

# Student/Parent Handbook



2018-2019

Vito Pellitteri  
Principal

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### **Right to Amend**

While intended to be as complete and helpful as possible, no handbook can address all of the issues that may be encountered in a school year. The judgment of the administration will be used to decide issues not covered by this handbook. The administration reserves the right to interpret, amend or change the contents of this handbook at any time. Students, parents, guardians and staff will be informed of any changes made.

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

St. John the Evangelist School is associated with  
Catholic Schools of the Diocese of Savannah, Georgia  
2170 East Victory Dr. Savannah, Georgia 30404  
(912) 201-4100

### **ADMINISTRATION**

**Bishop Gregory J. Hartmayer, OFM Conv.**  
Bishop Diocese of Savannah

**Mrs. Michelle Kroll**  
Superintendent

**Ms. Carrie Jane Williamson**  
Assistant Superintendent

**Rev. Brian LaBurt**  
Pastor

**Mr. Vito Pellitteri**  
Principal

**Mrs. Marian Mitchell**  
Administrative Assistant

**Mrs. Michelle Kirkpatrick**  
Bookkeeper

### **IMPORTANT TELEPHONE NUMBERS**

**School:** 229-244-2556  
**School Fax:** 229-244-0865

## **WELCOME LETTER FROM THE PRINCIPAL**

On behalf of our entire faculty and staff, we would like to welcome you to what is going to be another GREAT year at St. John Catholic School. We are continually looking for ways to improve the school for our parents and our students. We have some changes that I would like to announce at this time. The school day will be from 8:00am - 3:30pm. With this little change, we are able to extend the instructional time in each period to fifty minutes. Dismissal will begin at 3:30pm from the Parish Center. Parents will have until 3:50pm each day to pick up students (weather allowing). We are hard at work to create a new website ([www.sjcsvaldosta.org](http://www.sjcsvaldosta.org)) which will streamline communication and access to Parentsweb and FACTS. Our teachers have been busy all summer attending professional workshops to enhance learning and instruction in the classroom.

We will have our annual open house on Thursday, August 9th, 2018 from 5:30pm - 7:00pm. Come out and meet your child's teacher and lets all get excited for a GREAT year. Remember, the first day of school for K-8 is Monday, August 13th, 2018 and PK3 - PK4 will start on Wednesday, August 15th, 2018.

My door is always open and I welcome your input. I look forward to working with you and with each and every student here at St. John Catholic School.

Sincerely,

Vito Pellitteri Ed.S.  
Principal  
St. John Catholic School

## **PHILOSOPHY AND GOALS**

The Catholic philosophy of education guiding St. John the Evangelist 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 the Evangelist 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.

## **GOAL STATEMENTS OF SCHOOL**

- Our goal is that Catholic education is an integral part of the Church's mission to proclaim the gospel of Jesus through worship and service.
- Our goal is that we believe in recognizing and valuing each student as a unique child of God.
- Our goal is that we believe in encouraging students to develop a love of learning and to reach their full potential: spiritually, intellectually, physically, and morally.
- Our goal is that we believe in fostering a sense of responsibility in students as members of the church and wider community.
- Our goal is that we believe in nurturing respectful communication and in sharing the responsibility for the mission of the school with the members of the parish and school community.
- Our goal is that we believe in maintaining a caring, committed, and cohesive school environment that is safe, disciplined, and joyful.

## **MISSION STATEMENT**

The Mission of St. John the Evangelist School is to provide the highest quality education for each student in a Christian atmosphere guided by the fundamentals of the Catholic faith. We glorify God in all that we do.

## **HISTORY OF THE SCHOOL**

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 Gornto 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.

## **PARENTS' ROLE IN EDUCATION/PARENTS AS PARTNERS**

1. **CATHOLIC PARENTS SHOULD SUPPORT AND COOPERATE WITH CATHOLIC SCHOOLS WHEREVER AND WHENEVER POSSIBLE:**
  - a. Parents should weigh seriously their obligation to raise their children in an atmosphere of love and respect for God and man. The home is the source of education in the virtues essential to any meaningful culture. Respect for human dignity, prayer, and acknowledgements of authority are essential for Christian citizenship.
  - b. Parents should train their children to incorporate worship through family prayer, family participation in the Eucharistic celebration of the parish, and reception of the sacraments.
  
2. **THE SCHOOL HAS THE RIGHT TO EXPECT THAT ALL PARENTS WILL:**
  - a. Send their child to school physically fit by taking care that he/she has sufficient sleep, is healthy, clean and properly dressed, and is provided with a well-balanced diet.
  - b. Assist the child in his/her academic development by cooperating with the school's scholastic program, by participating in parent-teacher conferences, which shall occasionally include the child, by discussing the progress reports at home with the child, by aiding with homework when help is needed, by providing the proper atmosphere for study, and by cooperating with the school in matters of activities, recreation, and discipline.
  - c. Work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
  - d. Respectfully express their concerns about the school and operation and its personnel. However, they may not do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive.
  
3. **ACCESS OF STUDENT RECORDS:** Student records are available to for review by the parents and/or legal guardians of the student. Student records may be viewed by appointment. Please notify the office at least 24 hours in advance to set up such appointments. Copies of student records will be given so long as there are no monies due St. John School at the time of the request. Any access to student records/information is prohibited to anyone who is not the parent or legal guardian including grandparents, relatives, siblings, or educational tutors not affiliated with St. John Catholic School.
  
4. **NON CUSTODIAL PARENTS:** It will be presumed by St. John School that both parents of a child have equal custodial rights and rights to access to the child and information regarding the child, regardless of the parents' marital status. This will be true regardless of who is fiscally responsible for the child's tuition and fees. In situations where such access has been denied or limited by a Court, it is the responsibility of the non-restricted parent to meet with and advise the administration of the restrictions and to provide a copy of the court order to be kept in the school office. The parent shall have a continuing duty to apprise the school of any changes in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third party access to the child. Unless prohibited by order of the court or other legally binding instrument, non-custodial parents shall have the right of access to school records relating to his/her child, and, upon request, may receive copies of all school notices relating to the school activities.

5. **GRIEVANCE POLICY AND PROCEDURES FOR HANDLING PARENTAL COMPLAINTS:** Complaint cannot be towards a person (teacher, principal, parent or student).
  - a. First, talk with the teacher.
  - b. Second, take your complaint to the principal, if you are not satisfied.
  - c. Third step is to put in writing specific complaint and send to the principal.
  - d. The principal will first consider the complaint.
  - e. He/she will determine if he/she believe there is a need to meet with the parent(s) to acquire more information.
  - f. The principal determines whether the issue may be handled at the administrative level. Parents can expect a response from the principal.
  - g. In the event that the parent(s) disagree with how the situation has been handled, the parent(s) may contact the pastor in writing. The principal should be notified. The pastor will consult with the principal and schedule a meeting with the parent.
  - h. In the event that the situation is not resolved by the pastor then the parent may contact the Superintendent of Catholic Schools for the Diocese of Savannah. The principal and pastor should be notified.

These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (after school care, athletics, field trips, etc.) The school and the parents are partners in the education of their children. If, in the opinion of the school administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

### **ACCREDITATION**

Schools in the Diocese of Savannah are currently accredited through the Florida Catholic Conference (FCC) and the Southern Association of Colleges and Schools (SACS recently renamed AdvanceED). St. John the Evangelist School is accredited by the FCC and AdvancED. Recommendations for improvement provided by the FCC agency are mandatory. Our current FCC accreditation cycle runs through the 2022 school year. The Diocese received District Accreditation from SACS, (AdvanceEd), in spring 2009 with a reaccreditation visit in 2020.

### **ADMINISTRATION & FACULTY INFORMATION**

The bishop, the superintendent of schools, the pastor, and the principal each have a responsibility in overseeing the administration of the school. For specific information, refer to the Diocese of Savannah Catholic Schools Policy Handbook: Section 2000: Administration and Appendix 2000.

Faculty contact information will be provided by each teacher at the beginning of the school year during Open House. During the school day, parents may call the school and a message will be taken and left for the teacher to return contact after school hours.

