due date designated in the registration materials. The registration fee will not be refunded if the child or children do not attend the school when the term begins for which registration has been paid.

If a family fails to pay the registration by the due date stated in the registration materials and still wishes to be registered (if space remains in a class), a \$20.00 late fee will be added to the registration fee. If a family moves into the area after the registration deadline, no late fee will be assessed. No child will be admitted to the school if the registration fee is not paid.

### **TUITION PAYMENT**

There are three classes of tuition rates: Parish Catholic, Out-of-Parish Catholic, and Non-Catholic.

Parish Catholic is defined as:

- Registered, practicing members of St. John Parish
- Regularly attends weekly Mass
- Regularly using envelopes to contribute financially to St. John Parish

Out-of-Parish Catholic is defined as:

- Registered, practicing members of a local parish
- Regularly attends weekly Mass at that parish church
- Regularly contributes financially to that parish

Non-Catholic is defined as:

- Not practicing the Catholic faith or not using offertory envelopes regularly

Tuition is paid in 12 monthly payments beginning in June for the upcoming school year and ending in May. Tuition is paid directly to the school office. All tuition is due the 1<sup>st</sup> of each month and is delinquent after the 10<sup>th</sup> of each month. A late fee will be charged to the account if tuition is not paid by the 10<sup>th</sup> of the month.

Any requests to pay on a schedule other than that described above must be put in writing and approved by the principal and Finance Committee. This clause will cover any temporary hardships a family may have in making monthly payments.

Statements reflecting a late fee will be sent in the mail on the 11<sup>th</sup> of every month to those families who have an open balance on their accounts. If a family is late paying two monthly tuition payments in a row, they will be required to use automatic debit payments for their tuition.

A \$25.00 fee will be charged for checks returned due to insufficient funds.

### PARISH TUITION ASSISTANCE

Tuition assistance is available to those who meet the parish Catholic requirements as defined above and who meet the need guidelines. Tuition assistance information may be requested from the school office. All arrangements will be kept in confidence. Please refer to the Tuition Assistance Policy for more details.

### DELINQUENT REGISTRATION AND TUITION

Timely tuition payments are of great importance. If there is a reason causing repeated delays or non-payment of tuition, consultation with the principal, pastor, or Finance Committee of the School Board is necessary, and arrangements for a payment plan should be put into writing. St. John School and Parish are willing to work with anyone who is experiencing difficulty making payments.

In August, no child will be admitted to St. John School if any of the preceding year's tuition or other fees have not been paid. No report cards or diplomas will be issued or transcripts sent to another school if there is delinquent tuition or any other fees on an account.

On the 21<sup>st</sup> of each month, a letter from the Finance Committee will be sent to any family who still has an open balance and has not made arrangements to set up a payment plan. This letter will state that unless the delinquency is paid in full by the end of the current month or a payment plan is submitted by the end of the current month, the child/children will not be allowed to return to school on the first day of the succeeding month or thereafter until the tuition is current. If a submitted payment plan is not followed, the account will again be considered delinquent.

### REFUND / PRORATING OF REGISTRATION AND TUITION

Registration fees are charged for the purpose of holding a classroom space for a child in the next school year and for determining faculty requirements for those children registered. For these reasons, no registration fees will be refunded.

If part of a month is attended, tuition for the whole month is due.

If a child enters the school after Christmas, the registration fee and tuition will be prorated.

If a child is registered, the registration fee is paid, and tuition is paid for June, July, and/or August, and the child does not attend when school begins in August due to an out-of-town move, the tuition for those months will be refunded (but not the registration fee). If the child does not attend for other reasons, the tuition paid for any of the above months will not be refunded. If there are extenuating circumstances for non-attendance, a request for a refund of tuition may be made to the Finance Committee for their review.

## **PRESCHOOL EDUCATION PROGRAM**

***6100 POLICY: Organization of preschool educational programs is permitted in the Diocese of Savannah with permission of the Superintendent of Catholic Schools.***

### **ST. JOHN CATHOLIC SCHOOL** **PRESCHOOL AND EXTENDED DAY PROGRAM** Policies, Procedures, Rules, and Regulations

#### 1. Dates and Hours of Operation:

The SJS Preschool and Extended Day Program opens the first day of school in August and closes the last full day of school in May. The program is open Monday through Friday from 7:45 a.m. to 5:30 p.m. as needed by preschoolers or elementary students (K-3 through 6<sup>th</sup> grade; ages 3 years to 12 years). On early dismissal days (1:30), those enrolled will also report to Extended Day. The program will not operate on days that are designated school holidays, extended breaks, or teacher in-service days. In case of severe weather the program will follow SJS school policy and procedure on opening and closing.

2. Rates: In addition to regular tuition, Extended Day rates are charged to offset the expenses of the program. A current rate schedule is available in the school office.

Credit will not be given for absences on full time accounts. Rates may be pro-rated for school breaks, holidays, and teacher in-service days. Drop-in fees will apply to those who want to use the program only on specific days or early dismissal days.

Additional fees for late pick up:

When a child is not picked up on time, the parent will be charged \$10.00 for the first (5) minutes and \$15.00 for every (15) fifteen minutes thereafter. Please contact the school in case of emergency/late pick up.

3. General Information, Policies, and Procedures are applicable to the age of student attending this program.

- a) All staff and faculty at our school have had background checks, CPR/First Aid training, and Virtus child abuse prevention training.
- b) SJS Preschool and Extended Day Programs are available for students currently enrolled with the school.
- c) Students must attend school in order to use the program. There are no late drop-ins allowed when a student has not attended morning preschool, or a full day of school for grades K-5 through 6th. Exceptions will be made for doctor or dental appointments, with written doctors' notes.
- d) All students must be registered with the director of the program regardless of how frequently the program will be used.
- e) Fees for the Extended Day Program will be paid on a weekly or monthly basis through the Extended Day Program. Drop-in care will be paid upon signing out your child/children. Your regular tuition is paid through the office. Fees may not be included with any other fees that are due to the school—a separate check will be required.
- f) Weekly fees for the Extended Day portion of the program are due on the first day of the week your child attends. Credit cannot be given for absences or illness. Fees will not apply during school holidays, extended breaks, and teacher in-service days.
- g) If your account becomes delinquent, your child will not be allowed to attend the program.
- h) Preschool children must be signed in each morning. Parents will escort preschoolers to the building and record the time that their child is signed in. Children must be signed out daily by a parent or by an individual designated by the parent(s) whose name appears on the Extended Day list as authorized to pick the child/children up. Parents must record the time they pick up their child/children on the sign out sheet and must escort the child/children from the building.

