



HANDBOOK FOR SCHOOL FAMILIES



St. John the Evangelist School

728 Big Oak Road

Morrisville, PA 19067

Rev. Joseph G. Prior, Pastor

Sheree Montgomery, Principal

smontgomery@stjohnpa.org ☎ 215-295-0629



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Dear Parents, Guardians and Students,

The years a student spends in elementary school are very important. It is during this time that the Dividends of a Catholic Education begin to formulate. Morals, leadership, knowledge, discipline, faith, service, compassion, respect, talents and love lay the foundation for a sound Christian life. On behalf of the administration and faculty we present this handbook as a reference for the policies and procedures we follow at St. John the Evangelist School. We hope this handbook will provide you with the necessary information to keep the lines of communication open and clear, as we help to create an environment that will be warm, orderly, safe, enjoyable and conducive to learning.

We ask the Holy Spirit to enkindle His love in our hearts and unite us in working together to provide an excellent education for our students.

Sincerely,

Mrs. Sheree Montgomery, M.Ed.
Principal, St. John the Evangelist School

2011



ST. JOHN THE EVANGELIST SCHOOL
STAFF

Principal	Mrs. Sheree Montgomery, M.Ed.
Secretary	Mrs. Ildi Schwartz
Art Teacher	Mrs. Misty Mitchell
Accelerated Math Teacher	Mrs. Alicia Rinkus
Communications Co-Editors	Mrs. Lori Hahn Mrs. Ildi Schwartz
Computer/Spanish Teacher	Mrs. Lori Hahn
Librarian	Mrs. Debbie Ewing
Music Teacher	Mrs. Jennifer Tomei
Physical Education Teacher	Mrs. Linda Wolff
Pre-Kindergarten Teacher	Mrs. Liz Ryan
Kindergarten Teacher	Mrs. Christine Murphy
Kindergarten Teacher	Mrs. Stacy Ray
Grade 1 Teacher	Mrs. Maureen Ceo
Grade 2 Teacher	Mrs. Lauren Benjamin
Grade 3 Teacher	Mrs. Tracey Lowell
Grade 4 Teacher	Mrs. Jean Lucci
Grade 5 Teacher	Ms. Mary Cate Mote
Grade 6 Teacher	Ms. Cathy Lucas
Grade 7 Teacher	Mrs. Kathy Everlof
Grade 8 Teacher	Mr. Anthony Froio
Aides	Mrs. Kate Gnida Mrs. Carole Goodwin



ST. JOHN THE EVANGELIST SCHOOL
 728 BIG OAK ROAD
 MORRISVILLE, PENNSYLVANIA 19067

TO: Parent and Guardians
 FROM: Mrs. Sheree Montgomery
 RE: SJES Student/Parent Handbook

This St. John the Evangelist Student/Parent Handbook contains school policies and procedures. Please read the entire handbook. Please sign and return this paper to your son's/daughter's homeroom teacher no later than the first Friday of the new school year. Families who have not returned this completed form by this date will be notified. Agreement to the terms within this handbook is required by all families.

If more than one child attends St. John the Evangelist School, please include all children's printed names and their signatures on this form below. The completed Handbook commitment form below is to be returned by one child from the family.

* * *

We have received a copy of the HANDBOOK FOR SCHOOL FAMILIES. We read, understand, and realize our responsibility to follow the policies and procedures within this SJES HANDBOOK.

Print Mother's Name	Signature Mother's Name	
Print Father's Name	Signature Father's Name	
Print Student's Name	Signature Student's Name	Grade
Print Student's Name	Signature Student's Name	Grade
Print Student's Name	Signature Student's Name	Grade
Print Student's Name	Signature Student's Name	Grade
Print Student's Name	Signature Student's Name	Grade
Print Student's Name	Signature Student's Name	Grade
Date received by School _____	Homeroom Teacher's Initials _____	



MISSION STATEMENT

St. John the Evangelist School unites parents, educators and parishioners in providing its students with a Catholic faith-filled academic environment. Surrounded by the love and teachings of Jesus Christ and His Church, students are active participants in rigorous academic programming. This fosters a high level of virtuous living and intellectual development as life-long learners.

We therefore strive to:

- Promote the development of a personal relationship with God in the Catholic tradition and guide students to live their faith by making their religion relevant throughout the school day through prayer, teaching, example and opportunities to reflect Jesus in thought, word and deed;
- Work together to develop a caring environment which facilitates mutual respect and cooperation between all ages within this school community of children, teachers, parents, administrators, support personnel and volunteers;
- Maximize the 21st century learner's intellectual potential through higher-level critical and creative problem solving and engaging and relevant learning opportunities;
- Uphold the high academic standards that have earned St. John the Evangelist School national and state recognition as a *School of Excellence* by the Middle States Accreditation Association and The National Blue Ribbon-No Child Left Behind federal government award initiative;
- Encourage the development of each child's unique talents and abilities, thereby increasing self-esteem, risk taking and collaboration;
- Encourage a compassionate awareness of the larger community outside of school through education, involvement in service projects and participation in parish and community organizations and events;
- Educate and nurture the minds, bodies and souls of our future Catholic leaders.



INVOLVEMENT OF PARENTS/GUARDIANS

Going forward the term “Parents” will refer to parents and guardians.

Parents must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child’s spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics and discipline.
- Discovering their child’s special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings or the Law.
- Taking an active role in the Parent Association.

The failure of a parent to take seriously his/her responsibilities in this area are grounds for action by the School, including dismissal of the student.

The SJES’s Home and School Association

The Home and School Association of our parish school has set as its objective the advancement of Catholic education and the welfare of all of the school’s children. It strives to enhance the parents’ and teachers’ role in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. The Association promotes parent-school activities to increase members’ interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted through the school office.

The Home and School Association has always and continues to play an important role in raising funds to support school programs, equipment, renovations, and educational materials.



ADMISSION POLICY AND REGISTRATION

St. John the Evangelist Catholic School does not discriminate on the basis of race, creed or ethnic origin in administration of admissions, education, programming or policies. It is founded on the principle that religion is not merely a specialized subject in the curriculum but rather, “it is perceived and functions as the underlying reality in which the student’s experiences of learning and living achieve their coherence and their deepest meaning.” (National Conference of Catholic Bishops).

Any child may enroll at SJE whose parents realize the nature of the school and are willing to accept its standards. Registration time and dates are published in the parish bulletin, school newsletter and on the school’s website. A non-refundable registration fee per child is required at the time of registration each year.

Children must be four years old by **September 30th** in order to enroll for the Pre-Kindergarten class; exceptions are at the discretion of the principal. An immunization record and official birth certificate are required for all newly-enrolled students at the time of registration. Due to the strong academic focus in Pre-Kindergarten and Kindergarten at SJE, a Pre-First grader will enroll as a full-day Kindergartener. In addition, the following is required as it pertains to the enrolling student:

- Baptismal Certificate
- Confirmation Certificate
- Most recent report card
- Records of all grade level standardized test score results
- Information on any medical conditions
- Legal custody agreements, legal directives
- Entrance testing if academic levels need to be determined



SCHOOL HOURS

Pre-Kindergarten	Half-day session	8:45 a.m. to 11:30 a.m.
	Full-day session	8:45 a.m. to 3:00 p.m.
Kindergarten	Half-day session	8:15 a.m. to 11:30 a.m.
	Full-day session	8:15 a.m. to 3:00 p.m.
Grades 1-8	Full-day	8:15 a.m. to 3:00 p.m.
	a.m. session	8:15 a.m. to 11:30 a.m.
	p.m. session	11:30 a.m. to 3:00 p.m.

In order for a student to be credited for a full day of school, he/she must attend at least two-thirds of his/her scheduled classes in each session (a.m. and p.m. sessions). Morning supervision is provided between 8:00 a.m. and 8:15 a.m. All students are requested to arrive during this time period and go directly to the cafeteria. Car riders and walkers arrive no earlier than 8:00 a.m. If an earlier arrival is necessary, the student must be registered in the CARES Program for the morning. Our morning CARES Program begins no earlier than 7:30 a.m. Our afternoon CARES Program ends promptly at 6:00 p.m. **A late charge of five dollars per minute will be assessed after 6:00 p.m. and will be paid directly to the CARES teacher on duty. SEE [Appendix A, page 44](#) for detailed information and forms for the SJES CARES program.**



GENERAL POLICY ROUTINES

Tuition

The Parish Finance Committee determines tuition for the school year with the approval of the Pastor. At registration, a parent signs a Tuition Agreement form and enrolls in the School's tuition management system.

Visitors

Visitors are most welcome. It is suggested that visitors call the school's secretary to schedule appointments in advance. The Main Entrance is marked over the entrance door. All visitors, including parents, volunteers and outside student service staff, ring the bell on the right to identify themselves; they will be buzzed into the building and are to immediately travel up the stairs to the school's main office. The school's secretary will assist all visitors with signing the Visitor's Log and acquiring a Visitor, Volunteer or Staff sticker label which must be placed on the person's left or right chest for plain visibility.

Parents coming to school to bring forgotten items or to relay messages to their children are required to enter the building when buzzed in and are to go directly to the school's main office. The office staff will deliver the items/messages at a time that would not interrupt classroom instruction, while also attending to time sensitive situations. Visitors will not be permitted to speak with a teacher/staff member without a previously scheduled appointment during the regular school day. Visits to classrooms are permitted, but must be scheduled in advance by a teacher/administrator; the teacher/administrator will inform the office staff in order to facilitate sign-in and visitor passes without interruption to classroom instruction. An atmosphere of quiet respect for the learning rights of all students should prevail throughout the school building.

Any visitors wishing to enter the Parish Center during school hours must follow the visitor procedures above. The school secretary will call the Parish Center teacher who is expecting the visitor, to announce that he/she is on his/her way; the teacher will then know to allow the visitor to enter the Parish Center. No visitor without a Visitor, Volunteer or Staff sticker label will be permitted to enter the Parish Center during school hours.

Please know that the above is strictly enforced, not only to ensure effective and uninterrupted instruction but, most importantly, to ensure a safe and controlled learning community for all students and staff.

Volunteers

The assistance of volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families and parishioners, which helps in building a strong learning community. Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible.

