

# Student/Parent Handbook



2025-2026

Mrs. Cheri Carter  
Principal

# Table of Contents

<b>WELCOME LETTER FROM THE PRINCIPAL</b>	<b>5</b>
<b>PHILOSOPHY AND GOALS</b>	<b>6</b>
<b>MISSION STATEMENT</b>	<b>6</b>
<b>HISTORY OF THE SCHOOL</b>	<b>7</b>
<b>ACCREDITATION</b>	<b>7</b>
<b>ADMINISTRATION &amp; FACULTY</b>	<b>7</b>
<b>SCHOOL MASS</b>	<b>8</b>
<b>ADMISSIONS POLICIES</b>	<b>9</b>
<b>TUITION</b>	<b>10</b>
<b>EXTENDED DAY</b>	<b>11</b>
<b>FACTS MANAGEMENT</b>	<b>12</b>
<b>ACADEMIC POLICIES</b>	<b>12</b>
<b>SACRAMENTAL PREPARATION</b>	<b>15</b>
<b>EXTRACURRICULAR ACTIVITIES</b>	<b>15</b>
<b>ATHLETICS</b>	<b>15</b>
<b>ACCESS TO STUDENT RECORDS</b>	<b>16</b>
<b>ATTENDANCE</b>	<b>17</b>
<b>CALENDAR</b>	<b>18</b>
<b>COMMUNICATION</b>	<b>19</b>
<b>TECHNOLOGY</b>	<b>20</b>
<b>HEALTH</b>	<b>24</b>
<b>HARASSMENT</b>	<b>24</b>
<b>SEARCH &amp; SEIZURE</b>	<b>25</b>
<b>CUSTODY POLICY</b>	<b>25</b>
<b>CONFIDENTIALITY</b>	<b>25</b>
<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</b>	<b>25</b>

<b>CODE OF CONDUCT, DISCIPLINE, &amp; AI</b>	<b>26</b>
<b>SOAR</b>	<b>30</b>
<b>FIELD TRIPS</b>	<b>33</b>
<b>DRESS CODE</b>	<b>33</b>
<b>UNIFORM POLICY</b>	<b>36</b>
<b>EMERGENCY MANAGEMENT/SAFETY PROCEDURES</b>	<b>38</b>
<b>PARENTS' ROLE IN EDUCATION/PARENTS AS PARTNERS</b>	<b>38</b>
<b>PARENT/GUARDIAN CONDUCT</b>	<b>39</b>
<b>VIRTUS TRAINING</b>	<b>39</b>
<b>VOLUNTEERING</b>	<b>40</b>
<b>HOME &amp; SCHOOL ASSOCIATION</b>	<b>40</b>
<b>SCHOOL ADVISORY BOARD</b>	<b>40</b>
<b>RIGHT TO AMEND</b>	<b>42</b>

**St. John the Evangelist Catholic School is a parish-sponsored  
school in  
the Catholic Diocese of Savannah, Georgia  
2170 East Victory Dr. Savannah, Georgia 30404  
(912) 201-4100**

**ADMINISTRATION**

**Bishop of Savannah - Stephen D. Parkes, D.D.**

**Superintendent of Schools - Ms. Carrie Jane Williamson**

**Pastor - Rev. Adam Kasela**

**Principal - Mrs. Cheri Carter**

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

## **WELCOME FROM THE PRINCIPAL**

Dear St. John the Evangelist Catholic School Parents and Students,

It is with great enthusiasm and excitement that we welcome you to our school and the 2025-2026 school year. At SJCS, we have a rich tradition of excellence rooted in our Catholic faith. Our teachers and staff are committed to providing high quality instruction in an academically challenging environment. We realize our students are a unique gift from God and learn in different ways. Therefore, we strive to meet the needs of students where they are academically, socially, emotionally, and spiritually.

In this handbook, you will find our school's mission, beliefs, and philosophy as well as our policies and procedures. We hope this information will assist you in understanding the role that both you and SJCS will play in the education of your child(ren). Please be sure to discuss this material with your child(ren) and support its implementation.

A strong bond between our families and our school is essential to the success of our students. I look forward to working with you and your child(ren) this year. If you ever have any questions, please reach out to me.

Together we can help our Eagles Soar to New Heights!

Sincerely,

Cheri Carter

Principal

St. John the Evangelist Catholic School

## **PHILOSOPHY AND GOALS**

### **Philosophy**

The community of St. John the Evangelist Catholic School believes in the education of the whole child through a partnership with our parents. We respect the dignity and uniqueness of each individual and hope to develop young men and women who recognize their worth as persons and respect this in others. This approach to education 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.

### **Goals (Beliefs)**

- We believe the school's primary purpose is to foster a personal relationship with Jesus Christ while witnessing to the Gospel through doctrine, building community, and providing service to others.
- We believe in teaching Catholic doctrine and morals as the foundation from which the entire life of the student is built.
- We believe each child is created by God and should be treated as a valued individual with unique spiritual, physical, social, emotional, and intellectual needs.
- We believe all students have the ability to learn and are provided a supportive and challenging environment that increases their potential for moral, responsible decision making.
- We believe students become self-disciplined learners and realize that faith, like learning, is a life-long journey.
- We believe in affirming, assisting, and collaborating with parents in their role as the primary educators of their children, while helping to support the parish community and all its stakeholders.
- We believe in developing our students' awareness of the Gospel message and strengthening the faith community through Eucharistic liturgies, prayer services, and sacramental celebrations.

## **MISSION STATEMENT**

St. John the Evangelist Catholic School empowers all students to reach their full potential and to follow the model of Christ.

## **HISTORY OF THE SCHOOL**

St. John the Evangelist Catholic School was founded by the Sisters of St. Joseph of Carondelet from the St. Louis Province in 1941. Opening with just 24 students, the school operated in a large frame building on Adair Street, until 1953 when 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 stem laboratories.

With the addition of a few more buildings, the school presently has 18 classrooms, a media center, art room, music room, teacher workroom, administrative offices, a STEM lab, cafeteria/gym, and two playgrounds. St. John the Evangelist Catholic School serves students in preschool K-3 through 8th grade.

## **ACCREDITATION**

St. John the Evangelist Catholic School, a parish/diocesan school in the Diocese of Savannah, is accredited by Cognia. The next external review is scheduled for Spring 2026.

