



**ST. JOHN THE EVANGELIST  
SCHOOL**

**PARENT AND STUDENT  
HANDBOOK  
2023-24**

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# ST. JOHN THE EVANGELIST SCHOOL

## MISSION STATEMENT

To Learn, Live and Love as Jesus taught us

## PHILOSOPHY

Jesus Christ is the foundation of our Catholic grade school: therefore, St. John the Evangelist School, in partnership with parents, families, and the parish, is committed to

- enhancing the dignity of each individual
- developing moral character
- nurturing emotional and social skills
- fostering academic excellence for every child within a faith-filled learning community

St. John the Evangelist School believes that childhood is the most critical period for the development of attitudes, habits, capabilities, and skills, and that the curriculum encompasses all that a child experiences in his life at school. Quality Catholic education is provided for students in preschool through eighth grade in a caring and family atmosphere.

The main components of the educational program are:

- Understanding the Catholic Faith as a means of conversion to Christ
- Developing Christian attitudes and habits that strengthen community
- Learning truth in all subject areas and developing skills for practical application
- Integrating technology skills and applications
- Encouraging creativity and critical thinking
- Nurturing physical, intellectual, social, emotional and ethical development in each child
- Promoting leadership as a service to others

Virtues we cultivate:

- Faith, Hope, and Charity
- Communion
- Respect
- Responsibility
- Wisdom

# ADMINISTRATION

## BISHOP

The Bishop of the Diocese of Gary is, by nature of his consecration, the primary teacher of the diocese in matters of faith and morals. His guidance is to be observed.

## PASTOR

The pastor is the administrative head of the parish school together with the school principal. He is responsible for the overall administration and direction of the school together with the school principal.

## PRINCIPAL

The principal is the executive director of the school. He/she is responsible to the pastor and state officials for all matters pertaining to the school. He/she administers, supervises, and coordinates all educational activities within the school.

## TEACHERS

The teachers are responsible for effective excellence in the school. They strive to fulfill the philosophy, objectives, and functions of a Catholic school by motivating students to academic, moral, and spiritual achievement.

## SUPPORT COMMITTEES

### SCHOOL LEADERSHIP TEAM

The School Leadership Team is a consultative body providing advice to the pastor and principal on matters concerning the school and all associated activities. Working collaboratively with the pastor and principal, the Leadership Team assists in establishing both current and future direction for the school as part of the total parish mission.

### HOME AND SCHOOL ASSOCIATION

Parents are members of the Home & School Association as soon as their children are registered at school. The HSA raises funds, assists teachers and staff, enriches the students' academic experience and builds a sense of community by sponsoring special events. HSA meetings are held every other month.

## HANDBOOK AGREEMENT SIGNED BY PARENTS

Parents sign a statement indicating that they have read and agree to be governed by this handbook. This statement can be found attached to the handbook and is to be signed and returned to the school office by the first day of school.

## AMENDMENTS TO THE HANDBOOK

The pastor and/or principal retain the right to amend the handbook at any time and parents will be given notification in a reasonable time if changes are made.

## HANDBOOK INTERPRETATIONS

Interpretation of the provisions made in the St. John the Evangelist Handbook is according to the discretion of the pastor and the principal. The pastor and the principal reserve the right to make any and all decisions applying the policies to concrete situations as they occur.

## PARENT- SCHOOL PARTNERSHIP

The school and the parents are partners in the education of children and adolescents at St. John the Evangelist School. It is expected that parents strive to cooperate with teachers and other staff members in educating their children. The school upholds parental authority, and it would be expected that parents likewise uphold and support the decisions of the school in the presence of their children. This partnership also includes the religious education of the students enrolled. Parents are required to support the spiritual growth of their children and witness to the Catholic faith by praying with their child, receiving the sacraments, coaching their study of the catechism, and attending Holy Mass with them on Saturday evening or Sunday, as well as on Holy Days of Obligation and participating at the bi-annual penance services and other spiritual opportunities throughout the year. Additionally, a home environment that nurtures virtues and moral living provides a living witness of the Gospel. If, in the opinion of the administration (pastor and principal) that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

## ADMISSION POLICY

St. John the Evangelist School has been established to meet the spiritual, educational, and social needs of our students. Although meeting the spiritual needs of Catholic students in the parish community is our primary focus, enrollment in the school is open to all students regardless of race, ethnic origin, or religious affiliation. St. John the Evangelist provides a challenging learning program for students with average to above average abilities. Because the school does not receive federal or state funding to help with direct special education services, this Catholic school is able to provide only limited services for students with diagnosed disabilities. SJE participates in the Indiana School Choice Program.

## REGISTRATION

Registration for St. John the Evangelist School gives first priority to families of students currently enrolled in the school for the following year. After current students are re-registered, classes are filled with new students. In the event there are more applications to fill a particular grade level than there are spaces available, the following guidelines will be followed when accepting students:

1. A child who has a sibling currently enrolled in grades Preschool-8 at St. John the Evangelist School according to the following priority:
  - A child of a family who is an active member of either St. John the Evangelist, Holy Name, or St. Edward Parish.
  - A child of a family who is Catholic, but newly registered at St. John the Evangelist, Holy Name, or St. Edward Parish.
  - A child of a family who is Catholic, but a member of a parish other than St. John the Evangelist, Holy Name, or St. Edward Parish.
  - A child of a family not affiliated with a parish.
2. A child (without current siblings in school) from a family who is an active member of St. John the Evangelist, Holy Name, or St. Edward Parish.
3. A child from a family who has newly moved to the area and registers at St. John the Evangelist, Holy Name, or St. Edward Parish. (Non-parishioner tuition rates will apply for one year unless parents can provide a signed statement that they have regularly attended Mass and were active in their home parish.)
4. A child from a family who has been and wants to remain an active member of a Catholic parish other than St. John the Evangelist, Holy Name, or St. Edward Parish. (Non-parishioner tuition rates will apply for the duration of the child's years at St. John the Evangelist School.)
5. A child from a family who is Catholic but not an active member of a parish. (Non-parishioner tuition rates will apply unless/until the family becomes active members of a parish and regularly attend Mass for one year.)
6. A child from a family who is not Catholic. (Non-parishioner tuition rates will apply for the duration of the child's years at St. John the Evangelist School.) Letters of acceptance are sent to incoming families when all registration forms and requirements are completed and approved.



## **KINDERGARTEN AND PRESCHOOL ADMISSION POLICY**

The guidelines listed above apply to kindergarten and preschool applicants as well. For non-parishioners, however, acceptance into the preschool does not guarantee acceptance into kindergarten.

## **REGISTERED MEMBER OF THE PARISH**

Registered parishioners must be active and supportive members of the parish in order for them to receive parish subsidy for their children in the school. A registered member of St. John the Evangelist Parish must participate in the Liturgy each Sunday and every holy day of obligation and be involved in the spiritual and social aspects of the parish. Mass attendance is verified through the parish envelope system. It is also necessary that parishioners regularly take advantage of the Sacrament of Reconciliation and frequent reception of the Eucharist, and participate in the sacramental preparation programs. Registered families are expected to be good stewards of their time, talent, and treasure for the overall good of the parish community. School parents who fail to meet these responsibilities of registered parishioners will be required to pay the full cost of educating their children. If evidence of non-parishioner status occurs during the year, the family is expected to pay the full cost of non-parishioner rates for that year.

## **ADMITTANCE TESTING**

Prior to the admittance of a child to any grade at St. John the Evangelist School; the administration shall have the right to test the student in any subject and/or to require a written recommendation from the teacher at the prior school. Test results will be used to place a child in a proper grade level and will determine acceptance or non-acceptance into the established curriculum.

## **TRANSFER POLICY**

Transfer students are admitted when space is available. New students will be notified of admittance after all records have been properly transferred and evaluated, and all forms and fees have been submitted. New students are admitted at the discretion of the principal on probation for the first year.

## **AGE REQUIREMENT**

Preschool and kindergarten students must be the required age (three, four, or five years old) on or before August 1 of the respective year. SJE makes no exceptions to this policy.

## **RECORD REQUIREMENT**

When a child enters kindergarten, the following records are required: birth and baptismal certificates and health records. Students must meet state requirements regarding immunization policies before and during their time of attendance. Unless the new student's immunizations and health records are submitted, the student may not attend school.

## **STUDENT GRADE LEVEL AND HOMEROOM PLACEMENT POLICY**

It is the responsibility of the Principal, in conjunction with the faculty, to place students in the proper grade level and to assign them to their respective homerooms in the best interest of all concerned. Among the criteria used for placement will be the previous academic record of the student in this or any other school, test results as required by the Principal, balance of boys and girls in the classroom, blend of personalities, and previous teacher recommendations. Grade placement for new students will be assigned upon receipt of school records from the previous school. Parental request for a specific teacher is not used for placement.

## PARISH SUPPORT POLICY

The tuition paid for the children at St. John the Evangelist does not cover the complete cost of education. Parishioners must use the parish envelope with a minimum contribution of \$600.00 per year for Grades K – 8. This amount is to be contributed from July through May. Anyone that does not meet this requirement will be billed the non-parishioner rate of tuition. A statement is mailed to all parish school families who have not paid the parish support through their church envelopes. This statement also includes a reminder that only contributions made in their weekly church envelopes are recorded toward this obligation. The Pastor determines parishioner status.

## SCHOOL SUPPORT AND FEES

### TUITION PAYMENTS

Each family will sign an annual contract about school support. They will designate in writing their tuition payment plan: annually, quarterly, or on a ten-month basis for kindergarten through grade eight. Families are encouraged to pay at the full tuition rate or to supplement their discounted rate with a donation above the parish discounted rate. The full rate tuition amount represents the true cost of educating a child at St. John the Evangelist School for the year. **Non-parishioners always pay the full tuition rate.** Those families who are approved registered members of St. John the Evangelist, Holy Name, or St. Edward Parish have the option of the discounted parish tuition rate. Please see the Appendix for tuition rates for the year.

Tuition is paid directly to the school office. Families who withdraw students during the school year will not receive a refund on any monies already paid.

### FULL RATE TUITION PAYMENTS

Tuition is based upon the projected total cost of educating one child. Non-Parishioners are required to pay one-fourth of the full rate tuition at the beginning of each quarter. One fourth of the tuition is paid before school starts in August.

### REGISTRATION FEE

The registration fee is due at the time of registration. ALL PAYMENTS ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

### FINANCIAL ASSISTANCE

Parents who need financial assistance during the school year are encouraged to contact the pastor or principal. All information is confidential. Tuition assistance through the Diocese of Gary is available. The deadline for applying for tuition assistance from the diocesan fund is the middle of February. A notification for applications is put in the diocesan paper, in the Parish Bulletin, and in the school newsletter. Notice is sent home to families, and all are encouraged to apply. Applications are located online at: [www.dcgary.org](http://www.dcgary.org). There is a processing fee for application.

### LATE TUITION

All tuition payments are due the first day of each month/quarter. A \$10.00 late fee is charged after the 10<sup>th</sup> of the month. There is a \$25.00 handling charge for all checks returned for non-sufficient funds. After repeated NSF checks, payment must be made in cash or money order. If a family misses two or more consecutive school tuition payments, they will be asked to meet with the principal. The principal will establish a payment plan with the family to resolve the delinquent tuition.

If your family is on the monthly plan and is more than 60 days past due on your account, your student will not be admitted to school until the bill has been resolved. Likewise, if your family is on the quarterly plan and is more than 30 days past due, your student will not be admitted to school until the bill has been resolved.

At the end of each quarter, report cards are made accessible only to those students whose tuition and other fee payments are up to date. In the event of extraordinary circumstances, parents should contact the principal.

All tuition fees must be paid in full by the end of each school year. If tuition is not paid, report cards, transcripts, etc., will not be issued to you or to a new school. Additionally, admittance for the next school term will not be approved until everything has been paid in full. In the case of eighth grade students, diplomas, report cards, transcripts, etc., will not be issued to you or to the high school your student will be attending.

## NON-PAYMENT OF TUITION

If a family leaves a school and does not pay the balance of tuition, another Catholic school in the Diocese may not accept that student until the tuition is paid in full.

If a family leaves a school and does not pay the balance of tuition, the school is only required to send the health records to the public school for admittance. Grades and test scores will not be sent. Verbal confirmation of grade placement may be given.

## FUNDRAISING POLICY

### KINDERGARTEN THROUGH GRADE 8

Our school is funded through four sources: tuition, parish subsidy, donations/grants, and fundraising. The school as a whole may engage in fundraisers, but no individual groups/clubs within or outside of the school/parish may initiate fundraisers in which merchandise is bought and sold. However, individual groups/clubs may sponsor drives to collect items, such as food, clothing, supplies, etc. at the school's discretion.

The Home and School Association conducts fundraising events each year for school support. Families are required to help raise funds annually through involvement in committees, promotions of events, volunteering in fundraising programs, and actual sales and/or purchases.

All K-8 families are expected to participate in fundraising events that are coordinated through the Home and School Association. Families who have only preschool children are strongly encouraged to participate actively in fundraising but are not required.

Fundraising participation requirements include:

1. Spring Fling - Purchase two tickets. This obligation may be met in the following ways:
  - Purchase 2 tickets and attend Spring Fling
  - Sell 2 tickets to others to attend in your place
  - Make a donation for an amount equivalent to the cost of 2 tickets to Spring Fling if you are unable to attend.
  - Sponsor Spring Fling at the Fire level or above
  - Partner with Spring Fling at the Honored level or above
  - A limited number of opportunities exist for families to meet this obligation by working Spring Fling from 5:00 p.m.-1:00 a.m. All workers are required to attend a training session prior to the event. Working the event will also count towards service hours.

Those who do not meet this obligation will have the amount equivalent of 2 tickets added to their May tuition. For more information about working Spring Fling in lieu of purchasing tickets/making a donation, please contact the principal or the Special Events Coordinator.

Families are also required to contribute a \$10 donation towards a class raffle basket or an in kind donation item similar in monetary value.

In addition to purchasing tickets and attending the event, families are strongly encouraged to support Spring Fling by:

- Selling vacation raffle chances. Families will earn one service hour for every \$100 in raffle tickets sold
- Soliciting for, or contributing to, the creation of class raffle baskets and/or auction items. Time spent making calls, soliciting in person and/or putting together a basket or item will count as service hours
- Volunteering in some capacity for the event

2. The Race for Education – families are required to provide a minimum of 5 viable names for the appeal letters. Families who provide more than 5 names will receive incentives. If a family refuses to submit 5 names, it will be viewed as non-participation in the event and will be subject to the opt-out fee discussed below.

Families are urged to assist with and participate in HSA events throughout the year. Information about events and fundraising programs is available on flyers, through emails, and at the Home and School page on the school website.

In lieu of participating in any fundraising, families may choose instead to pay \$600 to the Home and School Association. This payment is due with the August tuition. The \$600 opt-out fee for fundraising does not exempt anyone from the duty to perform 18 Service Hours.