All volunteers must:

- Provide:
 - PA Criminal History Clearance (the rectory will assist with acquiring this documentation)
 - Child Abuse Clearance (the rectory will assist with acquiring this documentation)
 - Safe Environment Certificate
 - This is a 2.5 hour seminar that is required by the Philadelphia Archdiocese that assists the volunteer in extremely important information and procedures to ensure the safety of students
 - St. John the Evangelist holds this seminar on its campus periodically as well as many other facilities with the Archdiocese.
 - Inquiry of other facilities holding this seminar and **registration** for all seminars, including those held on SJE campus, is found online at:
<http://archphila.org/protection/index.htm>
- Attend a SJES volunteer training meeting. Contact the school's secretary for information and registration.
- Meetings may be held periodically throughout a school year and all volunteers are to attend. Volunteers will be updated on current procedures.
- Volunteers are to keep all student information confidential.
- All concerns are to be brought directly to the Principal and are not to be discussed with anyone other than the Principal.

Volunteers can assist in some of the following ways:

- Cafeteria Aides
- Recess Aides
- Library Aides
- Classroom Aides: Guided Reading, Writing Workshop, Center Work, etc.
- Computer Lab Aides
- Science Lab Aides
- Homeroom Mother
- Nurse's Office Aide
- Extra-curricular Activities Aides

Lunch, Recess and Snacks

Lunch and recess follow a rotating schedule between 11:00 a.m. and 1:00 p.m. Please refer to [Appendix B, page 46](#) for details regarding the lunch program provided by St. John the Evangelist School. Students are always able to bring a packed lunch which remains in the student's book bag until the student's lunch period. Parents should be certain that packed food is well wrapped and well preserved. Two to three napkins should be packed so that one can be used as a placemat and the others to assist in maintaining cleanliness and area clean up. Students are responsible to keep his eating area: table, seat and floor, clean especially when finished eating. Uneaten food will return home within the student's lunch container in order to keep parents informed of their child's lunch habits. Concerns should be brought to the child's teacher in order to help children maintain good nutritional eating habits.

At no time are individual students to be brought special lunches (i.e. Burger King and the like, boxes of pizza, etc.); such choices will not take place at school. An acceptable exception to this is a lunch planned for the whole class with the classroom teacher's permission. **Parents are to bring forgotten lunches directly to the school's main office and the school secretary will get the lunch to the student in time for lunch.**

Recess ranges from 15 to 20 minutes during the lunch time break. Two adult supervisors (staff/volunteers) are on duty at all times. Students are to bring concerns and problems immediately and directly to the adult on duty. Students are to exercise concern for those around them and exhibit Christ-like behaviors at all times.

Lunch and recess periods are supervised by volunteers and students are expected to be respectful and courteous to them at all times. Students should exhibit exceptional eating manners which include but are not limited to:

- No talking with food in mouth
- No shouting
- No one is allowed to leave the table without being excused
- Students are to raise their hands for adult assistance and questions
- Students are to keep their face and hands clean with a napkin while eating
- Students are to STOP, LOOK AND LISTEN when an adult asks for their attention on the cafeteria microphone
- Students are expected to eat the food they take from the lunch line
- Students who throw food away will be questioned and if such behavior is observed to be a routine, the cafeteria supervisor will report the behavior to the student's classroom teacher who will report the behavior to the student's parent.

Kindergarten and Pre-kindergarten students are provided with milk and juice upon request for their morning snack time. All students are permitted to bring a single healthy snack for their morning snack. Students in grades 1-8 may bring a beverage in a box-like container. Sodas are not permitted. The snack time varies among the classes during the morning hours. A pre-packaged snack may be purchased during the class' snack time at the main office for a specific fee.

Telephones in School Office

The telephone in the school office is for business only. A student will be able to use the phone in case of an emergency; in such a situation, the school secretary will dial only the phone numbers in the school's emergency records for the student and announce to the parent that the child wishes to speak with him/her regarding the 'issue'. Permission will not be given to a student call a parent for forgotten supplies or social planning.

If a student is detained unexpectedly after school, permission will be granted for phone use. A parent who may need to communicate a message to his/her child may relay the message to the school secretary and she will be certain the student receives the parent message.

Cell phones may be kept turned off in a student's school bag but the school does not take responsibility for the student's choice to keep a cell phone in school if found missing. Students may use their phones if permission is granted by his/her teacher/administrator and is done in the presence of the teacher/administrator. In the case of extra-curricular activities, the same policy applies except the cell phone may be used if permission is granted by the activity supervisor and is done in the presence of the supervisor.

Returning to School after Dismissal

Students may return to school for any reason until 4:00 p.m. but must be escorted by a parent. No one is permitted in the school after 4:00 p.m. unless pre-arrangements have been made to meet with a teacher/administer.

Transfer of Students

If a student is transferring to another school, parents are to arrange a meeting with the SJES Principal to obtain the official transfer form and also to sign a permission form for release of specifically indicated school records; these records, and only these records, are not forwarded to another school until: 1) this form has been signed by a parent and, 2) in discretion of the School, the parents have made suitable arrangements to pay any amounts due the School or Parish. School records will be mailed to the child's new school upon request from that school. The student will be given a transfer slip on his/her last day of school.

VERY IMPORTANT: Updating of Family Information

It is vitally important that our student records are maintained with accurate and current information. It is the responsibility of the parent to keep the School fully informed of any changes that could delay communications, especially in emergency situations. The school secretary should be notified immediately of any changes as well as the student's teacher and the Instant Alert System (i.e. possible changes may be: address, home phone, cell phone, emergency contact information). SEE [Appendix C, page 47](#) for *Instant Alert* information.

Please know that any person other than the parent who will be able to take a student from school must be written in writing on the student's emergency information form. No student will be released to an individual unless his/her signature is on the emergency form and his/her signature at pick-up will be verified.

Legal Custody Issues

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the School to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the School with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The School requires parents to sign an agreement regarding the administration of parental participation issues and payment of tuition. See [Appendix D, page 48](#) for SJES's Legal Custody agreement that must be completed with an original copy of the completed agreement placed in the student's Archdiocesan file.

Student Records

Unless a court or custody agreement specifies otherwise, each parent with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent with legal custody.

Release of a Child

A child will not be released to a parent who does not have physical custody, without the written consent of the custodial parent. To determine the custodial parent, all separated or divorced parents of children enrolled must provide the School with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in the student's Archdiocesan file.

COMPUTERS–ACCEPTABLE USE POLICY (AUP): *Catholic Schools of the Archdiocese of Philadelphia* Revised May 2011

Purpose

Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

Scope of Use

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

Goal

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking, communication, collaboration and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship
- provide a variety of technology based tools and related technology skills

Responsibilities of the User

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

Technology Use Guidelines

Educational Purpose/ Appropriate Use: School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Communications: Electronic and/or Digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. The **school** sanctioned communications methods include:

- Teacher school web page
- Teacher school email
- Teacher school phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cell Phones: Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

See *SJES Cell Phone* policy on page 13.

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Reporting

Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights

The school has the right to monitor student use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, YouTube and MySpace.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by teachers is forbidden on a **teacher's personal social networking site**. Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Policy Violations

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

SEE [Appendix E, page 49](#) for:

**Acceptable Use Policy Form
and
Parental Permission Form
General Technology Use including
Web 2.0, Online Collaboration, Photos and Media Release**



DRESS CODE

A student's appearance, self-respect, and school performance tend to complement each other; hence, reasonable care and neatness with regard to dress and appearance are required of all students. A student's exterior appearance sets an atmosphere and tone for the important task of education. Parents are asked to cooperate in having their children comply with the dress and grooming code adopted by the school. We firmly believe that attention to personal appearance is an important part of the developmental process for students attending St. John the Evangelist School. If there is a question regarding appropriateness of dress, the Principal will be the final judge. Parents will be requested to bring in suitable clothing before the students may return to class if the student is not in proper uniform.

- The school uniform is worn at all times, beginning with the first day of school.
- Principal may declare certain days as "Dress Down Days" when the children may wear clothes other than the uniform.
 - Money collected from these days is put toward charity or educational materials as determined by the Principal
 - Students who choose to dress down are responsible to make a contribution. To be fair and just to all, those who neglect to make a contribution will receive a *notice reminder* to be sent home to the parents, reminding parents of the student contribution responsibility for dressing down.
- Hair
 - Boys and girls are to keep their hair clean and well groomed at all times.
 - A boy's hair is to be no longer than the top of his shirt collar along the back, not longer than the middle of ears on the sides and bangs are kept no longer than the middle of the forehead
 - If girls have bangs they need to be cut above the eyebrows
 - No unusual styles or colors are permitted
- Jewelry
 - Watches and religious necklaces or pins can be worn, except during physical education class
 - Posted earrings may be worn by girls only, no more than two in an ear, and are not to be worn during physical education class
 - No earrings are permitted to be worn by boys
- Make-up and colored finger nail polish is not permissible
- Hats must be removed upon entering all buildings

SCHOOL UNIFORMS

BOYS

Navy blue pants worn at waist level, a light blue knit uniform shirt (short or long sleeves, banded at the bottom or non-banded) or a light blue turtleneck uniform shirt, a black belt when wearing a non-banded shirt or turtleneck with the shirt/turtleneck **tucked into the pants**, dark blue/black solid colored ankle high socks (**must show 2 inches above the top of the shoe at the back of the heel**) and solid black (non-scuffing) uniform tie shoes/sneakers; the uniform navy sweater vest **IS TO BE WORN FROM NOVEMBER 2ND TO MARCH 31ST** but is optional during the **SUMMER UNIFORM TIME PERIOD ONLY**. The uniform navy sweater is optional all year.

GIRLS

PK to Grade 4

Plaid uniform jumper, white Peter Pan collar blouse(short or long sleeves) with the red crisscross uniform tie or a white turtleneck uniform shirt, navy blue/white solid colored knee socks or navy/white solid colored ankle high socks (**must show 2 inches above the top of the shoe at the back of the heel**) or navy tights and solid black (non-scuffing) uniform tie shoes/sneakers (*mary-janes* are acceptable). The uniform sweater is optional all year.

OPTIONAL WINTER UNIFORM FOR GIRLS PK-4 Blue uniform slacks, white knit uniform shirt/blouse and uniform sweater vests.

Grade 5 to 8

Plaid uniform skirt, a white knit uniform blouse (short or long sleeves, banded at the bottom or non-banded) or a white turtleneck uniform shirt (shirts, when wearing a non-banded blouse or turtleneck, it must be **tucked into the waistband of the skirt**), uniform sweater vest, navy/white solid colored knee socks or navy/white solid colored ankle high socks (**must show 2 inches above the top of the shoe at the back of the heel**) or navy tights, and solid black (non-scuffing) uniform tie shoes/sneakers. **The length of the plaid skirt may not be any shorter than two inches above the knee.** The waistband of the skirt may not be rolled over to shorten the skirt and **undergarments ARE NOT** to hang longer than the banded shirts. The uniform sweater is optional all year.