### **ADMISSIONS POLICIES – STATEMENT OF ASSURANCE**

Schools in the Diocese of Savannah admit students and administer policies regardless of gender (unless traditionally a single gender school), national origin, or disability (if, with reasonable accommodation on the part of the school, the disabled person could be accommodated). These policies include educational programs, athletics, or any school-sponsored programs. In admitting students, Catholic schools give preference to Catholic students living within parish boundaries; secondly, to Catholic students living outside parish boundaries; finally, to 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.

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 the Evangelist 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.

### **ASSURANCE STATEMENT**

Schools in the Diocese of Savannah, mindful of their primary mission as effective instruments of the education ministry in the Church and witness to the love of Christ for all persons, are committed to equal employment opportunity in all aspects of its employment policies and practices regardless of race, sex, color, national or ethnic origin, age, mental or physical disability not affecting his or her ability to perform the essential functions of the job.

### **FINANCIAL/TUITION POLICY**

Tuition rates and fees are based upon the actual cost of operating the schools and the amount of support which a parish is capable of providing. Financial assistance should be available to families with identified needs. In accordance with Diocesan Policy, schools are to use FACTS Management for tuition collection and FACTS Tuition & Aid for determining financial need for tuition assistance.

### **ACADEMIC POLICIES**

#### Curriculum

Schools of the Diocese of Savannah will comply with the minimum curriculum standards as established by the Office of Catholic Schools. All students shall be required to attend religious classes and participate in religious services. The instructional program shall include the following subject areas: religious education, language arts, mathematics, social studies, science,

fine arts, physical education, health, and technology. All students shall be required to participate in a safe environment program approved by the Office of Child and Youth Protection.

### Homework

Homework must supplement and/or reinforce the curriculum. The purpose of homework is not to introduce new content, but to build upon and practice what was taught that day. Suggested time allotments for homework completion per day:

K-3 15-30 minutes (including reading with parents)

4-5 30-60 minutes (including reading with parents)

6-8 60-90 minutes

### Grading

Teachers are encouraged to use alternative assessments, such as rubrics or portfolios, whenever possible. Please refer to the Benchmarks for grade level expectations and requirements. All teachers are expected to use the Web-based grading system for recording grades. Grades will be entered regularly into RenWeb and available for parent viewing. The grading scale for St. John School is A=100-94, B=93-86, C=85-77, D=76-70, F below 70.

### Honor Roll Policy (Grades 4 – 8)

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, 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. Conduct grades in all academic and "specials classes" 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.

### Eagle Award

At the end of each semester, a student in each homeroom will be awarded the Eagle Award.

"The Eagle Award is the highest honor bestowed at St. John School. It is given to the student in each class who displays the most admirable and outstanding characteristics of Christian courtesy, conduct, and appearance. In addition, school attendance and academic achievement must be exemplary. Recipients are chosen by their teachers" The student will be selected based on their display of good citizenship and following the weekly character traits of the fruits of the spirit. Other awards, as determined by the school, may be given out at the close of year Mass.

## Promotion/Retention/Transfer

### Promotion Standards:

Kindergarten	(1)	Mastery of reading readiness skills and math skills at Kindergarten grade level.
	(2)	Regular attendance/less than ten absences per semester; (Diocesan policy states no more than 15 for the year).
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 at St. John the Evangelist School may be considered for promotion if the student has met the above standards. A student may be retained as recommended by the teacher in kindergarten through third grade and once in fourth through eighth grade.

Retention is an administrative procedure which allows additional time needed by some students to achieve competency. It is extremely important that all efforts are made to prevent the need for retention. Students who experience academic difficulties should be served in a variety of ways, including small group assistance in the classroom, one-on-one assistance with a volunteer, and supplemental computer assisted instruction.

Teachers should maintain clear and constant communication with the parents of students who are experiencing difficulties. Any concerns should be discussed during the October conference as well as other times during the year. These concerns should also be discussed with the principal at the same time. In addition, possible retention should be noted on report cards. “Due to difficulty in (subject), your child is at risk for retention” should be written on the second report card with a note requesting a parent conference. “Due to continued difficulty in (subject), your child may be retained if improvement is not made” should be written on the third report card.

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. .

### Academic Probation

In accordance with the stated Mission, St. John the Evangelist 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 the Evangelist 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 the Evangelist 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 the Evangelist 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. A contract will be developed that clearly articulates expectations, responsibilities and consequences of all parties involved (school, parent, and student).

### **SACRAMENTAL PREPARATION/CELEBRATIONS OF FAITH/PARTICIPATION**

All students participate in weekly mass celebration at St. John with students serving as lectors and altar servers. Religion classes are held daily as part of the curriculum and sacramental preparation occurs in second grade for First Reconciliation and First Communion and in eighth grade for Confirmation. Reconciliation is offered weekly by the priests in the parish. All classrooms have prayer areas with reminders of Mary, God the Father, Son, and Holy Spirit, and/or the saints. Teachers follow the curriculum for topics and prayers for each grade level posted by the Diocese.

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

### **EXTRACURRICULAR ACTIVITIES**

*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. **5100 POLICY***

There are a variety of extra-curricular activities for student participation including but not limited to: sports (Cross Country, volleyball, soccer, and basketball), drama club, Girls on the Run, scouting, 4-H, science club, Reading Bowl, student council, Band, and community service projects. There are also church related activities such as altar servers and youth choir.

### **ATHLETIC PROGRAM:**

The purpose of the athletic program at St. John 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 the 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 that can be sustained throughout the student's life.
3. Unsportsmanlike conduct will not be tolerated at any event featuring St. John Student Athletes. St. John School expects all of its players, coaches and supporters, to show respect to:
  - a. The referees, whether you agree with a call or not. It shall be the coach's job to challenge a call.
  - b. ALL players, coaches and spectators regardless of school/team affiliation and conduct.

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 conduct on the part of the student athlete or his or her parent, supporters if such conduct is contrary to the values of St. John School. Likewise, the principal shall have the prerogative to prohibit any parent or supporter from being a spectator if they exhibit conduct which is contrary to the values of St. John School.

### **ELIGIBILITY FOR ATHLETES**

Unless specifically excused by the Principal, all student athletes must maintain a C average or

better in each class to participate in athletics. Any student who does not meet the academic requirements may participate 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.

- a. Student athletes must maintain passing conduct grades at ALL TIMES.
- b. Sports team eligibility shall be extended to all currently enrolled students who meet the above-mentioned academic/conduct criteria.
- c. Athletic dues will be \$45 per player per sport, and must be paid before the first practice of the sport season in order for the player to be eligible for participation.
- d. Students involved in disciplinary actions (suspension/expulsion) may not participate in team practices or games during the disciplinary period.
- e. Students with discipline infraction related to unsportsmanlike conduct toward their own teammates or members of another team will be restricted from team practice and games during the disciplinary period.

### *COACHES*

St. John School has been blessed by many volunteer coaches through the years. There could be no sports program without them. Like our students, our coaches are expected to demonstrate the Eagle Spirit and display the utmost sportsmanship and Christian values at all times. Every volunteer coach must meet all requirements of completing VIRTUS training, guidelines provided for volunteers of athletic programs by the physical education teacher/Athletic Director, and must be approved by the Athletic Director and the Principal.

Parents and other supporters are reminded to show their appreciation for the Coaches by not interfering with practice or otherwise confronting the Coach and to treat them with respect and courtesy at all times.

### 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.

### PARTICIPATION

In regard to team member selection, the Athletic Director will determine the process utilized to select team members. It may be necessary to establish a more formal process of clinics and individual/group try-outs to determine team members. This will then be at the Athletic Director 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.

### PRACTICE TIME

A general practice schedule should be determined by the Athletic Director and approved by the Principal 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

## **ATTENDANCE**

### **Tardy Policy**

A student will be considered tardy when they arrive at school after the 8:00 bell has rung. Morning prayers begin in the Parish Center at 8:00 AM. Three tardies will equal one absence.

