



**2023-2024**  
**Parent/Student Handbook**

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Established: August 16, 1958

School Colors: Navy and Gold

Mascot: The Eagle

A CATHOLIC SCHOOL OF THE DIOCESE OF PENSACOLA-TALLAHASSEE  
ACCREDITED BY THE FLORIDA CATHOLIC CONFERENCE

**Most Rev. William Wack**  
Bishop, Diocese of Pensacola-Tallahassee

**Mr. Michael Juhas**  
Superintendent, Diocese of Pensacola-Tallahassee

**ADMINISTRATION**

**Rev. Thomas Kennell**  
Pastor, St. John the Evangelist Catholic Church

**Sister Grace Ford, Er Dio**  
Principal

**Mr. Jack Focke**  
Dean of Students

**PARENT AND STUDENT HANDBOOK**

St. John Catholic Academy has prepared this handbook to provide you with often needed facts, policies and procedures. It is an essential component in promoting cooperation and a spirit of support within the School Family. Our Parent/Student Handbook is part of your enrollment agreement with St. John Catholic Academy. Please take the time to read it and familiarize yourself and your children with the information within. Your signature on the Handbook Agreement form at the end of this handbook verifies that you will abide by the school policies as stated herein and must be returned within three school days after it is distributed by the school. If it is not returned, your signature on the registration card indicates the same. The principal retains the right to amend the handbook at any time. Parents/guardians will be notified of any such changes.

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## **Our Mission**

St. John Catholic Academy prepares and educates students for academic success and forms disciples of Christ for life.

## **Our Philosophy**

As a ministry of St. John the Evangelist Catholic Church, St. John Catholic Academy is rooted in the Gospel, educational excellence, and the teachings of the Roman Catholic Church. The Classical Core Curriculum and Philosophy we embrace will allow students to engage in the joyful pursuit of faith, wisdom, and virtue. Christ is the heart and inspiration for every aspect of the student's education. Catholic Liberal Education (from Latin *libra*, which means free) is ordered to the truth, beauty and goodness that sets us free. We believe that good habits of mind and heart which are cultivated in the very young, serve their wellbeing for a lifetime. We seek to partner with our families to nurture the sacramental and moral imagination in childhood.

Together with our teachers, families, and the community, we integrate the Catholic faith into all aspects of learning. We approach education as an opportunity to encounter Jesus Christ as the central truth of all areas of faith, science, and reason. We believe God has created us to seek Him in a lifelong pursuit of truth and love with the certain hope of eternal life. Regardless of our students' faith background, St. John Catholic Academy desires to encourage them on their journey of faith and provide an authentic experience of Catholic Christianity.

We equip our students to reach their academic potential and prepare them for success in both present and future studies. Our faculty and staff accomplish this by empowering them with skills and factual knowledge that stimulate creative thinking, articulation, and discussion. Through service on and off campus, we nurture a commitment to serving others that reaffirms one's own dignity, endowed with natural and spiritual gifts, and actively respecting the dignity of our neighbor through corporal and spiritual works of mercy.

## **Our History**

Since 1958, St. John the Evangelist Catholic School has provided an enriching academic and spiritual foundation for hundreds of children. The Sisters of the Order of Resurrection ("Resurrectionists") opened the doors of the first Catholic School in Bay County in our quiet residential neighborhood, two blocks from historic St. Andrews and the beautiful St. Andrews Bay. The Sisters laid the foundation for a comprehensive educational program that formed students for academic, social, and spiritual success.

Today, St. John Catholic Academy has a growing enrollment and accepts students from 12 months through 8th grade. Our small class sizes ensure safe, personalized learning environments with opportunities for enrichment. Renovated in 2020, the St. John campus provides an innovative campus with a technology lab, science lab, art and music room as well as other strategic learning and nurturing spaces. Our graduates are successful in high school honors and AP programs, earn college scholarships, and enter the world ready to serve and make a difference. Thanks to the inspiration and dedication of the Sisters, teachers, and school leadership, our school has carried the tradition of excellence for 65 years.

## Admission Policies

**Non-Discriminatory Notice:** It is the policy of the Diocese of Pensacola-Tallahassee to admit students of any race, disability, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, disability, color, sex, national and ethnic origin in administration of educational policies, and athletic and other school administered programs.

An essential criterion for admission to St. John Catholic Academy is the informed acceptance by the student and parents of the fact that the school is Catholic in philosophy and practice. All students will participate in the religious education courses offered for their grade level and agree to act in a manner consistent with Catholic values. Parents/guardians, by nature of choosing to enroll their child(ren), agree to cooperate with the administrative and educational policies of the school including spiritual formation. ***Parents/guardians who do not fully cooperate and/or who are disruptive in their words or actions, may be asked to withdraw their children from school.***

**Students with Special Learning Needs:** Teaching as Jesus did, and imitating Him in reaching out to those with special needs, the schools in the Diocese of Pensacola-Tallahassee attempt to respond to the needs of students with learning accommodations while recognizing our limitations as a small Catholic school. Students will be assessed and evaluated to determine if specific learning needs can be effectively addressed.

