



St. John the Evangelist

CATHOLIC SCHOOL



PARENT / STUDENT HANDBOOK

2022 – 2023

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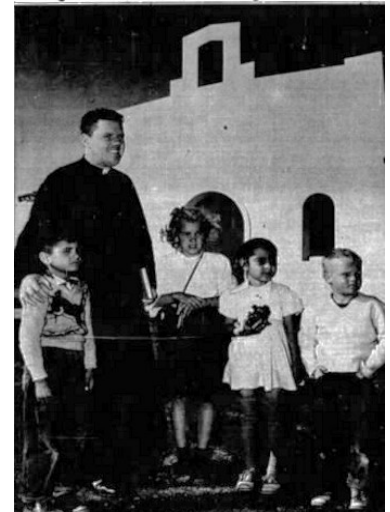
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1.00 ABOUT OUR SCHOOL

1.01 School Profile

The seed was planted for St. John the Evangelist Catholic School (SJE) when Fr. Victor Stoner, chaplain of Veteran's Hospital, saw a need for the formation of the children in his growing parish, St. John Mission, located at 3709 S. Avenue in 1934. He called on the Sisters of Charity who were stationed at Sts. Peter and Paul Convent to provide catechetical formation to the children of the community on Sundays. By the 1940s, the parish grew exponentially from a small mission to a new parish. On March 19, 1948, Bishop Gercke appointed Fr. Joseph Murphy, a Holy Ghost Father, as pastor of St. John the Evangelist Parish. In a weekly bulletin Fr. Murphy wrote that he hoped to have a parochial school and a permanent church that would seat 600 people by September 1949. Work started at the new site at 600 W. Ajo Way and was blessed by Bishop Gercke on September 25, 1949. Like Fr. Stoner, Fr. Murphy's primary concern was the Catholic Education of the children in his growing parish.



Fr. Murphy called on the Sisters of Charity who agreed to open SJE if the parish would provide the building. Construction began in the heat of Tucson in June 1950 and was opened on the Nativity of the Blessed Virgin Mary on September 8, 1950 with an enrollment of 104 students in grades one through four. The school consisted of three classrooms, two offices, a teachers' lounge, and restrooms. Sisters Jean Ann Wilburn, Helen Marie Haley, and Agatha Proctor were the first sisters missioned to St. John the Evangelist Catholic School. Shortly after more construction began so that by September 2, 1951, the school had full grades with an enrollment of 275 children. Much of the construction of the school at 600 W. Ajo Way was done by workmen from the parish including older students who helped their fathers after school. St. John School was created with a labor of love from community members who offered the gifts and talents they had because they supported the vision of the zealous pastor, Fr. Joseph Murphy.

The Sisters of Charity complimented the vision of the Holy Ghost Fathers by running the school. They served as educators, principals, and guides fulfilling the educational, spiritual, and service needs for the parish. The motto for the Sisters of Charity, "The Charity of Christ Urges us!" was the



fundamental guiding principle for forty-five years from 1950-1995 until the retirement of Sister Harold Ann Jones, who served from 1983-1995.

We believe that the vision and identity of SJE has evolved within the last 10 years from a partnership with NDAA to making conscious efforts to collaborate with SJE parish and school. Our mission states, “St. John the Evangelist Catholic School is a faith-filled community inspired to think, act, and love like Jesus Christ - pursuing vocation, spiritual growth, and academic excellence.” It is this mission that calls us to place

initiatives to continue to build a strong Catholic culture and quality Catholic education.

1.02 SCHOOL MISSION & PHILOSOPHY STATEMENTS

School Mission: *St. John the Evangelist Catholic School is a faith-filled community inspired to think, act and love like Jesus Christ - pursuing vocation, spiritual growth and academic excellence.*

Remote 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 or other unforeseen events.

School Philosophy: *Through the imitation of Jesus Christ, St John the Evangelist Catholic School aspires to teach our children to become scholars, saints, servants, and stewards in our community. We believe in our responsibility to always renew our teaching methods, looking for ways to invigorate and empower our children to reach beyond their potential as the future **scholars** of our world.*

For this reason, we rely on the guidance of the Holy Spirit, to assist us with an academic and spiritual growth mindset - one of innovation, to inspire both teacher and learner with His creative force that is always making things new.

*We believe in forming and evangelizing all of God’s people through merciful and inclusive hearts, selfless sacrifice, and the practice of living for others, as we learned from the **saints** before us, whose leadership paved a path of success as **servants** of God.*

*We believe we are all “pencils in God’s hand” and recognize that this work is not our own. Our success is measured by how faithful we are to God’s call in us as students, parents, teachers, staff and administrators. Therefore, as **stewards** we use our gifts of time, talents, treasures, and faith for those we serve.*

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 determine our choices and priorities within our school. NDAA leaders and teachers established this set of root beliefs, unique to the school, and worked 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)

Fortitude = Spirituality

a saint is someone who:

- *seeks God in all things, especially within the Eucharist*
- *finds ways to serve in their community and Church.*
- *willingly participates in the Sacraments (Baptism, Holy Communion, Reconciliation, Confirmation, etc.)*
- *uses their unique gifts to change the world*
- *prays for our families, friends, and community*
- *cares for the life and dignity of others*

Prudence = Growth Mindset

a scholar is someone who:

- *never stops learning*
- *actively participates in school with Christ being the center of learning*
- *sets high goals for themselves and holds themselves and others to high standards*
- *reflects on themselves to achieve excellence*
- *shows focus and urgency in their learning*
- *tries new ways to reach their goals when they experience failure*

Justice = Kindness

a steward is someone who:

- *takes others’ perspectives*
- *seeks ways to help others in need*
- *seeks to understand others and refrain from judgment*
- *works together to help one another reach their goals*
- *considers other people's feelings when they make decisions or take action*
- *stands up for others and takes care of others*
- *actively listens to others*
- *assumes the best of others*
- *brings joy to our friends, family, and community through kindness and humor*

Temperance = Self-regulation

a servant is someone who:

- *seeks their own and other's gifts and pursues developing them*
- *does what is right, even when it is hard*
- *does not make excuses*
- *shows joy in their work and learning*
- *energizes others with positive talk, attitudes, and actions and refrains from gossip and negativity*
- *asks for forgiveness when they do something wrong and gives forgiveness to those who have done them wrong*

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
rtrevizo@diocesetucson.org
Mrs. Minh Solorzano
msolorzano@stjohntucson.org

Pastor
Principal

2.03 Office Staff

Mrs. Veronica Monreal
Claudia Chavez
Ms. Cristina Rivera
Mrs. Laverne Bailey
Mrs. Maria Purdy
Mrs. Karla Ruiz

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

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

2.04 Cafeteria Staff

Ms. Julie Romero
Mrs. Judith Diaz
Mrs. Manuela Jimenez
Mrs. Maria Quezada

Cafeteria Manager
Cafeteria Assistant Manager
Lead Cook
Cafeteria Aide

jromero@stjohntucson.org
jdiaz@stjohntucson.org
mjimenez@stjohntucson.org
mquezada@stjohntucson.org

2.05 Grounds Maintenance

Mr. Antonio Morales
Mrs. Esthela Sanchez

Maintenance/ Custodian
Custodian/ Monitor

esanchez@stjohntucson.org

2.06 Support Staff

Ms. Yvonne Chavez
Mrs. Darla Martinez
Mrs. Erika Rodriguez
Mrs. [Ilse Arteaga](#)
Mrs. Lydia Lopez
Mrs. Marlene Carrasco
Ms. Maxine Brown

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

Yvonne.M.Chavez.28@nd.edu
dmartinez@stjohntucson.org
erodriguez@stjohntucson.org
iarteaga@stjohntucson.org
llopez@stjohntucson.org
mcarrasco@stjohntucson.org
mbrown@stjohntucson.org

2.07 Elective Teachers

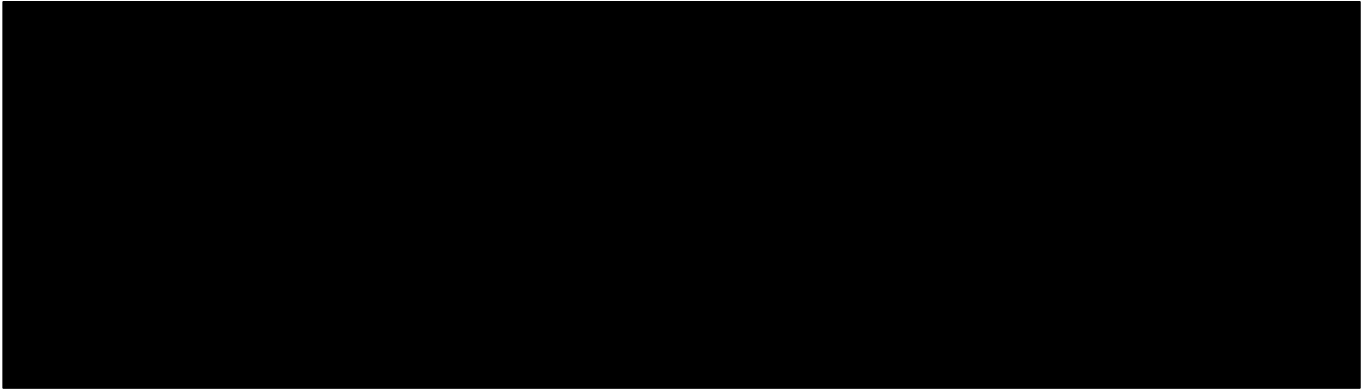
Mrs. Stephanie Molina
Mr. Ryan Anderson
Mr. Luis Contreras
Ms. Yaxaira Grijalva

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

smolina@stjohntucson.org
randerson@stjohntucson.org
lcontreras@stjohntucson.org
ygrijalva@stjohntucson.org

2.08 Teachers

Ms. Dolores Bernal	mdbernal@stjohntucson.org	2 – 2	Room 6
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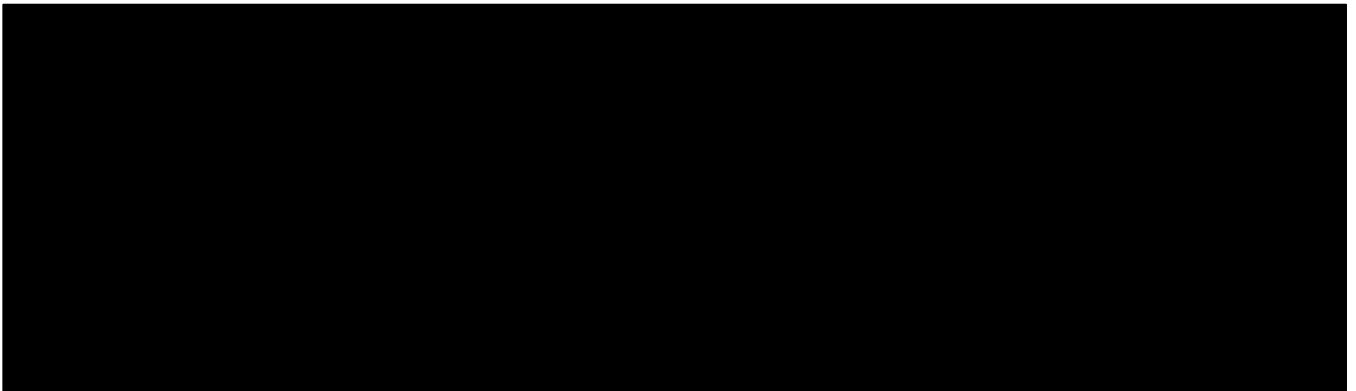


Mrs. Lourdes León	lleon@stjohntucson.org	5 – 1	Room 1
5 th Grade Religion (HR), Math & Science			

Mr. Clay Jaskowski	cjaskowski@stjohntucson.org	5 – 2	Room 1 A
5 th Grade Religion (HR), Language Arts & Social Studies			

Ms. Miquiela Sanchez-Aguilar	msanchezaguiar@stjohntucson.org	6 – 1	Room 7
6 th Grade Religion (6-1 & 6-2), Language Arts & Social Studies (HR)			

Ms.	@stjohntucson.org	6 – 2	Room 7A
6 th Grade Math , Science & Social Studies (HR)			



Mrs. Carla Ochoa	cochoa@stjohntucson.org	8 – 2	Room 3
7 th & 8 th Grade Language Arts/Reading & HR Religion			

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 -St. John Parish Stewardship Program. 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 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.

ARTICLE II

PURPOSE/MISSION

Section 1: The SJE Advisory Board has been established to advise the principal and pastor in promoting the school mission, Catholic identity, quality and high achievement of all of our students. The board is advisory to the principal of the school and the Pastor of the church in that the board cannot act on behalf of, nor make decisions that are binding of, SJE without approval from the Principal and the Pastor.

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.
- Fostering Catholic identity and education in our students as defined by the National Standards and Benchmarks for Effective Elementary and Secondary Catholic Schools ([NSBECS](#))

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, secretary, room parents and co-room parents representing each class K-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/elective teachers and parents on various school and parish related projects throughout the school year. These projects are listed as...

- Fundraisers
- Holy days of obligation celebrations and prayer services (i.e. Las Posadas, Our Lady of Guadalupe, Rosary, etc.)
- 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. 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 in grades 5-8 are the equivalent to a student council. The purpose 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 ambassador is the voice of the student body. Students who express interest must complete and submit an application and teacher reference(s). It is expected that student ambassadors attend monthly PLC meetings with the principal. Any student interested in becoming a student ambassador please see the principal.

4.00 ADMISSIONS INFORMATION

Mask wearing will be based on the current CDC/PCHD guidelines.