- i) A staff member, teacher, or teacher's aide will escort children to the Extended Day rooms at the end of their regular school dismissal time.
- j) If a preschooler who has an older sibling needs to be dismissed at car pick-up at 3:15, you must inform the Extended Day Staff in writing so that your child may be escorted to the Parish Center. A staff member will wait with your child and escort him/her to your car.
- k) Parents must keep the director informed of any changes that need to be made to the student's application, such as telephone number, address, living arrangements, emergency numbers, medical conditions, etc.
- l) We are mandated by the State to see that children receive nutritious meals and snacks while in our care. This means we must follow the USDA guidelines. Parents are responsible for following the USDA guidelines when sending snacks and lunches from home. Juice drinks should be 100% juice; please do not send soda or other sugary drinks.
- m) We are required to supplement snacks and meals that do not meet the guidelines. This may result in an additional fee to parents if the guidelines are not followed when sending snacks/meals from home.
- n) According to the USDA guidelines, children must receive white milk with meals. We will be responsible for seeing that your child is served white milk while attending our program. If your child has an allergy to milk, we must have a statement on file from your child's doctor that verifies the allergy. Please reserve chocolate milk orders to once a week from the hot lunch menu.
- o) Parents are responsible for sending a morning snack with preschoolers. A snack is provided each afternoon to preschoolers and elementary students by the program. Preschoolers may bring their lunch or order from the school lunch menu. Lunch is ordered one week in advance from the order form on *The Rainbow Connection* school newsletter that is distributed at the beginning of every week. The school lunch program does not operate the first week of school or the last week of school.
- p) Preschoolers will be provided with a mat and sheet for rest time. Parents are to provide a small blanket for their child. Children may also have a small pillow if they wish. Parents are responsible for laundering their child's items at the end of each week and sending them back at the beginning of the week. The Extended Day Program will launder sheets.
- q) Preschoolers should possess the skills necessary to use the toilet unassisted. Staff members are not permitted to perform personal hygiene needs. In case of wet accidents, children will receive minimal assistance with clean-up and changing of clothes. Parents will be called and expected to come to the school immediately to clean up and change a child who has soiled his/her clothing. Parents are responsible for providing a complete change of clothing for their child and replacing it when it has been used. If a student has a bathroom accident twice in the same day or three times within a month, parents will be asked to immediately pick up and withhold their student from attending extended day for 24 hours or more.
- r) Your child will be seen by the school health coordinator for first aid and illness between the hours of 7:45 and 3:45. After that time, Extended Day staff members will be responsible for first aid, etc.
- s) Parents of children on daily medication (prescription or over-the-counter) will be required to complete a special medication form before the Extended Day staff or school health coordinator can dispense medication to the student. Do not send the medication to school with your child. It must be left in the administration office with the school health coordinator.
- t) The program will notify parents if their child is ill, injured, or exposed to a communicable disease. Parents will be called to pick up their child if he/she has a temperature of 100 degrees or higher, or if he/she has another contagious symptom, such as, but not limited to, a rash, diarrhea, or sore throat. Parents will also be notified immediately if their child exhibits any adverse reaction to prescribed or over-the-counter medication. In case of emergency, parents or guardians will be contacted as soon as

possible. If the situation warrants off-site medical attention, someone from the program will accompany the child to South Georgia Medical Center and remain with the child until the parent or guardian arrives.

- u) Elementary students participating in on-site extracurricular activities that occur during regular Extended Day hours, such as basketball, soccer, scouts, etc., may not leave the care of the program without a signed permission slip releasing said child to the care of the coach or pre-approved individual. The Extended Day staff cannot allow a child to attend such activities without permission from a parent or guardian.
- v) The Extended Day staff does not provide transportation for students to off-site activities such as dance, karate, gymnastics, etc. Any person who will be picking up your child for these purposes must be designated on the list of authorized persons found on your registration form. They may also be required to show identification upon request by a staff member.
- w) Staff members will require identification for any person picking up your child that they do not recognize.

#### 4. Rules of Extended Day

- a) Students in the care of Extended Day staff are required to follow the same rules that apply during regular school hours.
- b) Students are expected to show courtesy and respect to staff members and other students in the program.
- c) A staff member will take charge of the students at the end of their school dismissal time.
- d) Students will assist in cleaning up after themselves at snack time. They are also responsible for their work area during homework time or toys and games during play/free time.
- e) Eating and drinking is allowed only in designated areas. No gum chewing is allowed.
- f) Elementary students will have the opportunity to study or begin homework. Staff members are not tutors and will not require or force students to use this time for homework. It is the parents' responsibility to encourage their child/children to use this time wisely.
- g) Students will work quietly during homework time. Students who choose not to do homework may read quietly or work on another activity that will not disturb others.
- h) Students may bring movies rated G or PG only to share with the group on Friday afternoon. A staff member will have final say as to whether a movie is appropriate.
- i) The disciplinary procedures for students who do not obey the Rules of Extended Day are as follows: If a student misbehaves or requires disciplinary attention after repeated warnings, the student will be redirected and removed from the situation and/or placed in age appropriate "time-out". This may include sitting out during outdoor play or free play indoors. Students will be counseled by staff members regarding inappropriate behavior and they will be reminded of class and school rules that apply. Staff members will also inform parents through written or verbal communication of repeated discipline problems. If necessary, a conference will be requested of the parents with the director and/or principal. Repeat offenders may also be issued a written warning that is to be signed by the parents/guardian and returned to the director. Students who continue to disrupt the Preschool/Extended Day Program may also be brought before the principal.
- j) Extreme cases of misbehavior such as biting, hitting, spitting, or inappropriate language towards staff/classmates will be handled by the principal and may result in a student's immediate removal and suspension from the Preschool/Extended Day Program.

## PROCEDURES FOR ST. JOHN K-3/K-4 PRESCHOOL

It is the responsibility of the teachers, staff, and administration to provide a safe and healthy environment at St. John School. Cooperation of parents will ensure a smooth transition from home to school for their preschooler.

### Drop-Off Procedure

Preschool students should arrive between 7:45 and 8:00 each morning. Parents should park in the parking area in front of the school near the church, escort their children to the door of Extended Day Room D, and sign them in.

**REMEMBER: THE BRIEFEST GOOD-BYES ARE THE EASIEST AND THE BEST GOOD-BYES FOR THE CHILD.**

The preschool day will begin at 8:00. Students who arrive at preschool on time will receive a reward (such as a sticker). Parents who bring a preschool child after 8:10 must remain with the child in the school office until a parapro picks tardy students at 8:20.

Parents may NOT walk to the classrooms to drop off the child. Goodbyes at the classroom door disrupt the entire class.

### Pick-Up Procedure

Pick-up begins at 11:15 for K3, and all K3 students should be picked up no later than 11:30. K4 pick-up starts at 11:30. Children who have not been picked up within 15 minutes will be taken to the school office or to the Extended Day room. If it is necessary to pick up a child early, parents must go to the school office to sign out the child, and the parapro will escort the child to the office.

### Procedure for Toileting Accidents

All preschool children must be potty-trained and possess the skills necessary to use the toilet unassisted. If a child soils himself/herself, the parent will be called and required to come to pick up or to clean and change the child. Teachers are NOT allowed to clean and change the students.

Frequent and repeated accidents WILL require the child to stay home until potty training is mastered (usually at least one week at home with NO accidents). Individual cases will be addressed by the teacher and administration.

**NO PULL-UPS OR DISPOSABLE TRAINING PANTS ARE ALLOWED.**

### Birthday Celebrations

Birthday celebrations will be held in place of snack time. Please do NOT send gifts, treat bags, or favors. These celebrations must be scheduled with the teacher ahead of time. For parties outside of school, all children in the class must be invited if the invitations are passed out at school. NO gifts may be delivered to students from other students.

### Health and Well-Being

Students are required to wear socks. For safety, shoes must fit securely covering the toes and heels. No cros, flip flops, sandals, or plastic shoes may be worn. If students arrive at preschool wearing unsafe shoes, parents will be required to bring appropriate ones.

If there are ever any circumstances that would affect the emotional well-being of a child, parents should share this information with the teacher so she can do everything possible to meet the needs of the child.

Teachers should be notified if a child is on ANY medication (over-the-counter and prescription). No medication may be kept in the classroom or administered by the classroom teacher. These must be left with the school health coordinator.

If a child experiences vomiting, diarrhea, or fever in the previous 24 hours, he/she should NOT attend preschool.