## **ADMINISTRATION & FACULTY**

**Pastor** - Rev. Adam Kasela

**Superintendent of Catholic Schools** - Carrie Jane Williamson

**Principal** - Cheri Carter

### ***Pre-kindergarten Lead Teachers***

Pre-K3 Lead Teacher - Kylee Creasy

Pre-K4 Lead Teacher - Meighan Carter

### ***Kindergarten through Fifth Grade Teachers***

Kindergarten - Dotti Davis

First Grade - Olivia Hancock

Second Grade - Corey Wolford

Third Grade - Kate Hanson

Fourth Grade - Abbey Lineback

Fifth Grade - Claudia Cisneros

### ***Middle Grades Teachers (6-8)***

ELA - Amber Graham

Math - Bill McLendon

Science - Arlene Manning

Social Studies - Pam Rickman

***Religion Teachers***

Christine Cabral  
Meighan Carter  
Abbey Lineback  
Pam Rickman  
Stephanie Valpuesta  
Corey Wolford

***Special Area Teachers***

Art - Christine Cabral  
Digital Arts - Rachael Ludwig  
Library - Kippy Tift  
Music/Band - Franklin Carmona  
P.E. - Rachael Ludwig  
Spanish - Stephanie Valpuesta  
STEM - Arlene Manning

***Support Teachers***

Counselor - Erin Gaskins

***Support Staff***

Office Coordinator - Christine Johnson  
Finance Director - Michelle Kirkpatrick  
Clinic - Christine Johnson & Lisa Murphy  
Front Office Assistant - Lisa Murphy  
Social Media/Marketing/Advancement - Rachael Ludwig  
Paraprofessional - Barbara Selph - Pre-K4  
Extended Day - Erica Moore  
Extended Day - Elizabeth Roy  
Custodian - Julie Kier  
Custodian - Maria Maldonado  
Custodian - Lourdes Luna  
Maintenance - Open

**SCHOOL MASS**

SJCS students celebrate weekly school Mass and Holy Days of Obligation. Parents, parishioners, and visitors are invited to attend. The front half of the center section and both side sections are reserved for student seating. Parents, parishioners, and visitors are invited to sit in the second half of the center section. Students are required to sit and participate with their class.

Due to the sanctity of Mass, parents, parishioners, and visitors must refrain from engaging with and/or distracting students during Mass.

Students are required to wear their dress uniform on Mass days and Holy Days of Obligation.

## **ADMISSION POLICIES**

### **STATEMENT OF ASSURANCE**

Schools in the Diocese of Savannah admit students and administer policies regardless of sex (unless traditionally a single sex school), national origin, or disability (if, with reasonable accommodation on the part of the school, the disabled person could be accommodated) in the admission of students and in the administration of policies regarding education, athletics, or any school-sponsored programs. In admitting students, Catholic schools give preference to Catholic students whose family is registered at the sponsoring parish; secondly, to Catholic students whose family is registered in a parish other than the sponsoring parish; finally, to non-Catholic students.

Families registered at St. John the Evangelist Catholic Church who actively contribute by way of time, talent, and treasure will be verified by the church office. Non-compliance may result in loss of student's classification as a Catholic parishioner, and tuition rates may be affected. Families moving from another Catholic parish to St. John the Evangelist Catholic parish 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 or online giving.

### **ADMISSION REQUIREMENTS**

Schools in the Catholic Diocese of Savannah must comply with admissions requirements of the Office of Catholic Schools.

### **REQUIRED DOCUMENTS**

The following documentation is required as part of any application for admission within a Catholic Diocese of Savannah school:

- Birth Certificate – The original certificate or a certified copy. (School will copy the document and return the original.)
- Immunization record – Georgia Form #3231 demonstrating all immunizations are current.
  - o Evidence of age-appropriate immunizations or a waiver from the Superintendent of Schools. The items shall be maintained on the approved form and no child shall continue enrollment for more than thirty (30) days without such evidence.
- 4-Point Screening - A certificate of ear, eye and dental examinations completed by licensed medical doctors on Georgia Form #3300.
- Certificate of Baptism, if Catholic

- As applicable, Student Permanent Record – An official record from the previous school which indicates grades, attendance and promotion/retention status.

The principal shall ensure that student records are treated in a confidential manner in accordance with the Federal Educational Rights and Privacy Act (FERPA) of 1974.

Although the school may request some or all of the above records from a previous school, ultimately it shall be the responsibility of the parent/guardian to furnish these records.

## **AGE REQUIREMENT**

Students must meet the age requirements for admissions determined by the Office of Catholic Schools.

## **GUIDELINES**

- PK-3 3 years-of-age On or before September 1st
- PK-4 4 years-of-age On or before September 1st
- Kindergarten 5 years-of-age On or before September
- 1st Grade 6 years-of-age On or before September 1st & successful completion of Kindergarten

A child who was a legal resident of one or more states for a period of two years immediately prior to moving to Georgia and who was legally enrolled in public or private Kindergarten or Grade 1 accredited by a state or regional association, would be eligible to enroll in Diocese of Savannah schools, provided that the Kindergartener is five years old by December 31st.

## **TUITION**

### **TUITION RATES AND FEES**

Tuition rates and fees are based upon the cost to educate. Tuition rates are set annually and typically increase 3% - 5%.

### **LATE PAYMENTS/NSF/DELINQUENT ACCOUNTS**

Late payments for tuition or NSF charges will be applied to the account per FACTS policy. Tuition payment due dates may be adjusted for financial hardships if the request is made at least 48 hours prior to the scheduled automatic withdrawal date.

### **NON-PAYMENT**

The school reserves the right to charge late fees, restrict online access to records, withhold report cards, transcripts and/or other records, and administratively suspend or withdraw students if accounts are delinquent.

## **FINANCIAL AID ELIGIBILITY/QUALIFICATIONS**

All financial aid, grants, and scholarships are awarded on a financial need basis. All families wishing to be considered for financial aid, grants, or scholarships, must apply through FACTS Grant and Aid Management. A link may be found on the school website.

## **PAYMENT OPTIONS**

Families have the option to pay tuition annually, semi-annually, and monthly. Per Diocesan policy, any family utilizing the monthly option must pay through FACTS Tuition Management. Families utilizing the annual or semi-annual payment plan may pay with check or through FACTS Tuition Management.

Annually - July

Semi-annual - July and December

Monthly - July - May (11 months)

## **REENROLLMENT**

All accounts must be current and all fees must be paid in full to fully re-enroll and begin the next school year. Reenrollment begins in December/January. Reenrollment fees are collected between January and March each year.

## **REFUNDS**

All fees to include activity, application, enrollment, re-enrollment, and registration are non-refundable.

## **PRORATION OF TUITION EARLY WITHDRAWAL/LATE ENROLLMENT**

Families withdrawing mid-year are responsible for the pro-rated tuition for the time the student was enrolled. For students who enroll after the initial school start date, tuition will be prorated accordingly. All registration and other appropriate fees still apply in full amounts.

## **EXTENDED DAY PROGRAM**

St. John the Evangelist Catholic School Extended Day Program opens the first day of school in August and closes the last full day of school in May. The program is open Monday through Friday from 3:20 p.m. to 6:00 p.m. as needed for students.

The program will not operate on days that are designated school holidays, extended breaks, teacher in-service, or early dismissal. In case of severe weather, the program will follow SJCS policy and procedure on opening and closing.

In addition to regular tuition, the following rates will apply if parents choose to use the Extended Day Program. This fee is billed through FACTS.

PK3-8th grade students : \$15.00/day

All children must be picked up by 6:00 p.m. There will be an additional \$5.00 charge for every 5 minutes thereafter.

## **FACTS MANAGEMENT**

FACTS Management is the third party tuition collection agent and calculator for need where tuition assistance is considered. Fees for various activities and services will be invoiced through FACTS. FACTS is the designated system-wide student information system. Parents can access students' grades via their FACTS accounts. Information concerning enrollment in FACTS will be shared during the enrollment process by the school office.

## **ACADEMIC POLICIES**

### **Curriculum**

Schools of the Diocese of Savannah will comply with the minimum curriculum standards as established by the Office of Catholic Schools. The curriculum for the Diocese of Savannah is academically rigorous and aligned with multiple standards and Gospel values. St. John the Evangelist Catholic School offers an excellent, challenging academic program. Major subjects include religion, math, language arts, science, and social studies. All students shall attend religion classes, including those who are not of the Catholic faith.