OPTIONAL SUMMER UNIFORMS

Summer uniforms may be worn from the start of the school year to end of October and again from April 1st to the end of the year.

BOYS – All is the same as above under BOYS except navy blue uniform shorts (un-cuffed) or navy blue uniform pants cut and hemmed one inch above knee can be worn.

GIRLS - Navy blue uniform skirt, white banded or non-banded knit shirt (short/long sleeves and non-banded shirts need to be tucked into skirts), white/navy blue knee socks.

PHYSICAL EDUCATION UNIFORM

The gym uniform is to be worn to school on the student's gym day.

BOYS AND GIRLS

- **Beginning of school – October 31 and April 1 to the end of the year**
 - Royal blue, longer length mesh shorts
 - Short sleeve royal blue uniform tee shirt.
 - Royal blue sweat pants and sweat shirt are optional during this time
- **November 1 – March 31**
 - Royal blue uniform sweat shirt (long sleeves) and royal blue sweat pants
- **All Year**
 - Royal blue uniform sweat shirt (long sleeves) and royal blue sweat pants can be worn over shorts and tee shirts all year.
 - Solid colored athletic shoe (non-scuffing and no unusual colors) with white, navy or black crew socks (**socks must show 2 inches at the back of the heel**).



ATTENDANCE AND LATENESS

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania. Lateness and irregular attendance interfere greatly with a student's academic progress. Therefore, parents must commit to their responsibility of ensuring regular and timely attendance for their children.

Lateness

A student is considered late if he/she arrives after the 8:15 a.m. bell. **A student arriving after the 8:15 bell will need to be escorted and signed in by his/her parent in the school office.** The student must present a late slip to his/her teacher upon entering the classroom. Repeated lateness will result in a mandatory parent/teacher/principal conference. In an emergency situation resulting in a student's late arrival, it is the responsibility of the parent to call the school, explain the reason and give an estimated time of arrival. This will assist the classroom teacher in preparing for the instructional time missed by the student.

Excused Absences

A student who has been absent from school must present a written excuse from a parent upon their return. This written excuse is to state the reason for the absence and must specify the exact days and dates of the absences. The excuse must be presented to the classroom teacher immediately upon the pupil's return to school. Parents must notify school before 8:30 a.m. on the day of absence and on each day of successive absences. Absence or lateness will be recorded electronically when calling the school office (215-295-0629) if not answered personally. If a child's name appears on an attendance report from the homeroom teacher and his/her parent has not phoned in, the parent will receive a call from the school to verify the absence; verified absences by a student's parent are considered "excused" after the written excuse from the parent is received by the School. Please help the School in this endeavor by calling in the early morning; each child's safety and welfare are of great importance to the Administration and Faculty at SJES. In addition, the Archdiocese of Philadelphia and the state of Pennsylvania have strict attendance regulations that are maintained at St. John the Evangelist School.

If a parent wishes to have class work and/or homework prepared, this request must be included in the early morning absence call-in; this work will be available for pick-up at the school office between 3:00 and 4:00 p.m. It is the responsibility of the student to complete missed work and tests due to absences.

Unexcused Absences

Absences that are not due to illness or not pre-approved by the Principal, such as family vacations are considered "*unexcused*". The Principal does not encourage family vacations during the school year and will not approve vacation days once a student accumulates 18 absences within an academic year.

Extended Illness

If an extended illness is expected, it is advisable to contact the principal in order to make arrangements for study assignments. An excused illness that extends beyond three days requires a doctor's note to return to school.

Student Appointments

It is encouraged to arrange medical and dental appointments during after-school hours; if this proves to be impossible, a note from the parent or a card from the doctor or hospital must be presented to the Principal. A late arrival or early dismissal due to out-of-school appointments is considered “*excused*” but counts against perfect attendance.

Family Vacations

Regular attendance at school is important and the planning of family vacations is strongly discouraged during the school year. The Principal is to be contacted directly and in writing if there is a need for a student to be away on vacation during the academic year. The Principal will not approve vacation days once a student accumulates 18 absences within an academic year. Parents should refer to the school calendar and confer with the child’s teacher when planning a vacation since there are certain times of the year when a child’s attendance is necessary (i.e., standardized tests, exams, music concerts).

In the event that a child does go away, all work must be made up when the child returns to school. Students will receive missed assignments upon their return and will have one week for completion.

Repeated vacations during school time may be grounds for dismissal.

Perfect Attendance

The only excused absences from school that do not count against perfect attendance are:

- Death of a family member
- SJE student representation at an educational event
- Student participation in an Archdiocesan-related event

To be eligible for an end-of-the-year Perfect Attendance Certificate, a student must be in school and on time every day of the school year with only the above exceptions.

Truancy

Any child who stays home without his/her parent’s knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension. A pattern of student absences not associated with illness will be investigated for possible truancy. It is the responsibility of the parents to be certain that their children attend school.

Standardized Testing – In accordance with Diocesan policy, the Terra Nova is the standardized test recommended for use at parish schools and the Principal determines the grades to be tested. The Terra Nova assessment measures student knowledge in various content areas and provides a means of evaluating achievement for fundamental academic goals. The Cognitive Skills Index (CSI) component measures a student’s academic aptitude and predicts potential academic achievement. A student’s personal performance is reported to the school, the teacher and the parent in statistical terms (scores) with accompanying narrative explanations. Further interpretation and use of these scores may be discussed in parent-teacher conferences.

Classroom Assessment

In evaluating the skills and concepts taught in subject-area units, teachers utilize both formal and informal assessments. Informal assessments include special activities such as group or individual projects, experiments, oral presentations, demonstrations, or performances. Typical classroom activities, such as, assignments, journals, essays, reports, literature discussion groups, or reading logs are other examples of informal student assessments. It is difficult at times to show student progress using actual work, so teachers will need to keep notes or checklists to record their observations from student-teacher conferences or informal classroom interactions. Formal assessments such as tests and quizzes are based on the content and objectives of material covered. All curriculum assessed is in alignment with the curriculum guidelines established by the Archdiocese.

When assessments are brought home, parents are urged to review them with their children, both to affirm successes and to clarify mistakes. Assessments are to be reviewed and signed by the parents and returned to school; cooperation in this matter is important to the “*Home and School*” unified effort in educating students.

Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so includes a lack of serious preparation for class. Incomplete homework assignments will affect the student’s *effort grade* on the report card; some home assignments are also averaged in a student’s trimester grade.

Daily performance of students is assessed by the teacher. Examination of copybooks, worksheets, and any other class work for neatness, completeness of work and class participation are part of the overall trimester grade. All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

Class Participation

Students are expected to:

- give attention and respect to the teacher at all times,
- show respect and concern for other students by a willingness to share, take turns and collaborate, and,
- actively participate in class by responding orally or in writing as circumstances dictate.

Curriculum

The curriculum follows the guidelines established by the Archdiocese of Philadelphia, along with the academic standards established by the Pennsylvania Department of Education. Studies pursued by students include but are not limited to the following: religion, mathematics, language arts, reading, science, social studies, art, music, technology in education (computers), physical education and Spanish.

Religion

Religion classes are held in all grades. Students are obliged to participate in religion classes and religious events. A love and appreciation of the Liturgy is fostered through active participation in the liturgical cycle of the church year. During the school year, our faculty, children and parents attend First Friday Masses each month as well as numerous prayer services throughout the year.

Report of Academic Progress – Report cards are issued to students in Pre-K through Grade 8 at the end of each trimester. Teachers follow the grading code explained on the report card. A student's cumulative score in any subject during the trimester is determined by informal assessments (as described previously under *Classroom Assessment*) formal assessments, daily class work, student participation in class work, assignments, projects, group work and homework. Progress reports are issued midway through the trimester. At any point during the school year, teachers or parents may schedule an appointment to discuss a child's progress.

Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept present during class time. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects and are to be student work ONLY. **Parents may assist in the gathering of materials for at-home assignments but all work must be completed by the student ONLY.**

The following time per night is suggested for homework; this includes both written and study assignments:

- Grades K, 1 and 2: 30 minutes
- Grades 3 and 4: 60 minutes
- Grades 5 and 6: 90 minutes
- Grades 7 and 8: 120 minutes

SJES realizes that teachers, students and subjects vary. The homework objective is not time, but the extension of learning beyond class time.

In the event of absence or suspension, all homework and missed assignments are to be made up within two school days or as determined by the student's teacher(s).

Retention – Students who fail to attain reasonable mastery of their grade work for the school year will be considered for retention. Conferences will be conducted between parents, teacher(s) and Principal to determine final decisions.

Field Trips – Field trips and community service projects are part of the student’s educational and cultural experience with the goals of the curriculum in mind. The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. Parental permission forms are provided by the teacher. All forms must be signed by each student’s parent, as well as the student, and must be returned to the teacher before the student may participate in any field trip. Parents with students who have special needs could be asked to attend field trips and take responsibility for their children while on the trip.

If a parent does not wish to have his/her child attend a field trip or service project for any reasons, he/she should notify the child’s teacher directly and in writing. The child must attend school on the day of the activity or be marked absent.

A class trip is a privilege, which can be taken away if a teacher deems it appropriate. A student may be excluded if his/her behaviors are of concern; this decision is at the discretion of the teacher in consultation with the Principal.

SEE [Appendix F, page 52](#) for Field Trip Parent Permission form.

Physical Education – Physical education is part of the curriculum set forth by the State and the Archdiocese. Therefore, every student in Grades K-8 is required to participate in the physical education program unless excused by a doctor’s note only. Each student is required to demonstrate a respectful attitude and good sportsman-like conduct. **Students are not to wear any jewelry to gym class for safety and security purposes. If there is a medical reason for specific jewelry to be worn, a doctor’s note is required.**

Parent-Teacher Conference

School-wide Parent-Teacher conferences are conducted in the latter part of the first trimester and afford an opportunity for discussion and interpretation of student progress. Student report cards include a *conference request indicator*, therefore, teachers or parents can initiate an additional conference on a student’s report card. Again, at any point during the school year, teachers or parents may schedule an appointment to discuss student progress.

To schedule a conference with a teacher, a parent can:

- call the school office to leave a message for a particular teacher
- write a note directly to the teacher
- e-mail a teacher (using the teacher’s school email address)

Parent concerns with curriculum, school regulations, classroom routine and work must first be directed to the teacher. If further clarification is necessary, the Principal can be contacted and arrangements can be made for a conference.

