

# ST. JOHN THE EVANGELIST CATHOLIC SCHOOL

## STUDENT/PARENT HANDBOOK

2023-2024



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## **The Eagles of St. John the Evangelist**

The patron saint of our parish and school is St. John the Evangelist. John was an apostle and also one of the writers of the four Gospels. These writers were referred to as Evangelists. For many years the early Christians did not agree which symbol should stand for which Evangelist.

As far as their modern use is concerned, the symbols and their meanings are as follows: The Winged Man is used to symbolize St. Matthew since he traces the human lineage of Jesus. The Winged Lion represents St. Mark because of the reference Mark makes to John the Baptist, "The voice of one crying in the wilderness." The Winged Ox represents St. Luke because he points up the atoning sacrifice of Christ. The Eagle is used to symbolize St. John because, like the eagle, his Gospel soars to great heights in expressing the heavenly nature of Christ our Savior. Isaiah 40:31 states, "But they that wait upon the Lord shall renew their strength; they shall mount up with wings as Eagles." Therefore, it is most appropriate and fitting that our mascot be an Eagle which is the symbol of our beloved St. John the Evangelist.

## **Forward**

It is understood that attendance at St. John the Evangelist Catholic School is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of the School. The Administration may, at any time, request the withdrawal of any student who, in the opinion of the Administration, is not in harmony with the spirit of St. John the Evangelist Catholic School, regardless of whether he/she conforms to the specific rules and regulations of St. John the Evangelist Catholic School. It is our hope and desire that each student will develop a love and loyalty for St. John the Evangelist Catholic School which will be strong enough that they would not wish to do anything that would be a detriment to the School.

## **School Partnership**

Enrollment in St. John the Evangelist Catholic School is subject to the approval of the Diocese and the Ft. Wayne/South Bend School Administration. In order to foster an environment which promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School and comply with all policies and rules which are established by the Diocese or School. The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the school, or the fulfillment of the School's mission.

St. John the Evangelist Catholic School, Goshen, Indiana  
in the Diocese of Fort Wayne - South Bend, Indiana

The Most Reverend Kevin Rhoades, Bishop of Fort Wayne - South Bend  
Dr. Joseph Brettnacher, Superintendent of Schools

**Administration**

Father Royce Gregerson  
Father Brian Florin  
Virgina Munoz

Pastor  
Associate Pastor  
Principal

**Staff List**

Ms. Andrea Rodriguez	Administrative Assistant
Mrs. Christy Lobino	Administrative Assistant
Mrs. Anita Laughlin	Kindergarten
Mrs. Erin Cataldo	1st Grade
Mrs. Ruth Newell	2nd Grade
Mrs. Jennifer Suarez	3rd Grade
Ms. Kenia Romo	4th Grade
Mr. Haidberth "Julian" Zubieta	5th Grade
Mrs. Juan Munoz	6th Grade
Mrs. Francy Sanchez	Librarian/Computer
Mrs. Robin McNamara	IT
Mr. Christian Ruiz Gonzalez	Physical Education
Mrs. Natalie Pfeifer	Music
Mrs. Francy Sanchez	Spanish Teacher
Miss Giselle Trujillo	Pre-School (Peewee)
Mrs. Sue Rump	Pre-School (Junior)
Ms. Farima Hernandez	Pre-School Aide (Junior)
Evelin Camilo	Preschool Aide (Peewee)
Arcelie Bonsubre Weist	Classroom Aide
Aya Zuniga	Eagles Nest
Mr. Charlie Fredrickson	Custodian

**Mission Statement**

Since 1868, St. John Catholic Elementary School has provided a challenging curriculum and a place for children to strengthen their relationship with God, as they strive to be lifelong learners. Our focus on Faith and academics makes this a truly special place where students can soar spiritually, morally, and intellectually.

**Vision Statement**

St. John the Evangelist Catholic School, as a vital extension of St. John the Evangelist Catholic Parish, is committed to developing the whole student: spiritually, academically, morally, socially, and physically in order to develop life skills and to contribute positively to society.

**School Philosophy**

The patron of our parish school is St. John the Evangelist, the close friend of Jesus, our Savior. Repeatedly in the scriptures, St. John reiterates, "Love one another... Love others as Jesus loves us... Laying down his life for us." This is the principle by which we are guided and the atmosphere we aim to provide, not only during a formal religion class, but every moment of the day. In the awareness of others, the sensitivity to the needs of our parish and community, we are called to serve others by prayer, sacrifice, and the various calls to action.

As Catholic teachers we put forth a sincere effort to teach doctrine through formal classes, to conduct discussions in an inquiring climate, and to direct meaningful worship celebrations. We realize that religious and moral development is taught through example as well as words. We hope to build a faith community here as the Mystical Body of Christ.

Our objectives are:

- To establish a relationship with each child so as to create an atmosphere in which the child feels accepted and free to express his/her best self;
- to build on the home's foundation to aid students in a deeper and loving relationship with God and their Parents;
- to aid the child to learn at his/her own rate and ability;
- to create greater self-esteem in oneself and toward each other;
- to encourage each child to compete only with him/herself;
- to accept responsibility for one's own learning

## **Personnel**

### **School Board**

As a result of Vatican II, the laity has been given the opportunity and challenge to become “active partners” within the Catholic Church. An example in our parish would be the formation of the St. John the Evangelist Catholic School Board in 1989. The School Board is an elected and/or appointed body of nine members from within the St. John the Evangelist Parish.