Required fundraising for the school through the Home and School Association cannot be confused with other requests that occur annually from parish or external groups. During the year, groups within the school initiate fundraising for particular causes.

## SERVICE HOURS POLICY

Serving the school in various ways helps to support the school financially and provides a Gospel witness for our students. Each K-8 SJE parishioner family is required to serve a minimum of 18 volunteer hours per year. Non-parishioner families are also required to do 18 service hours. Two hours at an Adult Faith Formation (Alpha) session, sponsored by SJE parish, may be applied towards the 18 hour requirement. Class offerings are available on the parish website and in the bulletin. Please sign in at the session for record of attendance. You will be asked to submit a Service Hour form to the school office upon completion of your hours or by May 1.

Opportunities for service hours are listed in the parent newsletter or sent as emails through Home and School as the need arises. Some activities are ongoing, others are single events, and there are also ways to help from home for those whose schedule may require it. If a family has been unable to accumulate service hours, it is their responsibility to contact the school office before the fourth quarter begins for information on service opportunities. See Appendix for a general list of opportunities.

Concession hours for the Athletic Program are a separate requirement directly related to student participation in sports and does not count towards the 18 service hours. Involvement in parish youth group activities also does not qualify for service hours.

For those families who choose not to fulfill this requirement, a fee of \$800 will be added to the May 1<sup>st</sup> tuition. The service hour fee cannot be prorated. This fee is not the same as the fundraising fee.

## INSURANCE

As directed by the Diocese of Gary, the First Agency Insurance in Kalamazoo, Michigan insures all students every year. The insurance fee is included in the school fees. Diocesan insurance is supplemental.

# ACADEMICS

## GRADING SCALE

The elementary school grading system is explained on the report cards and is set by the Diocese of Gary.

93% - 100%	A excellent
85% - 92%	B good
75% - 84%	C average
70% - 74%	D below average
69% or below	F failure

A different code is used for Kindergarten and Preschool.

## EFFORT/CONDUCT

4	Outstanding
3	Satisfactory
2	Needs Improvement
1	Unsatisfactory

Alternative grading scale

S	Satisfactory
U	Unsatisfactory

## HONOR ROLL

Students in grades 6-8 are eligible to be placed on the SJE School Honor Roll at the end of each quarter. The following qualifications apply.

High Honors

- Straight A's in all subjects (Religion, Literature/English, Math, Science, Social Studies, and Specials)
- 3 and/or 4's in Conduct and Effort for every subject

Regular Honors

- All A's and B's in ALL subjects (Religion, Literature/English, Math, Science, Social Studies, and Specials)
- 3's and/or 4's in Conduct and Effort for every subject

Effort Honors

- 4's in Conduct and Effort for ALL subjects

## HOMEWORK

Teachers of students in lower grades generally send weekly news bulletins, which include assignments. Teachers also post their assignments to a classroom website, such as Google Classroom. Additionally, students in grades 2-8 have an assignment notebook (or assignment app for middle school) and are directed to record their assignments in them daily. Parents should refer to the assignment notebooks/iPads. Regular homework is to be expected. It is highly encouraged that forgotten assignments, iPads, and/or supplies are not brought to school after 8 a.m. However, if something is brought in, it will be placed in the teacher's mailbox and picked up when a teacher is available. Items will not be delivered by the office to students.

The student is responsible for:

- Knowing what is assigned and when it is due.
- Completing and turning in assignments on time.
- Completing assignments in an appropriate manner.
- Letting the teacher know if he/she does not understand an assignment.

## HOMEWORK FOR AN ABSENT CHILD

Please request homework by a note or by a phone call before 10 AM. This early request allows the teacher sufficient time to prepare the assignments to be picked up or sent home in the afternoon. Homework and textbooks may be picked up from the school office from 2:40-3:15 p.m. Homework for Grs. 6-8 is available for students to view online.

## TESTING PROGRAM

The classroom teacher administers the standardized testing program according to policies determined by the Diocese of Gary and the Indiana Department of Education. Students in grades 3-8 participate in ILearn in the spring. Other standardized tests may be administered during the year as a means of assessing and directing student growth. Students who fail any portion of the state testing are placed on academic probation (see "Probationary Placement" below).

## TEXTBOOKS

The Indiana Department of Education provides a suggested list of approved textbooks and digital resources for all courses. Teachers assist in choosing the books for the school after consulting the approved list. Digital resources and other supplementary texts allow teachers to provide an excellent education that exceeds the required standards for accreditation.

Students are expected to take reasonable care of all books entrusted to them. In the event a book is damaged, lost, or defaced, the student will be expected to pay partial or entire cost of replacement.

## SCHOOL SUPPLIES

At the end of the school year, a list of school supplies will be posted on the school website. Students are expected to have these supplies replenished as the need arises. Parents should carefully choose the items as designated on the list.

## LOCKERS/DESKS

School desks/lockers will be assigned to students at the beginning of the year and remain the property of the school. School authorities have a right and a responsibility to examine the contents of desks, lockers, and book bags for reasons of health, safety and security. Students are not to change desks or lockers without permission from the teacher.

## COMPUTERS AND INTERNET USAGE

Access to the school computers and the school network is given to students who attend our school for their responsible use. Often the teachers will guide and direct students to retrieve information from the Internet for research. At school, students are limited to access sites in the context of the assignment.

All students, teachers, and staff are required to comply with the policies outlined by the school for the use of computers within the school and use of the Internet in school and in school-related activities. The computer network and Internet use policies are outlined in an Acceptable Use Agreement. A copy of this policy and the student-parent agreements are located in the Appendix of the handbook. All students and their parents are required to sign the agreement and a copy of the agreement is kept on file for the calendar year.

Student websites referencing the name St. John the Evangelist School or any member of the SJE community should reflect Christian values. Any derogatory comments or pictures, personal attacks, rude or inflammatory language or postings on the Internet (including, but not limited to, Facebook, Instagram, Twitter, etc.) will result in disciplinary consequences. Conduct, whether inside or outside the school, which is detrimental to the reputation of the school, can result in discipline. (See section on Discipline for further explanation.)

## USE OF SCHOOL NAME, LOGOS, AND MOTTOS

No one may use the school name, logos or motto on any type of social media or in any other way, for example, printing the name or logos on t-shirts or within publications, without the express written permission of the principal or designee.

## REPORT CARDS

Parents receive a quarterly grade report for their children through RenWeb/FACTS. Parents may download their own copies of the grade report or may contact the school office for copies.

## PROMOTION

Children who have completed the basic requirements of the grade assignment according to their ability will be promoted to the next grade.

## RETENTION

Sometimes it is advisable for a student to be retained at the present grade level for another year. This should not be considered a punitive action, but rather a reflection of the status of the student's level of achievement. Failure in three or more core subjects over two or more quarters may constitute retention in the grade.

The decision to retain a student shall be made with adequate evaluation and documentation that indicate that the student would most likely benefit from retention. Ordinarily parents are notified of the possibility of retention by January. If a student's lack of improvement continues past the first semester, the school will advise the parents of the appropriate interventions that are needed to ensure growth and progress. Continued failing grades in the second semester may require that the student be retained.

A statement of the school recommendation will be kept in the student's file. New students who have been retained at their previous school will be placed in the grade level indicated on their report card.

## PROBATIONARY PLACEMENT

Students who have not made adequate achievement in their current grade level at the completion of the second semester are required to attend a tutoring program during the summer. Upon the start of the next school year, a letter is required from the tutoring program or the tutor, outlining the work and progress made over the summer. Without that receipt, the student will be retained in the grade level from the previous year.

The student will be placed in the next grade on probation for six weeks. During that time, and throughout the remainder of the school year, the student must demonstrate adequate progress and the skills to achieve success in the current grade. At the end of six weeks, the parents and the teacher will meet to discuss the student's progress and any solutions for further success or to determine whether returning the previous grade is more appropriate. A statement of the school recommendation will be kept in the student's file.

## **RECORDS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Parents and students have the right of access to their records and the right to request that statements be changed or deleted if appropriate. If a parent or a student wishes to view a record, a 24-hour notice is required in writing. The school may refuse to change or delete any records. Statements made by parents will be included in the record.

## **NON-CUSTODIAL PARENT / JOINT CUSTODY PARENTS**

Divorced, separated, or never married parents must file a court certified copy of custody settlement or agreement with the school. The non-custodial parent must furnish the school with a copy of the custody section of the divorce decree for access to student records. If the court order permits, the school will provide the non-custodial parent access to the academic records and other related information regarding the child. With agreement by the custodial parent, the non-custodial parent will receive information/communication from the school. Joint custody parents will each receive access to the academic records and other related information regarding the child, and will receive the same information/communications from the school.

## **SPECIAL EDUCATION**

St. John the Evangelist School endeavors to educate all students within the limits of the school educational program. The school is not a direct recipient of state or federal funding for what is termed "special education" and therefore, is not in a position to educate every child according to their special needs. St. John the Evangelist School will cooperate with the local educational agency of the public school to assist parents who seek comprehensive testing for children's learning problems. The school will seek to assist to the extent possible in the regular program with all recommendations and/or Individual Service Plans developed by the local educational agency (Lake Central).

# **RELIGIOUS EDUCATION CURRICULUM**

## **RELIGION CLASS**

Religion class is conducted daily and considered a core subject in the curriculum. St. John the Evangelist School utilizes the religious education curriculum and standardized testing provided by the United States Conference of Catholic Bishops and the Diocese of Gary. All students are expected to participate in the religion curriculum.

## **LITURGY**

Students attend Holy Mass weekly, once at a weekly all-school Mass and once every other week with children in surrounding grade levels. They also participate in adoration and other traditional prayers and devotions according to the seasons of the Church year.

## **PRAYER**

Students are expected to memorize specific prayers according to their grade level. Spontaneous prayer and meditative prayer are also encouraged. Students participate in daily prayer at school.



## PREPARATION FOR THE SACRAMENTS

"Parents, above others, are obliged to form their children in the faith and practice of the Christian life by word and example." (Canon 774 #2) In an effort to assist parents in fulfilling this mandate from the Church, at least one parent of students who are to receive the sacraments of Reconciliation, Eucharist, or Confirmation at St. John the Evangelist Parish must participate in the Sacrament Preparation for Parents. Students receive Reconciliation in grade 3, Eucharist in grade 4, and Confirmation in grade 9. Additional sacramental formation classes are required prior to receiving the sacraments (see Appendix or parish website for more information).

## LITURGICAL APOSTOLATES

As part of their formation or Confirmation, all 7<sup>th</sup> and 8<sup>th</sup> grade members of St. John the Evangelist Parish are expected to participate in one of the following apostolates: alter server, lector, greeter, or fellowship. Students will be scheduled to serve at both school and Sunday liturgies throughout the calendar year (including summer). In the event a student is not able to serve on his/her assigned date, it is the responsibility of the student to find a replacement. Students who fail to serve or find a substitute express a lack of commitment to the parish community in which they are seeking to be confirmed. Therefore students who miss three scheduled assignments may be removed from their apostolate and jeopardize their eligibility for Confirmation.

Eighth grade students are required to complete a minimum number of hours in preparation for the sacrament of Confirmation. They also may receive recognition in the form of an award for accumulation of service hours. There are many opportunities for service projects organized by parish groups. All students are expected to keep track of their service hours.

## MIDDLE SCHOOL STUDENTS SERVICE HOUR POLICY

All middle school students (grades 6 through 8) are required to complete a specific number of outreach and volunteer hours depending on grade level.

Definition of "Outreach" is service provided by "serving the less fortunate outside of the community" (i.e. Food bank, soup kitchen, foster home, food pantry, etc.)

Definition of "Volunteer" is service provided by "serving within the community, school, or parish" (i.e. parish events, school events, community initiatives)

- 6th grade students: 6 outreach hours (of which up to 3 hrs. may include service to one's neighbors or relatives) and 1 volunteer hour.
- 7th grade students: 6 outreach hours (of which up to 3 hrs. may include service to one's neighbors or relatives) and 2 volunteer hours.
- 8th grade students: 15 outreach hours (of which up to 3 hrs. may include service to one's neighbors or relatives) and 3 volunteer hour.
- All students must complete their service requirements by May 31st each year. Students will not be allowed to carry over any service project or hours from one year to the next. A list of opportunities available under both outreach and volunteer services will be provided by the Religious Education office with the assistance of the Director of Service and Outreach. Service projects do not have to be associated with SJE Parish but prior approval is required.

## NON-PARISHIONER REQUIREMENTS

Non-parishioner requirements for school/RE families:

1. Any child enrolled in SJE School or RE program **IS REQUIRED** to fulfill the service hours affiliated with the program. Along with education, the service component functions as an integral part of the child's formation.
2. Non-parishioner school parents **ARE REQUIRED** to fulfill any and all service hours associated with the program.

## AGREEMENT FOR STUDENT ENROLLMENT

All parents and guardians (herein “parents”) who believe that a Catholic School is a proper educational and religious environment for their child, and would like their child to attend a Catholic School, must adhere to the following agreement with their Catholic School:

Parents agree that the learning environment and religious nature of the school are guided by the Catechism of the Catholic Church<sup>5</sup>. Among other things, the Catholic Catechism states: *“By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.”* (2393 Catechism of the Catholic Church.)

Further, they acknowledge that a Catholic School looks to the recent encyclical, *Laudato Si*, Wherein Pope Francis stated *“Our body itself establishes us in a direct relationship with the environment and with other living beings,”* and that *“learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology,”* ... *“Valuing one’s own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment.”*

In application of these religious beliefs, students will be limited to using the restroom/locker room matching the student’s biological gender as created, meaning as it would be defined by the student’s chromosomes. This means, for example, that no person with a Y chromosome may enter the girl’s restroom/locker room.

If serious concerns arise as to a student’s and/or parent’s position or action(s) with respect to the tenets of the Catholic faith, then parents will be counseled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

Parents understand and acknowledge that prior enrollment in a Catholic School does not establish a precedent for further schooling by Catholic School nor constitute a guarantee of placement for subsequent years.

Parents agree to share with the school administration and classroom teacher(s), in writing if requested, professional recommendations and/or treatment reports regarding their child’s medical, psychological and/or social situation.

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<sup>5</sup> The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops: [www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/chtechism-of-the-catholic-church/epub/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/chtechism-of-the-catholic-church/epub/)

# SCHOOL SERVICES

## LIBRARY

The school library is open every school day. Classes may take advantage of the St. John Public Library. Report cards will not be issued to students with outstanding book fines or replacement book fees.

- Fines: There is a charge of five cents per day for each overdue book.
- Lost Books: Students who lose a book will be charged the cost to replace it.

## LOST AND FOUND

Parents should mark the child's name on all articles. Parents should check the Lost & Found box periodically. Clothing and other articles turned into the school office are kept for one month. After that time they will be given away.