4.01 Admissions

The Diocese of Tucson encourages all its parishes that have schools to operate in a manner that makes a Catholic education available to all students whose parents sincerely seek a faith-based education for their children. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference should be given to Catholic students. Students should not be refused admission to Catholic schools based on gender, race, color, or ethnic origin.

a. Qualifying students and their parents/guardians should be welcomed to any Catholic school community provided they agree to support the school's mission and philosophy.

b. Enrolled families should be required to agree to abide by the educational policies and regulations of the Catholic school to which their children have been admitted. Students should not be penalized if parents/guardians fail to meet their financial commitment. These situations should be handled directly with parents/guardians.

c. Catholic and non-Catholic students should be required to agree to participate in religion classes and attend the religious celebrations conducted in the school.

d. Students with special needs may be admitted if the school can reasonably accommodate the student's needs consistent with the school environment and resources available under the following suggested conditions:

- Personal assessment of the student should be conducted by the school
- Any previous assessments conducted should be reviewed
- School records should be reviewed
- Appropriate school faculty and administration should consult regarding possible placement.
- Prior to admission, a Letter of Understanding should be provided to the parents/guardians by the school.

e. A student entering school, who is not fluent in English, should not be denied admission based solely on limited English language skills. However, appropriate assessment of the child's academic and language proficiency levels should be determined.

f. Per ARS 15-821, a student entering kindergarten must be five (5) years of age prior to September 1 of the current school year. A student entering the first grade must be six (6) years of age prior to September 1 of the current school year. However, schools may admit children who have not reached the required age if it is determined to be in the best interest of the child, provided the child reaches the required age by January 1 of the current school year.

g. Parents who wish to enroll their children in special programs outside the school campus (academic or otherwise) during the school day should be allowed to do so only after consultation with the principal. Such requests should be considered on a case-by-case basis; this type of enrollment should be determined by the school leadership.

h. Each Catholic school in the Diocese has the right to set its own admission criteria. The admission criteria for each school should be made public and clearly stated in the local parent/student handbook and family contract. These criteria should include:

- Admission and placement guidelines
 - A signed Family Commitment regarding tuition and fees
 - A signed FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION (USDA Food and Nutrition Service, USDA Free and Reduced Meals Application) or a signed Tuition Management application.
 - Conditional and Probationary Admissions
- i. If the student is transferring from another Catholic school, the registration should not be finalized, and the student should not be formally admitted until all previous school records have been received and reviewed. The school to which the student is transferring should request the transfer of records. When a student transfers from one Catholic school to another, the principal should also check with the previous Catholic school to ensure that all financial obligations were met prior to accepting the enrollment. (Appendix C-19: Request for Transfer of Student Records)
- j. Per ARS 15-802:
- 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 their local 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-20: Sample Pima County Affidavit)

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 an 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

- The Enrollment Packet is available in the school office. The packet 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. Registration is completed online through FACTS.
- 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, a school shall request directly from the pupil's previous school a certified copy of the pupil's record. The requesting school shall exercise due diligence in obtaining the copy of the SCHOOLS POLICY & PROCEDURE (REV. JULY 2021) 37 record requested. **Notwithstanding any financial debt owed by the pupil, any school requested to forward a copy of a transferring pupil's record to the new school shall comply and forward the 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. (Private Schools in Pima County)
- 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 ensure 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/guardians have an opportunity to be heard regarding the content of their child's records to ensure that the record is accurate. Parents/guardians 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 the 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 FACTS. 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 the 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.

1. Parents will enroll in FACTS during their child's enrollment process.
2. All children must be registered in Renweb and Facts before starting the first day of the school year.
3. If parents need help in setting up their payment plan, schedule an appointment with the Scholarship Manager or call the office for assistance.
4. If parents do not want to enroll in FACTS, they must pay in one lump sum payment in our office prior to the start of the school year.
5. Parents will receive an invoice on the 1st of each month to pay tuition, cafeteria and aftercare.
6. Payments for cafeteria and aftercare will be due on the 11th of each month. Tuition payments will be due on the 5th or the 20th of each month, as established by the parents when they created the payment plan in FACTS.
7. It is the responsibility of the parents to contact the Scholarship Manager to make alternative arrangements.

5.02 FACTS MANAGEMENT

Steps for enrollment in Renweb and Facts:

1. Go to the FACTS website <https://factsmgt.com> and got to Family log in and click on the FACTS Family portal.
2. If you are a new parent Create New Family Portal Account, then log in with you new account. District Code **SJE-AZ**.
3. Click on Enrollment-Reenrollment to start the process.
4. Follow each page to continue and complete each section.
5. When you get to the "Payment Plan & Billing" Click on it to set up the payment plan, you will be transfer to FACTS to start with payment plan process.
6. Select the current school year. Click on the "Begin" Button.
7. Follow each page to continue and complete each section.
8. Agree to the payment plan and finalize your plan by returning from FACTS to Renweb to finish your enrollment process.

5.03 Scholarships (New Student)

- Once a student is approved for enrollment, parents will meet with the Scholarship Manager to determine their financial need and for which scholarships the parents will apply.
- New Parents will apply for all the 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 online 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 2022-2023 school year will be \$6,600 per student.

We want to emphasize that families are responsible for the full tuition amount. This requires that families apply for all scholarships recommended by the tuition office 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 \$5,600 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.

$$\text{\$6,600.00} - \text{\$5,600.00} = \text{\$1,000.00} / 10 = \text{\$100.00}$$

- 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 Scholarship Manager to discuss their tuition and review which scholarships to complete at the same time. Although an appointment is preferred, if the 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 Scholarship Manager to file and the amount of the parent commitment will be documented in the Smart sheet.
- After signing the contract, it is necessary that a staff from our office will setup the payment in FACTS as the payment plan was set up by the parent. It is also necessary that they begin to complete all recommended scholarship applications, which will supplement the portion of the tuition they are not able to pay. Failing to apply for recommended scholarships, keep up with payments, and/or pay off all remaining balances may result in the family not being able to re-enroll their child for the following school year. St. John School is funded by tuition paid, which is a combination of family payments and scholarship awards. Families must do their part to ensure that the full amount of tuition is paid in full by keeping up with payments AND applying for all scholarships. This helps ensure that the school continues to serve its students for many years to come.

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 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 Scholarship Manager to discuss payment alternatives. That hardship must be documented by the Scholarship Manager, and reviewed by the Business Manager, 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 with the family on the actions necessary to complete the withdrawal process per department.

- Office Manager (*to complete withdrawal paperwork*)
- Scholarship Manager/Bookkeeper (*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 FACTS SIS)*

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)*
- Scholarship 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.

Per Diocese of Tucson policy, diplomas/transition certificates may be withheld until students and/or their parents satisfy their educational, financial, and disciplinary obligations to the school; however, under such circumstances, it is not advisable to withhold student record transcripts if such a request is made from a transferring institution.

5.07 Service hours

Service hours commitment per family is 12.5 hours per quarter. 50 hours per year. Service hours must be completed by the end of the school year. Hours need to be turned in on a monthly basis, and will be checked at the end of each quarter. Service hours will be billed at the end of each quarter for any hours not completed during that quarter in the amount of \$10 per hour.

1. Completion of the Application for Ministry & Volunteer Service form at diocesetucson.org
2. Consulting with the School Compliance Officer regarding current diocesan Safe Environment requirements. (Call to Protect,)
 - Checking of references
 - Must be clear for fingerprint and complete CMG Safe Environment Training
 - Screening to determine that the person is an appropriate volunteer through an interview and/or reference checks.
 - Fingerprinting and a criminal history and background check according to diocesan guidelines.
3. Minimal orientation and training in:
 - Confidentiality.
 - Discipline policy.
 - Student supervision.
 - Safety procedures.
 - Classroom procedures.
 - Health office guidelines.
 - First aid procedures, if applicable.
 - OSHA regulations.
 - Child Safety Plan.
 - Crisis Response Plan.
 - Mandatory Reporting Law.

All parents are required to volunteer 50 hours per family in the school year. Relatives who have completed the safe environment requirements can fulfill hours if parent(s) are unable to due to personal or work conflicts. The teacher and office staff must be notified by the parent(s) if this is the case. Parents can fulfill service hours in a number of ways:

1. Donations: Every \$10.00 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 FACTS: www.factsmgt.com

- Click on the “Parents Log in” button and then click on FACTS Family Portal to log in
- 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 \$10.00 spent)
- Note: school supplies

2. Off-Campus volunteer hours: Parents may coordinate with classroom teachers 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. 4 out of the 50 hours are required for morning drop off duty between the hours of 7:00-8:00 am, which is one hour per quarter commitment for the school year. Relatives that have fingerprint clearance and are within compliance are eligible to complete the volunteer hours on the morning drop off that will count towards the family’s service hours.

5.08 Diocesan Compliance Procedures

The Diocese of Tucson policy, which has been adopted by the Parishes and schools, including St. John the Evangelist Catholic School states that all volunteers, regardless of the level of responsibility or risk, must go through the Safe Environment Program which includes a criminal history background check prior to acceptance as a volunteer

All volunteers are classified as Class A high responsibility/risk because they have or at some point may have independent access to or influence over minors or vulnerable adults.

To assist volunteers/visitors in understanding the volunteer/visitor positions, the following examples are provided:

Class A Volunteers/Visitors
Classroom volunteers
Field trip drivers
Field trip volunteers
Extracurricular mentors/coaches
School guard/parking lot attendants
Lunch servers
Sports game drivers
Room Parent
Fundraiser helpers
Office volunteers
Picture day volunteer

The process to obtain a Class A clearance is as follows:

SCREENING, TRAINING AND CLEARANCE FOR ALL VOLUNTEERS

In the Diocese of Tucson and at St. John the Evangelist Catholic School, all volunteers are classified as High Risk and must complete all three (3) segments of the Safe Environment Program (SEP).

●The three segments are a). Applicant Tracking and Screening. All volunteers must submit an online application via the Applicant Tracking System at the Diocese of Tucson Employment/ Volunteer Opportunities web page:<https://www.diocesetucson.org/human-resources/employment-opportunities/>.

b). Safe Environment Training and c). Criminal History, Background Checks and Fingerprints.

●Upon successful completion of all three (3) segments by the participant, the Diocese of Tucson Human Resources Office will issue a clearance memo to St. John the Evangelist Catholic School for the participant.

5.09 Extended Learning Program (ELP)

Beforecare and Aftercare will be provided by school personnel.

Reservation is required on a monthly basis through an email to our ELP Director. A limited number of students per classroom in accordance to the social distancing CDC/PCHD guidelines and campus capacity.

Program Description

So much more than just “Before Care and 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 breakfast(if the parent does not qualify for free lunch, breakfast will be charge the following month) before school and healthy free snack after school, The ELP’s Blended Learning Initiative builds skills in: geometry; algebraic thinking; measurement and data; reading fluency; and vocabulary acquisition. students may use their own chromebooks with the software to the areas they need to improve the most., Enrichment activities: STEM, arts, physical recreation and time for homework.

- The charge for aftercare will be \$7.00 for the day.
- Before Care students will be signed in by a parent or guardian from 6:45 am to 7:30 am.
- Students will be released to the patio by the ELP personnel at 7:30 am.
- For Aftercare students will be signed in by a classroom teacher grades K-4th at 2:50pm and from 5th -8th at 3:05 pm on Monday, Tuesday, Thursday and Friday. Students will be signed in by a classroom teacher.
- On Wednesdays, grades K-4th at 12:15pm; Grades 5th to 8th at 12:25 pm.
- 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 \$7.00 per student, per day.
- ELP hours are as follows:
 - Beforecare:
 - Monday- Friday from: 6:45 am to 7:30 am
 - Aftercare
 - Monday, Tuesday, Thursday and Friday 2:45pm-6:00pm
 - Wednesday 12:00pm-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 \$7.00).
- 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

IN-PERSON LEARNING: K-8 classes and instruction will be held on campus. Students benefit from in-person learning. Therefore, safely returning to in-person instruction is a priority. The scenario can change (i.e. distance learning or hybrid) based on COVID-19 trends and numbers.

6.01 Parking Lot and Drop-Off / Pick-Up Guidelines

Mask wearing will be based on the current CDC/PCHD guidelines.

Specific protocols and procedures are established for picking up students. They are as follows:

- **Drop-Off:**
 - Parents are to drive and drop off their children without exiting their vehicles. Students who choose to get breakfast will enter through the cafeteria. Students who choose not to get breakfast will enter through the Eagle Gate.
 - Parents who have multiple children are to drop them off at the oldest child's arrival time. Older siblings will wait and eat breakfast in the cafeteria and/or ramada depending on the weather until it is time for them to go to class. **(gr. 5-8 in class at 7:40am and gr. K-4 in class at 7:50am).**
 - Students will get their breakfast upon arrival in the cafeteria. Breakfast is to be eaten in the cafeteria. Students who arrive late will take their breakfast to go and eat it in their classroom.
 - Students are responsible for cleaning up their own mess after they finish eating.
- **Pick-Up:**
 - Parents can park in the north lot facing the cafeteria, church and faculty parking lot and on 14th Ave. Enter through the God In All Things Gate on the east side of the campus next to the school office and EXIT through the Eagle gate on the north side of the campus facing the playground. Parents or adults (19 years or older) who are cleared to pick up students must show the QR card, via digital or hard copy, to the homeroom teacher. Anyone 18 years or under is not authorized to pick up students. Parents and Guardians are responsible for the distribution of the QR Code files and images to authorized individuals. Please follow the directions provided for your Android ([English](#) and [Spanish](#)) or iPhone ([English](#) and [Spanish](#)). The homeroom teacher will scan the QR card.
 - Dismissal time by grade levels -. **(Mon., Tues., Thurs. & Fri. gr. 5-8 2:55pm and gr. K-4 2:35pm). Wednesday's dismissal for grades K-4 is at 12:00pm & grades 5-8 is at 12:30pm.**
 - Parents who have multiple children are to pick up their children at the oldest child's dismissal time.
 - The 14th Ave gate will be open at 2:35pm and closed at 3:15pm on Monday, Tuesday, Thursday and Friday.
 - The 14th Ave gate will be open at 12:00pm and closed at 12:50pm on Wednesdays.
 - This procedure applies to rainy days.

6.01A School Day Distance & Hybrid Learning Contingency Plan

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**. All students, staff and visitors are to adhere to the CDC/PCHD guidelines for wearing masks. **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 are scheduled for 2:30pm-4:00pm. On Wednesdays, school ends at 12:30p.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.

In the case that the school will transition to distance learning, 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 **8:00am to 2:30 pm on Monday, Tuesday, Thursday, Friday; 8:00 to 12:30 pm on Wednesday.**
- Opportunities for parent/teacher communication will be available through office hours, appointments and conferences via phone, Zoom and/or Google Meets. The teacher should be the first point of contact.

- Language and technology skills should not be a barrier for communication. Bilingual teachers and staff will serve as parent support for translation, troubleshooting and navigation of digital tools (i.e. Google Classroom, Razkids, SeeSaw, etc.) by the request of the parent and/or teacher.
- 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 Chromebook 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 schedule 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.

6.02 Absenteeism

At SJE, instructional time is viewed as a valuable means for students to learn. Consequently chronic absences are 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 notify the teacher(s) and school via phone call at 624-3865 or email the attendance clerk when their child is absent. Be prepared to tell the office the reason for the absence. 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 provided to the school office as an excused absence.
- 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 extracurricular 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 illness or 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. Makeup work will be at the teacher's discretion based on the number of days absent.

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 and teacher(s) that states the date of possible return. It is the parent's responsibility to request that assignments and homework be picked up from the school office or accessed in Google Classroom. 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 tests to a student who has unexcused absences. Makeup work will be at the teacher's discretion based on the number of days absent. Students who are not present at the parent/teacher conferences are marked absent since it is required that all students are present with their parents/guardians.

