



# **St. John the Evangelist**

CATHOLIC SCHOOL

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Making God known, loved, and served.



## **PARENT / STUDENT HANDBOOK**

### **2020 – 2021**

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## TABLE OF CONTENTS

<b>1.00</b>	<b>About Our School</b>
1.01	School Profile
1.02	School Mission
1.03	Root Beliefs
1.04	School Wide Learning Expectations (SLE)
1.05	Patron Saint
<b>2.00</b>	<b>St. John Faculty and Staff</b>
2.01	Diocese
2.02	Administration
2.03	Office Staff
2.04	Cafeteria Staff
2.05	Grounds Maintenance
2.06	Support Staff
2.07	Elective Teachers
2.08	Teachers
<b>3.00</b>	<b>Organizations</b>
3.01	Parish Organization
3.02	SJE School Advisory Board
3.03	SJE School Parent Organization (SJPO)
3.04	Student Ambassadors
<b>4.00</b>	<b>Admissions Information</b>
4.01	Admissions
4.02	Conditional and Probationary Admissions
4.03	Enrollment
4.04	Student Records
4.05	Withdrawal
<b>5.00</b>	<b>Tuition, Assistance, and Commitment</b>
5.01	Tuition Assistance
5.02	FACTS Management
5.03	Scholarships (New Student)
5.04	Tuition and Financial Aid
5.05	Late Payment Policy
5.06	Withdrawal and Refund Policy
5.07	Service Hours
5.08	Diocesan Compliance Procedures
5.09	Extended Learning Program
<b>6.00</b>	<b>General School Information</b>
6.01	School Day on Campus
6.01A	School Day Distance Learning
6.02	Absenteeism
6.03	Reporting Absences
6.04	Excused Absences
6.05	Extended Absences
6.06	Unexcused Absences
6.07	Absence from Part of a Day/ Early Dismissal
6.08	Disciplinary Actions due to Excessive Absences
6.09	Tardy Policy
6.10	Tardy Procedures
6.11	Disciplinary Actions due to Excessive Tardies

**7.00 Student Supervision and Safety**

- 7.01 Dismissal Procedures
- 7.02 Closed Campus
- 7.03 Parents on Campus
- 7.04 Contact with Student during School Hours/ Law enforcement at School
- 7.05 Child Abuse

**8.00 Crisis Management**

- 8.01 Emergency Drills
- 8.02 Fire Drill/ Evacuation
- 8.03 Soft Lock Down Drill
- 8.04 Hard Lock Down Drill
- 8.05 Emergency or Disaster
- 8.06 Smoke Free, Alcohol Free, and Drug Free Campus
- 8.07 Universal Precautions
- 8.08 First Aid Kit
- 8.09 Parking Lot and Drop-Off/ Pick-Up Guidelines

**9.00 Religious Formation**

- 9.01 Religion Curriculum
- 9.02 Safe Environment Curriculum
- 9.03 School Mass/ Liturgy
- 9.04 Mass on Holy Days of Obligation
- 9.05 Mass Attendance Religion Grade
- 9.06 Student Liturgical Ministers
- 9.07 Visits to the Blessed Sacrament
- 9.08 Monthly Liturgies
- 9.09 Confession
- 9.10 Discipline
- 9.11 Sacramental Preparation
- 9.12 Family Spiritual Formation
- 9.13 Service Program

**10.00 Academic Information**

- 10.01 Accreditation
- 10.02 Class Structures
- 10.03 Student Classroom Placements
- 10.04 Curriculum/ Instruction Guideline
- 10.05 Grading
- 10.06 Report Card Markings
- 10.07 Class Weights in Grades 1 – 8
- 10.08 Homework
- 10.09 Reporting Student Progress
- 10.10 Instructional Service Plan (ISP)
- 10.11 Tests
- 10.12 Avoiding Test Anxiety
- 10.13 Do's and Don'ts in Testing
- 10.14 After the Test
- 10.15 Standardized Testing – MAP
- 10.16 Test-Taking Guidelines
- 10.17 Plagiarism
- 10.18 Communication
- 10.19 Computer and Internet Usage Acceptable Use Policy
- 10.20 Other Electronic Devices
- 10.21 Off-Campus Trips

**11.00 Promotion/ Retention / Graduation**

- 11.01 Promotion

- 11.02 Placement
- 11.03 Retention
- 11.04 Eighth Grade Promotion
- 11.05 Catholic High Schools
- 11.06 Testing Dates/ Entrance Exams
- 11.07 Awards
- 11.08 Kindergarten Promotion Ceremony

**12.00 School-Wide Discipline Policy**

- 12.01 Three School Rules
- 12.02 Positive Behavior Intervention and Support (PBIS)
- 12.03 Routines and Procedures Outside of the Classroom
- 12.04 Four-Step Classroom Discipline Cycle
- 12.05 Four-Step Principal Discipline Cycle
- 12.06 Reporting Misconduct by Parents
- 12.07 School-Wide Data Tracking of Behavior Reports

**13.00 Disciplinary Actions**

- 13.01 Bullying
- 13.02 Harassment
- 13.03 Reporting Procedure
- 13.04 Investigative Procedure
- 13.05 Disciplinary Procedures – Student Violators
- 13.06 Disciplinary Procedures – Failure to Act; Reprisals
- 13.07 Education and Training
- 13.08 Criminal Activity
- 13.09 Search and Seizure
- 13.10 Presence/ Possession / Use of Cell Phones
- 13.11 Public Displays of Affection (PDA)
- 13.12 Pregnancy
- 13.13 Student Behavior to Teachers
- 13.14 Possible Reasons for Suspension or Expulsion
- 13.15 Implementation of Disciplinary Action – Detention / Loss of Privileges
- 13.16 Probation
- 13.17 Suspension
- 13.18 Withdrawal - Expulsion
- 13.19 Student Withdrawal on Grounds of Parental Behavior
- 13.20 Grievances and Appeals Policy
- 13.21 Processing
- 13.22 Non-Compliance of the Grievance/ Appeals Policy

**14.00 Student Health**

- 14.01 Emergency Card Information
- 14.02 Health History and Physical Examination
- 14.03 Health Screening
- 14.04 Immunizations
- 14.05 Medical Appointments
- 14.06 Individual Health Care Plan
- 14.07 Medication Policy
- 14.08 Sick Children/ Communicable Disease
- 14.09 Illnesses Requiring or Not Requiring a School Absence
- 14.10 Accidents
- 14.11 Self-Harm Policy
- 14.12 Nutrition
- 14.13 School Policy on Snacks
- 14.14 School Policy on Breakfast and Lunch
- 14.15 Food from Home
- 14.16 Food Allergy Policy

**15.00 School Uniforms**

- 15.01 Disciplinary Action for Uniform Violations
- 15.02 Mass Uniform for Girls
- 15.03 Regular Uniform for Girls
- 15.04 Mass Uniform for Boys
- 15.05 Regular Uniform for Boys
- 15.06 Sports Practice Uniform
- 15.07 Special Dress Days

**16.00 After School Sports Program**

- 16.01 Statement of Philosophy
- 16.02 Structure
- 16.03 Prayer
- 16.04 Driving
- 16.05 Coaching
- 16.06 Parent and Fan Behavior
- 16.07 Physical Examination
- 16.08 Permissions Forms and Fees
- 16.09 Diocesan Sports Program Eligibility
- 16.10 Sports Seasons

**17.00 Other Information**

- 17.01 School Calendar
- 17.02 School Office Hours
- 17.03 Breakfast and Lunch Program
- 17.04 Party Invitations / Celebrations
- 17.05 Textbooks
- 17.06 Telephone
- 17.07 Yearbooks
- 17.08 School Logo or Picture Use
- 17.09 Lost or Stolen Items
- 17.10 Diocesan Handbook
- 17.11 Handbook Changes

**18.00 Appendix**

- 18.01 Safe Environment
- 18.02 SJE Parent Commitment to Excellence
- 18.03 SJE Student Commitment to Excellence

## 1.00 ABOUT OUR SCHOOL

### 1.01 School Profile

St. John the Evangelist Catholic School (SJE) opened in September 1950, one year after the opening of St. John the Evangelist Catholic Church. Fr. Joseph B. Murphy was appointed pastor by Bishop Gercke under the direction of the Holy Ghost Fathers. Only three months after becoming Pastor, Fr. Murphy wrote in his weekly bulletin letter that he hoped to have a Parochial School and a permanent church that would seat 600 people by Sept of 1949. Construction began in June 1950 and was completed by September 1950. It was the very hands of the parishioners who built the school that now stands today. The Sisters of Charity, who had taught Sunday school to children, opened St. John the Evangelist School consisting of three classrooms, two offices, a teachers' lounge, and restrooms. In the spirit of St. Elizabeth Ann Seton, the Sisters of Charity served as principal and teaching staff for many years within the community. By the 1970's, laity were hired as teaching staff as the number of religious sisters on staff began to decline. In 1995, Principal Sr. Harold Ann, the last Sister of Charity at SJE, retired.

In 2010 SJE partnered with the University of Notre Dame to become a Notre Dame ACE Academy (NDAA). The Notre Dame ACE Academies in Tucson are a part of the University of Notre Dame's Alliance for Catholic Education (ACE) Academies network. The Notre Dame ACE Academies were founded in 2010 as a response to the U.S. Bishops' call for a "new model of sponsorship and collaboration" between Catholic institutions of higher education and parish schools. While the NDAA network is in its early stages, the partners in this effort stand on a solid foundation of tireless service of religious men and women who established the largest private school system in the world. Indeed, the NDAA model is inspired by the Catholic priests, sisters, and brothers who created dynamic schools that gave multitudes of children a chance at success much like the Sisters of Charity here at St. John the Evangelist Catholic School. Through extensive training in developing intentional school culture, SJE was able to identify a shared purpose, animating principle, core values, and root beliefs. As a result, the school has strengthened its Catholic identity under the umbrella of school culture and has reinvigorated the charism of the school nurtured by the Sisters of Charity, "The Charity of Christ urges us."

### 1.02 SCHOOL MISSION STATEMENTS

School Mission: St. John the Evangelist Catholic School community invites all people to a personal encounter with Jesus Christ, to see God in all things, and to guide students on the path to college and heaven.

Distance Learning Mission: St. John the Evangelist Catholic School aims to enhance 21st Century Learning - grounding ourselves in faith, hope, charity, and academic success. With the guidance of our Blessed Mother, we work together as a Catholic community to ensure the safety of all students and to elevate learning opportunities, making God known, loved, and served.

*This mission is a plan that we aim to provide in a distant learning environment to ensure that student learning continues throughout the need for online learning during the Covid 19 Pandemic.*

### 1.03 ROOT BELIEFS (T.H.U.N.D.E.R.)

SJE's root beliefs are the essence of how we view life, our community, learning, our faith, and the Church. The root beliefs are statements of conviction that determines our choices and priorities within our school. NDAA leaders and teachers established this set of root beliefs, unique to the school, and work hard to ensure that those beliefs guide daily school operations. The acronym THUNDER derives from scripture (Mark 3:17) when Jesus called our patron saint, St. John the Evangelist, as one of the "Sons of Thunder." SJE's root beliefs are:

**T**-The Small Things Matter

**H**-Hard Work Pays Off

**U**-United in Christ

**N**-Nothing Short of Excellence

**D**-Doers of the Word

**E**-Every Minute Counts

**R**-Ready Now

### 1.04 School Wide Learning Expectations (SLE)

*In process of development for 2020-2021 SY*

### **1.05 PATRON SAINT, SAINT JOHN THE EVANGELIST, DECEMBER 27**

#### **Short Biography of St. John the Evangelist:**

Saint John, our brother, confident and bold, Proudly in the heavens gleams maroon and gold.  
Scribe and apostle, guide us to the dawn, And our hearts forever love thee Saint John!

Out of the twelve Apostles, Jesus chose three – Peter, James, and John – to be His most faithful companions. John is often called the Beloved Disciple of Christ because he was after God's own heart. John was the youngest of twelve. He and his brother James had been followers of John the Baptist. Jesus saw them one day helping their father mend fish nets. He called to them, "Come, follow Me!" And from that time on they stayed close to Him.

Jesus called James and John "sons of thunder" because they wished to call down fire on the town which would not receive their master. Jesus was pleased to see them so zealous for his honor. At the Last Supper, John rested his head on the shoulder of Jesus. He stayed with Jesus during his Passion and death, especially to console Mary. Jesus entrusted His own Mother to his care.

John preached in Palestine for many years. Later he was taken as a prisoner to Rome. He was thrown into a pot of boiling oil, but God kept him from harm. When he was ninety years old, he wrote his Gospel to prove that Jesus was God as well as man. His symbol is the eagle because he soars above the things of the earth and speaks of the divine nature of Christ.

Prayer to St. John the Evangelist, Published in an old parish Sunday bulletin during the time of the Holy Ghost Fathers:  
O Holy Apostle and Evangelist, St. John, We ask you – the Patron of our Parish School – Help us to grow as individuals and as families in our intense desire to live and work as a community dedicated to bring the people about us closer to Christ. As the Beloved Disciple, help us to respond in a real way to the Master's plea to love one another through patience and forgiveness. Help us to appreciate and understand our Christ-given Sacraments, especially the Holy Sacrifice of the Mass. Ask our Lord to grant us the strength to forge a unity of mind and heart so that we can witness the presence of Christ in our community. Amen.



## 2.00 ST. JOHN FACULTY AND STAFF

"Let it be known to all who enter here, that Christ is the reason for this school, the Unseen but ever present Teacher in our classes, the Model of our faculty, the Inspiration of our students."

### 2.01 Diocese

Bishop Edward J. Weisenburger  
Sheri Dahl, M.Ed.

Bishop of the Diocese of Tucson  
Superintendent of Catholic Schools Administration

### 2.02 Administration

Msgr. Raul Trevizo  
Mrs. Minh Solorzano

Pastor  
Principal

rtrevizo@diocesetucson.org  
[msolorzano@stjohntucson.org](mailto:msolorzano@stjohntucson.org)

### 2.03 Office Staff

Mrs. Veronica Monreal  
Mr. Tom Baca  
Ms. Cristina Rivera  
Mrs. Laverne Bailey  
Mrs. Claudia Chavez  
Mrs. Maria Purdy

Office Manager  
Business Manager  
School Counselor  
Enrollment/ Attendance Clerk  
Tuition/ Scholarship Manager  
Administrative Assistant

vmonreal@stjohntucson.org  
tbaca@stjohntucson.org  
crivera@stjohntucson.org  
lbailey@stjohntucson.org  
cchavez@stjohntucson.org  
mpurdy@stjohntucson.org

### 2.04 Cafeteria Staff

Ms. Julie Romero  
Mrs. Judith Diaz  
Mrs. Maria Arvizu  
Mrs. Maria Quezada

Cafeteria Manager  
Cafeteria Assistant Manager  
Lead Cook  
Cafeteria Aide

jromero@stjohntucson.org  
jdiaz@stjohntucson.org  
marvizu@stjohntucson.org  
mquezada@stjohntucson.org

### 2.05 Grounds Maintenance

Mr. Antonio Morales  
Mr. Ismael Morales

Custodian  
School Monitor

### 2.06 Support Staff

Ms. Yvonne Chavez  
Mrs. Karla Ruiz  
Mrs. Maria Martinez  
Mrs. Lydia Lopez  
Mrs. Marlene Carrasco  
Ms. Maxine Brown

ACE Academies Graduate Support  
Extended Learning Facilitator  
Extended Learning Facilitator  
Director of Religious Education  
Health Clerk  
Interventionist

kruiz@stjohntucson.org  
mariafmartinez@stjohntucson.org  
llopez@stjohntucson.org  
[mcarrasco@stjohntucson.org](mailto:mcarrasco@stjohntucson.org)  
mbrown@stjohntucson.org

### 2.07 Elective Teachers

Mr. Javier Molina  
Mrs. Chanel Tolentino  
Mr. Ryan Anderson  
Mr. Luis Contreras  
Ms. Barbara Moore

Music  
Dance  
Athletic Director / Physical Education  
Physical Education  
Art Teacher (gr.5-8)

[jmolina@stjohntucson.org](mailto:jmolina@stjohntucson.org)  
ctolentino@stjohntucson.org  
randerson@stjohntucson.org  
lcontreras@stjohntucson.org  
bmoore@stjohntucson.org

### 2.08 Teachers

#### PRIMARY

Name of Teacher	Email	Class	Room Number
Ms. Antonia Arrellin	<a href="mailto:aarrellin@stjohntucson.org">aarrellin@stjohntucson.org</a>	K – 1	Room 13
Ms. Jacqueline Villaescusa	<a href="mailto:jvillaescusa@stjohntucson.org">jvillaescusa@stjohntucson.org</a>	K – 2	Room 14
Ms. Mayra Ramirez	<a href="mailto:mramirez@stjohntucson.org">mramirez@stjohntucson.org</a>	1 - 1	Room 6
Mrs. Idalia Borquez	<a href="mailto:iborquez@stjohntucson.org">iborquez@stjohntucson.org</a>	1 - 2	Room 12
Mrs. Dina Valadez	<a href="mailto:dvaladez@stjohntucson.org">dvaladez@stjohntucson.org</a>	2 – 1	Room 9
Ms. Dolores Bernal	<a href="mailto:mdbernal@stjohntucson.org">mdbernal@stjohntucson.org</a>	2 – 2	Room 10



### INTERMEDIATE

Name of Teacher	Email	Class	Room Number
Mrs. Yvette Cuen	ycuen@stjohntucson.org	3 – 1	Room 8
Mrs. Erin Plummer	eplummer@stjohntucson.org	3 – 2	Room 11
Mrs. Cristina Menor 4 <sup>th</sup> Grade Religion (HR), Math & Science	tmenor@stjohntucson.org	4 – 1	Portable 1
Ms. Faith Yusko 4 <sup>th</sup> Grade Religion (HR), Language Arts & Social Studies	fyusko@stjohntucson.org	4 – 2	Temp. Cafeteria
Mrs. Lourdes León 5 <sup>th</sup> Grade Religion (HR), Math & Science	lleon@stjohntucson.org	5 – 1	Room 1
Ms. Miquela Sanchez-Aguilar 5 <sup>th</sup> Grade Religion (HR), Language Arts & Social Studies	msanchezaguilar@stjohntucson.org	5 – 2	Room 1 A
Ms. Fernanda Escalante 6 <sup>th</sup> Grade Religion (HR), Language Arts & Science	<a href="mailto:fescalante@stjohntucson.org">fescalante@stjohntucson.org</a>	6 – 1	Room 7
Mr. Mario Salvatierra 6 <sup>th</sup> Grade Religion (HR), Math & Social Studies	<a href="mailto:msalvatierra@stjohntucson.org">msalvatierra@stjohntucson.org</a>	6 – 2	Room 7 <sup>a</sup>

### JUNIOR HIGH

Name of Teacher	Email	Class	Room Number
Dr. Sean HV Mendoza 7 <sup>th</sup> & 8 <sup>th</sup> Reading & HR Religion	smendoza@stjohntucson.org	7 – 1	Room 5
Mr. Peter McGraw 7 <sup>th</sup> & 8 <sup>th</sup> Grades Social Studies & HR Religion	<a href="mailto:pmcgraw@stjohntucson.org">pmcgraw@stjohntucson.org</a>	7 – 2	Room 4
Mr. Alex Ochoa 7 <sup>th</sup> & 8 <sup>th</sup> Grade Language Arts/Writing & HR Religion	aochoa@stjohntucson.org	8 – 1	Room 2
Mrs. Carla Cocio-Ochoa 7 <sup>th</sup> & 8 <sup>th</sup> Grade Language Arts/Reading & HR Religion	<a href="mailto:cochoa@stjohntucson.org">cochoa@stjohntucson.org</a>	8 – 2	Room 3
Mr. Noel Menor 7 <sup>th</sup> & 8 <sup>th</sup> Grade Math & Campus Ministry	nmenor@stjohntucson.org	7 & 8	Roaming

## 3.00 ORGANIZATIONS

### 3.01 Parish Organization

SJE Catholic School is one of the many organizations of the parish who are called to continue the mission of the church. It is our vision that both parish and school are working in conjunction to strengthen our Catholic identity so that we develop a relationship with God and one another. In addition to school related activities, families and staff are encouraged to participate more in the broader parish life. The more people from both parish and school interact, the more the school becomes a vital part of the parish. For individuals seeking to become involved in parish life, please refer to the Sunday bulletin for a listing of parish ministries that meet on a regular basis. Copies are available in the Church and parish office.

### **3.02 SJE School Advisory Board**

The School Board is an advisory board which advises the pastor and principal on educational policies and other educational matters; the pastoral leader develops the policy. The Department of Catholic Schools shall make itself available to train new advisory boards and to support all local school boards in their role. The president of the local school board must be a practicing Catholic.

#### **Faith**

- Support and promote the official teachings of the Catholic Church regardless of their personal beliefs
- Acknowledge that schools are a significant expression of teaching the mission of the Catholic Church.
- Pray often for other members of the board, Catholic schools, and the communities they serve.

#### **Academic Excellence**

- Promote and articulate the school's philosophy and mission statements.
- Encourage the ongoing evaluation of the effectiveness of the educational program
- Enact policies relating to the planning, operating and maintenance of facilities and equipment
- Serve as a planning and building committee for expansion of educational facilities in conjunction with and under the guidance of the Building and Maintenance Commission of the Parish Ministries Council.

The School Board consists of the Pastor or his representative, and the Principal as ex-officio members. The voting members consist of between 9 and 15 members. To become a School Board member, candidates follow a discernment process and then are appointed by the Pastor. Each voting member serves a two - year term which is limited to three consecutive terms. SJE Advisory Board meets monthly.

### **3.03 SJE School Parent Organization (SJPO)**

#### **Our Mission**

St. John the Evangelist Catholic School's Parent Organization (SJPO) promotes the well-being of students in mind, body and spirit through activities that stimulate the academic, physical, emotional and spiritual growth of our students. As we are united in Christ, the SJPO collaborates with teachers and parents to foster a positive school culture and home/school relationship.

The SJPO consists of the president, Leticia Aguilar, room parents and co-room parents from each class PreK-8 but limited to only room parents. It is mandatory for room parents to attend the monthly meetings. A total of 50 volunteer hours are fulfilled as a room parent and co-room parent. The roles and responsibilities are to collaborate with the homeroom teachers and parents on various school and parish related projects throughout the school year. These projects are listed as...

- Fundraisers
- Fiesta
- Field trips
- Class celebrations
- Family Mass
- Maintaining effective communication with parents via email, text and/or phone calls
- Coordinating volunteers for Open House, Orientations, CTSO brunch, etc.

We invite all families to become actively involved through many opportunities provided by SJPO. Information on ways to volunteer are located at the school office. Parents who are not room or co-room parents will fulfill 2 volunteer hours for attending the SJPO meetings. SJPO meetings are scheduled on the first Tuesday at 5:30PM of each month for the exception of a holiday, then the meeting will be rescheduled for the following Tuesday.

### **3.04 Student Ambassadors**

Student Ambassadors are the equivalent to a student council. The purpose of is to give students an opportunity to develop spiritual/ leadership skills by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school ideals and community welfare, the student ambassadors is the voice of the student body. Any student interested in becoming a student ambassador please see Mrs. Solorzano.

## 4.00 ADMISSIONS INFORMATION

*All visitors and staff must wear a mask/ face covering during the COVID 19 pandemic.*

### 4.01 Admissions

Students will not be refused admission to SJES based on sex, race, color, national/ethnic origin, or disability (unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the child). Catholic Schools do not receive funding for and are not subject to the Individuals with Disabilities in Education Act. That Act governs the public schools' obligation to children with disabilities. Parents who desire services for disabilities are to contact their local public school. A student entering school, having English as a second language, may not be denied admission based solely on language skills. Transfer students may be required to complete an assessment test to determine admission.