## SCHOOL NUTRITION/PHYSICAL ACTIVITY

### LUNCH

Students in grades K-8 are to bring a NUT-FREE lunch from home.

### FOOD – BEVERAGE GUIDELINES

Food or drink with high sugar content should not be brought to school in sack lunches. Soft drinks—regular or diet—are not permitted before, during, or after school. For all other drinks, parents should use their best judgment. Juice often contains high sugar content. Some lower calorie drinks are very high in sodium. Generally, fresh fruit is a better choice than juice. Milk and water are considered the best beverage choices for school lunches. Parents are urged to make careful choices for selecting food and/or drinks.

Parents should get approval from the teacher prior to bringing any treats to the school. Treats that are brought into school for birthdays and other celebrations are limited to the following items: **Starkist from Dairy Queen - NO DILLY BARS, Oreos/Chips Ahoy Cookies, Rice Krispie Treats, Pirate's Booty Popcorn, Goldfish, Hershey Chocolate Bars/Kisses (NO NUTS), Individual Bags of Pretzels.**

### ALLERGIES AND SAFETY

Safety for all students is a priority at our school. Some students have extreme reactions to contact with or even the smell or presence of nuts. Some students can go into anaphylactic shock from this exposure. For these safety reasons, we strive to provide a nut-free environment for our students. Children may not bring items containing tree nuts (e.g., peanut butter sandwiches) or items processed in factories that also process nuts (e.g., granola bars) to school for lunch or snacks. Parents may check the listing on the website under Parents/Other Quick Links for acceptable foods.

### FAST FOOD

Students may not bring in, nor have parents deliver, any fast food or other restaurant food for lunch or birthday treats.

## SCHOOL PICTURES

In the fall of each year, school pictures are taken of all students. Purchase of these pictures is optional. The student's photo will be included in the annual school yearbook. Students may purchase a yearbook, which is ordered after the first semester. Yearbooks are distributed at the end of the school year.

# ATTENDANCE

## CALENDAR

The school calendar for the year coincides as closely as possible with Lake Central School Corporation because we utilize their daily bus service. The school calendar for the following school year is sent to parents at the end of the school year. A more detailed calendar is posted on RenWeb/FACTS, the school website, and published in the Parent Newsletters. Dates are tentative and subject to change.

## ABSENCE

A student who is not present in the classroom by 8:00 a.m. is marked absent. On the day of the child's absence, the parent must call the school office by 10:00 a.m. or leave a message on the answering machine. Upon the child's return to school, a written note stating the number of days absent and the reason for the absence must be sent to the homeroom teacher. Students may not be able to receive assignments given during an absence if the school is not contacted the day of and a written note is not submitted. If a child is absent from school for the day, he/she may not participate in extracurricular activities that day or evening. If the student has been chronically absent due to health complaints (3 days in succession or a total of 10 days due to health) the parent must obtain and forward a doctor's written release to return to school. See copy in the appendix (Indiana Code 20-8.1-3-20). Students who are absent 25 days or more may be required to attend a tutoring program and/or will be readmitted on probationary terms the next year.

## TARDY

Students are marked tardy if they are not present and prepared in their classroom by 8:00 a.m. Students arriving after 8:00 a.m. must report to the school office for a tardy slip before going to the classroom. For every three times a child is tardy, the parent will be notified and the child will be given a thirty minute detention to be served after school. Since frequent tardiness causes disruptions in teaching and learning, the third tardy detention will increase from a 30 minute to a 60 minute detention. With the twelfth tardy, parents will meet with the principal to set up a family resolution to the situation.

Parents are required to phone the school by 8:00 a.m. if their child is experiencing health problems which result in tardiness. Granting a medical tardy will be left up to the discretion of the school principal and, if used repeatedly, may need to be verified with a doctor's note. Children receiving medical tardy slips will still have the tardy recorded on the child's report card, but these will not accumulate into detentions.

## EARLY DISMISSAL

All requests for early dismissal must be made no later than 10:00 a.m. on the morning of the day on which the child will be leaving school early. Requests should be made with a note sent with the child in the morning when they arrive at school. Early dismissal requests for medical appointments, which have been rescheduled that day, will be permitted with notification after 10:00 a.m., but the student must produce a doctor's slip upon return to school. Students will not be dismissed after 2:25 p.m., unless the parent has parked in the church parking lot.

## APPOINTMENTS

Students who have doctor, dentist, etc., appointments must bring a note regarding the reason and time for the appointment to the teacher. The teacher will forward the note to the office. Parents picking up a child for an appointment must come into the office to sign the child out. Children are then called out of class to meet their parents in the office. Parents who bring a child back to school after an appointment are asked to come into the office and sign the child back into the building.

## VACATION / ABSENCE

Requests for absence from school for vacations are strongly discouraged. Indiana State Law requires a child to be in attendance at school while it is in session except for emergencies. St. John the Evangelist School's attendance rate, a legal standard to maintain school accreditation, depends on students being in attendance for the full school year. Parents who insist

on taking a child out of school for non-emergency reasons are responsible for the impact that this absence may have on the child's academic grades.

Parents must notify both the school office and the teachers about the vacation at least one week in advance of the leave. Parents must ALSO complete an Absence/Vacation Notification Form. Absence/Vacation notification forms are available in the office and on the school web site. These forms must be completed and returned to the school one-week (7 calendar days) prior to leaving on vacation. Students whose parents do not complete the form or who do not submit the form seven days prior to leaving will be given an unexcused absence and will not be permitted to make up work.

It is the policy of the school that:

1. No assignments will be given in advance for students leaving for non-emergency reasons.
2. The administering of tests and quizzes for students missing school for non-emergency reasons is at the discretion of the teacher. Teachers may choose to administer tests or quizzes prior to the absence and will inform the student or parent if that is the case.
3. Upon returning from a vacation which is not at the end of an academic grading period, students will be given three school days to complete and submit all missed assignments and to take all tests/quizzes.
4. No extra credit activities will be given or accepted in place of missed assignments.
5. If a vacation falls at the end of an academic grading period, the student will not be able to make up any missed homework, tests, or quizzes.
6. It is the parents', rather than the school's responsibility, to initiate and receive all non-emergency vacation communication.
7. A student who misses 25 days or more of school may be required to attend a tutoring program school.
8. The school reserves the right to use discretion in the application of this policy.

## COMMUNICATION

### PARENT NEWSLETTER

A parent newsletter containing pertinent information is emailed to parents once a week. Parents will be informed of school news and events through this method.

### WEBSITE

School information, including the school calendar can be found on the school website, [www.sjeschool.org](http://www.sjeschool.org).

### RENWEB/FACTS

Every family can send teachers correspondence through email, using the teachers' first initial, last name, and the @stjohnparish.org address. RenWeb/FACTS also provides parents individual access to their child's grades and classroom information online.

### PARENT/TEACHER CONFERENCES - INFORMAL

Parents and teachers are encouraged to contact each other whenever a concern arises. Please make an appointment in advance either by phone, through email, or in a note. In order to ensure privacy and adequate time, the teacher may only schedule a conference when not supervising students.

Teachers may be reached by phone between 7:15-7:30 AM and 2:45-3:00 PM. Parents may also call the school office and leave a voice mail message for the teacher to arrange a conference. You may also contact by email.

## PARENT/PRINCIPAL CONFERENCES

Please make an appointment in advance either by phone, email, or in writing to meet with the principal. To contact the principal by email use: [kfredericksen@stjohnparish.org](mailto:kfredericksen@stjohnparish.org).

If the topic involves a child's academic progress, classroom behavior, or a concern with a teacher, parents must first have had a personal or phone conference with the teacher to resolve the concern before asking to see the principal. Parents may request to have the principal at a parent-teacher conference.

## VISITS TO CLASSROOMS

Parents are not permitted to walk their children directly to the classroom at will or to go directly to the classroom during school hours. Typically, parents are not permitted to visit classrooms throughout the day. All parents with an appointment to see a teacher, or have meetings or other business at school during the day, must sign in, sign out, and obtain a Visitor Badge upon entering the building. Since the Visitor Badge is a security measure to help ensure student safety, parents without a badge will be asked to return to the school office to obtain one. All visitors come through the front door.

## TELEPHONE

The telephone in the school office is for business use. Students are not permitted to phone home, email, or text for forgotten homework, iPads, or gym clothes. For other purposes, students who have permission may phone home in the school office. Students must also have the office personnel's permission to use any school phone. Cell phones may not be turned on during the school day. See complete cell phone policy at "Electronic Equipment." Parents should never telephone/text teachers at their homes or on cell phones.

## ITEMS DELIVERED TO SCHOOL

On occasions, students may forget to bring items to school. Parents are discouraged from bringing those forgotten items to school. Items delivered before 8:00 a.m. will be delivered to the students, but classes will not be interrupted. If items are delivered after 8:00 a.m., they will be picked up based on teacher availability.

## TELEPHONE BROADCAST SYSTEM

To enhance communications between parents and school, St. John the Evangelist School uses a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start times. The service will also be used to communicate general announcements or reminders. RenWeb/FACTS provides this service. The service will simultaneously call or text all listed phone numbers in our parent contact list and will deliver a recorded message. The service will deliver the message to both live answer and answering machines. No answers and busy signals will be automatically retried twice in 15-minute intervals after the initial call.

# DISCIPLINE

## SAFE SCHOOL POLICY

St. John the Evangelist School expects student conduct will always be formed by and demonstrate Christian virtues.

## CODE OF BEHAVIOR

The standards set forth are meant to assure an orderly and effective educational system for all students. As disciples of Jesus, the students of St. John the Evangelist School understand that personal discipline is a Code of Christian Behavior that calls each of us to reflect on responsibility and respect for ourselves and for others.

"Belief in the inherent dignity of the human person is the foundation of **all Catholic** social teaching. Human life is sacred, and the dignity of the human person is the starting point for a moral vision for society. This principle is grounded in the idea that the person is made in the image of God." (USCCB.org). Therefore, all students and staff will be treated with a certain level of respect and care, regardless of race, ethnicity, status, or other factors. **Any behavior that violates the inherent dignity of another, whether in person or digitally, will not be tolerated.**

## THE CODE OF BEHAVIOR FOR ALL STUDENTS, TEACHERS, AND PARENTS AT ST. JOHN THE EVANGELIST SCHOOL:

- Treat people and property with respect
- Be polite, friendly and helpful toward others
- Value others' time and needs
- Be dependable and responsible
- Address concerns at the appropriate level
- Be pure in thoughts, words and actions
- Be honest and trustworthy

Classroom rules are posted in each room and a copy is distributed to parents at the start of each school year. Students will have the rules explained to them to clarify any questions about what is expected of them. The teacher and/or principal will handle inappropriate behavior and administer consequences. Consequences will vary depending on the age of the child and the severity of the incident.

According to the Catechism of the Catholic Church (no. 2223), "Parents have the first responsibility for the education of their children." Our role at SJE is to assist parents in this vocation, not to replace them. We strive for good communication and mutual support. Therefore, when a student's behavior is out of line or misguided, we expect parents to support us in our attempt at correcting the behavior as the student progresses.

If a student or parent thinks, following the determination of consequences, that the student has been dealt with unfairly, they are asked to observe the following chain of contact:

1. Conference with the teacher
2. Talk with the principal
3. Contact the pastor to request a meeting with teacher, principal, and pastor.

## SERIOUS DISCIPLINARY OFFENSES

The Principal may speak with a student to discuss behavior concerns. All talks are not necessarily deemed serious, and therefore parent consultation is not required. The Principal reports behavior deemed very serious to the parents. Consequences are determined on a case-by-case basis. The principal may impose disciplinary measures, such as detention, probation or suspension, expulsion, and/or parental withdrawal. These disciplinary measures may be imposed progressively or separately as the situation warrants.

In incidents of serious or chronic misbehavior, suspension or expulsion may be employed. Suspension is a limited exclusion from the classroom. It is used to correct a student who does not respond to regular corrections or has been part of a serious incident or infraction of school rules. Expulsion means excluding a student from school over a longer period of time or permanently for the good of all involved. Each case will be handled individually according to the nature and seriousness of the violation. If a disagreement between the parent and the school results in the parent seeking civil litigation, the student will be asked to withdraw from school class until the civil decision has been made.

Some behaviors are considered VERY SERIOUS, and warrant immediate action. Other serious behaviors include, but are not limited to, the following:

**DEFACING OR VANDALIZING** school or parish property could result in disciplinary action including detention, suspension, or expulsion from St. John the Evangelist School.

**POSSESSION OF ILLEGAL SUBSTANCES** such as alcohol, tobacco, or drugs, could result in disciplinary action including detention, suspension, or expulsion from St. John the Evangelist School.

**WEAPONS** such as knives of any kind: plastic, rubber, Swiss Army, traditional; handguns of any kind, including: plastic, "toy," paintball, BB, or water – as well as those not specifically mentioned; and any other item used as a weapon could result in disciplinary action including detention, suspension, or expulsion from St. John the Evangelist School.

**SEXUAL HARASSMENT** is unwelcome attention of a lewd or sexual nature. It includes a range of behavior from mild transgressions and annoyances to serious abuses. Sexual harassment is considered a form of illegal discrimination, and is a form of abuse (sexual and psychological) and could result in disciplinary action including detention, suspension, or expulsion from St. John the Evangelist School.

**ENGAGING IN ILLEGAL ACTIVITY** that includes calling in false alarms of any nature or actions punishable by the law could result in disciplinary action including detention, suspension, or expulsion from St. John the Evangelist School.

**FIGHTING** including "play fighting" is not allowed. A student is never to put his/her hand(s) on another student. Fighting could result in disciplinary action including detention, suspension, or expulsion from St. John the Evangelist School.

**GANG BEHAVIOR** at St. John the Evangelist School will not be tolerated in any form. Gang affiliation or the appearance of gang affiliation which includes, but is not limited to: expression in costume, hair styles, signs, insignias, and posters (whether in lockers, books or notebooks), graffiti, and intimidation of others could result in disciplinary action including detention, suspension, or expulsion from St. John the Evangelist School.

**PREGNANCY** - If a student is becoming a parent, it will be determined by the pastor and principal what is the most appropriate course of action for the student and the school regarding remaining in school. The medical, psychological, spiritual, and educational well being of the student shall always be a major consideration as well as the life of the unborn.

**POSSESSION OF PORNOGRAPHIC AND/OR MALICIOUS MATERIAL** or exploring Internet sites with such material, "sexting" others, or entering false information into a website or online about another student or member of the staff of St. John the Evangelist School could result in disciplinary action including detention, suspension, or expulsion from St. John the Evangelist School.