Teachers may not be interrupted during the school day: lunches, messages, forgotten books, etc. should be left at the office with the child’s name and room number.

Special Services

The state of Pennsylvania, under Act 89 and through the Bucks County Intermediate Unit, provides certain services to our students. Teachers and/or parents may recommend students in grades K-8 for special services. Parental permission is required for student participation.

Support personnel begin by observing and/or conducting assessments as soon as the referral process has been approved. Results are shared by means of a conference with the parents, the Principal and the classroom teacher. Teachers work with the support personnel to schedule students for differentiated instruction at a time when new content or processes are not being introduced in the child's regular class; a support session is considered small group instruction.

Such support services include:

- **Reading**
- **Math**
- **Guidance Counseling-** Teachers and/or parents may recommend individual counseling for a student with an apparent emotional, social, behavioral, academic, or physical problem that affects educational achievement. The counselor sees students weekly or periodically according to the student's needs and time allotment.
- **Learning Assessment-** Students are referred for learning assessments to assist teachers and parents in identifying strategies to assist a student's learning.
- **Psychological Testing-** Students can be referred for educational psychological testing by the guidance counselor, the teacher, the Principal or the parents. This testing is requested when there are possible indicators of a learning disability, emotional concerns and/or behavioral issues.
- **Speech-** A speech pathologist is available to identify and provide services to those students in need.

Assemblies

The SJE Home and School Association provides at least one assembly per trimester. The primary purpose of school assemblies is educational. Being part of an appreciative and respectful audience is a learning experience in itself; therefore, all students are expected to show proper manners, respect and courtesy during all school-wide functions and presentations.

Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school and grade.

All lost or damaged books must be paid for in full by the student and parent. A charge will be made at the rate at which the books were purchased by the School. Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to or from school reflects on both home and school training.

Art

St. John the Evangelist School has a creative and dynamic art program that teaches basic art skills, art appreciation and critique. Many lessons are designed to be cross-curricular and supplement lessons in history, social studies, technology, language arts, religion, mathematics and science. Many talents go into making a successful piece of art, not just the ability to draw. Students are to be encouraged to do their best as in any subject in school, and all students create and apply themselves within an “*I am fully capable*” environment.

When in the art room, the following rules apply to all students:

- Students are to wear the art smocks provided and are to keep their school uniform neat.
- Students are not to throw, flick, smear or splash any art supplies at another student or at the art room walls or ceiling.
- Students may not draw on their hands or face unless the project is designed as such.
- Students need to come to class with an open mind and positive attitude. They are NOT to speak negatively, or laugh at another student's artwork.
- Students are expected to respect the artwork of other students and are not to touch, damage or deface any artwork, including art in the hallways and bulletin boards.
- Students may not throw anything in class.
- Students are expected to clean up the art room. At clean up time they are expected to clean up not only their space, but also to pitch in and get the room ready for the next class.
- Students need to keep up with assignments. If a student is repeatedly absent or missing classes due to doctor appointments, parents must check in with the art teacher to make sure their child is not falling behind in class. Not finishing on time could result in a lower grade.
- Periodically, a student will have a homework assignment or exam in art class that will be due on the date assigned.

Not following these rules may result in:

- Extra art room chores at recess or after school
- Detention
- Dismissal from the art room

Library

The school library is staffed by a librarian and is available to the students during the school day. Books may be taken out once a week. A fine will be levied on overdue books. Damage or loss of books will result in the parent(s) being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the Administration and the eighth grade teacher(s).

Closing Exercises

Participation in closing exercises is a privilege, not a right. St. John the Evangelist School has the right to deny any student from participating in closing exercises if, in the view of the School, the student's conduct or academic/disciplinary records indicate that the privilege should not be extended. All students, with the exception of the Grade 8 graduates, are expected to attend the Closing Exercises on the last day of the school year



CHRISTIAN CODE OF CONDUCT

Discipline Code

Discipline is fundamental to life; it is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Catholic Christian. The Catholic Christian is to be committed to the observance of just rules and regulations, which will assist the individual in responding respectfully and appropriately.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such a fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who do not to comply with school policies and regulations must accept consequences.

The discipline code applies to students in-school, at school-sponsored events, school/parish community activities and outside the school/parish community where the disregard for the school's discipline code and disregard of the Catholic teachings could bring disrepute or embarrassment to the School. It is expected that parents abide by the School's Discipline Code.

Standards of Behavior

In order to make a school highly conducive for learning, standards of behavior must be in place. The list below for student conduct provides examples of behaviors that are expected of a Saint John the Evangelist student.

Expectations for Student Conduct

Students are expected:

- To accept that school personnel will act in a manner similar to parents during school hours (in loco parentis);
- To exhibit respect, obedience and courtesy;
- To treat other students in the same way they would like to be treated;
- To respect school property and the property of others;
- To behave in a way that promotes learning for self and others;
- To take responsibility for their own behaviors;
- To never use abusive, obscene or threatening language on school premises or through technological devices of communication;
- To follow the Christ-like ethical, moral and kind behaviors that are taught in the Ten Commandments and Beatitudes;
- To be genuinely reverent during any form of communal and/or personal prayer.

Examples (and this list is not inclusive) of Conduct that Violates the Discipline Code

- a. **Not prepared for class** – not having proper supplies or books for class repeatedly.
- b. **Improper behavior** – including, but not limited to disturbances in class/playground/lunchroom; *i.e.* note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- c. **Cheating** – the taking or giving of schoolwork that is not one’s own – or if the teacher has probable cause to suspect such an action.
- d. **Disrespect** – any improper attitude displayed towards any teacher, staff member, volunteer parent, and administrator or fellow student.
- e. **Abusive language** – any inappropriate language used on school premises.
- f. **Forgery/Plagiarism** – any school paper signed by anyone other than a parent or handing in an assignment written by someone else.
- g. **Invading the privacy of another’s desk** – teacher or student.
- h. **Gum chewing/eating in class** – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.
- i. **Dress code violation** – any infraction of the uniform dress code.
- j. **Damaging any school, church or personal property.**
- k. **Failure to return student work or any document requiring parent signatures.**
- l. **Unsigned test papers/mark sheets** – tests and mark sheets must be returned within two (2) school days.
- m. **Out of bounds** – any student who is in the wrong place at the wrong time.
- n. **Other** – any other behavior that warrants attention not specified on the above list.

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of St. John the Evangelist School to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. **Serious Infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at school-sponsored functions.**

Examples of Serious Infractions include the following but are not limited to:

- a. disrespectful behavior of any kind toward or about any staff, student, volunteer or parent;
- b. insubordination;
- c. severe bullying;
- d. physical fighting;
- e. bomb scares or triggering other false alarms;
- f. cheating or plagiarism;
- g. use or possession of drugs or alcohol;
- h. smoking;
- i. stealing;
- j. intimidation, harassment or threats of any kind; and
- k. possession of any weapon.

These categories do not cover every possible situation. The Principal will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Conduct by students or parents, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.



DISCIPLINARY MEASURES

Classroom Management

At the beginning of each school year, classroom teachers discuss their classroom management systems with students and parents. Classroom rules and regulations are developed and enforced by the classroom teacher with the approval of the Principal.

Detention

Students may be kept for after school detention as a consequence of serious or consistent violations of classroom or school rules/policies. When a detention is assigned, the student will use his/her following recess period to write an explanation of the infraction to his/her parents. The letter will be accompanied by an official detention slip noting the specific day and time of the detention. It is expected that the explanation and detention slip be signed by both parents and returned to the Principal the following day.

Detention will be served for the following disciplinary violations but not limited to:

- Classroom misbehavior
- Vandalism to school and/or personal property
- Fighting
- Bullying
- Forgery
- Disrespect
- Dress code violation (3)
- Gum chewing (consistent violation)
- Language
- Cheating
- Disorder in the cafeteria or playground
- Misbehavior on the school bus
- Other

Detention is served as follows:

- Students will provide service to the school to demonstrate responsibility
- Day of week: Tuesday or Thursday
- Time: 3:00 - 3:45 PM
- Supervisor: teacher, Principal, or staff designee
- Parents are required to sign-out their child in the Main Office promptly at 3:45 PM

If a student is absent on the designated detention day, the detention will be served on the following Tuesday/Thursday after the student returns to school. Three detentions within a trimester will result in a parent, student, teacher and Principal conference followed by an in-school suspension.

In-School Suspension

- Assigned:
 - after receiving three detentions within a trimester, or
 - at the Principal's discretion as a consequence to unacceptable behavior
- Defined as the student attending all classes without the ability to participate in group activities
 - Group activity work will be conducted by the student independently
- Lunch will be eaten as determined by the Principal, separate from his/her class
- All recesses will be used as service time as determined by the Principal

Out-of-School Suspension

A student may be suspended for a single major disciplinary infraction or for an accumulation of three in-school suspensions in one trimester. The length of the suspension will be determined by the Principal in consultation with the teacher and will be communicated to the parents. A conference with the Principal, teacher, parents and student is required before the suspension is lifted. A parent's decision not to report for the conference may result in the student's dismissal.

According to the Archdiocese of Philadelphia, out-of-school suspensions may be given for the following reasons: gross insubordination, truancy, bullying, fighting, theft and vandalism. Having/using drugs or possession of a weapon may warrant immediate dismissal.

A suspension of any kind warrants a single grade drop in the conduct grade on the report card under *Behavior*.

After three Out-of School Suspensions, dismissal from school will be considered.



DRUGS AND ALCOHOL

“**DRUG**” shall mean any controlled substance listed in Act 64, The Controlled Substance Drug and Cosmetic Act of 1972, and any other chemical substance or medication which is intended or is capable of altering one’s mood.

“**LOOK-ALIKE DRUGS**” shall mean any chemical substance or medication offered as, possessed in the belief or capable of being perceived as a drug.

“**DRUG PARAPHERNALIA**” shall mean any equipment, product or material of any kind which is used, intended for use of or designed for use in the preparation, testing, packaging, storing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body any drug or look-alike substance.

DRUG PARAPHERNALIA

Drug paraphernalia are not permitted in the schools, on school busses or on school property. Such items will be confiscated, parents will be notified and appropriate disciplinary action will be taken.

LOOK-ALIKE DRUGS

Look-alike drugs are not permitted in the school, on the school busses or on school property. Such items will be confiscated and parents will be notified. Students found to be in possession of, using or distributing look-alike substances will be subject to the same penalties as described under Drug Paraphernalia.

