



ST. JOHN THE EVANGELIST  
CATHOLIC SCHOOL

# Parent/Student Handbook

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## **St. John the Evangelist School Mission Statement**

St. John the Evangelist School, as part of the St. John the Evangelist Parish, exists to:

Embrace and enhance our Catholic faith by living out the Gospel message

Dedicate ourselves to providing the best education possible

Unlock the full potential of all students and faculty

Create an environment where everyone feels welcome and cared for

Appreciate and celebrate our diversity

Teach our students the skills essential for lifelong learning

Enable our students and staff members to be caring members of our community.

## **Our Philosophy**

St. John the Evangelist, a Catholic Institution in the Arch Diocese of Chicago, believe education is a freedom which supports personal values and contributes to a responsible human society.

As educators:

We encourage children to accept Christ and to live out His Gospel teachings.

We give witness to Christ by the power of example, thus building a caring community.

We establish programs and activities to enable our students to function as Catholic Christians in today's society.

We motivate students to achieve their highest individual potential by meeting their individual needs.

We challenge students to accept responsibility for themselves and their actions.

We guide students to an understanding and appreciation of the environment.

We instill a desire for the formation of an informed conscience as Catholics and citizens in a free society. We encourage participation and leadership in religious, civic, and social communities.

The children of St. John the Evangelist are separate individuals who approach the world of learning with various levels of development, natural ability and backgrounds.

We believe that the students and faculty are partners in learning. Teachers are learners as well as the children and, through verbal and behavioral dialogue, all are challenged to go beyond themselves in the lifelong pursuit of education.

## **Principal's Right to Amend Parent Handbook**

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep the parents/guardians informed of all changes on a timely basis. Some changes might be made immediately due to unforeseen circumstances.

## **Admission/Non-Discrimination Policy**

All admissions are subject to the policies and procedures of the Archdiocese of Chicago and the discretion of the administration.

Admitting students:

- Siblings of students who are currently enrolled
- Children now reaching school age
- Children of non-parishioners

PRESCHOOL/PREKINDERGARTEN STUDENTS must be either three (3) or four (4) years of age by September 1 and must be toilet trained and independent in the bathroom.

KINDERGARTEN STUDENTS are required by the state to be five (5) years of age by September 1.

**Registration:** Families moving into the area after the school year has begun will be considered for admission. Students must meet academic requirements. Students transferring from another school after the school year has begun is required to participate in a small interview conducted by the principal. Acceptance is as at the discretion of the principal.

St. John the Evangelist School is operated under the auspices of the Catholic Cardinal of Chicago, a corporation sole, in the Archdiocese of Chicago, admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.

St. John the Evangelist School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of education policies, loan programs, athletic or other school administered programs.

It is the policy of our school to provide equal opportunity in employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, or marital status.

## **Tuition/Billing**

The primary purpose of tuition is to maintain the fiscal viability of our school and to ensure full and equitable fiscal participation by all parents. Tuition must be paid through FACTS. Late tuition payments are subject to an additional charge. Official records will not be transferred should tuition be delinquent. Tuition is expected on the payment date. Any tuition/fees outstanding more than 60 days will result in a letter sent to the family from the business office and your child/children will not be able to return to class until delinquent tuition is paid. All outstanding balances must be paid before the end of the school year for report cards to be sent home. Any family experiencing financial difficulty must contact the business office.

## School Hours

For all grades K-8  
Full time Pk3 & Pk4

7:50 am	First Bell Rings
8:00 am	Tardy Bell (if not in the building before 8:00 am your child is considered tardy)
8:10 am	School Begins
Lunch times vary per grade.	
2:45 pm	Dismissal

### Half-Day Preschool 3 and Prekindergarten 4 hours:

7:50 am – 8:00 am	School begins
11:30	Dismissal

## School Visitation

Visits to the school/class must be arranged with the school office or teacher in advance. When entering the building you must ring the bell at door 1. Access to any area of the building any time will require you to sign in and out at the school office. While we know our parents, not all teachers may recognize you. This is for the safety of our students, parents and faculty. **This will be strictly enforced.**

**Staff/Students/Volunteers should not open the doors for any individual whether you know them or not. This is for the safety and security of everyone.**

Students may not enter the building without adult supervision and may never be left unattended in all areas.