### **Homework**

Homework is a supplement and reinforces the curriculum. Homework is assigned by the individual teacher to achieve the desired goals and objectives to educate the students. Below are suggested time allotments for homework completion.

- Grades K-2 - 15-30 minutes
- Grades 3-5 - 30-60 minutes
- Grades 6-8 - 60-90 minutes

Projects, independent reading, and preparation for tests may increase homework/study time. Students who do not meet their academic responsibilities may not be able to participate in extracurricular activities and athletics.

### **Grading**

Grades will be entered regularly into FACTS SIS and available for parent viewing via FACTS Parent Portal. The grading scale for students in grades 3rd - 8th at St. John the Evangelist Catholic School is as follows:

A = 94-100  
B = 86-93  
C = 77-85  
D = 70-76  
F = below 70

Grades for specials are reported using the Excellent, Satisfactory, Needs Improvement, and Unsatisfactory scale. (E, S, N, U)

Grades for K - 2nd grade are standards-based. This type of reporting measures mastery of grade level standards by measuring a consistent level of performance. Specials in grades K - 2nd are also standards-based.

4 = Performance exceeds grade level standards  
3 = Performance meets grade level standards  
2 = Performance is progressing toward grade level standards  
1 = Performance does not meet grade level standards

### **Promotion**

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

Kindergarten	1. Mastery of reading readiness skills and math skills 2. Less than 15 absences per year
Grades 1-5	1. Mastery of reading and math skills at the assigned grade level 2. Less than 15 absences per year
Grades 6-8	1. A passing final grade in all major subject 2. Less than 15 absences per year

### **Honor Roll**

All A's and all A's and B's will be calculated at the end of the first semester and at the end of the second semester. Students will receive a certificate for honor roll.

### **Retention**

Retention may only occur when it is in the best interest of the student and documentation supports retention as the only option. If a parent disagrees with a recommendation to retain, a signed waiver must be on file.

### **Academic Probation**

Serious deficiencies may result in a student being placed on academic probation. Academic probation may result in dismissal from the school.

**General Probation**

In accordance with the stated mission, St. John the Evangelist Catholic 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 Catholic 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.

Students newly admitted to St. John the Evangelist Catholic School shall be placed on general probation for the first year. General probation consists of two components which are academics and discipline. At the conclusion of the first year in attendance at St. John the Evangelist Catholic School, new students who are unable or unwilling to meet academic and/or disciplinary expectations may not be eligible to register for the following year.

Existing students who fail to meet expectations may also be placed on probation. An improvement plan may be developed that clearly articulates expectations, responsibilities, and consequences of all parties involved (school, parent, and student).

**Standardized Testing**

St. John the Evangelist Catholic School, in accordance with all schools in the Diocese of Savannah, administers NWEA MAP. Parents will receive individual student reports following the administration of these assessments (given in August, January, and May). It is essential for students to participate during the testing days so they can benefit from the school-wide testing climate that is maintained. Please refer to the school calendar for our testing dates to avoid scheduling appointments and other conflicts during the week of testing.

The Assessment of Religious Knowledge (ARK) test is given to students in grades K through 8. Since this assessment is used to evaluate the religious education curriculum, only school results are received.

**Graduation**

Students graduating from St. John the Evangelist Catholic School in 8th grade will receive the official diploma approved by the Office of Catholic Schools.

**SACRAMENTAL PREPARATION**

Sacramental preparation starts in the home with the parents and continues through the parish. Both the school and CCD program work together to fully prepare students to receive the following sacraments while attending St. John the Evangelist Catholic School:

- First Reconciliation and First Holy Communion - 2nd grade
- Confirmation - 8th grade

## **EXTRACURRICULAR ACTIVITIES**

### **Band**

Band is offered to fourth through eighth grade students. It is offered after school approximately two to four days a week. Students participate in a fall and spring concert. There is not a fee to participate in band.

### **Clubs and/or Other Extracurricular Activities**

Clubs and other extracurricular activities may be offered each year. This is dependent upon staff availability to sponsor these activities. St. John the Evangelist Catholic School will notify students and parents of the availability of these activities.

## **ATHLETICS**

The purpose of the athletic program at St. John the Evangelist Catholic School is to complement the home, church, and school in the development of the whole person. Care is taken that activities are appropriate for the age and physical growth and development of the individual. Students in various grade levels are eligible to participate in our athletic program. Sports offered each year are dependent upon the availability of staff and volunteers to coach. The following sports are offered if staff and volunteers are available to coach.

- Volleyball - Girls Grades 5-8
- Basketball - Boys Grades 5-8
- Cheerleading - Girls Grades 3-5
- Soccer - Boys and Girls Grades 5-8
- Cross Country - Boys and Girls Grades 5-8

### **Eligibility**

Students participating in any sport must maintain a C average or better in all major subjects and an E or S in conduct and effort and in special area classes. Any student who does not meet the academic requirements may not try out for a team at the beginning of the season.

During the season, any student who fails to maintain academic eligibility may be placed on probationary status. Students on probationary status are still members of the team but are not allowed to practice with the team or participate in games including travel. The student will remain on probation until the grade requirement is met.

Students involved in any disciplinary infraction may not participate in team practices or games during the disciplinary period.

In certain situations, the principal, after consultation with the parents, teachers, coaches, athletic director, and pastor, may deny or grant eligibility in extenuating circumstances.

### **Physical Examination/ Parental Permission/Insurance**

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

### **Coaches**

Coaches are expected to demonstrate 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 coaches and treating them with respect and courtesy at all times.

### **Athletic Fees**

Athletic fees are per player per sport, and must be paid before the first practice of the sport season. Fee amounts will be determined by each sport. This fee will be billed through FACTS.

### **Practice**

Each coach will determine the practice times and communicate the schedule with parents. Adult supervision will be provided during these times. It is the parents' responsibility to honor the practice times. Parents should pick up students promptly at the end of practice. Coaches will consult with the principal if parents are consistently late picking up their students. This could result in students not being allowed to participate in a game.

### **Parental Involvement**

Parents are required to sign an athletic code of conduct along with their student. Parents are required to attend an information meeting with the coach prior to the first day of practice if requested by the coach. Parents may be asked to help with the concession stand or admission to the games. Parents are encouraged to be present for games.

## **ACCESS TO STUDENT RECORDS**

Student records are available for review by the parent and/or legal guardian. Student records may be viewed by appointment. Please notify the office at least 24 hours in advance. Copies of student records may be provided to a parent or legal guardian so long as there are no outstanding

balances due to St. John the Evangelist Catholic 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 the Evangelist Catholic School.

## **ATTENDANCE**

Schools in the Diocese of Savannah must comply with attendance requirements established by the Office of Catholic Schools.

### **Compulsory Attendance**

School authorities, in cooperation with other state and county agencies, shall enforce the Georgia compulsory attendance law which requires that every parent, guardian, or other person residing in the state having control of any school-age child or children over the age of six (6) enroll and send such child or children to school. Any parent/guardian who fails to comply with the requirements of this policy and Georgia law shall be subject to sanctions imposed by the courts.

### **Tardy Policy**

Students are considered tardy if they are not in their designated area (Parish Center or classroom) when the **7:50 AM** bell rings. Parents of students with excessive tardiness will be asked to meet with the principal.

Being on time sets a positive tone for the day. Parents are expected to have their children at school on time. The academic day begins at 7:50 AM. Students arriving after that time will be marked tardy. If a student arrives after 7:50 AM, parents must accompany the student into the school office and sign in the student.