**This list is not intended to be all-inclusive. The disciplinary consequences of the serious behavior will match the situation as deemed appropriate by the Principal and/or Pastor.**



## CONSEQUENCES FOR VERY SERIOUS BEHAVIOR

### IN-SCHOOL SUSPENSION

In-school suspension requires that a student remain in school, but be out of the classroom setting completing the assigned schoolwork. Parents will be notified by phone and/or in writing prior to an in-school suspension. The principal will determine the length of the suspension. The student's Conduct grade will be lowered with an in-school suspension. No record of suspension will be kept on the permanent record.

### OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension means that a student is removed from the school environment for a period of 1-10 days and placed in the custody of parents. The school will not issue assignments to students placed on out-of-school suspension and all tests, quizzes, and class work missed will receive 0's. The student's Conduct grade will be lowered with an out-of-school suspension. A record of out-of-school suspension will be kept on the permanent record.

### EXPULSION

Expulsion means not allowing a child to remain in school. Under rare circumstances, after repeated interventions, attempts to help one child must be weighed against what is good for the school as a whole. Serious disciplinary infractions (such as those involving physical harm to another student or teacher, possession or use of drugs or alcohol, possession or use of a weapon or something that may be perceived as a weapon, etc.) may subject a child to immediate expulsion.

The pastor and the principal make the final decision as to whether or not a serious disciplinary infraction warrants expulsion. Depending on circumstances, parents may be given the opportunity to voluntarily withdraw their child rather than face involuntary expulsion. If expelled, record of that expulsion remains on the child's permanent record and will follow the child to any subsequent school to which the parent makes application.

### SEARCH AND SEIZURE

The teacher and/or principal have the authority to search students and their property and seize student's property if reasonable cause exists. School personnel may conduct inspections of anything brought on school property at any time with or without the student present, and without notice.

## SECLUSION AND RESTRAINT PLAN

STATEMENT: St. John the Evangelist School is committed to the safety of its students. As a Catholic school, we strive to create a Christian environment that serves the needs of all our students. When unforeseen circumstances require the use of seclusion or restraint, we make every effort to handle the situation charitably, consistently, and fairly. This policy acknowledges the right of accredited non-public schools to adapt their plan to local circumstances according to IC 20-20-40-13(b).

#### I. USE OF RESTRAINT

- A. Restraint shall only be used when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others.
- B. Restraint shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted without success.
- C. Restraint shall only be employed by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exceptions:
  1. Other school personnel may employ restraint procedures only in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
  2. Restraint of a student shall be conducted in a manner consistent with the techniques prescribed in crisis intervention training program.
- D. Restraint shall last only as long as is necessary for the student to regain behavioral stability, and the risk of injury has ended, usually a matter of minutes.
- E. The degree of restriction employed must be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student.
- F. Mechanical or chemical restraints are not authorized in school.

- G. Prone or Supine forms of restraint are not authorized and shall be avoided.
- H. Seclusion or restraint shall never be used in a manner that restricts a child's breathing or harms the child.
- I. Every instance in which seclusion or restraint is used shall be carefully, continuously and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.

## II. WHEN RESTRAINT PROCEDURES SHALL NOT BE EMPLOYED

- A. Restraint shall not be used on a student unless there is imminent risk of injury to another person.
- B. A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury and shall not result in restraint.
- C. Destruction or damage to property does not constitute a risk of imminent injury unless in so doing a risk of injury to the student or others is created.
- D. When known medical or physical condition of the student would make the restraint procedures dangerous for that student (e.g. students with heart or circulatory conditions, asthma, etc.) they shall not be employed.
- E. Restraint shall never be used as a punishment, or to force compliance with staff commands.

## III. USE OF SECLUSION

- A. Seclusion shall only be used when a student is displaying physical behavior that presents substantial imminent risk to the student or others, and the threat could be diminished if the student was in a safe environment away from other students and staff.
- B. Seclusion shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted.
- C. Seclusion shall only be used as long as necessary and shall be discontinued when the student is no longer an imminent threat to others.
- D. Seclusion shall only be employed by staff members who have received crisis intervention training approved by the school.
- E. Seclusion must be used only when the student can safely be transported to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.
- F. Time out procedures that do not constitute seclusion are permitted in school.
- G. A seclusion environment shall be carefully considered and shall:
  1. Be of reasonable size to accommodate the student and at least one adult.
  2. Be of reasonable size.
  3. Have adequate ventilation including heat and air conditioning as appropriate.
  4. Have adequate lighting.
  5. Shall meet current fire and safety codes.

## IV. WHEN SECLUSION PROCEDURES SHALL NOT BE EMPLOYED

- A. When the substantial imminent risk of injury no longer exists.
- B. When known medical or physical condition of the student would make the seclusion procedures dangerous for that student (e.g. students expressing suicidal thoughts, students with heart or circulatory conditions, asthma, or other conditions).
- C. Seclusion shall never be used unless a staff member can monitor and communicate with the student.
  1. Students shall be permitted to use the restroom upon request, and be escorted to and from the restroom.
  2. Students shall be provided water on request.
- D. Seclusion shall never be used as a punishment, or to force compliance with staff commands.

## V. TIME-OUT

Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

## VI. INFORMING PARENTS AND GUARDIANS GENERALLY

As a part of the emergency procedures in place in our school, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, parents will be informed and provided with an account of the incident including the circumstances that led to the use of restraint and or seclusion.

## VII. TRAINING

- A. St. John the Evangelist School will ensure that all full time staff members receive basic training about conflict de-escalation procedures, the dangers of seclusion and restraint, and procedures for contacting fully trained and certified staff when behavioral crises occur. Basic training will be provided through videos on the Indiana Department of Education website.
- B. New staff members are responsible for educating themselves on the school's seclusion and restraint plan and for viewing training videos.
- D. A core group of appropriate personnel will be trained in each building in crisis intervention techniques, which will include the use of seclusion and restraint procedures.
- E. All staff members (full and part-time) and volunteers will have access to the seclusion and restraint plan and training materials upon request.

## VIII. Reporting, Documentation and Debriefing Requirements

- A. After the student has restored emotional and behavioral control following the use of restraint and/or seclusion, a staff member shall examine the student to ascertain if any injury has been sustained during the seclusion or restraint.
- B. The building administrator or designee will verbally notify the parent/guardians as soon as possible. The Principal or designee:
  - 1. will update the parent/guardian on the student's current physical and emotional state and
  - 2. will discuss strategies to assist the parent/guardian in dealing with any residual effects of the incident.

### C. Incident Report

- 1. Staff involved in the use of seclusion or restraint will submit a written report of the incident as soon as practical.
- 2. The building administrator or designee will place a copy of the report in the student's confidential file.
- D. The following items, to the extent that they involve the specific staff member, will be included in the incident report created after each instance of restraint or the use of seclusion:
  - 1. The student's name;
  - 2. The date and approximate time of the incident;
  - 3. The duration of any seclusion or restraint; or the beginning and ending times of the restraint and/or seclusion;
  - 4. A description of any relevant events leading up to the incident;
  - 5. A description of any interventions used prior to the implementation of seclusion or restraint;
  - 6. A log of the student's behavior during seclusion or restraint, including a description of the restraint technique(s) used and any other interaction between the student and staff;
  - 7. A description of any injuries (to students, staff, or others) or property damage;
- E. The complete incident report prepared by the administrator or designee will also include:
  - 1. A description of the planned approach to dealing with the student's behavior in the future;
  - 2. A list of the school personnel who participated in the implementation, monitoring, and supervision of seclusion or restraint and whether they had training related to seclusion or restraint;
  - 3. The date and time on which the parent or guardian was notified;
  - 4. If the student has a disability (IDEA or Section 504), the type of disability.
- F. Staff involved in the incident will engage in a de-briefing session in order to determine what could be done to prevent the future need for use of seclusion or restraint for this student specifically and for other students in similar situations.

## IX. Review, Planning Process, and Oversight

- A. The school administrator (or designee) will be designated as the coordinator of data, planning and oversight of the use of seclusion or restraint procedures for St. John the Evangelist School.
- B. The administrator shall establish a Committee or use a standing committee to conduct periodic reviews of all individual and program-wide data associated with this policy. The Committee shall review the following components related to the use of restraint:
  - 1. incident reports;
  - 2. procedures used during restraint;
  - 3. preventive measures or alternatives tried, techniques or accommodations used to avoid or eliminate the need of the future use of restraint;
  - 4. documentation and follow up of procedural adjustments made to eliminate the need for future use of restraint;

5. injuries incurred during a restraint;
  6. notification procedures;
  7. staff training needs;
  8. specific patterns related to staff or student incidents;
  9. environmental considerations, including physical space, student seating arrangements, and noise levels.
- C. Upon review of the data, the Committee shall identify any issues and/or practices that require further attention and provide written recommendations to the Principal for changes in policies or practices.
- D. The Committee can recommend review of the training program to ensure the most current knowledge and techniques are reflected in the St. John the Evangelist School training curriculum.

## BULLYING POLICY

### STATEMENT ON BULLYING

SJE is firmly committed to teaching all students to respect one another in order “to learn, live, and love as Jesus taught us.” We seek to address any behaviors identified as “bullying” in a manner that will uphold the dignity of all. The school works with parents to help ensure that students on both sides of any issue are respected and treated fairly and appropriately. By teaching our students the dignity of the human person and helping them build positive relationships with one another, we hope to create an atmosphere of respect and friendship.

### DEFINITION OF BULLYING

Indiana Code 20-33-8-0.2 (a) defines “bullying” as follows: “overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.”

### TYPES OF BULLYING

Bullying is undesired and intentional patterns of aggressive behavior that come in many forms. Bullying involves a real or perceived threat from another person or group of people. Types of bullying include, but are not limited to:

- **Physical Bullying:** physically hurting another person; damaging or taking their property; hiding another’s belongings; purposefully knocking items off desk; intimidating another person
- **Verbal Bullying:** insulting or humiliating another; repeatedly teasing or targeting jokes at another; criticizing another person’s actions, abilities, or appearance
- **Social/Relational Bullying (i.e., Exclusion):** systematically isolating a student from other peers; gossiping or spreading rumors about another; leaving another student out of a group or taking friends away from a student; influencing others to take one side; participating in activities from which another student is excluded
- **Electronic or Written Communication Bullying:** primarily using electronic media (instant messaging, email, Twitter, Facebook, Instagram, texting, etc.) to gossip, insult, criticize, or further exclude an individual from a group; when this behavior affects in-school behaviors, it may be addressed by the school even if it did not occur within the context of the school day or on school property

Bullying of any form may be addressed at school, regardless of where it takes place, when the situation interferes with or threatens school discipline or safety.

### BULLYING PREVENTION

The atmosphere of respect and friendship in a Catholic school seeks to uphold the dignity of all. Teachers and administration receive resources and conduct their own research as necessary to create a positive school environment. By establishing classroom rules and boundaries and teaching positive social behaviors at the beginning of the year and reinforcing them when necessary, teachers strive to create positive, appropriate relationships. In order for this to occur, the cooperation of all is

essential. Explicit and implicit instruction in virtue provides students with the habits and attitudes necessary to build lasting friendships. Assemblies that provide character-building skills also assist in this process.

## **BULLYING INTERVENTION**

Behavior identified as bullying can only be addressed when the teacher or other staff members are made aware of it. Students are responsible for reporting behavior they classify as bullying to the adult in charge (teacher, recess aide, etc.). Anyone wishing to report behaviors should talk to a faculty member they trust. Teachers are responsible for documenting behavior and responding initially to negative behaviors in a timely manner. In doing so, they seek to determine the gravity of the situation and respond accordingly. In instances of repeated behaviors, the principal will address the issue with the parents, teachers, staff, and students involved. In issues meriting pastoral concern, the pastor will also become involved. When the situation merits, law enforcement may become involved. Because of the various circumstances surrounding any issue, each instance of bullying is handled on an individual basis. Bullying involves repeated actions, so it is important for all those involved to document occurrences and inform those responsible in a timely manner so that issues may be addressed.

When it is determined that bullying is occurring, intervention follows. A possible progression of consequences is below. In every situation, teachers and administration strive to work in a timely manner.

First Occurrence: Behavior is reported to teacher, who addresses the students involved and makes a record of the incident.

Second Occurrence: Teacher addresses the students again and contacts their parents, who may express their concerns. Consequences are based on classroom policies and may include missing recess, silent lunch, or detention. The incident is recorded.

Third Occurrence: The teacher reports the behavior to the principal and provides documentation of prior incidents. The principal meets with the students, contacts the parents, and determines appropriate action.

Future Occurrences: Repeated behaviors will result in notification of parents and principal and could lead to in-school or out-of-school suspension and possible expulsion.

The principal has the duty of ensuring the safety of all students at the school and may intervene at any point deemed necessary. The school seeks to work with the parents of all students involved and understands that their support and cooperation is necessary for any behavior to improve. Appropriate follow-up measures with all those involved help to build trust and mutual respect.

## **SCHOOL RULES FOR PLAYGROUND AND RECESS**

During recess, students are expected to respect the rights of one another and to respect and obey the adult playground supervisors. Children play outside every day unless there is rain or unseasonable weather. They should dress appropriately according to the weather conditions.

### **PLAYGROUND RULES**

1. Do not play outdoors without supervision.
2. Playground supervisors have full authority to enforce discipline.
3. Food, gum, and beverages are not permitted on the playground.
4. Classroom books are not permitted on the playground.
5. Snowball or rock throwing is not permitted.
6. Inappropriate public displays of affection are not permitted.
7. Fighting is not tolerated.

### **VIOLATIONS OF PLAYGROUND RULES INCLUDE**

1. Playing games or doing activities that may be dangerous to self or others or that could damage property.
2. The use of improper, vulgar, or disrespectful language.
3. Leaving the playground without permission from supervisors.
4. Playing near the cars or on other people's property.

5. Fighting or rough play.
6. Disobedience and/or disrespect to the supervisor.

Consequences for noncompliance will be determined on a case-to-case basis.

## GUM AND CANDY

Gum chewing is not permitted on the school premises. Ordinarily, eating treats is limited to the classroom during either lunchtime, or times the teachers designate, or give specific permission. Students are never permitted to eat treats in the school hallways.

## HALLWAY/STAIRWAY BEHAVIOR

Loud talking, running, and boisterous conduct of any kind are not permitted in the school halls or classrooms. Students may not run down stairs, skip steps, or use the banister inappropriately.

## ELECTRONIC/OTHER EQUIPMENT

Students may not bring electronic equipment UNLESS IT HAS BEEN AUTHORIZED FOR ACADEMIC USE. Electronic items, including but not limited to iPods, iPads, Smart Watches, Kindles, MP3 players, laser pointers or electronic games etc., may not be brought to school premises, onto buses, or to band practice unless authorized by the principal. Students with unauthorized equipment will have those things confiscated and kept in the office until the end of the school day or longer. The equipment will be returned to the parents. Middle school students should observe the rules for iPad use given by middle school teachers and the administration.