The School Board is to collaborate with the Pastor and the Principal regarding such items as establishing school policy, hiring an administrator, and maintaining oversight responsibilities of the total school operation. School Board meetings are open to the public. Agenda suggestions may be submitted to School Board members or to the Principal. The School Board meets the third Thursday of the month.

### **Pastor**

The pastor is the spiritual leader of the school. He is to insure the execution of all diocesan policies and directives. As spiritual leader the pastor will share with the faculty his vision of religious education. While he will not be involved in the administrative details of the school, his ongoing dialogue with the staff will make it possible for his ideals and ideas to be reflected in the program. He will be involved in sacramental programs and worship experiences for the students and their parents. He will be present in the school to whatever degree and in whatever way seems most natural and advantageous to all and finally, he will work to develop, nourish, strengthen and support the faith community among the school staff.

### **Principal**

The principal is the executive director, the educational leader of the school and is certified as an administrator by the State of Indiana. He/she administers, supervises, and coordinates all educational activities within the school. The principal is responsible for learning, curriculum development, hiring of new teachers, with the approval of the pastor, and staff evaluation. He/she works in close harmony with the pastor of the parish. The principal’s responsibility of educational leadership extends to the faculty and students in creating a harmonious working body. The principal sets the tone, the atmosphere, and the spirit of the school.

### **Teachers**

Our teachers are certified by the State of Indiana and approved by the Fort Wayne-South Bend Diocesan superintendent of schools. Teachers are commissioned by Church authorities to be the authentic witnesses to the truths, moral principles, and values of the Roman Catholic Faith. This practice testifies to the Church’s confidence that Catholic school teachers, with God’s help, will have a salutary influence on their students’ ideals and attitudes. Teachers are responsible for the academic instruction of the students, the evaluation and grading of scholastic achievement, and the maintenance and promotion of discipline. They work directly with the principal.

### **Special Education Teachers**

Services from the Elkhart County Special Ed. Coop. are available as needed for students who qualify.

### **Secretary**

The secretary is a person that makes things happen. The secretary serves as an immediate linkage between the school and the community (students, parents, parish, and the City of Goshen). Communication is the key to success in any organization. The secretary is a key person for public relations and dealing with people. She is a key communicator.



**Librarian/Media Center Specialist**

Our library is there to be used. Reading is one of the top priorities at St. John the Evangelist Catholic School. The Librarian/Media Center Specialist promotes academic excellence through reading. Her other duties include cataloging, filing and accessing books, equipment upkeep, book repairs and additional duties.

**Volunteers**

St. John the Evangelist Catholic School is dependent upon its school and parish volunteers. Each family is required to earn 10 volunteer hours per year. Parents, legal guardians, aunts, uncles, and grandparents can be used to earn your family's hours. Volunteer activities include helping us to give individual pupils more time and attention, mentor in each classroom, lunchroom duty, playground supervision, field trip drivers, computer aides, library aides, bulletin board aides, room mothers, etc. These volunteers are subject to the same professional ethics as are all staff members.

St. John the Evangelist Catholic School is one of the few schools (public or private) that welcome parents to bring their preschool children with them when volunteering. However, we do ask that parents take responsibility for their preschool child's behavior in the school. If several parents are working on an activity together, one parent must supervise and maintain control of the preschool children. Health code regulations prohibit children in the kitchen while lunch is being served. We welcome and appreciate your involvement in our school.

**Home and School Association (HASA)**

This organization brings the interests of the home and school together. The group meets monthly. The main purpose of HASA is to support the students of St. John. All parents are invited to the meetings.

## **Academic Information**

### **Religion and Liturgies**

An integral part of the educational experience at St. John the Evangelist Catholic School is Christian development. Religious instruction is provided daily through religion classes, liturgy, individual and group prayer, and community service.

The day begins with participation in the Mass or Prayer Service. Children (Grades Pre-K - 6th) attend the Liturgy of the Eucharist once a week and on all Holy Days. Students are directly involved with the preparation of the liturgy. "Buddy Group " is an integrated multi age grouping of children which forms a "family" for various activities including prayers. Prayer Services, Stations of the Cross, the Rosary, and the Sacrament of Reconciliation are encouraged throughout the year. During Prayer Services, both formal and creative prayers are said to help students realize the need to relate to God. Spontaneous requests from the students for special intentions are encouraged. Classroom prayers are said daily before and after meals, beginning and end of the day, and at times of special needs.

### **Sacrament Program**

Sacraments are signs of the presence of Jesus within us and within our lives. Through His actions, Jesus confers the Holy Spirit upon His people, drawing them into union with Himself and with each other. As a Eucharistic community we reach out to the parish, to the world and beyond, and come closer to our full life in Jesus every time we share the sacraments.

Sacrament preparation for Reconciliation and the First Eucharist occurs in the second grade. Parents and St. John School students join together with the Parish School of Religion students to prepare for the reception of these sacraments.

School parents are required to attend the Parent Sessions which strive to deepen their own awareness of Reconciliation and the Eucharist and to help them prepare their children for reception of these sacraments. These Parent Sessions provide the historical development and theology of the sacraments.