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/ guardians 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 an email explaining the reason a child will be absent for part of the school day. Parents must “Sign Out” the child at the office before leaving school and “Sign In” when returning to school. Not providing a doctor’s note is deemed as an unexcused absence.

6.08 Disciplinary Actions due to Excessive Absences

Arizona Law: *Under Arizona law, all children between six and sixteen years of age must be provided with instruction at minimum in the subjects of reading, grammar, mathematics, social studies, and science (A.R.S. § 15-802(A)). As a general rule, every child who is between six and sixteen years of age must attend and be physically present in school whenever school is in session (A.R.S. § 15-803(A)). However, several exceptions exist.*

Chronic absences can have a negative impact on the student’s academic growth and progress.

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:

The number of unexcused absences to school	Actions
3 rd absence within a quarter	Step 1: Student/Parent Conference with the teacher(s) to discuss the unexcused absences.
5 th absence within a quarter	Step 2: Attendance Contract will be a Student/Parent Conference with the teacher(s) where “Intervention” is initiated and implemented.
8 th or more absences 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.

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. Chronic absences and/or tardy can possibly result in the loss of certain scholarships.

6.10 Tardy Procedures

- The Eagle Gate entrance will be closed at 7:40am. Students will enter the school through the cafeteria after 7:40am. Students in grades 5th-8th will be considered late if they are not in their classrooms by 7:40am. Students in grades K-4th are considered late if they are not in their classrooms by 7:50am. Parents/Guardians must sign in the student(s) at the cafeteria if they arrive before 8:05am. Parents/guardians must enter through the school office and sign in their child after 8:05am. See the drop off scheduled times for grade levels (6.01). It is the parent’s responsibility to walk their child to the cafeteria or school office where they will sign in the student.
- A tardy is excusable under the following circumstances: 1) Non-medically related appointments with reason for tardy communicated to the child's teacher or office personnel. 2) Student has a doctor/dentist appointment and/or illness. **In this case, the 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 Tardy

Arizona Law: *Ten (10) unexcused tardies (during a nine-week period) shall count as an unexcused absence. Each tardy thereafter will also count as an unexcused absence.*

Chronic tardiness can have a negative impact on the student’s academic growth and progress.

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

The number of tardiness to school	Actions
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3rd tardy within a quarter	Step 1 Student/Parent Conference with the teacher(s) to discuss the unexcused absences.
5 th tardy	Step 2 Attendance Contract will be a Student/Parent Conference with the teacher(s) where “Intervention” is initiated and implemented.
8 th tardy	Step 3 of the Tardy Contract will initiate “Dismissed and/or Retention” from school and will be able to re-enroll the following school year or under the discretion of administration.
The Principal has 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 or to walk home from school. Parents are also required to sign out students during pick up times via QR card (hard copy or electronic).

7.01 Dismissal Procedures

Mask wearing will be based on the current CDC/PCHD guidelines. Specific protocols and procedures are established for picking up students. They are as follows:

- Parents or guardians are required to sign his/her child out using the QR Code at the dismissal time. Refer to the Pick Up procedure (6.01).
- 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. Two QR cards and electronic copy are provided per family. There is a \$5.00 fee for additional or replacement per QR card.
- Parents are discouraged from being tardy during dismissal. All students will be signed in to the Extended Learning Program (ELP) in the designated rooms assigned by the school. After 15 minutes of signing in students, parents will need to sign out his/her child from ELP and will be charged a daily fee of \$7.00.
- Students who are eligible and are enrolled in Sports (Volleyball, Basketball, and/or Track and Field) will be released by their coaches during dismissal.
- Students who are eligible and are enrolled in Title I after school tutoring will be released by their tutors from the classrooms. Parents/guardians must sign out the students.
- Teachers are required to notify ELP and office staff and parents/guardians 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 and written permission from the parent/guardian.
- 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

Per Covid-19 School Mitigation Plan

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

- The only access to the school from 8:15am – 3:00p.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 staff will deliver 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 and are in good standing with the Diocese of Tucson. 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

Mask wearing will be based on the current CDC/PCHD guidelines.

- NOTE: Per Covid-19 remote or hybrid learning, assemblies will be pre-recorded by the principal for Mondays and Fridays. Teachers will play the assembly video to their class.
- Parents who remain on campus to volunteer on the school site during school hours must be cleared by the Diocese of Tucson.
- Parents who are cleared must sign in first at the school office. Parents must wear a SJE visitor's badge for the whole duration while on school grounds.
- Parents may not confront students on any behavioral or disciplinary issues, but are responsible for notifying school personnel of the incident.
- 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 PCHD 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 Backpack 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 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 lockdown 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 lockdown 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 canceled. 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/guardian 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, parents/guardians and faculty. We encourage 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 infectious 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.

9.00 RELIGIOUS FORMATION

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

The religious program of St. John the Evangelist Catholic 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 and Family Life for grades 5-8. 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

Circle of Grace is implemented in grades K-8. It is 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 and is reinforced at Mass, Adoration, retreats and prayer services. 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 teachers, students (K-2, 3-5, and 6-8) and their families participate monthly in a Family Mass on Sunday at 10:00 a.m..

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 Saturday Vigil Mass or Sunday. Please note that the weekly school Mass does not exempt our obligation to attend Mass on Saturday Vigil and Sunday. 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 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.

50% 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. Teachers will provide reflection and discussion questions about the scripture readings Saturday Vigil and Sunday Mass to their students at the beginning of the week.

- 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 or Christian 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 to wait until the next school year and/or until the family demonstrates commitment. Extraordinary circumstances must be consulted with the pastor.

9.06 Student Liturgical Ministers

Students in 5th – 8th 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 7:40 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 School-Wide Learning Expectations (SLE), Root Beliefs and Catholic virtues.

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 presentation 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 presentation, 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 3rd grade and have not made the Sacrament of the Eucharist may be eligible the following year.
- Students in 4th-7th grades who have not yet made the Sacrament of the Eucharist will attend Sacramental preparation classes after school through the CCD program. Parents are to contact the Religious Education Director (DRE) to register their child.
- Parents may contact the homeroom teachers and the Sacramental Coordinator 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

- 8th grade students will be making the Sacrament of Confirmation.
- Preparation for the Sacrament of Confirmation begins in the 7th grade.
- Students must attend a retreat in preparation for the reception of the sacraments.
- 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 two mandatory informational meetings 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.
- Parents may contact the homeroom teachers and the Sacramental Coordinator for assistance in sacramental preparation.

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. Children learn through actions and not words alone. 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 Saturday Vigil or 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 Parish Office or RCIA (Rite of Christian Initiation of Adults) 520-624-7409.

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, prayers and other grade appropriate projects.

10.00 ACADEMIC INFORMATION

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 8th grade. Self-contained classes are kindergarten - 4th grade. Students in Kindergarten through 4th grade have one primary teacher with support staff for electives. Grades 5-8 are departmentalized. Students in 5th – 6th grade change classrooms to receive instruction from two teachers who teach 3 subjects. In addition, 5th and 6th grade have electives with another 3-4 different faculty members. Lastly, junior high school students rotate among 4 teachers who specialize in different content areas.

10.03 Student Classroom Placements

SJE has double grades in Kindergarten through 8th 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.

“Young people of the third millennium must be a source of energy and leadership in our Church and our nation. Therefore, we must provide young people with an academically rigorous and doctrinally sound program of education and faith formation designed to strengthen their union with Christ and his Church... Catholic schools, [in the Diocese of Tucson]. provide young people with sound Church teaching through a broad-based curriculum, where faith and culture are intertwined in all areas of a school’s life. By equipping our young people with a sound education, rooted in the Gospel message, the Person of Jesus Christ, and rich in the cherished traditions and liturgical practices of our faith, we ensure that they have the foundation to live morally and uprightly in our complex modern world.” (Renewing our Commitment to Catholic Elementary & Secondary Schools in the Third Millennium, Washington, DC; USCCB, 2005)

The curriculum 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 rd Grade (RCL Benziger) RCL Benziger Family Life (gr. 5-8)	Religion (Be My Disciples) Sacrament Preparation for 8th Grade (Ascension Press:Chosen Confirmation & Venture) RCL Benziger Family Life (gr. 5-8)
Language Arts (SuperKids Program & MobyMax) <ul style="list-style-type: none"> • Reading • Language Usage/ Writing • Phonics/ Spelling • Handwriting 	Language Arts (Reading A-Z & MobyMax) <ul style="list-style-type: none"> • Reading (Learning A-Z/Raz-Kids) • Language Usage/ Writing • Vocabulary • Spelling (K-12 Reader) • Handwriting (Zaner-Bloser) 	Language Arts/ELA <ul style="list-style-type: none"> • Reading (Edgenuity/Mypath, Novel Study) • Language Usage/ Writing • Vocabulary
Mathematics (Everyday Mathematics 4)	Mathematics (Everyday Mathematics 4)	Mathematics (Glencoe Math)
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 (Glencoe & Edgenuity)
Social Studies (Studies Weekly)	Social Studies (Studies Weekly)	Social Studies (Studies Weekly & Edgenuity)

Electives	Electives	Electives
<ul style="list-style-type: none"> Physical Education Dance Music 	<ul style="list-style-type: none"> Physical Education Dance Music Mariachi (Gr.5-8) 	<ul style="list-style-type: none"> Physical Education Dance Music Mariachi (Gr.5-8)

10.05 Grading

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

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

4 - Excellent 3 – Satisfactory 2 - Improvement Needed 1 – 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 & Little Quality	D+ 69-67, D 66-64, D – 63-60
F = No Mastery & 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 (Saint-Fortitude, Stewart-Justice, Scholar-Prudence, Service-Temperance)

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

10.07 Class Weights in Final Grade for Grades 1-8

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

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

10.08 Homework

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 st grade	10-20 minutes
2 nd grade	20-30 minutes
3 rd grade	30-40 minutes
4 th grade	40-50 minutes

5 th grade	50-60 minutes
6 th grade	60-70 minutes
7 th grade	70-80 minutes
8 th grade	80-90 minutes

- Parents will need to provide students access to Chromebook to log in to educational sites monitored by the

school. Parents should notify the teacher immediately if his/her child does not have access to the 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(s). Teachers are not obligated to give full 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/Guardians are responsible for checking the status of their child/children's class and homework via Google Classroom, SeeSaw, and packets. Parents/Guardians may write comments to the teacher on the platform mentioned or via email especially if the child is showing signs of frustration. Parents must be aware when their child/children become frustrated with his/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/Guardians should consult with the child's teacher for additional resources.
- Parents/Guardians 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.
- Appropriate consequences will be given to students who habitually do not complete homework. In this case, the student will be placed on an academic contract. Parents will be notified and a conference with the teacher(s) and/or with the CARE team as needed.

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, 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/guardians regularly through a school's School Information Systems (FactsSIS). Parents/guardians have access to their children's grades and assignments via their own login account. 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. Teachers will contact parents to create an Academic Improvement Plan which may consist of mandatory tutoring, classroom interventions, check-ins with teachers and the Interventionist, and weekly progress reports until the grade improves. Teachers have the primary responsibility to confer with the parents/ guardians about the progress of their children. 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/ guardians. (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/ guardians. 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/guardians of each student for the purpose of discussing the student's development and progress in school. The student is required to be present

for all or part of the conference. Check the school calendar for parent-teacher conference dates usually following the first quarter. These fall conferences are in a remote setting unless it is requested to meet in person by the parents/guardians. These conferences involve the teacher(s), parent(s), and student. Parents are encouraged to 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.

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 compared 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

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 8th grade three times a year (Fall, Winter, and Spring). The MAP assessments are computer adaptive achievement tests in Mathematics, Reading and Language Arts that are 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 synced to software tools like MobyMax and Edgenuity 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 conferences. This information is important because strengths and areas of growth are identified.
2. **ARK:** The Assessment of Religious Knowledge test measures knowledge of the Catholic faith as well as beliefs, behaviors, attitudes and practices of the Catholic faith in 2nd-12th grade. ARK is based upon the Catechism of the Catholic Church -United States Conference of Catholic Bishops (USCCB). The diocese measures religious knowledge through use of the Assessment of Religious Knowledge (ARK).
3. **DIBELS:** Dynamic Indicators of Basic Early Literacy Skills is a set of procedures and measures for assessing the acquisition of literacy skills. They are designed to be short (one minute) fluency measures that can be used to regularly detect risk and monitor the development of early literacy and early reading skills in kindergarten through eighth grade.

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 computer screen or allows another student to look at theirs.
 - Fails to keep his or her eyes on their own paper or computer screen.
 - Has in possession or on their person, notes or information pertaining to the test without the teacher's permission.
 - Leaves notes or other materials exposed within sight.

3. Test Taking Following an Absence

Teachers give advance 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 within 48 hours. Teachers are not obligated to provide make-up tests for unexcused absences or tardiness.

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, weekly newsletter, FACTSIS text message 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

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher or staff should first attempt to address the concern with the teacher or staff. 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

In the case of a Covid 19 Pandemic, guidelines were created to support the technology use policy highlighting expectations and procedures for the on campus, hybrid and distance learning environment.

To help prepare our students for high school and college, St. John the Evangelist Catholic School asks that all students come prepared with a Chromebook in good working order. This device will be used in class, required for MAP testing and become increasingly important with each year. Access to the network and online resources are monitored, with no expectation of privacy. 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 may 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.
- Students will not engage in activities on any social media platforms that are in conflict to the policies and practices outlined in the parent/student handbook.

10.20 Other Electronic Devices

Any mobile or electronic device 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 and the responsibility of the student, if they are lost or stolen.

10.21 Off-Campus Trips

In the case of a Covid 19 Pandemic, all field trips will be suspended. Virtual or mobile 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. Per Diocese of Tucson policy, adequate transportation. HB 2154 requires children between ages 5-8 who are not taller than 4'9" to be properly restrained in a child booster seat. (Appendix D-15, Field Trip-Driver Information Form; D14, Driver's Compliance Checklist; Diocese of Tucson Risk Management Manual; Arizona HB 2154

§ **Volunteers who transport others**, especially those who transport minors, must have successfully completed a motor vehicle check in addition to the criminal history check.

- At minimum, drivers should produce evidence of a valid driver's license and insurance.

Volunteers can complete the motor vehicle check by logging into their Diocese of Tucson CMG Connect account and completing the Defensive Driving Training and Motor Vehicle Report.

- Upon successful completion, the Diocese of Tucson HR Office will issue a motor vehicle clearance memo.