POSSESSION OR USE

If a student is found possessing, using or under the influence of drugs or alcohol while in school, on a school bus, on school property or at any school-related activity, he/she will be suspended from school for an amount of time determined by the Principal while the case is being reviewed; dismissal is possible.

SELLING OR DISTRIBUTING

If a student is found selling, transferring, procuring or providing drugs or alcohol or possessing drugs or alcohol with intent to sell, transfer or provide while in school, on a school bus, on school property or at other school-related functions, he/she will be suspended immediately while the case is being reviewed for dismissal. Such items will be confiscated and the police will be notified.

CONTRABAND

Students are forbidden to bring to school or to have in their possession any materials which do not pertain to school work, which are a source of disturbance, or which do not promote the common good. Items, such as, personal iPads, iPods, any electrical/battery operated devices and CD/DVD players are not permitted on school property or school busses; these materials are subject to confiscation and violators will receive appropriate consequences.

See *Cell Phone* policy on page 8.

SMOKING AND TOBACCO PRODUCTS

St. John the Evangelist School is a smoke free environment. Students and parents are forbidden to smoke and/or use tobacco products in the school building or on school grounds.

ENDANGERING ACTS

An *endangering act* is one which results in physical and/or verbal harm to another person, in the damage, loss or destruction of property, or poses a direct threat to the safety of others or poses a direct threat of damage, loss or destruction of property. This policy and intolerable behaviors below apply to students and parents; a parent who exhibits intolerable behaviors will result in not be permitted on school property for any reason.

Intolerable behaviors on St. John's Staff/Auxiliary Personnel

- Students who verbally threaten a person who is on staff or is an auxiliary person at St. John the Evangelist School will be suspended immediately. A repeated threat after a first suspension will be interpreted as conscious intent to physically attack the said person.
- If students start a fight, they will be suspended from school. The length of the suspension will be determined by the Principal in consultation with the teacher in charge after reviewing the details of the incident.
- If it cannot be determined which of two or more students started a fight, all students involved will be suspended.

Weapons

- Weapons are prohibited on school property. As used in this Policy, the word "weapon" includes among other things, a knife, firearm, smoke bomb, nun-chuck stick, stun gun, mace, pepper spray, ammunition, blasting caps, M80 and any other explosive. The word "weapon" also includes any tool, instrument or object capable of inflicting bodily injury which is (1) used in a manner calculated or likely to produce bodily injury; or (2) possessed under circumstances which are not clearly appropriate to the lawful uses which it may otherwise have.
- If a student is found in possession of a weapon, he/she will be suspended from school immediately with possible dismissal pending the investigation. The police may be notified.
- If a student uses or threatens to use any weapons, he/she will be suspended from school. The police may be notified to take appropriate action.
- Students found in possession of a look-alike or toy weapon will be reported to the Principal for investigation and appropriate action.

False Fire Alarms, Bomb Scares, False 911 Calls

- If a student is responsible for a false alarm, bomb scare, or a false 911 call, he/she will be suspended from school.
- The police may be notified to take appropriate action.

Theft

Any student found in possession of stolen property, or involved in a theft, will be suspended and the police may be notified. St. John the Evangelist School or Parish is not responsible for lost or stolen property.

Vandalism

Vandalism is the willful destroying or damaging of property belonging to another.

Students who commit an act of vandalism:

- May be suspended from school.
- Must make arrangements to pay for damages.
- If no agreeable arrangements to pay for the damages are made, the school may take legal actions.
- Vandalism that exceeds \$50.00 for replacement or repair may be reported to the police by the Principal.

Gambling

Students are forbidden to play cards or other games of chance for money/rewards.

Sexual Harassment

The term “sexual harassment” refers to any unwelcome sexual attention, sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature.

Example of sexual harassment include but are not limited to: individuals who are threatening adverse actions if sexual favors are not granted; unwanted and unnecessary physical contact; offensive remarks including unwelcome comments about appearance, obscene jokes, in appropriate or offensive language, display of sexually suggestive objects or pictures. St. John the Evangelist School and the Archdiocese do not condone nor will they tolerate any form of harassment of a person or persons by another person or persons. Any accusation of harassment (sexual, ethnic, racial, physically impaired, or humiliation) will be vigorously investigated and appropriate sanctions will be levied if the accusations are proved to be factual. Students will be subject to immediate dismissal.

Any student who feels they have been a victim of sexual harassment should immediately report the alleged harassment to a teacher, nurse, counselor, or administrator. All information obtained will be held in strictest confidence and will be discussed only on a need-to-know basis to investigate the matter. No student will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint, unless such student knowingly and maliciously falsifies a charge of sexual harassment.

Any action taken as a result of the investigation will depend upon the facts of each case.

DISMISSAL

1. After two (2) formal suspensions, a student may be considered for dismissal.
2. Students who are dismissed may apply for re-admission after one full year.
 - a. The School will determine whether re-admittance is appropriate.
3. In certain instances an infraction may warrant immediate dismissal.
4. The Principal reserves the right to dismiss any student at any time where the Principal considers the conduct of the student or parent to be inconsistent with School policy, the good of the School community or Catholic teachings.
5. Parents of the student will be informed in writing of the dismissal as soon as practicable.



EMERGENCY PROCEDURES

Fire Drill

Fire drills are conducted once a month according to Pennsylvania State Law and are an important safety precaution. At the sound of the alarm students move quickly, silently and in an orderly fashion from their location and assemble in the designated outdoor locations. A signal indicates the completed drill and return to class.

Shelter In Place

There may be a time when an emergency takes place in the community. At this time all children and adults will remain in the designated safe location within the school complex, Sheltering-in-Place. For most releases there is not enough time for evacuation. The school has an emergency plan in place. Parents will be informed of such an event through the school's current mass communication system.

Security Alert

The school has a plan that will instruct students to remain confined and supervised until further notice, away from hallway doors and windows. Parents will be informed of such an event through the school's current mass communication system.

Inclement Weather

SJES uses a specific procedure to convey changes in school's hours due to inclement weather. See [Appendix G, page 53](#) for the current procedure.

Early Dismissals

Students do not leave the school premises before the regular dismissal time unless a note is signed by a parent requesting an early dismissal for an urgent reason. Telephone calls requesting early dismissal are not advised; if a sudden situation requires a student to be dismissed early, the call must be made by the parent. The student may only be released to the person the parent designates and this person's name and signature is documented on the student's emergency form.



HEALTH AND SAFETY

St. John students have the services of a school nurse once a week provided through the Pennsbury School District and relies on volunteers for the remaining four days. The administration will make every effort to provide volunteers with medical backgrounds and will plan yearly for the needs of the medical support for the children.

The school follows the regulations of the Pennsylvania Department of Health regarding all immunization and health requirements for all students entering our school for the first time. Students must have all required immunizations; otherwise, they may not be admitted to the school. Health records are kept up to date and in proper order by the nurse. Should a student have the need for medical support the Pennsbury School District provides:

- **Physical Examinations** – A physical examination is required for students in grades kindergarten and six and can be administered by a school district physician.
- **Dental Examinations** – A dental exam is required in grades kindergarten, three and seven. This may be done by the school district dentist or the student's private dentist.

SEE [Appendix H, page 54](#) for current immunization requirements.

Illness

If ill, a student will leave only after a parent has been contacted and an assigned designated person as indicated on the student's emergency form picks up the student from the school office. Parents/designees picking up a sick child must go directly to the School Office and sign the sick child out; the child will be waiting there with all that he/she needs to go home.

Accidents

Accidents which occur on school property must be reported to the school nurse and Principal as soon as possible. First Aid will be administered. A parent will be notified and the nurse will relay her professional opinion as to whether further medical treatment is required. If a parent cannot be reached, the student's emergency form will be used to determine the next responsible person to contact.

In an emergency, when time is an important factor, the student may be transported via official EMT personnel to the nearest hospital before parents can be notified. Again, parent notification will be made.

Communicable Diseases

The school must be notified by a parent in cases of absences due to communicable disease and absence due to an extended illness. Re-admittance to school, in these situations, requires written recommendation and approval of the student's physician.

Contagions

- **Chicken Pox** – A student must remain absent for a minimum of six days after the onset of the first lesion and until all lesions are crusted over.
- **Fever** – A student must be fever-free for 24 hours without the use of fever reducing methods/products, before returning to school.
- **Measles** – A student must remain absent for a minimum of 7 days after the onset of rash.
- **Conjunctivitis (Pink Eye)** – A student may return to school 24 hours after appropriate anti-microbial therapy has been started and redness and drainage has subsided.
- **Scarlet Fever, Strep Throat, Staph Infection, Mononucleosis', Hepatitis Infectious-**
- A student's re-admittance will be dependent upon written approval and recommendation of the student's physician.
- **Mumps** – A student must remain absent for a minimum of 9 days after the onset of glandular enlargement.
- **Rashes and Sores** – The school may exclude any student presenting a rash or sore of unknown etiology until such time that a diagnosis and recommendation is obtained in writing from the student's physician.
- **Head Lice** – Two treatments, at least, are required within seven days of each other (more treatments would be required if nits continue to be present). Following each treatment the box top from the pediculocide, along with a parent note documenting the date of the treatment, need to be brought to school. Two box tops are required to be given to the school nurse.
 - The student will be permitted back to school after a full 24 hours following the date of the first treatment and he/she must have no evidence of lice.
 - The student MUST REPORT DIRECTLY TO THE OFFICE with he/her parent to be examined by the school nurse (in the presence of the parent) to determine if he/she is cleared of lice.
 - If lice continue to be evident in the hair, the parent must take the student home; he/she can return to school after a full 24 hours following another treatment.

Vision and Hearing Examinations

The school nurse administers vision and hearing examinations to every child annually. Vision and hearing examinations will be given at other times at the request of the parent or the teacher.

Dispensing Medication

The dispensation of all medication (prescribed and over-the-counter) to a student in school requires parental permission plus the direction of a physician. All medication to be dispensed by the School must be in the original container from the pharmacy and must be accompanied by a doctor's note. If a parent comes to school to give their child medication, it is to be administered in the presence of the school's nurse/volunteer or the Principal who documents what has been given to the child and at what time. **NO CHILD MAY BRING MEDICATION TO SCHOOL. PARENTS ARE REQUIRED TO TRANSPORT ANY MEDICATION, EVEN OVER-THE-COUNTER, (in original containers) AND MUST PERSONALLY HAND IT OVER TO THE CHILD'S TEACHER, NURSING STAFF/VOLUNTEER OR THE PRINCIPAL.**

Insurance

All students of St. John the Evangelist School are insured under the Student Accident Insurance Program for the year. This plan protects the students while attending school during the hours and days when school is in session. It also covers students participating in or attending school sponsored activities. The fee for this coverage is paid by the school.