It is the parents' responsibility to disclose all relevant academic and behavioral needs during the student's application, registration and enrollment process. St. John Catholic Academy cannot offer all of the same services as those financed and provided through the public school system.

Therefore, acceptance of students with individualized learning needs is limited to those that can be managed in a regular classroom with reasonable accommodations as agreed upon by student, parent, and teacher with input from school principal, resource teachers, and the school counselor. Support services, at the parent's expense, outside of school may be recommended and/or required to optimize student success.

**Registration & Enrollment Process:** Re-enrollment registration begins in the month of January. Current students and their siblings are required to complete their Bio Update/Intent to Return in PowerSchool at that time. Current students and their siblings who have not satisfied priority registration requirements by the designated deadline, are subject to placement on a waiting list based on classroom enrollment limits. Students with outstanding balances on their school accounts will be allowed to re-enroll when their accounts have been reconciled. Incomplete paperwork will delay the enrollment process.

**Current Students:** Students who are registering for the upcoming school year must have a current immunization record on file and must annually return the following documents in order to be enrolled for the upcoming school year (religious exemption forms are not accepted):

- Intent to Return and completed Bio Update in PowerSchool
- Registration Fee (non-refundable, collected in FACTs)
- Financial Commitment Agreement (completed in BioUpdate and New Student Application)
- Financial Aid Applications and/or award letters, *if applicable*
- Current Florida Department of Health Immunization Record (form DH680/original)
- There are additional forms required for preschool aged children (see preschool handbook). In addition, preschool students must have a current Florida Department of Health Physical Record (form DH3040/original) on file (health examination forms are valid for 2 years from the date the physical was performed.)

**New Student Requirements:** For students seeking admission, a school administrator or designee will conduct an interview with the prospective students and their parents. An entrance assessment to determine the student's performance in various subject areas may be administered to assist in the placement determination. Potential new students are offered a school tour and must meet with various members of the administration team to complete the registration process.

The following information is required for each new student's registration packet to be complete and **children will not be accepted and cannot be enrolled until all required documents are received:**

- Registration Card
- \$50 Application Fee (non-refundable)
- \$100 Registration Fee (non-refundable) to reserve space in classroom
- \$300 Book Fee
- \$150 Graduation Fee for 8th Grade Students
- Birth Certificate (copy)
- Social Security Card (copy)
- Baptismal Certificate (copy) (if the child is Catholic and has been baptized)
- Medical Insurance Card (copy)
- Florida Department of Health Physical Record (form DH3040/original) with the examination date occurring within the last 12 months
- Florida Department of Health Immunization Record (form DH680/original)
  - Note: Religious exemptions are not accepted.
- Parent's or Guardian's Driver License or state issued Identification Card (copy)

- Parent Volunteer and Handbook Agreements
- Financial Commitment Agreement Form
- Financial Aid Acknowledgement
- Step Up for Students Application Completed
- Step Up for Students award ID number (if applicable)
- FACTS Account Documentation with Agreement Number
- School records from the last school attended, to include most recent report card, standardized test results, IEP or 504, if applicable
  - There are additional forms required for preschool aged children (see preschool handbook).

**Required Releases:** To fulfill diocesan and parish legal requirements, it is vital that the school have certain release forms signed by the parent(s) of each child. Failure to sign any release can result in privileges or programs not being available for students. The school's required forms include:

- *Registration Card (completed in PowerSchool):* includes Emergency/Health Information and Consent, Statement of Cooperation, Scholarship and Financial Information, Grandparent Information, Finance Information, Photo image release, emergency contacts, persons authorized to pick up a student from school, administration of emergency medical treatment and permission to call 9-1-1 and list of allergies.
- *Medical Authorization Emergency Card (Completed in PowerSchool):* This release must be completed and notarized for your student to participate in extracurricular activities or any off-campus field trips.
- *Medical Procedure Release (Available in the school office):* This release is necessary if the student requires or may require a medical procedure be performed by school personnel (such as an injection or blood glucose monitoring).
- *Handbook Acknowledgment:* This form must be signed and returned to the school office
- *Technology Use Agreement:* This document must be completed and signed by both student and parent before use of school computers or iPads are allowed, or access to the Internet is granted.