The Admissions Committee, headed by the Principal and School's Registrar, administers registration. It is the purpose of this committee to be in charge of registration and to review new student applications. Completed applications for all grades will be dated at the time of receipt. Limits on class size have been established for each grade. Information on the process that is followed by the Admissions Committee in accepting new students is available in the school office. Admission to SJES is available to students whose parents seek a Catholic religious foundation for a preschool, elementary and junior high school education. Because every Catholic child has a right to a religious education and formation, preference for admission is given to Catholic students. Admission preference is given, respectively, to:

- current students
- families who are registered and active, participating members of St John the Evangelist Catholic Parish
- students whose siblings are currently enrolled
- active members of other Catholic parishes.

No person shall be admitted as a student at SJES unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese of Tucson. Whether Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school.

### 4.02 Conditional and Probationary Admissions

- If the student is transferring from another Catholic school, the registration will not be finalized and the student will not be formally admitted until all previous school records have been received and reviewed.
- The principal will ensure with the previous Catholic School that all financial obligations were met prior to accepting the enrollment. (Appendix C-21, Request for Transfer of Student Records) j. Per ARS 15-828:

### 4.03 Enrollment

- An annual Registration Calendar is established and is available in the school office. The calendar includes important registration deadlines as well as the admission and registration process. A Tuition Rates and Fees Schedule is available to all interested parents through FACTS, a tuition management system employed by the school.
- On enrollment of a pupil for the first time in a private school, that school shall notify the person enrolling the pupil in writing that within thirty days the person must provide proof of identity and age, e.g. birth certificate.
- When parents/guardians enroll their child for the first time in a private school, that parent/guardian must submit to the Pima County School Superintendent's Office both a certified copy of their child's birth certificate (which will be returned to the parent/guardian) and a notarized Affidavit of Intent for Private School. (Appendix C-24)
- Within five school days after enrolling a transfer pupil from a private school or another school district shall request directly from the pupil's previous school a certified copy of the pupil's record within ten school days after receipt of the request unless the record has been flagged pursuant to section 15-829. If the record has been flagged, the requested school shall not forward the copy and shall notify the local law enforcement agency of the request. (<http://www.schools.pima.gov/schools/private-schools>)
- Enrolling Undocumented in Catholic schools: All children living in the United States have the right to a free K-12 public education. In fact, every state requires children to enroll in public or private education or to be homeschooled. While the age-requirement differs by state, all children are required to continue their education into their high school years. Information on enrolling undocumented children in Catholic schools can be found on the Catholic Legal Immigration Network, Inc. website (<https://cliniclegal.org>).
- Students entering kindergarten must be 5 years of age prior to September 1st of that school year. A student entering the first grade must be 6 years of age prior to September 1st of that school year. Exceptions to this policy are at the discretion of the principal.
- Parents wishing to enroll their children in special programs, academic or otherwise, during the school day, may do so only on the recommendation of the teacher, Student Intervention Team (SIT), and with the written consent of the

principal. Such requests shall be judged on a case-by-case basis. Granting this type of enrollment is solely at the discretion of the principal.

#### 4.04 Student Records

SJE maintains the required records as designated by the Office of Catholic Schools (3.2 Diocesan Policies Handbook).

- **Permanent Records** Complete and accurate records are kept for each student permanently.
- **Cumulative Records:** Contains personal information and standardized test results.
- **Permanent Record Card:** Contains academic transcript and attendance.
- **Arizona Student Immunization Record (ASIR):** Every student attending an Arizona school must have a complete and up-to-date ASIR on file. This record is to become a part of the student's permanent cumulative school record (ARS 15- 874). If a student transfers to another school, the school from which the student is transferring should make a copy of the ASIR, file the copy in the permanent cumulative file, and send the original to the next school. Parent permission is not required to send the ASIR.
- **Student Intervention Plans or Individual Student Plans (ISP):** Plans developed in consultation with a public-school district, (in place of IEP, ISP and/or 504) will be contained in cumulative records.
- **Student Health Record:** Every student is to have a Student Health Record which is to be kept active and up-to-date. Written permission from the parent/guardian is required to transfer health record information to another school. When doing so, the original health record should be maintained and a copy to the new school. Student Health Records are to be kept until the student has reached 21 years of age and then may be destroyed by shredding.
- **Transfer of Official Records:** Upon written request, a school should release a copy of the official records to another school in which the student intends to enroll (ARS 15-828 above). The only original record which should be sent is the AZ Student Immunization Record (ASIR). Official records should not be given to the student or parents/guardian; they should be sent to the receiving school. A record of the date and reason for the records transfer should be entered on the Cumulative Record.
- **Access to Student Records:** No personal information concerning a student should be shared with anyone without authorization from the parent/guardian or unless authorized by FERPA. Administrators should insure appropriate privacy of official student records. Access to official school records should be made available to diocesan school officials, teachers, clerical staff, and other persons who have legitimate educational purposes. Parents, as the primary educators, have the right to inspect and review the official records of their child in the presence of school personnel. Parents/guardian have an opportunity to be heard regarding the content of their child's records to ensure that the record is accurate. Parents/guardian are also allowed to provide a written, dated statement regarding the content of the records. This statement should be included in the student's cumulative file. Documentation of the viewing of a student record should be kept in the student's cumulative file.
- **Custodial Parents:** Parents must provide the school with orders issued by a court of competent jurisdiction pertaining to custody and educational decisions. It is the responsibility of the students' parents to see to it that the school has copies of currently operative court orders that pertain to the students in their cumulative files. A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school records of the child in the presence of school personnel, unless restricted by court order. In order to establish visitation rights, the custodial parent shall provide a notarized copy of the most recent and currently operative court order. Students in foster homes may have been placed in a school by court order and frequently are supervised by a child placement agency. The administration should consult with the child placement agency regarding a parent's request for and legal right to view or receive a child's education information from the school.
- **Subpoena Request of Student Records:** The school should respond to the subpoena in accordance with any instructions that have been served with the subpoena. Should a school be uncertain in how it should respond to the subpoena, the school should contact diocesan counsel, or counsel of the school's own choice, to determine how best to proceed under the circumstances. The person who takes charge of the records upon receipt of a subpoena should be designated as a registrar and may be called as a witness. A lawyer must also have a subpoena to be allowed access to records or to obtain information from the designated registrar. The Department of Catholic Schools should be consulted before any information is given. Unless a subpoena requesting testimony is served, school staff should NOT voluntarily testify for any parent/guardian.
- **Release of Student Directory Information:** Before printing student directories, written or electronic permission for publication of this information must be secured from parents/guardians. Names and addresses of students should not be made available to anyone outside the school community. Parents will have the opportunity to opt out or limit the information available on the family directory on Renweb. Written permission from parents is required before a student's name or likeness (whether in still, motion pictures, audio or video tape, photograph and/or other reproduction, including voice and features with or without name) can be used for any promotional

purposes involving the Diocese or parish/school, news or feature stories in any media, or other purpose whatsoever.

- **The Local Educational Agency (LEA):** May not require that private school officials give the names of low-income families for purposes of calculating Title I allocations. To obtain the number of private school children from low-income families, an LEA may use a survey to obtain poverty data comparable to those used for public school students. To the extent possible, the survey must protect the identity of families of private school students. The only information necessary for an LEA to collect in such a survey of private school children is: geographic information verifying residence in a participating public school attendance area, grade level of each child, and income level of parents.

#### 4.05 Withdrawal

If a family or student plans to withdraw from St. John School during the school year, the following procedure should be followed:

- Parents should indicate in writing their intention to withdraw a student from school and submit a ***Withdrawal Form*** to the principal. (Appendix C-20, Diocesan School Policies)
- Parents should pay all fees, fines, and tuition payments.
- Parents are required to notify the Pima County School Superintendent's Office within 30 days of withdrawing their child(ren) from a private school system (Diocese). This notification is not needed if transferring to another Catholic School.
- Principal or registrar records exact date of withdrawal on all pertinent information.

### 5.00 TUITION, ASSISTANCE, AND COMMITMENT

#### 5.01 Tuition Assistance

All families must complete the financial information in FACTS to indicate whether payment should be automatically made by either using a credit card (Mastercard, Amex), debit card, or by direct withdrawal from a checking account. Establishing online payment through FACTS helps lower our administrative costs, which helps keep tuition lower for all.

1. Parents will enroll in FACTS.
2. If parents need help in setting up their payment plan, schedule an appointment with Tuition Manager.
3. If parents do not want to enroll in FACTS, they must pay in one lump sum payment in our office prior the start of the school year.
4. Parents will receive an invoice on the 1<sup>st</sup> of each month to pay Tuition, cafeteria and aftercare.
5. Payments will be due on the 5<sup>th</sup> or the 20<sup>th</sup> of each month.
6. It is responsibility of the parents to contact the Tuition Manager to make alternative arrangements.

#### 5.02 FACTS MANAGEMENT

##### Parents with a FACTS account:

1. Go to the FACTS website <https://factsmgt.com> and log in.
2. Click on the "Payment Plan & Billing" to set up the payment plan
3. Select the current school year. Click on the "Begin" Button.
4. Follow each page to continue and complete each section.
5. Agree the payment plan and finalize your plan by returning to RenWeb to finish your enrollment process.

##### Parents without a FACTS account

1. Go to the FACTS website <https://factsmgt.com> and click on the "Start Here" link
2. Select the option to search your institution.
3. Enter the school Zip Code (85713)
4. Select the link for our school (St. John the Evangelist Catholic School)
5. Select the "Create a username & password" button.
6. Enter the parent's e-mail address
7. Fill up the information.
8. Create the new account by writing the Username and Password and answer the security questions.
9. Once the parents have created an account they will need to set up a payment plan.
10. Click on the "Payment Plan & Billing" to set up the payment plan
11. Select the current school year. Click on the "Begin" Button.
12. Follow each page to continue and complete each section.
13. Agree to the payment plan and finalize your plan by returning to RenWeb to finish your enrollment process.

### 5.03 Scholarships (New Student)

- Once a student is approved for enrollment, parents will meet with the Tuition/Scholarship Manager to determine their financial need and appropriate applications will be selected for the parents to apply.
- Parents will apply for the assigned scholarships (we do not charge a registration fee, however, scholarships can be viewed as the family's "registration," some applications may have fees). If parents need assistance in applying to scholarships, they may set up an appointment and staff will help them in completing the application.
- Parents may complete paper applications on their own, however, they are to be reviewed for completeness and sent by the scholarships department.
- Parents will need to provide their taxes and other supporting documents to be submitted to scholarship organizations.
- Parents will be in communication with the Scholarships Department of what may be needed for their applications as well as if the family experiences a greater need for financial aid as the year progresses.

### 5.04 Tuition and Financial Aid

On behalf of St. John's faculty and staff, we have appreciated families that have met their financial obligations in a timely manner despite economic challenges in the past several years. We are happy to inform you that tuition for the 2019-2020 school year will be \$6,400 per student.

We want to emphasize that families are responsible for the full tuition amount. This requires that families apply for at least two scholarships in order to help you pay the cost of tuition. The family is then responsible to pay any tuition amount not covered by scholarships.

Example: if a family receives \$5,400 in scholarships, then the remaining balance is \$1,000. If that family chose the monthly payment plan (10 payments), the \$1,000 is divided over the 10 months, resulting in a monthly payment of \$100.

$$\text{\$6,400.00} - \text{\$5,400.00} = \text{\$1,000.00} / 10 = \text{\$100.00}$$

- Once a student is approved for enrollment, parents are required to apply for scholarships in order to determine their financial need and remaining balance.
- It is preferable the family schedule an appointment with the Tuition/Scholarship Manager to discuss their tuition and review which scholarships to complete at the same time. Although an appointment is preferred, if the Tuition/Scholarship Manager is available for a walk-in they are happy to serve the family at that time.
- Once a parent has signed the contract they will be given a copy. The original will be given to the Tuition/Scholarship Manager to file and the amount of the parent commitment will be documented in Smart sheet.
- After signing the contract, it is important that the family enroll in FACTS and set up a payment plan. It is also important they move on to scholarship applications, which will supplement the portion of the tuition they are not able to pay.

### 5.05 Late Payment Policy

Families who do not keep their account current shall be given adequate warning before being put on probationary status, which will occur at the second delinquent payment. In addition, parents with overdue accounts may not be allowed to 'charge' lunches, sports fees, or extracurricular activity fees. If a parent's account is not made current, their students may be withdrawn from the school. In addition, the school will pursue legal action to collect all amounts owed including any past due or overdraft charges, and any fees associated with the recovery of the past due amounts.

Families who have an inability to pay due to a specific hardship that arises during the school year must immediately contact the principal to discuss payment alternatives. That hardship must be documented by the principal, and reviewed by the pastor, before any alternative financial arrangements may be made. However, any relief that may be provided under this arrangement will only be temporary (current school year) due to limited financial resources. Financial arrangements will only be made once the family provides proof of a completed tax credit or ESA application. Any scholarship, CTSO, or private tax credit funds will be applied to the student(s) account, with the benefit to be shared equally between responsible parties. In addition, the amount of CTSO and "undesignated" private tax credit funds will normally not exceed 90% of the total tuition liability.

### 5.06 Withdrawal and Refund Policy

When a student withdraws the parent informs the front office. Once the email is sent, each department will work the family on the actions necessary to complete the withdrawal process per department.

- Office Manager (*to complete withdrawal paperwork*)
- Tuition Manager/Book Keeper (*to check outstanding balance and cancel automatic payments*)
- Scholarship Manager (*to check scholarship actions required*)
- Principal (*to inform of a family leaving the school*)
- Attendance Clerk (*to update RenWeb*)

For a refund to be issued an expense request must be completed and signed by the principal. The refund request should be emailed to the Bookkeeper and Business Manager with the completed expense request. Include any attachments needed for the refund (i.e. receipts, student scholarship information, etc.)

- Principal (*For approval of an expense request*)
- Tuition Manager/Bookkeeper (*to update balance and review automatic payments*)
- Scholarship Manager (*to check scholarship actions required*)

Once the email is sent, each department will take the necessary actions to complete the refund process.

### 5.07 Service hours

***During the COVID 19 pandemic, volunteer hours are forgiven. Volunteer hours will resume once 100% of students are back on campus.***

When 100% of students are back on campus. All parents are required to volunteer 50 hours per family in the school year. Parents can fulfill service hours in a number of ways:

1. Donations: Every \$5.00 spent for classroom supplies and school activities equates to 1 volunteer hour. These volunteer hours must be verified by school personnel who will be receiving the donations. Parents are to follow these steps when recording volunteer hours in RenWeb:
  - Go to RenWeb: [www.renweb.com](http://www.renweb.com)
  - Log in to: Parents web login
  - District code: SJE-AZ
  - Click on: Family information
  - Click on: Service hours
  - Then click on: Add service hours
  - Enter information:
  - Description (Select from drop down box): Donation to the classroom.
  - Hour: (1 hour for every \$5.00 spent)
  - Note: school supplies
2. Off-Campus volunteer hours: Parents may coordinate with classroom teacher to help prepare student materials needed for the classroom or with office staff.
3. On-Campus volunteer hours: All parents who want to volunteer on site must follow Diocesan Compliance Procedures before being in direct contact with students.
4. 20 out of the 50 hours are required for Parent Patrol during and after school hours which breaks down to 4 hours a week. The 20 hours can easily be completed within a month on Parent Patrol. Relatives that have fingerprint clearance and are within compliance are eligible to complete the volunteer on the Parent Patrol that will count towards the family's service hours.

### 5.08 Diocesan Compliance Procedures

All parent volunteers/adult visitors must submit to Diocesan Compliance Procedures. At St. John the Evangelist Catholic School, we distinguish between two types of volunteers/visitors: those who may have, at any point, direct supervision of children, and those who do not. Class A volunteers/visitors are the former, Class B are the latter. For clarification, the definition of each class of volunteer/visitor is as follows:

- Class A volunteers/visitors have direct interaction with students, and although will always be encouraged to work with students with other parents present, may from time to time supervise children without any other adult present.
- Class B volunteers/visitors will never be working with children without the direct supervision of professional teachers or persons who otherwise have had a criminal background check.

To assist volunteers/visitors in understanding the differences in the classes of volunteer/visitor positions, the following

examples are provided:

<b>Class A Volunteers/Visitors</b>	<b>Class B Volunteers/Visitors</b>
Classroom volunteers	Lunch servers
Field trip drivers	Football game fundraisers
Field trip volunteers	Book-fair workers
Extracurricular mentors/coaches	Jog-A-Thon workers
School guard/parking lot attendants	Office volunteers
Health screening volunteers	

The process to obtain either Class A or Class B clearance is as follows:

- **Class A** volunteers/visitors must watch the compliance video, and have submitted their Diocesan Volunteer/Visitor application and fingerprints for clearance checks. The school office pays for the clearance check, submitting the paperwork to the Human Resource Department of the Diocese.
- **Class B** volunteers/visitors must watch the video before completing any service, and submit their Diocesan volunteer/visitor application to the school office. Volunteers/Visitors who have a current DPS card do not need to have their fingerprints taken again. Also, as of 2012, a Concealed Weapons Permit is no longer considered a valid form of clearance.

### 5.09 Extended Learning Program (ELP)

***ELP Program will be suspended during the COVID 19 pandemic. ELP will resume once students are back on campus. Reservation is required on a monthly basis through FACTS. A limited number of students per classroom in accordance to the social distancing PCH guidelines.***

#### Program Description

So much more than just “aftercare” - The Extended Learning Program (ELP) delivers an exciting opportunity for all students to further engage in their education within a highly structured environment. Each day begins with a healthy snack, The ELP’s Blended Learning Initiative builds skills in: geometry; algebraic thinking; measurement and data; reading fluency; and vocabulary acquisition. Technology purchased for the after school space features diagnostic measures that tailor each student’s experience with the software to the areas they need to improve the most., Enrichment activities: STEM, arts, physical recreation and time for homework.

- Students will be signed in by a classroom teacher grades K-3 at 2:45pm and grades 4-8 at 3:00pm Monday, Tuesday, Thursday and Friday. Student will be signed in by a classroom teacher grades K-3 at 1:15pm and grades 4-8 at 1:30pm on Wednesdays; the initial charge will be \$5.00 for the first hour. There will be a charge of \$2.00 every additional hour the student remains in ELP. The maximum charge on regular schedule is \$9.00 per day and early schedule is \$13.00 per day. The minimum charge per day is \$5.00.
- School dismissal is 2:30pm (Kindergarten-3rd Grade) and 2:45pm (4th-8th Grade) on Monday, Tuesday, Thursday, Friday, and on Wednesdays at 1:00pm (gr. K-3) and 1:15pm (gr. 4-8); so there is a 15 minute window (depending on grade level) for pick-up at the end of the day.
- If a student participates in sports or tutoring, there is also a 15 minute window at the end of the activity; after that time, students will be signed into the Extended Learning Program and charged \$5.00 the first hour and \$2.00 every additional hour the student remains in ELP.
- ELP hours are as follows:
  - Monday, Tuesday, Thursday and Friday 2:30pm-6:00pm
  - Wednesday 1:00pm-6:00pm

Students that are picked up after 6:00pm will be charged an additional \$10.00.

- STUDENTS MUST BE SIGNED OUT EACH DAY BY AN APPROVED ADULT. FAILURE TO SIGN OUT A STUDENT WILL RESULT IN A \$10.00 CHARGE (\$5.00 fine on top of the daily charge of \$5.00).
- Parents will be asked to read and sign the terms and conditions Extended Learning Program policy prior to their children’s attendance.



## 6.00 General School Information

*Distance and on campus learning, with option to distance learn, is in response to the COVID 19 pandemic. The scenarios can change based on COVID 19 trends and numbers.*

### 6.01 School Day on Campus

The school begins promptly at 7:55 a.m. A student is considered tardy if not present in their classroom or assembly by this time. Students may arrive no earlier than 7:30 a.m. Students are to receive temperature checks upon entering the Eagle or the Portable gates. Students are required to wear face masks, coverings and/or face shields adhering to CDC and Pima County Health guidelines. Students have the option to pick up breakfast to-go in the cafeteria entering through the east door and exiting through the south door. Students must go directly to their homeroom classes. The school day ends at 2:30p.m. (Grades K-8) Monday, Tuesday, Thursday & Fridays unless stated otherwise on the school calendar or announced to parents. On Wednesdays, school ends at 1:00p.m. (Grades K-8). A school calendar is available on the school's website and RenwebSIS. Copies are also available in the school office. Office hours are **7:30am-4:00pm** unless it is a holiday or holy day of obligation. An option for distance learning will be provided during the COVID 19 pandemic.

### 6.01A School Day Distance Learning

The school begins promptly at **8:00am with virtual assembly**. A student is considered tardy if not virtually logged in and **present with their teachers by 8:15am**. Students are to receive temperature checks upon entering the Eagle or the Portable gates. Students are required to wear face masks, coverings and/or face shields adhering to CDC and Pima County Health guidelines. **The school day ends at 2:30p.m. (Grades K-8)** Monday, Tuesday, Thursday & Fridays unless stated otherwise on the school calendar or announced to parents. **Teacher office hours is scheduled for 2:30pm-4:00pm. On Wednesdays, school ends at 1:00p.m. (Grades K-8).** A school calendar is available on the school's website and RenwebSIS. Copies are also available in the school office. Office hours are **7:30am-4:00pm** unless it is a holiday or holy day of obligation.

Our distance learning model will include the following elements:

- A student sign-on start-time and end-time which followed the start and stop times of last year (8:00am to 2:30 pm on Monday, Tuesday, Thursday, Friday; 8:00 to 1:00 pm on Wednesday)
- Opportunities for parent/teacher communication will be available through office hours, appointments and conferences via phone and/or Google Meets. The teacher should be the first point of contact.
- Language and technology skills should not be a barrier for communication. Mrs. Diaz will serve as parent support for translation, troubleshooting and navigation of digital tools (i.e. Google Classroom, Razkids, etc.) by the request of the teachers.
- Attendance will be taken at the start and stop of each day. Absences will be recorded if students are not present during designated times outlined in the teacher's schedule that will be provided to parents.
- Live real-time streaming of instruction will be given by teachers at scheduled times throughout the day. (Students will need a reliable computer and internet access at home to log on and receive the instruction remotely.)
- Instruction will be recorded to help students who may miss a class due to an excused absence and reviewing of content with parents outside of contracted hours.
- An easy to follow daily hyperlinked electronic weekly calendar will be provided where parents and students can click to automatically join their peers for whole class, small group, pull-outs and intervention instruction.
- Numerous brain breaks and lunch time are built into the schedule to ensure that students have down time to be off-screen, exercise and/or get a snack.
- The schedule will allow students to complete their work with little to no homework after the dismissal time in order to ensure that family time is preserved in the afternoon.

*Please refer to the Distance Learning Handbook for attendance expectations.*

### **6.02 Absenteeism**

At SJE, instructional time is viewed as a valuable means for students to learn. Consequently chronic absences is a serious problem. Arizona law provides for compulsory school attendance of all children between the ages of six (6) and sixteen (16) years (A.R.S., 15-802). The responsibility for compliance with this law belongs to the parents or the person who has custody of the child. Excessive absences (10% of the number of required attendance days) may be cause for retention. A student who is considered to be a habitual truant may be subject to dismissal or adjudication. "Habitual truant" as defined by the state law means a child who is truant (unexcused absences) for 5 school days within a school year. (A.R.S., 15-803C.) The school is obligated to report habitual truancy to a truant officer/police officer.

### **6.03 Reporting Absences**

- Parents are to call the school office at 624-7409 or by email to report a student absence each day the child is home by 8:30 a.m. Be prepared to tell the office the reason of the absence and your child's teacher. If the absence will be three days or more, follow the procedure for extended absences. If absence is due to a contagious disease, parents must notify the school office as soon as the disease is diagnosed. A letter from the physician must be to the school office.
- The school will contact the parents within two hours in the event that the parents have not made contact.
- The school office will notify the teacher of the child's absence on the Daily Record of Attendance. A parent/guardian is required to give an explanation for absences and tardiness. A student who is absent may not participate in extra-curricular activities. A school is obliged to keep an accurate record of daily attendance for each student. This record is transcribed to the student's permanent record and kept on file indefinitely.