### **Absences**

Excused absences include:

- Illness of students
- Doctor's appointment - Only appointments accompanied by a doctor's note will be excused
- Death in the family

Unexcused absences include:

- Trips or vacations
- Absences due to parental neglect and truancy are unexcused absences

Parents must provide a written note for all absences.

While students may be excused from class for medical appointments, funerals, etc., the student must be in school for at least four and a half (4.5) hours of the school day to be considered "present" that day.

Absences, tardiness, and checking students out early from school interferes with the academic progress of students, disrupts the learning environment, and creates a hardship for the teacher.

### **Make-up Work**

Make-up assignments must be completed within three days after the student's return to school for the first day absent and one additional day for each consecutive day absent. Failure to complete assignments within the time allotted jeopardizes the student's grade.

Please do not ask teachers to send work in advance for absences. Even though teachers are well planned, lessons may change due to the needs of the class.

### **Truancy**

Per O.C.G.A 20-2-690, five (5) or more unexcused absences constitute truancy. Schools are required to report truancy violations to the Division of Family and Children Services (DFACS).

## **CALENDAR**

Students must complete 180 instructional days. The official school calendar is posted on the school's website.

The school day begins at **7:50 a.m.** and ends at **3:15 p.m.**

Students may enter the school at 7:30 a.m.

The latest students can be checked out is **2:55 p.m.** This is a safety precaution due to cars lining up for dismissal and to allow staff to get to their assigned dismissal duties which involves the office staff.

### **Arrival**

Students may enter the school at 7:30 a.m. The school day begins at **7:50 a.m.**

Students in grades kindergarten through 8th grade report to the Parish Center. Parents should drop off students in the circular drive beside the Parish Center.

To allow us to begin our school day on time, parents are not allowed to walk students into the Parish Center. Students are dismissed to classrooms after morning prayers and announcements.

Parents of pre-k students should park in the side parking lot behind the cones and walk their student to the end door of the Goss building. Staff members will greet students. Parents are asked to say their good-byes at the door. This allows students and teachers to begin their daily activities on time.

Students arriving after 7:50 a.m. must be checked in at the front office by an adult.

### **Dismissal**

All students are dismissed from their classrooms to the side parking lot.

Families will be given a hanging tag with an assigned number. Hanging tags should be placed on the mirror or dash so staff members recording numbers can see them.

After afternoon prayer and announcements in the classrooms, teachers will dismiss students whose parents are in line for pick-up. All parents are expected to get in the pick-up line.

Parents should not park in the lot by the Parish Center to pick up students. This is to ensure the safety of everyone due to cars and students moving at one time.

If parents need to get their student quickly for an appointment, they should park in the front parking lot by the church and walk down the sidewalk and ask an adult on duty to get their student. This should only occur occasionally.

Students who are not picked up by 3:30 will be sent to the extended day classroom and family FACTS accounts will be charged.

Safety is of the utmost importance and it is our responsibility to ensure the safety of everyone.

## **COMMUNICATION**

### **Communication Systems**

All school-related business shall be conducted via the following school communication systems:

- Email
- FACTS
- The Eagle Newsletter
- St. John the Evangelist Catholic School website and Facebook page

Teachers are discouraged from sharing their personal cell phone numbers with parents.

Parents may call the school office to leave a message for a teacher. Please allow up to 24 hours for a teacher to respond to an email as they are busy teaching students during the day.

### **Parent/Teacher Conferences**

Parent/teacher conferences are essential to student success. Therefore, parents are strongly encouraged to attend a conference in person. Parent/teacher conferences are scheduled for students in September and February. In addition, conferences may be scheduled whenever a parent or teacher feels that a meeting would benefit the student.

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

St. John the Evangelist Catholic School usually follows the Emergency School Closings announced by the two local public school systems, Valdosta City Schools and Lowndes County Schools. The principal, or his/her designee, will notify teachers, students, and parents when it is necessary to close the school via FACTS, email, and/or post on the school website/Facebook page.

# **TECHNOLOGY**

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY & INTERNET**

### **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. 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 that are not consistent with the educational and moral goals of the Diocese.

### **II. Educational Goals**

To provide a variety of information to enhance the curriculum.  
To help students work effectively with various forms of technology.  
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 laws will be referred to the appropriate law enforcement agency. The signatures at the end of this document are legally binding and indicate parties who signed have read the terms and conditions carefully and understand their significance.

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

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

#### **B. Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The Diocese of Savannah will deem what is inappropriate use, and their decision is final. Also, the Diocese of Savannah may request that the school deny, revoke, or suspend specific user privileges. The Diocese of Savannah expects the SJCS 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. SJCS teachers, SJCS 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 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 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.
- Use appropriate language. Do not swear, use vulgarities, or spread misinformation

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.

### **CHROMEBOOKS & IPADS**

Pre-K classes have access to ipads in the classroom. Students in grades kindergarten through eighth grade have access to Chromebooks in the classroom. Chromebooks will stay at school each day. Middle school students who need a device at home must contact the school office.

## **CELL PHONES/ALL ELECTRONIC DEVICES/USE BY STUDENTS**

Students **may not** use personal cell phones and smart watches during the school day. All cell phones must be turned off and kept in the student's backpack while on school grounds. The school will not be liable for the loss and/or damage of cell phones or other personal electronic devices.

Students may not use the school telephone without permission. 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.

Electronic devices that connect to wifi or cellular providers to include but not limited to, Apple watch, Galaxy watch, Android watch, tablets, Fitbit, etc., are not permitted for student use at school. This does not apply to fitness trackers that are not "SMART." Electronic devices that do not pair with a cell phone, connect to wifi, or connect to cellular and can not transmit or receive phone calls, video calls, or any type of messages such as SMS, MMS, or any other type are permissible. However, students may be asked to remove the device at the teacher's or principal's discretion.

## **SOCIAL MEDIA**

"Communication is a means of expressing the missionary vocation of the entire Church; today, the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ." (Pope Francis' Message for the 48th World Communications Day [WCD], 2014.)

Excellence in the Christian education and formation of our students demands a Christian spirit of collaboration between parents and school staff. This social media policy serves to protect the Christian dignity of every student and teacher from the damaging effects of negative social media post by ensuring that electronic communication on the Internet is appropriate, reflective of our Catholic values, and consistent with the rules and values of our school. Social media is defined as any web-based and mobile technologies which are designed to turn communication into interactive dialogue. This includes but is not limited to the use of blogs/wikis, message boards/forums, Facebook, YouTube, Twitter, LinkedIn, Flickr, Google, Pinterest, Vimeo, Edmodo, SnapChat, Instagram, TikTok, YouTube and any derivative applications. The school considers the following examples to be inappropriate social media conduct/content. (This list is non-exhaustive and intended to provide examples only):

- Inappropriate language
- Discriminatory, defamatory, proprietary or slanderous remarks/images or allegations about the Diocese, its entities, employees or students
- Cyber-bullying, harassment or threats of violence
- Complaints about the Diocese, its entities, employees or students
- Links to sites that contain offensive content

Inappropriate content posted to official school social networking sites/pages shall be removed by the school-related administrators designated to maintain the social media presence. Employees, parents, students, and volunteers must be cognizant that any use of social media is a reflection of our school and the Diocese of Savannah, its mission statement, and values. More importantly, we must set an example for our children about being responsible for what we choose to share online. Each school shall maintain on file for every student official Diocesan Media Consent Form indicating parent/guardian permission for the sharing of a student's name, image and likeness. Social media is a great way to promote our school. We have so many wonderful things we do that we need to celebrate and promote. All content which is published on the school website and social media sites can be shared on your own social media accounts. This provides our school with a tremendous amount of exposure and goodwill. We encourage parents and volunteers to engage in the following:

- Participate in and promote official school events, activities, and programs.
- Distribute advance notices of school events and programs.
- Encourage participation in fundraisers, food/clothing drives, and other events and initiatives.
- Inform school families, friends, alumni, and supporters about news, events or programs.
- Recognize special achievements or accomplishments of students, families and employees.