The following releases are required by the diocese:

- *Image Release*
- *Exposure to Offensive Content*
- *COVID Waiver*

**Admission Priorities:** The faculty and staff of St. John Catholic Academy is committed to providing each student with a quality education. St. John Catholic Academy gives admission priority to children of faculty, staff, siblings of current students, St. John parishioners, and parishioners from other Catholic Churches.

**Acceptance Policies:** Students are accepted to St. John Catholic Academy based on the admission priorities, available school/classroom capacity, the school's ability to meet the student's needs based on the entrance assessment and interview and the submission of the completed registration packet. All new students are subject to a probationary period of 90 days during which time the student will be evaluated to determine his/her compatibility with the school. The school reserves the right to accept those students whose needs can be met within our existing educational program and to withdraw those students whose needs cannot be met, or whose responsible parties are not cooperative with school staff.

**Probationary Period:** During the probationary period, if there is evidence of behavior issues or academic struggles, parents will be asked to attend a parent conference to discuss their student's progress. During the probationary period, if the school determines that the student is unable to perform adequately and is not thriving in the current environment, the parent may be asked to find another educational setting for their child. Registration Fees are non-refundable.

**Age Requirements:** Enrollment in certain primary grades is dependent on the student meeting certain statewide age requirements:

- Voluntary Pre-Kindergarten (VPK) students must be four years old by September 1
- Kindergarten must be five years old by September 1
- 1st Grade must be six years old by September 1, have successfully completed Kindergarten, and meet the reading readiness requirements of the school

**Class Promotion Period:** Eligible students are moved up to the next class/grade each August. St. John Catholic Academy grades Kindergarten through 8<sup>th</sup> grade operates on a ten-month educational cycle with a two-month summer program. St. John Catholic Academy Preschool operates on a 12 month program. Both school aged and preschool students must register annually by the stated deadlines and pay all applicable fees in order to reserve space in the appropriate class the following school cycle.

## Financial Obligations

**Registration Fee:** The registration fee is \$100 per child, due at the time of registration, and is non-refundable. A student's registration packet is not considered complete and enrollment is not guaranteed until the registration fee has been submitted to the school. Failure to submit fees by the required deadlines will result in students being placed on a waiting list.

**Diocesan Guidance on Tuition Rates:** As per Diocesan Office for Catholic School Policy #103, tuition rates in diocesan schools are recommended to the pastor/bishop by the local School Advisory Councils. In recommending the tuition rates, the Academy administration is guided by Christian principles of charity and justice.

Tuition rates and fees are based upon the actual cost of operating the schools. At any time during the school year, if a family is delinquent in tuition payments by more than one month, the student may not attend school until payments are made current, this includes taking semester exams unless a remediation plan has been agreed upon with administration. All tuition payments must be satisfied in order for a student to sit for their final exams. The family is responsible for all tuition and fees incurred by the student up to the date of withdrawal. Tuition is incurred by the quarter if a student attends any one day in the quarter.

**Tuition:** Tuition rates encompass a significant portion of the cost of educating the child. However, tuition alone cannot cover all expenses. Therefore, parents must meet other financial requirements such as fees, fundraising and volunteering. Tuition for the 2023-2024 school year is as follows:



## 2023-2024 TUITION AND FEES RATE SHEET

*Tuition does not include extended care, transportation, school lunch or uniforms*

- Application Fee- \$50/family (new students only, non-refundable)
- Registration Fee- \$100/child (annual, non-refundable, reserves seat and/or wait list spot)
- Graduation Fee- \$150/student (8<sup>th</sup> grade students only, non-refundable)
- Supply Fee- \$200/preschool student (non-refundable)
- Book Fee (K-8)- \$300/year, per student
- Book Fee (PK4)- \$150/year, per student
  
- 1-3 year old classes- \$740/month Full Time (Monday – Friday)
- 4 year old class- \$535/month with VPK voucher  
\$740/month *without* VPK voucher

*\*VPK voucher is valid only during the school year (August through May)  
Cost during June and July is \$740/month*

- Kindergarten through 8<sup>th</sup> grade annual tuition is \$8,022  
St. John Catholic Academy charges by the quarter. If your child attends any part of a quarter of the school year, you are responsible for payment of that entire quarter. All tuition payments for the school year must be made in full by May 31, 2024.
- Extended care is available for every school aged child at a rate of \$6/hour or any part of an hour. Parents may sign in children to early care between 7:30am-7:40am. After care is open from 3:00pm-5:30pm daily. Extended care will be billed monthly, in arrears, based on attendance.