### **Curriculum**

St. John the Evangelist Catholic School (K-6) is accredited by AdvancED as part of the Diocesan-wide system accreditation as well as by the Indiana Department of Education. School administration and staff participate in the continuous improvement process following the AdvancED standards.

St. John the Evangelist Catholic School strives to provide high quality education for its students. Its goal is continuity of the curriculum with an integration of the Christian philosophy of our school. The methods of instruction vary depending upon the subject and student needs. The most important aspect of St. John the Evangelist Catholic School is its total Christian environment. Spiritual growth is a part of every school day and includes instruction in the Catholic faith and Christian living. Daily we strive to "live our faith for Jesus."

### **Religious Issues (P4410)**

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

### **Library and Media Center**

Students are encouraged to make use of the Library for reading and research. Library books may be withdrawn from the Library for a one (1) week period. Lost or damaged materials must be paid for or replaced.

### **Homework**

Homework consists of reading, reviewing, and writing. The purpose of homework is to reinforce what has been taught in the classroom, as well as to challenge students to search for information on their own. The greatest help that can be provided at home is a regular and quiet time, and a definite place, that is free from distractions (no TV). Full credit may not be given for late homework. The approximate time allotment for homework is as follows:

Grades K-3	15 - 30 minutes
Grades 4-6	30 - 45 minutes

Also, daily reading is encouraged at home with the television turned off.

**Family Educational Rights and Privacy Act (P4170)**

A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours.

**Field Trips**

Class visits to places of cultural, educational or religious significance broaden and enrich the education of the child. When a class is scheduled to go on a field trip, parents/guardians will receive information about the trip from the teacher. No student may participate in a field trip away from school property unless a signed parent/guardian permission slip is on file in the office.

**Testing Programs**

Standardized tests are administered during the school year. Results of the tests are given to the parents, with explanations, and interpretations. I-LEARN (replaces I-STEP), IREAD tests are given annually. NWEA tests will also be taken annually.

**Progress Reports**

Progress reports are sent out quarterly to all students.

**Grade Scale**

Below is the Diocese of Fort Wayne-South Bend Elementary Grade Scale for Grades 3-8:

A+	97-100%	A	93-96%	A-	90-92%
B+	87-89%	B	83-86%	B-	80-82%
C+	77-79%	C	73-76%	C-	70-72%
D+	67-69%	D	63-66%	D-	60-62%
F	59% or below				

An Honor Roll is established for Grades 4 - 6, based on a grade-point average:

4.0- 3.75	Mark of Excellence Award
3.74 -3.25	Honor Roll

O, S, or U grades will be given in gym, music, art, and handwriting. “O” is outstanding, “S” is satisfactory, and “U” is unsatisfactory. A grade of unsatisfactory will keep a student off all honor rolls.

O	95-100%	S+	87-94%	S	80-86%
S-	70-79%	N	60-69%	U	59% or below

A Christian Character award will be given in each class at the end of the school year.

**Report Cards / Parent-Teacher Conferences**

A student's progress will be evaluated after each nine-week grading period. At the end of the first nine weeks, parents, teacher and student will have a scheduled conference. This is an opportunity to discuss the progress your child has made during the first quarter of the school year. This includes the discussion of assignments, reports, tests, problems, and any concerns, etc. you may have. Subsequent conferences may be arranged by either the parent or the teacher, as deemed necessary.

**Perfect Attendance**

A student may have up to three tardies and still receive a perfect attendance award.

**Diocesan Internet Acceptable Use Policy (P4620)**

The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours.

**Internet Use Off Campus (P4630)**

St. John the Evangelist Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, derogatory use of the school name, offensive or immoral communications and safety threats.

St. John the Evangelist Catholic School does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc.). While the school filtering system establishes some parameters for appropriate use within the building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

## **School Procedures**

### **Enrollment (P4010)**

#### **I. School Admission Policy**

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

#### **II. Nondiscrimination Policy**

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Office of Catholic Education. Requests for waivers or exemptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the school's ability to meet the needs of the student tested.

#### **IV. School Entrance Requirements**

A child can be enrolled only by a person having legal custody of the child. A certified copy of the student's birth certificate or baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information of Missing Children (see P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall be required.

#### **V. Kindergarten Age Requirement**

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be five year old on or before August 1, or date set by the state.

A school may choose to administer formal or informal assessment for determining proper placement in kindergarten.

## VI. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7<sup>th</sup> birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

## VII. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances, the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school or poses a threat of harm to the student, other students, or school personnel.

## VIII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable state law or Board of Health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy / procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and

E. whether a reasonable accommodation exists and /or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school, and diocese will assist parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

### **Harassment Prohibition (P4580)**

The Diocese prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate.

### **A Statement regarding Bullying**

Grades 4-5 use a program titled, *Peace be With You*, which has been developed for Catholic Schools based on best-practice research and methods. The primary purpose of this programs is to a) teach students to act with civility toward one another, practicing the habits of positive social communication; b) teach students to recognize inappropriate situations (including as bystanders), giving them healthy and effective outlets for responding to situations; and c) to encourage students to view their actions in light of the sacraments and human dignity.

In addition to this program, all students are taught how to treat one another and how to address any bullying-type of behavior. Reporting of such behavior is encouraged.