### **6.04 Excused Absences**

Excused Absences include student illness or death in the immediate family. If absence is due to medical appointments, a note must be brought from that doctor's office to be counted as an excused absence and turned into the school office, not the teacher.

### **6.05 Extended Absences**

If the extended absence is due to illness, death in the immediate family or other, send a written notice to the school office that states the date of possible return. If it is excused, a parent or student may request that homework be sent home. It is the parent's responsibility to pick up the homework from the classroom teacher. When a child returns after a lengthy illness, a note must be brought from the doctor stating that the child can return to regular activities at the school.

### **6.06 Unexcused Absences**

All other absences are Unexcused. This includes student absences for planned vacation days on scheduled days in the school year. Teachers are not required to assign homework, accept homework, or give make-up test to a student who has unexcused absences.

### **6.07 Absence from Part of a Day/ Early Dismissal**

- The school discourages students from leaving early unless for medical or unexpected emergencies or crisis. The school also discourages early release from school activities such as electives, lunch, or because a sibling is going home early.
- Early dismissal for medical and dental appointments shall be granted when a written request is made to the school by the parents/ guardian. Parents/ guardian are urged to keep such requests to a minimum and to make arrangements for medical and dental care during vacation periods or after school hours.
- A parent must send a note explaining the reason a child will be absent for part of the school day. The student must have the teacher(s) sign the note. The teacher will send the note to the school office by 8:30 a.m. Parents must "Sign Out" the child at the office before leaving school and "Sign In" when returning to school.

### **6.08 Disciplinary Actions due to Excessive Absences**

Students with excessive unexcused absences run the risk of losing scholarships and may be subject to dismissal. In the event your child has accrued more than 5 absences per quarter, the school will implement the following actions:

<b>The number of absences to school</b>	<b>Actions</b>
3 <sup>rd</sup> absence within a quarter	Step 1: Student/Parent Conference, where the student will be place on a Absences Contract with the first step of the contract being initiated "Intervention"
5 <sup>th</sup> absence within a quarter	Step 2 of the Absences Contract will be initiated "Service". Student will perform a service for the continued tardiness.

8 <sup>th</sup> absence within a quarter	Step 3 of the Absences Contract will be initiated “Dismissal and/or Retention” and will be able to re-enroll the following school year or under the discretion of administration.
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### 6.09 Tardy Policy

SJE Tardy Policy has been developed to emphasize the importance of each student arriving on time to school every day, as well as maintaining attendance consistently. Learning the responsibility of getting to class on time is an integral part of SJE’s standard of excellence, which prepares students for success starting with you, the parent/guardian as the primary educators of your child. We believe that EVERY MINUTE COUNTS and excessive tardiness may be cause for retention or withholding credit per Diocesan Policy 3.4. Excessive tardies could also result in loss of scholarship.

### 6.10 Tardy Procedures

- Students enter the school through the north cafeteria door facing the morning drop-off zone between 7:00 a.m. to 7:55 a.m. each day school is open. This entrance will be closed at 7:55 a.m. and students who arrive on campus after the cafeteria has been closed are to enter through the school office.
- It is the parent’s responsibility to walk their child to the cafeteria where they will enter through the cafeteria entrance to be issued a time stamp pass before entering their homeroom classroom.
- Any student who arrives late to class without a time stamp pass will not be sent to the office for a pass prior to entering the classroom.
- A tardy is excusable under the following circumstances: 1) Non-medically related appointments with reason for tardy communicated to child’s teacher or office personnel. 2) Student has a doctor/dentist appointment. In this case, parent is to present a doctor’s note when he/she is signing the child in at the school office.

### 6.11 Disciplinary Actions for Excessive Tardies

The consequences for repeated tardiness to school within each quarter is as follows:

The number of tardiness to school	Actions
3rd tardy within a quarter	Step 1 Student/Parent Conference, where the student will be place on a Tardy Contract with the first step of the contract being initiated “Intervention”
6th tardy	Step 2 of the Tardy Contract will be initiated “Service”. Student will perform a service for the continued tardiness.
9 <sup>th</sup> tardy	Step 3 of the Tardy Contract will be initiated “Dismissed and/or Retention” from school and will be able to re-enroll the following school year or under the discretion of administration. (10 tardies is equivalent to 1 absent)
The Principal have the authority to substitute an alternative disciplinary intervention for chronic tardiness.	

## 7.00 STUDENT SUPERVISION AND SAFETY

Students will be supervised during school hours and activities unless an emergency arises which requires the immediate attention of school personnel. Students are never sent on errands outside the school campus. They may be released from school only at the written request of the parent or guardian. Written permission of the parent or guardian is required for all off-campus trips. Parents are also required to sign out students during pick up times.

### 7.01 Dismissal Procedures

***Parents are not permitted to enter school campus for dismissal during the COVID 19 pandemic. Specific protocols and procedure are established for picking up students. They are as follows:***

***Sign Out Procedure is suspended during COVID 19 pandemic.***

- Parents or guardians are required to sign his/her child out from the homeroom classroom at the dismissal time: Kindergarten – 3rd grade dismisses Mon, Tues, Thurs, and Fri at 2:30 p.m. 4th – 8th grade dismisses at 2:45 p.m.
- Kindergarten – 3rd grade dismisses at 1:00 p.m. 4th – 8th grade dismisses at 1:15 p.m. on Wednesday or unless otherwise indicated on the school calendar for 2019-2020.
- It is the parent’s responsibility to notify the office before dismissal if his/her child will be picked up by an adult not listed during registration on RenWeb. It is the parents’ responsibility to provide current/updated contact and pick up

information to the office staff. Unauthorized adults will be sent to the office to contact parents prior to releasing the student in their care.

- Parents are discouraged from being tardy during dismissal. After 15 minutes, all students will be signed in to the Extended Learning Program (ELP) in the designated rooms assigned by the school. Parents will need to sign out his/her child from ELP and may be charged.
- Students who are eligible and are enrolled in Sports (Volleyball, Basketball, and/or Track and Field) will be released to their coaches during dismissal.
- Students who are eligible and are enrolled in Title I after school tutoring will be released to their tutors from the classrooms.
- Teachers are required to notify ELP staff if they are holding students in their classroom for tutoring or other school related activities.
- Students are not allowed to wait in the parking lot for parents to arrive on campus.
- Special Needs: If you are a parent who has difficulty walking to the classrooms, please communicate to receive approval from the Principal to make special arrangements. Students will not be released to the parking lot without supervision.
- Walking Home: Parents must submit a signed and dated written request that must be approved by the Principal to release a student to walk home from school.

## **7.02 Closed Campus**

To ensure the safety of all members of the school community, the school has adopted these policies:

- The only access to the school from 7:55 – 2:30 p.m. is the school office. Parents and guests are to enter through the school office during school hours. All other accesses are locked until dismissal time.
- Parents are not allowed to circumvent the school office to visit classrooms, lunchroom, playground, or any place where children may be without signing in the office and receiving a visitor's badge.
- Parents who want to drop-off items for students are to leave all items in the school office. The school office will provide the materials to the student.
- Parents, school personnel, or students are not allowed to open gates or doors during school hours. Only authorized personnel have keys to have access into the building and do not need a door opened for them.
- School personnel are to request the approval of special guests and visitors to the school campus before all guests and visitors must have the prior approval of the principal. Minors, under the age of 18, are not allowed to be on the school campus without the approval of the principal and written consent of parents.

## **7.03 Parents on Campus**

*All visitors must wear a mask/ face covering during the COVID 19 pandemic.*

- Parents are invited to participate in our school morning assemblies Monday- Friday. According to Diocesan Policy "School personnel should not knowingly allow unauthorized persons, agencies, or organizations to have contact with or to take custody of any student during the school day, including immediately before and after school." therefore a visitors badge on the school grounds after the assemblies is required and obtained at the front office. All adults will be asked to leave the school grounds after assemblies.
- Parents who remain on campus to volunteer on the school site during school hours must be cleared by the Diocese of Tucson. Clearance requires fingerprint card, volunteer application and \$17.50 processing fee. Refer to Policy on Parent Volunteers.
- Parents who are cleared must wear a SJE visitor's badge for the whole duration while on school grounds. Parents may not supervise or be alone with students without the presence of school personnel.
- Parents may not confront students on any behavioral or disciplinary issues, but is responsible for notifying school personnel of the incident.
- Parent volunteer hours on school campus must be supervised by classroom teacher or school personnel. Parents may not be allowed to volunteer in their child's classroom if it becomes disruptive to the class under teacher and administration's discretion.
- Parents/Volunteers must dress appropriately and modestly regardless of personal preference.

## **7.04 Contact with Student during School Hours/ Law Enforcement at School**

School personnel may not knowingly allow unauthorized persons, agencies, or organizations to have contact with or to take custody of any student during the school day, including immediately before and after school. Students shall never be allowed to be alone with anyone who is not a legal guardian or authorized school employee or authorized volunteer. These authorized school employees/ volunteers include any persons who are part of the staff, faculty or support programs of the

school, or are in a tutorial or diagnostic position, and who have undergone criminal and background checks per Diocese of Tucson guidelines. Teachers shall not allow students to leave classrooms to speak to non-school personnel without the explicit permission of the principal or principal designee. A non-custodial parent for the purpose of circumventing custody orders or visitation rights may not use the school.

When contact or custody of a student is requested by the police or Department of Child Safety, the procedures below will be followed:

- Police and DCS personnel must always produce credentials, and if the person is unknown to the administration, the administration must call to verify the credentials.
- The principal will ask if the circumstances allow the notification of the parents immediately by school personnel and will follow the directives of the police or DCS. The principal shall obtain information regarding when the parents will be notified of the contact or custody and by whom. A written summary of the directives and information shall be made by the principal and placed in the school files.
- Police and DCS may have contact with or take custody of a student with or without a warrant. The principal shall ask for and be given a reasonable explanation for the contact or custody. The principal will obtain all pertinent information from the police and/or DCS regarding where the child will be taken, when and how the parents will be notified, and how the parents can reach the police or case worker. In all cases, the parents/ guardian shall be officially notified by the police or DCS.
- The principal shall notify the pastor in cases of contact by police or DCS. In the event that custody of a student is taken by the police or DCS, the principal shall notify both the pastor and the Superintendent as soon as possible.

### **7.05 Child Abuse**

Arizona law requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency. Reporting abuse is a responsibility of all persons when there is reasonable suspicion. Copies of the Diocesan Child Abuse Policy is available at the school.

#### **Important Reminders on Protecting Our Children:**

- You do not need to ask anyone for permission to report abuse. If you suspect abuse then it is your duty to report it under the mandated reporting statute.
- Remember if a child discloses to you that they have been abused, listen but do not question the child about the abuse situation or show signs of shock or disbelief.
- If you suspect child abuse call both DCS and the police. You probably will not be able to answer some of the questions that you are asked. Understand that just as mandated reporting requires you to report abuse, investigators are required to ask you certain questions.
- Once you have reported abuse to DCS and the police then contact the school or parish and let us know what happened. This way we can help provide any additional information that might be needed by investigators (addresses, phone numbers, name, etc.) We will also file a report with the Pastoral Center and they can help in making sure the child receives the support they need.
- Always be aware that all school-related activities, whether by volunteer or employee, must be conducted under the auspices of the school, in a school-related setting. For example, if you are tutoring or assisting children in school-related activities, you should not arrange private tutoring or assistance for those children outside of the school setting.
- Remember as adults it is important that you do not put yourselves in situations that you are alone with a child or touch them in a way that might be considered inappropriate---for example, being alone in a classroom, workroom, or off-campus school activity with a child. Remember loving hugs should not be forced on anyone. A good rule of thumb for touching is not to ever touch a child in a place that their bathing suit would cover.

## **8.00 CRISIS MANAGEMENT**

*During Covid 19 pandemic, all schools are ordered to follow CDC and PCH guidelines for potential Covid 19 related cases that may occur on campus or in homes of students or staff.*

St John the Evangelist Catholic School is compliant with the State of Arizona and the Diocese of Tucson in the requirement that all schools must have a crisis response team and a crisis management plan. We have developed a comprehensive Crisis Management Plan which is reviewed and updated each year and available in the school office.

### **8.01 Emergency Drills**

An emergency drill is held once a month. This drill will be one of two types: evacuation drill or lockdown drill. Maps are posted in all rooms by the exits. Teachers are responsible for orienting all students to evacuation plans and emergency procedures. To improve our response to emergencies, drills will occur during different school activities and times in the day to prepare students for different situations. During drills, the school may role-play student injury, missing students, student release, and other scenarios probable to crisis situations in order to exercise our Crisis Response Teams and procedures. In the event of an actual evacuation, parents will be notified by staff and volunteers as soon as possible. During an Emergency, teachers must have the following: Class Lists, Emergency Folder, Green and Red Cards, Pen, and Emergency Back Pack or Bucket. Faculty and staff will wait for an “ALL CLEAR” message before resuming activities.

### **8.02 Fire Drill/ Evacuation**

At the sound of the fire alarm, teachers are to take their attendance clipboard and lead students out through the closest and safest school exit to the school meeting place (basketball court on the playground). Refer to maps posted in each classroom. The students are to exit calmly from their classrooms without personal belongings. Teachers do not need to lock the classroom doors. Parents need to encourage their children to take fire drills seriously. Students are to remain at a “Level 0/ Silent” while waiting for instructions at the meeting place. Teachers take attendance and report if students are missing or hurt. The SJE Crisis team will do a quick sweep of the facility if students are missing.

### **8.03 Soft Lock Down Drill**

During a lock down drill, the teachers will be notified by a conference phone call to “LOCK DOWN”. If it is a “SOFT LOCK DOWN”, all outside activities are canceled and all outside doors are locked. Teachers will lock all doors and continue work quietly with regular in-class activities. Washroom use by students is postponed. The school will remain in this mode until all clear is given by the administrator/ crisis management team or a uniformed law Enforcement or Fire Department Officer.

### **8.04 Hard Lock Down Drill**

During a lock down drill, the teachers will be notified by a conference phone call to “LOCK DOWN”. If it is a “HARD LOCK DOWN”, all outside activities are canceled and all outside doors are also locked. Teachers lock doors and do not open doors for anybody. Turn off any illuminating objects and lights in the classroom. Students get to an area within the room that is least visible from inside the building. Washroom use by students is cancelled. Students are to remain in the classroom at all times. School will remain in this mode until an all clear is given by an administrator /crisis management team or a uniformed law Enforcement or Fire Department Officer.

### **8.05 Emergency or Disaster**

Should an emergency or disaster situation ever arise in our area while school is in session, the school has made preparations to respond effectively. More information regarding the school’s emergency plan is available in the school office. Below are the procedures for during and after school hours:

1. **During school hours (7:00a.m. – End of School activities):** Our Emergency Plan will be activated. Depending on the specific emergency, an Evacuation or Lockdown will commence. Parents and or authorized adults will be contacted and given specific directions. All children will be kept on the school property until a parent or an authorized adult picks them up. No child will be released during a lock down until directed by law enforcement. Parents are expected to comply with all evacuation and lockdown procedures in the event a parent is on school grounds during a drill.
2. **Outside of school hours:** The parent/ guardian listens to the radio and/or television and follows directions given to Diocese of Tucson schools. If specific directions are not given for Diocesan schools, follow directions given to all TUSD or SUSD schools. If you are in doubt about what to do or if it would create a danger or hazard to your child(ren) to be at school, KEEP THEM AT HOME. If these conditions occur, it would be sensible to not try to call the school so that the phones can be kept open for emergency purposes.

### **8.06 Smoke Free, Alcohol Free, and Drug Free Campus**

St. John School is committed to working towards the prevention of substance abuse in any form. Through education and training provided for students, parent/guardians and faculty. We encourage the abstinence from all potentially dangerous substances. With this in mind, the school campus will be tobacco, alcohol and drug free for any and all school-related functions during which school children may be in attendance. The pastor and school personnel are responsible for the enforcement of this policy.

### **8.07 Universal Precautions**

St. John School employs Universal Precaution to prevent exposure to blood-borne pathogens and other potentially infective material. All schools shall comply with federal and state regulations regarding hazardous materials. Parents and school personnel may not bring in cleaning agents from home. Students may not bring liquid white- out or any other toxic

substances

### 8.08 First Aid Kit

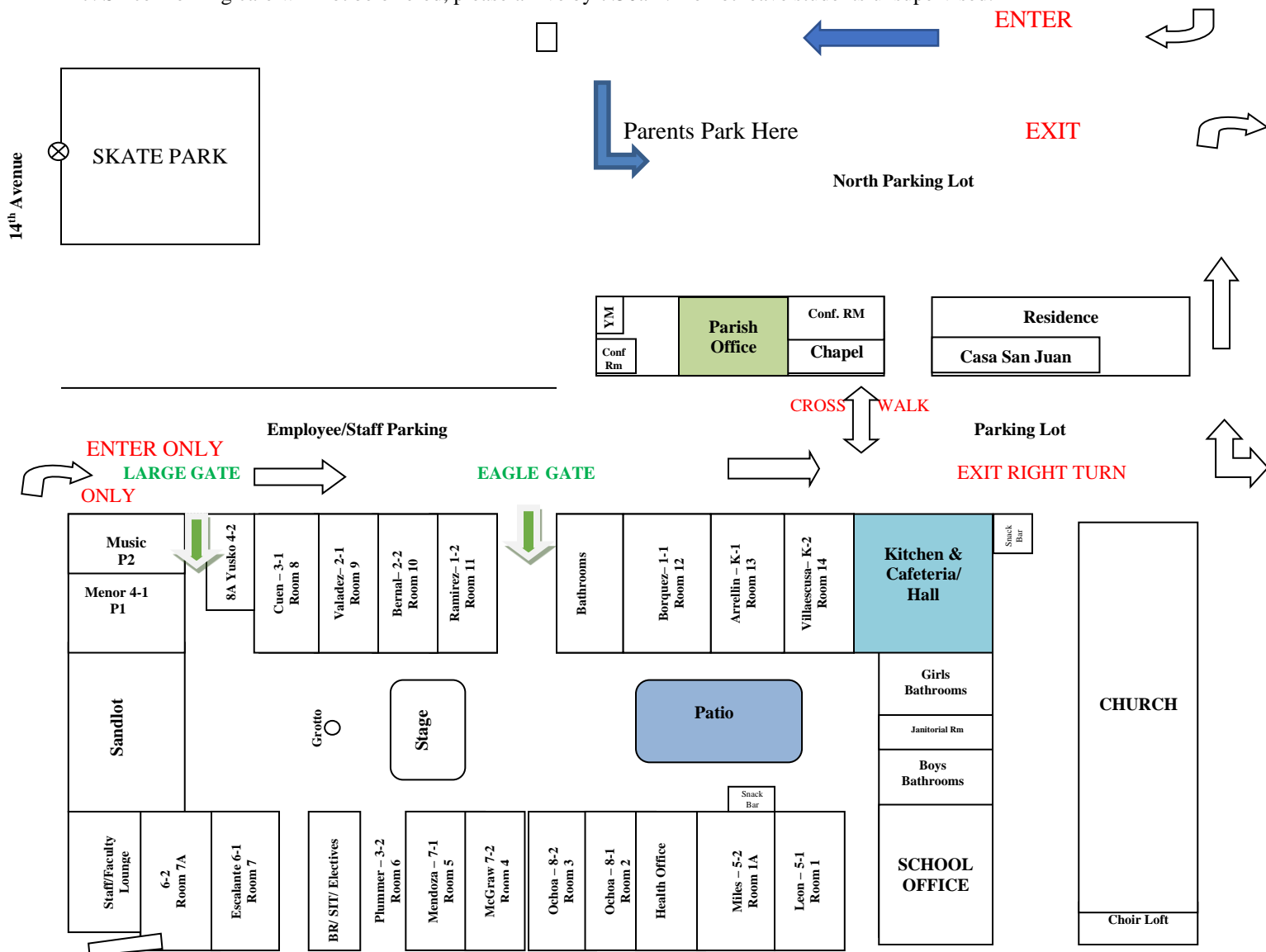
The school shall be equipped with sufficient first aid materials to accommodate routine school related injuries and illnesses. A first aid kit shall be taken on all field trips and to all sporting events. School does not administer medication unless the procedures for medication are followed. SJE staff receive annual training in both First Aid and CPR training.

### 8.09 Parking Lot and Drop-Off / Pick-Up Guidelines

Parents must follow the school traffic patterns when dropping off or picking up students from school.

#### Drop Off Procedure During Covid 19 Pandemic: 7:30am-8:00am

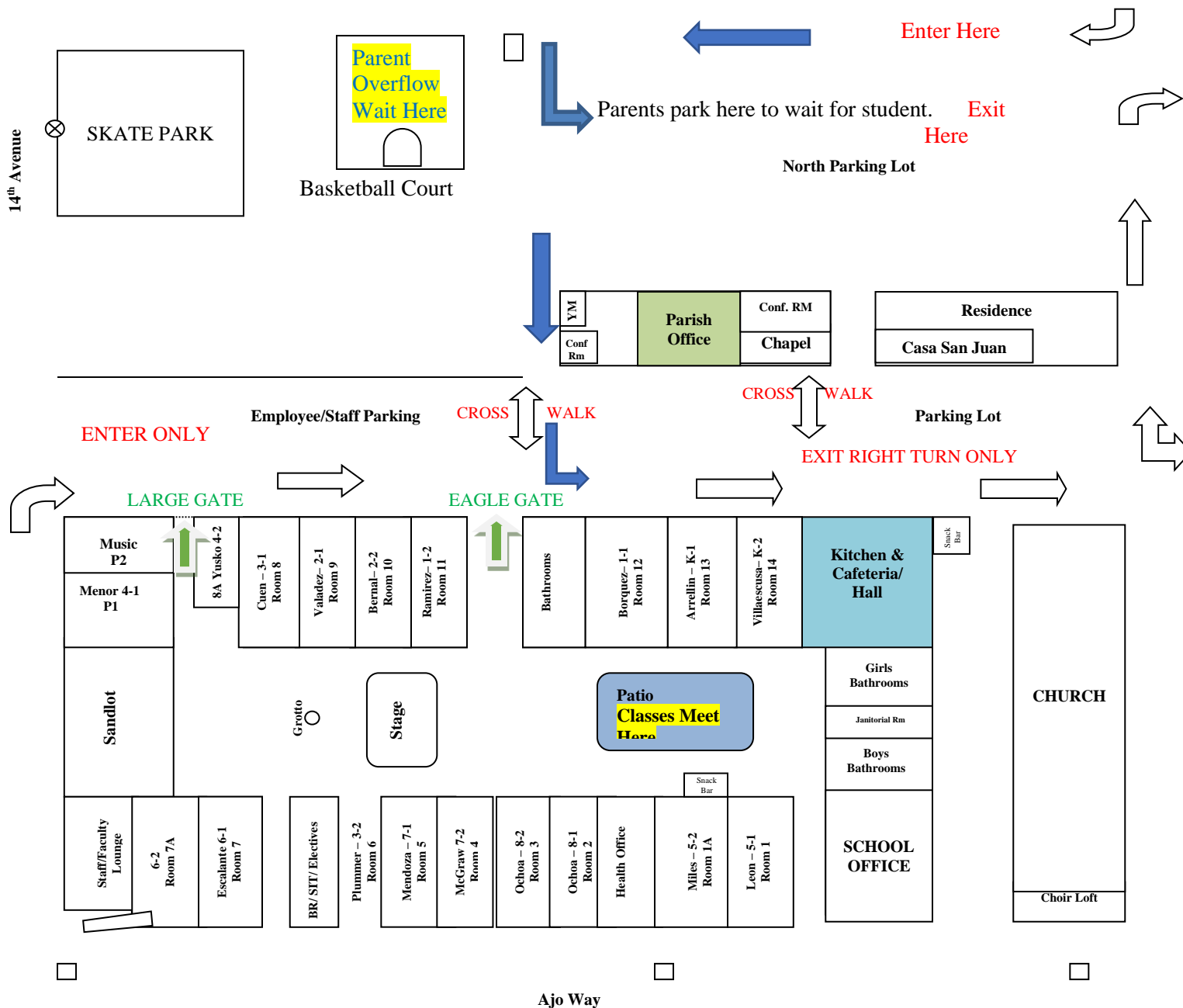
1. Parking lot entrances will be at the 14<sup>th</sup> Ave and 12<sup>th</sup> Ave gates. Exits will be at 12th Ave East of the parking lot.
2. Parents have the option to park and walk their children to the Eagle or large gate. The other option is to drop off children curbside.
3. A team of school staff will be assigned to specific areas at the parking lot and drop off for the purpose of directing traffic flow, crosswalk, and screening at the gates and curbside.
4. Only students with temperature below 100.4 o F will be allowed to enter upon screening wearing their masks and/or face shields.
5. Parents will not be allowed to enter campus during the screening process. An exemption is if a student is crying (i.e Kindergarten). Parents must wear masks and/or face shields then will be required to exit the campus when a student is in the classroom.
6. Students are to follow the markings on the walkways directing them to pick up their breakfast to-go and to their classrooms remaining 6 ft. apart. Students will be guided by staff at the courtyard.
7. Since morning care will not be offered, please arrive by 7:30am. Do not leave students unsupervised.