The following policy applies to all cell phones:

- Once a student is on school grounds, all cell phones must be turned off. If a student needs to make a phone call after school, they are to go to the school office to do so.
- Phones may not be used for taking pictures, text messaging, game playing, Internet use, math calculations, or email access while students are at school.
- Students may never keep phones on their person during the school day.
- For emergency messages to parents during the school day, students will consult with school personnel first and use the school office phone.

## DRESS CODE

The clothing and appearance of all students should be appropriate, modest, and neat. Uniforms permit a neat, consistent appearance and assist students as they concentrate on their studies. School faculty and administration strictly enforce the uniform code. All uniforms should be clean and free of holes. Shoes and socks must be worn at all times. Guidelines for uniforms, spirit wear, and N.U.T. days are outlined in the Appendix.

## HEALTH

### EMERGENCY MEDICAL CARD

Each student is required to have an Emergency Medical Card on file in the school office. These cards are sent home to the parents at the end of the school year to be filled out completely and returned prior to the first day of school. They include contact information for parents and other individuals who are alternate contacts. Chronic illnesses and/or allergies are to be listed on the card.

## IMMUNIZATIONS

Indiana State Law (Code 20-8.1-7-10.1) requires that parents provide a written updated statement of a child's required immunizations. No child shall be permitted to attend school for more than 20 days beyond the date of enrollment without the written statement. Forms to be completed and signed by your doctor are available in the school office. Immunization records are reserved online through the state program, "Children and Hoosiers Immunization Registry Program."

All Preschool and Gr. K-8 students must have all immunization records up to date. Registration at SJE is not complete without submission of these records. The minimum immunization requirements for all children are available upon request.

## ILLNESS

Parents are asked to keep children home who register a temperature above normal. Students must be fever free for 24 hours before returning to school. In the event of illness of a student while at school, the parent or other designated person indicated on the Emergency Medical Form will be telephoned. Parents should make arrangements to pick up their child in a timely manner.

## ACCIDENT

In the event of an accident at school, parents will be notified. If there is a serious reason and immediate need, the parents will be contacted and the child will be taken to the hospital indicated on the Emergency Medical Form.

## MEDICATION

Only those medications that are necessary to maintain the child in school and must be given during school hours shall be administered.

- No medication will be given to any student without the written consent of the parent.
- All medications are kept in areas in the office or locked in the nurse's room. No student is to have any medication in his/her possession.
- With written permission from a physician, a student with asthma may keep an inhaler in his/her possession.
- With written permission of the parents, the student may carry his/her own epi-pen.
- Medications prescribed for a student must come in the original container/package with the pharmacy label and student's name affixed.
- All prescription and non-prescription medication must be accompanied by a parent note and must include:
  - Name of medication
  - Dosage
  - Time to administer
  - Name of health condition (There is a sample form you may use in the appendix.)
  - Complete instructions for administration of the medication.
- A Food Allergy Action Plan must be completed and submitted on the first day of school for those children with food allergies.

## COMMUNICABLE DISEASE

Students with communicable diseases such as pink eye (conjunctivitis), flu, etc., must be excluded from school until symptoms are no longer apparent. Students must wait 24 hours after a fever has subsided in order to return to school.

After a diagnosis of head lice is confirmed, the student must immediately be treated with an anti-lice shampoo until nits are no longer evident. Treatment takes place at home. Families in the school will be notified by letter to take precautions if deemed necessary. School officials rely on the directives from the Lake County Health Department in judging these cases.

# PUBLIC HEALTH AND SAFETY

## General Statement

The COVID-19 pandemic has led Catholic schools to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The schools will, where possible, follow State and local public health directives related to public health and safety emergencies, including severe weather events. As in the of the COVID-19 pandemic, schools may be closed as a social distancing practice recommended by the government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

## Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principals in a timely manner. The school grading policies and practices remain intact and continue during any extended learning period.

## Tuition

In case of an extended learning period related to any public health and safety, or severe weather, event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

## Attendance

In the event of an extended learning period arising out of any public health and safety, or severe weather, event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.



## Coronaviruas and COVID-19 Warning

The risk of exposure to coronavirus exists anywhere that people (and even [pets](#)<sup>1</sup>) are present, especially in larger groups. According to the [Centers for Disease Control and Prevention](#)<sup>2</sup>, the virus spreads easily between people and can cause severe illness and even death. The risk is higher for certain people. [Risk factors](#)<sup>3</sup> include being 65 years of age or older or having serious underlying medical conditions.

By attending a Diocese of Gary School, you voluntarily assume all risks related to exposure to viruses, including the coronavirus that causes COVID-19.

Enhanced health and [safety measures](#)<sup>4</sup> have been recommended to protect each of us. You must follow all posted instructions while attending a Diocese of Gary School.while attending a Diocese of Gary School.

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<sup>1</sup> See <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/pets.html>

<sup>2</sup> See <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<sup>3</sup> See <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html>

<sup>4</sup> See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

# SAFETY

## ASBESTOS

The asbestos inspection of the school is current. A copy of the Inspection Report and Management Plan is on file in the Principal's office and is available for review during regular school hours.

## PARKING LOT

Please see the Appendix for directives on morning drop off and afternoon pick up. Do not park in the lot from 11:00 a.m.-12:30 p.m. The parking lot is used for recess during this time. Cars within the lot during recess may not leave while children are playing.

## SECURITY

All school entrances are locked when classes are in session for the safety and protection of students and staff. Parents and visitors during the school day may enter only through the main doors and are required to check in at the office in order to pick up a Visitor Badge before entering classroom areas or the playground at recess time. Parents or other visitors found in the building without a badge will be asked to return to the school office to obtain one. Do not enter school through the back or side doors. Always use the front door.

# DISASTERS

All adults and students in the building are required to observe these procedures during an actual disaster and/or practice drills.

## FIRE EMERGENCY

Signal: Ring the fire alarm bell.

Procedure:

- Exit the room single file to assigned area.
- Close the classroom door.
- Teacher takes roll book to check attendance.
- Remain outside in silence until further directions are given.

## TORNADO

Signal: Announcement over the PA system

Procedure:

- Exit the room single file to assigned area.
- Close classroom door.
- Teachers take roll book and check attendance.
- Go down on knees and shield head and face.
- Remain quiet until further directions are given.

## EARTHQUAKE

Signal: Announcement over PA system

Procedure:

- Students take cover under a sturdy desk, table or other furniture or against an interior wall.
- Get down on knees and face away from the windows.

- Use a book to shield head from glass.
- Hold onto furniture.

## SCHOOL EVACUATION

Signal: Announcement over PA system

Procedure:

Students take shelter in the Day Chapel.

## SNOWSTORM

School closings or school delays may be necessary in case of severe weather. St. John the Evangelist generally follows Lake Central School Corporation for closings or delays due to weather. SJE School parents will be notified through our RenWeb/FACTS automated phone system. The information will also be posted on RenWeb. Lake Central School Corporation posts weather-related closings on their web site.

## SCHOOL DELAY

If school will open with a delayed start, the delay will be announced through the automated phone system and on RenWeb. Lake Central buses will run their routes as usual, but at a later time according to the delayed start schedule. School dismissal on delayed start days will be at the regular time. For a one-hour delay, the school day starts at 9:00 a.m. For a two-hour delay, the school day starts at 10:00. Preschool schedule will start 1 hour late on a day with a one-hour delay, but Preschool morning classes are cancelled with a two-hour delay. There is no morning Adventure Club on days when there is a delay.

## EMERGENCY SCHOOL DISMISSAL

In case of severe weather during school time, St. John the Evangelist School would close only if Lake Central would close. The following procedure is used:

1. Notify all parents through the automated phone system. Parents will be notified at all numbers listed.
2. Students will remain with school staff if parents are unable to pick up the student or if the parents could not be reached.

## EXTRACURRICULAR ACTIVITIES

### ATHLETICS

An Athletic Director, appointed by the principal and pastor, directs the athletic program. The athletic program adheres to diocesan CYO rules and consists of the following sports for all boys and girls in grades 5-8: Basketball, Volleyball, Track, Cross-Country, and Soccer. Also, grade 4, Track and Cross Country.

Administration reserves the right to limit CYO Sports and all school-related extra-curricular activity participation based on a student's academic and conduct grades. Students must maintain a C average, with no more than one D and no F's, in all solid subjects (religion, reading, language arts, math, social studies, and science). Athletes follow the established academic policy for participation in sports. Students must register for participation in sports according to the established guidelines. No exceptions are granted for those who have not followed the established timeline.

### SPORTS PHYSICALS

Sports physicals are required before a child participates in sports. All physical forms must be submitted to the child's coach before the first practice. No exceptions to this rule are granted.

## FEES FOR PARTICIPATION IN SPORTS

There is a family fee to participate in sports. A child will not be allowed to practice or participate in sports if all fees are not paid within the week of beginning to practice for the sport. Parents must sign a permission form before students participate in athletics. The coach and/or athletic director collect fees and permission forms.

## SPORT UNIFORMS

The day after the team sports picture has been taken, the uniforms must be returned washed, repaired, and labeled with the student's name to the coach. A fee will be charged for any uniform not returned or uniforms that are not returned in good condition. Report cards will be withheld until the sport uniform is returned.

## ACADEMICS AND CONDUCT IMPACTING PARTICIPATION IN SPORTS

All students have a responsibility to represent St. John the Evangelist School in a Christian manner. Students who do not live up to their responsibilities in academics, conduct, and/or effort will not be permitted to represent the school in athletic events. Christian behavior is expected of all students and parents at all sporting events. Supporting our teams is laudable, but no abusive or improper language or gestures will be tolerated.

## BAND

Students in grades four through eight are eligible for participation in the band. The students meet with the band director once a week during school hours for their lessons on a rotating schedule. Band rehearsals are conducted after school hours. Tuition and Fees for this service are set by the band director/CYO.

## ADVENTURE CLUB - AFTER SCHOOL CARE PROGRAM

ADVENTURE CLUB is a program for children of working parents. It is located in the school building in the morning and the Mobile Education Center (MEC) in the afternoon. The hours of operation are from 6:30-7:30 a.m. and 3:00-6:00 p.m. Students dropped off at school prior to 7:30 a.m. or not picked up by 3:00 p.m. will be sent to Adventure Club and may be picked up there. Further information is available in the office. Handbooks are available from the school office. Registration for Adventure Club may take place throughout the year online at: <https://theadventureclubs.com>.

## FIELD TRIP POLICIES

### EDUCATIONAL TRIPS

Field trips are integral to the curriculum because they provide authentic learning experiences. Teachers are encouraged to plan field trips that extend academics. Students represent SJE School on these trips and are accountable for their behavior. Students can be denied participation if they fail to meet academic or behavioral requirements. Parents may incur additional fees for field trips in order to cover admittance and bus fees.

### PERMISSION FORM

Parents are notified of the field trip by letter prior to the planned trip. Written permission using the proper form is required; otherwise, the student will not be allowed to participate in the field trip. The student will bring home the form. A blank version of the form is in the appendix. A telephone call, letter, or handwritten field trip form will not be accepted in lieu of the proper form.

### CHAPERON

All chaperons and students are under the leadership of the classroom teacher or designated staff member. The teacher will choose the chaperons. All chaperons must be Virtus trained, have a current background check, and up to date with completing the training bulletins. Chaperoning field trips is not applicable toward service hours. Chaperons may not deviate from any

guidelines for the trip that have been established by the teacher. Chaperons stay in contact with the teacher who is the supervisor.

## **PARTICIPATION**

It is the right of the parent to refuse to send a child on a field trip. However, in lieu of the educational field trip, schoolwork will be assigned for the student and counted as a class assignment grade. The student may complete this work at home and is counted absent on the day that the trip is planned. If the child's non-attendance on a field trip is brought about by a school decision, the school will provide the assignment and supervision in another teacher's classroom.

## **FIELD TRIP TRANSPORTATION**

Whenever possible, bus transportation will be utilized. The use of private vehicles is discouraged except for preschool students who ride with their parents in a booster seat. If a private passenger vehicle must be used, the following information must be verified for the driver:

- A. The driver must be 21 years of age or older.
- B. The driver must have a valid non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- C. The vehicle must have a valid registration.
- D. The vehicle must be insured for minimum limits of \$100,000 per person/ \$300,000 per occurrence.
- E. A signed Volunteer Driver Information Sheet must be submitted to the principal or pastor for each vehicle used.
- F. Parent drivers may not make any side trips (D.Q., restaurants, etc.) unless these have been indicated on the permission form.

# **TRANSPORTATION**

## **STUDENT ARRIVAL**

Students may arrive at 7:30 a.m. They come in the gym door and are allowed to go directly to their classroom. Students arriving before 7:30 a.m. must attend the Adventure Club program and are charged accordingly.

## **STUDENT DEPARTURE**

On the Emergency Cards, parents list one of the following ways for their students to depart from school: car rider, walker, or bus rider. When a child utilizes a different way to get home from their normal mode of transportation, the teacher and office must be notified in writing each time by the parent. This rule also applies to students who do not take their designated ride home and walk to the public library after school. The school must be notified in writing when the student is walking to the library and will leave for home from there. There is no adult supervision from St. John the Evangelist School for students who stay at the public library. Students who ride buses are dismissed from the classrooms first at the end of the day. The car riders and walkers are dismissed at 2:40 p.m.

## **CARS**

All cars should follow the directions of staff members or volunteers and observe posted signs and traffic cones during drop-off and dismissal. No cars will be allowed to park on either side of School Street at dismissal. No one is allowed to park in the bus lane. Buses always have the "right of way".

Students who need to be dismissed early from school must bring a note to their teachers from their parents authorizing the dismissal. Dismissals prior to 2:25 p.m. are permitted through the school parking lot. After 2:25 p.m., early dismissals are NOT permitted, unless the driver is parked in the Day Chapel parking lot.

## **WALKERS**

Students use sidewalks walking west on School Street. They cross at the corner and never mid-street.

## **BUSES**

The Lake Central School Corporation provides free bus transportation for all students residing within the appropriate Lake Central School district and more than a mile from St. John the Evangelist School. For information regarding bus routes, you may call the Director of Transportation at 365-3141.

The following rules are to be observed by those riding buses.

1. Be seated immediately and remain seated during the entire trip.
2. Avoid loud and boisterous conduct.
3. Open windows only with the permission of the driver.
4. Do not enter or leave the bus until it has come to a full stop and the driver has opened the door.
5. Do not turn around in your seats.
6. Respect others.

Students who ride the Lake Central buses are subject to disciplinary action for infractions on the bus. Written permission, co-signed by school personnel, must be presented to the bus driver, giving permission for a student who is not a usual rider, to ride the bus. LC Transportation must also give prior permission.