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.
- Drivers may not be alone in a vehicle with a single minor who is not their own child
- Drivers must be at least 25 years old, have a clean driving record for the past three years, possess a valid Arizona driver license (A.R.S. 28-3001, et seq.), and have current and valid Arizona automobile insurance with limits of coverage as recommended by the Diocese.
- Drivers must submit to the School a completed Annual Driver Information & Consent Form, (see Vehicles owned by Employee or Volunteer Diocese of Tucson Risk Management Manual
- Drivers shall not use 15-passenger vans or any vehicle with a chassis designed for 15- passengers to transport students
- The school must keep on file a copy of the drivers' driver licenses and proof of current automobile insurance, and a current and completed Annual Driver Information & Consent Form.
- A first aid kit and emergency forms 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 must provide transportation to all field trips and adequate transportation.
- Parents/Guardians who volunteer to drive students and chaperone on field trips must be cleared and have all pertinent documents on file prior to the scheduled field trip: parent driver form, copy of driver's license, proof of insurance, completed attestation of the Diocesan Code of Conduct, CMG safe environment training 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 and back to school. 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 a school uniform. Any changes must be approved by the school principal.
- Parents are required to follow the school's dress code of modesty.

11.00 PROMOTION/ RETENTION / GRADUATION

In the case of a Covid 19 Pandemic, promotion Mass and ceremony are adhered to according to the CDC and Diocese of Tucson guidelines.

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

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), CARE team 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), CARE team 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 end of the second semester. A written summary of this conference should be kept in the student's records via FACTSIS.
- 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 marked as placed, not promoted, 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

The promotion of 8th grade students is 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 ceremony which recognizes the unique value of the Catholic education just completed. Eighth grade parents with PTO support help prepare the refreshments and decorations for the eighth grade students before the promotion ceremony and celebration.

Students and parents of students who are at risk of not being promoted should be notified in writing no later than the beginning of the second semester and placed on a probationary contract. Certificates may be withheld until students or their parents/guardians meet their educational, financial, and disciplinary obligations to the school. Participation in the promotion Mass and ceremony 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 the 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 prospective 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 and with the incorporation of the Root Beliefs. In addition, students are recognized quarterly for demonstrating our SJE SLE's. Parents will be notified when these assemblies will take place. *Awards will be modified based on CDC/PCHD Covid-19 guidelines.*

11.08 Kindergarten Promotion Ceremony

The promotion of 8th grade students is to be kept appropriately simple and inexpensive. 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

Ceremony will be modified based on CDC/PCHD Covid-19 guidelines.

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 ensures 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 the 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 the 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

In the case of Covid 19 Pandemic, PBIS should align with CDC and PCHD 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"> ● Conserve, paper, water & soap ● Report problems to an adult ● Always flush ● In and out don't shout ● Return to class promptly and quietly ● Wash hands with soap ● Help keep restroom clean ● Honor privacy ● Place all trash in garbage can 	<ul style="list-style-type: none"> ● Eat your own food ● Report spills to an adult ● Raise your hand to leave the table ● Use your restaurant voice ● Eat lunch in a timely manner ● Practice good manners ● Wait patiently in your seat to be dismissed ● Walk in strong lines at all times ● Say please and thank you ● Leave area clean for next class ● Empty and return trays and utensils ● Take pride in school appearance & property 	<ul style="list-style-type: none"> ● Use appropriate language ● Use stairs and ramps ● When under Ramada, please walk ● Maintain a respectful voice volume ● Walk to destination in a calm manner ● Respond to whistle immediately ● Sit properly on table benches ● Stage for performance and elective use only ● Drink from fountain responsibly ● Grotto for prayer and assembly use only ● Respect school and personal property ● Listen to all adults ● Keep rocks in rock bed ● Place all trash in garbage cans 	<ul style="list-style-type: none"> ● Report problems to teacher, monitor or security ● Ask an adult to use restroom ● Maintain boundaries & perimeter when P.E. in session ● Maintain strong lines to and from playground ● Use equipment properly ● Follow all safety and game rules ● Line up quickly at first whistle ● Use appropriate language at all times ● Honor personal space ● Solve problems using kind words ● Include others in games and activities ● Respect all adults and peers on playground ● Take turns and share equipment ● Pick up trash and return equipment 	<ul style="list-style-type: none"> ● Maintain 0 voice level ● Walk at all times ● Walk directly to destination ● Stay on sidewalk ● Strong lines ● Have your pass ● Respect school and personal property ● Greet others ● Place all trash in garbage cans ● Keep walkways uncluttered 	<ul style="list-style-type: none"> ● Bless yourself before entering and exiting ● Walk reverently to and from altar ● Actively Listen to all parts of the Liturgy ● Kneel with good posture ● Remain kneeling until Tabernacle closed ● Enter and Exit at Level 0 ● When entering pew, kneel and pray ● Recite all prayers and responses ● Genuflect facing the altar ● Bow to Jesus when receiving the Eucharist or Blessing ● Sing all hymn/songs ● Participate joyfully ● Clap appropriately when it is time to celebrate ● Place kneelers down silently 	<ul style="list-style-type: none"> ● Look and listen to speaker/s ● Level 0 during performances and instruction ● Be on time ● Strong lines ● Fully participate when appropriate ● Respond and applaud appropriately ● Respect personal space ● Gravel is a sacred space, please wait to be invited
	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 parents 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 parents/guardians 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/guardians must notify the teacher and principal to report offenses, misconduct or threats to the physical, moral,

and spiritual welfare of students. Parents/guardians 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/guardians 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 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 prohibit harassment of its students and faculty by any person and in any form. Per Diocese of Tucson policy, Harassment, including bullying, hazing, intimidation, on the basis of race, color, religion, gender, national origin, age, disability, or for initiation into memberships, or anything which constitutes teasing/taunting consistently, 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:

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment.
- Has the purpose or effect of unreasonably interfering with a student's academic performance.
- Otherwise adversely affects a student's academic opportunities.

- **Abuse of Teachers** - The Diocese of Tucson and St. John School policies incorporate the following Arizona Statutes:
 - a. Arizona Statute 13-2911 (D) states that schools shall adopt rules for maintenance of public order on all property.
 - c. Arizona Statute 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 Statute 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, teachers 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. A school cannot take corrective measures to remedy the situation of harassment unless it has been informed of such an event. Any student in the Catholic schools of the Diocese of Tucson who believes that he/she has been or is a victim of harassment/bullying, should immediately report the matter to the appropriate school authority. Parents and/or guardians must submit a written report to school administration if reported outside the school setting. Each complaint will be fully investigated individually. At its sole discretion, the school may take interim action (e.g., suspension) pending a full investigation and resolution. All matters will be held in confidence.

- 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 and parents/guardians after the first offense. A second false claim will result in a phone call to parents, counseling, and suspension. Repeat offenders will face 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

and/or teacher(s) 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 the 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.
 - Students or employees who have 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. 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 the 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.
- Parents/guardians 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;
- 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 an 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. 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 is sent to the health office with symptoms of extreme discomfort, fever, vomiting, or an injury that may need medical attention, the parent or the parent's designated person must pick up the child as soon as possible.

14.01 Emergency Card Information

An Emergency Information Form is required annually and is to be completed at the beginning of each school year. Although your information may not change from year to year, the form must be completely filled out in its entirety for each student. This card will indicate adults who are authorized by the parents to pick up his/her child. **A child will not be released to anyone who has not been designated on the emergency card.**

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 is unable to contact you due to invalid or disconnected contact information, 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 any chronic conditions such as Asthma, Severe allergies, Frequent nosebleeds, Migraines, ADHD, Diabetes, or Hypoglycemia. Also any specific medical problems like Congenital problems (birth defects), any hospitalizations, any surgeries, any previous serious communicable diseases such as Meningitis, Rheumatic fever, Whooping cough.

In addition, any student with a condition that can be identified with a medical bracelet should 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

According to Diocesan policy, all students are required to have a Health History Form completed at or before the beginning of the school year. Forms are available in the school office or health office.

14.03 Physical Examination

A well-child check is recommended annually for all students. If your child will be participating in any sports program, a complete physical exam is required. Physical Exams are only valid for one year. Physical forms are available in the school office or the physician can provide a printed dictated physical office note that can be submitted to the health office.

If a student is unable to participate in routine P.E. classes at school the parents must obtain a written exemption from the student's physician in order for that student to be exempt.

14.04 Health Screening

According to Arizona School Law and Diocesan Guidelines each school child must have an annual hearing screening. Although it is not mandated by Arizona law, it is recommended for students to have an annual vision screening. Both screenings are done as an evaluation to provide appropriate intervention. It is not intended to take the place of an annual complete hearing or vision examination done by the student's physician. A referral will be sent home to the parent/guardian if a student shows potential problems with either screening. We ask that the child follows up with a medical provider and returns the provided referral back to the school's health office with the exam findings/results.

14.05 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.

14.06 Medical Appointments

Early dismissal for medical and dental appointments are excused when a doctor's note 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/ guardians 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.

14.07 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 parent/ guardian, health clerk, 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.

14.08 Medication Policy

St John the Evangelist School adheres to the Diocesan Medication Policy (Policy #5250) which has been put in place for the health and safety of all students. When it is essential for a student to take medication to remain in school, the following requirements must be met:

- **No loose pills in baggies, envelopes, or other containers will be allowed.**
- All prescription medications that are to be given to a student at school must have:
 - a licensed medical provider's written order and
 - a separate "Parent's Consent for Giving Medication" form per medication.
- All prescription medication must be turned in with a medical order to the Health Office by the parent/guardian in the original pharmacy container, labeled with the child's name, date, name of medication, dosage, directions, prescription number, and the prescriber's name. (If medication samples are given by the medical provider, they must be accompanied by that provider's written order, containing complete administration information).
- Each non-prescription/over-the-counter medication must be in the original, unopened container, labeled with the student's name and instructions for use.
- **Students are not permitted to have medications in their possession**--with the exception of inhalers or EpiPens, (with a written Action Plan provided by the child's physician)
- If any change in dose or frequency of a daily medication given at school must be notified in writing.

14.09 Sick Children/Communicable Disease

One of the most common issues parents of school-age children contend with is when a child complains of not feeling well and deciding if the child should stay home. For example, allergy symptoms could cause coughing, sneezing, shortness of breath, stomach ache and vomiting or diarrhea which are also some symptoms of Covid. Unfortunately, the Health Clerk is unable to determine if the symptoms are related to Covid-19 or any other pediatric illness.

Please watch for early signs and symptoms in students and everyone in your household, which may include:

- Fever 100.4 or higher
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Rash
- New loss of taste or smell

If your child is exhibiting any of these symptoms, it is encouraged that you contact your healthcare provider or seek COVID-19 testing. [Free testing](#) is available through the Pima County Health Department. Then, please notify the school's front office as well.

If these symptoms appear while the child is at school, she/he will be excluded from the group setting and you will be called to pick him/her up.

Therefore, it is recommended that parents/guardians keep their child home for 10 days starting from the 1st day of symptoms or until they receive a negative Covid test when exhibiting any of the above symptoms.

COVID-19 is a respiratory illness that spreads through coughing, sneezing, and contact with nasal secretions (snot), mucus or saliva from the mouth or throat of an infected person.

We ask that you check your child's temperature and symptoms daily before bringing them to school. It is extremely important that you DO NOT bring your child to school if they are sick.

updated recommendations for K-12 schools

14.10 Other reasons for school absence:

Pink Eye: The child should be on antibiotic drops for 24 hours before returning to school.

Earache and Toothache: Consult your doctor.

Head 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.

14.11 Accidents/ Emergency Care

Accidental injuries are handled in various ways, depending on the nature and severity of the injury. Minor bumps, bruises, cuts, scrapes, are treated in the health office where the health clerk 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. Possible sprains can often be managed at school, but those beyond the most minor will merit an informational call to the parent.

In the event of an emergency, immediate and temporary first aid care will be 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.

If a child receives an injury which may need further medical attention--though not necessarily emergency care--depending on the situation, 911 or a parent will be called to pick up the child. Some examples are: cuts which may need stitches, potential broken bones, possible sprains, loss of consciousness due to a head injury, or any other life-threatening injury.

If the event seems life threatening, or the symptoms seem severe the school reserves the right to contact 911 for further assistance.

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. ***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.

14.12 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 the 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:

Pasadena 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.
 Catholic Community Services <https://www.ccs-soaz.org/>

5. Administration/ teacher will fulfill mandatory reporting if applicable (calling the law enforcement or DCS). or will notify the Crisis Center for intervention.
6. Parents are required to bring back a medical note from the mental health facility clearing the student to return to school.
7. Students will not be allowed back on campus until he/she is cleared by a mental health physician following the counseling session as indicated.

14.13 Nutrition

Nutrition is a basic part of being a healthy person. Please make sure your children eat before they come to school or are dropped off early enough to eat breakfast in the cafeteria. 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 was implemented in our school to provide and educate our students with the tools and resources for more nutritious meals and making it fun at the same time. 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 snacks.

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. We also ask parents who send lunches for their children to focus on healthful food 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.

14.14 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 (OR Calcium-enriched drink if lactose intolerant provided by parent)
- 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.

14.15 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, when available. Seconds will be provided only after the student has finished eating everything on their tray and all milk is drunk. After that if the student is still hungry they will be served only half the serving of the first serving.

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 have an affidavit form signed by their doctor and turn in to school nurse and cafeteria staff of any conditions such as lactose intolerant or food allergies. Also, it has to list any alternatives that can be considered and an action plan if any.

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

14.16 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 vegetables.

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. We suggest limiting the times that high sugar/high calorie snacks are brought for special occasions. This does not include special recipes prepared at school with the supervision of school personnel.

14.17 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 for food allergies:

- 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.
- 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 plans 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 DIOCESE OF TUCSON GUIDELINES REGARDING LGBTQ

Diocese of Tucson Catholic Schools Guidelines Regarding Gender Identity & Same-Sex Attraction Issues

15.01 Pastoral Statements of support for all those served in our Catholic schools:

- The mission of the Catholic schools in the Diocese of Tucson is to support the growth of the whole person in which faith, academic excellence, and service are integral to the life of every student served in the Diocese of Tucson.
- Catholic schools in the Diocese of Tucson respect the inherent dignity of each person and advocate for the wellbeing of all those served, particularly the most vulnerable.
- Catholic schools in the Diocese of Tucson welcome all students whom we can serve. Children, youth, and parents deserve compassion, sensitivity and respect when dealing with difficult and delicate situations.
- Catholic schools in the Diocese of Tucson affirm the value of each person and see Christ in everyone.