### **Safe Environment Education**

Students will be taught the "Safe Environment" program which includes scripts for Grades K-5. These materials have been prepared and approved by our Diocesan Office of Catechesis and can be viewed at the diocesan website.

Families wishing to "opt out" of this program should request the form from the School Office.

### **Registration**

All students belonging to St. John the Evangelist Parish have an opportunity to be registered in St. John the Evangelist Catholic School. Parents are the primary educators of their children and should seriously consider the value-centered Christian education for their child or children that is offered at St. John the Evangelist Catholic School. If there is room, non-Catholic students who will follow the religious curriculum will be accepted. Registration fees are nonrefundable. The fee is not applicable towards tuition.

Registration times will be announced in the late winter or early spring. April 15<sup>th</sup> is the registration lottery date (if needed).

## **Tuition**

St. John School is a mission of St. John Parish. The parish provides a subsidized tuition rate for families who are registered and active (see definition below). Current tuition and fee schedule may be obtained from the school office or the school website.

## **Active Parishioner Definition**

For our own students this subsidy is to be granted only to those who genuinely belong to the parish; namely, those whose families are registered, active, and who are otherwise supportive of the parish through Offertory giving.

By registered, we mean that you have formally registered (are on the parish books) through the parish office.

By active, we mean that you regularly attend Mass and practice your faith; we expect the children to do the same which usually means that you must bring them to Church/Mass weekly as is prescribed by Church Law and is a natural desire on the part of a practicing Catholic regardless of Law.

By supportive, we mean that you exercise responsible stewardship in support of our parish; that is, you are contributing members, sharing your time, your talents, and your financial resources through the regular use of your Sunday collection envelopes. The latter is the only way we can successfully plan a budget from year to year, from recordable income which can be differentiated from the gift of an occasional visitor who puts loose money into the collection basket.

The bottom line is involvement and regularity. The amount of your contribution is itself not the central issue; your financial support of the parish should be in proportion to the way you have been blessed.

## **School Choice (Tuition Assistance)**

St. John the Evangelist Catholic School participates in the State of Indiana's School Choice program. This program provides financial help to parents who meet the income guidelines.

Additional information is available in the School Office.

## **Health**

All students entering school for the first time must meet all health requirements of the State of Indiana and Elkhart County. These forms will be given at the time of registration and must be completed and returned no later than thirty days after admittance to the school.

Students entering kindergarten must present a physical exam form signed by a physician. Students entering from another school are required to present such a form, unless it is included in their records from the previous school. By law, no child shall be permitted to attend school for more than thirty days without furnishing these forms. However, if the required immunizations are incomplete and the local Health Department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances, and that the required immunizations will not be completed before the 30th day, the parent of the child will furnish a written statement and a time schedule, approved by a physician or the local Health Department, for the remainder of immunizations. In this case, the child may remain in school.

## **Vision and Hearing**



Children in 1st, 3rd, and 5th grades will be screened for vision. Children in Kindergarten, 1st and 4th grades will receive hearing tests.

### **Emergency Information (P4140)**

Per diocesan policy, an emergency card on each student or student data form must be current and readily accessible to the principal and staff. This card is distributed at the beginning of the school year. If there is any change in the information throughout the year, please notify the school office immediately. Please list home and work telephone numbers. Any 'medic alert' should be noted on the form with an identifying red dot. If a child becomes ill or injured in school and must be sent home, parents will be notified. In the event of an emergency, if the school is unable to reach a parent or guardian, the doctor noted on the emergency card will be called.

Other conditions which may affect your child's classroom performance (hearing defect, heart condition, medications, etc.) must be called to the teacher's attention during the first week of school, or when first diagnosed.

### **Medicines (P4210)**

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Only those medications which are prescribed as necessary by a physician to maintain the child in school and must be given during school hours shall be administered in accordance with the physician's written prescription, a copy of which must be provided to the school.

#### **I. Prescription Medications**

A school will not administer prescription medication to a student unless the school has the following on file:

1. The written order of the student's physician or health practitioner; AND
2. Written permission from the student's parent or guardian.

#### **II. Over-the-counter Medications (OTC)**

OTC medication may be administered at school with the parent's written permission. OTC medication shall be provided by the parent for the student with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in a central dispensing area and secured. The parent/guardian must provide consent forms giving authority to the school to administer OTC medication.

#### **III. Self-administered Medications**

The principal must have on file an authorization from the student's parent for the student to possess and self-administer medication and a written statement from the physician indicating that:

1. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
2. The student has been instructed in how to self-administer the medication; and
3. The nature of the disease or medical condition requires emergency administration of the medication.

The parent authorization and physician statement must be filed with the principal annually. Students having a chronic disease or medical condition may possess and self-administer medication for that disease or condition while on school grounds, traveling to, or attending school events.

A school administrator, teacher, or other school employee designated by the school administrator, after consultation with the school nurse, who in good faith administers either non-prescription medication in compliance with the written permission of the pupil's parent or guardian, except in the case of a life-threatening emergency; a legend drug (as defined in I.C. 16-18-2-199 and including injectable insulin) in compliance with the written order of a practitioner and written permission of the pupil's parent or guardian, except in the case of a life-threatening emergency; a glucose test in compliance with the written order of a practitioner; health care services, basic life support, or other services that require the administrator, teacher or employee to place the administrator's, teacher's or employee's hands on the pupil for therapeutic or sanitary purposes; or any combination of the above; to a pupil is not personally liable for civil damages for any act that is incident to or within the scope of the duties of the employee as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct. I.C. 34-30-14-2

The school is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition as described in Part III, except for an act or omission amounting to gross negligence or willful and wanton misconduct.