*Parents are not permitted to enter school campus for dismissal during the COVID 19 pandemic. Specific protocols and procedure are established for picking up students. They are as follows:*

**Pick Up Procedure During Covid 19 Pandemic: 2:30pm-3:30pm**

1. Drivers enter the school at the north 12<sup>th</sup> Ave and 14<sup>th</sup> Ave entrance.
2. Drivers can park in the north church parking lot, walk to the basketball court following social distancing guidelines and wait for student to be escorted to parents at the basketball court.
1. Two-way radios will be provided by all staff and teachers.
2. Each family will be provided **two** bright colored laminated signs with the first and last names of students. The signs will have a Q-code that will identify the family's ID number from Renweb SIS. This will help the school to track who has been picked up. The signs will be displayed on the car dashboard.
3. Teachers will sign students out upon pick up using a class roster. Teachers will wait with students at a designated area at the ramada.
4. A point person will radio the teachers as the cars are driving up to the pick area along Eagle, large gates and north parking lot.
5. Additional staff will be assigned specific areas to direct traffic flow, crosswalk, parking lot, West and East courtyard and both exit gates.





***This Drop-Off & Pick Up Procedure is suspended during COVID 19 pandemic.***

- **Drop-Off:** Drivers enter the school at the north 12<sup>th</sup> Ave and 14<sup>th</sup> Ave entrance. The 12<sup>th</sup> Ave south nearest the Church is a right turn only exit and not an entrance. Drivers may also exit at the north 12<sup>th</sup> Ave entrance turning right or left. Please follow the traffic signs and traffic patterns established by the school. Students must exit the vehicle from the right to walk onto the sidewalk without walking around cars to ensure the safety of students. The drop-off zone extends along the length of the school building leading to the cafeteria door. Parents do not need to wait to drop off students until they reach the cafeteria door. If several cars have stopped in the drop-off zone, have your child exit the vehicle to
- continue his/her walk to the cafeteria. The drop-off zone is only from 7:30 – 7:50 a.m. Any parent arriving on campus at 7:50 a.m. or after must park their vehicle in the parking lot and walk students to the school office. Speeding and texting while driving is prohibited.
- **Parking:** Parents who want to remain on campus may park their vehicle in the parking lot behind the church offices. Parents with HANDICAP PERMITS may park in the Handicap Parking areas in front of the church.
- **Pick-Up:** Parents will follow sign-out procedures. 14<sup>th</sup> Ave entrance will be open at 2:45 p.m. The “Eagle” gate and “God in All things” gate entrances into the school will be opened for parent entry at dismissal. Parents may not enter classroom until the scheduled dismissal time (2:30 p.m. for Kindergarten through 3<sup>rd</sup> grade and 2:45 p.m. for 4<sup>th</sup> through 8th grade on M, T, Th, & F; 1:00 p.m. for K-3 and 1:15 p.m. for grades 4-8 ).

## **9.00 RELIGIOUS FORMATION**

***During the Covid 19 pandemic, religious education, sacraments and Mass will be offered based on the CDC and PCH guidelines and orders from the Governor and Bishop Weisenburger.***

The religious program of St. John School presents the central doctrines and morals of the Catholic faith and is supported and enhanced by community service and liturgical experiences. All students must participate in the required religion classes. Elements of our school program are described below:

### **9.01 Religion Curriculum**

SJE follows the Diocesan Religion Standards that are aligned to Be My Disciples by RCL Benziger for all grades. This program shares the Christian story in a catechumenal methodology, using reflection on Scripture and doctrine, plus a prayer celebration in every class and during all the major seasons of the Church year. Each school day begins with prayer, and prayer is recited before meals, after meals, before dismissal, and when the opportunity lends itself to call on God.

### **9.02 Safe Environment Curriculum**

The school will be implementing Circle of Grace, a Christian safe environment curriculum that helps to form and educate children and youth about the value of positive relationships with God and others. The Circle of Grace curriculum teaches children and youth how to identify and maintain appropriate physical, emotional, spiritual, and sexual boundaries; recognize when boundary violations are about to occur; and demonstrate how to take action when boundaries are threatened or violated.

### **9.03 School Mass/ Liturgy**

Religion is taught in each grade is reinforced by weekly Mass. Students are required to wear the appropriate uniform for all Masses and to practice reverence for all liturgies by being on time and active participation. Families are welcome to attend. Students must sit with their classes during the liturgies. SJE sponsors a Family Mass at 10:00 a.m. at St. John. Grade levels K-2, 3-5, and 6-8 are assigned one of the masses.

### **9.04 Mass on Holy Days of Obligation**

Each family making a commitment to a Catholic education is encouraged to celebrate the Eucharist with our larger parish community every Sunday or Saturday Vigil Mass. Please note that the weekly school Mass does not exempt our obligation to attend Mass on Sunday or Saturday Vigil. During the year, the school observes Holy Days that fall during the school calendar including Ash Wednesday, and will move regularly scheduled Mass days to accommodate these holy days. Families who are registered parishioners at other parishes are encouraged to attend the services at St. John at least at our

Monthly Family Masses with their classes.

### **9.05 Mass Attendance Religion Grade**

*During Covid 19 pandemic, virtual and/or parking lot Mass attendance are acceptable.*

20% of a student's Religion grade is based on Mass attendance mandated by the pastor.

Students are to submit a weekly Sunday bulletin with the Child's name and Mass time.

- Non-Catholic Families: Parents/ Students may submit an equivalent to a Catholic Sunday Bulletin at Christian churches.
- Out-of-Town: Families may submit a Sunday bulletin from out-of-town Catholic churches. If the church does not provide a Sunday Bulletin, parents may send an equivalent to a Sunday Bulletin or a note to the child's teacher.
- Inability to meet obligation on Sunday or Sunday Vigil: In cases of extenuating circumstances because of work or other, parents are to communicate their reason for not attending the Masses and may choose another day in the week to go to Mass and then submit a Sunday Bulletin with the date of attendance.
- Sacramental Preparation: If your child will be receiving Sacraments this school year, only 5 absences are allowed regardless of excuse, he/she will not receive a Certificate of Completion and will need wait until the next school year and/or until the family demonstrates commitment.

### **9.06 Student Liturgical Ministers**

Students in 5<sup>th</sup> – 8<sup>th</sup> grade may enroll as an altar server, music minister, or lector to assist at our school liturgies. Students may have to attend training and will need to arrive no later than 7:45 a.m. on scheduled days.

### **9.07 Visits to the Blessed Sacrament**

SJE has an adoration chapel where the community is invited to pray and rest before the presence of Jesus in the Blessed Sacrament. Proper reverence in the presence of the exposition of the Blessed Sacrament is to kneel on both knees and make the sign of the cross. Parents and students are encouraged to make frequent visits before Our Lord in thanksgiving and prayer for our school families, staff, and projects.

### **9.08 Monthly Liturgies**

Once a month is an opportunity for the school community to gather for ADORE which involves a rosary, Eucharistic Adoration, and/or praise and worship with reflection on Scripture. This is a sacred school activity and parents are discouraged from signing students out early on these days because it is a distraction. During Holy Week, the students participate in the Stations of the Cross.

### **9.09 Confession**

Twice a year during Advent and Lent, students who have made the Sacrament of Reconciliation are able to confess their sins to a priest and receive God's grace and forgiveness. The school encourages all families to receive this invitation to holiness each month. Please see the parish bulletin for confession schedules. Most churches allow confessions by appointment as well. Contact your church or priest.

### **9.10 Discipline**

St. John is premised on the Catholic Christian beliefs of the inherent goodness and value of every person. Each student is a child of God and as His cherished creation, deserves our respect and consideration. Students reflect on their actions and make a plan that aligns to our SJE Root Beliefs and Catholic values.

### **9.11 Sacramental Preparation:**

SJE prepares students in the third grade for the sacrament of Reconciliation and Eucharist and middle school for the Sacrament of Confirmation. Parents are to read and sign the contractual agreement aligned with the St. John the Evangelist parish's Religious Education Program.

### **1. Sacrament of the Eucharist**

- Students must have completed two full years of Catholic formation. Parents must submit a copy of the student's baptismal certificate to the school office.
- Sponsors (Nino or Nina) are not selected for this sacrament as in the Sacrament of Baptism and Confirmation.
- Students must attend a retreat in preparation for the reception of the sacraments.
- Parents are required to attend a workshop to deepen their understanding of the sacraments.
- A child may be ineligible to receive the sacrament of Eucharist if the child does not recognize the Eucharist as

the Body and Blood of Christ, if parents fail to report to the mandatory workshop, or the family does not attend the Sunday masses regularly.

- The school holds an informational meeting for parents of students who qualify for the reception of the Eucharist. At this time, parents will be provided detailed information regarding requirements, dress code, preparation, etc.
- Students will be required to memorize Catholic prayers prior to reception of the Eucharist.
- Students who are enrolled and are in the 3<sup>rd</sup> grade or higher and have not made the Sacrament of the Eucharist may be eligible the following year.
- Parents may contact the homeroom teachers and Director of Religious Education (DRE) for assistance in sacramental preparation. The school will have a First Holy Communion Mass usually in the Easter season.

## **2. Sacrament of Reconciliation**

- Prior to receiving the Sacrament of the Eucharist, students will prepare and receive the Sacrament of Reconciliation.
- Parents are encouraged to take their child to confession at least one weekend before receiving the Eucharist.
- Students usually make their first reconciliation during school hours. Parents are not required to be in attendance.

## **3. Sacrament of Confirmation**

- This year 8<sup>th</sup> grade students will be making the Sacrament of Confirmation. Also this year, 5<sup>th</sup> grade will begin their 1<sup>st</sup> year of preparation for the Sacrament of Confirmation so that students may receive the sacrament in Grade 6 by 2019-2020.
- The student must have received the Sacraments of Baptism, Eucharist, and Reconciliation. Students will need to have a Sponsor who is an active Catholic.
- The school holds an informational meeting for parents of students who qualify for the reception of Confirmation. At this time, parents will be provided detailed information regarding requirements, dress code, preparation, etc.

## **9.12 Family Spiritual Formation**

Parents are the first teachers in raising their children in the Catholic faith, and parents cannot give children what they do not have. Through SJE, parents will be provided ongoing spiritual formation opportunities. Times to be announced throughout the year. It is the parents' responsibility to:

1. Go to Mass every Sunday and Holy Day of Obligation so children can learn that God comes first.
2. Receive the Eucharist so children can learn to center their lives on this Most Holy Sacrament.
3. Go to confession so children can learn about forgiveness and reconciliation.
4. Fast on days of abstinence so children can learn to wait, listen, and depend on God.
5. Give time, talent, and treasure so children can learn responsibility and take ownership of our Church by using their unique gifts and sharing their money.

Parents who are seeking to receive Sacraments, may contact the Principal / Parish Office or RCIA (Rite of Christian Initiation of Adults).

## **9.13 Service Program**

The philosophy of the student service program is to provide students with hands-on experiences in serving others. To serve is the motto of Sisters of Charity of Seton Hill, founders of St. John's religious education program and school, "The Charity of Christ urges us!" Students support parish outreach programs such as food drives for Casa San Juan and activities such as making cards and prayers.

# **10.00 ACADEMIC INFORMATION**

*Refer to the Distance Learning Handbook during Covid 19 Pandemic.*

## **10.01 Accreditation**

St. John the Evangelist Catholic School is accredited by the Western Catholic Education Association (WCEA). The purpose of the accreditation is to improve and maintain Catholic and professional educational standards. The accreditation process is intended to act as a means of on-going planning and school improvement.

## **10.02 Class Structures**

All Catholic elementary schools will maintain student-teacher ratios at levels that will support effective instruction and maintain financial stability for the school. St. John School has double grades from Kindergarten through 7th grade and self-contained classes in Kindergarten and 3rd grade. Grades 4-8 is departmentalized. By 2020-2021, the school will have double grades in Kindergarten through 8th grade. Students in Kindergarten through 3rd grade have one primary teacher with support staff for electives. Students in 4th – 5th grade change classrooms to receive instruction from two teachers who teach 3 subjects. In addition 4th and 5th grade have electives with another 3-4 different faculty members. Lastly,

middle school students rotate among 5 teachers who specialize in different content areas.

### 10.03 Student Classroom Placements

SJE has double grades in Kindergarten through 6<sup>th</sup> grade. Teachers work collaboratively to place students based on classroom dynamics, skill ability, and need. Parents may not request a specific teacher.

### 10.04 Curriculum/ Instruction Guideline

The primary goal of the program of instruction is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional, and physical development of the students. The Department of Catholic Schools provides curriculum guidelines for mandatory use in all elementary schools of the Diocese of Tucson. St. John follows the requirements regarding specific courses, time allotment, and instructional material set by the Department of Catholic Schools, the State of Arizona, and the Western Catholic Education Association. The basic program for Kindergarten through Eighth grade is listed below:

Primary Subjects and Programs Grades K – 2	Intermediate Subjects and Programs Grades 3 – 5	Advanced Subjects and Programs Grades 6 – 8
Religion (Be My Disciples)	Religion (Be My Disciples) Sacrament Preparation for 3 <sup>rd</sup> Grade ( )	Religion (Be My Disciples)
Language Arts (SuperKids Program) •Reading •Language Usage/ Writing •Phonics/ Spelling •Handwriting	Language Arts (Reading A-Z) •Reading (Raz-Kids) •Language Usage/ Writing •Vocabulary •Spelling (K-12 Reader) •Handwriting	Language Arts/ELA (ReadinA-Z) •Reading (Raz-Kids, MAP Skills, Engage New York, Novels) •Language Usage/ Writing •Vocabulary
Mathematics (Everyday Mathematics 4)	Mathematics (Everyday Mathematics 4)	Mathematics (Everyday Mathematics 4 (6 <sup>th</sup> ) Glencoe Math (7 <sup>th</sup> & 8 <sup>th</sup> )
Primary Subjects and Programs Grades K – 2	Intermediate Subjects and Programs Grades 3 – 5	Advanced Subjects and Programs Grades 6 – 8
Science/Health (Studies Weekly)	Science/Health (Studies Weekly)	Science/Health (Learning A-Z, Discovery Education, Glencoe & Studies Weekly)
Social Studies (Studies Weekly)	Social Studies (Studies Weekly)	Social Studies (ELA Integration, Studies Weekly)
Electives •Physical Education •Dance •Music •Art	Electives •Physical Education •Dance •Music – instruments •Art	Electives •Physical Education •Dance •Music – instruments • Art

### 10.05 Grading

*SJE will follow the Diocese of Tucson grading scale and policy during Covid 19 Pandemic.*

The philosophy of grading and reporting is based on the following premises:

- Each individual student is unique in his/her academic, emotional, physical, spiritual, and social development.
- Each school in the Diocese is individual in its organization, administration and curricula.
- The home and the school are coupled together in co-educating each child.
- The teachers have a responsibility to report the progress and achievement of each child to the parents.
- The parents have a responsibility to communicate with the teachers concerning the progress and achievement of each child.

### 10.06 Report Card Markings

#### • Grading Scale for Kindergarten

1 - Excellent      2 – Satisfactory      3 - Improvement Needed      4 – Poor

#### • Marking Code for Effort/Work Habits for Kindergarten

+ = Skill Achieved      / = Satisfactory      ✓ = Needs Improvement      NA = Not Evaluated

#### • Grading Scale for Grades 1-8

A= Mastery & Excellent Quality	A+ 100-97, A 96-94, A – 93-90
B = Partial Mastery & Good Quality	B+ 89-87, B 86-84, B – 83-80
C = Inconsistent Mastery & Some Quality	C+ 79-77, C 76-74, C – 73-70

D = Little Mastery &amp; Little Quality

D+ 69-67, D 66-64, D – 63-60

F = No Mastery &amp; No Quality

F 59 and below

- **Marking Code for Effort/Work Habits for Grades 1-8**

1 – Excellent

2 – Satisfactory

3 - Improvement Needed

4 – Poor

- **Marking Code for Conduct for Grades 1-8**

1 - Excellent

2 – Satisfactory

3 - Improvement Needed

4 – Poor

- **Student Learning Expectations (Core Values of Seek, Persist, Excel, Love, and Serve)**

1 - Excellent

2 – Satisfactory

3 - Improvement Needed

4 – Poor

### 10.07 Class Weights in Final Grade for Grades 1-8

Religion: 50% Tests, 30% Classwork, 20% Mass Attendance

All other subjects: 60% Tests, 30% Classwork, 10% Homework

### 10.08 Homework

*During Covid 19 Pandemic, homework is built into the independent work period in the distance learning schedule for grades K-8.*

Homework is an integral part of the school's instructional program. It is intended to foster habits of independent study.

Below is our school's guidelines on homework:

- Time allotment for homework is about 10-20 minutes in first grade with an additional 10 minutes for every grade after.

1 <sup>st</sup> grade	10-20 minutes
2 <sup>nd</sup> grade	20-30 minutes
3 <sup>rd</sup> grade	30-40 minutes
4 <sup>th</sup> grade	40-50 minutes

5 <sup>th</sup> grade	50-60 minutes
6 <sup>th</sup> grade	60-70 minutes
7 <sup>th</sup> grade	70-80 minutes
8 <sup>th</sup> grade	80-90 minutes

- Parents will need to provide students access to computers/ tablets and/or devices to log in to educational APPs monitored by the school. Parents should notify the teacher immediately if his/her child does not have access to internet and/or computers at home.
- If your child will be absent from school for three days or more, a parent can make a written request to the child's teacher or contact the school for a homework request. Teachers are not obligated to give credit for late homework or to assign make up work for unexcused absences. Please refer to your teacher's homework policy.
- Homework is not meant to become a burdensome task for parents. If parents experience frustration during homework time at home, please communicate with the teacher as soon as possible.
- Parents are required to sign the homework and may write comments to the teacher especially if the child is showing signs of frustration. Parents must be aware when his or her child becomes frustrated with his or her work for lack of understanding the material. If this occurs, students and parents should stop the homework and communicate directly with the child's teacher for more assistance and direction. In these cases, the teachers may modify homework for the child's particular needs.
- St. John believes in individualizing instruction for each child. It is better to seek the teacher's counsel than to compare your child's progress with others. Many of the teachers offer before school and after school tutoring for students. Parents should consult with the child's teacher for additional resources.
- Parents and students are to follow the guidelines and procedures set up by each teacher for homework as they slightly differ in each setting. Parents who are looking for more challenging work should consult with the teacher for additional resources that parents can purchase.
- Appropriate consequences will be given to students who habitually do not complete homework. Consequences may include a drop in grade, detention, or suspension. Parents will be notified if homework is incomplete and an improvement plan will be drafted by parents, student, and teacher and/or principal.

#### **Quick Reminders about Homework:**

1. Do your homework in the same place every time. Make sure it's a quiet place with the TV off.
2. Eat a meal or light snack before doing your homework.
3. Do the hardest assignment first.
4. Find a homework helper, if you need one. This can be a good friend, a classmate, or a parent.
5. Ask your teacher for help when you need it. (TIP – Do this while you're still at school.)

6. Ask your family to respect your homework time.
7. Take little breaks during your homework time. Stand up and stretch, get a drink of water or an energizing snack

### 10.09 Reporting Student Progress

*During Covid 19 Pandemic, all conferences will be held remotely via virtual Zoom.*

Report cards, standardized test scores, and parent-teacher conferences shall provide parents with tangible evidence of student progress. Notice of progress should be sent to parents/guardian regularly through a school's School Information Systems (SIS). Here are ways the SJE communicates student progress to parents:

- **Quarterly Evaluations** - Each parent is emailed via RenWeb a link to downloadable Report Card for each quarter. Parents who do not have access to a printer and would like a copy may make a request with the school registrar's personnel.
- **Mid-Quarter Progress Reports** - Half way through quarter, a progress report will be sent home with the student and must be signed and returned to the child's teacher for credit.
- **Academic Improvement Plan** - Following the Mid-Quarter Progress Report, a teacher will identify students who have a 69% or lower and communicate the list of students to Administration. Teacher will contact parents to create an Academic Improvement Plan which may consist of mandatory tutoring, classroom interventions, check-ins with teachers, and weekly progress reports until the grade improves. Teachers have the primary responsibility to confer with the parents/ guardian about the progress of their children. When quarter failure in a particular subject seems likely, the parents shall be promptly notified in advance. In cases involving ongoing problems or serious concerns, teachers shall prepare student accommodation plans. When problems or concerns lead to action beyond the scope of the teacher's responsibility, the principal must be included in the conference with the parent/guardian. (Rehabilitation Act of 1973, Section 504, and Student Accommodation Plan)
- **Conferences** - There are a few mandatory meetings with your child's teacher(s) throughout the year. These meetings will take place at the designated school conference times and at other times deemed necessary by the teacher or parents/ guardian. Unless specifically prohibited by court order, the non-custodial parent has the right to the same information and opportunities for conferences that is provided to the custodial parent.
- **Parent-Teacher Conferences:** The teacher will meet periodically with the parents/guardian of each student for the purpose of discussing the student's development and progress in school. The student may be present for all or part of the conference. Check school calendar for parent-teacher conference dates usually following the first quarter. These conferences involve the teacher(s), parent(s), and student. Parents may always request a conference via email to the homeroom teacher instead of unscheduled drop-ins.
- **Group Conferences:** A conference may consist of the appropriate teacher(s), Care Team representative, parent(s), administrator and the student to identify strategies for goal-setting and improvement.
- **APTT (Academic Parent Teacher Teams) Conferences:** There are 3 scheduled APTT parent- teacher conferences held in the school year. These dates are written on the school calendar and every parent needs to ensure their presence or assign a proxy since the information provided by teachers is important to your child's growth.

### 10.10 Catholic Academic Plan (CAP/IEP)

*During Covid 19 pandemic, tests and CARE team meetings will be held remotely via Zoom.*

CAP's should be developed to meet student's needs in cases involving ongoing problems or serious concerns, and the principal, teacher, and interventionist have determined a child's academic, social, and or behavioral needs can be met by the school. The ISP must be detailed to include:

- Accommodations that are realistic and attainable
- Quarterly parent and school meeting dates
- A section for Parent Input (see Academic Intervention Manual)

### 10.11 Tests

It's helpful for a child to understand why schools give tests, and to know the different kinds of tests. Tests are yardsticks. Schools use them to measure, and then improve education. Some tests tell schools that they need to strengthen courses or change teaching techniques. Other tests compare students by schools, school districts, or cities. All tests determine how well "your child" is doing, and that's very important.