## Before/After School Care

The BSC/ASC Program provides supervision for children attending our school. This program is available only on school days.

Hours: 7:00 a.m. - 8:00 a.m.  
2:45 p.m. - 5:30 p.m.

If your child has a change in dismissal plans, please contact the office so the teacher and child can be notified. Please try to make these calls or emails **prior to 2:15 p.m.** so there is plenty of time to notify teacher and student.

Fees are based on days used per week. You will receive a separate bill stating charges for the month prior. A late charge of \$10.00 per minute student is not picked up by 5:30 p.m.

## **Drop-off Procedures A.M. Arrival**

Children are not to arrive earlier than 7:40 a.m. unless they are in the Before School Care program. Student's arriving after 8:00 a.m. must check in at the school office to receive an "Admit Slip" before heading to the classroom.

- Cars should enter via Park Blvd and exit up the driveway towards Parkside Circle.
- Faculty is outside for the convenience of assisting younger children out of the car. If your child is capable of opening the car door, please have them do so as to not hold up the drop off line.
- Students will proceed to the line assigned to their grade.
- During inclement weather, they will proceed directly inside.
- No Parking or waiting is allowed.

## **Pick-up Procedures P.M. Dismissal**

Students are walked to the parking lot at dismissal. Dismissal begins at 2:45. We have a very safe dismissal procedure if all rules are followed.

- Cars should enter via Park Blvd.
- Cars are lined up stadium style at the west end of the parking lot.
- Once all kids are safe in the vehicles, the parking lot attend will open the gate by the driveway to exit.

## **Dismissal during School Hours**

If for some reason your child needs to leave before the regular dismissal time, you must send a note or email to your students teacher and the school office. The student must then be signed out by an approved parent/guardian.

## **Walkers and Bike Riders**

Students who walk to and/or from school must have a note on file. This is for the safety of both the school and the families involved. If a student rides their bike to school, the bike should be locked up on the bike rack at the front of the school. Both walkers and bike riders must come in through the front door and sign in and out. The school assumes no responsibility for bicycles.

## **Uniform/Dress Code**

Uniforms may be purchased through *Dennis Uniform Company*. We strongly advise all uniform pieces be labeled with your child's name.

\*\*Final decisions on all dress code issues are at the discretion of the principal.

## **GIRLS**

### **Grades Kindergarten-3**

- Plaid jumper no shorter than 2 inches from mid-knee
- White button down blouse, white or gray polo shirt
- Socks: ankle socks, knee high socks, tights (no leggings)-solid color coordinating with school uniform □  
Navy blue uniform shorts may be worn after April 1<sup>st</sup> and at the beginning of the school year until Oct. 31<sup>st</sup>; worn with white/gray polo shirt tucked in.
- Navy Blue Dress Pants-can be worn at any time (optional)  
-Kindergarten optional: navy blue with elastic waistband
- Belts must be worn with both pants and shorts (optional but encouraged)
- Maroon V-neck pullover or vest, SJE quarter zip, or approved SJE gym sweatshirt over regular shirt

### **Grades 4-8**

- Plaid skirt no shorter than 2 inches from mid-knee
- White button down blouse, white or gray polo shirt (tucked in)
- Socks: ankle socks, knee high socks, tights (no leggings)-solid color coordinating with school uniform
- Navy blue uniform shorts may be worn at the beginning of the school year until October 31<sup>st</sup> and again on April 1<sup>st</sup> until the end of the school year
- Navy Blue Dress Pants-can be worn at any time (optional)  
\*7<sup>th</sup> and 8<sup>th</sup> grade optional: Khaki pants or Khaki shorts
- Belts **must** be worn with both pants and shorts.
- Maroon V-neck pullover or vest, Navy SJE quarter zip, or approved SJE gym sweatshirt over regular shirt

## **BOYS**

### **Grades Kindergarten-8**

- Navy blue uniform slacks (no Cargo pants)
- White or gray long or short sleeve polo shirt (tucked in)
- Socks: ankle or knee socks-solid colors coordinating with uniform
- Navy blue uniform shorts may be worn at the beginning of the school year until October 31<sup>st</sup> and again on April 1<sup>st</sup> until the end of the school year
- Navy Blue Dress Pants-can be worn at any time  
\*Optional for Kindergarten & 1<sup>st</sup>: navy blue with elastic waistband  
\*7<sup>th</sup> and 8<sup>th</sup> grade optional: Khaki pants or Khaki shorts
- Belts **must** be worn with both pants and shorts (optional for K-3 but encouraged)
- Maroon V-neck pullover or vest, Navy SJE quarter zip, or approved SJE gym sweatshirt over regular shirt