TRANSPORTATION

Bicycles

Students in grades 5-8 may ride bicycles to school. Lock and park bicycle in the racks provided outside of Exit D. The school assumes no responsibility for damaged or stolen bicycles.

School Bussing

Pennsbury, Neshaminy, Council Rock and Bristol Township School Districts provide bus transportation for the students. The respective school districts' bus schedules and bus numbers will be displayed in the vestibule of Church prior to the opening of a new school year. Students must ride the assigned bus unless there is a special circumstance; such a situation requires a written request from the parent and must be authorized by the Principal. If a student is going to another student's house, a note is required from both families of the two students involved. Students are only allowed to ride a bus within their own school district and are required to be a bus rider within that district. No student may ride a bus unless they are listed on the district's official bus list.

Discipline on School Busses

School bus riders are on school property until they reach the bus stop. While in transit, bus riders are under the jurisdiction of the school bus driver. Proper behavior is most important for the safety of all. Misconduct results in the suspension of bus privileges and possible suspension from school. Parents of students who lose bus privileges are responsible for the arrangements necessary to get their children to and from school without the use of the school bus.

Riding a bus is a privilege, not a right, which may be revoked for any of the following undesirable behaviors and are not limited to:

1. Fighting
2. Damage to bus
3. Insubordination to driver
4. Smoking or lighting matches
5. Throwing objects in or out of the bus
6. Running along side the bus
7. Hanging on to the outside of the bus
8. Crowding up to the door while bus is in motion
9. Hitting, kicking, or shoving
10. Yelling
11. Spitting on the floor or at other students
12. Eating or drinking on the bus
13. Chewing gum
14. Causing general confusion or any uproar
15. Lowering the windows below the safety mark
16. Use of profanity on the bus
17. Bullying, teasing, tormenting or being a general nuisance
18. Standing or changing seats while the bus is in motion
19. Any other bus safety violation

Bus riders are required to:

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops.
4. Not move toward the bus until it has come to a complete stop.
5. Not leave his/her seat while the bus is in motion.
6. Be alert for a danger signal from the driver.
7. Remain in seat in the event of a road emergency until instructions are given by bus driver.
8. Keep head and hands inside the bus at all times after entering and until leaving the bus.
9. Be absolutely quiet when approaching a railroad crossing.
10. Never tamper with the bus or its equipment.
11. Not bring animals on the bus.
12. Keep books, packages, and all other objects out of the aisles
13. Not leave personal belongings on the bus.
14. Help look after the safety and comfort of younger riders.
15. Not ask the driver to stop at places other than the regular bus stop. He/she is not permitted to do so except according to the previously mentioned policy.
16. Observe safety procedures at discharge point. Where it is necessary to cross a highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions, then wait for a signal from the bus driver permitting you to cross.
17. Observe the same rules and regulations on other bus trips under school supervision as observed between home and school bussing for school arrivals and dismissals. Respect the instructions and guidance of the school-appointed chaperone.

BUSSES ONLY enter from Big Oak Road between the School and the Convent and park along side the sidewalk in front of the school. Cars are never permitted to enter the school property between the School and the Parish Administration Building, formally known as the Convent.

If a student fails to follow the rules for good bus conduct and a bus driver finds it necessary to file a behavioral report with the Principal, the following procedure will be used:

- 1st Offense – Written warning
- 2nd Offense – Suspension from the bus for one week
- 3rd Offense – Suspension from the bus for two weeks
- 4th Offense – Suspension from the bus for the rest of trimester

ARRIVAL FOR CAR RIDERS

For morning drop off cars enter the property behind the school building from Daleview Avenue. Drop student(s) off by Exit D (side door). Students are not to be dropped off any earlier than 8:00 a.m. at which time a staff member and/or volunteer will be present to help children disembark from their cars and be escorted safely into the building. Students proceed directly to their assigned areas in the cafeteria. Cars will proceed to leave through the coned area and exit the premises between the church and the rectory buildings.

AFTER SCHOOL DISMISSAL PROCEDURES

Following announcements and prayers students will be dismissed beginning at 3:00 p.m. Busses will be called first, followed by walkers, bikers and CARES students. CAR RIDERS are called last and are escorted by classroom teachers in a quiet and orderly fashion to the parking lot. Please refer to [Appendix I, page 56](#) for the CAR RIDER PROCEDURE FOR DISMISSALS. THIS PROCEDURE IS FOR ALL DISMISSALS, INCLUDING EARLY DISMISSALS.

PARKING

All visitors are to park in the first two lanes of parking closer to the Parish Administration Building, formally known as the Convent. Cars are to park facing the Parish Administration Building. Cars are not permitted to be parked in front of the Parish Center at any time. These parking regulations assist in safety for our students traveling to and from the Parish Center as well as space used for recess periods.

Exceptions will be permitted for school-wide events.

ST. JOHN THE EVANGELIST SCHOOL

HANDBOOK

APPENDIX SECTION

St. John the Evangelist School
CARES Program
Children Are Receiving Extended Services

GENERAL INFORMATION

St. John the Evangelist School CARES Program will provide professional care, supervision, recreation and enrichment activities for students registered in the program. It serves working families who desire both parochial education and supplementary day care in a Catholic environment. The program aims to create an atmosphere where Christian values are instilled through modeling and meaningful interactions. Also, the CARES program provides continuity in the education of SJES students and provides security and services to school children of working parents.

The CARES Program is staffed by experienced, devoted and committed teachers. These teachers work together to help each child grow in maturity and self-respect as well as to maintain an atmosphere wherein respect and understanding for others is realized.

This service will be provided only on days that school is in session. On days when there is an early dismissal due to weather, etc. you are asked to make prior arrangements with a child care provider. CARES will be open most half days. However, on half days before a holiday there will be no CARES.

Only children who have been registered for CARES may attend the program. We cannot take responsibility for children who have not been formally enrolled. No exceptions will be made.

The most important thing parents must do is to advise the CARES director of any changes to the information given on the registration form. It is MOST important that we have a dependable phone number where the parent or guardian can be reached immediately if an emergency occurs. Also, two reliable emergency contact individuals must be provided.

A very important CARES regulation concerns the child leaving the premises of the CARES program. There is a sign out book which the designated person picking up a CARES student must sign. The person picking up a CARES student must indicate the time of pick up and sign his/her name. The clock in the CARES room will be the designated clock. This sign out book is a legal document and each child must be signed out before leaving the program. Failure to sign out will result in your account being charged for the entire afternoon. **NO CHILD MAY EVER SIGN THIS BOOK.**

Parents or guardians of children attending AM CARES must sign their children in.

Parents or guardians should not send persons whose signatures are not on the registration form to ask for release of a child. For the child's safety the release will not be granted. If you do need someone to pick up your child and they are not on the list a note must be written to the CARES director stating your request. A telephone request will not be granted. It must be in writing.

Hours

Before School CARES Hours: 7:30 a.m. until 8:00 a.m.

After School CARES Hours: 3:00 p.m. until 6:00 p.m.

STAFF

CARES Director- Mrs. Jean Lucci

Staff Members- Mrs. Lauren Benjamin
Mrs. Kathy Everlof
Mrs. Tracey Lowell
Ms. Cathy Lucas
Mrs. Elizabeth Ryan

CHILD PICK UP

Staff members are employed only until 6:00 p.m. It is only common courtesy to respect the time of closure. If you pick your child up after 6:00 p.m. you will be charged a late fee of \$5.00 PER MINUTE. This fee is to be paid by the next school day. Again we will use the clock in the CARES room for the accurate time. The late fee check is to be made out to the teacher on duty.

BEHAVIOR

As members of a caring community the children will be expected to respect the staff, each other, and the materials and environment provided. CARES is a valuable program and it is expected that parents will stress good behavior on the part of their children when attending the program. Any child who does not follow the rules and regulations of the program may be dismissed from the program. If a student receives three behavior warnings from the CARES director or staff member, parents/guardians will have to find placement elsewhere for their child.

COSTS OF THE CARES PROGRAM

There will be a \$25 non-refundable registration fee per student. This allows for the purchase of snacks and start up costs. The cost of this program is currently \$6.00 per hour per student. There will be a \$5.00 per hour fee for each sibling. Each month a calendar will be sent home and the parent is to fill out the days the child will attend CARES. Calculations are made for that month and payment is required. A bill will be sent to you by the 5th of each month.

The CARES tuition is the sole support of this program. It is not subsidized by the school or parish. If payment is late it becomes difficult to pay the CARES teachers. We ask that payment be made promptly. Students will not be permitted to attend the CARES program if the prior month has not been paid in full.

SCHEDULE OF THE AFTERNOON

At dismissal the children will be directed to Mrs. Lucci's classroom and then will be escorted to the cafeteria where roll will be taken and snacks will be served. Daily activities include outside play (weather permitting), homework time and free play with game boards, computers, etc. Kindergarten and Pre-K will return upstairs for playtime. Grades 1- 8 will be in the art room.

HOMEWORK

Homework time is scheduled between 4:00 and 5:00 pm. It is the child's responsibility to have his/her assignments and books. Students may not go back to their classroom for these items. The teachers will guide the children and go over homework but parents have the primary responsibility for children's homework review and completion. If a child finishes homework early he/she is to have a book to read until all students are finished. Additionally, students are to have a pencil case with extra pencils to use at CARES; pencils disappear quickly from the CARES supply closet!

ST. JOHN THE EVANGELIST SCHOOL
METS MEAL PROGRAM



We all want our children to eat healthy nutritious meals. The benefits of eating healthy at school are students who stay alert are well-behaved and are ready to learn! Whether you pack your child lunch or have him/her buy lunch at school a healthy meal should be well-balanced with all of the food groups. Such a well-balanced meal provides the proper nutrition to fuel a young body and mind! In this day and age, families often find themselves crunched for time. It can be a challenge to find the time to plan, shop and put together affordable, well-balanced meals every day! The ANSWER to these concerns is our school's METZ FOOD SERVICE PROGRAM. Families can save time and money while providing more nutrition for their children with a METZ school lunch! School meals are a time-saver for parents! The METZ food-service staff does all the planning and all the work. They buy in bulk for the best quality at the best price. The cafeteria staff work hard and provide nutritious meals with a smile!