**House Bill 1/Financial Aid:** As of July 2023, **every** student in the State of Florida is eligible for a Step Up for Students Scholarship regardless of family income. Therefore all families are **required to apply** for these educational funds *before* applying for financial aid. We are grateful and fortunate to live in a State where school choice is a reality for every family. Scholarship amounts vary slightly from year to year and parents will be responsible for the gap between tuition and fees and scholarship amount. Guided by our commitment to Catholic education for all who desire it, financial assistance *may be* available for those whom the gap is a significant burden. Please see current available options on our website.

Scan the barcode for more information regarding Step up for Students Scholarships:



Quick facts regarding the Step Up for Students Scholarship:

1) Available to Florida residents, regardless of household income, who are eligible to attend a K-12 public school.\*

\*Priority will be given to families whose household income is 400% of poverty or below as outlined in the income priority guidelines.

Pursuant to section 1002.421(1)(p)6 of the Florida Statutes, if a transfer of private school ownership occurs, our school will notify parents of each state scholarship recipient of the transfer via email at least 30 days in advance.

### **Catholic Parish Participation Grant**

To contribute financial assistance in the operation of schools, local Catholic parishes may provide a grant up to \$800 per child to those parishioners who are registered and participating in that parish. Participation in the parish includes living up to your Catholic responsibilities, your stewardship (giving of your time, talent and treasure), and the support of your parish through reportable income.

If you feel as though your family will qualify, complete and submit the Catholic Parish Participation Grant Application to your parish office for your pastor to sign. The application can be accessed at <https://stjohncatholicacademy.org/financial-aid/>.

### **Raise Right**

Create a free fundraising account on the RaiseRight mobile app or at [RaiseRight.com](https://www.raise-right.com/).

1. ScanQR code to download the app.
2. Enter your student(s) names and grades.
3. Link your account to your financial institution.
4. Purchase gift cards to your most commonly visited stores and start giving back a percentage with each purchase!

**Enrollment Code: W2FU3ZC432CZ**

**Scan QR Code to Enroll:**



**Payment Options (and FACTS):** To assist families, a variety of payment arrangements can be made to pay tuition.

St. John Catholic Academy currently uses FACTS Tuition Management System for the collection of tuition payments. As a parent, you may choose a variety of payment methods and payment dates. The first and most important step is that you must create an account with FACTS by going online to: <https://online.factsmgmt.com/signin/3T1Z8>. Once you have signed up, you will receive a confirmation from FACTS of the plan you have selected. Please be mindful that FACTS also manages all deposit accounts and extra fees. If you intend on utilizing our Extended Day Program, you will be invoiced through your registered FACTS account. Creating a FACTS account is not optional, it is a requirement for your child to be considered fully enrolled at St. John Catholic Academy. All active FACTS accounts (and payment plans/payment options) will roll over to the new school year upon registration.

**Financial Commitment:** Each family has a financial agreement to ensure payment in full during

the listed school year for their children enrolled at St. John Catholic Academy. With enrollment of their child, parents further agree to abide by the rules and policies set forth by the Parent-Student Handbook and do waive the right to the receipt of final exams, report card(s) and/or the forwarding of transcripts in the event of a tuition or fee delinquency. If a school aged student attends any one day in a particular quarter, tuition is due for that entire quarter. If a student is attending on scholarship and the scholarship does not pay the full amount of tuition owed for the quarter attended (some scholarships are paid based upon attendance), the family is responsible for paying the balance of tuition owed. If a student enrolls at any time during a quarter or withdraws from school once classes have begun, tuition up to and including the entire quarter in which the student enrolls/withdraws is non-refundable. If the quarter has not yet been paid for, that full quarterly amount is due in full. All payments for the 2023-2024 school year must be completed in order for a student's final exam grades to be counted. Parents/guardians are responsible for all tuition and fees incurred by their child up to the date of withdrawal.

**Refund Policy:** As per Diocesan Policy #104, the school does not refund any fees (application, registration, supply, and graduation fees, etc.). A child's attendance may be terminated if tuition is two months behind in payment, unless a payment plan has been approved by administration. If a student withdraws from St. John Catholic Academy once school has begun, tuition up to and including the quarter in which the student withdraws is non-refundable. In summary, families are responsible to pay the tuition through the end of the current quarter for registered students (current month for preschool students) plus any unpaid fees.

**Delinquent Payments/Monies Owed:** Report cards and interim reports will be held for any outstanding debts to the school. All debts must be cleared in order for students to participate in graduation, both Pre-Kindergarten and 8th grade. At any time during the school year, if a family is delinquent in tuition payments by more than one month, the student may not attend school until payments are made current. Non-payment can result in being referred to debt collection.