## **Boys and Girls**

### **Gym Uniforms must be purchased in the school office.**

- Maroon shorts, if the weather is warm during our warm weather season only or SJE sweatpants
- Gym shirt with SJE logo
- SJE uniform sweatshirt/sweatpants
- Athletic shoes

## **Hair**

- Everyone's hair must be neat in appearance
- No extreme or fad hairstyles are allowed
- Length for boys should be above shirt collar with bangs above eyebrows. Must be tidy in appearance. **No** long top/short sides
- Coloring of hair is **NOT** permitted. This includes highlights
- Hair accessories must coordinate with school uniform and not excessive or distracting. This will be at the principals discretion.

## **Jewelry**

- One bracelet, necklace or ring may be worn
- Girls may only wear one pair of small stud type earrings. No large hoop or dangling earrings
- Earrings for boys are not permitted

## **Make-up**

- **NO** make-up or colored nail polish may be worn

## **Shoes**

- Leather, suede or gym shoe style. No crazy colors. Must coordinate with the school uniform (solid white, black, gray, burgundy, brown or navy blue. Combinations of black/white, black/gray, gray/burgundy, gray/white etc.; can be worn
- **NO** flip-flops, sandals, open-backed shoes or light up shoes. No boots or booties
- During snowy months, students should bring an extra pair of shoes to change into as boots are not permitted to be worn through the school day
- Athletic shoes must be worn on gym days

## **Sweatshirts**

- During cold months, appropriate outdoor attire should be worn, especially for gym days and recess that is held outside
- School approved gym sweatshirt with logo may be worn in all grades on gym and non-gym days
- Students must wear a white blouse/polo or gray polo shirt underneath the sweatshirt with the collar visible on non-gym days

## **Dress Down Days**

- Specific days are scheduled as Dress Down
- Jeans (proper fitting, clean, and without holes. T-shirts with appropriate messages. Leggings may be worn **ONLY** if the shirt that is worn reaches the student's mid-thigh
- Halter, strapless, midriff or spaghetti strap tops are not allowed
- Hats are not permitted to be worn in the building
- Handbook guidelines regarding make-up and jewelry apply on out of uniform days



## Church Day Dress Code

Refer to regular dress code rules.

## Care of Property

All school uniforms and gym uniforms are to be clearly marked with the student's name. Students are responsible for their personal belongings. It is suggested that valuable personal items not be brought to school. Students should not carry large sums of money with them. All hard covered books are to be covered. Each child should have a school bag to protect books and other materials going to and from school. Each student should take pride in caring for the parish and school equipment, buildings and grounds.

## Absence/Attendance

**Students are expected to attend school EVERY DAY for the entire school year.**

Excused Absences = Absent with Valid Cause (AE will be indicated in PowerSchool) The following will apply for a student's absence to be reported as excused:

1. The parent/guardian must call or email the school at [school@mystjohns.org](mailto:school@mystjohns.org) or 630-837-6500 x200 by 9:00 a.m. When there is no call, the school calls the parent. It is a time-consuming procedure, but it insures our knowledge of the child's well-being. The call should be made each day a child is absent. This applies to all grades, Pre-k through 8<sup>th</sup>.
2. The parent/guardian provides at least one "valid cause" for the student's absence.

Valid causes include the following:

- Student Illness
- Family Emergency
- Death in the family
- Documented attendance in court
- Documented medical and dental appointments
- Circumstances which cause reasonable concern to the parent for the safety or health of the student
- Administrative placement out-of-school or administrative authorization

**Students must be present in school to be eligible for after school activities. This includes, school concerts, band, skating parties and all sports.**

**Any student who misses 3 or more days of school for an illness, MUST have a doctor's note stating they were seen by the doctor and may return to school**

Unexcused Absences = Absent without Valid Cause (AU will be indicated in PowerSchool) The following will apply for a student's absence to be reported as unexcused:

1. The parent/guardian fails to provide a valid cause for the student's absence (see valid causes above); (Out of town activities or participation in a sport will be marked AU) or

2. The parent/guardian fails to contact the school prior to the student's absence or by 9:00 a.m. on the day of the absence.
  - If a student is absent from school, and there is no notification that the absence has been authorized by the parent/guardian, school staff will attempt to contact the parent/guardian within the first 1 hour on the day of the absence to find out why the student is missing from school.
  - If a parent/guardian cannot be reached or does not respond, the unexcused absence will be marked AT (Truant Absence) on report card.