Metz Culinary Management provides food services in cafeterias of all The Pennsbury School District schools. Students may purchase a well-balanced hot or cold lunch(there are two hot and two cold choices), including milk and a selection of fruits, vegetables and fruit juices, A variety of a la carte items are available on an everyday basis. Lunches are planned to meet standards established by the National School Lunch Act of 1946, as administered by the United States Department of Agriculture and the Pennsylvania Department of Education. These guidelines allow a student to choose at least three of the five following components to receive the school lunch price. These selections include: entree, choice of two fruits and/or vegetables, bread and choice of low-fat milk. a peanut butter and jelly sandwich and/or a variety of fresh fruits and vegetables. Good nutrition is basic to good health and mental development.

School Lunch Payment Procedure

Each student may have a point-of-sale cafeteria account. Participation is voluntary. Parents or guardians may deposit money in advance into a student's account. Students who do not have a lunch or a student who has a negative point of sale balance will be served a lunch. An i.o.u. will be incurred at the regular cost of a school lunch \$3.30. The charge will show up on the student's point of sale lunch account. Any student with a negative balance in his/her account may not be offered this option more than three times. *A la carte* items (snacks) are not part of the School Lunch Program and cannot be charged if a student has a zero or negative balance.

Negative balance status can be avoided by making a payment in the form of cash or check. When a student's account exceeds the posted limits, his/her parent or guardian will be notified. Students listed with a negative balance status must either pay the cash value for the school meal each day or bring a lunch from home. Monies deposited to a negative balance account must first be used to satisfy the negative balance. Balance reports for students with negative account balances will be run bi-weekly and sent home to parents via the students.

ST. JOHN THE EVANGELIST SCHOOL
INSTANT ALERT EMERGENCY COMMUNICATION PROGRAM

Honeywell Instant Alert™ for Schools

Staff User Interface

Website URL: <https://instantalert.honeywell.com>

Minimum Requirements

Log in and update your account

1. Go to the Honeywell Instant Alert for Schools website, listed above.
2. Log in using the Login Name and Password given to you by your school. Or, if you were not assigned a Login Name and Password, click 'School Staff' in the New User box and complete the registration screens.
3. If you want to complete your Personal Profile, select 'Staff' unless you are also a parent, then select 'Parent.'
4. If you are a Group Administrator and want to send communication Alerts, select 'Group Admin.'
Note: The school must designate you as a Group Admin in order for you to have this capability.
5. *Note:* Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself

1. Upon successful login, click on 'My Profile.'
2. Click on your name to view and edit details about yourself.

Configure alert settings for yourself

1. Click on 'Alert Setup.'
 2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
 3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
 4. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.
-

Additional Functions

View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

For Assistance: InstantAlertHelp@Honeywell.com

Honeywell Instant Alert™ for Schools will not sell, rent, loan, trade, or lease any personal information of our members, the children for whom they have responsibility, or others listed as contacts in the system. We will use the utmost care in protecting the privacy and security of your information.

ST. JOHN THE EVANGELIST SCHOOL
LEGAL CUSTODY AGREEMENT FORM

We are the parents/guardians who have legal custody over [_____]. No other person has such a right. Only we are legally entitled to make decisions concerning the education of [_____]. We agree that no other person is entitled to participate in the issues surrounding [_____]'s attendance at school, including participation in school meetings. We agree that no other person is permitted to attend a school meeting, and the school will not conduct a meeting unless only both or one of us (if we so agree beforehand) is present. We understand that separate meetings for each of us will not be held.

Recognizing that requiring the school to provide duplicate copies of school grades, notices, and other related educational materials and notices is administratively burdensome, we agree that the school is required to send only one set of such materials to the parent/guardian identified below, and that we retain the responsibility of communicating such information to each other. We understand that the school is not required to send such material to any other person.

We also notify the school that, as indicated below on the dates listed, [_____] may be released to me(us) at dismissal. [_____] may be picked up before dismissal when necessary to do so as identified below on the days listed. In an emergency, or when we cannot be reached, [_____] may be released to those persons whom we have identified on the emergency contact card. We agree and represent that these dates below reflect when we have physical custody of [_____] as reflected in the custody order and/or custody agreement we have provided to the school.

We agree that we are responsible to pay tuition in accordance with the school's tuition payment policies, including the School's refund policy, if applicable.

We agree that we are jointly and independently responsible to pay tuition, and that our failure to pay tuition constitutes grounds for dismissal of our student.

Signature

List all days of school week, and times, when you may be picking up listed child(ren)

Signature

List all days of school week, and times, when you may be picking up listed child(ren)

Name of Parent/Guardian To Receive School Materials

ST. JOHN THE EVANGELIST SCHOOL
Catholic Schools of the Archdiocese of Philadelphia
ACCEPTABLE USE POLICY FOR TECHNOLOGY

Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and St. John the Evangelist School.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

Student Name _____

Student Signature _____ Date ____ / ____ / ____

Graduation Year _____ Grade _____

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract: Parental Commitment

I hereby release St. John the Evangelist School and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following rules for personal safety. As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for St. John the Evangelist School. I hereby give my permission for my child to use the Internet and will not hold St. John the Evangelist School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ Date ____ / ____ / ____

Parent/Guardian Printed Name _____



If students are to be productive members of the 21st Century workplace, they must move beyond the skills of the 20th Century and master those of the 21st Century. The characteristics of the 21st Century classroom will be very different from those of the classrooms in the past because the focus is on producing students who are highly productive, effective communicators, inventive thinkers, and masters of technology.

During your children's formative years at the elementary and secondary levels, an understanding of technology including Web 2.0 tools will be used that will assist them in their learning over the course of their school experience. New tools arise every day. Some common tools that your children may encounter and use are, but are not limited to:

- Elluminate Live! Now called Blackboard Collaborate is a **virtual web-conferencing and collaboration** tool that allows individuals to “meet” in a virtual space to talk and share content.
- Blogs - A **blog** is a website where student work can be published online. It is also a tool often used for collaboration and communication among students and teachers. "Blog" can also be used as a verb, meaning *to maintain or add content to a blog*.
- Google Apps: A online suite of productivity and digital tools
- Wikis - A **wiki** is a website that allows visitors to add, remove, and edit content online.
- Podcasts - A **podcast** is a digital audio file that is distributed over the Internet for playback on portable media players (such as .mp3 players) and personal computers.
- Videos – a **video** is a recording displaying moving images and audios. Digital video files can incorporate photos, voiceovers and music.
- Social bookmarking - **Social bookmarking** is a way for internet users to store, classify, share and search Internet bookmarks.
- Really Simple Syndication - **RSS** is used to publish frequently updated content such as blog entries, news headlines, or podcasts. It allows users to “subscribe” to internet content. A commonly used tool for RSS is Google Reader.

Also your child's image may be used in a photo or video posted on:

- School website and/or communications
- Archdiocesan or Office of Catholic Education website and/or communications
- Parish website and/or communication

Your child's safety and security are our number one priority. All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today. The Acceptable Use Policy for Technology is posted on our Archdiocesan website. <http://www.catholicschools-phl.org/about-oce/technology>.

Please review the permission form below and complete it so that we are aware of your expectations as a parent of a child(ren) in our school. Thank you.

ST. JOHN THE EVANGELIST SCHOOL
Parental Permission Form
General Technology Use including
Web 2.0, Online Collaboration, Photos and Media Release

❖ I grant permission for my child to sign up for a personal account on approved educational sites and in accordance with site and school guidelines.
❖ I grant permission for my child to use his/her school created student email address or a teacher created class account when signing up for accounts.
❖ I grant permission for my child's work to be published on the school web site, the classroom wiki, and/or on other student classroom sites as prescribed by the teacher.
❖ I grant permission for my child's photo to be published on the school web site, the classroom wiki, and/or on the other classroom sites as prescribed by the teacher. When photos are used in almost all cases names are not included. Names will be included with photos rarely and only in cases where there is special recognition such as with academic or sport awards/recognition..
❖ I grant permission for my child's photo to be published in the school newsletter, in the local newspapers, the Catholic Standard and Times, on school brochures, printed materials and the Archdiocesan website.
❖ I give permission for my child's photo to be posted on the school or Archdiocesan website or social network page associated with the work of the classroom.
❖ I give permission to the school to permit my child to participate in supervised interviews with the news media concerning events related to the school and its programs.

I have read, understand, and agree to all of the above

Student's Name:	Grade:
Parent's Name:	
Parent Signature:	Date:

I grant permission for my work to be published on the school web site, classroom wiki, and/or on other classroom sites as prescribed by the teacher.
I grant permission for my work to be published in the local newspaper and on school promotional materials

Student's Signature _____ Date _____

ST. JOHN THE EVANGELIST SCHOOL
FIELD TRIP FORMS



728 Big Oak Road
Morrisville, PA 19067

FIELD TRIP PERMISSION FORM

We (I) as parent(s) or legal guardian(s) of _____
Student's name

give permission for our child to participate in:

Field Trip: _____ Date of Trip: _____

This permission includes all related programs or events associated with the field trip. In consideration for our (my) child's participation, we (I) and my (our) child agree and understand that we assume the risks inherent in the field trip, and with full knowledge of the risks, we agree to release and hold harmless St. John the Evangelist School, St. John the Evangelist Parish, and the Archdiocese of Philadelphia and their employees and representatives, from claims arising or related to our(my) child's participation.

Our (my) child understands and agrees to abide by all rules and regulations established by the school pertaining to such field trip.

We consent to and give permission for emergency medical care for our (my) child that may be needed as a result of my (our) child's participation.