If a child has or develops any ongoing medical condition, the child's teacher must be informed. Students should not bring umbrellas to school. A raincoat with a hood is much safer for everyone.

### **CURRICULUM GUIDELINES**

***6110 POLICY: Elementary schools of the Diocese of Savannah will comply with the Minimum Curriculum Standards as established by the Catholic Schools Office.***

### **CURRICULUM**

All children are expected to participate in all classes and activities during school hours. Exceptions may be approved by the principal for reasons of health or in special cases.

K-3 and K-4 meet five days a week. Hours are from 8:00 – 11:15 for K3 and 8:00 – 11:30 for K-4. Children who are picked up late may be charged an Extended Day fee.

The early childhood program is designed to lead a child from wonder to discovery, developing and perfecting a wide range of skills with which to meet future educational challenges, and most importantly, to associate pleasure with learning. This program also strives to provide the basis of all Christian goals developed within the entire school.

Kindergarten meets five days a week, from 8:00 A.M. until 3:15 P.M. The kindergarten program seeks to achieve the following four ends: (1) individuality, (2) socialization, (3) self-discipline, and (4) learning skills. Grades K – 5 are mostly self-contained, with students leaving their homeroom to attend art, computer, library, music, and physical education classes. Grades 6 – 8 are departmentalized according to subject areas.

The curriculum used at St. John School is that of the Catholic Diocese of Savannah. It may be accessed online at [www.diosav.org](http://www.diosav.org) under the *Schools* link. It is also available on St. John School's server.

The curriculum includes:

Religion

Mathematics

Language Arts: Reading / English / Spelling / Phonics / Vocabulary / Handwriting

Social Studies

Science

Fine Arts: Music / Art / Band (optional)

Computer Science

Physical Education

Library

Spanish

## **CURRICULUM GUIDELINES – RELIGIOUS EDUCATION**

**6120 POLICY:** *All religious education programs of the Diocese of Savannah, preschool through adults, shall be in accord with the Religious Education Guidelines published by the Office of Religious Education.*

All students at SJS (Catholic and non-Catholic) are required to take Religion class and to participate in school religious services, except the sacramental programs.

## **PROMOTION / RETENTION / SUMMER SCHOOL**

**6130 POLICY:** *A student shall be considered for promotion if the following standards are met:*

- Kindergarten**    (1) *Mastery of reading readiness skills and math skills.*  
                          (2) *Regular attendance/less than ten absences per semester.*
- Primary**            (1) *Mastery of reading and math skills at the assigned grade level.*  
                          (2) *Regular attendance/less than ten absences per semester.*
- Middle**             (1) *A passing final grade in all major subjects*  
                          (2) *Regular attendance/less than ten absences per semester*

*A student may be retained once in kindergarten through third grade and once in fourth through eighth grade.*

A student at St. John School may be considered for promotion if the student has met the above standards.

Note: It is expected that all students have an understanding and knowledge of the religious content that is appropriate for their grade level.

An attendance waiver beyond the ten days per semester will be reviewed by the school principal and may be granted at the principal's discretion.

The principal, teacher(s), and parent(s) may agree to retain a student for horizontal development and/or maturation needs.

## **SUMMER SCHOOL**

Summer school will be recommended for students in the primary grades who receive a grade of D in English, reading, or math, and for students in the middle or upper grades who receive a grade of D in a major subject. Successful completion of summer school and the passing of a grade level test may enable a student who has been retained to proceed to the next grade level. The work pursued during summer school must be from a recognized / approved summer school program which includes at least 60 hours of instruction per subject.

## **BOOKS**

Students should take care of all books. Hardback books should be treated with particular care, since they are the property of the school. Books are to be covered at all times (no adhesive covers), and the child's name and grade should be visible on the books. Any books damaged by the student through carelessness or negligence must be paid for by the student.

## **PUPIL- TEACHER RATIO**

***6140 POLICY: The staff to student ratios are maintained in relation to the age of the child. Provisions shall be made for flexibility in grouping (large, small, and individual), based on the school's objectives and identified needs of students.***

Class size limits at St. John School are will within accreditation standards:

K3	12
K4	15
K5 – 4 <sup>th</sup>	25
5 <sup>th</sup> – 8 <sup>th</sup>	28

## **FIELD TRIPS**

***6150 POLICY: A field trip is an educational opportunity whereby students leave school property under the direction, guidance and/or authority of the school, or authorized school representative. Field trips are recognized as useful in contributing to and enhancing students' practical understanding of academic subjects. The purpose, organization and implementation of field trips must follow regulations established by the Catholic Schools Office.***

At St. John School, field trips are encouraged if they are educational and directly related to the curriculum. The following guidelines must be followed:

1. The field trip is a learning experience and must be related to the subject matter being studied. The educational value of the trip must justify the time, distance, and expense involved.
2. Safety precautions must be taken. When riding in any vehicle, all children must ride in seatbelted seats. No child will be allowed to ride in seats with airbags.
3. The school must have written permission from parents for children to participate in field trips.
4. Drivers are to drive to their destination and back, and are not to make unnecessary stops.
5. A driver's information sheet must be filled out and turned in to the office prior to driving on any school-sponsored trip. Drivers must carry the minimum required insurance limits (\$100,000/\$300,000).
6. Younger siblings are not allowed to accompany the class on field trips, as their parents' attention is needed to monitor the safety of the students.
7. Parents who do not wish their child to go on a particular field trip may refuse permission. However, the student is still expected to attend school that day.
8. Individual teachers, in consultation with the principal, reserve the right to restrict or deny student participation in any field trip due to, but not limited to, poor academic performance and/or poor conduct.

## **HOMEWORK**

***6160 POLICY: Homework is an essential part of a complete educational program. It provides a meaningful opportunity to supplement and reinforce the school curriculum. Homework may require both dependent and independent effort by the student. The curriculum shall provide for appropriate homework.***

Homework is to be completed by the assigned time. This includes written and studied work, projects, and reading assignments. Any student who does not have his/her homework done completely, properly, and on time will lose credit for the assignments. Parents of students in the middle grades will be notified of missing homework assignments via grade reports on *Edline*.

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school the student should find out the work missed. He/she will be given one or two days to complete and hand in these assignments. In case of prolonged absence (three or more days), parents

should call the office for missed classroom and homework assignments. Calls should be made in the morning so that the work can be prepared and ready for pick-up by dismissal time. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

It is the responsibility of the student and parent to see that the work is completed. It is the responsibility of the teacher to notify students that assignments are missing. Homework must not be done during class without the permission of the teacher.

Homework assignments aid students to develop the ability to work independently. Homework experiences will enable the student to practice the basic skills initiated in the classroom and can also provide challenging enrichment activities. Failure to hand in homework results in a grade of 0. Homework counts as a percentage of the grade on the report card.

## **EVALUATION**

***6170 POLICY: Each teacher shall provide ongoing evaluation of the student's educational progress and communicate progress to parents. Elementary and secondary schools shall use report cards approved by the Catholic Schools Office.***

## **REPORT CARDS**

Report cards are issued in grades K5-8 four times during the school year as a means of informing parents of their child's progress. The cards are to be signed and returned the following day.

The following grading scale is used:

Academic Ratings		Non-Academic Ratings / Conduct	
A (94-100)	E Excellent	1 Excellent	
B (86-93)	G Good	2 Good	
C (77-85)	S Satisfactory	3 Satisfactory	
D (70-76)	N Needs Improvement	4 Needs Improvement	
F (Below 70)	U Unsatisfactory	5 Unsatisfactory	

Work Habits / Social Growth

+ Area of Strength      N Needs Improvement

Progress Reports are also issued four times during the school year, at the midpoint of each marking period.