All school work must be made up within a reasonable amount of time. You may ask for work on a daily basis to be picked up at the end of the day or sent home with another student.

## Tardiness

Students who arrive to school after the day has begun are considered "tardy". Excused tardiness to school must meet the same general criteria as an excused absence. The status of tardiness due to circumstances beyond students' and/or parent/guardians control such as accident or poor road conditions, will be determined by school administration.

Excused vs unexcused tardiness:

- Will be issued an **excused** tardy if they arrive within the first 20 minutes after the start of the school day with a valid excuse (TE will be indicated in Power School)
- Arriving after the start of the day is considered **unexcused** (TU will be indicated in Power School)
- Arriving after 9:30 am due to a doctor's visit will be **excused** (AH will be indicated in Power School)

## Truancy

School attendance is compulsory for children aged six (6) through sixteen (16) in the State of Illinois. The responsibility for compliance belongs to the parents/guardian of the child. If a student is absent for all or a portion of the school day-without valid cause, the student's absence is truancy and unexcused. Valid cause includes illness of the student, death or other emergency/extraordinary circumstances. Excessive absences or tardies affect a student's education and increase the chance for failure.

**Effective 7/28/11, Public Act 97-0218 of Illinois state law now defines habitual truant as a student that misses 5% of the previous 180 regular attendance days.**

- Legitimate, chronic illness and other extenuating circumstances will be considered in calculating percentages of days absent. Parents are encouraged to schedule medical, dental and other necessary appointments at times other than during the school day.

## Family Vacations

The school discourages vacations or trips taken during the school year. Valuable instruction time is lost and the quality of schoolwork suffers when it is unaccompanied by instruction. Parents planning a vacation that requires a child's absence from school should discuss the matter with the child's teacher well in advance of the departure. **Teachers are not required to provide work for students in advance of family vacations.** Makeup work following vacations should be completed as directed by the teacher. A written note must be sent to the teacher and the office before the planned vacation. Vacations are unexcused and will be marked AU.

## School Medication Procedures

No student shall be allowed to possess or consume any prescription or non-prescription medication unless a complete Medication Authorization Form is on file in the office.

Parents/Guardians have the primary responsibility for the administration of medication to their children. If medication needs to be taken during the school day a parent/guardian must distribute.

It is the policy of this school that school personnel, including teachers, administrators, and staff, shall not administer medication to students except as stated on the Medication Authorization Form.

## Asthma Inhalers

Students who suffer from asthma are required to bring a Medical Authorization Form signed and dated by both the doctor and parent. The inhaler is kept in the school office and can be accessed if needed.

## Emergency Forms

Families are required to update emergency information on the PowerSchool website yearly. New families will be issued instructions on how to do this after July 15<sup>th</sup> of the new school year.

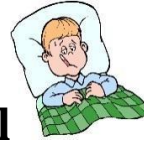
Parents are contacted when a child becomes ill or has an accident. The form is clearly marked with instructions on whom we should contact first in the event a child becomes ill during the day. If mom is put down on the form as the 1<sup>st</sup> contact person, then that is who the office will contact first. If no answer, we will move down the form to the 2<sup>nd</sup> contact person and so on.

## Health Requirements

St. John the Evangelist School follows the guidelines set forth by the Cook County Health Department and the State of Illinois. All children in Illinois shall present proof of having had a health examination **before** the first day of school.

Students who are not immunized for medical or religious reason, must provide a doctor's statement.