Insurance: _____

Group #: _____

I.D. # _____

Student's Signature: _____ Date: _____

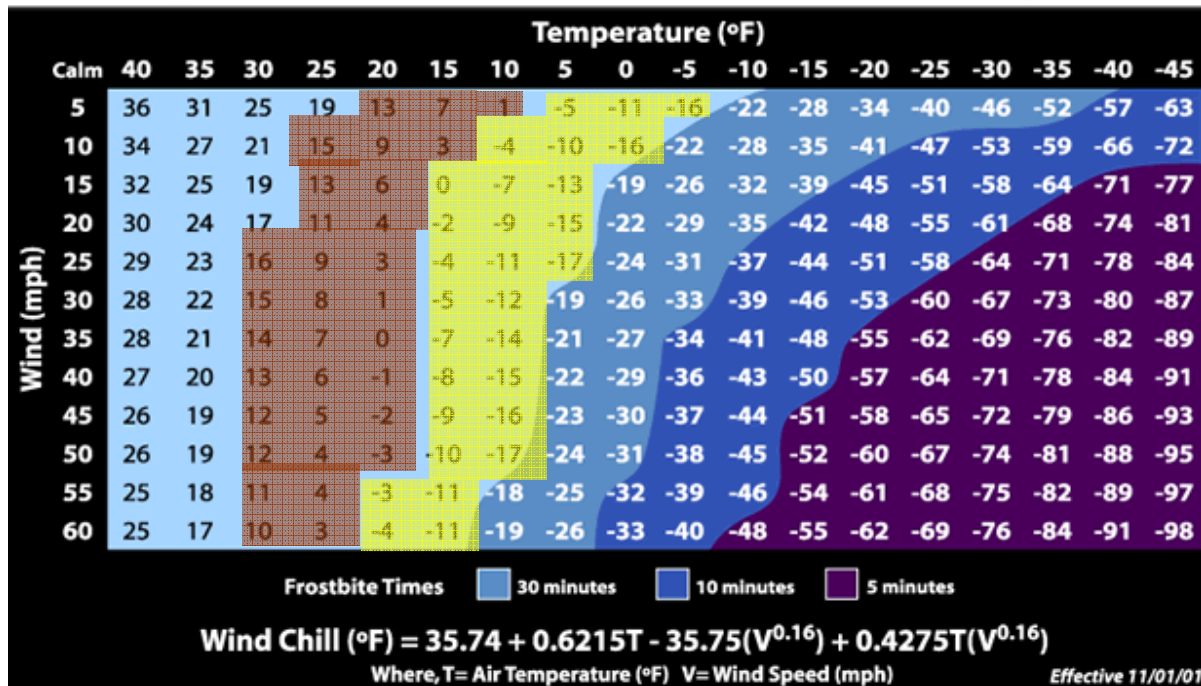
Parents/Guardians Signature: _____ Date: _____

N.B. Each student *must* return the signed permission form before being permitted to participate on the field trip.

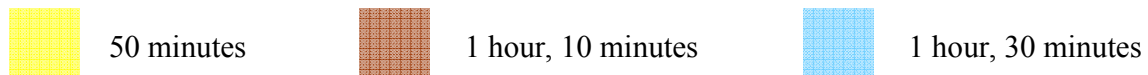
**ST. JOHN THE EVANGELIST SCHOOL
INCLEMENT WEATHER GUIDELINES**



NWS Windchill Chart



FROSTBITE TIMES



RECESS TEMPERATURE CALCULATIONS (Including Wind Chill):

- 32° and Above Full Outdoor Recess
- 21°-31° 10 min. outdoor/10 min. indoor
- 20° and Below Full Indoor Recess

- **HATS, WINTER COATS AND GLOVES** SHOULD BE WORN TO SCHOOL WHEN TEMPERATURES ARE 40° OR BELOW.
 - **COATS** MUST BE WORN AT 59° OR BELOW.
 - **PARENTS** ARE TO DETERMINE THEIR OWN CHILDREN’S NEEDS ABOVE 60°.

ST. JOHN THE EVANGELIST SCHOOL
MEDICAL RECORDS

The School follows the regulations of the Pennsylvania Department of Health regarding all immunization and health requirements for all students entering SJES for the first time.

**FOR ATTENDANCE IN ALL GRADES SCHOOL
REGULATIONS in 2011/2012 children need the following:**

4 doses of tetanus*

(1 dose on or after the 4th birthday)

4 doses of diphtheria*

(1 dose on or after the 4th birthday)

3 doses of polio

2 doses of measles**

2 doses of mumps**

1 dose of rubella (German measles)**

3 doses of hepatitis B

2 doses of varicella (chickenpox) vaccine or history of disease

*Usually given as DTP or DTaP or DT or Td

**Usually given as MMR

Children ATTENDING 7th grade in 2011/2012 need the following:

1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)

1 dose of meningococcal conjugate vaccine (MCV)

These requirements allow for medical reasons and religious beliefs.

If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

Pennsylvania's school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization)

Contact your health care provider or 1-877 PA HEALTH for more information.

ST. JOHN THE EVANGELIST SCHOOL

PERMISSION TO ADMINISTER MEDICATION

Dear Parent/Guardian:

1. Medication will be administered to students **ONLY** when:
 - a. failure to take the medication will jeopardize the health of the student, or
 - b. the student would not be able to attend school if the medication is not administered during school hours
2. No medication will be administered without a written request from the parent/guardian using the tear off form on the reverse side.
3. Prescription medication **MUST** be sent in the original pharmaceutical container. Samples of prescription medication **MUST** be accompanied by a physician's order (note) to take the medication during school hours.
4. Over-the-counter medications, which are not listed on the student emergency card, will **NOT** be administered unless they are in their original container and accompanied by a physician's order to take the medication during school hours.
5. If you would like your son/daughter at the 6th-12th grade levels to self-administer a medication during the school day (e.g. inhaler, epipen), written permission from the child's physician is necessary. Elementary grade levels also require a doctor's order for self-administration which will be at the discretion of the school nurse after the child has demonstrated the ability to use the inhaler properly.
6. All drugs that are controlled by the Federal Narcotics Act **MUST** be brought to school by the parent/guardian and not sent to school with the student, or they will not be administered.

Please cut along this line

I hereby request that school personnel administer the medication indicated below to my son/daughter

Student's Name _____ OR _____ Grade _____

I hereby request that my son/daughter

Student's Name _____ Grade _____
be permitted to self-administer the medication indicated below during school hours.

I hereby release school employees from any liability or responsibility for any injury or damages that may result from the administration of medication in accordance with this request, under the conditions indicated below:

Name of Medication: _____

Name of Prescribing Physician: _____

Purpose of Medication: _____

Dosage: _____

Special Instructions: _____

Possible Side Effects: _____

Date: _____ Signature of Parent Guardian _____

ST. JOHN THE EVANGELIST SCHOOL
ARRIVAL AND DISMISSAL PROCEDURES
(Please refer to the Diagram in Appendix I, page 58)

ARRIVAL

The arrival period each morning for K-Grade 8 students is between 8:00-8:15 a.m. A faculty member or volunteer will be outside supervising the safe drop-off of students. If a faculty member/volunteer is not present to safely receive children, parents **MUST NOT** drop off children. If it is necessary for a child to be dropped off at school anytime up to **7:59 a.m.** he/she will need to be brought into the building by his/her parent to attend the CARES program (the before school child care program) and a fee will be charged to the family. CARES will end at 8:00 each morning and the student will be brought to the cafeteria until the start of the official school day at **8:15 a.m.** The school expects parents to abide by the strict rule of dropping students off **NO SOONER** than the 8:00 a.m. drop-off start time for the safety and well being of students.

Walkers and Bikers (Grades 5-8) are not to arrive before 8:00 as a.m. If this is occurring, the school will contact the child's parent and will ask the parent to help his/her child in departing home at a later time. Bikers are expected to bring a bike lock and lock their bikes to the bike rack at Exit D. The school is not responsible for stolen or damaged bikes or inclement weather that may also cause damage. Only students in Grades 5-8 are permitted to ride bikes to and from school.

DISMISSAL

No later than 3:00, cars may enter from Makefield or Big Oak Roads (each along side the Rectory) and travel down Lane B (see diagram to follow) toward the School, filling in the parking spaces as indicated by the arrows on the diagram.

Cars will be positioned with front ends facing Lane C if parked facing the Parish Center OR with front ends facing Lane A if parked facing the Parish Administration Building, formally known as the Convent.

BUSSES ONLY enter from Big Oak Road between the School and Parish Administration Building and park along the front of the school for students to board. Busses will exit down Lanes A and C where there should be no traffic, as cars are moving down Lane B to park for Car Rider dismissal.

When all busses have left the parking lot Walkers and Bikers will be dismissed followed by Car Riders. Car Rider students will be escorted by their classroom teachers in a single file line, quiet and orderly, out of the building and down through Lane B. Parents are to wait at the trunk of their cars to greet their children as they walk in the line. Children will be dismissed to their cars at the point where their cars are parked. Please help your children understand that they are not to exit the line until they are at your car. **At no time is a child to run out of the line to reach his/her family car. The School will make every effort on bad weather days to keep children under umbrellas as they walk out to their cars. When possible, if bad weather may be predicted the School asks that the Car Riders have a rain coat or hooded jacket; expect a longer car dismissal period on these days.**

IMMEDIATELY, families board their cars upon receiving children and exit as follows:

All cars will drive forward and turn toward the Rectory to exit onto Makefield or Big Oak Roads. This means that cars parked facing the Parish Administration Building are exiting forward, turning right and traveling down Lane A to exit by the Rectory OR cars parked facing the Parish Center are exiting forward, turning left and traveling down Lane C to exit by the Rectory.

AT NO TIME WILL CARS MOVE IN REVERSE DURING DISMISSAL NOR TRAVEL IN LANE B TO EXIT AFTER RECEIVING CHILDREN.

LATE CAR ARRIVALS ARE CARS ARRIVING AFTER DISMISSAL TIME
ALL CAR RIDER CARS ARE EXPECTED TO BE PARKED BY 3:00 P.M. CARS ARRIVING WHILE CAR RIDERS ARE BOARDING CARS WILL BE DIRECTED OUT TO BIG OAK ROAD TO RE-ENTER PARKING LOT IN THE PATTERN THAT BUSES FOLLOW. THIS IS THE ONLY TIME CARS ARE PERMITTED TO ENTER THE SCHOOL'S PARKING LOT BETWEEN THE SCHOOL AND THE PARISH ADMINISTRATION BUILDING. THE LATE CARS WILL PARK SINGLE FILE ALONG THE SCHOOL'S SIDEWALK CLOSE TO THE MAIN ENTRANCE TO PICK UP CAR RIDERS WHO WILL BE CIRCLING BACK TO THE BUILDING. THESE LATE CARS WILL EXIT BY DRIVING TOWARD THE PARISH CENTER, TURNING LEFT IN FRONT OF THE PARISH CENTER AND DRIVING DOWN LANE C TO EXIT ONTO MAKEFIELD OR BIG OAK ROAD.

Traffic Controller

It is expected that all drivers respectfully follow the direction of adults who are directing traffic. A Traffic Controller will be wearing an orange safety banner and his/her directions are to be followed in order to ensure a safe dismissal. **Cars arriving late will be told by the Traffic Controller to exit and re-enter at the appropriate location as mentioned above; this is not to be debated for the sole purpose of maintaining a safe and well structured dismissal for the students.**

ST. JOHN THE EVANGELIST SCHOOL: DISMISSAL DIAGRAM