**Cooperation as a Condition of Enrollment:** The education of a student is a partnership between the parents or guardians and the school administration, teachers, and support staff. Just as the parent has a right to withdraw a child if desired, the school principal reserves the right to require the withdrawal of a student if administration determines that the partnership is irretrievably broken. Parents are expected to support the philosophy and policies of the school and a Catholic education. The administration remains committed to healthy conflict resolution through Christian dialogue. Perceived threatening or hostile behavior of parents is never appropriate and will not be tolerated. If all good faith efforts to establish a mutually respectful partnership have been exhausted and unsuccessful, the school reserves the right to require the withdrawal of the student.

**Transfer or Withdrawal from the School:** When a student withdraws or transfers to another school, it is the responsibility of the parent to complete a St. John Catholic Academy withdrawal/transfer form. All books and materials that belong to the school must be returned and all outstanding balances and school accounts must be paid in full. Failure to do so will result in all records and transcripts being withheld. Schools in the Diocese of Pensacola-Tallahassee do not release official student records to parents, unless the parent has registered with the public school district to homeschool the student and provides such documentation to the school office. However, upon request from another school, records will be transferred directly.

As per Diocesan Office for Catholic Schools policy #305, the pastor and superintendent are to be consulted in cases of doubt or unusual circumstances about registering a student. The pastor and superintendent are to be consulted or informed when a student is dismissed. Administration of a school being asked to enroll a transfer student from another Catholic school within the diocese will consult the principal of the other school prior to accepting the student on

mid-year transfers. The decision of acceptance at the receiving school is up to administration, subject to review by the superintendent.

## Ministry

**Parental Involvement:** The Church teaches that parents are the primary educators and evangelists of their children. They bear witness to this responsibility first by creating a home where prayerfulness, mercy, respect, fidelity, and service are the rule. They should initiate their children at an early age into the mysteries of the Faith. This happens when family members help one another grow in faith by the example and witness of a Christian life.

**Participation in Weekend Liturgies:** A student's religious formation begins at home and follows the example set by his/her parents. Families are encouraged to participate fully in the liturgy each weekend in order to follow the commandment to keep holy the Lord's day. All St. John Catholic Academy families are welcome to attend St. John the Evangelist Catholic Church as a treasured friend.

**Prayer and Liturgy:** The school is meant to model and teach prayer as a way of life as a reflection and commitment to developing a personal relationship with God. We want each student to encounter God in a way that offers an invitation to a lifelong relationship. At St. John Catholic Academy, students begin each day with Morning Prayer and a prayer of thanksgiving before meals. They attend Mass weekly and on Holy Days of Obligation. Parents are welcome and highly encouraged to attend. Students participate in XLT (worship, message, and adoration) on the first Friday of every month. Other services include Retreats, Stations of the Cross, and May Crowning.

**Reconciliation:** Students have the opportunity to receive the sacrament of Reconciliation at least twice a year; during the seasons of Advent and Lent. Non-Catholic students, though not participating fully in the sacrament of reconciliation, are welcome to use these Penance Services as times to speak with the priests provided to renew their commitment to God.

**Sacramental Preparations:** The responsibility of formal sacramental preparation is in the purview of the family's home parish. Please refer questions regarding sacrament preparation to your home parish religious education coordinator.

**Attendance in Religious Activities:** As per diocesan Office for Catholic Schools policy #304, all students attending catholic schools in the Diocese of Pensacola-Tallahassee are required to attend religion classes and religious activities scheduled by the school (including school mass). Mass attendance is part of the religion grade. We welcome and respect our families from other Christian faith traditions while honoring our identity as a Catholic school. We believe what unites us in Christ is far greater than any difference in theology.

## Attendance Policies/Absences

**School Hours:** School Hours are 7:50 am - 2:50 pm Monday through Friday. The school office opens each school day at 7:30 am and closes at 3:30 pm.

Typically, School Mass begins at 8:15am on Wednesdays. Tardy students may *not be dropped off with their class in the church once the class has left their classroom to walk to the church*. If you arrive after the car line closes but before mass starts at 8:15, we encourage you to attend mass with your child, but the student may not join their class in the church. Tardy students must

be checked in by the parent at the front office at the end of mass. Attendance is taken in the classroom prior to leaving for mass, not in the church. *For the safety and clear transfer of responsibility, students MUST be checked in at the office after mass NOT in the Church.*

**Arrival:** Students may begin to arrive on campus when the car line opens at 7:40am but not prior to that time, unless participating in the Extended Morning Program which opens at 7:30am with drop off on the preschool side. The Elementary School age car line closes promptly at 7:50am. Parents are expected to follow established car line procedures and drop off students in the appropriate car line. A staff member will open the car door, ***do not release your child from the car until a staff member opens the door*** for the student. All families must display a car tag in their dashboard *where it can be safely read by school personnel. The cartag must remain displayed for the duration of the school year.* In the event that another tag is needed, please send a request to [office@siseagles.org](mailto:office@siseagles.org). Refrain from parking and walking your student to the front office. All students must go directly to their classroom. Middle school students will visit lockers per the locker schedule.