### **Absences due to Vacations**

Parents are encouraged to plan vacation time during the school's calendar period for vacations. Students will receive "unexcused absence" notations on their records if they are absent from school due to vacations while school is in session. Parents must contact individual teachers to determine what missed school work may be made up.

## **CALENDAR**

### **School Hours**

The school day will begin at 8:00 AM when the morning bell rings and ends at 3:30 PM. In the morning students report to the Parish Center and are dismissed to their classrooms following morning prayers and announcements. Wednesday is Mass day and therefore, students report to their classrooms at 7:45 for Morning Prayer prior to Mass. Afternoon dismissal is from the Parish Center.

The beginning date for the school year is determined by the Office of Catholic Schools. Students have 180 instructional days and teachers have 190 work days.

## **COMMUNICATIONS – PROCEDURES OF COMMUNICATION BETWEEN PARENTS, TEACHERS AND/OR ADMINISTRATION**

### **Emergency School Closings – Inclement Weather**

St. John School usually follows the Emergency School Closings announced by the two local public school systems, Valdosta City Schools and Lowndes County Schools. If a variation is necessary from those announcements the Principal will send an email message and a phone "all call" will be implemented to phones of parents.

All phone messages during the school day must be directed to the school office and the message will be relayed to the child or teacher at appropriate times. Teachers will not be able to return calls until after the end of the school day. Email communication is often an effective manner for communication.

## **CONFIDENTIALITY**

Adult staff members should respect the confidentiality of their students; they must keep their confidences when no one's life, health, or safety is involved. Students should be told that if anyone's life, health, or safety is threatened, the situation cannot be kept confidential.

## **PROFESSIONALISM**

All school personnel are to respect the person, privacy, and good name of each student, staff member, and parent. Decisions made by the administration, committees, etc. should be respected and supported by all staff members. Problems and difficulties of teachers, students, and parents are to be discussed only with the persons responsible. All staff members are to keep their voices at a moderate level when speaking in the halls so as not to disturb others.

## **CELL PHONES**

Students may not use their personal cell phones, nor may they turn them on, at any time on the school campus during school hours. For security reasons, all cell phones must be turned off and

kept in the student's backpack, or locked in a secure place with the teacher. The school will not be liable for the loss and/or damage of cell phones. Students may not use the school telephone without permission from the office. Students will not be allowed to make phone calls during the school day, except for emergencies. Students will not be called to the office to answer the phone. Messages will not be given to students except in an emergency. Emergency messages must be relayed through the principal or designee

## **HEALTH**

### **Immunizations**

Schools in the Catholic Diocese of Savannah must comply with admissions requirement of the Office of Catholic Schools which includes the following documentation: Birth certificate (original or certified copy), current Immunization record (Georgia Form #3231), A 3-point Screening (ear, eye, and dental on Georgia Form #3300), Student Permanent Record (when applicable) indicating grades, attendance, and promotion/retention status. The school may request these records from previous school but ultimately the parent/guardian is responsible to furnish these records.

## **MEDICATION ADMINISTRATION**

A medication form is to be completed by parents of students needing medication. This form will be available in the office and on the school web page. Medication will not be dispensed without this completed form.

All health forms required by law and administration of medication consent forms are kept on file in health room under lock and key. The Lowndes County Health Department official visits yearly to inspect appropriate forms used, maintenance of files, and procedures used to treat children. The *School Health Resource Manual* issued by Children's Healthcare of Atlanta provides medical guidelines for reference.

Only office personnel are allowed to give prescription or over-the-counter medication of any kind to students (other than inhalers or Epi-pens). Students needing medication are to bring medication in a marked container with specific directions. All medicine is turned in to the office where it is kept in the health room in a locked cabinet. Students are sent to the office at the designated time to take medication under supervision. Students are allowed to keep inhalers with them at all times. Students may be required, as indicated by their medical condition, to keep an Epi-pen close to them. Those Epi-pens will be kept in the classroom. A record of all medication dispensed is maintained in the school office and "treatment" forms are sent home daily if a child is treated in the health room.

## **CHILD ABUSE LAWS (Policy #5230)**

The laws of the State of Georgia mandate that school personnel promptly report alleged or suspected child abuse and/or neglect to the Department of Family and Children Services. Each school must have a reporting procedure. This may involve an administrator's assisting in making the referral. An employee's responsibility to report suspected abuse or neglect cannot be waived by administrative veto.

## **SEXUAL HARASSMENT**

Sexual harassment is defined as "unwanted and unwelcomed behavior of a sexual nature which interferes with a student's right to learn, study, work, and to achieve or participate in school activities in a comfortable and supportive atmosphere. All allegations of sexual harassment must be reported to the principal and pastor who will review the matter in accordance with diocesan guidelines. The principal/appropriate party will thoroughly investigate the accusation and

document the complaint. All reports shall be handled with discretion and concern for all of the individual involved in the complaint. In most serious cases, the principal/appropriate party will consult with the Pastor and the Superintendent of Schools before a disciplinary action is taken in the matter. . (See Diocesan Policies 5160 & 6150)

### **CUSTODY POLICIES**

**NON CUSTODIAL PARENTS:** It will be presumed by St. John School that both parents of a child have equal custodial rights and rights to access to the child and information regarding the child, regardless of the parents' marital status. This will be true regardless of who is fiscally responsible for the child's tuition and fees. In situations where such access has been denied or limited by a Court, it is the responsibility of the non-restricted parent to meet with and advise the administration of the restrictions and to provide a copy of the court order to be kept in the school office. The parent shall have a continuing duty to apprise the school of any changes in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third party access to the child. Unless prohibited by order of the court or other legally binding instrument, non-custodial parents shall have the right of access to school records relating to his/her child, and, upon request, may receive copies of all school notices relating to the school activities.

Custody issues and determination of those issues, as a result of legal action, will be carried out by school personnel upon receipt of documentation of legal adjudication. Any adjustments to the custody agreements will need to be agreed upon by both parties and verified by legal documentation before school personnel will be able to make changes.

### **CODE OF CONDUCT & DISCIPLINE**

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

The objectives of the Discipline Policy are:

1. To stop the inappropriate action.
2. To teach appropriate behavior.
3. To communicate with our students and their families regarding behavior trends.

All students must recognize their responsibilities and obligations and apply them in accordance with school regulations. The discipline code applies to students in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings in a way that could bring disrepute or embarrassment to the School.

The following rights and responsibilities guide the development of classroom rules and expectations.



### Rights and Responsibilities:

<b>Rights</b>	<b>Responsibilities</b>
To learn.	To accept ownership for your learning.
To have your work respected.	To respect the work of others.
To receive help in your work.	To seek help and wait patiently for it.
To have your property respected.	To respect the property of others.
To have a safe environment for work and play.	To be aware of your own safety and the safety of others.
To have your opinion respected.	To express your opinions respectfully.
To maintain personal space.	To respect a person's right to personal space.

### **INFRACTIONS OF DISCIPLINE POLICY**

When a child chooses to disregard the rules that have been put in place, it is important that he/she understands that consequences will occur. It is required that parents/guardians cooperate with school policies and procedures to ensure an environment conducive to learning and reflective of Catholic teachings and values.

### **INAPPROPRIATE CONDUCT**

St. John School is committed to ensuring an educational environment free from all forms of intimidation, hostility and offensive and inappropriate behavior. Unacceptable conduct - either by a student or parents/guardians - includes, but is not limited to, the following table.

These categories do not cover every possible situation. When a behavior occurs outside the situations above, administration will determine the appropriate consequence.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to legal authorities where appropriate. In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

### **DISCIPLINE**

Failure to adhere to school rules will result in predetermined consequences. For K-5 through 5<sup>th</sup> grades, homeroom teachers assign age-appropriate consequences, except in serious cases, repeated misconduct or instances of physical altercation, when the student must be sent to the principal. Student behavior is generally assessed as falling into three levels of inappropriateness. On a case-by-case basis, teacher(s) and/or administrator(s) have the authority to make determination of the level of infraction.