## **HONOR ROLL POLICY**

To achieve the **A** Honor Roll, a student's grades in academic subjects (including Spanish and computer) must all be 94 or above. To achieve the **A/B** Honor Roll (6<sup>th</sup> – 8<sup>th</sup> grades only), a student's grades must all be 86 or above. Any "Needs Improvement" or "Unsatisfactory" mark (including conduct) will disqualify a student from the Honor Roll. Music, art, and P.E. grades must be **S** (Satisfactory) or above for a student to attain Honor Roll status.

The semester and yearly Honor Rolls are calculated by averaging quarter grades. The semester or yearly average in each subject determines semester or yearly Honor Roll status, according to the guidelines listed above.

## **HONORS AND AWARDS**

In grades 1-8, awards are given at year-end in penmanship, art, sportsmanship, music, foreign language, and religion to one student in each class who excels most (based on merit and grades). Math, science, social studies, and language arts awards are given for grades 4-8 to the student in each class who holds the highest academic

average at year-end. The students who hold the three highest *overall* academic averages in each class (grades 4-8) are also recognized at the end of the school year.

The highest honor awarded at St. John School is the Principal's Award, given at the end of each semester to one student in each K5 – 8<sup>th</sup> grade class. The Principal's Award recipient is chosen by the teacher on the basis of Christian courtesy and conduct throughout the semester, exemplified both in words and in actions.

St. John Student also recognizes one student in each class monthly as *Eagle of the Month*. This student is chosen by the child's teacher, and is based on behaviors rather than academics.

### **TESTING**

***6180 POLICY: Schools shall participate in an approved standardized testing program identified by the Catholic Schools Office.***

***Schools shall participate in the approved religious education testing program identified by the Director of Religious Education for the Diocese of Savannah.***

At St. John School, students in first through eighth grades take the *Terra Nova* standardized test. The results of these tests are shared with the parents and are used by the teachers for placement and instruction. Near the end of K4, preschool students take the ETS *Kindergarten Readiness Test*, and K5 students take the ETS *School Readiness Test*. Fifth and eighth grade students also take a standardized religion test, the NCEA *ACRE*.

### **ACCREDITATION**

***6190 POLICY: Elementary schools in the Diocese of Savannah shall be accredited by the Florida Catholic Conference. Secondary schools in the Diocese of Savannah shall be accredited by the Southern Association of Colleges and Schools.***

St. John School is accredited by the Florida Catholic Conference, AdvancED SACS, and the Georgia Accrediting Commission. St. John School is also a member of GISA.

### **CO-CURRICULAR ACTIVITIES**

***6200 POLICY: Co-curricular activities afford students the opportunity to develop interests, to enhance socialization and to provide activities for enrichment. Where feasible, a variety of co-curricular activities, suitable to the age and needs of the students, will be offered.***

Social activities appropriate to the various age groups in school (i.e. picnics, dances) may be planned during the school year. However, an activity will carry the sponsorship of St. John School only when the announcement comes from school authorities and has their endorsement.

Boy Scout and Girl Scout troops are associated with St. John School.

### **MEDIA CENTER**

***6210 POLICY: Media centers in elementary and secondary schools shall conform to accreditation standards for media centers.***

The following rules apply to use of the St. John School Library / Media Center:

1. Books may be checked out for 1-2 weeks.
2. Books may be taken home.
3. Students will use an electronic scanner to check out books.
4. Books returned after the due date will result in an overdue charge of five cents per day.
5. Books may be renewed, but must be presented for renewal.

6. The student is responsible for any book he/she checks out, and must pay for replacement if a book is damaged or lost.
7. If a book is not returned by the time it is two weeks overdue, it is considered lost and must be paid for. No additional books may be checked out until payment is made.
8. If a book is eventually found and returned in good condition, the replacement fee will be refunded, minus an overdue charge.
9. Students should handle books with clean hands.
10. A book should be opened no further than the flat surface of a table so that the back will not break.

Only books at or above the students' reading level will qualify for Accelerated Reader points.

St. John School uses the Dewey Decimal System of organization. The card catalog is computerized. The media specialist will assist students in the effective use of library materials.

### **COMPUTER CENTER**

St. John School has a computer lab and offers a programmed technology curriculum for grades K-5 through 8. Most students attend computer class weekly; fourth graders practice keyboarding four times a week. Students may visit the computer lab at other times in conjunction with the Accelerated Reader program or to participate in writing or research projects. All students who access the internet at St. John School are required to abide by the *Technology Use Agreement* provided at the end of this Handbook.

### **PHYSICAL EDUCATION**

The Physical Education program is part of the school curriculum. The school P.E. uniform is required in grades 4-8. Girls in kindergarten through 3<sup>rd</sup> grade should wear either blue skorts or shorts under their skirts for P.E. classes.

All students are required to wear athletic shoes during P.E. classes. A written note from the parent is required before a student will be excused from participation. Non-participation of more than two weeks requires a physician's excuse.

### **GUIDANCE AND COUNSELING**

***6220 POLICY: Elementary and secondary schools shall meet the counseling requirements set forth by the approved accrediting agency.***

St. John School employs a certified guidance counselor whose services include counseling and classroom lessons that are age appropriate. Teachers and/or parents may request the services of the counselor through the school office.

### **TEXTBOOK SELECTION**

***6230 POLICY: The Catholic Schools Office shall develop a list of approved textbooks for use in elementary schools. If a school wishes to adopt a text or series not on the approved list, the Superintendent must approve the adoption.***

St. John School uses textbooks and workbooks that are on the approved list provided by the Catholic Schools Office and the Office of Religious Formation.

### **RESOURCE MATERIAL**

***6240 POLICY: Each school shall provide a variety of supplemental materials, equipment, and supplies to support the academic program.***

St. John School has an instructional budget which allows for the purchase of supplemental instructional materials and equipment, including classroom periodicals and software. The Home and School Association also makes funds available for this purpose.

### **NON-DISCRIMINATION – CURRICULUM**

**6250 POLICY:** *A school's regular education program shall include all students able to participate.*

St. John School does not prevent any student from participating in the curriculum at his or her grade level. Band classes for students in 5<sup>th</sup> – 8<sup>th</sup> grade are optional, however.

## **MISCELLANEOUS INFORMATION FOR ALL GRADES**

### **STUDENT CONTACT**

Uninterrupted classroom instruction time is important to both students and teachers. To minimize interruptions, please follow these procedures:

#### *Visitors*

Parents are welcome and encouraged to visit the school; however, prior approval from the office will prevent disruptions in classroom schedules. All parents and visitors must report to the school office to sign in and pick up a visitor's badge before going to a classroom or to the playground. Former students will be permitted to visit at lunch time and recess only. Volunteers who work with students on a regular basis must have the required Safe Environment training.

#### *Messages to Students*

Messages to students should go through the school office and not be given to the teacher by a child or parent. Please do not call your son or daughter's cell phone during the school day. Urgent messages will be taken in the school office.

#### *Special Occasions*

The administration discourages the sending of flowers or balloons to students at the school. Such deliveries will be held at the school office until dismissal.