- Through the authority of the bishop, Catholic schools in the Diocese of Tucson will be of assistance to parents as the primary educators of their children, as well as to fulfill our duty to assist people to live the fullness of the Christian life. (Code of Canon Law (CIC) cc. 794; 796 §1).
- Catholic schools in the Diocese of Tucson will teach the Catholic faith to all those enrolled in our Catholic schools with the understanding that parents/guardians will respect and support such teachings.
- Catholic schools in the Diocese of Tucson will educate children and young people to respect every person in their particularity and difference, so that no one should suffer bullying, violence, insults, or unjust discrimination based on their specific characteristics (such as special needs, race, religion, sexual tendencies, etc.). Essentially, this process involves educating for active and responsible citizenship, which is marked by the ability to welcome all legitimate expressions of human personhood with respect.¹
- It is of the utmost importance that our children understand the depth of God's love for them and their intrinsic worth and beauty. Children should always be and feel safe and secure and know they are loved.¹
- The Catholic school should be an educating community in which persons can express themselves and grow in their humanity, through a process of relational dialogue, interacting with others in a constructive way, exercising tolerance, understanding different points of view, and creating trust in an atmosphere of authentic harmony. Such a school is truly an "educating community, a place of differences living together in harmony".^{1 2 | P a g e J u l y 2 0 2 1}
- The Catholic school community is a place for encounter and promoting participation. It must listen carefully, in dialogue with parents, to discern the educational needs of the students it serves.¹
- The Catholic school must respect the family's culture. It must listen carefully, in dialogue with parents, to discern the educational needs of the students it serves. In this way, girls and boys are accompanied by a community that teaches them "to overcome their individualism and discover, in the light of faith, their specific vocation to live responsibly in a community with others"¹

15.02 Guiding Principles²:

- All efforts to accompany young people, especially in relation to human sexuality, must recall the intrinsic dignity of the human person. This accompaniment of young people includes a wise and reverent formation in cultivating the virtue of chastity: "Each person has to observe the moral law and achieve his or her moral destiny within the personality structure and the sexual orientation which he or she has...This applies to both heterosexuals and homosexuals...Both are equally called to chastity...Homosexual men and women who maintain chastity through moral mastery of their sexuality can attain high moral virtue, just as heterosexuals can...Their struggle deserves admiration and support...They should be supported by the Christian community..."³ The following observations from the Catechism of the Catholic Church support this work of Catholic education:⁴
 - 2337: Chastity means the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being...The virtue of chastity, therefore, involves the integrity of the person and the integrality of the gift.
 - 2338: The chaste person maintains the integrity of the powers of life and love placed within him. This integrity ensures the unity of the person; it is opposed to any behavior that would impair it. It tolerates neither a double life nor duplicity in speech.
 - 2339: Chastity includes an apprenticeship in self-mastery which is a training in human freedom...
 - 2342: Self-mastery is a long and exacting work. One can never consider it acquired once and for all. It presupposes renewed effort at all stages of life. The effort required can be more intense in certain periods, such as when the personality is being formed during childhood and adolescence.
- Sacred Scripture shows us that God created human being male and female (Gen. 1:27). Both sexes are created in the image and likeness of God, equal in dignity.
- The study of our relation to God is rooted in the unity of body and soul. The soul of the person and its relation to God cannot be separated from the bodily expression of this identity. One's gender is determined by one's biological sex; there

can be no separation between the two. 3 | Page July 2021

- All pastoral care is defined, primarily, by love. It is the duty of those who find themselves in positions of ministry to communicate the deep love of Christ to all. Ultimately, all pastoral care is aimed at guiding people toward a relationship with Jesus Christ. The Catholic community shall be a witness to the person of Christ and His Gospel, inviting everyone we meet to share in His divine life.

15.03 Application of Pastoral Statements and Guiding Principles2:

Catholic parishes and schools in the Diocese of Tucson are encouraged to write policies which reflect these Pastoral Statements and Guiding Principles. Locally adopted policies should be included in parish and school handbooks. Below are some examples of how these Pastoral Statements and Guiding Principles apply. These are not considered comprehensive, and situations may occur in parishes and schools that are not outlined below. All administrative decisions made in any such situations should be in consultation with the Department of Catholic Schools and office of the bishop and also must reflect Catholic teaching. In addition, all such cases should be considered on an individual basis.

1. **Confidentiality:** Conversations regarding a person struggling with sexuality, same-sex attraction, and/or sexual identity will be considered confidential unless there is a risk of harm to self or others. Details will only be shared with essential parish and school personnel. In the event a special accommodation for a minor would impact other students, it may be necessary to include other parents/guardians in the conversation. This conversation should not take place without the consent of the requesting parents/guardians.

2. **Bullying and Discrimination:** Persons experiencing gender identity conflicts or same-sex attraction must be accepted with respect, compassion, and sensitivity. Every sign of unjust discrimination in their regard should be avoided. Refer to current parish or school guidelines for responding to bullying and harassment.

3. **Compliance:** Discussion with parents and students both before admission and during enrollment should include an agreement to abide by the policies set by the parish or school. While critical thinking, listening, and dialogue is encouraged between all parties, open hostility or dissent from Catholic teaching necessitates a pastoral response to the family, reiterating their responsibility to respect and support Church teachings.

4. **Admission Process:** Admission will not be denied to students experiencing gender dysphoria. Admission will be based on the student's biological sex.

5. **Counseling/Treatment:** Catholic parishes and schools will not allow or otherwise cooperate in the administration of puberty blocking or cross-sex hormones on school property. Appropriate counseling recommendations for students to address behavioral and mental health concerns will be made available. Catholic parishes and schools will not provide therapy or referrals to mental health providers who do not uphold Catholic teaching in their practices.

6. **Names and Pronouns:** Official records and correspondences will reflect the student's legal name and gender. Respect for human dignity implies that a person's preferred manner of address be recognized if it is appropriate for the individual and the Catholic school community. Therefore, parent(s) and guardian(s) may submit a request asking the school administration to consider that their student be addressed by a preferred name and/or pronoun. However, such a request does not imply approval, and, with any such request, the school administration must consult with the Department of Catholic Schools before responding to such a request.

7. **Student Conduct:** Students will conduct themselves in accord with their biological sex on parish and school campuses as well as during parish and school sponsored activities off campus. This expectation applies to restroom use, adherence to dress codes, athletics, single sex small groups, housing at overnight events, dates for parish and school sponsored functions, etc. Students will also be prohibited from acting out sexual attraction toward another student.

8. **Advocacy Groups:** All clubs or programs sponsored by a Catholic parish or school are expected to uphold Catholic teaching. Groups which advocate for privileges not in accordance with Catholic teaching will not be allowed to function on parish or school property, or to be sponsored off campus by parish or school staff. See further guidance below.

15.04 Can a Catholic school in the Diocese of Tucson have a student support group for LGBTQ students?

All Catholic school activities should support the mission of the Catholic school, and should not contradict the Catholic faith,

teaching and moral discipline. It is possible for a Catholic school to have a student support group with the goal of providing support to LGBTQ students provided that the group is supervised by two faculty advisors present for all meetings, has as its mission mutual support, and is fully supported by Catholic teaching. Prior to developing such a support group, a school must consult with the Department of Catholic Schools and office of the bishop.

References

1 Congregation for Catholic Education. (2019). "Male and Female He Created Them" Towards a Path of Dialogue on the Question of Gender Theory in Education. Vatican City. 2 archdiocese of Omaha. (2020, July).

Archdiocese of Omaha Pastoral Guidelines for Gender Dysphoria. 3

Irish Bishops. (1985). Statement from Irish Bishops Pastoral Letter Love is for Life. 4

Vaticana, L. E., & U. (2019). Catechism of the Catholic Church (2nd ed.). United States Catholic Conference of Bishops.

16.00 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. Students 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.

16.01 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 to find the root cause and provide intervention. Otherwise, students 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.

16.02 Mass Uniform for Girls

SJE GIRLS' MASS UNIFORM

SPECIAL NOTE: The Adjustable Solid Navy-Blue Cross tie, Peter Pan Blouse, Cardigan Sweater or V-neck sweater vest can be purchased at Garment Graphics our Online Uniform store. Navy pants, Jumpers and skirts, are NOT sold through Garment Graphics.

Mass uniform items can be purchased at Walmart, Target, Children's Place, J.C. Penney, Burlington, Amazon or Costco. These are a few examples of retail options.

Please purchase as close to the uniform picture as possible

NOT ALLOWED: NO Short Skirts, Skinny Jeans/ Shorts / White polo shirts / white blouses with pockets / ankle socks or panty hose / high-heels / hair bows other than maroon, gray, white, or navy blue.

PLAID WILL NO LONGER BE AVAILABLE TO ORDER

Kindergarten through Second Grade (K – 2nd)



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



**Adjustable Solid
Navy-Blue
Cross Tie**



**Navy
Jumper**



**Solid Black/Brown Mary
Jane Flats with rubber
soles
Solid White,
or Navy Blue
Knee-High Socks**

Third Grade through Fifth Grade (3rd – 5th)



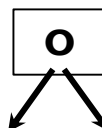
**White Modern
Peter Pan or
Pointed Collar Blouse
White undershirt ONLY**



**Adjustable
Solid Navy
Blue Cross
Tie**



**Navy Blue
Jumper**



**Knee-Length
Navy Blue
Skirt**



**Solid Black/Brown Mary
Jane Flats with rubber
soles
Solid White,
or Navy Blue
Knee-High Socks**

Sixth Grade through Eighth Grade (6th – 8th)



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



**Adjustable
Solid Navy
Blue Cross
Tie**



**Knee-Length
Navy Blue
Skirt**



**Solid Black/Brown Mary
Jane Flats with rubber
soles
Solid White,
or Navy Blue
Knee-High Socks**

OPTIONAL Kindergarten through Eighth Grade (K – 8th)



**Maroon/Navy Blue
Anti-Pill
Crew Neck
Cardigan Sweater
with logo**



**Maroon/Navy
Blue V-Neck
Sweater Vest
with logo**



**White Long-
Sleeve
Modern Peter
Pan or**

ALLOWED: School logo zip up jacket
plain navy, maroon, or black sweater
vest or cardigan for indoors / heavy
winter coat preferably of the above solid
colors with minimal logos/hoodies
allowed but **hood cannot be worn over
head indoors.**

NOT ALLOWED: Jackets with logos with
offensive phrases & images/ active wear
sport jackets / white long sleeve shirts
worn under short sleeve polos or dress
shirts

16.03 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 items can be purchased at Walmart, Target, Children's Place, J.C. Penney, Burlington, Amazon or Costco. These are a few examples of retail options.

NOT ALLOWED: Jean-style / cargo / capris / skinny jeans / baggy / sweats / pants with logos/short skirts

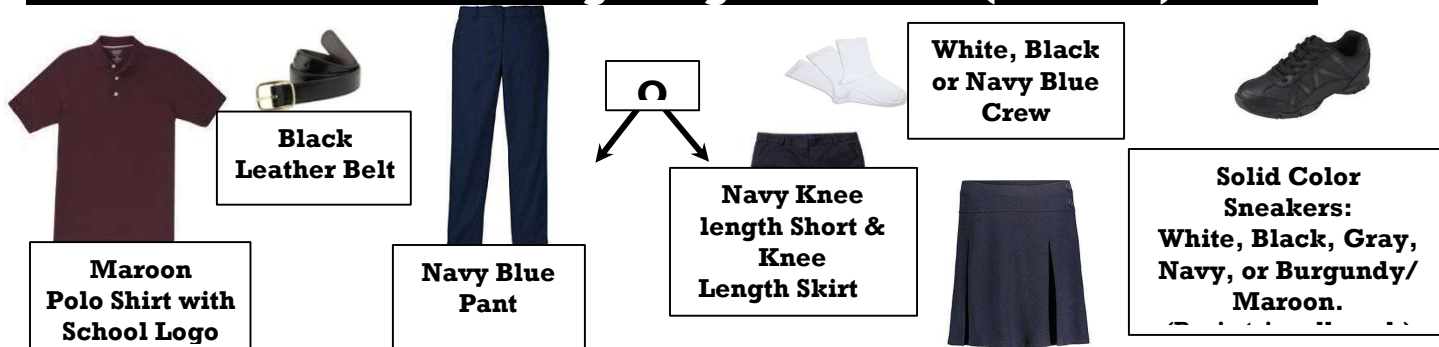
Kindergarten through Second Grade (K – 2nd)



Third Grade through Fifth Grade (3rd – 5th)



Sixth Grade through Eighth Grade (6th – 8th)



FRIDAYS ONLY for Kindergarten – 8th Grade (K – 8th)

T-shirts with St. John logo, St. John Jersey Shirt, Path, Spirit shirts with regular day uniform.

SPECIAL NOTE: Girls may wear Navy blue 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-

16.04 Mass Uniforms for Boys

SJE BOYS' MASS UNIFORM

SPECIAL NOTE: Ties, Cardigan Sweater or V-neck sweater vest can be purchased at Garment Graphics. All other mass uniform items, are NOT sold through Garment Graphics. Mass uniform items can be purchased at Walmart, Target, Children's Place, J.C. Penney, Burlington, Amazon or Costco. These are a few examples of retail options.

Please purchase as close to the uniform picture as possible

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

Kindergarten through Second Grade (K – 2nd)



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



Navy Blue Adjustable Solid Tie



Navy Blue Docker style Pant



**Solid Black/Brown Shoe with rubber soles
Solid Black Dress Socks**



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



Solid Navy Blue Adjustable or Full Tie



Navy Blue Pant



Black Leather



**Solid Black/Brown Shoe WITH rubber soles
Solid Black Dress Socks**

Third Grade through Eighth Grade (3rd – 8th)

OPTIONAL Kindergarten through Eighth Grade (K – 8th)



Anti-Pill Crew Neck Cardigan Sweater with logo



V-Neck Sweater Vest



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

ALLOWED: School logo zip up jackets/ plain navy, maroon, black, sweater vest or cardigan for indoors / heavy winter coat preferably of the above solid colors with minimal logos/hoodies but hood cannot be worn over head indoors.