<b>Level I Infractions:</b>	<b>Level II Infractions:</b>	<b>Level III Infractions:</b>
<p>This listing is not all-inclusive.</p> <p>Level I behaviors are those on the part of the student which interfere with the orderly operation of the school and impede orderly classroom operations. The teacher has the responsibility and authority for disciplining students.</p> <p>The following Level I infractions may warrant at least one (1) infraction:</p> <ul style="list-style-type: none"> <li>● Improper behavior – including, but not limited to disturbances in class/playground/lunchroom; i.e. note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.</li> <li>● Dress code violation</li> <li>● Gum chewing or consuming food or drink outside of designated time and/or space.</li> <li>● Disrespect.</li> <li>● Any student who is in the wrong place at the wrong time</li> <li>● Failure to return paperwork requiring signature</li> <li>● Non - compliance with classroom expectations</li> <li>● Excessive incidences of missed homework or class assignments after other measures have been taken</li> <li>● Failure to bring needed materials to class</li> <li>● Misconduct in halls, lavatories, lunchroom, yard, trips, etc.</li> <li>● Other – any other behavior that warrants attention not specified on the above list.</li> </ul> <p>Grades K-5 Once five (5) consequences have accumulated students will lose a privilege at teacher’s discretion.</p> <p>Grades 6-8 Once three (3) consequences have accumulated lunch/recess detention will be given.</p> <p>Other consequences may include: verbal reprimand, withdrawal of privileges, recess detention, lunch detention with teacher.</p> <p>Parents will be notified, via email when their child receives and infraction.</p>	<p>Level II behaviors are those on the part of the student, which interfere with the orderly operation of the school and impede orderly classroom operations. Level II behaviors include those that result from a continuation of Level I behaviors and are generally considered more serious infractions than Level I. Level II infractions do not generally present a direct threat to the health and safety of others, but may be serious enough to require intervention from administration. The teacher has the responsibility and authority for disciplining students. The following Level II infractions may warrant an after school detention:</p> <ul style="list-style-type: none"> <li>● Continuation of Level I behaviors.</li> <li>● Insubordination, reckless or disruptive behaviors</li> <li>● Inappropriate contact with another student</li> <li>● Using profane or abusive language</li> <li>● Intimidation or posturing to fight</li> <li>● Cheating, plagiarism, or forgery.</li> <li>● Failure to comply with policies regarding electronic devices and cellular phones</li> <li>● Failure to comply with any school rules or safety regulations</li> <li>● Minor vandalism</li> <li>● Lying</li> </ul> <p>Grades K-5 Automatic loss of student privilege at teacher’s discretion.</p> <p>Grades 6-8 Automatic lunch/recess detention will be given.</p> <p>Other consequences may include after school detention. After School Detention Procedure (used with Level II infractions): Should an after school detention be warranted, the student will be assigned a date to serve. After school detention is served from 3:30-4:30. Parents/guardians are expected to provide transportation home from an after school detention. Students are expected to serve after-school detention at the designated time, regardless of previous extracurricular or non-school-sponsored commitments. The student may not use detention to complete homework.</p>	<p>Level III behaviors are those on the part of the student that interfere with the orderly operation of the school and impede orderly classroom operations. Level III behaviors are those that generally endanger the health and safety of others. Level III behaviors are considered more serious infractions than Level II and are punished by suspension or expulsion.</p> <p><u>Conduct Resulting in Suspension</u></p> <p>Serious or severe infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a trip, or at school-sponsored functions. Examples of serious infractions include the following:</p> <ul style="list-style-type: none"> <li>● Continuation of Level I and Level II behaviors.</li> <li>● Violent behavior – any fighting or behavior that causes physical injury.</li> <li>● Blatant disrespect for authority – to any adult in the building.</li> <li>● Profane/obscene language or gestures or engaging in immoral conduct.</li> <li>● Truancy – repeated unexcused absences.</li> <li>● Leaving school grounds without permission from a school authority.</li> <li>● Vandalism/Theft - destruction, defacing, or theft of parish, school, or others’ property.</li> <li>● Cutting class.</li> <li>● Bullying.</li> <li>● Bomb scares or triggering other false alarms.</li> <li>● Possession, handling or transmission of any weapon, facsimile of a weapon, or other object that can reasonably be considered or used as a weapon or dangerous instrument, engaging in activities that are maliciously directed toward or potentially harmful to another student or staff member.</li> <li>● Possession, use or distribution of drugs, narcotics, tobacco or alcohol on campus or off campus.</li> </ul> <p>Level III consequence automatic referral to administration to include: In-School Suspension, Out-of-School Suspension, or Dismissal.</p>

## **SCHOOL WIDE POLICIES**

Teachers are responsible for the discipline of their students. They are to support one another and the general discipline of the school. All students should be expected to treat all adults with respect.

A major infraction or a continuance of minor infractions will result in the student's removal from class. The teacher will notify the parents and the principal of the situation. The parent will be notified of the incident and consequences, including the possibility of suspension and expulsion. Teachers should maintain a record of all parent communication regarding discipline concerns.

If a discipline concern arises that needs to be addressed by administration, it is preferred that the student(s) is brought to the administrator by an adult. However, if the student must be sent without an adult to the office, please call the office to report that the student is on his/her way using the school's "buddy system". In those cases, the principal will address discipline concerns and inform the teacher of the outcome.

## **APPROVED METHODS OF STUDENT CORRECTION**

- temporary withdrawal from class participation;
- being placed in another classroom for time out;
- a special assignment;
- behavioral charts or contracts;
- student and teacher/principal conference;
- parent, student and teacher/principal conference; or
- Administrative suspension.

Any other type of correction should be discussed with and approved by the administration. No student may be placed in a hallway without supervision for discipline consequences. Please remember that all students should be under the supervision of an adult at all times.

## **CORPORAL PUNISHMENT FORBIDDEN**

Corporal punishment is not permitted. "Corporal punishment" is defined as the deliberate infliction of pain on a student as a penalty or punishment for student misbehavior. Administration, faculty, or staff members of St. John the Evangelist School will not use corporal punishment.

## **CONDUCT NOTICE**

When a student receives a conduct notice from the issuing teacher, the parents/guardians must sign it on the night issued and returned to the issuing teacher the next day.

Procedure for Conduct Referrals (Level III Infractions): Conduct Referrals made to the Administration will generally result in: in-school suspensions, out-of-school suspensions, or dismissal/expulsion.

## **DETENTION**

Detention may be in a variety of forms, in-school suspension, out-of-school suspension, lunch and recess detention or any combination of the above. See the above chart for the list of infractions and the resulting penalty.

## **SUSPENSION**

Suspension may lead to dismissal. The Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

### Procedures for student suspensions:

- Parents/guardians of the student will be informed in writing of the suspension as soon as possible.
- Suspensions will be implemented [in-School or out of School], at the discretion of the Principal.
- Following suspension, parents/guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- Parents/guardians and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- Where possible, a student will be referred to a counselor or a teacher for counseling.
- Signed agreement of parents/guardians and a written report of the suspension will be filed in the student's record. Suspension records are not a part of the student's permanent record. Ordinarily, suspension records will be made available only to authorized school personnel and parents/guardians.
- The parents/guardians are responsible for the cost of a substitute teacher to supervise in school suspension.

### **Potential Grounds for Expulsion (See Appendix III)**

#### **HARASSMENT**

Any harassment of any person by another person working in or attending a Catholic school is prohibited. Any representative of the Diocese of Savannah including clergy, vowed religious, lay employee, or student who has harassed another person is subject to disciplinary procedures up to and including termination or expulsion from the position or from the school.

#### **VIOLENT THREATS OR ACTIONS**

All threats of bodily harm or property damage are to be taken seriously. They should be reported to the office immediately for follow-up action. Teachers should be observant concerning silent aggression, passive resistance and hostility. Teachers should document incidents and notify the office when they encounter signs of discontent and hostility among the students.

#### **WEAPONS**

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 another person.