**Tardiness:** Tardiness is a serious issue as it not only affects the child who is late, but it disrupts the flow of the classroom and interrupts learning. Morning work on arrival activates prior knowledge and allows the student a peaceful transition into the school day. It is the parents' responsibility to promote punctuality and ensure that students arrive at school by 7:50 am each morning. Students arriving after the tardy bell at 7:50 am will be considered tardy. ***Parents must accompany tardy students inside the front office and sign in.*** Safety is our first priority and therefore tardy students MAY NOT be dropped off without a parental escort into the office. Three unexcused tardies in one quarter will translate to one absence and after the second absence due to unexcused tardies a mandatory conference with administration to address the underlying issues. As a community we demonstrate respect for one another by arriving/departing in a timely and orderly manner. A tardy is missing any part of the day, whether it be late arrival or early departure from any given school instructional activity.

**Dismissal:** At the beginning of each school year, parents should inform the school of their child's normal dismissal arrangement. This can include: Extended Afternoon Program, Parent Pick-up, etc.

Parents should not make arrangements that would result in the child remaining unsupervised on or off campus after school. Once a student leaves campus, he/she may not return unless accompanied by his/her parent or guardian. If a student's pick-up plans change from the routine, parents are required to notify the office no later than 2:00 pm each day (11:15am on early dismissal days).

Students will remain in the classroom until dismissed by teachers. Staff will be present at the car line and will dismiss students in the order in which cars are lined up. After care students will remain in the classroom until the car line is complete and then move to their assigned after care location. There is no need to utilize both car lines. Older students will exit school grounds with younger (preschool) students through the preschool car line, if applicable.

When utilizing the car line, stay in formation and do not pass other cars. In addition, be respectful of those behind you and load/unload quickly and safely. Car lines are not an appropriate time to talk to teachers, ask questions, or have conversations. You are welcome to email teachers or call the front office when necessary.

**Early Dismissal:** On early dismissal days, school is dismissed at noon and parents are expected to pick up students no later than 12:15 pm unless there are alternate dismissal arrangements made.

**Authorized Release of Students:** A student may be released from school only to the persons listed on the student's registration card in PowerSchool. For the safety of our students we will not accept additional names either over the phone or via email. There is absolutely no exception to this safety policy. Parents MUST update their child(s) emergency contact card in PowerSchool a minimum of 72 hours in advance of anticipated alternate pickup. Please support this safety and accountability policy on behalf of your child(ren) and plan ahead appropriately. Unless specified by legal documentation, a student will be released to either parent listed on the birth certificate.

**THERE WILL BE NO EARLY CHECK OUTS ALLOWED DURING THE LAST 30 MINUTES (2:20PM) OF THE SCHOOL DAY, SO AS NOT TO INTERFERE WITH END OF THE DAY PROCEDURES UNLESS PRIOR NOTIFICATION TO ADMINISTRATION AND APPROVAL HAS BEEN GIVEN AT LEAST 24 HOURS IN ADVANCE.**

**Extended Day Program:** Extended Morning- Parents who need to bring their school aged children to school prior to the 10th Street carline opening up, may drive their child through the preschool car line for the Extended Morning Program beginning at 7:30am, ending at 7:40am. Students must be signed in to extended care. The cost for the Extended Morning Program is \$6 per day per student each day the student is signed in to morning care, no matter the time.

Extended Afternoon- Parents unable to arrange the pick-up of their children at the close of the school day may be granted the privilege of enrolling in the Extended Day Program, based on ratios and staffing availability. Students not picked up at 3:00pm will be placed in the Extended Afternoon Program and will be charged accordingly. The fees are \$6 per hour or any part of an hour per student. Extended Afternoon hours are from 3:00 pm until 5:30pm. A late fee of \$50 will apply for late pick up beginning at 5:31pm.

Extended Care is a privilege, not a right. Students with delinquent FACTS accounts will not be granted the use of extended care. Charges will be applied to the student's FACTS account and will be invoiced/charged on a monthly basis. There is a separate registration form for extended care that must be submitted in advance, to ensure there is space availability in the extended care program. Extended care is only available to St. John Catholic Academy students, not students attending outside schools.

**Notifying the School of Absence:** If a child is absent from school, it is the responsibility of the parent or guardian to call or email the school office at [office@sjseagles.org](mailto:office@sjseagles.org) by 9:00am. Written explanation of the absence must follow upon a student's return to school. A doctor's note is required after 3 days of an absence.