### **Attendance (P4040)**

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

#### **I. Parents/Legal Guardian Responsibility**

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- a. graduates; or
- b. reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
  1. the student and the student's parent or guardian and the principal agree to the withdrawal;
  2. at the exit interview the student provides written acknowledgement of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
  3. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness, or the order of a court that has jurisdiction over the student, or
- c. reaches the age of eighteen (18) years.  
whichever occurs first.

#### **II. Absences from school**

Absences from school shall fall into one of the three following categories:

##### **A. Absences which are counted as present.**

1. Serving as a page for or honoree of the Indiana General Assembly;

2. For students in Grade 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.

B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals
  - a. For death in the immediate family
  - b. For persons outside of the immediate family with parental permission
3. Out-of-school suspension
4. Medical and legal appointments – such appointment should be scheduled after school hours when possible
5. School/college visits (2 days) – Parents/guardians need to check with the individual school’s policy when arranging such visits.

C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician’s note to excuse an absence once more than five days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations.
4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures:

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student’s absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student’s absence is unexcused or the student is truant.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

**VI. Response to Irregular Attendance**

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and determine reason.
- B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contract shall be documented.
- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

**VII. Habitual Truancy Report to BMV**

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

**Reporting an Absence / Late Arrival at St. John**

A parent or guardian must contact the school by 8:00 a.m. if your child is going to be absent from school or more than 30 minutes late. St. John will consider an absence excused if the office is provided with a phone, or email notification and if the excuse falls into one of the categories for excused absences per Policy 4040.

Please do not send a sick child to school unless he or she has been vomit and fever free without any medication for 24 hours.

If a child needs to leave school during the day for any reason, send a message to the teacher and call the Office on the preceding day.

**General Daily Schedule**

7:15 a.m.-7:40 a.m.	Student Drop-Off under the canopy to enter the gym
7:40 a.m.	First Bell – Students released to their classroom
7:45 a.m.	Prayer Bell – Students are considered tardy if they arrive to their classrooms after Morning Prayer
8:00 a.m.	Mass (Monday all grades, Wednesday grades 2nd - 5th)
10:45 a.m - 11:00 a.m.	Recess 4th, 5th & 6th
11:15 a.m - 11:30 p.m.	Recess K, 1st, 2nd & 3rd

12:00 p.m. - 12:30 p.m.	Recess Pre-K
11:00 a.m - 11:30 a.m.	Pre-K, 4th -6th Lunch
11:15 - 11:45 a.m.	K - 3rd Lunch
2:35 p.m.	Dismissal for All Students

**Tardiness at St. John**

A child is tardy if he/she is not in the classroom by 7:45 a.m. or when any class is scheduled to begin. Teachers do not admit tardy students to the classroom until they have reported to the school office.

Students who are tardy must report to the school office through the Third St. entrance and receive a tardy slip in order to go to class. Parents of students who are consistently tardy (more than 4 times per grading period) will be contacted by the School Office. Parents whose children are consistently tardy may be reported for neglect to the City Truancy Department or Child Protective Agency.

*In cases of inclement weather, this policy will be evaluated as needed.*

**Planned Vacation**

Parents are required to inform the school well in advance if a student is going to be out of school for a family trip. The school is not required to give assignments ahead of time for vacations. Arrangements for the completion of work are made with the classroom teachers. Work is to be completed after the student returns. Teachers are not required to have class work and homework available for parents in advance of a student’s unexcused absence. Vacations are unexcused absences.

**Morning Drop Off**

Parents/guardians dropping off in the morning can pull under the canopy in the alley between the Church and school building and drop off students between 7:15 - 7:40 a.m. Students gather inside the gym until the first bell rings at 7:40 a.m. Students are considered tardy beginning at 7:45 a.m.

Parents who need to get out of the car to help their child, wish to walk their child into school, or need to visit a classroom must park along Monroe or Third Streets. Please do not park in the alley between the Church and school, under the canopy, or in the bank’s reserved parking spaces. Parents may walk their children into the building using the canopy entrance. Please avoid entering the building on the Third Street entrance during morning drop-off.

For safety reasons, do not drop children off in the alley, on Monroe or Third Streets, or in the bank parking lot. Also, please do not have your child cross the street. We do not want children running between cars to get into school. Please drop children off under the canopy only.

**Afternoon Pick Up**

Parents can pull under the canopy between the Church and school building to pick up their children. Car signs, which are provided at the beginning of the school year, must be visible in the front passenger window. Students will be sent to your cars. Please do not walk through the alley or between cars. Also, please do not park along Monroe Street.

Students attending Eagle’s Nest will be dismissed directly to that location and teacher.

### **The Eagle Nest Program**

Eagle Nest, an extension of St. John the Evangelist Catholic School, exists in order to meet the needs of working parents/guardians. The purpose of the Eagle Nest Program is to provide quality extended care in a Christian environment from school dismissal until 5:00 p.m. The Eagle Nest calendar is the same as the St. John the Evangelist Catholic School calendar. Eagle Nest is not available on snow days. Pre-registration is required.