We respectfully ask that parents/guardians and students do not engage in the following when using personal social media sites:

- Conversations about school business or private discussions in a negative manner.
- Airing grievances with fellow volunteers, school administrators, teachers, parents, students or other individuals.

## **GUIDELINES FOR STUDENTS**

Students must learn how to use social media responsibly and effectively. Respect the privacy of others by not sharing personal information or hurtful comments about classmates via social media including e-mail and texting. Personal videos and photos of individual class activities, concerts, sports, drama productions, class trips extracurricular activities, etc. which are shared social media sites must be appropriate and not libelous.

## **GUIDELINES FOR PARENTS**

Parents/guardians shall make complaints through official school channels rather than posting complaints on social networking sites. Parents /guardians shall immediately bring any social media policy violations or concerns to school officials. Responding in kind to uncharitable communications through social media merely perpetuates divisiveness. School officials will not mediate social media issues between students or parents unless it directly affects the school. Parents/guardians shall monitor their children's online activity, including their use of social media. Parents/guardians shall explain to their children what is acceptable to post online.

## **MEDIA CONSENT**

As a school community, St. John the Evangelist Catholic School records, promotes and celebrates student work, special events, activities, athletics, field trips, etc., through the use of

photos, videos and digital media. These are used in many ways, including but not limited to, school and parish websites, social media, school and parish publications, and press releases to the media. Videos may be published to members of your child's class and others for distance learning purposes through the use of Zoom, Microsoft Teams or other similar technology. Parents will be required to sign a media consent form each school year.

## **HEALTH**

### **IMMUNIZATIONS**

Schools in the Catholic Diocese of Savannah must comply with admission requirements of the Office of Catholic Schools which includes the following documentation:

- birth certificate (original or certified copy)
- current Immunization record (Georgia Form #3231) (no waiver for medical/religious reasons is permissible)
- a 3-point Screening (ear, eye, and dental on Georgia Form #3300)

The school may request these records from the previous school but ultimately the parent/guardian is responsible for furnishing these records.

### **MEDICATION ADMINISTRATION**

A medication form is to be completed by parents of students needing medication both over the counter and prescription. Medication will not be dispensed without this completed form. Forms will be available during Open House or by contacting the school office. A student must be fever free for 24 hours before returning to school.

### **CHILD ABUSE**

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. The educator's role is not to investigate or verify the situation but to report the suspected abuse, setting in motion the process of getting help for the child. An employee's responsibility to report suspected abuse or neglect cannot be waived by administrative veto.

## **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.

### **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/or 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 individuals 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. Retaliation against anyone for filing a complaint or participating in an investigation is prohibited.

### **SEARCH & SEIZURE**

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. Catholic schools in the Diocese of Savannah will comply with the Family Educational Rights and Privacy Act, Final Rule on Educational Records, Public Law 93-308 as modified by SB 105, Article 5, Privacy of Pupil Records, which reads: Every effort shall be made to conduct searches in a manner that will minimize disruption to the normal school routine and minimize embarrassment to the pupil(s) involved.

### **CUSTODY POLICY**

Schools in the Diocese of Savannah abide by the provisions of the Buckley Amendment. Noncustodial parents will be given access to academic records and information regarding their children unless there is a court order to the contrary. Separated, divorced and/or nevermarried-to-each-other parents shall provide the school with a court-certified copy of the custody section of the appropriate decree. 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.

### **CONFIDENTIALITY**

Confidentiality must be maintained by all school employees. 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, Parents/Guardians, Volunteers, and SJCS Faculty and Staff are to be afforded respect with confidential matters. In the event any person violates a person's right to confidentiality, discipline may result in un-enrollment or termination of volunteerism/employment.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA gives all parents of students under 18 years of age and all students over 18 years of age attending post-secondary schools, the right to inspect and review, request corrections and control access to student records. SJCS abides by the provisions of FERPA with respect to the rights of

custodial and noncustodial parents/guardians. It is the responsibility of the custodial parent to provide SJCS with an official copy of the court order to prevent non-custodial parents/guardians access to educational records.

## **CODE OF CONDUCT, DISCIPLINE, & AI**

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 include the following:

1. To stop the inappropriate action.
2. To teach appropriate behavior.
3. To communicate with our students and their families regarding an individual student's behavior.

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 guided the development of our school rules and expectations.

<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 other
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

### **INAPPROPRIATE CONDUCT**

Parents/guardians are expected to cooperate with school policies and procedures to ensure an

environment conducive to learning and reflective of Catholic teachings and values. 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 local authorities when necessary. 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.

## **BULLYING**

St. John the Evangelist Catholic School takes a strong stance against bullying behaviors and expressly prohibits the bullying of any person by any means or method. Bullying may consist of direct behaviors such as repeated teasing, taunting, threatening, hitting, and stealing that are initiated by one or more students against another. Bullying may also be more indirect by causing a student to be socially isolated through intentional exclusion. The key component of bullying is that the intimidation occurs repeatedly over time to create an ongoing pattern of harassment and abuse. All incidents of bullying should be reported to a teacher, counselor, or administrator.

## **SUSPENSION**

Suspension may lead to an administrative withdrawal. The administration will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to correct the student's behavior.

## **EXPULSION**

A student may be expelled for repetitive behaviors resulting in disciplinary action. A student may be expelled for a one-time violation. The principal may request a conference with teachers, parents and other staff to determine if expulsion is necessary. If expulsion is deemed appropriate, the principal, with the pastor and Superintendent's approval, notifies the family in writing of the school's decision to expel. Actions that could result in possible expulsion.

- Possession of a weapon
- Possession, distribution, or selling of illegal drugs, or alcohol
- Using or threatening to use a weapon or instrument of harm
- Any criminal action
- Verbal, written, and/or physical threats made to staff or students
- Violations of acceptable use policy. This includes but is not limited to insulting, profane, obscene, or vulgar exchanges of information that are not in keeping with our religious school environment. This includes information shared on the internet, social networking sites, cell phones, etc.
- Bullying
- Repeated disruptive behavior

# **STUDENT ACADEMIC INTEGRITY POLICY FOR USING AI**

This policy helps students understand how to use Artificial Intelligence (AI) tools responsibly, with integrity, and in a way that helps them learn and grow.

## **What is AI?**

AI is a computer program that can help you write, solve problems, or come up with ideas. Examples include tools like ChatGPT, spellcheckers, language translators, or educational apps that give suggestions or feedback.

## **Our Core Values**

We use AI in a way that supports:

- **Integrity** – We do our own thinking and learning.
- **Responsibility** – We follow our teachers' rules for AI use. No personal information may be shared about yourself or any other person.
- **Curiosity** – We ask questions and learn from AI, not just copy it.
- **Respect** – We respect ourselves, others, and our learning community.