**Excused/Unexcused Absences:** We must report students with attendance concerns to the Florida Department of Education, parents will communicate with us in writing regarding absences, tardies, and check outs so we know students are safe and well (especially during COVID restrictions).

A student who expects to miss school because of an anticipated approved absence must



arrange with his or her teachers to make up the work in advance of the absence or on the day of the student's return to school. Parents should submit a written request at least three days in advance and receive approval prior to the absence or a doctor note after the absence. If a student is present on the day tests are announced/assignments are given, the student will be required to take the test or turn in the assignment on the day of their return.

**Extended Illness:** If a student is absent for more than three days because of illness, a doctor's note will be required before the student is admitted back to class.

**Excessive Absences:** According to diocesan guidelines, students with more than 20 absences in a school year (based on a normal school calendar of 180 school days) may not be promoted to the next grade level unless arrangements are made with administration. More than 15 absences will require a conference with administration. Three tardies will convert to an absence.

**Recording of Attendance:** If a student misses more than 70 minutes of class instruction, excused or unexcused, the student's attendance will reflect a half day of attendance. If a student misses more than 180 minutes of class instruction, excused or unexcused, the student is marked absent for the day. This is a policy of the Diocese of Pensacola-Tallahassee.

**Appointments:** In order not to infringe on class time, parents are strongly encouraged to schedule students' medical, dental, and other appointments either after school or outside of school hours. When appointments during the school day are unavoidable, the parent or guardian must send a written note or an email to both the teacher and the front office ([office@siseagles.org](mailto:office@siseagles.org)) stating the time the student will be picked up with as much advance notice as possible. Upon arrival at the school, the parent should report to the office to sign the student out. The student will then be called to the office to meet his/her parents.

## Academic Policies

**Curriculum:** St. John Catholic Academy is a member of the Institute for Catholic Liberal Education as well as the National Catholic Education Association and is accredited by and meets the policies, principles, and standards of the Florida Catholic Conference, a member of the National Council for Private School Accreditation.

The Academy utilizes the Memoria Press Classical Core Curriculum in all grades from K-8. Parents are invited to review the full curriculum by grade at <https://www.memoriapress.com/about/classical-education>. Latin is included as a core course in grades 2 - 8.

All K-8 science classes utilize FOSS® Next Generation™ for Florida - Full Option Science System. Students experience phenomena firsthand through active scientific investigation.

In Grades 6 - 8 both FOSS and POGIL curricula are combined to provide a robust science program that prepares students for success in high school science and lab courses. POGIL is an acronym for Process Oriented Guided Inquiry Learning. It is a student-centered, group-learning instructional strategy and philosophy developed through research on how students learn best. Parents may learn more at [pogil.org](http://pogil.org).

**Academic Dishonesty:** All students are expected to demonstrate honesty in their academic pursuits and submit work that is entirely their own. Practices considered dishonest and, therefore, not permitted, include, but are not limited to, cheating or plagiarism. Plagiarism is when one presents work without correctly citing the source. Any student failing to properly credit ideas or materials taken from another has plagiarized. When it is determined that a student has violated these academic standards, the student will lose some or all credit for the assignment. Additional disciplinary consequences up to and including suspension or even expulsion may also occur at the discretion of the administration.

**Academic Support:** St. John Catholic Academy classroom teachers are the main source of support for students experiencing difficulty mastering the identified benchmarks of the Diocese of Pensacola-Tallahassee curriculum. Support may also be provided to eligible students through Title I services. The eligibility requirements for these services will begin with a review of standardized testing scores, grades and classroom performance. As a private school, St. John constructs Student Learning Plans in accordance with Diocesan policy. Public School Individual Educational Plans (IEP) will be assessed by our resource teacher, the parent, classroom teacher, school guidance counselor and administrator to identify and construct a Student Learning Plan (SLP) that provides available and necessary reasonable accommodations. The multi-tiered system of support process (MTSS) may be initiated through Bay District Schools for students demonstrating additional needs. Occasionally teachers may offer tutoring services upon request. Please contact the school office for information.

## **Grading Scale:**

### *Kindergarten Grading Scale*

Kindergarten grades will be recorded into PowerSchool and must be assigned a number grade in order to get a letter classification. Parents should not focus on the number, but only the letter equivalent. Not Yet (NY) does not necessarily indicate a failing grade, it just may be that the teacher has not yet covered that material. The first report card will come with complete explanations.