The purpose of testing is three-fold: 1) provide parents and teachers with important information about how a student is progressing on specific grade level skills and knowledge; 2) Provide information on how to improve courses or teaching techniques; 3) Provide information on how a student compare to other schools in the district or national norms.

There are two types of assessments at SJE: 1) Progress or Achievement Tests: These tests measure student progress in relation to grade level content taught in class. 2) Standardized Tests: These tests measure student performance compare to other students in the district and national norms.

### 10.12 Avoiding Test Anxiety

It's good to be concerned about taking a test. It's not good to get "test anxiety." This is excessive worry about doing well on a test and it can mean disaster for a student. Students who suffer from test anxiety tend to worry about success in school, especially doing well on tests. They worry about the future, and are extremely self-critical. Instead of feeling challenged by the prospect of success, they become afraid of failure. This makes them anxious about tests and their own abilities. Ultimately, they become so worked up that they feel incompetent about the subject matter or the test. It does not help to tell the child to relax, to think about something else, or stop worrying. But there are ways to reduce test anxiety. Encourage your child to do these things:

- Space studying over days or weeks. (Real learning occurs through studying that takes place over a period of time.)
- Understand the information and relate it to what is already known. Review it more than once. (By doing this, the student should feel prepared at exam time.)
- Don't "cram" the night before--cramming increases anxiety which interferes with clear thinking. Get a good night's sleep. Rest, exercise, and eating well are as important to test-taking as they are to other schoolwork.
- Read the directions carefully when the teacher hands out the test. If you don't understand them, ask the teacher to explain.
- Look quickly at the entire examination to see what types of questions are included (multiple choice, matching, true/ false, essay) and, if possible, the number of points for each. This will help you pace yourself.
- If you don't know the answer to a question, skip it and go on. Don't waste time worrying about it.
- Mark it so you can identify it as unanswered. If you have time at the end of the exam, return to the unanswered question(s).

### 10.13 Do's and Don'ts in Testing

You can be a great help to your children if you will observe these do's and don'ts about tests and testing:

- Don't be too anxious about a child's test scores. If you put too much emphasis on test scores, this can upset a child.
- Do encourage children. Praise them for the things they do well. If they feel good about themselves, they will do their best. Children who are afraid of failing are more likely to become anxious when taking tests and more likely to make mistakes.
- Don't judge a child on the basis of a single test score. Test scores are not perfect measures of what a child can do. There are many other things that might influence a test score. Remember, that one test is simply one test.
- Meet with your child's teacher as often as possible to discuss his/her progress. Ask the teacher to suggest activities for you and your child to do at home to help prepare for tests and improve your child's understanding of schoolwork. Parents and teachers should work together to benefit students.
- Make sure your child attends school regularly. Remember, tests do reflect children's overall achievement. The more effort and energy a child puts into learning, the more likely he/she will do well on tests.
- Provide a quiet, comfortable place for studying at home.
- Make sure that your child is well rested on school days and especially the day of a test. Children who are tired are less able to pay attention in class or to handle the demands of a test.
- Give your child a well-rounded diet. A healthy body leads to a healthy, active mind.
- Provide books and magazines for your youngster to read at home. By reading new materials, a child will learn new words that might appear on a test. Ask your child's school about a suggested outside reading list or get suggestions from the public library.

### 10.14 After the Test

- It's important for children to review test results. This is especially true when they take teacher-made tests. They can learn from a graded exam paper. It will show where they had difficulty and, perhaps, why. This is especially important for classes where the material builds from one section to the next, as in math. Students who have not mastered the basics of math will be unable to work with fractions, square roots, beginning algebra, and so on.
- Discuss the wrong answers with your children and find out why they answered as they did. Sometimes a child misunderstands the way a question is worded or misinterprets what was asked.
- The child may have known the correct answer but failed to express it effectively.
- It's important, too, for children to see how well they used their time on the test and whether guessing was a good idea. This helps them to change what they do on the next test, if necessary.
- You and the child should read and discuss all comments written by the teacher. If there are any comments that aren't clear, the child should ask the teacher to explain.

### 10.15 Standardized Testing

*During Covid 19 Pandemic, MAP testing will be conducted remotely.*

The Department of Catholic Schools is responsible for approving and overseeing a comprehensive testing program in all Catholic elementary schools.

1. **MAP:** The Diocese of Tucson has adopted Measures of Academic Progress, also known as MAP. SJE administers MAP to assess Kindergarten through 8<sup>th</sup> grade three times a year (Fall, Winter, and Spring). The MAP assessments are computer adaptive achievement tests in Mathematics, Reading and Language Arts that is based on how well a child answers each question. MAP is a norm-referenced measure of student growth over time. MAP assessments, joined with other data points, provide detailed, actionable data about where each child is on his or her unique learning path. MAP assessments are linked to software tools like MAP SKILLS which can assist teachers and administrators in planning instruction so that each child reaches his/her personal growth goal. Parent reports of test results are given to parents at the APTT meetings. This information is important because strengths and areas of growth are identified. Teachers and parents will work together to develop a plan for the summer months so that the skills are reinforced.
2. **ACRE:** The Assessment of Catholic Religious Education (ACRE) test measures knowledge of the faith as well as beliefs, behaviors, attitudes and practices of the faith. ACRE carries the endorsement of the National Catholic Education Association (NCEA) and is based upon the Catechism of the Catholic Church. The diocese measures religious knowledge through use of the Assessment of Catholic Religious Education (ACRE) in grades 5, 8 and 11.

### 10.16 Test-Taking Guidelines

1. During a test, the student will:

- Face forward while sitting properly in the desk
- Sit with feet on the floor and hands on the desktop
- Keep eyes focused on his or her own paper
- Come prepared with all tools/materials allowed for use during the test
- Clear the desk surface of all superfluous materials and place all other personal possessions on the desk rack under the seat or on the floor
- Remain seated at all times; permission to leave the desk must be granted by the teacher
- Raise his or her hand if assistance is needed

2. Honor Violation

- An honor violation may result in a disqualification of the student's grade if the student:
- Looks on someone else's paper or allows another student to look at theirs
- Fails to keep his or her eyes on their own paper
- Has in possession or on their person, notes or information pertaining to the test
- Leaves notes or other materials exposed within sight

3. Test Taking Following an Absence

Teachers give anywhere from four days to two weeks' notice for each major test. Students are responsible for being prepared for the tests on the days they are given. Students must confer with teachers on the day of their return after an absence to schedule make-up tests. Teachers will decide when a reasonable expectation of preparedness can be achieved. Generally, all make-up tests will be administered after school. If a test is missed due to a late arrival, or will be missed because of a planned early dismissal or mid-day pull-out, it is the student's responsibility to make arrangements with the teacher to take the test at another time during that same day. Teachers are not obligated to provide make-up tests for unexcused absences or tardies.

### 10.17 Plagiarism

The American Heritage Dictionary defines *plagiarism* as "the use and passing off as one's own the ideas or writings of another." Plagiarism is a serious offense. Students generally understand that copying directly from published works constitutes plagiarism, but frequently they mistake other acts as permissible. Students are taught how to correctly paraphrase, cite sources, and attribute credit. Plagiarism also occurs when:

- Text is cut from a web site or document and pasted into one's own document
- An author's words are simply rearranged and placed into one's paper
- The student substitutes a few synonyms for an author's original word choices
- Ideas found elsewhere passed off as original ideas

Students who plagiarize will be subject to disciplinary action, which may include receiving a 'zero' on the plagiarized assignment until it is completed correctly.



**10.18 Communication**

St. John School believes that good communication between parents, staff and administration is essential. It is important that families read their emails from the school. The communication is accomplished in several ways that include: progress reports, quarterly evaluations, mid-quarter reports, parent-teacher conferences, phone calls from faculty and staff, written discipline plans, parent meetings, school bulletin boards and postings, written announcements, and Parent/ Student Handbook.

If a parent wishes to communicate with a teacher, spontaneous visits to classrooms are discouraged, but a parent could be directed to make an appointment. It is difficult for teachers to give parents undivided attention when they are “on duty” with students. Teachers must be physically and mentally present.

Parents may make a written request by emailing the teacher that you are requesting a meeting. Parents are to make written requests to teachers regarding: excuse for early dismissal, approving release of child to an adult not on the emergency card, alert teacher of health concern or physical condition of child, scheduling a conference, or homework requests for student absence

***Contacting the Principal ( Refer to the Distance Learning Handbook)***

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administrators be contacted. To contact the principal, parents may call the school office to make an appointment.

**10.19 Computer and Internet Usage Acceptable Use Policy**

***During Covid 19 Pandemic, guidelines were created to support the technology use policy highlighting expectations and procedures for the distance learning environment located in the Distance Learning Handbook.***

Each student and parent must sign an acceptable use policy relating to computer usage. The purpose of this policy is to ensure that the use of computers and Internet resources are consistent with our stated mission, goals, and objectives. The smooth operation of computer resources relies upon the proper conduct of the students who must adhere to strict guidelines. These guidelines are provided in the Acceptable Use Policy, which is distributed to students before they begin using classroom computers. Students are required to take the policy home to parents so the guidelines may be reviewed together, and then signed by both parents and students.

Students may not go off task while using computers; students may not access online games nor may they visit websites not specifically related to the parameters of the assignment for which they were given. Any violation of the acceptable use policies or rules either stated in the handbook or made by a teacher specific to an assignment will cause the student to forfeit computer privileges and may result in disciplinary action. A student may be charged for the repair or replacement of any computer damaged by his or her negligence or irresponsible behavior.

If a student violates any of the provisions in the policy, his or her computer privileges will be terminated and future access could be denied in accordance with the rules and regulations discussed with each user during Internet training sessions.

Students who do not comply with usage rules may forfeit their privileges:

- Students shall use the computer provided at St. John School in a manner consistent with the educational objectives of the school.
- The student is ultimately responsible for his/her actions in using the computers, and misuse may result in suspension or termination of access privileges and/or appropriate disciplinary action.
- Students must use the computers and information resources for educational purposes only.
- Students may not use the network for commercial purposes. Students will not submit, publish, display, download or retrieve any offensive messages or pictures.
- Students will not use obscene language or harass, insult, and threaten others.
- Students will abide by all copyright regulations. Students will not submit documents from the Internet as a student's personal work.
- Students will not use another person's sign-on and/or password; trespass in someone else's folder, work, or files.
- Students will not use computers and information resources in any way that would disrupt the use of the computers by others.
- Students will not interfere or override system security; or attempt to modify, harm or destroy hardware or software.

**10.20 Other Electronic Devices**

Laptops, tablets, Kindles, Nooks, personal iPads and iPods may not be brought to school without the expressed permission of a teacher as they constitute a security liability as there is no secure area for storage, and also provide an opportunity

for students to access inappropriate websites or material. Only under special circumstances, agreed to by a teacher, will students be allowed to use such devices at school. These devices, when approved for use at school, are subject to the rules for acceptable use of technology at school, including those established for Computers On Wheels (COW) laptops and iPads.

### **10.21 Off -Campus Trips**

*During Covid 19 Pandemic, all field trips are suspended. Virtual field trips are acceptable.*

In keeping with the Educational Mission and Purpose of Saint John School, all field trips organized, arranged and/or sponsored by the school will have an educational or cultural value, directly related to the curriculum, and limited in number. Off-Campus Trips procedures are as follows:

- All field trips must have prior approval from the principal. Teachers/ Sponsors of school clubs are to submit a **Field Trip Request Form** at least two months in advance before engaging in an off-campus trip.
- A first aid kit must be taken on all field trips.
- The school cafeteria requires a two week notice of off-campus trips that affect the lunch schedule or menu. Students may be provided with sack lunches.
- Parents must give permission for their child to attend the field trip by signing a **Field Trip Parent Request Form** that includes a full description of the activities, times, places, transportation, etc.
- Students who do not return a signed permission form will not participate in scheduled field trips. The school will not accept a written note or an over the phone request by a parent granting permission for his/her child to participate.
- School staff **does not** provide transportation to off-campus trips. Parents or volunteers, at least 21 years of age, must provide transportation to all field trips and adequate transportation. HB 2154 require children between ages 5-8 who are not taller than 4'9" to be properly restrained in a child booster seat.
- Parents who volunteer to drive students and chaperone on field trips must be cleared and have all pertinent documents on file: parent driver form, copy of driver's license, proof of insurance, completed attestation of the Diocesan Code of Conduct, and a background check.
- Parents will receive instructions from the teacher and will be engaged with students at the field trip site.
- Parents who drive on field trips may only transport students to the specified locations written on the permission forms. Parents must take care of gas and food prior to the field trip and under no circumstances buy food for children or administer medication. Parents only have consent to those activities described on the Field Trip Parent Request Form.
- Students are expected to participate in all field trips unless health conditions exclude a child from the activity. Students may be dismissed from field trips based on misconduct or a parent will be required to attend with the child.
- Students are only allowed to attend off-campus trips with the class that he/she is enrolled in.
- Students are not to be signed out early following a class field trip. Parents are to respect the dismissal times.
- SJE students are required to wear school uniform. Any changes must be approved by school principal.
- Parents are encouraged to wear College and Heaven T-Shirts.

## **11.00 PROMOTION/ RETENTION / GRADUATION**

*During Covid 19 Pandemic, promotion Mass and ceremony in the church are suspended.*

### **11.01 Promotion**

Promotion of students shall be based on the completion of academic work and some mastery of academic skills. The teachers and administration should evaluate the student's progress and should consider documented social, emotional, physical, moral, and academic development of the student.

### **11.02 Placement**

Those students who may require close monitoring for academic success in the next grade level will be placed on a probationary status to gauge academic, social, emotional, physical and moral success.

### 11.03 Retention

The teacher(s) and administration should evaluate the student's progress and should consider the social, emotional, physical, moral, and academic development of the student. Retention of a student should be based on the recommendation of the teacher(s) and the administration. When evaluating a student's progress, the teacher(s) should consider documented social, emotional, physical, moral, and academic development of the student. (Diocesan Policy #2160-A) Retention determination should be handled on a case by case basis and with careful consideration of the following:

- The teacher(s) must be reasonably certain that repetition of a grade by a particular student will be beneficial.
- If, in the teacher(s) judgment, retention is probable, the case should be discussed with the administration and then arrangements made for a conference with the parents. It is advisable that this be done no later than the beginning of the second semester or end of January. A written summary of this conference should be kept in the student's records.
- A follow-up conference with the parents/guardian should be held to evaluate the progress of the student since the initial conference.
- Evaluations and reports shared with the parents should indicate lack of adequate student progress before retention would be considered.
- If, contrary to the retention recommendation of the teacher(s) and administration, parents/guardians request that their child be placed in the next higher grade, the administration may honor this request. However, such a request should be documented and placed in the student's cumulative file along with the school's documented recommendation. The student is then placed in the next higher grade on a probationary status and progress documented and communicated with parents. If retention is again recommended the following year, and not accepted by the parents/guardians, then the parents/guardians may be directed to withdraw their student and find an alternative educational setting.

### 11.04 Eighth Grade Promotion

Elementary school promotion are to be kept appropriately simple and inexpensive. Students are to dress formally for the occasion. Limousines are not permitted. The promotion shall include a Eucharistic liturgy followed by a simple, dignified exercise which recognizes the unique value of the Catholic education just completed. Seventh grade parents and students, as part of their call to service, prepare the refreshments and decorations for the eighth grade students following the promotion ceremony.

Students and parents of students who are at risk of not being promoted should to be notified in writing no later than the beginning of the second semester and is placed on a probationary contract. Certificates may be withheld until students or their parents satisfy their educational, financial, and disciplinary obligations to the school. Participation in graduation exercises is a privilege, not a right. A student may be excluded from participation in the promotion even if he/she is not denied a diploma/certificate for reasonable cause as determined by the principal in consultation with the pastor and/or the Superintendent of Catholic Schools.

### 11.05 Catholic High Schools

St. John School encourages all families to take advantage of the four Catholic High Schools – Salpointe, Immaculate Heart, St. Augustine, and San Miguel. All families of graduating students who are considering sending their children to Catholic High Schools must include parish verification that the family is active as part of the application process. Families must be registered and contributing to be verified as active members. Keep informed of deadlines for registration and placement tests. Contact Registrar Office for more information. Students in 8th grade will be able to visit the Catholic High Schools during the school year. Entrance exams are required and may include an interview process for students interested in attending Catholic High Schools.

Salpointe High School Placement Test- <https://sites.google.com/a/salpointe.org/hspt-info/> - link to practice test.

Salpointe Catholic High School, along with over 80% of all Catholic High Schools in the United States, uses the High School Placement Test (HSPT) as its Entrance Exam.

### 11.06 Testing Dates/ Entrance Exams:

Entrance exams are conducted through Measures of Academic Progress (MAP) assessment for perspective students in grades 1-8. Perspective students entering Kindergarten will be assessed through assessments specific to the developmental and emotional benchmarks. The purpose for taking an entrance exam is to provide a clear baseline of the student's level of reading, math and social emotional abilities. It is required for parents to schedule an appointment for the entrance exam with the Office or Tuition Manager.

### 11.07 Awards

SJE has two award assemblies – Semester 1 and Semester 2. Student achievement awards are given to students for their

hard work. In addition, students are recognized monthly for demonstrating our SJE root beliefs. Parents will be notified when these assemblies will take place.

#### **11.08 Kindergarten Promotion Ceremony**

These promotion ceremonies are milestones for our young scholars. It is an opportunity for the parish and school community to celebrate and recognize student achievements holding them to the highest standards. Teachers, with the assistance of parents, work hard to prepare for this special event. These are the essential guidelines for parents:

- Dialogue with the room parent and teacher about the delegation of tasks
- Arrive on time to the ceremony
- Donate your time to assist with set up and cleaning of the reception
- Donate food items for the reception

### **12.00 SCHOOL-WIDE DISCIPLINE POLICY**

#### **12.01 Three School Rules**

Discipline at St. John School is to be considered as an aspect of moral guidance and not a form of punishment. Evidence of discipline is a legitimate interest of the school that extends beyond the school day and beyond the school hours. The purpose of discipline is to - provide a classroom situation conducive to learning, promote character training that ensure moral living and to redirect misguided behavior, and develop self-discipline.

In order for a discipline program to be consistent and effective, parents and guardians are expected to support teachers and administrators. The school rules can be summed up in three important rules:

1. Respect God, yourself, others, things, and environment.
2. Contribute to the learning environment.
3. Follow school and classroom rules and procedures.

#### **12.02 Positive Behavior Interventions and Support (PBIS)**

The Discipline Policy at St John's is rooted in Positive Behavior Interventions and Supports (PBIS) system called Play-Book. PBIS has been developed from research in the fields of behavior theory and effective instruction. This system focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate. Play-Book supports all students through intervention ranging from a school-wide system to individualized plans.

It is not enough just to teach expected behavior, we also need to regularly recognize and reward students for engaging in appropriate behavior. Research has shown that recognizing students for engaging in expected behavior is even more important than catching students breaking the rules. In fact, research on effective teaching has found that teachers should engage in a rate of 4 positive interactions with students to every 1 negative interaction (4:1 ratio). The goal of an acknowledgment system is to increase the number of positive interactions that all school staff have with students. At SJE, we use Play-Book to acknowledge students for appropriate behavior. Through this program, students are provided with Thunder Tickets when they are observed following the school rules and exhibiting the SJE behavioral expectations and routines.

### 12.03 Routines and Procedures outside of the Classroom

*During Covid 19 Pandemic, PBIS should align with CDC and PCH social distancing guidelines for on campus learning.*

		ROUTINE/SETTING						
		Restrooms	Cafeteria	Courtyard	Playground	Walkways	Church	Assembly
C R I T E R I A  F O R  S U C C E S S	Seek							
	Persist							
	Excel							
	Love							
	Serve							
	-----							
	The Small Things Matter	<ul style="list-style-type: none"> <li>Conserve, paper, water &amp; soap</li> <li>Report problems to an adult</li> <li>Always flush</li> <li>In and out don't shout</li> <li>Return to class promptly and quietly</li> <li>Wash hands with soap</li> <li>Help keep restroom clean</li> <li>Honor privacy</li> <li>Place all trash in garbage can</li> </ul>	<ul style="list-style-type: none"> <li>Eat your own food</li> <li>Report spills to an adult</li> <li>Raise your hand to leave the table</li> <li>Use your restaurant voice</li> <li>Eat lunch in a timely manner</li> <li>Practice good manners</li> <li>Wait patiently in your seat to be dismissed</li> <li>Walk in strong lines at all times</li> <li>Say please and thank you</li> <li>Leave area clean for next class</li> <li>Empty and return trays and utensils</li> <li>Take pride in school appearance &amp; property</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Use stairs and ramps</li> <li>When under Ramada, please walk</li> <li>Maintain a respectful voice volume</li> <li>Walk to destination in a calm manner</li> <li>Respond to whistle immediately</li> <li>Sit properly on table benches</li> <li>Stage for performance and elective use only</li> <li>Drink from fountain responsibly</li> <li>Grotto for prayer and assembly use only</li> <li>Respect school and personal property</li> <li>Listen to all adults</li> <li>Keep rocks in rock bed</li> <li>Place all trash in garbage cans</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to teacher, monitor or security</li> <li>Ask an adult to use restroom</li> <li>Maintain boundaries &amp; perimeter when P.E. in session</li> <li>Maintain strong lines to and from playground</li> <li>Use equipment properly</li> <li>Follow all safety and game rules</li> <li>Line up quickly at first whistle</li> <li>Use appropriate language at all times</li> <li>Honor personal space</li> <li>Solve problems using kind words</li> <li>Include others in games and activities</li> <li>Respect all adults and peers on playground</li> <li>Take turns and share equipment</li> <li>Pick up trash and return equipment</li> </ul>	<ul style="list-style-type: none"> <li>Maintain 0 voice level</li> <li>Walk at all times</li> <li>Walk directly to destination</li> <li>Stay on sidewalk</li> <li>Strong lines</li> <li>Have your pass</li> <li>Respect school and personal property</li> <li>Greet others</li> <li>Place all trash in garbage cans</li> <li>Keep walkways uncluttered</li> </ul>	<ul style="list-style-type: none"> <li>Bless yourself before entering and exiting</li> <li>Walk reverently to and from altar</li> <li>Actively Listen to all parts of the Liturgy</li> <li>Kneel with good posture</li> <li>Remain kneeling until Tabernacle closed</li> <li>Enter and Exit at Level 0</li> <li>When entering pew, kneel and pray</li> <li>Recite all prayers and responses</li> <li>Genuflect facing the altar</li> <li>Bow to Jesus when receiving the Eucharist or Blessing</li> <li>Sing all hymn/songs</li> <li>Participate joyfully</li> <li>Clap appropriately when it is time to celebrate</li> <li>Place kneelers down silently</li> </ul>	<ul style="list-style-type: none"> <li>Look and listen to speaker/s</li> <li>Level 0 during performances and instruction</li> <li>Be on time</li> <li>Strong lines</li> <li>Fully participate when appropriate</li> <li>Respond and applaud appropriately</li> <li>Respect personal space</li> <li>Gravel is a sacred space, please wait to be invited</li> </ul>
	Hard Work Pays Off							
	United in Christ							
	Nothing Short of Excellence							
	Doers of the Word							
	Every Minute Counts							
	Ready Now							

### 12.04 Four-Step Classroom Discipline Cycle

St. John School believes in supporting children and uses every opportunity when students make poor choices to redirect them in light of the gospel. The school does not encourage, support, or practice any corporal punishment, ridiculing, or yelling at children when they have made poor choices. Teachers should model and practice school behaviors and routines with students. Teachers also use a rubric that outlines lifelong skills that will empower students to live out THUNDER PRIDE as they demonstrate our SJE core values and root beliefs day to day. If a student does not adhere to the school rules and becomes involved in repeated offenses, the teacher will initiate the classroom discipline cycle:

- STEP 1: NO ACTION ON RENWEB - Student opportunity to self-correct**

If a student is not following the school rules or a behavior that reflects a desired core value or root belief, the student will be given the opportunity to self-correct through a verbal, non-verbal, or redirection strategy used by a staff member.