If a child is not in compliance with the health and immunization requirements by the first day of school, **the principal shall exclude the child from school until the child presents proof of having had the health examination.**



## St. John the Evangelist School

### Sick Day Guidelines: Making the right choice!

Dear Parents:

To help prevent the spread of illness, we would like to give you some guidelines to help with your decision on whether or not to send your child to school. We ask that you keep your child home if he or she:

- Has a fever of 100 (oral) degrees or higher
- Has cramps and/or vomiting
- Has a sore throat with fever (see below)
- Has a persistent cough (dry or productive)
- Has diarrhea (three or more episodes in 24hrs)
- Has a rash or open draining sores
- Has symptoms that prevent him or her from participating in school, such as:

- Excessive tiredness or lack of appetite
- Headaches, body aches, earaches
- Severe sore throat (*could be strep-throat even without fever. Other symptoms of strep throat in children are headache and stomach upset. Contact your pediatrician to*

*access or diagnose*).

If your child has recently been ill, please be aware of the following guidelines before having your child return to school, athletic or social activities:

- Be free of fever for **at least** 24 hours (**without medication**)

- Be free of vomiting and or diarrhea for **at least** 24 hours

- If strep throat, they must be on the appropriate antibiotic for **at least** 24 hours

- If conjunctivitis (Pink Eye), they must be on the appropriate eye drops for **at least** 24 hours or cleared by a physician

- Rash illnesses should be assessed by a doctor. If Chicken Pox is suspected, keep home for at least 5 days after the appearance of the rash or until all blisters have scabbed over.

- They should feel fit for at least 24hrs

To keep children healthy, make sure they have plenty of rest, fluids and a nutritious diet. Show your child the proper way to wash their hands and to do it frequently throughout the day. Make sure to use soap & water and to rub hands together for at least 20 seconds. Limit touching areas such as the eyes, nose or mouth. Teach your child to cover coughs and sneezes with a tissue or their arm. Minimize the time your child spends with others who are ill.

**Please notify the school if your child has been diagnosed with a contagious condition such as influenza, strep throat, chickenpox, scarlet fever, pertussis, mono, etc.**

Call or email the school office if your child will be absent. You must call each day your child is out. Office: 630-837-6500 x200 or [school@mystjohns.org](mailto:school@mystjohns.org).

## ACADEMIC GRADING KEY

### Grades 1 through 8

Grades are given academic achievement in conjunction with effort. The following academic grading scales are used in Grades 1 through 8. These scales are consistent with the Chicago Archdiocesan schools.

#### GRADE 1-2

**S** – Satisfactory

**I** – Improving

**N** – Needs Improvement

**U** - Unsatisfactory

#### GRADES 3-5

**A** – 90%-100% Outstanding

**B** – 80%-89% Excellent

**C** – 70%-79% Good

**D** – 60%-69% Poor

**F** – 50%-59% Very Poor

**I** – Incomplete

**NG** – Not Graded

#### GRADES 6-8

**A** – 93%-100%

**B** – 85%-92%

**C** – 77%-84%

**D** – 69%-76%

**F** – 50%-68%

**I** – Incomplete

**NG** – Not Graded

**Grades 1 & 2 Standards Report Key:** 4=Advanced, 3=Proficient, 2=Progressing, 1=Beginning

FOR GRADES 3 through 8, *effort* is also considered when assessing students, as follows:

- A grade of “A” is awarded to a student who:
  - Performs outstanding work on tests, class work, class participation, and homework.
  - Takes the initiative in their studies to exceed requirements.
  - Completes appropriate assignments following absences.
- A grade of “B” is based on test scores, daily work, homework, appropriate make up work because of absence, and participation in class activities - all of which are done above average.
- A grade of “C” reflects completion of the following minimal requirements: class assignments, tests, homework, class participation, and make up work after absences.
- A grade of “D” indicates frequent failure to complete assignments, poor test results, inattentiveness in class, and insufficient participation in class.
- A grade of “F” or “I” is given when there is absolute refusal to complete assignments, to participate assignments, to participate in class work and activities, and for poor performance on tests.

#### **Grade Scale for Computer, Fine Arts, PE and Spanish (K-3 only)**

+ (Very Good)      S (Satisfactory)      - (Needs to Improve)

**Grade Scale for Spanish (4-8) is the same as the GRADES 4-8 scale above (A, B, C, etc.)**

## HONOR ROLL - Grades 6 through 8

Student Honor Roll certificates are awarded to recognize high student achievement in Grades 6 through 8. *Students may receive one Honor Roll certificate each trimester.* The following criteria are used in presenting these Honor Roll awards:

**High Honor Roll**                      GPA 3.8-4.0

**Honor Roll**                              GPA 3.5-3.79

**Improvement Honor Roll**    An improvement in at least two subjects and down in none; no detentions or suspensions

### Report Cards

Report cards are issued at the end of each trimester throughout the school year. Parents can check student progress on PowerSchool at any time. Parents are encouraged to contact teachers with any questions regarding grades. Lack of progress will be addressed as needed.