### **School Hours**

Supervision of students begins at 7:15 a.m. and ends at 2:45 p.m. Students remaining after 2:45 p.m. will be sent to Eagle Nest.

The school day begins at 7:40 a.m. and ends at 2:35 p.m.

### **School Sign-out**

When picking a student up early from school, the parent/guardian is to report to the school office and sign out the student. A book marked "Student Sign -In/Sign-Out" is available in the office for this purpose. This procedure is implemented as a safety measure for your children.

### **School Safety**

For security purposes all doors to the School will be locked all day. You will need to use the Third Street entrance when coming into School during the day.

Because we are concerned with the safety and well-being of our students, our school and the Diocese have prepared a Safe and Secure School Plan which addresses events which may threaten our students. During the school year, we will conduct drills for fire and severe weather as well as lock down drills. In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents and staff, including counseling services provided through school counselors or counselors on the staff at Catholic Charities.

### **Child Abuse Reporting**

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay, and religious, paid and volunteer, must adhere to the diocese's various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

### **Statement regarding Seclusion and Restraint in Schools**

St. John believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of this plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint should not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request.

### **School Closing Information**

St. John follows Goshen Community Schools when determining if school should be closed or delayed. Local TV and radio stations will list "Goshen Community Schools" and this will automatically include St. John. A message alert will also be sent to families using the school's messaging alert system.

### **General Information**

#### **School Calendar**

A school calendar provided school days, free days and planned vacation times for holidays. The School Calendar is subject to change.

#### **Communication Envelope**

St. John the Evangelist Catholic School has a communication envelope called "Eagle Pack." Eagle Pack is sent home with the youngest child in the family (Grades K through 6) and contains the weekly newsletter and papers for the week. It also has a place for the date and the parents' signature. By returning the envelope the next school day, with the signature, it assures us that you have received the information. Eagle Pack typically comes home on Thursdays.

#### **Student Conduct**

As part of the St. John the Evangelist Catholic School community, each student has the responsibility to participate fully in the learning experience and school life. Each student takes part according to his/her uniqueness, respecting other students, teachers, and all persons involved in the educational process at St. John the Evangelist Catholic School.

A general code of conduct expected from all St. John the Evangelist Catholic School students are as follows:

- \* Do it right.
- \* Do your best
- \* Be courteous and kind and live by the Golden Rule.
- \* Treat others the way you want to be treated.
- \* Maintain a quiet atmosphere in the school building.
- \* Walk in the classroom and corridors.
- \* Use appropriate and respectful language.
- \* Take care of personal property and respect the property of others.

#### **Teacher / Classroom Procedures**

Every teacher establishes a classroom structure that provides optimal learning, to determine and request appropriate behavior from students, and to ask for help from parents and the principal when assistance is needed with a student. Teachers will explain individual classroom discipline policies at the beginning of the year.

#### **Parent Communication Form**

St. John School will use Parent Communication Form to notify parents of unsatisfactory behavior of a student while at school. The form will note the student violation plus any consequences assigned to that student. Parents are required to sign the form and return it to school the next day.

### **Grounds for Suspension or Expulsion of Students (P4520)**

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
  - A. On school grounds;
  - B. Off school grounds at a school activity, function, or event;
  - C. Traveling to or from school or a school activity, function, or event, or;
  - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.
  
- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.
  - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
  - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
  - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
  - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
  - E. Threatening or intimidating any individual for whatever purpose.
  - F. Violation of the diocese's Gun-Free School Policy.
  - G. Possessing, using, transmitting, or being under the influence of any controlled substance including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
  - H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
  - I. Failing in a substantial number of instances to comply with the directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
  - J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
  - K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
  - L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone, or other mobile message conveyance device in a situation not related to a school purpose or educational function
  - M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational functions.

### **Disciplinary Review for Students (Suspension or Expulsion) (P4530)**

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:



1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal, his or her designee, or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

### **Student Locker and Vehicle Inspection (P4590)**

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with diocesan policy.

### **Dress Code**

The primary purpose for the school uniform and grooming standards is to ensure that each and every student at St. John the Evangelist Catholic School presents a picture of neatness and cleanliness consistent with the belief that our bodies are a gift from God to be cherished and respected. Parents are expected to cooperate with the school by having their children adhere to the uniform guidelines. The dress code is to be observed on field trips unless otherwise announced by the Administration. Therefore, every student is expected to live up to these guidelines.

### **SHIRTS**

- Navy or white cotton polos, turtlenecks, and white oxford shirts for boys and girls.
- Girls may also wear white or navy collared blouses. They may be long or short sleeved and must have a collar.
- If a shirt has an emblem, it can be no bigger than the size of a quarter.
- Solid navy or solid white sweaters-vest, cardigan, V-neck or crew neck for boys and girls. St. John sweatshirts (navy or gray) or St. John navy blue fleece jackets may be worn any time with uniform shirts underneath. No other sweatshirts or fleece jackets are allowed.
- Shirts must be tucked in at all times.

### **SHORTS**

- Light khaki or navy dress shorts for boys and girls.
- Girls may wear capri style pants when shorts are worn.

Shorts can be worn from the start of the school year until October 15th and from Spring Break to the end of the school year, if the weather predicts the day's high to be 60 degrees or warmer.