## **Teacher Guidelines**

- Your teacher will tell you when and how to use AI tools and which AI tools are appropriate for the assignment.
- Always ask first before using any AI tool for schoolwork.
- When using AI, it must always be properly cited.

## **Consequences if AI is used without permission**

If a student uses AI dishonestly, the consequences are as follows:

- First-time misuse will result in a maximum credit of 50% after redoing the assignment, without AI.
- Second time misuse will result in a 0 for the assignment.
- Additional misuse will result in a 0 and may lead to further consequences.

## **A Note to Families**

Families are encouraged to:

- Talk with their children about using technology responsibly.
- Reinforce that learning happens when kids think and try things themselves.

- Support teachers' guidance on AI tools used in the classroom.

### **Final Thoughts**

AI can be a helpful tool, just like a calculator or a book, but **your brain is the most important part of learning**. We utilize AI to support our growth, not to replace our thinking.

This is an ever-changing and growing frontier; this policy will continue to be adapted as technology changes.

## SOAR



### Positive Behavior Interventions & Supports

We are excited to fully launch our new Positive Behavior Interventions and Supports (PBIS) system this year. PBIS is a system of standards and procedures that are expected of students schoolwide to foster a collective school community dedicated to learning and growing. As Eagles who S.O.A.R., SJCS has high expectations for all students. They will continue to learn how to **Show Integrity, Optimize Learning, Act Responsibly, and Reflect Christ**. Students will participate in mini-lessons and practice expected behaviors as teachers reinforce the new system.

Students will also participate in weekly **scripture-based lessons** from **Friendlyzy** that will equip them with the skills necessary to build healthy relationships, manage stress, improve focus, academic performance, and reduce disruptive behavior. These are skills needed to teach a generation of kids how to be really good friends.

Please review the attached chart of expectations with your child(ren) to help them understand expected behaviors in each area of the school. We believe **SJCS has the best students** in Valdosta, and this initiative is a way to support continued academic, social, and emotional growth. Teachers will focus on redirecting unwanted behavior, reteaching the expectation, and reinforcing appropriate behavior choices by rewarding students with tickets when they follow the policies and procedures of our matrix.

**Thank you for your continued support** as we help all students reach their full potential and follow the model of Christ.

### TICKETS

Students can spend their tickets on various items like fun art/school supplies or experiences such as wearing silly socks for a day or having a special privilege.

When classes earn a specific number of tickets, the entire class will be rewarded with a fun experience.

Stay tuned for ways you can help support this initiative!



### COMMON MYTHS

#### 01 PBIS uses bribes

**Truth:** PBIS acknowledges and rewards students for following school-wide expectations and rules. Acceptable behavior is acknowledged after it occurs. Rewards are earned, not given as a payoff in exchange for good behavior.

By pointing out positive behaviors we are working to create a learning environment where all students and teachers feel appreciated, safe, and respected.

#### 02 We will no longer use consequences for inappropriate behavior

**Truth:** PBIS does not ignore problem behavior. SJCS will use appropriate consequences to help students change problem behaviors. We will consistently communicate with parents so you are aware of problems occurring at school and can be an active partner in helping your child(ren) follow the expectations and rules.

## Kindergarten - 2nd Grade Behavior Interventions

- Verbal warning with redirection/reteaching
- 2nd verbal warning
- **Reflection sheet** will be filled out by the student, brought home to be signed by a parent or guardian, and returned to the school
- After 3 reflection sheets, a parent conference will be requested.

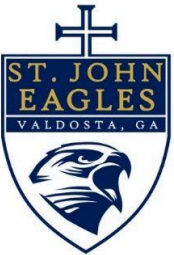
## 3rd-5th Grade Behavior Interventions

- Verbal warning with redirection/reteaching
- 2nd verbal warning
- **Reflection sheet** will be filled out by the student, brought home to be signed by a parent or guardian, and returned to the school
- If a student earns a **second** reflection sheet, he/she will have a silent lunch assigned.
- If a student earns a **third** reflection sheet, a parent conference will be requested.
- More serious offenses will be handled by the principal and the student will serve detention (Wednesdays from 7:15-7:50 AM in the office) or a higher consequence as determined by administration.

Classroom	Church	Lunchroom	Hallway/Stairs/Offices
<b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Have academic integrity</li> <li>• Show good sportsmanship</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Stay on task</li> <li>• Listen when the teachers and others are talking</li> <li>• Come prepared</li> <li>• Put phones away</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Respect the school and others' equipment</li> <li>• Make good choices</li> <li>• Keep a safe body</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Follow the model of Christ</li> <li>• Use positive language</li> </ul>	<b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Make eye contact with speakers</li> <li>• Be respectful</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Participate by responding aloud and singing</li> <li>• Listen attentively</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Use kneelers and books quietly</li> <li>• Be a helpful Mass buddy</li> <li>• Arrive and dismiss quietly</li> <li>• Keep feet off seats and kneelers</li> <li>• Use walking feet</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Be reverent</li> </ul>	<b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Clean up efficiently</li> <li>• Use time wisely</li> <li>• Food should not be thrown</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Make healthy choices and eat a balanced meal</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Eat your own lunch</li> <li>• Walk with a mission</li> <li>• Listen to the adults</li> <li>• Use inside voices</li> <li>• When using the microwaves, get your food when the microwave dings</li> <li>• Bring your water bottle</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Include others in kind conversations</li> </ul>	<b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Yield to adults</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Be silent inside the building</li> <li>• Use quiet voices outside the building</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Walk calmly on the right side</li> <li>• Keep a safe body</li> <li>• Travel with your whole class</li> <li>• Follow directions</li> <li>• Stop and wait for the teacher at certain checkpoints</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Hold the door for others</li> </ul>
<b>St. John the Evangelist</b>  <b>Eagles SOAR!</b>	<b>Arrival / Dismissal</b> <b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Be silent and attentive during announcements</li> <li>• Make sure uniforms are correct and neat before arriving</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Follow teachers' instructions</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Keep a safe body</li> <li>• Keep area neat</li> <li>• Be on time</li> <li>• Stay in your designated area</li> <li>• Enter independently</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Be reverent during prayers</li> </ul>	<b>Bathroom</b> <b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Quietly take care of business and exit</li> <li>• Make sure your uniform is neat before leaving</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Go before and after specials and Mass</li> <li>• Respect class time</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Keep a clean space</li> <li>• Wash hands</li> <li>• Flush</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Respect privacy</li> </ul>	<b>Playground</b> <b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Be kind to one another</li> <li>• Share the space and equipment</li> <li>• Make good, responsible decisions</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Show good sportsmanship</li> <li>• Have fun</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Keep a safe body</li> <li>• Be cooperative</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Show compassion towards others</li> <li>• Include others</li> </ul>

## Middle School Behavior Interventions

- Verbal warning and redirection/reteaching
- 2nd verbal warning
- **Demerit** and **reflection sheet** assigned; the student will fill it out and bring it home to be signed by a parent or guardian and returned to the school
- Every **3 demerits** will equal a **detention**.
  - Detentions will be held on Wednesday mornings from 7:15-7:50 in the office.
  - Detentions will be logged in FACTS just like demerits. This will serve as a formal notification for parents that your child has been assigned detention.
- More serious offenses will be handled by the principal and the student will serve detention (Wednesdays from 7:15-7:50 AM in the office) or a higher consequence as determined by administration.