NOT ALLOWED: jackets with logos with offensive phrases & images/ active wear sport jackets / white long sleeve shirts worn under short sleeve polos or dress shirts

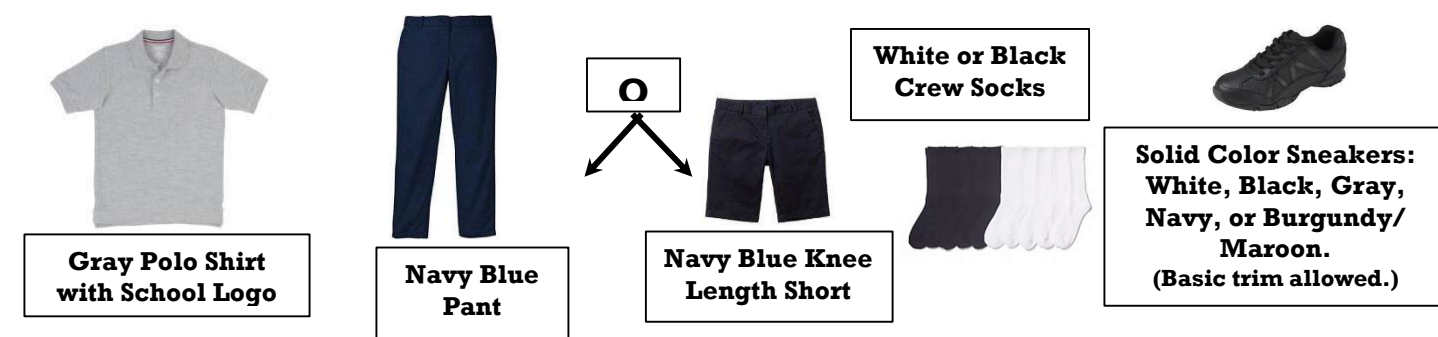
16.05 Regular Uniforms for Boys

SJE BOYS REGULAR DAY UNIFORM

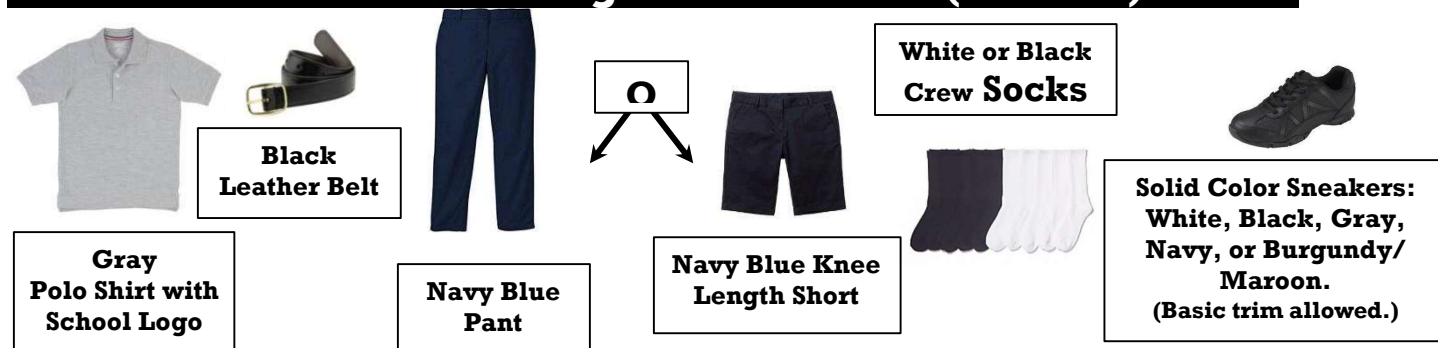
SPECIAL NOTE: Polo shirts must be purchased through Garment Graphics. Navy pants, shorts are NOT sold through Garment Graphics. Navy uniform items can be purchased at Walmart, Target, Children's Place, J.C. Penney, Burlington, Amazon or Costco. These are a few examples of retail options.

NOT ALLOWED: Jean-style /cargo / skinny / baggy / sweats /

Kindergarten through Second Grade (K – 2nd)



Third Grade through Fifth Grade (3rd – 5th)



Sixth Grade through Eighth Grade (6th – 8th)



FRIDAYS ONLY for Grade K – 8th

T-shirts with St. John logo, St. John Jersey Shirt, Path, Thunder shirts 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.

Students participating in school sports must bring a change into sports practice uniforms 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

- 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.

16.06 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.

17.00 AFTER SCHOOL SPORTS PROGRAM

In the case of a COVID-19, protocols will be adjusted in accordance with the Diocesan Sports League.

17.01 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 5 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

17.02 Structure

Students participate in three separate sports seasons: Volleyball, Basketball, and Track & Field. Junior Varsity level program, beginning in 5th 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. 8th 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 6th-8th grade student-athletes and is on a tryout basis. Athletes in 6th and 7th grade, who do not make the Varsity squad, still have the opportunity to develop their skills through the Junior Varsity program. No 8th grade student will be cut from the Varsity program due to his or her skill level.

Adjustments can be made to the policy of the Diocesan Youth Sports League to help the league and schools properly deal with problematic and uncertain situations, such as the COVID-19 pandemic. Changes to league protocol in such circumstances will be communicated to families at all participating schools as soon as the decisions are made. The goal of St. John's Athletics and the Diocesan Youth Sports League is to safely provide sports activities for all eligible student-athletes when possible. The aim of any short-term changes is to enhance the probability of successful seasons with no/minimal interruption.

17.03 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.

17.04 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.

According to the Diocese of Tucson policy,

1. Personal Motor Vehicles – Use of personal motor vehicles by school employees and volunteers to transport minors to and from school and school-sanctioned events is discouraged. The Diocese recommends the following checklist be followed if school employees or volunteers will be transporting minors:

- Drivers may not be alone in a vehicle with a single minor who is not their own child.
- Drivers must be at least 25 years old, have a clean driving record for the past three years, possess a valid Arizona driver license (A.R.S. 28-3001, et seq.), and have current and valid Arizona automobile insurance with limits of coverage as recommended by the Diocese.
- Drivers must submit to the Parish a completed Annual Driver Information & Consent Form, (see Vehicles owned by Employee or Volunteer Diocese of Tucson Risk Management Manual)
- Drivers shall not use 15-passenger vans or any vehicle with a chassis designed for 15- passengers to transport students
- The school must keep on file a copy of the drivers' driver licenses and proof of current automobile insurance, and a current and completed Annual Driver Information & Consent Form.

17.05 Coaching

As a participant and supporter of the Diocesan sports program, the coach will conduct him/herself 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 Youth Sports League Handbook.

To become a coach, please contact our Athletic Director, Ryan Anderson (randerson@stjohntucson.org), who can guide you through the process, including fingerprint clearance and other necessary procedures.

17.06 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, opponents, and officials.

17.07 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. Please be mindful of its expiration date if it was not performed in the summer months. 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 physical must be submitted to the school office. It can also be emailed (randerson@stjohntucson.org & mcarrasco@stjohntucson.org) and/or faxed by you or the doctor's office. Please keep copies for yourself.

The student may not participate in any sports without a valid physical on file with the school. If it expires during a sports season, the student-athlete will be removed from sports until a new physical is submitted to the school.

17.08 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 support our coaches and teams. Fees are paid on a per-sport, per-student basis and can be increased or decreased from year-to-year. Fees are non-refundable and will be charged through FACTS. Payments may be made online through FACTS or in the school office. If sports fees from a previous sports season have not been paid, students may not be permitted to practice for the next sports season until the previous fee is paid.

17.09 Diocesan Youth Sports League Eligibility

Extra-curricular participation is encouraged and further prepares students for the rigors of high school and beyond. Numerous studies indicate that high school students engaged in extracurricular campus activities perform better academically than their inactive counterparts. Regardless, the St. John's Athletics program believes parents and students should be fully aware of the parameters for participation in afterschool sports.

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 participates 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

17.10 Sports Seasons (for 2022-23)

Fall	Girls Basketball Boys Volleyball
Winter	Girls Volleyball Boys Basketball
Spring	Track & Field and Cross Country (both boys and girls)

* Boys and girls rotate sports' order each year, excluding Track (always in the Spring).

18.00 OTHER INFORMATION

In the event of a Covid 19 Pandemic or outbreak, Modifications will be made such as school calendar, schedules, office hours are subject to change. Students will be required to eat lunch in the classrooms and cafeteria in small groups based on homeroom. Gathering of people of any kind is prohibited on and off campus.

18.01 Calendar

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

18.02 School Office Hours

School office hours are from 7:30 a.m. – 4:00 p.m. for school payments, transactions, etc. Please contact the office if you require special arrangements 520-624-3865.

18.03 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 reduced 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 have not made some other arrangement, will receive an emergency lunch. Parents will be billed the cost for break and/or lunch for the emergency lunch.

- Student Breakfast Time: 7:00 – 7:40 a.m.
- Student Breakfast Cost: \$1.25
- Student Lunch Cost: \$2.35
- Adult Breakfast Cost \$2.37
- Adult Lunch Cost \$3.57
- Extra Milk: \$0.50
- Reduced Breakfast is \$0.30
- Reduced Lunch is \$0.40

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).

18.04 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.
- Monthly birthday blessings will be given by the presiding priest at the end of Mass.
- Celebrations, not a party, will comply with Diocesan Wellness Policy regarding healthy foods and treats options distributed to classmates at the end of the day by the teacher. .
- Celebrations, not a party, must be approved by the classroom teacher one week prior to the student's birthdate.

18.05 Textbooks and/or Borrowed Chromebook

Students may be issued textbooks and/or Chromebook on loan 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. Parents/guardians have read, agreed and signed to the terms and conditions when borrowing a Chromebook from the school.

18.06 Telephone

To use the phone, students must have a signed note from their teacher or the teacher contacts an office staff in advance to come to the office for that purpose. Phone calls are limited to parents and emergency contacts.

18.07 Yearbooks

St. John yearbooks are published every year and are available for purchase at the school office.

18.08 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.

18.09 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.

18.10 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 under the schools link or at chrome-extension://efaidnbmninnibpcjpcglclefindmkaj/<https://diocesetucson.org/documents/2021/7/2021-2022%20Handbook%20of%20School%20Policies%20and%20Procedures.pdf>

18.11 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.

19.00 Appendix**19.01 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, ***In the event of a Covid 19 Pandemic or outbreak, parents and students are expected to follow expectations and policy found in the Distance Learning Handbook (will be provided in case of school closure) 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.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

Please Note: It is required that both/all parents/guardians sign this form.

19.02 SJE Parent Commitment to Excellence

ST JOHN THE EVANGELIST CATHOLIC SCHOOL HANDBOOK AGREEMENT FORM 2022-2023 School Year

Parent/Student Handbook can be found on our website <https://stjohntucson.org/> under Parent Resources

After reading the SJE Parent/Student Handbook, please sign the appropriate lines below and return the form to the Front Office.

We, the parent(s)/guardian(s) of ...

Student Name:

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

...have read and understand the contents of the SJE Parent/Student Handbook.

I agree to follow the policies outlined in the SJE Parent Handbook. I understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the SJE Parent/Student Handbook will be distributed by the School.

The SJE Parent/Student Handbook is not an enrollment contract.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

Please Note: It is required that both/all parents/guardians sign this form.

19.03 Acceptable Use Policy for Technology

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Electronic networks and other new technologies have changed the way we communicate and share information. The ability to access information through available technology is to be used by students and staff to further educational goals and objectives by providing educational resources previously unavailable; Internet information supports and enriches our curriculum. Learning how to access this information and how to communicate electronically are now fundamental skills, and an important goal as we prepare students for the future.

To help prepare our students for high school and college, St. John the Evangelist Catholic School asks that all students come prepared with a Chromebook in good working order. This device will be used in class, required for MAP testing and become increasingly important with each year. Access to the network and online resources are monitored, with no expectation of privacy.

DEFINITIONS

A network is defined as a set of computers, linked together through a cable, wire, telephone, wireless, or other connection, allowing access to one another for the purposes of communication and information transfer. The Internet is an online computer network that connects millions of computer users and information resources around the world. The Internet allows students to do research, find homework help, and communicate with students, teachers, scientists and people around the world from all walks of life.

Saint John the Evangelist (SJE) has a network consisting of every electronic device at the school, including various server computers that control data flow, store information, and coordinate all other computers. SJE provides access to the Internet for educational use.

The purpose of this policy is to create a set of best practices for acceptable use of all SJE technology resources (referred to as internal computers) and all resources connected to the SJE network (referred to as external computers). It is important to note that external access to SJE resources (through the Internet, such as by browsing our web page) is governed by this policy as well as the policies of the computers, tablets, or networks that are used to connect to SJE. Likewise, use of external computers or networks from SJE is governed both by this policy and by the policies of the external computer or network.

Use of any SJE technology resource indicates acceptance of this policy in its entirety.

ELECTRONIC NETWORK USE

To emphasize that electronic network use at Saint John the Evangelist is for appropriate activities, this policy requires that:

- Access is utilized for school-related, academic activities only.
- Access is provided only with the knowledge and approval of a member of the SJE faculty. The school and its employees are not responsible for use that is in violation of this policy.
- Cell phones are not permitted for use by students while school is in session.

PERSONAL SAFETY

Students will not post personal contact information about themselves or other people. Personal information includes address, telephone, school address, work address, last name, etc. Students will not use school computers to engage in social networking in any form (including, but not limited to Facebook, Twitter, Skype, AOL or Yahoo! Instant Messaging services etc.) unless specifically instructed to use one of these sources for a school assignment. Students will agree not to meet with anyone that they have communicated with using the school Internet access. Students will promptly disclose to a teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

PRIVACY

Network storage areas are treated like school lockers. Faculty and staff members may review files and communications to keep the network working properly and to ensure that users are using the system responsibly. **There is no expectation of privacy.**

STUDENT RESPONSIBILITIES

Students will access the Internet only with software owned by Saint John the Evangelist. Students are explicitly prohibited from bringing software to school, whether or not that software is successfully loaded onto a SJE computer. The student is responsible for using the school account provided in an ethical, responsible and legal manner for school-related tasks only. Use of the SJE computer system implies acceptance of this policy. Students will access only those resources or topics that are related to academic pursuits. Students are responsible for their behavior on the school computer network, just as they are in a classroom or a hallway. Students will use appropriate language and follow the same rules of conduct as required in the SJE Student Handbook.

Chromebooks: Students are encouraged to use technology as a tool for academic success. Use of the computer is both a privilege and a responsibility that aids in organizational skills, accessing and storage of information, and presentation of information. All students are expected to follow the policies outlined in the Student Handbook. Each student who wants to use his/her personal computer or other technology used for academic purposes must have permission from school administration or designee. Students are not permitted to access the school's network or Internet connection either wirelessly or with a connecting cable with their personal computers unless given explicit permission from administration or designee. Student use of Chromebooks in a 1:1 environment provides the opportunity to enhance the overall learning experience at St. John the Evangelist. Use of technology is a privilege and a responsibility. All students are expected to follow the policies outlined in the Student Handbook.

All other mobile devices/technology: Mobile phones will not be permitted in the classroom unless approved by the instructor for instructional purposes.

SPECIFIC STIPULATIONS OF POLICY

The following constitute specific violations of this policy. Exclusion from this list does not state or imply that an action is acceptable. The Principal reserves the right to rule on the acceptability of all computer activities. Use of a computer that violates compliance standards as mentioned in chapter five may require notification of law enforcement.