Traditionally, classroom parties are limited to Christmas and Valentine's Day. If treats are brought for a student's birthday, arrangements must be made ahead of time with the child's teacher. Cupcakes, cookies, etc. must be eaten at lunch time, and parents may be asked to help serve. Birthday parties are not held in the classroom. (Preschool classes have different regulations.) No party invitations may be handed out at school unless every child in the class receives one. (Exception: Sleepover party invitations may be extended to all the girls or to all the boys in a class.)

#### *Forgotten Lunches, P.E. Uniforms, etc.*

Items that have been forgotten at home may be left in the school office for delivery to the student. Lunches, however, should be dropped off at the appropriate table in the cafeteria. Lunches must be marked with the student's name and grade.

### **STUDENT DIRECTORY**

Each family receives a student directory which lists students' and parents' names, addresses, home telephone numbers, and e-mail addresses. This directory is made available to facilitate communication among the St. John School community; it is for personal use only and may not be used or sold for other purposes. Should a

family need more than one, additional copies may be purchased at the school office. Information may be withheld from the directory by means of the appropriate form found in the summer packet.

## TRANSPORTATION

### *Bicycles/Skateboards*

No student is permitted to ride a bicycle on school grounds during school hours. All bicycles should be locked in the stand provided. Those who ride bicycles will be dismissed a few minutes before the car traffic begins at dismissal time. Bicycles should be walked off the school grounds.

Skateboards are not permitted on the campus of St. John School at any time.

### *Pedestrians*

Students who walk home from school will also be dismissed after prayers but before the car traffic begins.

### *Drop-off and Pick-up Procedures*

1. Enter the school campus from Gornto Road.
2. Turn left at the Kloberdanz Building into the circular area in front of the Parish Center and stop just past the main entrance.
3. When teachers are on duty with the stop signs, two lanes of traffic may unload. When no teachers are present (early arrivals), please form a single lane. This is for the children's safety. Children should move quickly to the sidewalk and proceed into the Parish Center. Please do not detain traffic with prolonged goodbyes.
4. K-5 – 8<sup>th</sup> will dismiss from the Parish Center at 3:15 P.M. These students will be dismissed by name. Please keep a card with the family name in the front windshield of the car. K-3 and K-4 will dismiss from the Goss Building.
5. Exit via Justine's Lane onto Berkley Drive.
6. Students who are not picked up within 25 minutes of dismissal time are subject to a late pick-up fee.
7. Students must have written permission to ride home with any person who is not listed on the *Parental Permission Form for Student Pick-Up*.
8. Parents should not come into the Parish Center to pick up their children as this interferes with supervision and the dismissal procedures. If they choose not to use the car line dismissal, parents may park in the front parking lot (not the lot beside the 5<sup>th</sup> and 6<sup>th</sup> grade classrooms) and then wait outside the Parish Center on the sidewalk by the Kloberdanz Building. Parents must sign their children out before the students will be released from the Parish Center after prayers and announcements.

## LUNCH PROGRAM

Children may bring their lunch to school or buy what is on the menu for the day. Milk may be purchased daily. The menu and prices are listed weekly in the school newsletter on Edline and on the school website. The lunch caterer also distributes printed menus. It is important to return the menu and payment on time.

Parents who wish to eat lunch with their children must sign in at the school office. This practice should be a special occasion and not a daily occurrence.

## NOTICES

A weekly newsletter, *The Rainbow Connection*, is e-mailed to parents the first school day of the week. The newsletter is also accessible online at [www.stjohnschl.org](http://www.stjohnschl.org) and on *Edline*. Other reminders and announcements concerning school activities may also be sent home with the students occasionally.

**SCHOOL LOGO**

No one may use the school’s logo in any medium (print, clothing, Internet) without the express written permission of the administration.

**NOTES FROM PARENTS**

All communications from room parents must be approved by the principal before being sent home. Blanket communications from other parents must also receive prior approval.

**APPENDIX I**

**Form to be used in notifying the Catholic Schools Office of action taken in cases of expulsion**

**TO: THE SUPERINTENDENT OF SCHOOLS  
DIOCESE OF SAVANNAH  
601 E. LIBERTY STREET  
SAVANNAH, GA 31401**

\_\_\_\_\_ has been expelled from  
Name \_\_\_\_\_ School.

All diocesan and school regulations and procedures have been followed in determining the need for this action as indicated by the following table.

<b><u>ACTION</u></b>	<b><u>DATE</u></b>
1. Student and parents given written notice of charges and grounds which, if proven, could justify expulsion.	_____
2. (a) Student/parent had hearing  Please attach a list of persons in attendance.	_____
<b>OR</b>	
(b) Student/parent waived right to a hearing.	_____
3. Student and parents are given written notice of expulsion and reasons thereof.	_____

Respectfully submitted,

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

## **APPENDIX II** (See Policy 5110)

### **RATIONALE FOR DISCIPLINE IN A CATHOLIC SCHOOL**

The purpose of discipline in a Catholic school is to bring about the self-discipline of each student and of the school community as a whole in order to promote the Christian development of each member and thereby enhance the community as the People of God.

The terms of punishment and discipline are often used interchangeably and therefore incorrectly. Punishment is an attempt to control by reprisal, whereas discipline aims to help students determine appropriate standards of behavior. In a Catholic educational community discipline is part of the teaching/learning process. Therefore, it is the responsibility of Catholic schools to attempt to provide each individual student with moral guidelines and leadership.

Actions by an individual that deter Christian development are injurious to the well being of both the individual and the community. Both our faith and our knowledge compel us to view such individuals as needing assistance. Thus, our immediate reaction should be to view an opportunity to deal with such an individual as an educational opportunity, a counseling opportunity, and a chance to help.

In addition, the school must minimize the threat such actions present to the community and, when feasible, attempt to educate the school community at large. Having begun to take the proper individual remedial action, it may be appropriate to take public action that may be necessary for the good of the community and should be mutually reinforcing. Disciplinary actions should reflect the welfare of the individual and that of the community. One's individual behavior should not infringe on the rights of another in a Catholic school community.

In administering a program of discipline, the school should reflect the Christian ideals it desires to instill in the students. It should demonstrate its acceptance of the dignity of each person by according each student fair treatment, consideration and respect. In this way, the school will attempt to foster the student's self-respect and that of other members of the school community.

Discipline should be primarily diagnostic and remedial rather than punitive. It should be a constructive process to guide and develop the attitudes of students so that they may achieve the highest possible standards of Christian behavior. Disciplinary rule and their enforcement must be reasonable and consistent with Christian values. Applications of rules must assure fairness through clear definition of rule violation, a specific statement of charges, a fair hearing for the accused, and remedial action that promotes the physical, spiritual, mental and emotional good of the student and community.

In the event of serious behavioral problems, cooperative efforts between the home and the school are essential in order to achieve a resolution of the conflict. If parents are not supportive of the basic value system of the school or even antagonistic, it should be apparent that the school will usually have little effect, however talented or well intended the personnel involved. In the presence of supportive parents, however, the chances of successful resolution of the student's behavioral problems are good.

Whatever the situation, parents have the moral and legal responsibility for their children and should be involved in cases of serious behavioral problems.

We recognize that discipline is not an easy area to deal with and that no clear-cut formula for success exists. As Catholic schools, however, we do have a source of guidance. In our handling of student behavioral problems, our goal is that one will be able to discern the reflection of our Christian ideals and principles and our concern for carrying out the Gospel message and the mission of the Catholic Church.

Each school is encouraged to work with parents, teachers and administrators to develop its own policies and procedures concerning disciplinary action. These policies should be consonant with the over-all philosophy and goals of the school serving the Christian community and should stem from a loving, accepting attitude toward the student as a person of dignity.