Classroom	Church	Lunchroom	Hallway/Stairs/Offices
<b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Have academic integrity</li> <li>• Show good sportsmanship</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Stay on task</li> <li>• Listen when the teachers and others are talking</li> <li>• Come prepared</li> <li>• Put phones away</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Respect the school and others' equipment</li> <li>• Make good choices</li> <li>• Keep a safe body</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Follow the model of Christ</li> <li>• Use positive language</li> </ul>	<b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Make eye contact with speakers</li> <li>• Be respectful</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Participate by responding aloud and singing</li> <li>• Listen attentively</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Use kneelers and books quietly</li> <li>• Be a helpful Mass buddy</li> <li>• Arrive and dismiss quietly</li> <li>• Keep feet off seats and kneelers</li> <li>• Use walking feet</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Be reverent</li> </ul>	<b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Clean up efficiently</li> <li>• Use time wisely</li> <li>• Food should not be thrown</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Make healthy choices and eat a balanced meal</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Eat your own lunch</li> <li>• Walk with a mission</li> <li>• Listen to the adults</li> <li>• Use inside voices</li> <li>• When using the microwaves, get your food when the microwave dings</li> <li>• Bring your water bottle</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Include others in kind conversations</li> </ul>	<b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Yield to adults</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Be silent inside the building</li> <li>• Use quiet voices outside the building</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Walk calmly on the right side</li> <li>• Keep a safe body</li> <li>• Travel with your whole class</li> <li>• Follow directions</li> <li>• Stop and wait for the teacher at certain checkpoints</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Hold the door for others</li> </ul>
<b>St. John the Evangelist</b>  <b>Eagles SOAR!</b>	<b>Arrival / Dismissal</b> <b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Be silent and attentive during announcements</li> <li>• Make sure uniforms are correct and neat before arriving</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Follow teachers' instructions</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Keep a safe body</li> <li>• Keep area neat</li> <li>• Be on time</li> <li>• Stay in your designated area</li> <li>• Enter independently</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Be reverent during prayers</li> </ul>	<b>Bathroom</b> <b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Quietly take care of business and exit</li> <li>• Make sure your uniform is neat before leaving</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Go before and after specials and Mass</li> <li>• Respect class time</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Keep a clean space</li> <li>• Wash hands</li> <li>• Flush</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Respect privacy</li> </ul>	<b>Playground</b> <b>Show Integrity</b> <ul style="list-style-type: none"> <li>• Be kind to one another</li> <li>• Share the space and equipment</li> <li>• Make good, responsible decisions</li> </ul> <b>Optimize Learning</b> <ul style="list-style-type: none"> <li>• Show good sportsmanship</li> <li>• Have fun</li> </ul> <b>Act Responsibly</b> <ul style="list-style-type: none"> <li>• Keep a safe body</li> <li>• Be cooperative</li> </ul> <b>Reflect Christ</b> <ul style="list-style-type: none"> <li>• Show compassion towards others</li> <li>• Include others</li> </ul>

## **FIELD TRIPS**

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 Office of Catholic Schools. At St. John the Evangelist Catholic School, field trips that are educational and directly related to the curriculum are encouraged.

### **GUIDELINES**

1. For the safety of our students, all students must sit in a seat with a seat belt. No student is allowed to share a seat belt with another student.
2. The school must have written permission from parents for children to participate in field trips.
3. Drivers are to drive to their destination and back, and are not to make unnecessary stops.
4. All adult field trip participants are required to have received the VIRTUS training and have a current background check and code of conduct on file.
5. 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.
6. Younger siblings are not allowed to accompany the class on field trips, as their parents' attention is needed to monitor the safety of the students.
7. Parents who do not wish their child to go on a field trip may refuse permission. However, the student is still expected to attend school that day.
8. Individual teachers, in consultation with the principal, reserve the right to restrict or deny student participation in any field trip due to, but not limited to, academic or disciplinary concerns.

## **DRESS CODE**

Students should dress in a manner consistent with accepted Catholic moral standards of good taste and modesty. Students shall wear the uniform designated for the God given biological sex bestowed at birth.

When in uniform, whether at school or in the community, students are representing St. John the Evangelist Catholic School and are expected to conduct themselves in a manner that reflects the school's standards of conduct.

Compliance with the dress code and uniform policy 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 are expected to be tucked in at all times.

Uniform requirements begin in K5. PK students may wear the school uniform but are not required.

Uniform items may be purchased from Ink and Cotton, French Toast Store on Amazon, French Toast, or the school's uniform exchange.

### **MASS UNIFORM**

A dress uniform is required on all Mass days and any special days designated by the administration.

### **SPIRIT SHIRTS**

Students may wear spirit shirts with uniform bottoms on days designated by the administration. Spirit days will be the first and third Fridays of the month.

### **OUTERWEAR**

SJCS outerwear including jackets, or sweaters may be worn at any time on campus. Non-SJCS outerwear may only be worn outside.

### **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 kept neat, clean, tidy, and not covering the eyes. No fad hairstyles or dyes will be permitted. 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 piercings are allowed. As designated by the adult in charge for safety purposes, jewelry must be removed during P.E. or sporting events.

### **MAKEUP**

Students are not permitted to wear makeup at St. John the Evangelist Catholic 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.

**OUT OF UNIFORM DAYS**

Students may have the opportunity, throughout the school year for an “out of uniform day,” when they are not required to wear their uniform. On those days, appropriate attire that reflects neat dress is expected. Clothing that is too tight, too short, cut-off or cut-out, displaying inappropriate logos or messages, halter tops, tank tops, and flip-flops are unacceptable. Uniform shoes and socks are required. Policies regarding hats, hair, jewelry, and makeup still apply.

## UNIFORM POLICY



### Uniform Policy

PreKindergarten students may wear the school uniform, but are not required to. Uniform requirements begin in Kindergarten. Uniform items may be purchased from French Toast, French Toast Store on Amazon, local vendor Ink & Cotton, or the school's uniform exchange. Crest is available at Ink & Cotton.

SJCS HAS TWO DIFFERENT UNIFORMS:  
REGULAR AND MASS DRESS



### DRESS FOR SUCCESS

Ink & Cotton



If you have any additional questions please contact us at 229-244-2556.