### **PANTS**

- Light khaki or navy dress pants or corduroy pants for boys and girls. Pants may have neat cargo pockets. No jean material.

### **SKIRTS**

- Light khaki or navy jumper, skort, or skirt for girls. No decorative embroidery. No shorter than fingertip.

## **BELTS**

- Belts must be worn with pants or shorts that have belt loops by boys in 4th - 6th grade. Belts can be either black or brown plain leather (including woven leather belts) with a plain unadorned buckle. Belts are not required for grades K-3 or girls in 4th - 6th grade.

## **SOCKS**

- Solid navy or solid white socks, knee socks, or tights must be worn with all shoes or sandals.
- Leggings may not be worn.

## **SHOES/BOOTS**

- Shoes are to compliment the uniform rather than detract from it. Plain leather dress shoes or athletic shoes must be worn.
- Shoes should be close toe any color. We encourage uniform colors.
- Shoes must be properly tied; high top style shoes are not allowed.
- No prints, bright colors, patterns, sequins, or any other embellishments that detract from the look of uniformity may be worn.
- No crocs or croc-like shoes, or shoes with a heel.
- Shoe jewelry, frayed shoes, shoes with wheels, and shoes with flashing lights are not allowed at school.
- In winter, boots must be worn on the playground when it snows, but may not be worn in the classrooms.
- Any shoes for Dress Up Day must have a heel less than 1" and have a back.

## **GYM CLASS**

- Gym shoes are required for physical education classes. Non-marking shoes are required.
- Students in Grades 4-6 are not required to have a St. John School gym uniform this school year.

## **SPIRIT DAY**

Students may wear St. John Spiritwear, St. John Parish shirt, VBS, their classroom shirts, or other approved St. John's School shirts (for example, Girls Scout shirts) with jeans or jean shorts in place of uniforms on Thursdays. Uniforms may be worn on Thursdays if desired. On Spirit Day, uniform shoes must be worn.

## **Grooming Code**

1. No unnatural hair colors.
2. No unnatural hair styles.
3. No make-up, face or body glitter.
4. Earrings must be worn in both ears. (Only studded earrings; no dangling earrings.)
5. No exposed body piercings (except ears). Boys are not allowed to wear earrings during school hours.
6. Accessories are to be kept to a minimum. Headbands, hair bows, etc. should not distract the learning environment.
7. Only necklaces with religious medals / theme or cross may be worn. Due to the potential for lost items, children are discouraged from wearing jewelry.

8. Clothing should be clean, unwrinkled, void of holes, not faded, torn, or frayed.
9. Finger nail polish, fake fingernails, acrylic, gel, and press-on nails are not allowed. Natural nails need to be neatly trimmed, clean, and modest in length.
10. No visible tattoos – permanent or non-permanent.

### **Dress/Grooming Code Violations**

The Parent Communication Form will be used to notify parents of dress and/or grooming code violations.

### **Discipline**

The essence of Christian discipline is self-control and love. Disruptive conduct, lack of respect for classmates and authority, and failure to respond to correction are contrary to the spirit of St. John the Evangelist Catholic School. This will be dealt with immediately, with each individual. There needs to be a cooperative effort between home and school for the best possible development of the character of the student in both his social and moral behavior. The following list assists the students to grow in self-discipline.

1. Courtesy and respect are due all teachers, adults, and fellow students at all times.
2. Truth is expected from all persons in every situation.
3. Respect for what belongs to others is a way of respecting others as well as oneself. Therefore, destroying property that belongs to the parish, or anyone else, is unjust.
4. Cooperation, self-control, and cheerfulness are qualities that help one grow.

### **Parent/Legal Guardian Concerns Procedure (P2310)**

To facilitate and promote the orderly and efficient resolution of concerns, parent/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

Step 1: Address the issues with the classroom teacher (or the person with whom he/she has the problem).

Step 2: Address the issue with the Principal.

Step 3: Address the issue with the Pastor (elementary schools only).

Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Step 5: Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

### **Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding (P4420)**

The failure or refusal of parents/guardians / custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect, and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred to Child Protective Services.

### **Student Accused of a Non-School Related Criminal Act (P4550)**

When a student is accused of a non-school related criminal act, the school shall follow diocesan policy.

### **Gun-free Schools (P4560)**

Students are prohibited from bringing a “firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon en route to or from school or school activities, or on school property or school activities. A violation of this policy carries an automatic expulsion from school.” This penalty supersedes any penalty which may be attributed by a local school discipline policy.

### **Substance Abuse (P4570)**

The school shall assist students experiencing substance abuse problems in accordance with diocesan policy.

### **Environmental Tobacco Smoke (P5000 Series)**

All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children. (Note: A local policy may be more restrictive.)

### **Air Quality Laws**

St. John must comply with Indiana air quality laws. Smoking is not allowed anywhere on school or church property. Parents may be asked to limit their idling time in the pick up line. With student allergies a possibility, advance permission is needed before any live animals are brought to school.

### **Hot Lunch**

A hot lunch, with milk, will be available to students daily. Monthly menus and fees will be sent home with students. This hot lunch program is a Government Satellite Program. If a family is eligible, an application can be made for free or reduced lunches. It is requested that lunch money be sent in an envelope on Monday or the first school day of the week. This envelope should have the child’s name and amount enclosed written on the outside of the envelope. Lunch menus will be provided. Menu is subject to change.