Expulsion of students should be reserved for egregious violations of the Code of Conduct and/or policies in the Diocese of Savannah Schools Handbook. Guidelines are available

#### **DISMISSAL AND EXPULSION**

A student may be expelled for repetitive behaviors resulting in disciplinary action or a student may be expelled for a one-time violation. A principal may request a conference with teachers, parents and other staff to determine if expulsion is necessary. The administrator of the school must have the approval of the pastor and Superintendent before any action regard expulsion takes place. If expulsion is deemed appropriate, the principal, with the pastor and Superintendents' approval, notifies the family in writing of the school's decision to expel. Expulsion of students should be reserved for egregious violations of the Code of Conduct and/or policies in the Handbook. (Policy # 5115 Diocese of Savannah Catholic Schools Handbook.)

The school reserves the right, with the permission of the Pastor and Diocese, to dismiss or expel a student. When a student is dismissed, he/she is essentially suspended for a finite amount of time or for the remainder of the academic year. Students who are expelled are permanently barred from attending St. John School.

- Students who are dismissed may apply for readmission after one full year. The school will determine whether re-admittance is appropriate.
- In certain instances, the infraction may warrant immediate dismissal.
- The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parents/guardians to be inconsistent with school policy, the good of the school community, or Catholic teachings.
- Parents/guardians will be contacted immediately when it becomes necessary to dismiss a student.
- Parents/guardians of the student will be requested to meet with the Principal and Pastor at the time of dismissal. Written notice of the dismissal will be provided.
- In the event that student has continuous infractions where the student does not show any improvement in the detrimental behaviors after a plan is presented to the parents/student, the student is subject to dismissal or expulsion.
- After two (2) formal suspensions, a student may be dismissed. In certain instances the infraction may warrant immediate dismissal.
- When the principal receives a report from a student, teacher, and/or parents/guardians that a particular student has made a threat to commit a crime of violence, this matter shall be immediately referred to the local law enforcement agency. In addition, the student who has made the threat to commit a crime will be suspended and/or expelled.
- Students who are expelled may not apply for readmission to St. John School.

## **FIELD TRIP POLICIES**

**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 the Evangelist 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.
2. The educational value of the trip must justify the time, distance, and expense involved.
3. Safety precautions must be taken. When riding in any vehicle, all children must ride in seat belted seats. No child will be allowed to ride in seats with airbags.
4. The school must have written permission from parents for children to participate in field trips.
5. Drivers are to drive to their destination and back, and are not to make unnecessary stops.
6. All field trip participants are required to have received the VIRTUS training and have a current background check and code of conduct on file.
7. A driver's information sheet must be filled out and turned in to the office prior to driving (\$100,000/\$300,000). A copy of the driver's license and copy of insurance policy stating

coverage is also required.

8. 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.
9. 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.
10. 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.

### **DRESS CODE & UNIFORM 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.- 5130 POLICY:*

There is no uniform for preschool students.

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

The required "dress" uniform shall be worn on all Mass days 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. During the hot weather months (at principal's discretion) boys will be allowed to wear shorts to Mass on Wednesdays.

Uniforms must be purchased from the authorized uniform vendor to be accepted at the school's uniform exchange.

Uniforms and Appearance Guidance (the most up to date information may be found on the school's website or from the office):

### **DRESS UNIFORM**

**GIRLS K-5 - 3<sup>rd</sup>:** Plaid jumper or skort (color #80) w/ hunter green polo shirt (short/long sleeve)

**GIRLS 4<sup>th</sup> - 8<sup>th</sup>:** Plaid skirt/skort (color #80) w/ hunter green polo shirt (short/long sleeve) (Eighth graders have the option of wearing a navy blue polo shirt.)

**BOYS K-5 - 5<sup>th</sup>:** Navy blue pants w/ hunter green polo shirt (short/long sleeve)

**BOYS 6<sup>th</sup> - 8<sup>th</sup>:** Khaki pants w/ hunter green polo shirt (short/long sleeve) (Eighth graders have the option of wearing a navy blue polo shirt.). **Shirrtails must be tucked in except during PE.**

### **STANDARD UNIFORM**

**SHOES:** Tennis shoes of any color may be worn (No sandals, boots, open-backed, open-toed, light-up shoes, or wheels).

**SOCKS/ TIGHTS:** Socks must be worn with shoes at all times, and should be white, navy blue, tan/khaki, or black. Socks must be solid color no patterns or logos. Tights or ankle length leggings must be black, white, navy, or hunter green.

**BELTS:** Black or brown leather belts with no embroidery or decoration. Belts must be worn if pants have belt loops.

**OUTERWEAR:** Only official school sponsored, or solid navy (no logos) jackets or sweaters may be worn in the classroom or church. Other non-school outerwear may only be worn at arrival, dismissal, and outdoors.

**P.E. UNIFORMS:** (4<sup>th</sup> - 8<sup>th</sup> only) navy knit shorts w/ ash t-shirt with school name on front or solid gray; navy sweatpants are permitted in cold weather. Girls - navy athletic shorts with athletic tights not shorter than 3 inches above the knee, if shorts are shorter than 3 inches above the knee.

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

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

**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, one plastic cause bracelet, and one pair of small earrings (no hoops or dangling earrings) for girls. Boys are not permitted to wear earrings. No anklets, tattoos, or body piercing is allowed. Jewelry must be removed during P.E. or sporting events.

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

**UNDERSHIRTS:** Only white undershirts without any design or writing may be worn under the uniform shirt. Undershirts must be the same sleeve length as the outer shirt.

### **Uniform Options**

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

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

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

hunter green turtleneck shirt  
khaki wrap skort

navy blue crew neck button cardigan  
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  
hunter green turtleneck shirt  
navy blue sweatshirt w/school name (embroidered)

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

khaki shorts (no cuff)  
navy blue sweater vest  
hunter green turtleneck shirt  
navy blue sweatshirt w/school name (embroidered)  
navy blue polo for 8<sup>th</sup> graders

**NON-UNIFORM DAYS**

Scout Uniforms: Scouts may wear their respective scout uniforms on the day of their meeting. Boy Scout “Class A” uniforms are appropriate to be worn on Mass days if that coincides with the meeting day.

There are pre-approved “out of uniform days” for some field trips and “special “earned “out of uniform” passes. 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 that 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 and parents will be called to provide appropriate clothing for the student.

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

**EMERGENCY MANAGEMENT AND SAFETY PROCEDURES**

**SAFETY DRILLS** (*FIRE, TORNADO, AND LOCKDOWN*) (*Policy #3260 Appendix IV*)

The crisis management policy for St. John the Evangelist Catholic School is continually updated and provided to the staff. An employee of the Lowndes County Emergency Management System has reviewed the facilities and made recommendations to safe shelter locations. Teachers and staff are required to become familiar with the plan and follow it.

**SAFETY DRILLS**

- Fire drills are conducted on a monthly basis as dictated by the Office of Fire Safety.
- Tornado/Severe Weather drills are held three times a year.
- Lockdown drills are held twice a year.



The procedures for drills are contained in the Crisis Plan available in the school office and the protocols are sent to each teacher at the beginning of the year. In the event of a bomb threat, all cell phones and pagers must be turned off as these devices may detonate a possible bomb. Please treat all fire drills as a possible bomb threat, as the same signal may be used.

### **HARASSMENT POLICIES**

Any harassment of any person by another person working in or attending a Catholic school is prohibited. Any representative of the Diocese of Savannah including clergy, vowed religious, lay employee, or student who has harassed another person is subject to disciplinary procedures up to and including termination or expulsion from the position or from the school.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as “unwanted and unwelcome behavior of a sexual nature which interferes with a student’s right to learn, study, and 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 Diocese of Savannah. All allegations of sexual harassment must be reported to the principal who will review the matter in accordance with diocesan guidelines. (*See Diocesan Policy 6150*)

### **LOCKERS**

Student access to lockers will be determined by a schedule set by each teacher as determined by class schedules. 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 school. 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 disruption of the normal school routine, and minimize embarrassment to the pupil involved”(FERPA, Final Rule on Educational Records, Public Law 93-308 as modified by SB 105, Article 5 Privacy of Pupil Records)

### **STUDENT/FAMILY DIRECTORY**

A student and family directory is compiled and available after fall registration is completed. Families who do not want their information listed, addresses, phone numbers, and/or email addresses must contact the school office for that information to be deleted.