## **SUPERVISION AFTER SCHOOL DISMISSALS**

Students must leave the school grounds by 3:00 p.m. unless supervised by a teacher or another adult. If a student is on the school grounds at a time when no supervision is provided, the parents will be called, the child will be placed in the after school care program, and parents will be charged accordingly. Students in the building after dismissal may not play or run freely through the building. An adult must supervise them at all times. No one is permitted back into the classroom after dismissal unless school personnel have given him or her permission. The school building is locked at 3:15 p.m. Parents and students are not permitted to enter the main school building, the preschool building, or the M.E.C. (modular educational center) after that time.

# SAFE ENVIRONMENT PROGRAM (VIRTUS)

## WHAT IS IT?

The Diocese of Gary and over 50 other dioceses across the United States participate in a program to educate teachers, staff, and volunteers, who work with children at both the school and parish levels about the ways in which we can make and maintain a safe and secure environment for our children. The training educates participants about child abuse and emphasizes prevention, identification, response, and reporting. The purpose of the training is to ensure that the highest codes of conduct are followed and that children who worship, study, or participate in activities in our parishes and schools are continuously protected.

## WHO MUST BE TRAINED?

All teachers, substitute teachers, teacher aides, catechists, school, and parish staff must be trained. Additionally, parents who are involved directly with children need Virtus training. This includes, but is not limited to, parents who serve as coaches, room parents, field trip chaperones, and those who work at school events such as school parties and Field Day.

## WHAT IS INVOLVED IN THE TRAINING?

- A. Training consists of a two-hour group session. This is provided throughout the Gary Diocese during the entire year. St. John the Evangelist parish hosts a training session. The date will be announced in the parish and school bulletins.
- B. Following the training session, your name and email address will be given to the Diocese. You will receive confirmation to register at the Virtus website.
- C. You will then have access to the follow-up training program. You must read the printed article and answer the questions posed at the end. You will receive 24 online monthly informational bulletins. You are required to read the bulletins and answer the questions at the end of each bulletin.
- D. Unless you have completed the initial group session and are up to date on the online portion of the training, you will NOT be permitted to work or volunteer at SJE. This includes attending field trips and classroom parties.

In addition to VIRTUS training, the Diocese of Gary requires that all volunteers working with children undergo a national background check every five years. New parent volunteers should go to [www.virtusonline.org](http://www.virtusonline.org) to create an account, sign up for a VIRTUS class and process the background check. The Diocese only conducts a criminal background check. Results are shared only with those on a “need to know” basis and kept highly confidential.

## WHY VIRTUS TRAINING?

Nothing is more important than the safety and protection of our children. St. John the Evangelist Parish and School provides a safe environment and we wish to do everything possible to ensure that we continue to do so. We expect everyone’s cooperation and support in this important work.

## APPENDICES

### SCHOOL UNIFORM DRESS CODE

#### SCHOOL SPIRIT DAY AND N.U.T. DAY GUIDELINES -

	<b>SJE SPIRIT WEAR DAYS</b>	<b>ALTERNATIVES</b>
SHIRT	Official SJE Spirit Wear t-shirts, sweatshirts. Clothing must be neat and modest.	Plain red, black or gray shirts or sweatshirts.
PANTS/SLACKS	Official SJE Spirit Wear sweatpants or warm-up pants. Clothing must be neat and modest.	Plain red, black, or gray warm-up pants, blue or black jeans, other plain black or gray pants. No leggings or form fitting pants.
SHORTS – <span style="color: red;">August through October and the month of May.</span>	Official SJE Spirit Wear shorts may be worn in August through October and the month of May. Clothing must be neat, modest, and no shorter than 2 inches above the knee.	<span style="color: red;">School shorts only.</span> No athletic shorts.
MISCELLANEOUS	Nail polish is acceptable for girls on this day. Croc shoes may be worn on Spirit Days. No Show/Ankle Socks permitted on Spirit Days.	

	<b>NO UNIFORM TODAY (N.U.T.) DAYS</b>	<b>ALTERNATIVES</b>
SHIRT	Non-uniform shirts/tops. Official SJE Spirit Wear t-shirts, sweatshirts. Clothing must be neat and modest.	Non-uniform shirts/tops.
PANTS/SLACKS	Non-uniform pants/slacks. Official SJE Spirit Wear sweatpants or warm-up pants. Clothing must be neat and modest.	Non-uniform pant/slacks/jeans. Leggings/form fitting pants are not to be worn unless under a dress or long top.
SHORTS <span style="color: red;">August through October and the month of May.</span>	Official SJE Spirit Wear shorts may be worn in August through October and the month of May. Clothing must be neat, modest, and no shorter than 2 inches above the knee.	<span style="color: red;">School shorts only.</span> No athletic shorts.
MISCELLANEOUS	Nail polish is acceptable for girls on this day. Croc shoes may be worn on N.U.T. Days. No Show/Ankle Socks permitted on N.U.T. Days.	

#### MISCELLANEOUS FOR ALL GRADE LEVELS

	<b>CODE FOR BOYS</b>	<b>CODE FOR GIRLS</b>
JEWELRY	Limited to a standard wristwatch (NO Smart Watches), one bracelet, and a simple gold or silver chain necklace. No more than one small ring per hand. No earrings. Lanyards permitted.	Limited to a standard wristwatch, (NO Smart Watches), one bracelet, and a simple gold or silver chain necklace. No more than one small ring per hand. Girls may wear one/two small stud earrings per ear. Lanyards permitted.
HAIR	Hair is to be neat, clean, and well groomed, of its own natural color. Boys' hair should not extend over the ears or over the top of their collar and should be clearly above their eyebrows. Extreme or unusual styles are not permitted.	Hair is to be neat, clean, and well groomed, of its own natural color. Girls may wear a headband or ribbons in their hair. Extreme or unusual styles are not permitted.
MAKE-UP	Not permitted.	Not permitted.
NAILS	Groomed neatly. Nail polish is not permitted.	Groomed neatly. Nail polish is not permitted.



## Dress Code Grade K-5

DRESS	SOURCE	CODE FOR BOYS K-5	CODE FOR GIRLS K-5
SHIRTS	Dennis French Toast	Light blue or white short or long sleeve polo shirt. They are cotton-polyester knit with 3 or 4 button- front and tennis collar. Shirts must be tucked inside the pants. Undershirts are solid white with no visible collars.	Yellow or white cotton-polyester polo with short or long-sleeves and round or tennis collar. Shirts must be tucked in at all times. Undershirts are solid white with no visible collars.
SHORTS August through October and the month of May.	Dennis French Toast	Solid navy blue walking shorts with or without a cuff. (Permitted August through October, and May.)	Solid navy blue walking shorts with or without a cuff. The shorts are to be fingertip length, but no shorter than 2 inches above the knee. (Permitted Aug. through Oct., and May.)
PANTS/SLACKS	Dennis French Toast	Solid navy blue dress slacks with flat front or pleated front.	Solid navy blue dress slacks with flat front or pleated front.
BELTS	French Toast Retail/ discount stores	Solid navy, black, or dark brown with a small buckle <b>must</b> be worn with all pants and shorts in grade 5.	Solid navy, black, or dark brown with a small buckle <b>must</b> be worn with all pants and shorts in grade 5.
JUMPER/SKORT	Dennis French Toast		The jumper is navy and green plaid with red and yellow lines. It may not be shorter than 2 inches above the knee. A skort with the same guidelines is an alternative to the jumper.
SHOES	Retail/ discount stores OR uniform stores	Navy, black, or brown dress shoes. Low top, white and black athletic shoes with matching laces are an option. <b>NO COLOR DESIGNS</b> of any kind. Laces must be securely tied.	Navy, black, or brown dress shoes. Dress shoe heels may not be taller than 1 inch. Low top, white and black athletic shoes with matching laces are an option. <b>NO COLOR DESIGNS</b> of any kind. Laces must be securely tied.

SOCKS	Retail/ discount stores OR uniform stores	Solid navy blue, black or white socks that extend ABOVE the ankle.	Solid navy blue, black or white tights or knee socks or socks that extend ABOVE the ankle.
SWEATSHIRT	Dennis French Toast	Navy blue or red sweatshirt, or fleece, <b>with SJE monogram</b> . No hoodies.	Navy blue or red sweatshirt, or fleece, <b>with SJE monogram</b> . No hoodies.
SWEATER	Dennis French Toast Retail stores.	Solid navy blue or solid red cardigan, V-neck pullover vest, or V-neck pullover sweater.	Solid navy blue or solid red cardigan, V-neck pullover vest, or V-neck pullover sweater.
GYM UNIFORM	Dennis	See Dennis for guidelines.	See Dennis for guidelines. Shorts are to be no shorter than 2 inches above the knee.
SHOES FOR GYM	Retail/ discount stores	Any low top athletic shoes, but must be black and white only. Laces must be securely tied.	Any low top athletic shoes, but must be black and white only. Laces must be securely tied.

## Dress Code Gr. 6-8

DRESS	SOURCE	CODE FOR BOYS 6-8	CODE FOR GIRLS 6-8
SHIRTS	Dennis French Toast	Navy blue or white short or long sleeve polo shirt. Cotton-polyester knit with 3 or 4 button front with tennis collar. Shirts must be tucked inside the pants. Undershirts are solid white, black, or navy with no visible collars.	Navy or white pique cotton-polyester polo with short or long-sleeves. Shirts must be tucked in at all times. Undershirts are solid white, black, or navy with no visible collars.
SHORTS <b>August through October and the month of May.</b>	Dennis French Toast	Uniform khaki walking shorts, with or without a cuff. (Permitted August through October, and May.)	Uniform khaki walking shorts, with or without a cuff. The shorts are to be fingertip length, but no shorter than 2 inches above the knee. (Permitted August through October, and May.)
PANTS/SLACKS	Dennis French Toast	Uniform khaki mid-rise dress pants without a cuff.	Uniform khaki mid-rise dress pants without a cuff.
BELTS	Dennis French Toast Retail/ discount stores	Solid navy, black, or dark brown with a small buckle <b>must</b> be worn with all pants and shorts.	Solid navy, black, or dark brown with a small buckle <b>must</b> be worn with all pants and shorts.
SKIRT/SKORT	Dennis French Toast		Navy and green plaid with red and yellow lines skirt/skort. A khaki skirt/skort is an option for middle school girls. It may not be shorter than 2 inches above the knee.
SHOES	Retail/ discount stores OR uniform stores	Navy, black, or brown dress shoes. Low top, white and black athletic shoes with matching laces are an option. NO COLOR DESIGNS of any kind. Laces must be securely tied.	Navy, black, or brown dress shoes. Dress shoe heels may not be taller than 1 inch. Low top, white and black athletic shoes with matching laces are an option. NO COLOR DESIGNS of any kind. Laces must be securely tied.
SOCKS	Retail/ discount stores OR uniform stores	Solid navy blue, black or white socks that clearly extend ABOVE the shoe.	Solid navy blue, black or white tights or knee socks, or socks that clearly extend ABOVE the shoe.
SWEATSHIRT	Dennis French Toast	Navy blue or red sweatshirt, or fleece, <b>with SJE monogram</b> . No hoodies.	Navy blue or red sweatshirt, or fleece, <b>with SJE monogram</b> . No hoodies.
SWEATER	Dennis French Toast Retail/ discount stores	Solid navy blue or solid red cardigan or V-neck pullover sweater.	Solid navy blue or solid red cardigan or V-neck pullover sweater.
GYM UNIFORM	Dennis	See Dennis for guidelines.	See Dennis for guidelines. Shorts are to be no shorter than 2 inches above the knee.
SHOES FOR GYM	Retail/ discount stores	Any low top athletic shoes, but must be black and white only. Laces must be securely tied.	Any low top athletic shoes, but must be black and white only. Laces must be securely tied.

FIELD TRIP PERMISSION FORM

Date:

Dear Parent or Legal Guardian,

Your child is eligible to participate in a school-sponsored field trip requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of and other chaperones.

DATE -

EVENT -

LEAVING (time)

RETURNING (time)

TRANSPORTATION -

COST -

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility, which may result from any personal actions taken by the named student.

Sincerely yours,

-----

Please complete and return this form along with any money that is due to school by \_\_\_\_\_.

I hereby request that my child, \_\_\_\_\_, participate in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee (or adult volunteer) on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

Educational Purpose of this Field Trip

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

Date

\_\_\_ Please consider me to be a chaperon. I am current with my VIRTUS reports to the school office. If I am chosen to chaperon, I understand I will park in the church parking lot.

## PARENT REQUEST FOR DISPENSING MEDICINE

I request that my child (name) \_\_\_\_\_ receives the medication prescribed by (physician name) \_\_\_\_\_, only for the period of time indicated on the container. The medicine is to be furnished by me and is to be in the original container/package with pharmacy label and student's name. It is to be kept in the office or in the nurse's room where it can be locked safely.

\_\_\_\_\_  
MEDICATION

\_\_\_\_\_  
REASON FOR MEDICATION

\_\_\_\_\_  
DOSAGE

\_\_\_\_\_  
TIME TO BE TAKEN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

## SERVICE HOUR PARTICIPATION LIST

Family Name: \_\_\_\_\_

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

**18 Hours Required - CANNOT be prorated - Submit form or \$800 fee by May 1<sup>st</sup>**

SERVICE	DATES	# OF HRS
Adult Faith Formation Session (2 hours max)		
Advisory Council (member or committee work)		
After School Academic Activities (pre-approved)		
Athletics Program (head coach only)		
Book Fair (chairperson or worker)		
Box Tops (coordinator or worker)		
Building and Grounds Maintenance (pre-approved)		
Bulk Mail Committee (coordinator or worker)		
CSW (tour guide, pizza/ice cream party)		
Copy Aide/Paper Sorter		
Daddy Daughter Dance (chairperson or worker)		
Eighth Grade Reception (chairperson or worker)		
Field Day (chairperson) or (worker – 6 hours maximum)		
Food Drive Transporters (load and deliver items)		
Grandparents' Day (chairperson or worker)		
HSA Officer		
HSA Meeting Attendance (one hour max, per meeting)		
Lenten Soup Lunch (chairperson or worker)		
Mother/Son Outing (chairperson or worker)		
Oktoberfest (3 hours max, per family)		
Parish Festival Core Committee (18 hours max)		
Parish Festival Booth Chairperson (13 hours max, per family)		
Parish Festival Worker (10 hours max, per family)		
Party Coordinator (1 person, 3 hrs per party)		
Party Volunteers (1 hour per party)		
Race for Education		
Room Parent Coordinator (1 person, 6 hours)		
Science Fair Judge		
Special Projects for Teachers/Principal		
Spirit Day Snacks (coordinator or worker)		
Spring Fling Class Raffle Basket Coordinator (1 per class, 2 hrs)		
Spring Fling Core Committee or Area Coordinator		
Spring Fling (preparation, solicitation, event worker)		
Each \$100 of sales over required fundraising = 1 hour		
T.R.I.P. (coordinator or worker)		
Teacher Appreciation Events (chairperson or worker)		
5K Run/Walk Participant (1 hr max)		
Other (must be pre-approved)		

## TUITION RATES AND PAYMENT PLANS

2023-2024

NON-PARISHIONER RATE	Tuition	Per Quarter
One child in grades K to 8	\$ 7,500	\$1,875
Two children, K-8	\$15,000	\$3,750
Three children, K-8	\$22,500	\$5,625
Four children, K-8	\$30,000	\$7,500

PARISHIONER RATE	Tuition	Monthly: 10 months (Aug-May)
One child in grades K to 8	\$5,700	\$570
Two children, K-8	\$9,600	\$960
Three children, K-8	\$13,400	\$1,340
Four children, K-8	\$16,000	\$1,600

SJE, Holy Name, and St. Edward parishes subsidize the tuition for active parishioners.