Following Codes will be used in PowerSchool to define absences/tardy's

- AE-Absence excused
- AU-Absence unexcused
- TE-Tardy excused
- TU-Tardy unexcused
- AM-Absent the first part of the day, arriving after 11:30 a.m.
- AP-Absent the last part of the day, leaving before 12:00 p.m.
- AT-Truant absence

## Homework

It is important that all students be prepared each day to participate fully in all class. Part of this preparation is to have all work completed daily. This includes class time assignments and homework.

Homework is given for skill reinforcement, special projects, and incomplete class work. Various types of homework will be assigned on an individual basis and at the discretion of the teacher. **Homework is to be completed and submitted on time.** Homework notices may be utilized by teachers. (See \*\*\*). Parents can help by providing conditions conducive to study and by giving encouragement and being available as a resource.

Homework will be assigned as needed on a regular basis. Homework is the responsibility of the student. Emphasis is placed on completeness, accuracy, and neatness.

**Athletic eligibility**-It is important that your student athlete maintains a grade no lower than a C in any subject in order to practice or play games in a given week. Check your child's PowerSchool for up to date grades.

*Once the student has left the building, he/she will not be allowed to re-enter for any reason, including forgotten books or homework. It is the student's responsibility to leave with all required materials at dismissal.*

## Graduation

Diplomas will be awarded to those who have:

- Completed the required courses of study at St. John the Evangelist School
- Achieved passing grade on both the United States and Illinois State Constitution Tests
- Adhered to the expectations set forth in this handbook
- Returned all school materials
- Diplomas will be awarded provided all financial obligations have been fulfilled

## Student Records/Transfers

St. John the Evangelist School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Postal Service. All records on file in the school office will be sent to the new school. SJE does not keep a record of any files once sent. No records will be given to parents to transport to the new school. All financial obligations must be met before any records will be sent to the new school.

Students requesting records/transcripts must contact the school office at least five days prior to the date needed. All forms need to be submitted to the main office for distribution.

## **Electronic Devices**

St. John the Evangelist School has the right to determine what is acceptable in terms of possession and /or use of electronic devices during school hours. This includes but not limited to cell phones, wireless handheld devices (IPad/Kindle) and SMART watches.

## **Technology**

Computer use has become an essential part of many school activities. Computers are used to support learning and to enhance instruction. St. John the Evangelist School has the ability to enhance students' education through the use of computers. Computer/Internet access is now available to students and staff members at St. John the Evangelist. We believe this offers vast, diverse and unique resources to both students and staff. Our goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With this opportunity comes responsibility. Proper use of technology resources is a joint responsibility of students, parents, and employees of St. John the Evangelist School. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and guidelines may result in the revocation of the user's access privilege to which all faculty, staff, and students are entitled. Certain responsibilities accompany that privilege. Understanding these responsibilities is important for the users

### **User Responsibility/Use of Computer and Internet**

- User of a computer must be in support of education and research consistent with the mission of St. John the Evangelist.
- Any use of a computer for commercial for-profit purposes is prohibited.
- Any use of a network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information, obtain copies, or modify files, other data or passwords belonging to other users.
- All communication and information accessible via the Freedom of Information Act.
- Plagiarism is prohibited. For consequences for plagiarism, see School Discipline.
- No use of a computer shall serve to disrupt the use of the computer by others; hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of a computer to develop programs that harass other users or infiltrate computing system and/or damage the software components of a computer or computing systems is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- Unauthorized downloading of software, files, or images is prohibited.
- Use of network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
- Transmission of any material in violation of any U.S. or state regulation is prohibited (i.e. copyrighted material, threatening or obscene material, or material protected by trade secrets).
- St. John the Evangelist School reserves the right to log computer/Internet use and to monitor file server space utilized by users.
- No one shall place a disk in or attach another portable device to any school computer without prior approval with the computer teacher.



## **Communication from School**

Wednesdays are designated “Wednesday Notes Day”. All communication will be sent through the SJE Virtual Backpack that will be emailed every Wednesday. Notify the office if your email has changed.