### **PARENT ORGANIZATIONS & VOLUNTEERISM**

The Home and School Association is an active part of St. John School. All families are automatically members of the H&S with their enrollment of children at St. John. The organization provides additional finances for the school by a series of fundraisers during the school year which are open to the St. John Community and the greater Valdosta area and community. They also sponsor Family Fun Nights, Teacher Appreciation Week, Fall Family Cookout, Faculty dinner, and other opportunities for parents and students events during the school year. See the Appendices for more information about what they do and how you can participate. (See Appendix VI)

### **PHOTO/MEDIA CONSENT**

Each family is sent a photo and media consent form at the beginning of the year. Those families who do not wish their children’s image or information to be publicized from the school will be noted by the media staff member.

**PARENT SIGNATURE PAGE**

Parents will be provided a signature page to indicate that they have received a copy of the Student/Parent Handbook for the current year.

**APPENDIXES**

**Appendix I – Notification of Expulsion**

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

Respectfully submitted,

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

## Appendix II– Consent and Liability Waiver

### 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/dioocese.

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 III – Driver Information**

**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 IV

### ACCEPTABLE USE POLICY FOR COMPUTERS AND INTERNET ACCESS FOR VOLUNTEERS

#### STUDENTS, PARENTS, AND VOLUNTEERS:

#### 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 to 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. Education 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 needed in the electronic and global fields.

##### 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. Violation of this agreement will be referred to appropriate school officials for disciplinary action. Violations of state or federal law will be referred to their 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.

##### A. Acceptable Use

The use of the Internet must be in support of education and research and consistent with the educational objectives of the Dioceses 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 is not limited to: copyrighted material or material protected by trade secret. **No pictures or videos of school events may be uploaded to any media outlet such as YouTube or Facebook etc.**

##### 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 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. Random checks of Internet history and monitoring of faculty, staff and student access may be conducted to determine whether the accounts are being used in a manner that is consistent with this agreement. Faculty, staff and students agreeing to the Diocese of Savannah Access to the Internet will 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. A faculty member will monitor access to the Internet by students at all times. Everyone is 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 system 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, 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 student.
- 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, moving and/or deleting files not belonging to you.
- If you feel you can identify a security problem on the Internet, you must notify a teacher or system administrator. **Do not demonstrate the problem to other users.**
- Respect the privacy of others.
- Files/data belonging to others are to be considered private property unless the owner of the files gives explicit authorization.
- Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

The Diocese of Savannah makes no warranties of any kind, whether express 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.

***Students, Parents, and Volunteers should retain a copy of this policy for their records.  
The accompanying signature sheet should be returned to the local administrator.***



**ACCEPTABLE USE POLICY FOR COMPUTERS AND INTERNET ACCESS**

**Students, Parents, and Volunteers**

I have read the Acceptable Use Policy for Computers and Internet Access (“the Policy”). I understand its significance, and I voluntarily agree to abide with all terms and conditions of it, imposed by the policy. I further understand that any violation of the policy or any applicable law of this agreement would be unethical and might even constitute a criminal offense. Should I commit any such violation, I understand that my privileges will be revoked, and disciplinary action, and/or appropriate legal action may be taken. I also hereby indemnify and hold harmless the Diocese of Savannah and St. John School from any claim or loss resulting from any infraction by me of the policy or any applicable law.

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

**Position** \_\_\_\_\_

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

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

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

**Email Address** \_\_\_\_\_

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

## Appendix V– Weekly Time Allotment

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	
<b>Religion</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>265</b>	<b>265</b>	<b>265</b>	<b>265</b>	
<b>Math</b>	<b>225</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>	
<b>Language Arts</b> (includes: Reading, English, Spelling, and Handwriting)	<b>840</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>750</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	
<b>Social Studies</b>	<b>150</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>250</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>	
<b>Science</b>	<b>150</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>250</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>	
<b>Fine Arts</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	
<b>Physical Education</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	
<b>Library Computer</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	
<b>Recess</b>	<b>Determined at the local level</b>									

## **Appendix VI: Home & School Association Activities and Service Participation**

We are pleased to welcome you as a member of our St. John the Evangelist Catholic School Home & School Association events and services participation program. It is our desire to have every family actively volunteering at our school. You are our most valuable resource and your help is essential in enhancing the education of our students. We ask you to take a few moments and read through this handbook. It contains St. John's HSA activities and service participation procedures as well as detailed descriptions of how you can volunteer. This information will help you better understand the volunteer program at SJS. If you have any questions regarding these procedures or your own volunteer service please call the school office. We look forward to seeing you at school and thank you for being our partner in your child's education.

### **GENERAL PROCEDURES**

Participation opportunities are many and varied and may include your kind monetary contributions, your generous time and sweat equity, or both! Regardless of the type of contribution, your involvement and participation will enhance the learning of our students and is greatly appreciated!

#### **Participation**

During the school year we ask each family to participate in a minimum of 2 major events and a minimum of 3 service activities. A description of some of the various events and activities that need your participation can be found in this handbook. Please note there are other activities throughout the year, especially in the classroom, that require volunteers with little advance notice. Please be on the lookout for these activities. Extended family members over the age of 21 are welcome to volunteer their services, so long as they meet SJS volunteer requirements.

#### **Volunteer Sign-up**

Each SJS family receives a participation form indicating desired areas of service in students' packets that are mailed out in July of each year. Please sign up for volunteer activities by checking the boxes for activities that interest you. Filled-out and completed participation forms shall be returned to the school office at the start of each school year in early August. An HSA officer or committee chair will contact you for further information on the activities you signed-up for. It is the responsibility of each family to sign up, follow up, and to sign in and out when necessary with the event chair or in the school office.

Notice of the need for volunteers for a specific activity is relayed through the following channels: communications from coordinator/chairperson; individual teacher correspondence; notes sent home in a student's folder; SJS Email Newsletter (The Rainbow); and/or Volunteer Spot Emails<sup>1</sup>.

#### **Volunteer Sign-In**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign-in at the office when he/she enters the school for any reason. All visitors and/or volunteers are required to wear a designated sticker, which is picked up at the school office. Visitors and/or volunteers should sign out at the time of departure.

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## **SJS 3-Step Volunteer Requirements**

In accordance with the current directives of the Diocese of Savannah, all volunteers must meet the following requirements BEFORE they are allowed to work with students in any capacity:

1. Complete VIRTUS training "Protecting God's Children" (must renew every five (5) years)
2. Sign the St. John School Code of Conduct
3. Completed background check

Volunteers must sign in and out at the school office or with the event chair at the beginning and end of their volunteer duties and wear the volunteer/visitor badge at all times.

**Volunteer Drivers:** Anyone providing transportation must complete and submit a "Volunteer Driver Form" to the school office and must provide proof of a valid Georgia Driver's License and automobile liability insurance with limits of at least \$100,000 bodily injury for each person, \$300,000 bodily injury per accident, and \$50,000 for property damage. The vehicle used must be in safe operating condition, and the number of passengers must not exceed the maximum occupancy for that vehicle.

### **Dependability**

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times, and please give notice of absence whenever possible.

### **Volunteer Dress Code**

St. John School has a very detailed expectation for students dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of SJS and wear modest clothing while working in the school or during school activities.

## **EVENTS AND ACTIVITIES OPPORTUNITIES**

Our SJS HSA events and activities are broken down into 2 major classifications and consist of:

- A. Major Events
- B. Service Activities

The following is a breakdown of tasks and components included in each:

<b>A. MAJOR EVENTS</b>
------------------------

There are a total of 3 major events offered annually and one major event offered every other year. Every family is encouraged to participate in a minimum of 2 of the following major events:

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I. **ROAD RACE:** Last Saturday in October

1. **ROAD RACE CHAIR & CO-CHAIR**

Handles all aspects of the event from start to finish: planning and implementation; public relations/marketing; Volunteer Coordination for Race Day Stations.