All Gr. 6-8 Students are responsible for 3 year iPad leasing from SJE. This amount will be added to the tuition.

(Incoming Gr. 6 Student \$200/yr for 3 years

Incoming Gr. 7 Student \$300/yr for 2 years

Incoming Gr. 8 Student \$600)

PRESCHOOL TOTAL	Tuition	Monthly: 9 months (Sept-May)
3 yr. Preschool - Two days per week	\$1,800	\$200
4 yr. Preschool - Three days per week, all day	\$3,825	\$425
4 yr. Preschool - Five days per week, all day	\$5,625	\$625

There is no discounted rate for preschool.

ALL MONTHLY AND QUARTERLY TUITION PAYMENTS ARE NON-REFUNDABLE

REGISTRATION		
Pre-School	\$100 per child	Due at time of registration
K-8, Current Family during window	\$100 per child	Due at time of registration
Preschool, K-8, Current Family after window	\$150 per child	Due at time of registration
New Family during Open Registration	\$100 per child	Due at time of registration

REGISTRATION FEE IS NON-REFUNDABLE AND NON-TRANSFERABLE

ALL PAYMENTS ARE NON-REFUNDABLE

# SEXUAL MISCONDUCT TOWARD MINORS AND OTHERS AT RISK

## THE POLICY OF THE DIOCESE OF GARY

THESE POLICIES AND PROCEDURES ARE TO BE IMPLEMENTED IN RESPONSE TO AN ALLEGATION OF SEXUAL MISCONDUCT TOWARD MINORS AND OTHERS AT RISK.

7-10-93

slightly revised 4-25-02

further revised 6-27-02 and 4-1-03

### Introduction

In recent years there has been an explosive increase in reported cases of sexual misconduct towards minors and others at risk throughout our country. Because of the destructive impact of such incidents on the victim, the victim's family, the local Church community, as well as the accused, a diocesan policy exists to deal in a forthright and compassionate way with situations in which an employee, volunteer or cleric is accused of sexual misconduct toward a minor or other at risk.

Our purpose in establishing this policy is to assure victims of sexual misconduct the healing they need to help reduce the destructive effects of their traumatic experience. It is also our strong desire to ensure appropriate pastoral outreach to the affected families and local Church communities. Pastoral concern is also extended to the accused and to those ultimately found guilty of sexual misconduct, as they are made aware of the destructiveness of their behavior by prescribing the necessary professional treatment.

With a profound respect for the dignity of each person involved, it is our goal that compassion and healing be the foundation upon which this policy is based. For those abused, those accused, and those found guilty of sexual misconduct, this is how we approach this work.

### POLICIES AND PROCEDURES

#### I. RESPONSE TO COMPLAINTS AND ALLEGATIONS OF SEXUAL MISCONDUCT

1. Indiana Code (I.C.) Sections 31-33-5-1, 31-33-5-2, 31-33-5-3, and 31-33-5-4 (See Appendix II) require that staff members of a private institution, school or facility who have reason to believe that a minor has been physically or sexually abused shall immediately orally report such belief to the local Child Protection Service or law enforcement agency.
2. Note that the statute says to report immediately when a person has "reason to believe" that physical or sexual abuse has occurred. This means that if a report is made of sexual abuse, it must be reported immediately and not after an "in-house" investigation.
3. The definition of "Reason to Believe," according to Indiana Statute, means that if presented to individuals of similar background and training, it would cause those individuals to make a judgment that a child was abused or neglected.
4. It is the responsibility of every cleric, administrator, employee or volunteer of the Diocese of Gary.
5. Who receives a complaint or allegation of sexual misconduct to report it immediately to the Bishop's Delegate. If he/she is not available, the report is made to the Bishop's Administrative Assistant.
6. In the case of a minor, the public authorities will be notified and then the Response Team.
7. The diocese will cooperate with the authorities in the investigation. The Bishop's Delegate will direct an investigation of all rumors, anonymous phone calls and unsigned letters. Members of the Response Team will be contacted to assist in this process.
8. The Diocese of Gary will not enter into confidentiality agreements except for grave and substantial reasons brought forth by the victim. Such reasons shall be noted in the agreement.

9. Any modifications to this policy will be made after consultation with the Response Team and if appropriate other consultative bodies of the diocese. Any modifications must have the approval of the Bishop of the Diocese of Gary. If modifications are made, the United States Conference of Catholic Bishops shall receive a copy of the revised policy within three months after such modifications.

## II. RESPONSE TEAM

- A. The Bishop has established a Response Team consisting of two priests, a psychologist, and a social worker versed in cases of sexual misconduct and abuse, and six other persons who bring a particular sensitivity to this role. One member of the Response Team is the Bishop's Delegate and chairperson. The majority of the Response Team members will be lay individuals and not in the employ of the Diocese of Gary. He/she will also serve as the Assistance Coordinator on behalf of the alleged victim. The concept of the Response Team is to have a small representative group, which can act with promptness, fairness, confidentiality and compassion toward all concerned.
- B. The Team Chairperson's responsibility is to convene the Response Team to ensure that the prescribed process is implemented and that proper procedures are followed. It will also be the Chairperson's responsibility to keep the Bishop informed in a timely fashion of an allegation and the progress of the Response Team concerning the allegation.
- C. The Response Team will oversee all steps of the procedure for dealing with the accusations, and will act as guarantor of the due process for all parties.
- D. Members of the Response Team are appointed by the Bishop who is to ensure that the Team's composition reflects expertise in the areas addressed by the Team. Members are appointed to a five-year term, which is renewable. At least eight members of the Response Team will be in full communion with the Church.
- E. The Communications Director of the diocese is the spokesperson to the media, and will be appropriately informed in each situation by the Bishop's Delegate.

## III. INTERVENTION PROCESS

1. The Bishop's Assistance Coordinator will ensure that appropriate pastoral care be provided for the alleged victim and family to assist them in healing and reconciliation. If the Response Team considers it necessary, reasonable qualified medical/psychological care support groups and other social services will be offered.
2. The Response Team will, when reasonably indicated, provide prompt pastoral care to all pastoral institutions affected by the allegations of sexual misconduct. The scope, type, and duration of this service will be determined by the Response Team on a case-by-case basis.
3. The person who made the allegation, the parents of the minor or other at risk, and, if advisable, the victim of sexual misconduct will be interviewed by the Bishop's Delegate or member(s) of the Response Team appointed by him/her.
4. The victim will be advised of their right to make a report to the public authorities.
5. The volunteer, employee or cleric against whom the allegation is made will be informed of the allegation and advised of their right to legal counsel.
6. Every interview will be respectful and courteous. The goal is to determine each person's account of the alleged incident.
7. If, after careful review, the Response Team judges the complaint to be without merit, the Bishop's Delegate will fully inform all parties in a timely fashion of the results of the investigation. The Team will take all necessary steps to protect the accused from defamation, and to restore the peace of the community.
8. If, after careful review, the complaint is judged to be credible, the Response Team will recommend that the Bishop take immediate administrative action toward the accused.
9. The following procedure will then apply:
  - A volunteer: the volunteer will be immediately relieved of all volunteer duties, responsibilities, and activities.
  - An employee: the employee will be immediately terminated or placed on administrative leave at the discretion of the Bishop who will determine whether or not the leave will be with or without pay.



10. Where sexual abuse by a priest or deacon is admitted or is established after an appropriate investigation in accordance with common law, the following will apply:
  - The cleric will be immediately placed on administrative leave, and moved to a supervised residency.
    - a. He is asked to sign a medical and psychological assessment release form prepared by the diocese.
    - b. He is required to undergo, as soon as possible, a complete psychological and medical assessment at a facility designated by the Bishop.
    - c. In the event that cleric refuses to comply with the above, he will immediately incur suspension from all priestly or diaconal duties.
  - When even a single act of sexual abuse of a minor by a priest or deacon is admitted or is established after an appropriate process in accord with canon law, the offending priest or deacon will be removed permanently from ecclesiastical ministry, not excluding dismissal from the clerical state, if the case so warrants. The Bishop of the Diocese of Gary has the executive power of governance, through an administrative act, to remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry. See paragraph 5 below.
  - In every case the process provided in common law shall be observed, and the various provisions of common law shall be considered.
  - The accused priest or deacon shall be encouraged to retain the assistance of civil and/or canonical counsel. If requested, the diocese will supply canonical counsel to a cleric. See paragraph 5.
  - In the case of a minor, where the penalty of dismissal from the clerical state has not been applied for reasons such as advanced age or infirmity, the offender is to lead a life of prayer and penance. A priest-offender will not be permitted to celebrate Mass publicly, wear clerical garb, or present himself publicly as a priest.
11. For clerics accused of sexual misconduct toward others at risk: When allegations of sexual misconduct are brought against a cleric and are substantiated, it might be possible for continued ministry within the diocese. However, it will be the responsibility of the Response Team to make a recommendation to the Bishop about a ministerial assignment for the cleric. This will be based upon the evaluation and advice of qualified experts, and following in-patient residential or outpatient psychological/psychiatric treatment. The Response Team's recommendation may include:
  - The cleric receiving no ministerial assignment within the diocese
  - Support for resignation from priestly or diaconal ministry
  - Canonical process for laicization
  - A ministerial assignment with various conditions.

#### IV. FOLLOW-UP

- For the victims of sexual misconduct: The Bishop's Delegate/Assistance Coordinator, in consultation with the Response Team, will continue to monitor the pastoral needs of the victim as well as to confirm that proper medical/psychological care, group support, or other social services are available for an appropriate period of time. Similar pastoral care and reconciliation will be offered to the affected community.
- For clerics accused, but found not guilty of sexual misconduct: If it has become public knowledge, every possible, appropriate step will be taken by the Bishop's Delegate, in collaboration with the Bishop and the falsely accused cleric, to repair any damage to the cleric's reputation.
- For volunteers and lay employees accused, but found not guilty of sexual misconduct: Every possible, appropriate step will be taken by the Bishop's Delegate and members of the Response Team to repair any damage to the volunteer's or lay employee's reputation.

## APPENDIX I

### DEFINITION OF TERMS:

In this policy, regarding allegations of sexual misconduct towards minors and others at risk, the following terms are defined:

Cleric	For the purpose of this Policy, the term “cleric” shall include and be limited to diocesan priests, religious priests, and transitional and permanent deacons.
Employee	For the purpose of this Policy, the term “employee” means any person employed by the diocese or any subdivision thereof. An employee may be a cleric, a layperson or a member of a religious order.
Regular	For the purpose of this Policy, the term “regular volunteer” shall mean any person who Volunteer serves as a volunteer in a Church-sponsored activity, or under the auspices of the diocese or a subdivision thereof. This would include, but is not limited to, student teachers, aides, coaching assistants, special instructors, catechists, scout leaders, server coordinators, etc.
Minors	For the purpose of this Policy, the term “minors” shall be limited to persons under eighteen (18) years of age.
Others	For purposes of this Policy, the term “others at risk” shall include, but not be at Risk limited to, developmentally disabled persons, and those who place themselves under the trust of a cleric, religious, or employee wherein a power/authority relationship is in place.
Sexual	In this policy, sexual misconduct means any sexual conduct, which is either Misconduct unlawful and/or contrary to the moral teaching of the Church.

## APPENDIX II

### INDIANA CODE 31-33-5-1

#### DUTY TO MAKE REPORT

Sec. 1. In addition to any other duty to report arising under this article, an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article. As added by P.L.1-1997, Sec. 16.

### INDIANA CODE 31-33-5-2

#### NOTIFICATION OF INDIVIDUAL IN CHARGE OF INSTITUTION, SCHOOL, and FACILITY OR AGENCY;

##### Sec. 2

(a) If an individual is required to make a report under this article in the individual’s capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency.

(b) An individual notified under subsection (a) shall report or cause a report to be made. As added by P.L.1-1997, Sec. 16.

### INDIANA CODE 31-33-5-3

#### EFFECT OF COMPLIANCE ON INDIVIDUAL’S OWN DUTY TO REPORT

Sec. 3. This chapter does not relieve an individual of the obligation to report on the individual’s own behalf, unless a report has already been made to the best of the individual’s belief. As added by P.L.1-1997, Sec. 16.

Sec. 4. A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to:

- (1) The local child protection service; or
- (2) The local law enforcement agency. As added by P.L.1-1997, Sec. 16.

APPENDIX III

LIST OF AGENCIES FOR REPORT OF SEXUAL ABUSE OR NEGLECT

LAKE COUNTY	Child Protection Services	219-886-6152
	If closed, contact local police; or the Sheriff's Dept. at	219-755-3300
LAPORTE COUNTY	Child Protection Services	219-326-5870
	If closed, contact local police; or the Sheriff's Dept. at	219-326-7700
PORTER COUNTY	Child Protection Services	219-462-7555
	If closed, contact local police; or the Sheriff's Dept. at	219-465-3515
STARKE COUNTY	Child Protection Services	574-772-3411
	If closed, contact local police; or the Sheriff's Dept. at	574-772-3771

## DEFINITION OF A REGISTERED MEMBER OF ST. JOHN THE EVANGELIST PARISH

St. John the Evangelist Parish is a community of baptized Catholics who seek to celebrate the Paschal Mystery as one body unified in Christ through faith. By virtue of their baptismal call, registered members of this community are responsible for the spiritual and physical growth of the parish through witness and faithful service. Participation in the life of this parish then requires a baptized Catholic to fulfill particular responsibilities, which are rooted in the Precepts of the Roman Catholic Church, according to an individual's state in life.

- Keeping holy the day of the Lord's resurrection by participating in the Liturgy every Sunday and every holy day of obligation with the other members of St. John the Evangelist parish community.
- Leading a healthy sacramental life through a habit of regularly celebrating the Sacrament of Reconciliation and frequent reception of the Eucharist.
- Fulfilling the obligation to provide for the continuing religious education of their children. For parents who have children preparing to receive the sacraments of Reconciliation, Eucharist, and Confirmation, participating in the Sacramental Preparation Programs offered at St. John the Evangelist Parish and continued study of Catholic teaching to advance the cause of Christ.
- Fortifying the parish community and the universal Church through stewardship of time, treasure and talent.
- Performing acts of penance, including observance of days of fast and abstinence; 14 years and over, fasting; 18 years old, but not yet 59 years old).