We also use the Remind app for instant messages being sent out to the school. To join, download the Remind app and enter @sjeschool. The office sends out random communications including Emergency School Closings.

## **Emergency Closing Information**

In the event that school will be closed due to weather or unforeseen reasons, the school will send out a notification through the Remind App. You can also find school closing information at [www.Emergencyclosings.com](http://www.Emergencyclosings.com) and your local news channel.

## **Activities**

**Student Council**-The purpose of the Student Council is to offer the students an opportunity to participate in the democratic process and to encourage the growth of leadership. Through their service projects and activities that promote school spirit, they are promoting student ownership of the school.

**Sports Program**-Volleyball and Basketball is open to students in grades 5-8

**Band**-Open to students K-3 and 4-8. It is directed through an outside program called Band for Today. Lessons are once a week and during school hours.

**D.A.R.E-Drug Awareness Resistance Education**-This program is offered through the Streamwood Police Department for all students in 5<sup>th</sup> grade.

**Knights of Columbus Spelling Bee**

**7<sup>th</sup> Grade World Tour**

## **Hot Lunch Program**

Students in grades K-8<sup>th</sup> may pre-order hot lunch on the St. John’s website at [www.mystjohns.org](http://www.mystjohns.org). Orders take place a month in advance. Milk orders must also be pre-ordered. There may be “special lunches” which students may order. On these special lunch days, milk and regular hot lunch is not available. If a student wishes to not order the “special lunch”, a brown bag lunch with drink will need to be sent from home. Please refrain from sending “FAST FOOD” for your child.

## **Recess**

All students will have approximately 20 minutes of outdoor recess (weather permitting). We will go outside if the temperature is above 10 degrees. Please keep this in mind in the winter months and send outdoor gear accordingly. Recess will be supervised by volunteer parents or paid staff members.

## **Bullying Prevention**

We believe in dignity and respect of each individual created in the image of God. Bullying is defined as a deliberate and often repeated attempt to intimidate, embarrass, or harm another person. There are several types of bullying: Physical, Verbal or Cyber bullying.

**Bullying** can take many forms, including violence, harassment, threats, intimidation, stalking, cyberstalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying. This can be through Physical, Verbal, Emotional and/or Sexual abuse.

**Cyber bullying** can include all of the above as well as the use of electronic tools, devices, social media sites, blogs, and websites to harm a student or students with electronic text, photos or videos.

No student shall be subjected to bullying:

- During any school sponsored program or activity, while in school, or on school property
- During school sponsored or school-sanctioned events or activities
- Through the transmission from a school or home computer network, or other similar electronic school or home equipment

All members of the school community, parents/guardians, teachers, staff, administrators and others are expected to work together in preventing bullying and promoting Gospel values in a Christ like environment. Students are expected to participate in age appropriate educational programs that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and /or expulsion from school.

## **Drug-Free School/Student Substance Abuse Policy**

Possession, use, or distribution of any substance which is otherwise unlawful, or which the student believes or represents to be unlawful for a student to possess, use, or distribute, may result in suspension and/or expulsion from St. John the Evangelist School.

Items covered would include all illegal substances, drugs, alcohol, and drug paraphernalia and weapons.

Any incident that occurs during the regular school hours, in the building or school grounds, or while in attendance at a school sponsored activity during or outside normal school hours shall be covered by this policy.

School personnel who observe or have reason to believe that a student is engaged in illegal activity involving substance abuse shall report that activity to the principal. Principal will call police as needed.

### **Procedures for handling violations**

- Suspension pending school investigation.
- Conference with principal, parents, child, pastor, and other appropriate persons as determined by the principal. Appropriate confidentiality shall be maintained.
- If the violation is founded, professional evaluation, and if necessary, treatment shall be provided by parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success, the principal may choose suspension and/or expulsion. In extreme or special circumstances, expulsion may be considered at an earlier time in the process.
- Police notification shall be made at the appropriate time, as directed by law.

- Mitigating circumstances warrant differences in procedures, i.e., first offense, age, seriousness of offense, prior conduct, cooperation of parents, attitude of student, initial success of rehabilitative measures, etc.
- Early intervention in substance abuse cases is essential. Although we cannot force or financially support a family to seek professional assistance, we should recommend treatment programs in which a family could take advantage.