2. **SPONSORSHIPS/GOODY BAGS COMMITTEE** (Pre-Event: August – October)

**Committee Chair:** Organize committee volunteers and host committee meetings as needed to procure race sponsorships and build Goody Bags for Racers.

**Committee Sign Ups: 10 Sign-Up Spots Available**

Work with Chair to help Procure sponsorships and/or Goody Bag Items for event. Volunteers to procure at least one sponsorship or goody bag item for race day.

**3. PUBLIC RELATIONS/MARKETING COMMITTEE (Pre-Event: August – October)**

**Committee Chair** (None needed-Race Chairs organize)

**Committee Sign Ups; 10 Sign-Up Spots Available**

Help promote the event: distribute neighborhood flyers; procure high visibility locations for yard signs; updating website and Facebook

**4. RACE DAY STATIONS (Day of Event)**

**Committee Chair** (None needed - Race Chairs organize)

**Parking/Security: 6 Sign-Up Spots Available**

**Water Station/Paint Stations: 12 Sign-Up Spots Available**

**Cones/Clean Up Committee: 10 Sign-Up Spots Available**

**Race Registration/T shirts: 10 Sign-Up Spots Available**

**First Aid Station: 3 Sign-Up Spots Available**

**Hospitality: 5 Sign-Up Spots Available**

**Course Corners: 30 Sign-Up Spots Available**

**Finish Line: 8 Sign-Up Spots Available (normally pulled from registration and t-shirts after race is started)**

**II. HALLOWEEN CARNIVAL – Follows Road Race**

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**1. CARNIVAL CHAIR & CO-CHAIR**

Handles all aspects of the event from start to finish: planning and implementation; public relations/marketing; volunteer coordination.

**2. SPONSORSHIP/PRIZE COMMITTEE (Pre-Event: August – October)**

**Committee Chair:** Organize committee volunteers and host committee meetings as needed.

**Committee Sign Ups: 10 Sign-Up Spots Available**

Help procure sponsorships and/or raffle prizes for event. Volunteers to procure at least one sponsorship or complete an assigned list of potential donors for raffle items.

**3. RAFFLE BASKET COMMITTEE (Pre-Event: August-October)**

**Committee Chair:** Coordinate Class Baskets with Room Parents and encourage each class to help bring in items for baskets; Build and complete baskets for display at Carnival with Raffle Basket Volunteers. Host Committee meetings as needed.

**Committee Sign Ups; 5 Sign-Up Spots Available**

Help procure sponsorships and/or raffle prizes for event. Task includes: procuring at least one sponsorship; completing an assigned list of potential donors to request donated raffle item; putting together class baskets and ensuring each is complete and ready for display at the Carnival

**4. BOOTH & GAME COMMITTEE (Pre-Event & Day Of: September-October)**

**Committee Chair:** Chair works with Carnival Chairs to organize the Setup and Breakdown of Booths & Games and coordinates volunteers needed to run booths/games; Host committee meetings as needed.

**Committee Sign-Ups - unlimited sign-up spots available.** Volunteer to run a booth or game for a shift during the Carnival; collect tickets and hand out prizes.

**5. VOLUNTEER COORDINATOR – Day Of Event**

Assist Carnival Chairs & Other Committee Chairs in Organizing and keeping track of volunteers on the day of the event; help ensure all Volunteers sign in and out on printed Volunteer Spot Sign-up Sheets.

6. **FOOD/SNACK & SWEET SHOP COMMITTEE** (Pre-Event & Day Of: August-October)  
**Committee Chair:** Work with Carnival chairs to select and plan snacks served during carnival; Coordinate committee volunteers.  
**Committee Sign-Ups:** Many Sign-up Spots Available Work shifts before and/or during the Carnival to cook, set-up, and/or sell Carnival snacks and Sweet Shop Items
  
7. **DECORATIONS COMMITTEE** (Pre-Event & Day Of: August-October)  
**Committee Chair:** Design, Plan, & Set-Up & Break-down Decorations  
**Committee Sign-Ups;** 20 Sign-Up Spots Available  
Help Set-Up Decorations Before and/or Break-down & Clean Up at end of the Carnival.
  
8. **CARNIVAL STORE COMMITTEE** (Pre-Event Planning & Day Of: September-October)  
**Committee Chair:** Decide what will be sold in the store; procure items; and Set-up & Break-down the Store; coordinate volunteers.  
**Committee Sign-Ups;** 10 Sign-Up Spots Available Work a shift a the Carnival Store; help plan, Set-up, or break-down the store

### III. REVERSE DRAW & AUCTION: (February or March – usually the last weekend before Lent begins)

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*PLEASE NOTE: An item marked below with (\*\*) indicates that you must plan on attending the Reverse Draw to volunteer for these committees; you must have purchased a Reverse Draw ticket to work the shift.*

NOTE: In gratitude of their service and commitment to the school, SJS Teachers & Staff receive free entrance to the gala; they may separately purchase a reverse draw ticket if they wish to enter the Draw.

1. **REVERSE DRAW CHAIR & CO-CHAIR**  
Handles all aspects of the event from start to finish: planning and implementation and Volunteer Coordination
  
2. **SPONSORSHIPS** (Pre-Event: August – February)  
**Committee Chair:** Organize committee volunteers and host committee meetings as needed.  
**Committee Sign Ups;** Unlimited Sign-Up Spots Available  
Work with Chair to help Procure sponsorships for the event.
  
3. **AUCTION/DOOR PRIZE PROCUREMENT** (Pre-Event: August – February)  
**Committee Chair:** Organize committee volunteers and host committee meetings as needed.  
**Committee Sign-Ups;** 20 Sign-Up Spots Available  
Visit businesses that have donated an item in the past; you will be assigned specific donors from a master list.
  
4. **REVERSE DRAW TICKET SALES** (Pre-Event: October-February)  
**No Chair Needed** (RD Chair organizes)  
**Committee Sign-Ups;** Unlimited Sign-Up Spots Available  
Sell Reverse Draw Tickets on your own to friends and family or at pre-scheduled times/locations after Mass.
  
5. **DECORATIONS/SET-UP** (Friday before and/or Day Of: 9:00am - 3:00pm)  
**Committee Chair:** Chair designs, procures, and oversees table decorations and committee volunteers for the event.  
**Committee Sign-Ups;** 15 Sign-Up Spots Available. Meet at the event site at 9:00am and set-up for the event.
  
6. **\*\*GUEST REGISTRATION** (Night Of: 5:00pm to 7:30pm)

**Committee Chair:** Organize Committee Volunteers and ensure guest registration runs smoothly the night of event.

**Committee Sign-Ups-** 8 Sign Up Spots Available (1-hour shift)

Greet and register guests, sell door tickets, and assist Chairs and Guests as needed.

7. **\*\*RAFFLE TICKET SALES** (Night Of: 6:30pm to 9:30pm)

**No Committee Chair** (RD Chair organizes)

**Committee Sign-Ups:** 6 Sign-up Spots Available

Sell Raffle Tickets during the event (1-1/2 hour shifts). 3 Volunteers will model Steele's Jewelry pieces.