1. Inappropriate Access. Students are not to use school computers without permission or to use them for non-educational purposes, including, but not limited to, social media/networking , chat rooms, or game playing. (Action: Detention; possible loss of computer privileges.)
2. Illegal use. Using a Saint John the Evangelist computer resource to violate any local, state, national, or international law, rule or regulation is not permitted. (Action: Suspension or expulsion, possible notification to law enforcement.)
3. Threats and/or harassment. Using a Saint John the Evangelist computer resource to harass, threaten, or promote harm or destruction of person or property is forbidden. This includes all forms of cyber-bullying, including but not limited to making derogatory or insulting remarks about others.(Action: Suspension or expulsion, possible notification to law enforcement.)
4. Fraud. Using a Saint John the Evangelist computer resource to make fraudulent offers, impersonate others, or make false claims. (Action: Dependent on situation; possible suspension or expulsion)

5. Communications. It is forbidden to use a Saint John the Evangelist computer resource to transmit or cause to be transmitted any unsolicited communication. Other examples include but are limited to engaging in activities on any social media platforms that are in conflict to the policies and practices outlined in the parent/student handbook. (Action: Dependent upon the situation; possible suspension or expulsion.)
6. Unauthorized or inappropriate access. Accessing or attempting to access any resource which the user is not authorized to access, regardless of whether or not the attempt is successful is forbidden. Unauthorized access includes, but is not limited to, accessing or attempting to access the accounts or files of others, penetrating or attempting to penetrate security measures of any computer or network, and intentionally accessing or creating material that is deemed inappropriate and/or immoral. (Action: Immediate revocation of computer privileges; possible suspension or expulsion).
7. Network disruptions. It is forbidden to cause or attempt to cause any disruption in computer or network services, including “denial of service” (DoS) attacks. (Action: Immediate revocation of computer privileges; possible suspension or expulsion).
8. Plagiarism, copyright or trademark infringement. Using a Saint John the Evangelist computer resource to transmit, access, or provide access to any work that can be classified as plagiarism or that is in violation of copyright or trademark laws is a serious offense. This stipulation specifically includes accessing Internet sites that provide academic papers and/or homework answers. (Action: Zero on the assignment; possible suspension or expulsion.)
9. Commercial use. No user may use any Saint John the Evangelist computer resource to make or attempt to make a profit, monetary or otherwise. (Action: Detention; confiscation of money involved to be returned if possible; otherwise to be contributed to charity.)
10. External software. Users may not transport or transmit any software to or from Saint John the Evangelist in any form. Users may not run any software not installed by a faculty or staff member or not approved or authorized by their instructor. With teacher permission, students participating in a computer programming course may gain an exemption from this stipulation to transport or transmit course materials, provided they are in source code form only and are reviewed by a teacher before being accessed. (Action: Confiscation of software; possible revocation of privileges; detention or suspension.)
11. Possession of inappropriate tools. Users in possession of hardware or software tools or utilities that may be used to commit violations of this policy are in violation of the policy. (Action: Dependent on the situation.)
12. Proxy access. Users may not use Internet proxies for any reason, including but not limited to circumventing school filtering policies. (Action: Detention or suspension; possible revocation of computer privileges).

INAPPROPRIATE CONTENT AND FILTERING

While Saint John the Evangelist does make every effort to ensure students are protected from inappropriate Internet content, no Internet filter is 100% effective and users may occasionally access content offensive or be denied access to legitimate content.

Should you encounter questionable, objectionable, or offensive material, please take the following steps:

- Minimize the application or turn off your monitor.
- Immediately and discreetly notify the nearest faculty/staff member.

Likewise, if you are denied access to a site that you feel should be allowed, please inform a faculty or staff member. The school reserves the right to block any websites at any time.

CONSEQUENCES OF UNACCEPTABLE STUDENT USE

The school's administration will deem what is inappropriate use and their decision is final. Where applicable, law enforcement agencies may be involved. Saint John the Evangelist will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school network.

LIABILITY

Saint John the Evangelist makes no warranties of any kind, whether expressed or implied, for the service it is providing. SJE will not be responsible for any damages a student incurs. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or student errors or omissions.

SJE makes no express or implied warranties for the Internet access it provides. SJE cannot completely eliminate access to information that is offensive or illegal and resides on networks outside the school. The accuracy and quality of information obtained cannot be guaranteed. SJE will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.

Access to computer communication technology is provided for school-related, academic activities only. All copyright laws are to be honored and academic honesty is expected at all levels of use.

Legal Standards

All Users of SJE Technology are expected to abide by all Federal and State laws and regulations. The following list of relevant statutes is used for illustrative purposes, and is not intended to be a comprehensive guide to Federal and/or State law:

- FERPA (Family Educational Rights and Privacy Act): regulates the confidentiality of student records.
- GLBA (Graham Leach Bliley Act): regulates the confidentiality of financial information.
- HIPAA (Health Insurance Portability and Accountability Act): regulations the security and privacy of health information.
- PCI DSS (Payment Card Industry Data Security Standard): regulates the confidentiality of credit card information.
- DMCA 1998 (Digital Millennium Copyright Act): regulates the protection of intellectual property.
- USC Title 18 §1030 (United States Code: Fraud and related activity in connection with computers)
- ARS 13-2008 (Arizona State Law: Taking identity of another person or entity) prohibits identity theft.
- ARS 13-2316 (Arizona State Law: Computer tampering; venue; forfeiture): prohibits unauthorized use of computers.
- ARS 13-2407 (Arizona State Law: Tampering with a public record): regulates the integrity of SJE Data.
- ARS 13-3001-3019 (Arizona State Law: Eavesdropping and Communications): prohibits forgery and eavesdropping. ▪ ARS 13-3707 (Arizona State Law: Telecommunication fraud): prohibits telecommunication fraud.
- ARS 38-448: (Arizona State Law: Access to Pornography is Prohibited): prohibits access to pornography by SJE employees on SJE Systems.
- ARS 38-501-511 (Arizona State Law: Conflict of Interest): prohibits use of SJE resources regarding conflicting interests.
- ARS 44-1372 (Arizona State Law: Commercial Electronic E-mail): prohibits spam.
- ARS 44-1373-1373.03 (Arizona State Law: Confidentiality of Personal Identifying Information) regulates the protection of personal identifying information.

I _____ (Print Student Name) and

_____ (Parent/Guardian) have read and agree to abide by the above standards of the Acceptable Use Policy for Technology at St. John the Evangelist Catholic School. I acknowledge that any action by me or a member of my family which is contrary to the above standards may be cause for discipline, discharge or legal action.

Print Name (Student)

Signature (Student)

Date

Print Name (Parent/Guardian)

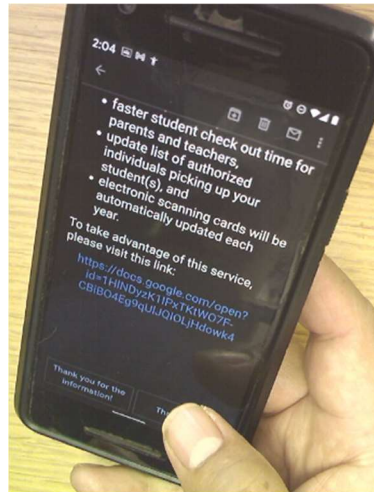
Signature (Parent/Guardian)

Date

19.04 Placing your Student QR Code on your Android Device

Placing your Student QR Code on your Android Device

Open the email message titled, “Electronic QR Dismissal Card” and

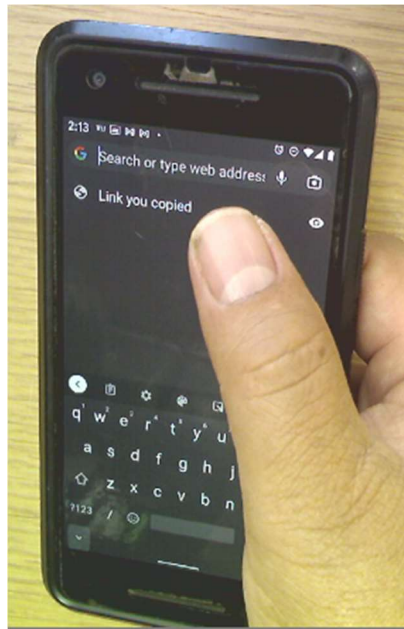


Keep your finger on the BLUE URL link until you are given the option to “Copy URL”

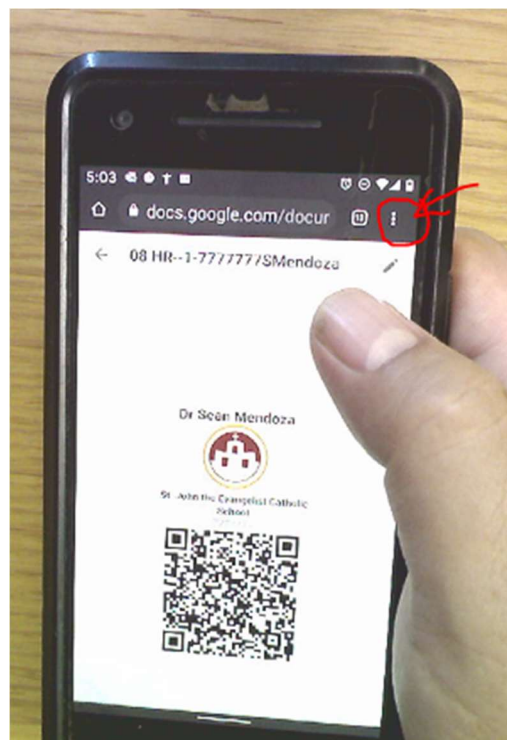


Select the “Copy URL” option and your phone will go back to the email message.

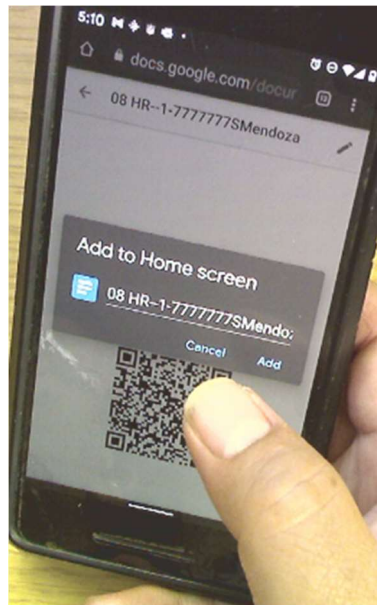
Next, open your Chrome browser and paste the URL address into the field “Search or type your URL address” OR press the “Link you copied” option.



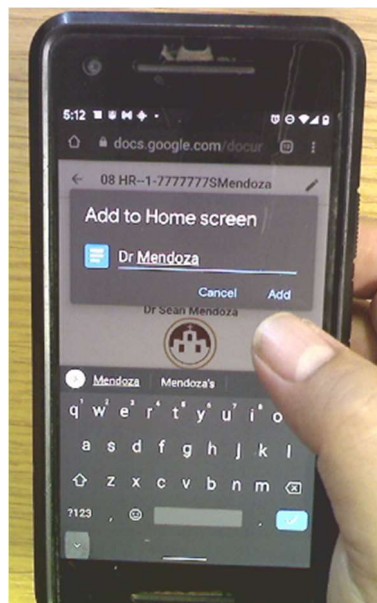
This will open the “Electronic QR Dismissal Card” in your phone’s browser. Press the three dots on the upper right-hand corner of the screen to access a menu. (See circle and red arrow in image below)



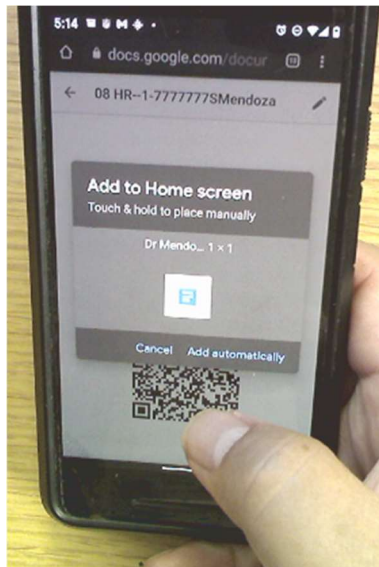
Choose the option “Add to Home screen”. This will put your QR Code on your phone and will be updated automatically. The last few steps are to press “Add”, (to add your doc to your phone)



Change the name of your screen icon to your student's name



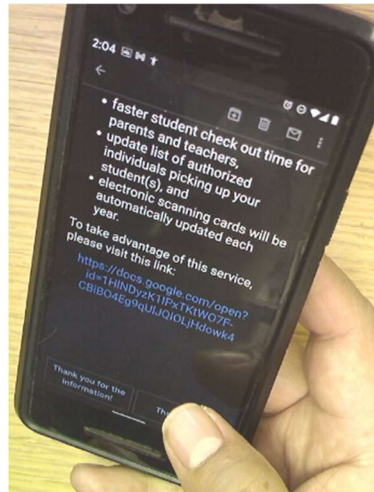
Press the “Add Automatically” option. This step will place the icon shown on your phone’s home screen.



19.05 Colocar su código QR de estudiante en su dispositivo Android

Colocar su código QR de estudiante en su dispositivo Android

Abra el mensaje de correo electrónico titulado "Tarjeta electrónica de despido QR" y

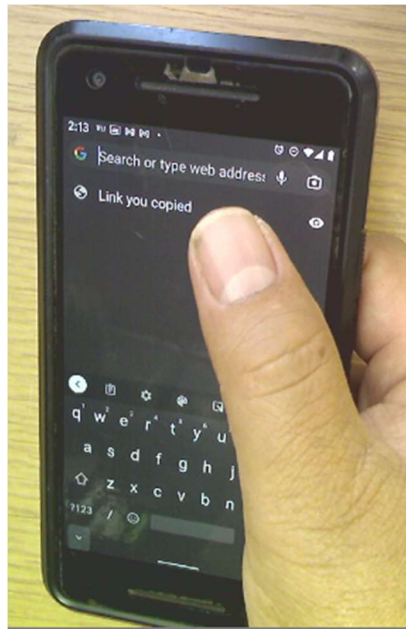


mantenga el dedo en el enlace URL AZUL hasta que se le dé la opción de "Copiar URL"

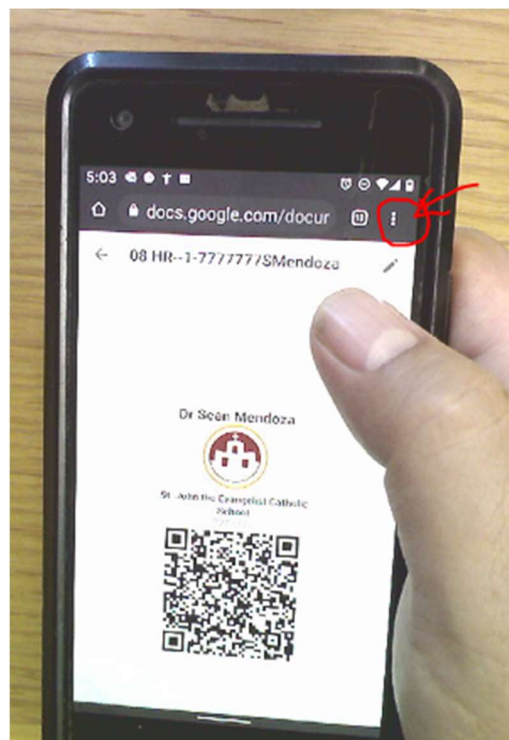


Seleccione la opción "Copiar URL" y su El teléfono volverá al mensaje de correo electrónico.