## **Weapons**

To uphold the dignity of the human person, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school or on school premises
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, bats, pipes, sticks and any other object that causes bodily harm

School authorities have the right to inspect and search lockers, desks, and school property.

Parents/guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. Principal will contact State Police through SIRS. The weapon is turned over to the local police jurisdiction.

## **Searches Conducted by the School Personnel**

All property of the school, including desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

## **Missing Children Records Act and Legislation**

As a non-public school, St. John the Evangelist School must receive certified copies of birth certificates for each new student enrolled. The school notifies the parents/guardians that such documentation must be submitted upon enrolling the student. The certified document is copied by a member of the school office staff and initialed to acknowledge a certified document was delivered at registration. Certified copies of transfer student records must be requested within fourteen days of enrollment; the school sends unofficial records of students transferring to other schools within ten days of the request.

The Illinois Missing Children Act requires schools to notify local authorities when an official copy of the birth certificate isn't received within 30 days of enrollment. At 30 days, the school is required to notify the parent/guardian in writing that they have ten days to submit an official copy of the birth certificate. If the parent/guardian fails to comply, the school is required by law to notify the police for a possible missing child investigation.

Upon notification by authorities that a student is missing, the administrator shall flag the birth certificate record of that student. Said record shall be kept in a specific file held apart from the student file.

## **Child Abuse**

The protection and welfare of the children entrusted to our care is a goal and responsibility to which we willingly dedicate ourselves. The fulfillment of this responsibility requires constant vigilance and concern in all areas of the school operation. This is particularly true in the very sensitive and critical area of child abuse. Our responsibilities and concern for the family require us to approach this sensitive area with great prudence and discretion and avoid any unnecessary embarrassment to those involved.

### **Suspected Child Abuse/Neglect by Person Responsible for Child's Welfare**

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois Department of Children and Family Services** when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

### **Parent/Guardian Conduct**

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students and volunteers whether on or off school grounds including social media or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child (ren) from the school or not accept registration for the next school year.

### **Harassment and Battery**

The Pastor, administration, and staff of St. John the Evangelist School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. This includes but is not limited to student harassment as well as parent to parent, parent to staff and staff to parent. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion or termination.

**Examples** of harassment may include, but not limited to:

- Verbal or written taunting
- Bullying
- Offensive, intimidating, hostile or offensive conduct
- Ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation

Jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy abuse or demean an individual or group

**The principal will immediately notify local law enforcement officials of written complaints from school personnel concerning issues of assault, battery or any threat of force or violence directed toward any school personnel or student.**

### **Detention**

A detention is a warning to the student that s/he is acting in a way opposed to his/her growth and development and in a way contrary to school rules. This warning carries with it a consequence of spending time with a teacher in order to help the student understand the seriousness of his/her choice and the need to revise his/her decision making. A teacher or administrator may also judge a situation serious enough to issue an automatic detention not requiring repeated offenses. Students may be removed from any extracurricular activities, including athletics, for any serious or habitual referrals. A copy of the detention form will be given to the student to be signed by the parent and returned to the issuing teacher and/or a Google Form. Parents are encouraged to meet with their child and to discuss the action and ways to make better choices in the future. It is a student's responsibility to make any necessary arrangements to serve the detention on the assigned day and time. Detentions are scheduled by the teachers and are typically served before school. A student may not miss serving a detention because of an extracurricular activity.

### **Volunteers and Safe Environment Compliance Procedures**

There are many opportunities for parents/guardians to volunteer their time and talent! Volunteers make it vital to our success! Individuals who choose to be a vital part of the school by sharing their time, treasures, and talents with students and staff, are required to complete a list of tasks/trainings that come with volunteering. Whether it be in a classroom setting or a field trip, all steps must be completed per the Archdiocese of Chicago. It is our mission to protect children and young people.

For information please visit [www.archchicago.org](http://www.archchicago.org) and scroll to the *Protecting Children* button.

- Complete online criminal background check
- Attend Virtus/Protecting God's Children for Adults [www.virtusonline.org/virtus](http://www.virtusonline.org/virtus)
- Read and sign Code of Conduct
- Read and sign the Child Abuse and Neglect Tracking Forms (CANTS)
- Complete Mandated Reporter Training

**Any parent wanting to chaperone a field trip must be in compliance with the school office prior to the field trip permission slips due date.**