- STEP 2: LEVEL 0/ DEMERIT 0 – Student led contact with parent**

If a student needs more than a verbal or non-verbal redirection strategy, the student or staff member will complete a Doers of the Word Reminder form (DWR). The student will initiate contact with the parent by having their parent sign the DWR form and return to the teacher issuing the DWR with a parent signature. The staff member who issued the DWR form will document it in RenWeb as a “DWR Given”. If a student does not bring the parent signed “DWR” by the next school day, the staff member who issued the “DWR” will contact the parent that day.

- STEP 3: LEVEL 1/ DEMERIT 1 – Teacher led contact with parent**

If a student needs more than a DWR form, then the staff member issuing the form will document it in RenWeb as a LEVEL 1 / DEMERIT 1 with a written description. The staff member who documented in RenWeb as a LEVEL 1 /

DEMERIT 1 will contact the parent and issue a consequence (i.e. lunch detention, community service, or logical consequence).

- **STEP 4: LEVEL 2/ DEMERIT 2 – Teacher led conference with Parents**

If a student continues to disregard school rules, then a staff member will document it in RenWeb as a LEVEL 2 / DEMERIT 2 with a written description. The issuing staff member will contact the parent via RenWeb and issue a consequence (i.e. lunch detention, community service, or logical consequence).

Teachers will continue with the Four-Step Classroom Discipline Cycle. If after conferencing with the parents, exhausting all classroom strategies, and the behavior has not changed, then the student will be referred to the principal to begin the Four-Step Principal Discipline Cycle. Teachers may skip the classroom discipline cycle and refer a student to the principal for serious disciplinary actions described in suspensions and expulsions.

### 12.05 Four-Step Principal Discipline Cycle

The principal and assistant principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. Students get to start on a clean slate every day. However, each time a student is sent to the Principal or Assistant Principal's Office, a Four-Step Principal Discipline Cycle will be set in motion:

- **STEP 1: LEVEL 3 / DEMERIT 3 - Administration meets with student and contacts parent**

If the same day behavior does not improve following a teacher led parent-teacher conference, then a student is sent to administration. The staff member documents the behavior of student in RenWeb as a LEVEL 3 / DEMERIT 3 with description. Administration will:

1. Meet with the student.
2. Together they will complete the referral form.
3. The student will inform a parent of the incident by phone or note that must be signed and returned to the principal or assistant principal.
4. An appropriate and logical consequence will be given to the student.
5. The principal or assistant principal will confer with the referring staff member.
6. The principal or assistant principal will keep the referral form on record in the office.

- **STEP 2: LEVEL 4/ DEMERIT 4 – Administration will meet with teacher, parent, and student.**

If the student is sent to the office a second time within a two-month period:

1. The student will meet with the principal or assistant principal again.
2. The student will notify his/her parent by phone or note.
3. A consequence will be given to the student.
4. A conference with the teacher, parent, student and principal or assistant principal will be scheduled.
5. A contract will be drawn up listing actions that will be taken by each participant in the conference.
6. A date to review the contract will be determined.
7. The Discipline Cycle will be reviewed with the parent

- **STEP 3: LEVEL 5/ DEMERIT 5 – Administration recommends suspension and a Student Behavior Plan.**

If the student is sent to the principal or assistant principal repeatedly, or in extreme cases, the principal determines that the seriousness of the action warrants starting at Step Three:

1. The student meets with the principal or assistant principal.
2. The student notifies the parent that a suspension of up to three days has been imposed.
3. The principal or assistant principal will determine the length and type of suspension (in-school or out-of- school).
4. A conference will be held with a parent, teacher(s), student and principal or assistant principal to write a plan to assist the student in developing self-control. This plan will be monitored within specified time limits.
5. A recommendation may be made to have the family visit with a counselor or other specialist. All school work missed during the period of suspension must be completed before the student rejoins the class.
6. A probationary time period to monitor and review progress will be set once the student is ready to return to class.

- **STEP 4: LEVEL 6/ DEMERIT 6 – Administration recommends Expulsion**

When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four:

1. The principal will recommend expulsion.
2. The decision to expel a student rests with the principal and pastor.
3. If expulsion is the decision, the student's parent will be notified in writing, the reasons for expulsion will be given, and the right to request a hearing will be explained.
4. The expulsion may be reconsidered by the principal and pastor when a written request for a special hearing is made

by the parent.

5. All discipline plans and parent notices are placed in a separate school file and not in the child's permanent record. However, a grade is awarded for student conduct that is recorded in the permanent record. Students who habitually break school rules, run the risk of losing scholarships and/or may be subject to dismissal.

### **12.06 Reporting Misconduct by Parents**

Parents must notify the teacher or principal to report offenses, misconduct or threats to the physical, moral, and spiritual welfare of students. Parents may not discipline children other than their own, but are obligated to report incidents to the school personnel to address it. While on school grounds (including parking lot), parents may not discipline his/her children if contrary to the practice of the school personnel. Any time an offense has occurred, the school personnel will investigate and report the incident to the parents either by a written notice or phone call. The school is not obligated to tell parents the consequences another student has or has not received for the purpose of confidentiality.

### **12.07 School-Wide Data Tracking of Behavior Reports**

Office referrals and suspensions are entered into RenWeb under the behavior tab. This provides easy access to discipline information across the school and for individual students. The leadership team will review discipline data on a quarterly basis to make decisions about school-wide programming and individual students in need of additional support.

## **13.0 DISCIPLINARY ACTIONS**

### **13.01 Bullying**

St John the Evangelist Catholic School (SJE) is committed to providing a learning environment that is free from harassment, intimidation, and bullying. Bullying of any student by any other student or school employee or volunteer is prohibited. The school treats allegations of bullying seriously and will promptly investigate such allegations and take appropriate corrective action.

Bullying occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating by a real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, such actions as verbal taunts, name-calling and put-downs- either ethnically- or gender-based, derogatory written words, drawings or gestures, and extortion of money or possessions. Such conduct is disruptive to the educational process and the Christian and spiritual environment. Therefore, intimidation and bullying are unacceptable behaviors at St John Catholic School.

SJE is also concerned about cyberbullying and its impact on children. It causes emotional harm, and can result in children's depression, anger, school failure and physical harm to themselves and others. If in the judgment of the school officials any cyber activity occurring off-school premises could result in the harassment; intimidation or bullying of an SJE student, such cyber activity may be treated as an offense under the school's Bullying Policy. Examples of proscribed cyber activity, though not exhaustive, are:

- Sending or posting harmful materials online or through a cell phone that, in the judgment of school officials, might pose a threat to another;
- Posting threatening statements or distressing material about others either online or through a cell phone;
- Disclosing personal or intimate information (whether or not true), including photos; addresses and phone numbers, about another in an "imposter" website (a website created by a person other than the person depicted on the website).

A complaint of harassment, intimidation or bullying does not, in and of itself, create a presumption of wrongdoing. Substantiated acts of harassment or bullying, however, will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges may also be subject to disciplinary action, up to and including dismissal.

SJE Bullying Policy applies to activities on school property, all school-sponsored events whether at school or away from the school, and to activity (whether on school property or not) which causes intimidation or bullying to be suffered by an SJE student or any bullying taking place with an SJE issued device.

### **13.02 Harassment**

St John the Evangelist Catholic School will not tolerate and prohibits harassment of its students and faculty by any person and in any form.

- **Abuse of Teachers** - The Diocese of Tucson and St. John School policies incorporate the following Arizona Statutes:

- a. Arizona Statue 13-2911 (D) states that schools shall adopt rules for maintenance of public order on all property.
- b. property.
- c. Arizona Statue 115-507 states that a person who knowingly abuses a teacher or other school employee engaged in the performance of his duties are guilty of a class 3 misdemeanor.
- d. Arizona Statute 13-1204 (6) states that a person commits aggravated assault if the person commits the assault knowing or having reasons to know the victim is a teacher or other person employed by the school, and the teacher or other person employed by the school is engaged in any authorized and organized school activity whether on or off school grounds.
- e. Arizona Statue 15-341 (33) states the schools report to local law enforcement any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teacher or administrators.
- **Sexual harassment** - Defined as “unwelcome sexual advances, unwelcome requests for sexual favors, and other sufficiently severe and/or pervasive verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's Evaluation.
  - b. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting such student;
  - c. Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile or offensive academic environment.
- **Targeted Harassment** - Harassment on the basis of race, color, religion, gender, national origin, age, or disability is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender, national origin, age or disability, or that of his/her relatives, friends, or associates, and that:
  - a. Has the purpose or effect of creating an intimidating, hostile or offensive academic environment;
  - b. Has the purpose or effect of unreasonably interfering with a student's academic performance;
  - c. Otherwise adversely affects a student's academic opportunities.
- **Hazing** - Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student for admission into or affiliation with any student group.

### 13.03 Reporting Procedure

SJE School encourages any student who believes/he has been the victim of bullying or harassment, or any student who has witnessed acts of bullying or harassment, to immediately report the incident(s) at once to any teacher, staff, or administrator of the school.

- Oral complaints should be documented by the adult receiving the complaint.
- Oral or written reports, Bullying Reporting Form, should be made to the administrator as soon as possible.
- Oral or written reports must be followed up within 10 working days with a written report.
- Bullying reports are treated as confidential data and will not be disclosed except as permitted by law. The privacy of the complainant, accused, and witnesses will be protected as much as possible within the framework of the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- Submission of a good faith complaint or report of harassment or bullying will not affect the reporter's education or work environment. No retaliation will be allowed as a result of a harassment or bullying report.
- Students making false claims of harassment, intimidation, or bullying will be sent for a conference with the principal after the first offense. A second false claim will result in a phone call to parents, counseling, and detention. Repeat offenders will face suspension or possible expulsion at the discretion of the principal.

### 13.04 Investigative Procedure

Interviews will generally be conducted individually, in a manner to protect the privacy of all involved persons. Parents of the victim and the accused will be notified. Depending upon the severity of the alleged action, law enforcement or Child Protective Services personnel may also be contacted. Upon receipt of an oral or written complaint, the principal (or designee) will: 1) Interview the Reporter (volunteer, faculty or staff member), 2) Interview the Victim, 3) Interview the Witnesses, 4) Interview the Accused.

### 13.05 Disciplinary Procedure - Student Violators

At SJE, proscribed harassment or bullying is a form of misbehavior outside the realm of minor, everyday mischief or schoolyard squabbles and involves a pronounced imbalance of personal power between aggressor and victim as well as an element of repetition. For this reason, incidents of harassment and bullying will be treated in a more formalized



manner.

1. For mild or moderate incidents of bullying:
  - Parents of the victim and the aggressor will be contacted and informed of the incident.
  - The aggressor will receive a verbal reprimand and be assigned detention-either during school or after school and will be allowed to return to class.
  - The victim will receive verbal support and assurance.
  - A repeat offense against the same victim by the same aggressor will involve for the aggressor a parent conference, detention, and referral to the counselor.
  - Further offenses will result in suspension; and if there is no evidence of progress, the parents may be asked to withdraw the child from school.
2. For severe incidents of harassment, intimidation, or bullying:
  - The aggressor will be removed from class and parents of victim and aggressor will be contacted.
  - Mandatory, documented counseling will be required of the aggressor and s/he will face suspension, at minimum, and possible expulsion or legal action, depending on the nature and severity of the incident. The victim will be offered counseling and be given supportive care, increased vigilance, and reassurance.
  - Student or employee who has been found, after investigation, to have engaged in behavior that the school's administration deems inappropriate or in violation of policy will be subject to discipline, which may include immediate suspension or termination.
  - When school employees have reasonable suspicion of abuse, it must be reported to law enforcement, Department of Child Safety (DCS) and the proper school authorities immediately and followed with a written report (A.R.S. 13-3620).

#### **13.06 Disciplinary Procedures - Failure to Act; Reprisals**

- Failure of a volunteer or staff member to inform administration in a timely manner of harassment or bullying incidents may subject the volunteer or staff member to disciplinary action in accordance with Diocesan policy and legal requirements.
- Any administrator, teacher, staff member, volunteer, parent or student who retaliates against a person making a good faith report of harassment or bullying, or assisting in the investigation of a harassment or bullying incident will face discipline or other appropriate action. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

#### **13.07 Education and Training**

SJE school will provide education and information to students, parents, and employees regarding harassment and bullying, including information regarding this policy, what constitutes harassment or bullying, the harmful effects of harassment or bullying, how to seek help, how to give help, and other initiatives to prevent harassment and bullying.

#### **13.08 Criminal Activity**

Possession, use, or being under the influence of tobacco, alcohol, or illicit drugs is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs will result in suspension and/or expulsion from the school. Possession or use of a weapon, knives, etc. on school premises or at school-sponsored activities will result in suspension and/or expulsion from school. Other criminal activity, such as theft, vandalism, or other activities construed as criminal in nature, can also result in immediate suspension or expulsion. Any criminal activity can result in the notification of the crime to the proper authorities including Law Enforcement and/or DCS.

#### **13.09 Search and Seizure**

- **Inspection of School Property** - The principal, pastor, the Department of Catholic Schools may conduct a search of school property and every aperture thereof, including student storage areas and desks if the search is justified with reasonable suspicion of a threat to the health, welfare, or safety of students.
- **Inspection of personal property** (i.e. pockets, handbags, book bags, etc.) - Student permission needs to be granted to inspect student personal belongings. If permission is given, the search must be made in the presence of at least two school officials. If permission is not granted, the principal or designee will contact the police.
- **Confiscated Items:** The school will hold any confiscated property, such as electronic equipment or inappropriate reading material or pictures with the school principal. All confiscated property must be retrieved by the student and parent by appointment only.

#### **13.10 Presence/Possession/Use of Cell Phones**

Possession and use by students of cellular telephones are **only** used for educational purposes on campus, otherwise such

devices shall be switched off, labeled and turned into the homeroom teacher at the start of each school day. These devices will be kept in a secure, locked container in the classroom during the school day. Students will be permitted to use their cell phones during the day at the discretion of a teacher. They can retrieve their cell phones as they are leaving campus. If a student is found to have on their person or in their backpacks, any or all of the following consequences may be used:

- Confiscation of the device and notification of parent/guardian. The cell phone will only be returned to the parent/guardian.
- Detention.
- Suspension (depending upon how phone was used, or if a recurring offense).
- Referral to law enforcement if violation involves illegal activity.

### **13.11 Public Displays of Affection (PDA)**

The "No PDA" policy is aimed at disallowing overt displays of affection between boys and girls who see themselves as a "couple." Teachers, however, cannot be expected to judge when hugs at school are being exchanged between "just friends," as opposed to those who view themselves as something more exclusive. SJE does not encourage boyfriend and girlfriend relationships, but does encourage young men and women learning how to build friendships.

### **13.1.2 Pregnancy**

Students who become pregnant may remain enrolled in the school at the discretion of the principal, provided the principal consults with and obtains the approval of the Superintendent of Catholic Schools and pastor prior to making a final decision. In every case, the best interest of both the student and the school must be considered. Pregnant students who remain enrolled in the school must undergo outside, formal, professional counseling. This policy also applies to the father of the child if he is also a student in the school.

### **13.13 Student Behavior to Teachers**

Open, persistent defiance of the authority of the teacher or continued willful disobedience will not be tolerated and will result in administrative disciplinary action.

### **13.14 Possible Reasons for Suspension or Expulsion**

A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. Bystanders may also face suspension for not reporting serious offenses to school authorities. The following offenses committed by students are reasons for suspensions and/or expulsion:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat, force or violence directed toward any school personnel or students. Diocesan
- Guidelines direct that any threat or physical violence be reported to the police.
- Use, sale or possession of narcotics, drugs, drug paraphernalia, tobacco, or alcoholic beverages on school premises.
- Willful cutting, defacing or otherwise injuring in any way any property, real or personal, belonging to the school or to any person at the school.
- Habitual truancy.
- Possession of weapons or dangerous instruments in the vicinity of the school.
- Engaging in boyfriend and girlfriend relationships that jeopardize children's gift of purity.
- Retaliation towards students who have exercised responsibility for reporting offenses.
- Any other activity, which constitutes a serious danger to persons or property.

### **13.15 Implementation of Disciplinary Action - Detention/ Loss of Privileges (*From Diocesan Policy 2320-B2*)**

Detention/ Loss of Privileges refers to a disciplinary action pursuant to which the student is detained at a time and place determined by the school.

- Detention/ Loss of Privileges may be assigned in cases of minor, non-repetitive misconduct.
- Repetitive/multiple detentions/ loss of privileges may trigger the imposition of more serious disciplinary action.
- Parents must honor the detention requests made by the teacher. Teachers will notify parents of such detentions by note. Parents are to sign the note and return to the teacher the next school day.

**13.16 Probation**

Probation refers to the supervision and evaluation of the student's conduct and academic progress for a specified period, because of a serious or continued misconduct or serious academic deficiency. Guidelines are as follow:

- Probation shall include an agreement in writing between or among the student, parents, and school administrator addressing the student's misconduct, duration of probation, corrective measures to ensure compliance with applicable rules, and the consequences of any violation of the terms of the probation. The agreement, signed by all concerned parties, will be given to the parents and a copy will be kept on file in the school office.
- Subject to compliance with the terms of the probation agreement, probation shall not exceed two semesters.
- During the probationary period, if a student shows little or no improvement, he/she may be subject to dismissal or expulsion.

**13.17 Suspension**

Suspension refers to the isolation of students from some or all school activities. The student may be required to attend school, but be separated from his/her classmates (in-school, suspension). Guidelines are as follows:

- Whether in school or out-of-school, suspension shall not exceed five days, except in extraordinary circumstances. (Suspension may encompass extracurricular activities subject to school's Handbook.)
- Reasonable efforts to notify parents or guardians are to be made prior to any suspension. However, in situations in which immediate suspension is warranted, parents or guardians are to be notified as soon as is practical under the circumstances.
- Suspended students shall only be released to a parent or legal guardian.
- Parents are to be informed of the reasons and decision for the suspension.
- A conference must be held with the parents before the student returns to his/her classroom. A written record of the suspension, including date, reasons, and conference with the parents, should be kept on file in the school office.
- The suspended student is held responsible for schoolwork missed during the time of suspension. The teachers and principal will determine credit for such work.

**13.18 Withdrawal – Expulsion**

Expulsion refers to the permanent dismissal of a student from school. Expulsion is an extreme measure to be taken only as a last resort, after all other efforts at motivation and counseling have failed, and where attendant circumstances or crimes, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other students.

- A record shall be kept of previous measures or remediation, counseling probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family.
- In the case of serious circumstances, the student shall be immediately suspended until the process has been followed.
- Parent shall be informed by written notice that expulsion is contemplated. A conference shall be held with the parents, student, principal, pastor, and teachers at which time the grounds for dismissal will be presented and discussed.
- Prior to expulsion, parents ordinarily shall be given a minimum of two school days to voluntarily withdraw the student from school. In the absence of such voluntary withdrawal, however, the student may be expelled.
- Once the decision has been made to expel a student, written notification of the decision must be sent to the parents and a copy forwarded to the Superintendent of Catholic Schools. Expulsion should be determined only after consultation with the Superintendent of Catholic Schools. The final decision to expel a student rests with the principal, with the knowledge and consent of the pastor and Superintendent of Schools.
- The principal shall notify the parents of the Due Process Procedure of the Diocese of Tucson.
- The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the Student Permanent Record.
- The Student Permanent Record shall indicate that the reason for transfer was expulsion or withdrawal.

### 13.19 Student Withdrawal on Grounds of Parental Behavior

Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their child(ren) from the school for any of the following reasons:

- Refusal to cooperate with school personnel;
- Refusal to adhere to the Diocesan or local policies and regulations;
- Or interference in matters of school administration or discipline.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.

If such effort does not correct the situation, then, after consultation with the pastor and the Superintendent of Catholic Schools, the principal may recommend to the parents that they withdraw their children. Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file. If the parents refuse to accept the recommended withdrawal, the procedures for expulsions shall be followed, as previously outlined.

### 13.20 Grievance and Appeals Policy

Occasionally matters may arise which will require an objective review by third parties in order to assure the maintenance of positive relationships within the school community. To facilitate this reconciliation, SJE has adopted the following informal and formal processes of conflict resolution.

- **Level I. Informal Reconciliatory Process**

In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice between the people involved. This should happen through open and honest communication via notes, email, and conferences with those directly involved stating their perceptions of the problem, mutual ownership of contribution to it, and forgiveness and future plans to avoid a recurrence. If the conflict cannot be resolved to the satisfaction of the parties involved, the parent or guardian must within 14 days of the issue make an appointment with the principal to discuss and resolve the situation. If the principal feels that the issue is not school related or outside the school's jurisdiction, he or she may refuse to become involved and/or refer the parties to an appropriate mediator. If the issue is with the principal, the procedure would proceed to the first step of Level II.

- **Level II. Formal Procedure**

If the parent or guardian is not satisfied with the results of the informal conference with the principal, the parent must within five working days file a formal written grievance to the principal. The grievance shall clearly state the nature of the complaint and the solution sought. Formal grievance forms shall be available in the school office.

The party of interest may request a conference prior to the time a decision is rendered. The parent may discuss the grievance personally and is able to be accompanied by an individual to help with translation if language is a barrier. Within five working days of the receipt of the written grievance, the principal shall give a written decision to the parent or legal guardian and send a copy to the grievance file.

- **Level III. Appeals**

If the written decision does not resolve the issue satisfactorily, a parent or legal guardian may appeal the decision of the school principal within three working days of the LEVEL II disposition of the issue. The appeal must be submitted in writing to the pastor or his designee with the following information: the subject of the appeal, any factual data the person deems appropriate to date, the effort that has been made to resolve the issue to date. The pastor may call in any or all interested parties. The pastor has ten working days after the receipt of the appeal, to respond in writing to the appeal. If the pastor feels that the issue does not merit further investigation, he may state this in writing as his decision and this document will be placed in the grievance file. If the decision is still not satisfactory, the parent or guardian may appeal in writing to the Superintendent of the Diocese. Ultimately the final decision is made by the pastor, following the formal processes to its completion and is final and binding.

### 13.21 Processing

1. All documents and records of the process shall be kept in separate files from the personal files of the parties involved.
2. All meetings shall be held when there is a mutual agreement of time and place.
3. At all levels, all pertinent information shall be made available to the parent or legal guardian.
4. Time limits imposed at any level may be extended by mutual consent, in writing.
5. Failure at any step in the procedure to communicate decisions in writing within the specified time limits shall permit the grievance to advance to the next step.
6. Failure at any step of the procedure to advance to the next level within the specified time limits shall be deemed as

an acceptance of the decision given at that step and there shall be no further right to appeal.

### **13.22 Non-Compliance of the Grievance/Appeals Policy**

It is destructive to the school community when parties do not initiate a resolution in order to resolve conflicts. SJE will not tolerate parties, parents and/ or school personnel, who engage in gossip, rumors, verbal or physical abuse. It is highly inappropriate for parents to speak negatively of school personnel, students, and or parents on or off the school campus. If this occurs, parents are to report this abuse to the principal immediately. Upon investigation, parties involved may be subject to student withdrawal on grounds of parental behavior or may be subject to disciplinary actions.

## **14.0 STUDENT HEALTH**

Our school has a health office that is managed by a medical clerk. We are diligent at documenting all incidents and keeping you informed if any incident appears to be serious or in need of your attention (Diocesan Policy #2200). Our school policy is that if a child is ill or has a fever before school, that child should be kept at home. This policy helps to prevent the spread of contagious illness and prevents your child from being uncomfortable at school. If a child shows symptoms of extreme discomfort, fever, vomiting, or an injury that needs medical attention, the parent or the parent's designated person must pick up the child.