# UNIFORM POLICY

## REGULAR SCHOOL UNIFORM

### GIRLS K- 5TH GRADE

#### Tops

- Navy, Logo Short Sleeve Sport Polo
- Navy, Logo Long Sleeve Pique Polo
- White, Long/Short Sleeved Oxford or Peter Pan Collar Shirt (runs small)

#### Bottoms

- Blue & Gold Plaid, Box Pleat Jumper
- Blue & Gold Plaid or Khaki, Two-Tab Skort
- Khaki, Girls' Straight Fit Stretch Twill Pant (belt must be worn with pants)

### GIRLS 6 - 8TH GRADE

#### Tops

- Navy, Logo Short Sleeve Sport Polo
- Navy, Logo Long Sleeve Pique Polo
- White, Long/Short Sleeved Oxford or Peter Pan Collar Shirt (runs small)

#### Bottoms

- Blue & Gold Plaid or Khaki, At or Below the Knee Skirt
- Khaki, Girls' Straight Fit Stretch Twill Pant (belt must be worn with pants)

### BOYS K- 8TH GRADE

#### Tops

- Navy, Logo Short Sleeve Sport Polo
- Navy, Logo Long Sleeve Pique Polo
- White, Long/Short Sleeved Oxford Shirt (runs small)

#### Bottoms

- Khaki, Boys' Straight Fit Stretch Twill Pants (belt must be worn with pants)
- Khaki, Boys' Flat Front Stretch Twill, Performance, or Pull-On Shorts (belt must be worn with shorts)

## MASS UNIFORM

For ALL Mass days and any additional special event days, as decided and communicated by SJCS administration, students (Kindergarten - 8th Grade) are **required** to wear:

### GIRLS K- 8TH GRADE

#### Top

- White, Long/Short Sleeved Oxford or Peter Pan Collar Shirt (runs small)

#### Bottoms

- Blue & Gold Plaid, Skort or Jumper (K5 - 5th Grade)
- Blue & Gold Plaid, Skirt (6th - 8th Grade)

### BOYS K- 8TH GRADE

#### Top

- White, Long/Short Sleeved Oxford Shirt (runs small)

#### Bottoms

- Khaki, Boys' Straight Fit Stretch Twill Pants

## ALL UNIFORMS

#### Outerwear (In School & Mass)

- Navy, Logo Full Zip Fleece
- Navy, Logo Full Zip Dry Fit Jacket
- Gray, Logo V-Neck Sweater

#### Shoes/Socks, Leggings, Tights

- Athletic or Dress Shoes - Predominantly White, Black, Brown, Navy, or Gray.
- Socks (Leggings or Tights for girls)- White, Navy, or Black

#### Accessories

- Belt - Navy, Black, or Brown
- Hair - Traditional Hair Bows and Headbands

## **EMERGENCY MANAGEMENT AND SAFETY PROCEDURES**

St. John the Evangelist Catholic School is required to have an emergency plan in place and train staff regularly.

### **SAFETY DRILLS**

- Fire drills are conducted every month.
- Tornado/Severe Weather drills are conducted three times a year.
- Lockdown drills are conducted twice a year.

The procedures for drills are contained in an emergency manual in the front office. All teachers and staff are trained at the beginning of the year on each drill. Each classroom has an emergency folder containing directions for each emergency drill including evacuation routes and locations to shelter in place. Each classroom has an evacuation map posted by the exit door.

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

The education of a student is a partnership between parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### **1. CATHOLIC PARENTS SHOULD SUPPORT AND COOPERATE WITH CATHOLIC SCHOOLS WHEREVER AND WHENEVER POSSIBLE:**

- Parents should seriously weigh 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.
- 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:**

- Send students to school physically fit by taking care that they have sufficient sleep, are healthy, clean and properly dressed, and are provided with a well-balanced diet.
- Assist student academic development by cooperating with the school's academic program, participating in parent-teacher conferences, reviewing report cards at home, assisting with homework when needed, providing the proper atmosphere for study, and cooperating with the school administration in matters of activities, recreation, and discipline.

- Work cooperatively with school administration to assist students in meeting academic, moral and behavioral expectations.
- Respectfully express, to school administration, concerns about operation and personnel.

### 3. PROCEDURES FOR HANDLING PARENTAL CONCERNS:

- Classroom related concerns shall first be addressed with the teacher.
- If a resolution cannot be agreed upon, the concern shall be addressed with the principal.
- If a resolution cannot be agreed upon after meeting with the principal, a concern may be elevated to the parish pastor.
- Concerns about personnel shall first be addressed with the principal.
- If a resolution cannot be agreed upon, the concern shall be addressed to the parish pastor.

These expectations pertain to all school-sponsored programs and events, including, but not limited to after school care, athletics, field trips, etc. If, in the opinion of the school administration, a partnership is no longer viable, the school reserves the right to administratively withdraw a student.

## **PARENT/GUARDIAN CONDUCT**

SJCS enrolls families, not students. As partners in the education of children, the parent/guardian in the school community and associated activities is expected to uphold the values, goals, and mission of the SJCS, and to demonstrate respectful behavior at all times with faculty, administration, support staff, students, other family members, and volunteers whether on or off school grounds or at school-related events. If that partnership is no longer viable, the school reserves the right to require the parent/guardian to withdraw their child(ren) from school. Unacceptable behaviors include, but are not limited to: harassment, verbal/written abuse, assault of or threats to the faculty, administration, staff, students, other parents/guardians, and volunteers of the school.

Parents/Guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive materials or withdraw their child(ren) from school. Local law enforcement may be notified to assist with harassment and/or deformation situations.

## **VIRTUS TRAINING**

The VIRTUS Protecting God's Children training is required for all employees and volunteers in the Diocese of Savannah. Training classes are offered periodically throughout the year. Examples of volunteering that require VIRTUS training include chaperoning a field trip, class parties,

school events where children are present, coaching, working a concession stand, assisting with a sport or club, working with students in the classroom, and serving Home and School in a leadership capacity.

## **VOLUNTEERING**

Volunteers make our school a vibrant school community. Parent involvement is strongly encouraged. St. John the Evangelist Catholic School needs volunteers throughout the year for various activities. If you plan to volunteer, you will need to participate in a VIRTUS training session before volunteering.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association is an active part of St. John the Evangelist Catholic School. All families are automatically members of the Home and School Association with their enrollment of children at St. John the Evangelist Catholic School. The organization provides additional financial support for the school through a series of fundraisers during the school year. Home and School also sponsors various activities for the school and families. Teacher appreciation week, beginning of school activities, special lunches for students, and movie nights are just a few of the many activities sponsored by Home and School. The Home and School Association meets a few times during the school year. Parents are encouraged to attend and volunteer.

**Each family is required to volunteer for some Home and School events/activities during the school year.**

**Each family is required to sell 2 or more Reverse Draw tickets (attending or non-attending).**

**Each family is required to provide door prizes (gift cards or other items specified by Home and School) for with the Clay Shoot or the Reverse Draw.**

### **2025-2026 EXECUTIVE BOARD MEMBERS**

Cristina Yurcisin - President

Stephanie Brodeur - Vice President

Micha Hogan - Secretary

Andrea Kinneman - Ways & Means

## **SCHOOL ADVISORY BOARD**

By its nature, the board is advisory. It is accountable to the pastor and to the principal in its operation. It agrees to follow the policies and administrative procedures of the Diocese of Savannah and the Office of Catholic Schools (OCS). Members agree that they will use their talents, gifts, and insights for the common good of the community to promote the mission and

goals of Catholic education. They will defer their personal agendas in order to discern with other members the issues, concerns, and challenges they face in meeting the educational needs of the students. Not only will they take seriously their role as advisors to the pastor and principal, but they will accept the conditions of membership on the school advisory board, namely, the Code of Ethics for Board Members, which describes the parameters of their collaboration and responsibility. The members model the faith community to their constituents.

#### **2025-2026 SCHOOL ADVISORY BOARD MEMBERS**

Courney Gooding- President

B. J. Wortman - Secretary

Meg Giddings

Hank Majeski

Leo Larios

Cheri Carter

William Wright

John Joseph - Vice President

Father Adam Kasela

Katherine Gonos

Sheryl Dasinger

Daniel Storey

Missy Sherwood



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

**Right to Amend**

The administration reserves the right to interpret, amend or change the contents of this handbook. Students, parents, guardians and staff will be informed of any changes made.