8. **\*\*CHECK-OUT/CLEAN-UP** (Night Of: Approximately 10:00 pm – Midnight)

**No Committee Chair** (RD Chair Organizes)

**Committee Sign-Ups;** 10 Sign-Up Spots Available; Need 5 people to check out auction winners and 3 people to bring silent auction items from banquet room to check out area. Check-out volunteers will also help break-down the banquet room from 11- midnight

<b>B. SERVICE ACTIVITIES</b>
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Every family is encouraged to participate in a minimum of 3 of the following service activities:

1. Athletics - Coach, assistant coach, work with score keeping, assist with concessions, etc.
2. Bingo - Drive 4<sup>th</sup> and 5<sup>th</sup> grade students to play BINGO with residents of a local Nursing Home twice a month (usually mid-morning visits, 9:30 am - 10:30 am).
3. Book Fair - Help assist media specialist during the week of book fair in September.
4. Break Bread - Help the Middle School students deliver meals to shut-ins twice a month. Meals are delivered mid-day, starting around 11:15am; route takes about 1-1/2 hours.
5. Calendar - Work with our events photographers in collecting photos for the academic calendar and contacting sponsors.
6. Catholic Schools Week - Assist teachers with special daily activities, talent show, & spaghetti lunch on Friday, etc.
7. Easy Money - Collect and submit labels of Box Tops and Campbell's Soup, initiate easy fundraising ideas such as Publix, etc.
8. Events Photographer - Help document/take pictures of all the wonderful events we have at SJS such as Road Race/Carnival, Reverse Draw, Sporting events, Catholic Schools Week, special class happenings, etc.
9. Family Night - Help plan and organize a Night of Fun for our SJS family; held twice a year.
10. Field Day - Work under the direction of the PE teacher to create an exciting day for all SJS students; includes organizing, set-up, working stations and helping clean-up after the fun.
11. Field Trip Driver/Chaperone - Drive students to and from field trips and monitor students.
12. Grounds - Help keep our school grounds looking great. Great for people who love working outdoors.

13. Hospitality - Assist in set-up/clean up, food preparation, serving of meals/refreshments for various school receptions/events.
  14. HSA Board - Includes positions of President, Vice President, Secretary, Treasurer, and Ways & Means. Attend Board Meetings throughout the year and assist on committee fundraising projects.
  15. Lunch Room - Help needed daily from 10:30- 12:30 to serve lunch, clean tables, and help supervise students in the lunchroom.
  16. Media Relations - Help promote SJS on Facebook, Twitter, the newspaper, and church bulletin.
  17. New Family Mentor Program - Welcome committee for new families to our school.
  18. Room Parent - Organize class parties, field trips, Carnival raffle basket, teacher appreciation week activities and assist teacher with special projects/activities as needed.
  19. Teacher Appreciation Week - During the first week of May, help make all of our SJS teachers and faculty feel appreciated with special treats, daily snack cart, breakfast etc.
  20. Uniform Exchange - Help with used uniform sales at the uniform exchange held several times a year after school.
- 

For questions or clarifications, please don't hesitate to contact any of the current Home and School Association officers or the school office at 229-244-2556. A current listing of HSA officers may be found at our school's website at [www.stjohnschl.org](http://www.stjohnschl.org) and also available by contacting the school office.

*Thank you for being our partner in your child's education!*

*Your support and dedication is greatly appreciated and is fundamental for the success of our students. Your decision to get involved places you as a positive role model for other parents, encourages the involvement of others, and helps bring all the elements together to promote an outstanding and rewarding learning and spiritual experience at St. John School.*



## APPENDIX VII

### How to Resolve Conflict in a Christian Manner

*Guidelines for Parents, Teachers, Administrators, and School Board Members*

*“Put on them, as God’s chosen ones, holy and beloved, heartfelt compassion, kindness, humility gentleness, and patience, bearing with one another and forgiving one another, if one has a grievance against another, as the Lord has forgiven you, so must you also do. And over all these put on love, that is, the bond of perfection.” - Colossians 3:12-14*

#### **I. Preserving Christian Unity**

At St. John Catholic School, we value our relationships. We seek to preserve Christian unity, even when conflict or disagreements arise, as they inevitably do. In all instances, parents, teachers, and administrators should remain courteous and loving, even when a legitimate complaint arises.

#### **II. Our Official Conflict Resolution Policy**

Any concerns about classroom procedures or incidents must first be brought to the attention of the teacher in charge. Please call the school office to make an appointment with that teacher. Usually, the concern can be resolved at that level.

If the matter has not been satisfactorily resolved, a conference with the teacher and the school principal may be requested. After this conference, if the matter is still unsettled, a mediator could be invited to participate; the pastor’s presence might also be required.

#### **III. Inappropriate Responses to Conflict**

1. Anonymous letters or secret communication. No resolution can be reached if those who have grievances are unknown.
2. Gossip and negative talk. Negativity, character attacks, or persistent complaining are not conducive to resolving conflict, and in fact can spread discontent. Those with legitimate complaints should seek out the proper avenues of resolution.
3. Taking no action. When a problem arises, it should be resolved, not swept under the table. If a parent, for example, has a problem with a particular policy, the parent should bring the problem to the administration, for the benefit of the entire school body.

*“Lord, if my brother sins against me, how often must I forgive him? As many as seven times?” Jesus answered, “I say to you, not seven times but seventy-seven times.” – Matthew 18:21-22*

#### **IV. Who Can Parents or Teachers Approach About Problems?**

As stated above, parents should seek to solve classroom problems with the teacher. However, because of the nature of some problems, other avenues can be considered. The principal is the next link in the chain of command. After that, the pastor is available to speak to parents or

teachers about problems encountered at the school or parish. Likewise, the school board president can be approached to help find the right avenue for resolution.

## **V. Conduct of School Board Members**

The National Catholic Educational Association states:

“Because his or her public and private opinions take on an added weight with parents and others in the community, the board member should strive to maintain the confidentiality of the board and to make comments in public which are positive, constructive, and helpful to the board’s mission. Board member should not voice rash opinions, spread rumors or gossip, or make public remarks that would be harmful to the board and the educational programs.”

St. John the Evangelist School Board Members should be willing to listen to parent concerns, but should point the parent in the right direction (teacher, administrator, or pastor). The board member might offer to bring the concern to the principal or assistant principal for the parent, but no anonymous complaints should be considered.

*“All bitterness, fury, anger, shouting, and reviling must be removed from you, along with all malice. Be kind to one another, compassionate, forgiving one another as God has forgiven you in Christ.” - Ephesians 4:26-27*

## APPENDIX VIII

### The Precepts of the Catholic Church

The *Precepts of the Catholic Church* are a description of the **absolute minimum** actions required of Catholics regarding the Church.

The Church uses these precepts to remind us that Christian life requires a commitment to prayer and active participation in the liturgy and sacraments. If we fall below this bare-minimum level, we can't rightly consider ourselves to be in full communion with the Catholic Church.

Each of these precepts of the Catholic Church is a requirement. Together with the **Ten Commandments**, they represent the minimum level of moral living.

*1. You shall attend Mass on Sundays and on holy days of obligation and rest from servile labor. We must "sanctify the day commemorating the Resurrection of the Lord" (Sunday), as well as the principal feast days, known as Catholic holy days of obligation. This requires attending Mass, "and by resting from those works and activities which could impede such a sanctification of these days."*

*2. You shall confess your sins at least once a year. We must prepare for the Eucharist by means of the Sacrament of Reconciliation (Confession). This sacrament "continues Baptism's work of conversion and forgiveness."*

*3. You shall receive the sacrament of the Eucharist at least during the Easter season. This "guarantees as a minimum the reception of the Lord's Body and Blood in connection with the Paschal feasts, the origin and center of the Christian liturgy."*

*4. You shall observe the days of fasting and abstinence established by the Church. "The fourth precept ensures the times of self-discipline and penance which prepare us for the liturgical feasts and help us acquire mastery over our instincts and freedom of heart."*

*5. You shall help to provide for the needs of the Church. "The fifth precept means that the faithful are obliged to assist with the material needs of the Church, each according to his own ability."*

Many Catholics are not familiar with the precepts of the Church, but these precepts are not new. They, along with the Ten Commandments, define the expectations that the Church has on her members to be in good standing. They bring clarity to the question: "What must I do to be a good Catholic?" If our Catholic people wish to have their children receive the sacraments of initiation (Baptism, First Communion, and Confirmation) they will know the standard by which the parish priests and staff members are assessing their readiness to undertake the awesome responsibility of training their children in the faith. Likewise, if Catholic parents would wish to receive the Catholic school tuition rate, these same standards are used to measure their request. The terms by which we define our "Catholicity" are found in these precepts.

*Fr. Brian LaBurt*