### **14.01 Emergency Card Information**

Parents are required to complete an emergency information form for their child at the beginning of each school year. Although much of the information may be repetitious from year to year, the form must be completely filled out with current addresses and phone numbers of your child's health care providers and local emergency contacts. This card also indicates adults who are authorized by the parents to pick up his/her child. It is essential that parents notify the school of any changes of address, phone numbers, or new contact persons as they occur throughout the school year. If the school makes an attempt to call you and find the phone numbers are invalid or disconnected, your child may be excluded from school until this information is updated. Please consider the following when filling in your forms:

- It is necessary to know if your child is allergic to any medications in order that they will not accidentally be given something by a hospital or paramedic that would harm them.
- It is necessary to know if your child is allergic to specific foods in order that the cafeteria and teachers will not accidentally serve your child these foods.
- It is necessary to know if your child has specific medical problems. For example: Congenital problems (birth defects), any hospitalizations, any surgeries, any previous serious communicable diseases such as Meningitis, Rheumatic fever, Whooping cough, any chronic conditions or special needs such as Asthma, Diabetes, Severe allergies, ADHD, Hypoglycemia, Migraines, Frequent nosebleeds.

In addition, any student with a condition that can be identified with a medical bracelet show wear that bracelet during any school activity. This is intended for the safety of the child, so that a quick identification of their medical needs can be easily determined.

### **14.02 Health History and Physical Examination**

According to Diocesan policy, all students are required to have a health history and physical examination completed before beginning school. At enrollment time on RenWeb, parents are given a form to complete and have their medical provider complete the physical examination portion on the reverse side. Additional forms are available in the school office.

Annual physical examinations are also required for all students who wish to participate in the sports program. Examinations are valid for one year. Physical exam forms have been included in the registration packet. Extra forms are available in the school office. Parents must obtain written exemption from the student's physician in order for a student to be exempted from routine P.E. classes.

### **14.03 Health Screening**

According to Arizona school law and Diocesan guidelines (Policy #2230), each school child must have vision, hearing, and height and weight checked, following the state-recommended schedule. The school also screens for Random dot E, a depth perception test for Kindergarten through 2nd grade. Scoliosis (abnormal spinal curvature) screening is performed (with parental permission) for students in grades 5-8, and 8th grade students receive blood pressure checks.

Health Screening Week (usually during September) is the designated time for these checks. After this initial screening, students who showed potential problems with hearing or vision are re-tested within a short period of time. If a student still has difficulty with the hearing or screening tests, or shows significant spinal curvature during scoliosis testing, parents are sent a referral letter by mail. This letter will explain the problem and advise further medical examination. Parents and/or medical providers are asked to provide feedback to the school nurse who will then make a note in the student's health file.

and inform the teacher, if appropriate.

Parent volunteers are recruited to assist with our health screening program each year. In order to comply with the Diocesan Safe Environment Program (SEP).

#### **14.04 Immunizations**

Students will not be admitted into school until all immunizations are up-to-date and documented proof of current immunizations is provided to the school office. All copies of immunizations will be reviewed yearly. In the event that an immunization needs to be updated, the parent will be notified. If a series of immunizations are pending based on a specific time frame, the student will be admitted to class; however the remainder of the series will be expected to be completed. Failure to do so will result in the exclusion of the student from class.

#### **14.05 Medical Appointments**

Early dismissal for medical and dental appointments are excused when a doctor's slip is provided to the school office. Parents are asked to make a written request for an early dismissal to his/her child's teacher especially when requesting homework or make-up work. Parents/ guardian are to keep such requests to a minimum and are encouraged to make arrangements for medical and dental care during vacation periods or after school hours.

#### **14.06 Individual Health Care Plan**

Any student requiring special health vigilance, e.g., a diabetic or a severe asthmatic, shall have on file a complete and current *Individual Healthcare Plan*. This plan will require a conference that includes parents/ guardian, health provider at school, appropriate teachers, principal, and any other individual who works with the student and who may have need of the information. This Individual Healthcare Plan must be reviewed and renewed appropriately as conditions change, but at minimum, this must be reviewed annually.

#### **14.07 Medication Policy**

St John the Evangelist School adheres to the Diocesan Medication Policy (Policy #5250) which has been promulgated for the health and safety of all students. The procedures are as follows:

- Every medication (either over-the-counter\* or prescription) to be given to a student must have 1) a medical provider's written order and 2) a completed Parent's Consent for Giving Medication, available in the school health office.
- Parents are asked to complete a separate Parent's Consent for Giving Medication form for each medication for each child. These forms are available in the school health office. The medical order can be either a note from the medical provider or a prescription label and can be brought in by the parent or faxed from the doctor's office to us. Our fax number is 622-3193.
- Each medication must be brought in its original, labeled container with the child's name on it. No loose pills in baggies, envelopes, or other containers will be allowed.
- Children are not permitted to have medications in their possession. All medications must be brought to the health office by a responsible adult where they are placed in a locked cabinet or refrigerator. The only exception to this rule is students with severe asthma whose parents have submitted a "Permission for a Student to Self-Administer an Inhaler" form with their medical provider's signature: . . .
- If there is a change in dose or frequency of a daily medication given at school, the nurse must be notified in writing.

**PLAN AHEAD.** Suggestions to make things easier:

- During the summer, when you take your child for a physical examination, ask your medical provider to write orders for all over-the-counter medications you want your child to have at school.
- If your child has or will have braces or dental work, ask the dentist to write an order for pain medication. If your child has a cold or allergies, ask the doctor to write an order for the medications you might want to send to school.
- When you get a prescription filled, ask the pharmacist for a separate container for school, if needed. If your doctor gives you free samples of medications to use at school, including inhalers, have him/her write the prescribed order to send to school with the sample medication.
- ***Examples of over-the-counter medications:*** Tylenol, Ibuprofen, Benadryl, Sudafed, Pepto-Bismol, vitamins, cold, cough, or allergy medicines, antacids, eye or ear drops, throat sprays, cough drops, medicated ointments, medicated strips that dissolve in the mouth, generic forms of any medication, herbal or naturopathic remedies, etc.

#### **14.08 Sick Children/Communicable Disease**

***During Covid 19 Pandemic, all schools are ordered to follow CDC and PCH health and safety guidelines for reporting potential Covid 19 related cases and staying home if a student is sick with cold or flu like symptoms.***

Children are known to have been kept home from school for reasons other than illness. Unnecessary absence from school may have a negative effect on a student's attitude, work, and academic progress. The school personnel are primarily responsible for the handling of accidents and sudden illnesses occurring at school and during school sponsored activities.

**The school's responsibilities are as follows:**

- In the event of an emergency immediate and temporary first aid care is given. The school's right to give treatment goes no further than immediate first aid, which will protect the life of the individual until professional treatment can be secured.
- The child's parent/ guardian is notified immediately. In all cases where it is possible to do so, the school will wait for instructions from parent or designee before proceeding further.
- If the event seems life threatening, or the symptoms seem severe the school reserves the right to contact 911 for further assistance.
- A child will never be released to an adult who has not been designated on the emergency card.
- One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well is knowing if a child should stay home. For example, allergies are often the cause of headaches, stomach aches, sore throats, and earaches. Any student having or suspected of having a communicable disease shall be excluded from school until symptoms do not interfere with the health of others or the child is released by a medical doctor. Signs and symptoms of communicable diseases include but are not limited by: fever of 100 degrees or higher, nausea and vomiting, new rash, painful throat, diarrhea, discharge from eyes, any new lesion or sore, lice or the presence of nits, painful neck with or without photophobia, cough which cannot be managed by the child, signs and symptoms of other communicable diseases such as chicken pox, pink eye, strep throat, meningitis.

**14.09 Illnesses Requiring or Not Requiring a School Absence:**

- **Fever:** If a child has a temperature of 100 degrees or above, s/he should be kept home. Likewise, if a child develops a fever of 100 degrees or above while at school, s/he will be sent home.
- **Colds, Sore Throats, Cough:** The common cold and allergies present the most frequent problems to parents. A child with a "mild" cold but otherwise feeling well and without fever, usually may go to school. A child with a "heavy" cold and/or deep, hacking cough belongs home in bed even though s/he has no fever. If s/he has a minor, nagging cough due to allergies or at the end of a cold, be sure to send a water bottle with him/her to help minimize classroom disruption. The school health aide will advise warm salt-water gargles and frequent sipping of water for pesky coughs. If your child complains of a sore throat and has no other symptoms, s/he usually may go to school. If white or yellowish spots can be seen in the back of the throat or if fever is present, keep him/her home and call your doctor. A child with strep throat must be on antibiotics for at least 24 hours before returning to school. Be sure to inform the school nurse of your child's strep throat, as this disease is monitored by the nurse.
- **Stomach Ache, Vomiting, and Diarrhea:** Consult your doctor if your child has a stomach ache which is persistent or severe enough to limit activity or if there is a pattern of frequent stomach aches. If vomiting occurs, keep your child home until s/he can keep food down. Children with chronic allergies will sometimes cough so much they "spit up". The material spit up is usually a small amount of mucus as opposed to a larger volume of stomach contents containing food. This is usually not cause for keeping the child home but may be treated with saltine crackers and frequent sips of water. Let your best judgment be your guide. A child with diarrhea should be kept home. Call your doctor if prompt improvement does not occur.
- **Rashes:** A rash may be the first sign of any number of illnesses. There may or may not be fever present. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with an extensive rash to school, until your doctor has said that it is safe to do so. If the child comes to school with a rash that has been cleared by the doctor, please have him/her write a note clearing the child to attend school.
- **Pink Eye:** The child should be on antibiotic drops for 24 hours before returning to school.
- **Headache:** A child whose only complaint is headache without fever usually does not need to be kept at home.
- **Earache and Toothache:** Consult your doctor.
- **Lice:** If you suspect your child may have head lice, please wash your child's hair and inspect it carefully. Using a flashlight and a fine toothed comb, look for the presence of tiny silvery-white ovals. These are the eggs (nits) which are laid on individual hair strands close to the scalp and adhere firmly to the hair shafts, around 1/4" from the scalp. They are about the size of sesame seeds and don't fall off easily as dandruff flakes would. The nape of the neck and around the ears are common sites of infestation. If you see any sign of lice or nits you will need to use a lice shampoo or rinse on your child's hair and remove all nits with a fine-toothed comb. An important part of lice treatment is following directions exactly as written on the product container. The other important component in successful lice control is a very thorough house cleaning and washing (in hot water) of clothing and linens which could harbor additional lice. Your child must be treated before being brought to school. We ask that you notify the school, so that other children may be checked, and the school health aid can assist you with questions you may have.

#### **14.10 Accidents**

Accidental injuries are handled in various ways, depending on the nature and severity of the injury. Minor bumps, bruises, cuts, scrapes, and sprains are treated in the health office where the health aide can make an assessment of severity and determine if the child is okay to return to class. Blows to the head which leave a bump or bruise merit a call to the parent for informative purposes, even when the child feels well enough to return to class after treatment. Other bruises or scrapes may merit a call to explain what happened. Sprains can often be managed at school, but those beyond the most minor will merit an informational call to the parent.

Injuries of a slightly more severe nature may require further medical care or treatment at home. If a child receives an injury which may need further medical attention--though not necessarily emergency care--a parent will be called to pick up the child and may be advised to call the doctor to determine if an office visit is necessary. Some examples are: cuts which may need stitches, potential broken bones, and more severe sprains, just to mention a few. More serious injuries such as possible broken leg, back or neck injury, loss of consciousness due to a head injury, or any other life-threatening injury will merit an immediate call to 9-1-1, followed by a call to the parents.

***The possibility of accidental injury at school underscores the importance of parents keeping the emergency information card complete and up-to-date at all times.*** If a parent is advised to seek medical care or chooses to seek medical care for their child, an accident report is made using the Diocese of Tucson Accident Report form. This report would be used in the event that parents lack medical insurance coverage and need help paying for medical care. If this is the case, they may file an insurance claim with the school for partial reimbursement of medical expenses incurred during treatment of their child's injury.

#### **14.11 Self-Harm Policy**

When a student claims self-harm or harm to others (sincere threat to self or others, i.e. want to die, want to shoot up the school, I wish I just died, etc.) the following procedures will be followed:

1. The student must be removed from the classroom environment by the teacher calling and notifying Administration of the situation.
2. Teachers are to remain in the classroom, unless there is an immediate danger to the class or the student.
3. Parents will immediately be contacted to meet with Administration and pick up the student.
4. Parents will be required to take the student to a mental health facility in order to receive a welfare check due to liability concerns. Suggestions: Pasadera Behavioral Health Network (formerly SAMHC) (520) 622-6000, National Alliance on Mental Illness of Southern Arizona (NAMI) (520) 622-5582, HOPE, Inc. (520) 770-1197.
5. Administration/ teacher will fulfill mandatory reporting if applicable (calling the law enforcement or DCS).
6. Parents are required to bring back a medical note from the mental health facility clearing the student to return to school.
7. Student will not be allowed back on campus until he/she is cleared by a mental health physician.

#### **14.12 Nutrition**

Nutrition is a basic part of being a healthy person. Please make sure your children eat before they come to school. Children cannot be expected to be attentive without proper nourishment. If your child is too sick to eat breakfast, keep the child at home. Eating breakfast every school morning will help prevent headaches and stomach aches that occur when a child comes to school with an empty stomach. It also provides brain energy necessary for learning.

In an effort to confront the rising rates of overweight and obesity among children and youth in our schools, the Diocese of Tucson has developed a Wellness Policy. This policy sets nutrition standards for meals provided to students in the school setting. St John the Evangelist Catholic School has implemented this policy and as a result, we strive to provide a hot lunch program that adheres to these standards. We have also established some guidelines for acceptable foods for classroom parties, lunch and sacks.

The main goals of the nutritional standards are to serve meals which are lower in sugars and fats; incorporate more fresh fruits and vegetables; and make them appealing to the students. For classroom parties, parents are being asked to provide fewer sugary, fatty snack foods and more healthful fun foods such as fruits, veggies, cheeses, etc. Toward this end we also ask parents who send lunches for their children to focus on healthful foods choices and not to send sodas, chips, Doritos, Cheetos, Takkies, candies, cookies, sports drinks, etc. in their lunches. Baked, Sun, or Veggie chips are permitted.



### 14.13 School policy on snacks

Parents in the primary grades supply snacks for the class or bring their own. It is the teacher's responsibility to communicate a snack schedule. It is the parent's responsibility to inform the teacher of special allergies to food and food contact and may need to send their child with his/her own healthy and allergy-free snack. Snack Requirements are as follows:

- Only 2 of the 4 components are required.
- Milk, fluid
- Vegetable, fruit, or full-strength juice
- Bread and bread alternates (whole grain or enriched): (i.e., cornbread, rolls, muffins, biscuits, cold dry cereal, cooked cereal, pasta, noodle products, cereal grains, or crackers)
- Meat or meal alternate: (i.e., lean meat, fish or poultry, cheese, yogurt, cooked dry beans or peas, peanut butter, soy nut butter or other nut or seed butters, peanuts, soy nuts or seeds, or an equivalent quantity of any combination of the meat alternates.

### 14.14 School Policy on Breakfast and Lunch

St. John has a cafeteria and serves meals daily. The school will encourage, but never force children to eat all of their food. Children should learn to listen to their body and stop eating when they are satisfied. It is the responsibility of the cafeteria staff to provide students all the components of the meal. Condiments such as ketchup, mustard, mayonnaise, barbecue sauce, ranch dressing, or salsa are optional. Children may make a request to not have these items served on their plate.

In order to reduce wastes, it is the parent's responsibility to send a child with a sack lunch from home if his/her child does not want to eat the lunch choice at school on any given day. A Breakfast/ Lunch menu is communicated in a monthly email and copies are also available in the classroom. Parents are to notify the school of any conditions such as lactose intolerant or food allergies. The school will notify the parent in writing if a child does not eat or exercises poor nutrition.

Breakfast Requirements: Only 3 components are required.

1. Milk, fluid (OR Calcium-enriched drink if lactose intolerant provided by parent)
2. Vegetable, fruit, or full-strength juice
3. Bread and bread alternates

Lunch Requirements: All 4 components are required.

1. Milk, fluid (OR Calcium-enriched drink if lactose intolerant provided by parent)
2. Vegetable and/or fruit (2 or more kinds)
3. Bread and bread alternates
4. Meat or meal alternates

### 14.15 Food from Home

- Sack Lunch Requirements from Home: While on the school campus, parents who purchase meals from fast-food restaurants or bring a sack lunch from home are to comply with the requirements for lunch. Students are not allowed to drink soda and should be provided with milk, bread, meat, fruit and/or vegetable.
- School Policy on Foods from Home: All prepared foods such as cakes, cookies, or meals for some special occasions throughout the year must be store bought, in its original package, and sealed if it is to be shared with the students. This does not include special recipes prepared at school with the supervision of school personnel.

### 14.16 Food Allergy Policy

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work in partnership with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students. Below are a list of responsibilities for the parent, school, and student with food allergies.

#### Parent's Responsibility:

- Notify the school of the child's allergies and provide emergency contact information.
- Provide written medical documentation and instructions from the family physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on the Allergy Action Plan. This should be done by the first day of the child's attendance at school.
- Provide properly labeled medications and replace medications after use or upon expiration. This should be done by the first day of the child's attendance at school.
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom, lunchroom, after-care program, and during school-sponsored activities.
- Although SJE provides food for school lunches, the school cannot guarantee that their lunches are always allergen-free. As such, parents should provide their child's lunches from home, for maximum safety.
- Provide the classroom teacher with a supply of alternative food treats for the child to have during class parties, etc.

This should be done by the first day of the child's attendance at school.

- Provide properly labeled medications and replace medications after use or upon expiration. This should be done by the first day of the child's attendance at school.
- Review policies/procedures with the school staff, physician, and the child (if age appropriate) after a reaction has occurred.
- Educate your child in the self-management of their food allergy including: identifying safe and unsafe foods, reading food labels if age appropriate, not trading food with others, how to refuse anything with unknown ingredients, identifying symptoms of allergic reactions and how and when to tell an adult if having an allergy-related problem.

#### **School's Responsibility:**

- The school health aide will review the health records submitted by parents and physicians.
- The school health aide will assure that staff who interact with the student on a regular basis are trained to recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the student's educational environment.
- The principal will assure that all staff who have been informed about the student maintain the confidentiality of the student's health information, following applicable federal laws, including FERPA and HIPAA.
- Faculty and staff will practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency or effectiveness of the plans.
- The school health aide will ensure that an emergency kit, provided by the child's parents, containing the child's emergency medications and the Allergy Action Plan with physician's standing orders is readily available in an easily-accessible, secure location.
- The school health aide will review policies/prevention plan with the teachers, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- The school health aide will assure that there is at least one person available on field trips who is trained to administer emergency medication to food-allergic students and that the emergency kit is sent with the responsible teachers on every field trip.
- The faculty will assure that food-allergic students are included in school activities. Students should not be excluded from school activities based solely on their food allergy.
- SJE faculty and staff will take threats or harassment against an allergic child seriously.

#### **Student's Responsibility:**

- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should not share food with others and should refuse offers of food from others without prior arrangements with parents.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic, or if they are feeling any symptoms of allergic reaction.

*This policy was adapted from a document developed by the following organizations:*

- American School Food Service Association
- National Association of Elementary School Principals
- National Association of School Nurses
- National School Boards Association
- The Food Allergy & Anaphylaxis Network

## **15.00 SCHOOL UNIFORMS**

*During Covid 19 Pandemic, students have an option to wear their school uniform shirts/t-shirts or plain clothes adhering to the dress code policy in a distance learning environment. Student will be required to wear full school uniform, including mask and/or face shield for on campus learning.*

The St. John the Evangelist Catholic School dress code policy has been established to prepare students for both the academic and professional world. Adherence to the dress code is mandatory before, during, and after school hours when students are under the supervision of school staff. The dress code is written to show what students must wear during school hours. Anything outside of these policies are not permitted. SJE also expects that parents/guardians monitor, encourage, and support their children in this matter.

SJE uniform policy outlines acceptable attire for weekly Mass days as well as regular days. With the exception of the school polo shirt and Mass shirts and blouses, all clothing can be purchased at local stores such as Target, WalMart, etc.

### **15.01 Disciplinary Action for Uniform Violations**

The student's homeroom class teacher will check for uniform compliance at the start of each day. The following actions will take place if students who continue to violate the uniform policy:

The number of uniform violations	Actions
1st violation within a quarter	Step 1: Student Conference, where the student will be given verbal warning that is documented by the teacher or staff. Parents will be informed through email, face to face, and/or phone call.
2nd violation within a quarter	Step 2: Student/Parent Conference with teacher to determine root cause and implement intervention. Student completes Doers of the Word Reminder with parent's signature.
3rd violation within a quarter	Step 3: Student/Parent Conference with principal. Student with chronic (4 or more) uniform violations may be at risk of not be able to re-enroll the following school year or under the discretion of administration.

## 15.02 Mass Uniform for Girls

**SJE GIRLS' MASS UNIFORM**

**SPECIAL NOTE:** All mass uniform items, with the exception of navy pants, shorts and shirts, are sold through Garment Graphics. Navy uniform bottoms can be purchased at either Costco, J.C. Penny, or Target. These are a few examples of retail options.

**NOT ALLOWED:** White polo shirts / white blouses with pockets / ties / ankle socks or panty hose / shoes with laces, high-heels / hair bows other than maroon, gray, black, white, or burgundy plaid.

**Kindergarten through Second Grade (K – 2<sup>nd</sup>)**

**White Modern  
Peter Pan or  
Pointed Collar Blouse  
White undershirt ONLY**



**Adjustable  
Burgundy  
Plaid Cross or  
Solid Tie**



**Burgundy  
Plaid Jumper**



**Solid Black Flats with  
Solid White, Black,  
or Burgundy  
Knee-High Socks  
or Tights**

**Third Grade through Fifth Grade (3<sup>rd</sup> – 5<sup>th</sup>)**

**White Modern  
Peter Pan or  
Pointed Collar Blouse  
White undershirt ONLY**



**Adjustable  
Burgundy  
Plaid Cross  
or Solid Tie**



**Burgundy  
Plaid Jumper**

**OR**



**Knee-Length  
Burgundy  
Plaid Skirt**



**Solid Black Flats with  
Solid White, Black,  
or Burgundy  
Knee-High Socks  
or Tights**

**Sixth Grade through Eighth Grade (6<sup>th</sup> – 8<sup>th</sup>)**

**White Modern  
Peter Pan or  
Pointed Collar Blouse  
White undershirt ONLY**



**Adjustable  
Burgundy  
Plaid Cross  
or Solid Tie\***



**Knee-Length  
Burgundy  
Plaid Skirt**



**Solid Black Flats with  
Solid White, Black,  
or Burgundy  
Knee-High Socks  
or Tights**

## **OPTIONAL Kindergarten through Eighth Grade (K – 8<sup>th</sup>)**



**Anti-Pill  
Crew Neck  
Cardigan Sweater  
with logo**



**V-Neck  
Sweater Vest  
with logo**



**White Long-Sleeve  
Modern Peter Pan or  
Pointed Collar Blouse**

**ALLOWED:** school logo zip up jacket ordered through Garment Graphics/ Crewneck sweatshirt with logo

**NOT ALLOWED:** jackets with logos other than SJE / hoodies / active wear sport jackets / pull-over sweatshirts /white long sleeve shirts worn under short sleeve polos or dress shirts

## 15.03 Regular Uniform for Girls

**SJE GIRLS' REGULAR DAY UNIFORM**

**SPECIAL NOTE:** Polo shirts must be purchased through Garment Graphics. Navy pants, shorts and skirts, are NOT sold through Garment Graphics. Navy uniform bottoms can be purchased at either Costco, J.C. Penny, or Target. These are a few examples of retail options.