**The following principles should be considered in developing guidelines for such policies:**

- (1) A primary consideration in all disciplinary decisions is the obligation of the school to maintain a safe place for students and an acceptable learning atmosphere.
- (2) The welfare of the students and the community must be a fundamental consideration in all disciplinary procedures.
- (3) Disciplinary action which affects a student's academic status should be avoided as a general rule.
- (4) Reasonable disciplinary rules and regulations should be discussed openly and in depth with the entire school community periodically.
- (5) Disciplinary action should be preventative and corrective, rather than punitive, with emphasis on developing within the student responsibility for his/her conduct.
- (6) In cases where a student is continually disruptive of others in the classroom, the teacher must consider the following factors in determining a course of action:
  - (a) student's physical and emotional well-being;
  - (b) student's learning style and needs;
  - (c) environmental influences relating to home, family, neighborhood;
  - (d) classroom environment including the relationship between the teacher and the student, between the student and other class members, and the teacher presentation and teaching 'style'; and
  - (e) Advantages of psychological evaluation of the student after consultation with parents.
- (7) Students shall comply with all reasonable rules of the school and submit to all reasonable authority of the teachers and others in authority over them.
- (8) Records should be maintained of all significant disciplinary action taken with a student for the duration of his enrollment in that school.
- (9) Parental involvement should occur early in disciplinary action and parents must be notified in cases of significant disciplinary situations which involve their children, especially those involving suspension or expulsion. A distinction is made; however, both between minor and major discipline and between counseling and discipline and thus an administrator need not report every instance of student misbehavior to parents. It is expected that each administrator will take such action as perceived to be in the best interest of both the student and school community.

## **DETENTION**

**Detention** after regular school hours as a disciplinary measure should be utilized only after careful consideration of these factors: age of the student, transportation arrangements, provision for adequate supervision of students kept after school and prior consultation with parents.

Whatever disciplinary action is taken must be deserved and fit the offense. Disciplinary measures must not inflict bodily harm, subject the student to ridicule (e.g., sarcasm) or use punishment for punishment's sake. The following actions are **forbidden**:

- A. **Corporal Punishment**: Even in the event parents give permission for such action, it shall not be permitted under any circumstance. Corporal punishment shall be defined as any punishment that intentionally physically or mentally abuses a child.  
Within, however, the scope of a person's employment, one may use or apply such amount of force as is reasonable and necessary:
  - to quell a disturbance, threatening physical injury to others;
  - to obtain possession of a weapon or other dangerous objects upon the person or within the control of a student;
  - for the purpose of self-defense;
  - for the protection of persons or property.
- B. Sending a student outside of the classroom where the student will not be supervised.
- C. Sending the student home without the knowledge of the parents or sending the student home unaccompanied by a parent/guardian or parental representative.

## **Suspension**

In serious cases of violation of school rules and regulations, when all other normal disciplinary procedures have been followed, it may be necessary to consider temporary **in-school or out-of-school** suspension.

## **Expulsion**

Expulsion is viewed as a radical action at which point the school is saying that the student's interests would be better served in another environment, or that the student's behavior is a serious threat to the school community or both. In the extreme case of irrevocable expulsion, the primary goal is neither punitive nor deterrent in the criminal sense (although it may be), but rather the determination is counterproductive for the student to continue as a member of that community.

Situations will arise in which expulsion may be merited. While it is not possible to enumerate all cases that could arise, several categories are listed for guidance. Other problems of equal seriousness may arise and should be treated similarly. The following examples may be used as a guide:

- Arson
- Continued and willful, defiance/disobedience of authority
- Criminal activity
- Extortion
- Grave defacement or destruction of school property
- Gross disorder (inciting mob action)
- Physical assault
- Possess and/or use of a weapon

- Serious theft
- Trafficking in pornographic materials
- Trafficking of alcohol and other drugs as stipulated

### **Procedures and Regulations Governing Expulsion**

If a principal, (after conferring with the pastor), determines that expulsion in a particular instance may be warranted, the following procedure must be followed:

1. The administrator of the school must contact the Catholic Schools Office before any action regarding expulsion takes place.
2. Under ordinary circumstances, the student will have been suspended at least once during that school year. (This presumes that the above-stated procedures for suspension have been followed.)

## **APPENDIX III**

### **See Policy 5120**

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#### **Appeal Process**

In a case in which a student or parent wishes to appeal the decision of the local school regarding expulsion, they will have access to this process by putting their concerns in writing. In case of an appeal, the Catholic Schools Office will notify the school officials as soon as possible. The reviewing process shall not substitute its judgment for that of the local school but shall review the proceedings as a whole to ascertain if there is sufficient evidence to support the action and diocesan procedures have been followed.

If there is sufficient evidence and adherence to diocesan regulations, the Catholic Schools Office shall sustain the action of the principal. If the Catholic Schools Office, in reviewing the proceedings as a whole, finds insufficient evidence that would support the action of the local school or a serious violation of diocesan procedures, then in that event, the Catholic Schools Office shall reverse the action of the local school.

Appeals should be made within fourteen (14) school days of the official notice of expulsion. They should be made in writing and addressed to Superintendent—Catholic Schools Office. The status of the student during the appeal procedure will be expelled. Review and decision by the Catholic Schools Office will be made within thirty (30) days.

In all cases of disciplinary problems, parents/guardians will be kept informed.

## **APPENDIX IV**

**See Policy 5230**

### **REPORTING CHILD ABUSE AND NEGLECT**

Georgia law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse. Mere suspicion of abuse makes a call to DCFS necessary. Furthermore, Georgia law protects school professionals from litigation if the DCFS call was made in good faith.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching), or psychological abuse (such as name calling or intimidation) or other emotional inappropriateness.

School personnel shall follow Diocesan procedures, which have been developed in accord with Georgia law. The school personnel shall maintain confidentiality for the benefit of all involved.

#### **If the alleged abuser is a parent, guardian or caretaker at the time of abuse:**

- Call the DCFS office listed on the “Reporting Suspected Child Abuse Form.”
- Report within 48 hours of the time abuse is noted.
- Telephone reports to DCFS as early in the day as possible.
- Make the report prior to contacting the child’s family. It is the responsibility of the school employee to consult with the DCFS worker to decide how to notify the family of the referral.
- Document the phone call on the “Reporting Suspected child Abuse Form.”
- Inform the pastor immediately with a copy of the written report.

#### **If the alleged abuser is a school employee or volunteer:**

- Call the DCFS office as described above, following the first two steps.
- Call the Superintendent in the Catholic Schools Office. Continue to collaborate with the office toward an appropriate resolution to the situation.
- Suspend with pay the school employee from school duties where any interactions with students would be required. Document the suspension in writing, specifying “until investigation has been completed”.
- Inform the employee that a report has been made to DCFS and that DCFS is obligated to inform the employee of his/her rights during and after the investigation. The employee may be informed concerning his/her legal rights to consult an attorney.
- Inform the Pastor immediately and provide a copy of the written report.

Regular communication with the family of the alleged victim is important. A supportive, objective manner regarding the welfare of the child is appropriate. Care must be taken not to make unwarranted judgments about the guilt or innocence of the alleged abuser and not to defame or disseminate confidential personal information.

Communicate with school parents as appropriate and as advised by the Superintendent of Catholic Schools.

Cooperate with the DFCS caseworker and/or police.

NOTE: Ordinarily caseworkers and police officers are not given access to the child until the parents/guardians have been notified and given the opportunity to be present during the interview.