### **Cold Lunches**

No pop or soda is to be brought with any lunch. On rare and special occasions, parents may bring their children a special lunch; however, these lunches should be balanced nutritionally, not filled with sugary or high fat foods.

Students are permitted to bring a healthy snack to school. Each teacher will have a specified snack time. Any food brought to school must be an individual-serving size or in a sandwich-sized bag. Students are not permitted to bring large or full-sized bags of any items.

### **Lunch Room**

Every child has the right to a pleasant environment during the lunch period. Good table manners and good eating habits are expected of everyone. The general expectations of the lunch room are as follows:

1. Pray before meals.
2. Be courteous and respectful of others
3. Speak in a moderate tone.
4. Follow directions.
5. Leave your area neat and clean.
6. Eat your own food (no sharing of food).

On bad weather days, the children will stay indoors to play organized and/or quiet games. No running or balls of any kind are allowed in the lunchroom.

### **Playground Attire**

Proper attire for cold, snowy weather is essential. It is the parent's responsibility to see that the child comes properly dressed for the weather.

### **Playground**

A doctor's note is required if you do not want your child to go outside for recess. All rules that call for good safety sense are in order on the school grounds. "Roughneck" playing, throwing stones, jumping on others, throwing other playmates down, taking another's hat, etc., are forbidden. Snowballs are forbidden on school grounds. Students must remain within the gated play area. If a ball goes outside the playground area, a supervisor must be notified and permission may or may not be granted to leave the grounds to retrieve the ball. The playground supervisor must be respected, as they are the authority.

### **Gum**

Gum is not allowed in the school, on school premises, nor in a student's possession. NO GUM FOR BIRTHDAY TREATS.

### **Toys/Personal Belongings**

Students are not allowed to bring toys or other personal items (unless directed by the teacher). St. John will make reasonable attempts to locate a missing item and will hold students/employees accountable to proven incidents of theft. Beyond that, St. John bears no responsibility or liability for lost or stolen personal effects.

### **Telephone**

The office telephone is used for communicating with parents and for other business uses. Student after-school activities are to be pre arranged by the students with their parents. A student may use the office telephone for **emergencies only** with permission of the office personnel.

### **Cell Phones / Electronics**

Cell phones and all electronics including smart watches are not to be brought to school. If a student must bring a cell phone to school, the phone must be off during the school. If the student's cell phone rings and interrupts classes it will be kept by the teacher and returned to the student at the end of the school day.

If you allow your child to bring a cell phone to school, you are giving us explicit permission to be able to search these items.

### **Lost and Found**

Lost and found articles are to be reported to the school office. These items are placed into the Lost and Found area which is usually located in or near the red wagon. "Found" articles that are unclaimed for a month will be given to the service agency.

### **Insurance**

Student Accident Insurance is mandatory for all students and is paid for by the school. All students must carry this insurance even if covered under other insurance. This is a policy of the Fort Wayne-South Bend Diocese. If you have any questions concerning insurance, please call the school office at 533-9480.

### **Severe Weather**

When school is announced closed for Goshen Community Schools, this includes St. John the Evangelist Catholic School as well. This information will be broadcast on **local television stations**. A text message will also be sent using the school's messaging alert system.

If there are excessive snow days and school days must be made up, we will try to follow the Goshen Community Schools schedule in making up these days.

### **Safety / Fire / Tornado Drills**

Fire drills are conducted on a monthly basis.

Tornado drill procedures are observed with the students during the Fall and Spring months. The students are taught to understand that emergency drills are for a purpose and to respond to the drills in a safe and appropriate manner.

### **Vandalism**

When a student destroys or defaces property, it is understood that whatever costs are entailed in restoration are to be covered by the offender and/or parents/guardians. Due to the seriousness of some acts of vandalism, suspension and/or expulsion may be considered. With severe vandalism, the policy will be enforced.

### **Visitors**

All visitors, including parents, must enter through Door #1 and must always first check in at the school office or with the secretary. Student visitors are not permitted.

Parents/guardians are to bring forgotten items to the School Office. Parents/guardians are welcome and encouraged to visit classes anytime during the year with prior approval of the teacher(s) and principal. Since the teacher's instructional time with students is very important, the parent/guardian is requested not to interrupt classes. The school office will assist with any business regarding students.

### **Volunteer Hours**

Each family is required to complete ten (10) hours of volunteering during the 2022 – 2023 school year or to pay the school \$100.00.

### **Pesticide Notification**

Throughout the school year, pesticides may need to be used on the school grounds. If you would like to be notified in advance of this, please contact the School Office by Friday, August 23<sup>rd</sup>.

### **Surveys, Analyses, Examinations (P4610)**

Parents / guardians of diocesan students have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to students. Requests to inspect a third party survey should be made in writing to the school principal.

### **Right to Amend Clause**

The principal/pastor reserves the right to amend this handbook at any time without advance notice. Parents will be given prompt notice of amendments.

**Handbook Receipt Acknowledgment**

By signing below, we acknowledge receiving a copy of the St. John Catholic School Parent/Student Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains.

We also agree to follow rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of this handbook, we understand that it is our obligation to request clarification. This acknowledgment is to be returned after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve you of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Parent Signature(s): \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_