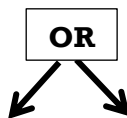
**NOT ALLOWED:** Jean-style / cargo / capris / skinny / baggy / sweats / pants with logos

**Kindergarten through Second Grade (K – 2<sup>nd</sup>)**

**Gray Polo Shirt  
with School Logo**



**Navy Pant**



**Navy Bermuda  
Short & Knee  
Length Skirt**

**White,  
Black or  
Burgundy**



**Color Sneakers:**  
White, Black, Gray,  
Navy, or Burgundy/  
Maroon.  
(Basic trim allowed.)

**Third Grade through Fifth Grade (3<sup>rd</sup> – 5<sup>th</sup>)**

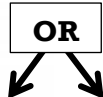
**Gray  
Polo Shirt with  
School Logo**



**Black  
Leather Belt**



**Navy Pant**



**Navy Bermuda  
Short & Knee  
Length Skirt**

**White, Black  
or Burgundy  
Crew Socks**



**Solid Color Sneakers:**  
White, Black, Gray,  
Navy, or Burgundy/  
Maroon.  
(Basic trim allowed.)

**Sixth Grade through Eighth Grade (6<sup>th</sup> – 8<sup>th</sup>)**

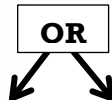
**Maroon  
Polo Shirt with  
School Logo**



**Black  
Leather Belt**



**Navy Pant**



**Navy Bermuda  
Short & Knee  
Length Plaid  
Skirt**

**White, Black  
or Burgundy  
Crew Socks**



**Solid Color Sneakers:**  
White, Black, Gray,  
Navy, or Burgundy/  
Maroon.  
(Basic trim allowed.)



## **FRIDAYS ONLY for Kindergarten – 8<sup>th</sup> Grade (K – 8<sup>th</sup>)**

**T-shirts with St. John logo, St. John Jersey Shirt, Sacrament retreat with regular day uniform.**

**SPECIAL NOTE:** Girls may wear Burgundy Plaid Skirt with gray/burgundy Polo Shirt. Maroon long sleeve polo available for grades 6-8 only with logo. Crewneck sweatshirt gray & maroon for both adult and child size logo only.

**ALLOWED:** navy knee-length shorts/knee length skirts, white undershirts, 1 bracelet, 1 watch, 1 pair of stud earrings, 1 small crucifix or religious necklace, hair bows, hair ties, or headbands (white, black, navy, maroon, gray), clear nail polish.

**NOT ALLOWED:** untucked shirts, belts with embellishments, artificial nails, colored nail polish, rings, make -up, dyed or highlighted hair, tattoos, dangling or hoop earrings, bandanas, scarves, headbands with ears or horns, crowns, hats, glittered shoes, shoes with lights or wheels, neon colors of trim and laces on shoes, /white long sleeve shirts worn under short sleeve polos or dress shirts.

## SJE BOYS' MASS UNIFORM

**SPECIAL NOTE:** All mass uniform items, with the exception of navy pants, shorts and mass shirts, are NOT sold through Garment Graphics. Navy uniform bottoms can be purchased at either Costco, J.C. Penny, or Target. These are a few examples of retail options.

**NOT ALLOWED:** White polo shirts / untucked shirts / low-ankle socks / sneakers

### Kindergarten through Second Grade (K – 2<sup>nd</sup>)



**Short-Sleeve White Oxford  
Shirt or Dress Shirt with  
Expandable Collar  
with solid white undershirt**



**Burgundy  
Adjustable  
Plaid or Solid Tie**



**Navy Pant**



**Solid Black Shoe WITH  
Solid Black Dress Socks**

### Third Grade through Eighth Grade (3<sup>rd</sup> – 8<sup>th</sup>)



**Short-Sleeve White Oxford  
Shirt or Dress Shirt with  
Expandable Collar**



**Burgundy  
Adjustable  
Plaid or Solid Tie**



**Navy Pant**



**Black Leather Belt**



**Solid Black Shoe WITH  
Solid Black Dress Socks**

### OPTIONAL Kindergarten through Eighth Grade (K – 8<sup>th</sup>)



**Anti-Pill  
Crew Neck  
Cardigan Sweater  
with logo**



**V-Neck  
Sweater Vest  
with logo**



**Long-Sleeve White  
Oxford Shirt or Dress Shirt  
with Expandable Collar**



#### 15.05 Regular Uniform for Boys

**ALLOWED:** school logo zip up jacket ordered online with logo.

**NOT ALLOWED:** jackets with logos other than SJE / hoodies /active wear sport jackets / pull-over sweatshirts/white long sleeve shirts worn under short sleeve polos or dress shirts.

## SJE BOYS' REGULAR DAY UNIFORM

**SPECIAL NOTE:** Polo shirts must be purchased through Garment Graphics. Navy pants, shorts are NOT sold through Garment Graphics. Navy uniform bottoms can be purchased at either Costco, J.C. Penny, or Target. These are a few examples of retail options.

**NOT ALLOWED:** Jean-style / cargo / skinny / baggy / sweats / pants with logos

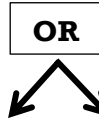
### Kindergarten through Second Grade (K – 2<sup>nd</sup>)



Gray Polo Shirt  
with School Logo



Navy Pant



Navy Short

White or Black  
Crew Socks



**Solid Color Sneakers:**  
White, Black, Gray,  
Navy, or Burgundy/  
Maroon.  
(Basic trim allowed.)

### Third Grade through Fifth Grade (3<sup>rd</sup> – 5<sup>th</sup>)



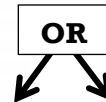
Gray  
Polo Shirt with  
School Logo



Black  
Leather Belt



Navy Pant



Navy Short

White or Black  
Crew Socks



**Solid Color Sneakers:**  
White, Black, Gray,  
Navy, or Burgundy/  
Maroon.  
(Basic trim allowed.)

### Sixth Grade through Eighth Grade (6<sup>th</sup> – 8<sup>th</sup>)



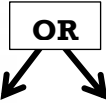
Maroon  
Polo Shirt with  
School Logo



Black  
Leather Belt



Navy Pant



Navy Short

White or Black  
Crew Socks



**Solid Color Sneakers:**  
White, Black, Gray,  
Navy, or Burgundy/  
Maroon.  
(Basic trim allowed.)

### FRIDAYS ONLY for Grade K – 8<sup>th</sup>

T-shirts with St. John logo, St. John Jersey Shirt, Sacrament retreat with regular day uniform.

**SPECIAL NOTE:** Maroon long sleeve polo available for grades 6-8 only with logo. Crewneck sweatshirt gray & maroon for both adult and child size logo only.

**ALLOWED:** white undershirts, 1 bracelet, 1 watch, 1 small crucifix or religious necklace

**NOT ALLOWED:** untucked shirts, belts with large buckles or non-leather, rings, makeup, dyed or highlighted hair, tattoos, earrings, Mohawks, shaved designs, shaved heads, bandanas, scarves, hats, shoes with lights or wheels, neon colors of trim and laces on shoes, white long sleeve shirts worn under short sleeve polos or dress shirts.

### **15.06 Sports Practice Uniform**

*During Covid 19 Pandemic, sports games, tournaments and practices are suspended until CDC and PCH determine it is safe for sport events to resume. Therefore, ordering sports uniforms are currently on hold.*

Students participating in school sports must bring a change into sports practice uniform for sports practices. Students who are not in sports practice clothing will be picked up by parents or will go to ELP. Sports practice uniforms for both boys and girls includes:

- St. John's sports practice shirt (purchased through the office)
- Knee-length shorts OR sweatpants during colder months
- Athletic Shoes
- Students may not wear school uniform bottoms or uniform shoes. Sports game uniform is acceptable for practice.

### **15.07 Special Dress Days**

On special occasions, students may have a special dress day, or dress down day. On these days a special theme will be communicated to parents and students. Students must adhere to the chosen theme and the required dress. During any special dress day, students are required to wear clothing within the guidelines of modesty and good taste. Blue jeans will only be allowed if they are specified for the day. All clothing must cover undergarments at all times. Any clothing that has reference to drugs, alcohol, sexual innuendo, or racism will not be allowed. This includes school events outside of school hours.

On these special dress days, no clothing may be worn that is torn or cut-off. Bare midriffs, spaghetti straps, sleeveless tops, tank tops, low cut or revealing tops or bottoms are not acceptable. Any transparent or "see-through" items are not acceptable. Blue jeans may only be worn if specified for the day. They must not have rips or tears. Pants must not be tight. *Students may not wear yoga pants, jeggings, leggings, or skin tight bottoms.*

Parents are responsible for clothing their children appropriately and modestly on and off the school campus, during school hours and after school hours during special evening events. We are saddened to see our young girls seek negative attention to their bodies by wearing tight fitting shirts and pants, short shorts, mini-skirts, and/or low cut blouses. As parents we are responsible for protecting the purity of our children's minds and bodies. We are also saddened when our young boys mimic dress styles that are affiliated with gangs such as excessively large link necklaces, baggy pants and low-waist pants. Regardless of a parent's tolerance of such styles, while on school grounds (evening or night), students must adhere to the school policy.

## **16.00 AFTER SCHOOL SPORTS PROGRAM**

*During Covid 19 Pandemic, sports games, tournaments and practices are suspended until CDC and PCH determine it is safe for sport events to resume.*

### **16.01 Statement of Philosophy**

The Diocesan after-school sports program exists to provide positive, well-organized activities that contribute to the development of the whole child. The program is meant to model and teach Christian principles and the ideals of good sportsmanship. It is offered to boys and girls, in grades 4 through 8. The Goals and Objectives are:

- To develop in all participants those skills related to athletic achievement
- To develop qualities that reflect good sportsmanship
- To develop within all participants a sense of team spirit and responsibility while fostering an appreciation for individual accomplishments
- To provide experiences of healthy, fair competition

### **16.02 Structure**

Students participate in three separate sports seasons; volleyball, basketball and track. Junior Varsity level program, beginning in 4th grade, primarily teaches skills and prepares athletes for the next level of competition, which is the Varsity level program. Junior Varsity is structured to offer many students an opportunity to compete. In order to accomplish this, schools may field as many Junior Varsity teams as is necessary to accommodate the number of students interested in competing. 8<sup>th</sup> grade students may not play on a Junior Varsity Team. The Varsity level program offers a level competition that prepares our athletes for high school. The Varsity program is open to 6<sup>th</sup>-8<sup>th</sup> grader and is on a tryout basis. Athletes in 6<sup>th</sup> and 7<sup>th</sup> grade, who do not make Varsity squad, still have the opportunity to develop their skills through the Junior Varsity program. No 8<sup>th</sup> grade student will be cut from the Varsity program because of his or her skill level.

### **16.03 Prayer**

The after-school sports program represents the school, and teams must exhibit not only a high degree of good sportsmanship, but an attitude reflective of our school's values and mission. For that reason, the following prayer is provided for all students to recite: *Father God, Be with us as we begin this competition. We thank you for the gifts of our health and strength. May we represent our parents, teachers, coaches, and You well. May we enter this game with Spirit, good sportsmanship and appreciation of each other and the game. Amen.*

It is the intention that this prayer is prayed in unison with participating teams prior to the start of the competition, and that it be led by an individual (i.e., coach or AD) of the HOME team. It is strongly suggested that the prayer be prayed prior to the start of each practice as well.

### **16.04 Driving**

Parents who drive students to or from extracurricular activities are required to fulfill all of the child safety requirements of the Diocese or parish. If the driver has a front passenger air bag, no student younger than 12 years may be seated in the front passenger seat. If the driver/parent (at their own risk) wants to seat their own child in the front passenger seat (with the airbag on or off), they personally take that risk. All drivers should consult their owner's manual for all limitations and restrictions regarding the vehicle's airbag safety. Further, Diocesan policy requires drivers to be 25 years of age.

### **16.05 Coaching**

As a participant and supporter of the Diocesan sports program, the coach will conduct himself in a manner consistent with the values and teachings of the Catholic Christian faith and will follow the rules and procedures outlined in the Diocesan Sports Handbook.

### **16.06 Parent & Fan Behavior**

One of the major goals of our program is to develop qualities in our athletes that reflect good sportsmanship. Parents and fans are also expected to model good sportsmanship by respecting coaches, players and officials.

### **16.07 Physical Examination**

- A physical examination must be completed and the form turned in to the school office prior to the first day of practice. (Diocesan Policy #2210)
- Physical examinations are valid for one year. Exams done during the summer are much more convenient and will cover the child for a full school year.
- The required Diocesan Sports Medical Form is available in the school office. Please have your physician complete prior to practice.
- The student may not participate in practice if the form is not on record by the first day of practice.

### **16.08 Permissions Forms and Fees**

The fees for the sports help fund the cost of the sports program, and are important in order for the school to be able to pay officials and coaches. Fees are paid on a per-sport, per-student basis. Fees are non-refundable and will be charged through FACTS. If sports fees from a previous sports season have not been paid through FACTS, students may not be permitted to practice for the next sports season until the previous fee is paid.

### **16.9 Diocesan Sports Program Eligibility**

The school recognizes, as written in Canon Law, that parents are the primary educators of their children. As such, parents have the right to determine whether their child should participate in the sports program. However, parents and students should also understand the impact the many hours of participation in the extra-curricular sports program may have on the student's ability to successfully complete the current academic program necessary to move to the next grade. Parents of students experiencing academic difficulties will want to seriously consider the ramifications of the time demands after-school sports will require of their child.

Regardless of the academic considerations, since the student represents the school, the principal may remove a student from the diocesan sports program for consistent and/or severe behavior problems, such as those meriting a "4" in conduct on the report card. Also, children who show poor sportsmanship or inappropriate behavior in the extracurricular activity may also be removed from that activity, and face disciplinary action. St. John the Evangelist Catholic School offers several extracurricular opportunities for our students. These activities occur after school hours beginning at 3:30pm. All extracurricular activities are optional. **Any student who participate in any extracurricular activities will maintain a 70% grade average. If this is not accomplished, the student will be able to practice but will not be able to play any game or perform any performance until the grade is at 70% or above. This also includes behavior of the student within the school day and during extra-curricular activities. School administration is authorized to interpret and enforce this Policy and shall review it with their staff at the beginning of each school year**

**16.10 Sports Seasons**

Fall	Girls Basketball
	Boys Volleyball
Winter	Girls Volleyball
	Boys Basketball
Spring	Boys and Girls Track Field

\* Boys and girls rotate starting each season on a yearly basis

**17.00 OTHER INFORMATION**

*During Covid 19 Pandemic, school calendar, schedules, office hours are subject to change. The school lunch program will offer break and lunch to students on designated day and time for distance learning environment. Students will be required to eat lunch in the classrooms for on campus learning. Gathering of people of any kind are prohibited on and off campus. Modifications will be made due to current pandemic situation.*

**17.01 Calendar**

A school year calendar is issued to each family at registration and is available in the school office. Make arrangements to have students picked up on time during early dismissal days scheduled in the year.

**17.02 School Office Hours**

School office hours is from 7:30 a.m. – 4:00 p.m. for school payments, transactions, etc. Please contact the office if you require special arrangements.

**17.03 Breakfast and Lunch Program**

The school provides a hot lunch program and participates in the National School Lunch Program. Many of our students are eligible for reduce breakfast and/or lunch. Forms will be sent to all families within the first two weeks of the new school year to be completed and returned to the school office. It is essential that families complete because federal funding is based on the number of free and reduced lunches in our school. Menus are prepared and emailed each month. Student lunches may not be credited. Parents must pay in advance. Any student who does not come to school with a lunch, whose parent does not order a hot lunch, or whose parents has not made some other arrangement, will receive an emergency lunch. Parents will be billed \$2.35 for the emergency lunch.

- Student Breakfast Time: 7:00 – 7:40 a.m.
- Student Breakfast Cost: \$1.25
- Student Lunch Cost: \$2:35
- Extra Milk: \$0.50

Students who are unable to drink milk for medicinal reasons must have a signed statement from a physician on file with the cafeteria supervisor. Students who do not participate in the school lunch program are to bring healthy lunches to build good habits. (No soda or excessive sugar).

Parents may each lunch with his/her child at the scheduled lunch times above. All parents are required to sign in the school office and receive a visitor's badge. Parents may not enter through the cafeteria or knock on the door to expect students or personnel to open it. The school is a closed campus from 8:00 a.m. to dismissal.

**17.04 Party Invitations/ Celebrations**

In order to continue our emphasis on religious and academic pursuits, the following guidelines have been instituted:

- No invitations will be passed out on school property unless every child in the home room class is invited.
- Invitations are to be handed into the classroom teacher who will then hand out to students.
- Weekly birthday blessings will be given by the presiding priest at Mass.
- Celebrations will comply with Diocesan Wellness Policy regarding healthy foods and treats.
- Celebrations must be approved by classroom teacher one week prior to the event.

**17.05 Textbooks**

Students may be issued textbooks for home use. Each student is responsible for the textbooks they have been issued, and therefore, will be charged for damage or loss of textbooks issued to them or for damage to the classroom texts.

**17.06 Telephone**

To use the phone, students must have a signed note from their teacher to come to the office for that purpose. A child may ALWAYS use the phone in a problematic situation or emergency without charge.

**17.07 Yearbooks**

St. John Eagle Yearbooks are published every year and are available for purchase in early March.

**17.08 School Logo or Picture Use**

Use of the school's logo or picture must be approved, in writing, by the school principal. No solicitations, fundraisers, or representations for the school may be made without the approval of the school principal.

**17.09 Lost or Stolen Items**

If an item is lost or stolen, it should be reported to a teacher immediately. However, the school is not responsible for any lost or stolen items. Please do not bring to school items of value. All backpacks, sport bags, and lunch boxes must be labeled with the student's first and last name, room number and grade.

**17.10 Diocesan Handbook**

As a parish school in the diocese, the school also follows the policies and procedures in the Diocese of Tucson handbook which can be found at [www.diocesetucson.org](http://www.diocesetucson.org) under the schools link or at <https://www.diocesetucson.org/cms.diocesetucson/Catholic%20Schools/HandbookoSchoolPoliciesandProceduresl1.pdf>

**17.11 Handbook Changes**

Due to unforeseen events, some aspects of this handbook may change or be modified during the year. Any changes made will be communicated to parents in a timely manner.

**18.00 Appendix****18.01 Safe Environment**

**ST JOHN THE EVANGELIST CATHOLIC SCHOOL**  
**STANDING OPERATING PROCEDURES FOR EMPLOYEES AND VOLUNTEERS**

Our children are the most important gifts God has entrusted to our care. It is our responsibility to protect and guide them as best we can. With this in mind, as a condition of my employment or service with children and youth of our school, ***During Covid 19 Pandemic, parents and students are expected to follow expectations and policy found in the Distance Learning Handbook in addition to the procedures stated on this page.***

**I WILL:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Dress and behave in a manner appropriate for my employment or service with children and/or youth.
- Avoid situations where I am isolated or alone with a single child and/or youth at school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents or guardians without prior written approval from the pastor or school administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardians and the pastor or administrator.
- Report suspected abuse immediately to Child Protective Services, in compliance with the *Mandatory Reporting Law* and understand that failure to report suspected abuse to civil authorities in a timely manner is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

**I WILL NOT:**

- Wait before reporting a suspected case of abuse that I've become aware of.
- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while teaching or volunteering with children and/or youth.
- Pose any health risk to children and/or youth (i.e., no fevers or contagious illnesses.)
- Strike, spank, shake, push, slap or otherwise assault a child or youth.
- Humiliate, ridicule, threaten, or degrade a child or youth.
- Touch a child or youth in a sexual or other inappropriate manner, always being mindful of age- appropriate touch (e.g., a small child can be held on the lap, but not a 10-year-old.)
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Make private arrangements at some other setting, for school-related activities with the children I assist at school in my volunteer activities.
- Correspond by email or phone text-message with the children/youth I am assisting in my volunteer duties.

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

Date \_\_\_\_\_

Sign Parent/Guardian Name \_\_\_\_\_

**18.02 SJE Parent Commitment to Excellence****ST JOHN THE EVANGELIST CATHOLIC SCHOOL  
PARENT COMMITMENT TO EXCELLENCE**

Recognizing *God in all things*, as a THUNDER parent or guardian of \_\_\_\_\_,  
I fully commit to the *core values* of St. John the Evangelist School while we work with each other to ensure that all our children reach our shared goals: *college and heaven*.

***During Covid 19 Pandemic, parents and students are expected to follow expectations and policy found in the Distance Learning Handbook in addition to the procedures stated on this page.***

**I COMMIT:**

- To *seek* because we are United in Christ as people of faith. We have faith that God is in all things, which is why we strive to learn as much as we can. The goals of our seeking are wisdom and right judgment.
- To *persist* because Hard Work Pays Off and we are people of hope. We believe in the inherent good and dignity in people and the world because we believe we are all created in the image and likeness of God. So we have courage, and are tenacious, and we have zeal because we are motivated by hope.
- To *excel* because we believe in Nothing Short of Excellence. Our faith and hope drive us to develop our God-given gifts to their fullest.
- To *love* because we are Doers of the Word and are people of charity. Christ calls us to lives of justice, and our love for God and others compels us to live a Christ-centered life.
- To making Every Minute Count by ensuring we come to school on time, but that we spend time as a family to pray together, eat together, learn together, play together, serve together, go to mass together.
- To being Ready Now, understanding that parents are the child's first and most important educator, and we will make *God known, loved, and served* by helping our children learn.
- To *serve* because The Small Things Matter as Christ calls us to a life of charity. We recognize our human weakness, our need for forgiveness and to forgive, and we humbly seek to help others "have life, and have it in abundance." Our service is an act of justice and temperance because in our service we work to serve the needs of others and we center our lives on God and others.

*In signing this form I am proud to live what it means to be a St. John the Evangelist Thunder parent or guardian, and I will do my best to live this out. Failure to do so may lead to my removal from St. John the Evangelist Catholic School.*

- I (We) have received the handbook and agree to read it and abide by its policies and procedures.
- I (We) understand that this handbook is part of my (our) contractual agreement and commitment with St. John the Evangelist Catholic School.

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

Date \_\_\_\_\_

Sign Parent/Guardian Name \_\_\_\_\_



## 18.03 SJE Student Commitment to Excellence

## ST JOHN THE EVANGELIST CATHOLIC SCHOOL

### STUDENT COMMITMENT TO EXCELLENCE

Recognizing *God in all things*, as a THUNDER student, I - \_\_\_\_\_, fully commit to the *core values* of St. John the Evangelist School while working with my parents and teachers to ensure that I reach my shared goals: *college and heaven*.

*During Covid 19 Pandemic, parents and students are expected to follow expectations and policy found in the Distance Learning Handbook in addition to the procedures stated on this page.*

#### I COMMIT:

- I will make The Small Things Matter and take responsibility for my own actions to make *God known, loved, and served*. I will have a good attitude, treat all people with respect, follow the school rules even when no one is looking, and serve others with joy.
- I know that Hard Work Pays Off and I put away my distractions to stay focused on faith and academic excellence.
- I will live United in Christ constantly living the St. John's *values and beliefs*, following the school and classroom routines and procedures, and praying for others.
- I will commit to Nothing Short of Excellence so that my fellow students and I learn. This means that I will complete all my homework every night, I will talk to my teachers if I have a problem with the homework or other problems at school, and I will raise my hand and ask questions in class if I do not understand something. I will also take all tests seriously and do my best work.
- I am a Doer of the Word, and I will humble myself to love, forgive, and serve others as Jesus has modeled in the gospel.
- I will make Every Minute Count by arriving to school on time and actively listening and participating in the classroom, in Church, and in other school settings.
- I will always be Ready Now in my classwork by being prepared for my classes and staying on task in the classroom so that I can finish my work on time. I will also follow the uniform policy and present myself the best that I can.

*In signing this form I am proud to live what it means to be a St. John the Evangelist Thunder student and will do my best to live this out. Failure to do so may lead to my removal from St. John the Evangelist Catholic School.*

I have received the handbook and agree to read it and abide by its policies and procedures.

I understand that this handbook is part of my (our) contractual agreement and commitment with St. John the Evangelist Catholic School.

Print Student Name \_\_\_\_\_

Date \_\_\_\_\_

Sign Student Name \_\_\_\_\_