In the absence of a parent, the interview might not take place if the parent has not consented. The interview could take place in the presence of the principal if the parent consented but cannot be present.

Rely on Diocesan advisors regarding public statements to the media. All inquiries should be referred to the Diocesan spokesperson. Care must be taken at all times to protect the student’s anonymity. School personnel should not release the name of the alleged victim or the alleged abuser to the public or press.

**APPENDIX V**

Elementary Suggested Weekly Time Allotment

The suggested time allotment schedule is given as a **guide**. It reflects the minimum number of instructional minutes for each subject area. The principal with professional staff may recognize a need to vary the suggested time allotment. The total amount of time for the school day, **six hours of actual pupil instruction**, shall be retained for students in grades **4 through 8**. Students in grade **K-3** shall receive at least **four and one half hours** of actual pupil instructions.

Subject	Grades (Time give in Minutes per Week)									
	K	1	2	3	4	5	6	7	8	
Religion	150	150	150	150	150	265	265	265	265	
Math	225	250	250	250	250	275	275	275	275	
Language Arts (includes: Reading, English, Spelling, and Handwriting)	840	900	900	900	750	500	500	500	500	
Social Studies	150	175	175	175	250	275	275	275	275	
Science	150	175	175	175	250	275	275	275	275	
Fine Arts	60	60	60	60	60	60	60	60	60	
Physical Education	30	30	30	30	30	60	60	60	60	
Library Computer	60	60	60	60	60	90	90	90	90	
Recess	Determined at the local level									

**APPENDIX VI**

**PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER**

Student's Name: \_\_\_\_\_  
Birthdate: \_\_\_\_\_ Sex \_\_\_\_\_ Home Telephone \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Business Telephone \_\_\_\_\_ Other Telephone Number: \_\_\_\_\_

I, \_\_\_\_\_ grant permission for my child, \_\_\_\_\_  
Parent or guardian name Student's name  
to participate in this school event that requires transportation to a location away from the school site. This activity will take place under the guidance and direction of school employees and/or volunteers from \_\_\_\_\_.  
Name of school

A brief description of the activity follows:

Type of event: \_\_\_\_\_  
Destination of event: \_\_\_\_\_  
Individual in charge: \_\_\_\_\_  
Estimated time of departure and return: \_\_\_\_\_  
Mode of transportation to and from event: \_\_\_\_\_

As parent and/or legal guardian legally responsible for any personal actions taken by the above named minor ("participant"):

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend \_\_\_\_\_, its officers, directors, employees  
Name of school  
and agents, chaperons, or representative associated with the event, from any claim arising from or in connection with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the school, its officers, directors and agents, and the Diocese of Savannah, its employees and agents and chaperons, or representatives associated with the event for reasonable attorney's fees and expenses which they may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the school/diocese.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICAL MATTERS:** I hereby warrant that to the best of my knowledge, my child I is in good health, and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable.)

Name & relations: \_\_\_\_\_  
Telephone home \_\_\_\_\_ Telephone work \_\_\_\_\_  
Family Doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Family Health Plan Carrier \_\_\_\_\_ Policy #: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OTHER MEDICAL TREATMENT:** In the event it comes to the attention of the school, its officers, directors and agents, and the Diocese of Savannah, chaperons, or respresentatives associated with the activity that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I will be called collect (with phone charges reversed to myself).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICATIONS:** My child is taking medication at present. My child will bring all such medications necessary, and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life-threatening and emergency treatment is required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby grant permission for non-prescription medication (such as aspirin, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**SPECIFIC MEDICAL INFORMATION:** The school will take reasonable care to see that the following information will be held in confidence.

Allergic reactions (medications, foods, plants, insects, etc.): \_\_\_\_\_

Immunizations: Date of last tetanus/diphtheria immunization: \_\_\_\_\_

Does child have a medically prescribed diet? \_\_\_\_\_

Any physical limitations? \_\_\_\_\_

Describe \_\_\_\_\_

Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bedwetting, fainting? \_\_\_\_\_

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chicken pox, etc.? If so, date and disease or condition: \_\_\_\_\_

You should be aware of these special medical conditions of my child: \_\_\_\_\_

\_\_\_\_\_

**APPENDIX VII**

**DRIVER INFORMATION SHEET**

**DRIVER**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Social Security # \_\_\_\_\_  
Telephone \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State \_\_\_\_\_  
Date of Expiration \_\_\_\_\_

**VEHICLE THAT WILL BE USED**

Name of Owner \_\_\_\_\_ Model of Vehicle \_\_\_\_\_  
Address of Owner \_\_\_\_\_ Make of Vehicle \_\_\_\_\_  
\_\_\_\_\_ Year of Vehicle \_\_\_\_\_  
License Plate# \_\_\_\_\_ Decal/-Tag # \_\_\_\_\_  
Registration Expiration Date \_\_\_\_\_

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

**INSURANCE INFORMATION**

When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company \_\_\_\_\_  
Policy # \_\_\_\_\_  
Date of Policy Expiration \_\_\_\_\_  
Liability Limits of Policy\* \_\_\_\_\_

\*Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000.

**CERTIFICATION**

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport participants of this event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **APPENDIX VIII**

### **Catholic Diocese of Savannah Acceptable Use Policy (AUP)**

Internet use agreement for Pre-K-8 Students, Diocese of Savannah School System.

*\*\*\*Please read this document carefully before signing.\*\*\**

#### **I. Introduction**

The use of computers, indeed the use of any form of technology, is a means, not an end, to education. Teachers and students have a responsibility to use the tools at hand to enhance education. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. The Diocese of Savannah has taken precautions to restrict access to controversial materials, and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on the worldwide network far outweigh the possibility that users may obtain material that is not consistent with the educational and moral goals of the Diocese.

#### **II. Educational Goals**

- To provide a variety of information to enhance the curricula areas.
- To help students work effectively with various forms of telecommunication tools.
- To prepare students to become critical thinkers and problem solvers.
- To teach skills that are needed in the electronic and global society.

#### **III. Terms and Conditions**

Internet access is coordinated through a complex association of government agencies, regional, and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal use of the network resources. If a Diocese of Savannah user violates any of these provisions, his or her privileges will be terminated and future access could be denied. Violations of this agreement will be referred to appropriate school officials for disciplinary action. Violations of state or federal law will be referred to the appropriate law enforcement agency. The signatures at the end of this document are legally binding and indicate parties who signed have read the terms and conditions carefully and understand their significance.

*Parents: It is important that you and your child read this agreement and discuss it together. When your child is allowed to use the computers it is extremely important that the rules are followed. As a parent, you are legally responsible for your child's actions. You are responsible for supervision of your child's Internet use when not in a school setting.*

##### **A. Acceptable Use**

The use of the Internet must be in support of education and research and consistent with the educational objectives of the Diocese of Savannah. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but not limited to: copyrighted material, or material protected by trade secret.

## B. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. (Each student who accesses the Internet will be a part of a discussion with a Diocese of Savannah faculty member about the proper use of the network.) Diocese of Savannah officials will deem what is inappropriate use, and their decision is final. Also, Diocese of Savannah officials may request that the school deny, revoke, or suspend specific user privileges. Diocese of Savannah expects the co-signing teacher to monitor the student's access for which he or she is responsible. This may include random checks of Internet history and monitoring of student access to determine whether the accounts are being used in a manner that is consistent with this agreement. Students accepting the Diocese of Savannah access to the Internet consent to such monitoring.