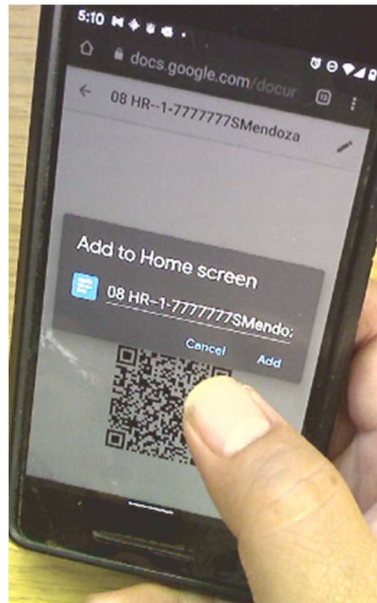
A continuación, abra su navegador Chrome y pegue la dirección URL en el campo "Buscar o escriba su dirección URL" O presione la opción "Enlace que copió".



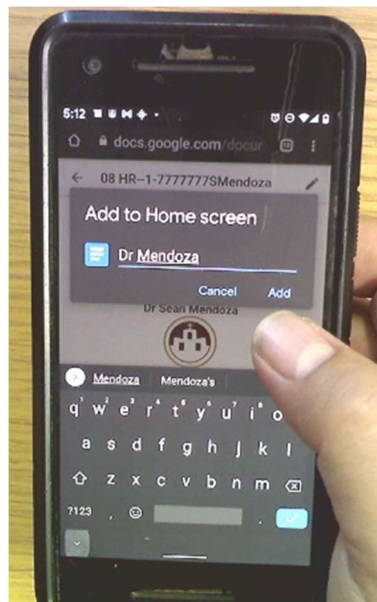
Esto abrirá la “Tarjeta electrónica de despido QR” en el navegador de su teléfono. Presione los tres puntos en la esquina superior derecha de la pantalla para acceder a un menú. (Vea el círculo y la flecha roja en la imagen a continuación)



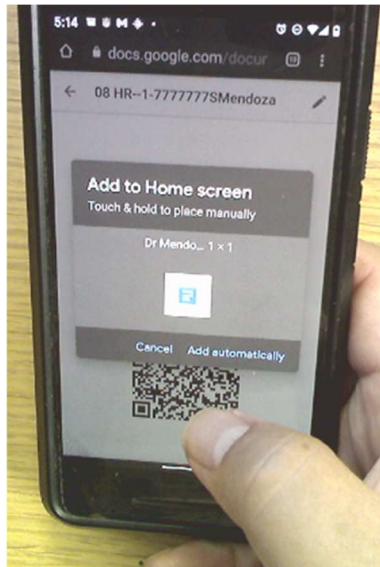
Elija la opción "Agregar a la pantalla de inicio". Esto pondrá su código QR en su teléfono y se actualizará automáticamente. Los últimos pasos son presionar "Agregar", (para agregar su documento a su teléfono).



Cambiar el nombre del icono de su pantalla por el nombre de su estudiante.



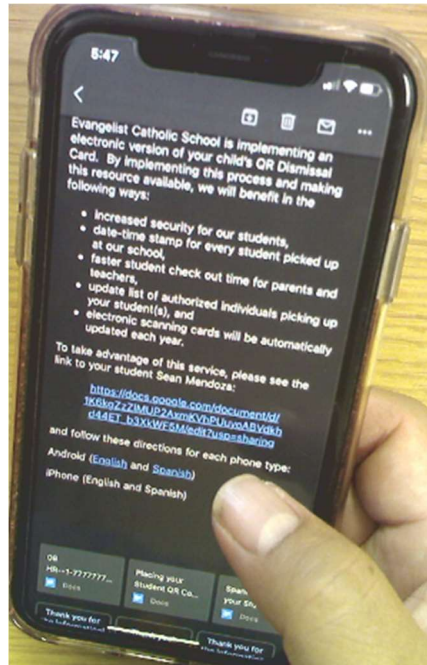
Presione la opción "Agregar automáticamente". Este paso colocará el icono que se muestra en la pantalla de inicio de su teléfono.



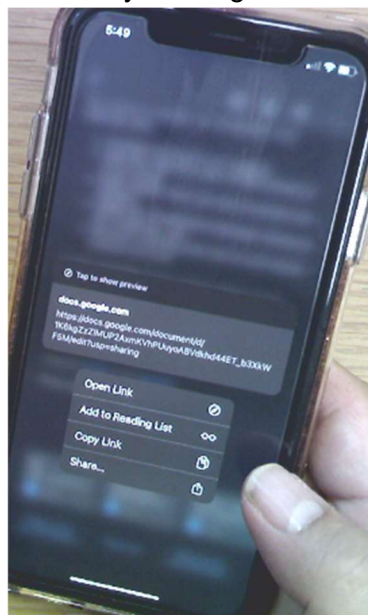
19.06 Placing your Student QR Code on your iPhone

Placing your Student QR Code on your iPhone

Open the email message titled, “Electronic QR Dismissal Card” and

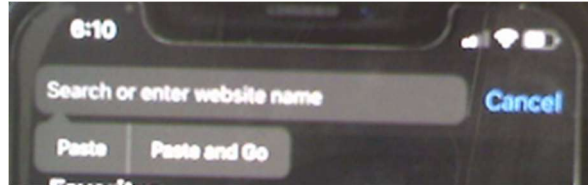


Keep your finger on the BLUE URL link until you are given the option to “Copy Link”

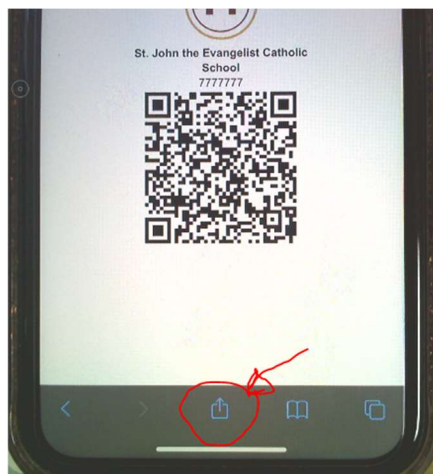


After selecting the “Copy URL” option, your phone will go back to the email message.

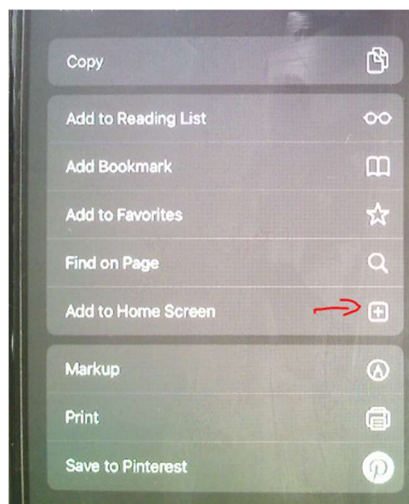
Next, open your **Safari browser** and paste the URL address into the field “Search or enter website name” OR press the “Paste and Go” option.



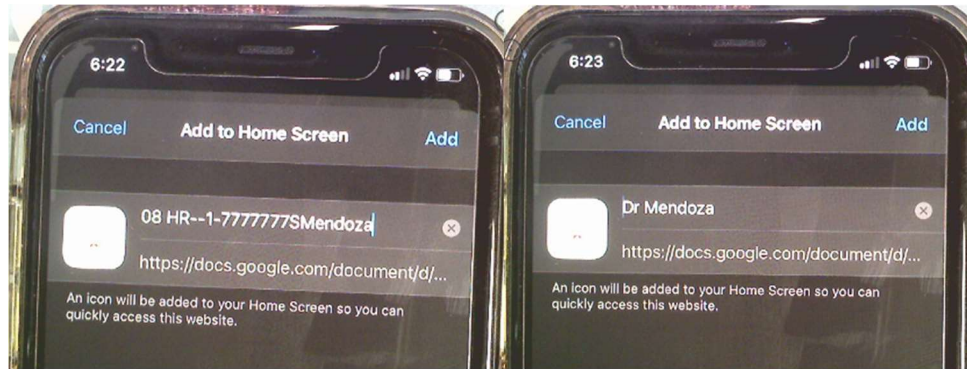
Press the **Share icon** at the bottom center of the screen (see red circle and arrow)



This will open the Share menu, with the option “Add to Home Screen” (See red arrow)



Choose the option “Add to Home screen”. This will put your QR Code on your phone and will be updated automatically. The last few steps are to change the name of the icon to be displayed on your home screen to your student’s name and press “Add”

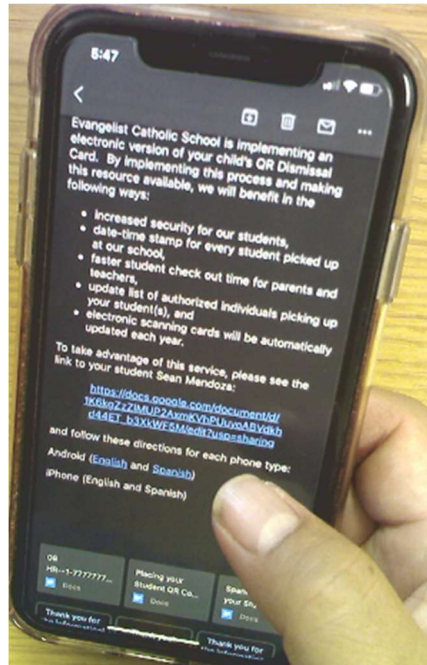


Pressing “Add” is the final step to adding your student icon to your iPhone’s home screen.

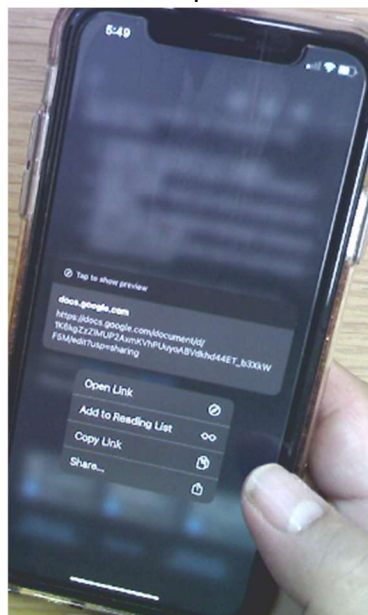
19.07 Colocar su código QR de estudiante en su iPhone

Colocar su código QR de estudiante en su iPhone

Abra el mensaje de correo electrónico titulado "Tarjeta electrónica de despedido QR" y

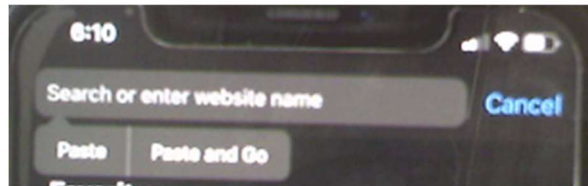


mantenga el dedo en el enlace URL AZUL hasta que se le dé la opción de "Copiar enlace".

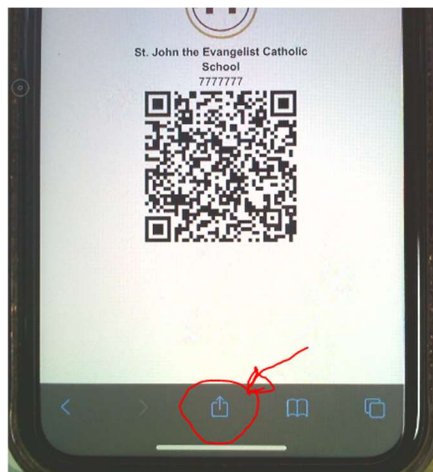


Después de seleccionar la opción "Copiar URL", su El teléfono volverá al mensaje de correo electrónico.

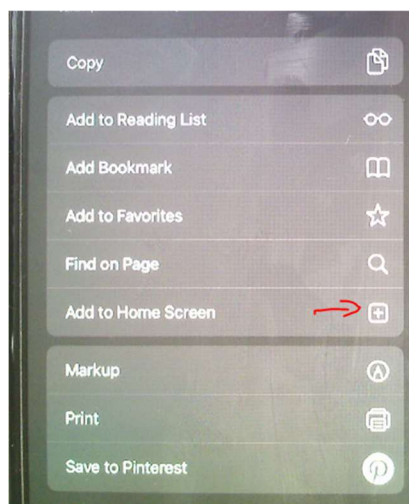
A continuación, abra su **navegador Safari** y pegue la dirección URL en el campo "Buscar o ingrese el nombre del sitio web" O presione la opción "Pegar e ir".



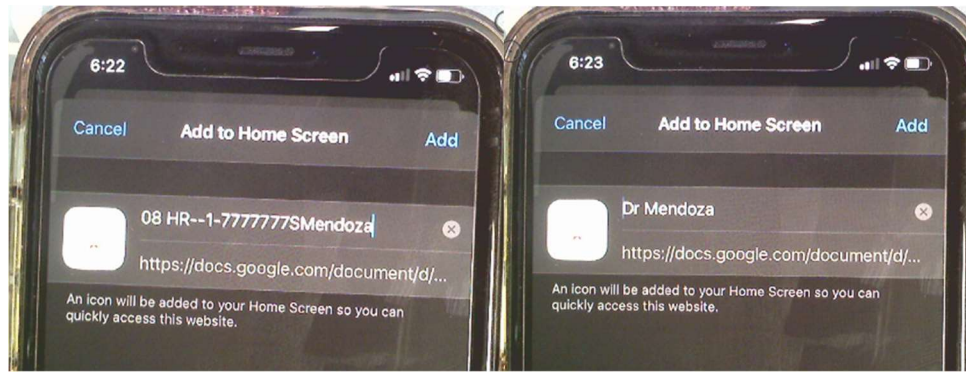
Presione el **icono Compartir** en la parte inferior central de la pantalla (vea el círculo rojo y la flecha).



Esto abrirá el menú Compartir, con la opción "Agregar a la pantalla de inicio" (Vea la flecha roja).



Elija la opción "Agregar a la pantalla de inicio". Esto pondrá su código QR en su teléfono y se actualizará automáticamente. Los últimos pasos son cambiar el nombre del icono que se mostrará en la pantalla de inicio por el nombre de su estudiante y presionar "Agregar"



Presionar "Agregar" es el paso final para agregar el ícono de su estudiante a la pantalla de inicio de su iPhone.