By fulfilling these responsibilities, a registered member of St. John the Evangelist Parish leads a Christian life by believing, professing and practicing the Church's teaching in every facet of their life.

April 17, 1997

## PARENT PARISH COVENANT

The Catholic Church takes most seriously the role parents play in the education and formation of their children in the ways of the faith. The Second Vatican Council addressed the role of parents in documents such as, The Decree on the Apostolate of Lay People #11 where we read that parents “*are the first to pass on the faith to their children and to educate them in it. By word and example they form them.*” The Church again reiterates this idea in another Council document, The Declaration on Christian Education # 3 that states, “*Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators.*”

This is why in the Code of Canon Law # 226 we read, “*Because they have given life to their children, parents have a most serious obligation and enjoy the right to educate them; therefore Christian parents are especially to care for the Christian education of their children according to the teaching handed on by the Church.*” And in Canon # 774.2 we read, “*Parents above others are obliged to form their children in the faith and practice of the Christian life by word and example.*”

And so, when you presented your child for Baptism, the priest read from the Rite of Baptism, “*you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God’s commandments as Christ taught us.*” Simply put, children first learn the practice of the Catholic faith at home by the example of their parents. At the appropriate time the Church teaches that the parish should assist the parents by providing a more formal catechetical program that helps to educate and form their children in the Catholic Faith.

Canons # 773 – 777 state that it is the responsibility of the pastor to oversee the catechesis and faith formation of his parishioners. It is also his responsibility to make sure that children and adults are properly prepared for reception of the sacraments.

In no way does the Church envision that the parish is to take over the role of parents and become the primary teacher of children in the ways of faith. In other words, the parents must continue to practice the faith in word and deed. Minimally, practicing the faith means to faithfully attend Mass each Sunday and on Holydays and not to live a life that is contrary to the teachings of the Church. A Catholic school or parish religious education program exists to support and enhance what the parents do in their role as mentioned above. However, when the parents fail to do this, the partnership that should exist between the parish and the parents breaks down. The children are then taught two sets of standards, one by the parish and the other by the parents. Not only is this unfair to the children but confusing and abusive to the moral and spiritual development of the child. In no way should a parish be partner to this unfortunate situation, either through the Catholic school or the religious education program.

**Therefore, parents who enroll their children in St. John the Evangelist School or Religious Education & Formation Program are required to sign an affidavit stating that they intend to practice the Catholic faith by regularly attending Mass at St. John the Evangelist, with their child, each Sunday and Holyday and that they will live a life in accord with the teachings of the Catholic Church.**

Parents who do not sign this affidavit or who fail to fulfill this faith responsibility will be asked to remove their children from the school or religious education & formation program. The parish cannot fulfill its responsibility alone but only in partnership with the parents.

## PARENT PARISH COVENANT

I request that St. John the Evangelist Parish be a partner with me in the education and formation of my child (children) in the Catholic Faith. I fully understand and accept my responsibility to practice the Catholic Faith with my child by regularly attending Mass on Sundays and Holydays of Obligation here at St. John the Evangelist, to attend the bi-annual Penance Service, and to live a life in accordance with the teachings of the Church as evidenced by the use of the weekly envelopes. I understand that envelope usage will be one of the means, and student Mass attendance sheets will be another means that the parish will use in determining whether I am living in accord with this covenant.

I understand that the parish can only be a partner with me as long as I fulfill the above-mentioned responsibilities so that the parish and family may work together to accomplish the same goal.

I further understand that, as a parent, I must support what my child (children) is taught by the parish school/religious education program regarding matters of Catholic faith and morals as found in the Catechism of the Catholic Church and as interpreted by the Bishop of the Diocese of Gary.

Lastly, I understand that my child's (children's) continued enrollment in St. John the Evangelist School/Religious Education & Formation Program is contingent upon my acceptance and practice of the teachings of the Catholic Church as mentioned above. In the event that I cannot fulfill these responsibilities, the partnership that I now request of the parish cannot exist.

I PROMISE BEFORE GOD TO FULFILL MY RESPONSIBILITIES AS A PARENT BY PRACTICING THE CATHOLIC FAITH WITH MY CHILD (CHILDREN). I UNDERSTAND 'PRACTICING THE FAITH' TO MEAN REGULARLY ATTENDING MASS AT ST. JOHN THE EVANGELIST EACH SUNDAY AND HOLYDAY OF OBLIGATION AND OTHERWISE LIVING MY LIFE IN ACCORD WITH THE TEACHINGS OF OUR HOLY CHURCH.

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Family name - Please print

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Catholic Parent Signature

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Date

## SACRAMENTAL PREPARATION

In order to emphasize the meaning and importance of the Sacraments, the parents, catechists, and pastor possess the responsibility to determine when children are prepared and ready to receive the Sacraments. Since parents are entrusted with the right and duty to be intimately involved in preparing the children for the Sacraments, the aim of the Sacramental Preparation Program is to help parents enhance their understanding of their faith, which will enable them to catechize their children. Though the influence of adult catechists is important, catechetical programs are not intended to supplant parents as the primary educators of their children. If a child is to learn, value, and grow in their faith, parental involvement in catechetical programs is essential.

The implementation of the Sacramental Preparation Program at St. John the Evangelist Parish, then, is the parish community's effort to fulfill the Church's call for a "renewal of catechetics" and the obligation to nurture the faith development of our children. Family and community are integral components in the catechetical process. Most importantly, though, the parents assume a primary role in passing on the traditions of the Roman Catholic faith to their children. With this in mind, the intent of the Sacramental Preparation Program is to provide catechetical education for both the child and the parent. This will enable the parents to better fulfill the role as the primary teachers of their children in the ways of faith.

This program is designed for the children and the parents of children who will be receiving the sacraments of Reconciliation, Eucharist, and Confirmation. There is a supplemental fee for sacramental formation programs. The dates of the programs, which include attendance at the Parish May Crowning, are available on the parish website. The Religious Education Office sends home additional information regarding dates and fees for formation and reception of sacraments.

## TECHNOLOGY & IPAD RESPONSIBLE USE POLICY

The purpose of the Internet and Saint John the Evangelist School's iPad initiative is to enhance and support learning by providing students with the resources and opportunities necessary in today's technology driven academic setting and allowing the opportunity for collaborative work. The use of the school's Internet connection and technological devices must be in support of education and research and consistent with the philosophy of Saint John the Evangelist School.

**Student Responsibilities:** Students may only use the iPad for educational purposes. They are responsible for maintaining their iPad and keeping it in working condition and prepared for class each day.

### All students are responsible for the following:

- Bringing their iPads to school every day. Parents are not allowed to drop off student iPads if they are forgotten at home. Failure to bring an iPad to class may result in loss of credit of work if the device is required for classwork.
- Taking home the iPads and charging it every night. There will not be any charging stations available throughout the day. If a digital assessment is to be given on the iPad in class and a student does not have the required battery life needed, no extensions or alternate deadlines will be given to the student. The teacher reserves the right to give a zero (0) on the assessment.
- Storing the iPads in a secure locked locker when not in use, or in another secure place when off campus, including athletic practices/events or other after school activities.
- Caring for the physical upkeep of the iPad. iPad screens should only be cleaned with a soft cloth and the device should not be kept in extreme heat or cold. Do not leave in vehicles. If an iPad does break or a screen cracks, you must bring it to the technology department immediately.

### • BROKEN DEVICES

- Any device that has been broken will be sent to Apple to be repaired or replaced. The student's family is responsible to pay the AppleCare+ service fee each time a device is broken. AppleCare+ covers up to two incidents of accidental damage per year with a service fee. After two incidents the total cost of repair is charged.

### • Lost or Stolen iPads

- If an iPad is lost or stolen, the principal and technology department must be alerted immediately. Lost or stolen iPads that are not located will be remotely wiped. **The student's family is responsible for the replacement fee of \$600.** Saint John the Evangelist School is not responsible for any personal files that are lost. **\*\*Apple will assess damages to the iPad\*\***

**Acceptable Use:** All students must demonstrate ethical, responsible, and legal behavior when using any technology and the school network. All material viewed or websites visited on the Internet must demonstrate good taste and Catholic values and uphold the vision of Saint John the Evangelist School. In order to maintain a safe and ethical learning place, all students must be responsible for appropriate use of technology and the network. Saint John the Evangelist School devices, including the iPads, are subject to routine monitoring by faculty, administrators, and staff. If there is any violation of the responsible use policy and agreement, a student's access to the Internet and devices, including the iPads, will be revoked and he or she will be subject to disciplinary action as outlined in the Saint John the Evangelist School parent and student handbook. If a violation specifically includes iPad use, the iPad may be confiscated, locked down, wiped, and/or turned over to the appropriate authorities. Please note that the Saint John the Evangelist School technology department has full authority over what applications are deemed acceptable for educational and personal use. Personal use apps that interfere with the network's bandwidth, classwork or a student's education may be blocked and/or removed by the technology department at any time.



**All students are prohibited from the following:**

- Committing academic dishonesty: Using technology to create, share, store, or view information, including homework and assessments, that could be used for cheating is considered academic dishonesty and is not tolerated.
- Accessing inappropriate materials: The use of the school's Internet connection must be in support of education and research and consistent with the philosophy of Saint John the Evangelist School. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to: copyrighted material; threatening, pornographic or obscene material; material protected by trade.

Connecting to any networks other than the student network, when in the school including personal Wi-Fi Hotspots

- Cyber bullying
- Taking pictures, recording video, or recording audio of other students or teachers without permission. This includes but is not limited to inappropriate, embarrassing or sexually explicit pictures or videos, pictures or videos taken in the rest rooms or locker rooms.
- Partaking in illegal activities: Use for commercial activities is generally not acceptable.
- Tampering with an iPad, or attempting to gain unauthorized access to another account (i.e. hacking): Students may only use accounts assigned to them. Any attempt to hijack anyone else's account or misrepresenting yourself as someone else is prohibited.
- Illegal file sharing: Students may not use the network at SJE to upload or download music, videos, or other files not related to school. Use of torrent or other file sharing services is prohibited. SJE will not be responsible for illegal file sharing and will cooperate with the appropriate authorities.

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## **Student and Parent/Guardian Technology Responsible Use Agreement**

We have received and reviewed the Saint John the Evangelist School Technology Responsible Use Policy for the **2023- 2024** school year and understand that access to technology is being provided to the students for educational purposes only. I agree to use/give my child permission to use the iPad, Saint John the Evangelist School student network, and the Internet. We agree to abide by the policies set forth and understand that all final decisions rest with the Saint John the Evangelist School administration. Should the student violate the agreement in any way by misusing technology, Saint John the Evangelist School's computer network, and/or the Internet, we understand and agree that disciplinary action may be taken and access to Saint John the Evangelist School technology may be revoked.

We also agree to hold harmless Saint John the Evangelist School against any losses or costs that may result should the student's iPad be confiscated in violation of the policy.

In the case of a lost or stolen iPad, we accept responsibility for the replacement fee of \$600.

Print Student Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Print Parent Name

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

## RULES FOR MORNING AND AFTERNOON USE OF THE PARKING LOT

Please respect our attempt to keep all of our children safe. We need your cooperation and patience. Thank you for following the directions of the staff members or volunteers assisting the process.

### MORNING:

- Please have your child ready to exit **ONLY** on the right hand side of the car before you pull into the drop-off lane.
- You must pull up to the front of the lane.
- Pull up closely behind the car in front of you.
- Drivers must **NOT** exit the vehicle while in the drop-off lane. If you need to assist or escort your child, you **MUST** park in the lot, not in the drop-off lane. When escorting your child, please cross the lane **ONLY** at the crosswalk and follow the directions of those assisting.
- There is **NO** passing of cars in the drop-off lane.
- Parking lot speed is 5 mph.
- You **MAY NOT** turn left when exiting the lot.

### AFTERNOON:

1. All cars park facing **SOUTH**. They line up closely behind each other.
2. At dismissal, parents accompany their children directly to the cars and leave.
3. Do not hold up traffic in the lot by long delays. (**DO NOT VISIT** with others after dismissal).
4. Do not park along School Street.
5. Avoid crossing School Street when busy.
6. Obey traffic rules for approaching and passing school buses. Do not pull out in front of approaching buses.
7. Do not park in the bus-loading zone. Observe posted sign.
8. Alternative parking is available in the day chapel/Parish Office parking lot.

# PARENT TO PRODUCE CERTIFICATE OF CHILD'S INCAPACITY ON DEMAND

## Parent To Produce Certificate of Child's Incapacity on Demand

Indiana Code 20-8.1-3-20

If a parent does not send his child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this section shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Type parent's name and address here)

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

Dear \_\_\_\_\_,

School records indicate that \_\_\_\_\_ has not attended  
(Student's full name)

\_\_\_\_\_ on the following dates:  
(School Name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As cited in the Compulsory School Attendance law of the State of Indiana (see the box above), the school may demand a physician's certificate for your child's absences due to illness. Within six (6) days after receipt of this letter, return the enclosed certificate with your physician's signature concerning your child's absences from school.

If you have any questions you may call the school to arrange for a conference.

Gaylon J. Nettles  
State Attendance Officer  
Indiana Department of Education

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission Expires: \_\_\_\_\_, 20\_\_\_\_.

# Indiana Department of Education

Center for School Improvement and Performance  
Office of Student Services  
State Attendance Officer  
Room 229, State House  
Telephone: 317/232-9132

## Certificate of Incapacity

(Note: I.C. 20-8.1-3-20 requires this form to be signed by a licensed physician)

Students's Name \_\_\_\_\_  
(Last) (First) (Middle)

Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number (optional) \_\_\_\_\_ - -

School \_\_\_\_\_ Principal \_\_\_\_\_  
Telephone Number (\_\_\_\_) \_\_\_\_\_

### Part 1 (To Be Completed By The Physician)

Diagnosis or Description of the Condition \_\_\_\_\_  
\_\_\_\_\_

Duration of the Condition (Check One): \_\_\_\_\_ permanent \_\_\_\_\_ temporary

Anticipated Date the Student May Return to School: \_\_\_\_\_, 20\_\_\_\_.

Date Student Should Return for Re-examination: \_\_\_\_\_, 20\_\_\_\_.

### Part 2 (To Be Completed By The Physician)

Based on your diagnosis and professional judgment, the school should anticipate the student's attendance to be (check one):

\_\_\_\_\_ Regular Daily Attendance  
\_\_\_\_\_ Irregular Daily Attendance (please explain)

\_\_\_\_\_ Seasonal (please explain)

If an individualized program is warranted due to anticipated irregular school attendance or restriction of physical activities, the school may submit a written individualized program for the physician's approval and signature.

Return form to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature  
\_\_\_\_\_  
Physician's Printed Name  
\_\_\_\_\_  
Physician's Address  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_