## C. Responsibilities

All persons accessing the Internet from the school/parish locations must accept the responsibility of using the Internet wisely and correctly. Access to the Internet by students will be monitored by faculty member at all times. You are expected to abide by the generally accepted rules of network use. These include (but are not limited to) the following:

- There must be a clear academic purpose for accessing the Internet at the school location.
- Do not use the network for any illegal activity (e.g. violating copyright or other contracts, gaining illegal access or entry into other computers).
- Do not use the network for financial or commercial gain.
- Do not interfere with the proper operation of school systems and networks accessible through the Internet.
- Do not use the network in such a way that you would disrupt the use of the facilities by other users.
- Do not use school computing and network resources in a wasteful or frivolous manner (e.g. tying up resources with computer-based game playing such as MUD, sending trivial or excessive messages, downloading excessively large files).
- Do not reveal your personal address/phone number or the personal address/phone number of another.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- If you feel you can identify a security problem on the Internet, you must notify a system administrator or your Diocesan official. Do not demonstrate the problem to other users.
- Respect the privacy of other individuals.
- Files/data belonging to others are to be considered private property unless explicit authorization is given by the owner of the files.
- Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language.

The Diocese of Savannah makes no warranties of any kind, whether expressed or implied, for the service that is provided. The Diocese of Savannah will not be responsible for any damages you suffer. This includes loss of data resulting from delays or service interruptions caused by its own negligence or your errors of omissions. Use of any information obtained via the Internet is at your own risk. No guarantee of complete privacy is made. The Diocese of Savannah specifically denies any responsibility for the accuracy or quality of information obtained through the access of their network facilities.

#### IV. Consequences of Violations of the AUP and Agreement to Comply

User: *I understand and will abide by the Diocese of Savannah Internet Use Agreement. Any violation of the school's posted rules will result in any or all of the following consequences. I further understand that any violations of the regulations above are unethical and may constitute a criminal offense. Should I commit any violation, (1) my access privileges may be revoked and (2) school disciplinary action and/or appropriate legal action may be taken.*

I have reviewed my Internet-Use responsibilities, specifically, the co-signing teacher has discussed each of the following points with me.

- \_\_\_\_\_ Only students having permission and who have reviewed the Internet-Use responsibilities with the system administrator or his/her designee may use the school's computers to access the Internet.
- \_\_\_\_\_ Access to the Internet by students is viewed as a privilege, not a right.
- \_\_\_\_\_ Access is to be used for educational and research purposes only, consistent with educational objectives of the Diocese of Savannah. Misuse will result in loss of access. Diocese of Savannah asks that the co-signing teacher monitor access, including e-mail, to see that the access is being used for the stated purpose. For this and other reasons, e-mail is not private. Violations that may lead to revocation of Internet access include:
  - \_\_\_\_\_ Transferring copyrighted material to or from the Internet without express permission of the owner is a Violation of Federal Law.
  - \_\_\_\_\_ Plagiarism.
  - \_\_\_\_\_ Playing MUDs or other network intensive games, or using IRC.
  - \_\_\_\_\_ Downloading excessively large or unauthorized files.
  - \_\_\_\_\_ Subscribing to inappropriate newsgroups.
  - \_\_\_\_\_ E-mail correspondence inappropriate to educational purposes and access to personal e-mail accounts is prohibited.
  - \_\_\_\_\_ Any activity posing potential risks to others or myself.
  - \_\_\_\_\_ Harassing other users (e.g., with unwanted e-mail messages).
  - \_\_\_\_\_ Illegal activity.
  - \_\_\_\_\_ Revealing my or other's home address/phone number or other personal information.
  - \_\_\_\_\_ Vandalism of accounts or systems.
  - \_\_\_\_\_ Using abusive, vulgar, or other inappropriate language or sending or displaying offending messages or images.
  - \_\_\_\_\_ Activities that would violate the schools handbook policy.
  - \_\_\_\_\_ Failure to report known security problems.
  - \_\_\_\_\_ Any other inappropriate use or misuse of the Internet.
  - \_\_\_\_\_ Diocese of Savannah officials will deem what is inappropriate use, and their decision is final. Access is monitored, and use of the Internet implies agreement to such monitoring. The Diocese of Savannah may restrict access any time for violations.

*I understand the conditions for accessing the Internet.*

**User Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent or Guardian:** *(Parents/guardians of Pre-K-8 student users must also read and sign this agreement.) As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. The Diocese of Savannah has taken precautions to eliminate controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet and certify that the information contained on this form is correct.*

**Parent or Guardian's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sponsoring Teacher:** *(Must be signed if the applicant is a Pre-K-8 student.) I have read the Internet Use Agreement and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher I have instructed the student on acceptable use of the network and proper network etiquette (see checklist).*

**Teacher's Name:** Wanda Colyer \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPENDIX IX**

**Release to Display Student Work Electronically**

Dear Parent/Guardian:

During the course of the school year your child will be participating in projects and publishing their work or photographs of themselves on the Internet. There could be millions of readers since anyone with access to the Internet will be able to view your child’s work we publish. This is an exciting chance to extend our audience, work with partner classes around the globe, and communicate more closely with other “netizens.”

By signing the form below, you give permission for your child’s work to be published and or picture to be published on the Internet. We are all concerned about privacy and safety of our students. Because of this we will honor any and all limitations that you may place on this consent to publish.

- My child’s work, in whatever format, may be electronically displayed without any reference to his/her name.
- Photographs of my child may be electronically displayed. His/her name will not be used.
- Do not display my child’s photograph on the Internet but his/her work is acceptable.
- Neither work nor photographs of my child may be electronically displayed.

I \_\_\_\_\_ give the above teacher and school permission to follow the limitations I have indicated above. I understand the school and Diocesan Acceptable Use Policies, and release the above from any liability resulting from or connected with publication of my child’s work or photograph as indicated.

\_\_\_\_\_ (Student)

\_\_\_\_\_ (Teacher )

\_\_\_\_\_ (Parent/Guardian Signature)

\_\_\_\_\_ (Date)

St. John Catholic School \_\_\_\_\_ (School Name)

**Agreement for the Use of Computers and Internet Access**  
**\*\*\* Parental Consent Form \*\*\***

St. John Catholic School has chosen to permit students  
(School Name)

access to computer and internet resources to further the school's educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and Internet access. However, parents and guardians are warned that the Diocese of Savannah does not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, the Diocese of Savannah supports and respects each family's right to decide whether or not the family's child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers and Internet Access ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at St. John Catholic School.

**2. Please Check One**

**I hereby consent** to the student having access to, and use of, the Internet and computers at St. John Catholic School.

I, also, hereby indemnify and hold harmless the Diocese of Savannah from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

**I do not consent** to the student having access to, or use of, the Internet at but I will allow the student to use computers at the school. I realize that the acceptable use policy that deals with computer usage will still be in effect.

**Parent's/Guardian's Signature** \_\_\_\_\_

Date \_\_\_\_\_

Name of Parent/Guardian (Please Print) \_\_\_\_\_

**Name of Student** \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

*As partners in the educational process, and to help children develop the self-control necessary to succeed to the best of their ability, we ask parents to develop in their children good habits of behavior as well as proper attitudes toward school.*

**PLEASE SIGN THE FORM BELOW AND RETURN TO SCHOOL  
WITHIN TWO WEEKS OF RECEIPT OF HANDBOOK.**

**PARENTAL ACKNOWLEDGEMENT**

**My signature attests that I understand the  
policies and guidelines set forth by  
St. John Catholic School**

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**Parent's Name (please print)**

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**Parent's Signature**

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**Date**