The Kindergarten scale is as follows:

Mastery (M) 89.5 to 100  
Developing (D) 74.5 to 89.4  
Emerging (E) 59.5 to 74.4  
Not Yet (NY) 0 to 59.4

### 1st Grade Grading Scale

E Excellent  
G+ Very Good  
G Good  
S+ Very Satisfactory  
S Satisfactory  
NI Needs Improvement  
P Poor, Below Grade Level



### 2nd Grade - 8th Grading Scale

A 100 - 90

B 89 - 80

C 79 - 70

D 69 - 60

F 59 and Below

### Conduct Grades for all grade levels

1 Above Average

2 Satisfactory

3 Needs Improvement

4 Unsatisfactory

**Grades and Grading:** Report cards are issued following the close of each quarter of the academic year. Students failing to complete course assignments, including class work, homework, projects, quizzes, and exams may receive grades of zero for that coursework. Final grades will likewise reflect their performance.

**Homework:** A student's education does not end with the school day. Homework assignments and studying are an integral and inseparable part of students' daily lessons. In all grades, students should expect an appropriate amount of homework each night suitable to the school's academic standards. Students need to complete all assignments before the school day begins.

**Make-up Work:** Following an approved absence or tardy, students are responsible for missed lessons and for completing assignments connected to those lessons within a period of time equal to the time missed. Under unusual circumstances, extensions may be granted at the teacher's discretion.

Middle school students are responsible for asking for makeup work from their teachers. Parents of elementary students can request makeup work by emailing the teacher. Makeup work will not be gathered the same day.

Following an unapproved absence or tardy, a teacher may not accept missed assignments and may award a grade of zero for missed assignments.

Credit during Suspensions: Students who receive an in-school suspension will be required to complete all work assigned during school hours on the day assigned. Teachers may also assign additional class work, homework, or behavior modification assignments to suspended students. Out of school suspensions result in a grade of zero for all missed work. This includes tests, quizzes and assignments due on the date of the suspension.

**Report Cards:** Report cards will be sent home each quarter. Parents are expected to review grades on a regular basis and contact the teacher with any questions or concerns as they arise. Email [office@sjseagles.org](mailto:office@sjseagles.org) if you need to have your PowerSchool log-in reset. The partnership between our families and the classroom teachers is dependent upon a mutual commitment to reviewing academic progress regularly and developing supportive, early interventions when challenges arise.

**Academic Contracts:** Students with two or more final grades below 70% at the end of the school year may be put on an academic contract or be retained based upon input from the teachers and administrators. Academic contracts will involve a parent meeting. School staff will make a minimum of three attempts to contact parents prior to the academic contract being implemented. If communication is not reciprocated by the parent, administration reserves the

right to make final decisions within the contract, serving the best interest of the student. Academic contracts will be reviewed on a quarterly basis. Failure to meet the terms of the academic contract may result in withdrawal from St. John Catholic Academy.

**Averages/Exams:** In order to pass a class, a passing final grade of 60% or better must be achieved.

As per Diocesan Office for Catholic Schools Policy #302, courses in middle school will be given two separate semester grades that will be averaged into a final grade. The semester grade for each subject will be based on two quarter averages and the semester exam. The weighting of each semester grade will be that each quarter will account for 40% of the grade and the semester exams will account for 20% of the grade. The averages will be calculated numerically and will reflect the actual percentage of the grade.

**Promotion/Retention:**

Students in primary and intermediate grades must satisfactorily pass Reading, English, and Math courses. Students in middle school grades must satisfactorily pass all six academic subjects: English, Literature, Mathematics, Science, History, and Religion. Opting out of theology is not an option.

Teachers will communicate with the parents/guardians of students experiencing academic difficulties and meet with parents to develop a plan for academic success. Early intervention and partnership with families is the most effective method of avoiding retention. Should a student appear to be approaching the need for retention, the research based Light's Retention Scale will be utilized to assess the students and a conference will be arranged between the parent or guardian and the faculty members who work with the student to share those results.

**Honors/High School Preparatory Classes:** In middle school, students may qualify in regular high school preparatory classes or advanced classes. This placement is based upon a review of student Terra Nova Scores, Beacon Reading and Math scores, and Diocesan Matrix Score as well as past performance in core academic areas. Administration reviews each student file. The honors courses are taught as advanced classes, and the assignments and assessments will reflect this.

**Honor Roll:** Students in 4th through 8th grades can be named to one of two honor rolls according to their achievement during each grading period. The Honor Roll recognizes students earning all A's and the A and B Honor Roll recognizes students earning A's and B's in all subjects. Academic performance and conduct in all subjects are considered; a student with 2 or more N's or any U conduct grades will be disqualified from Honor Roll consideration. Disciplinary action, like suspension, detentions and office referrals, may keep a student off the Honor Roll as well.

**Testing:** Catholic schools in the State of Florida currently administer the Terra Nova Standardized Test. Terra Nova provides diagnostic information which can help identify students' learning needs so that educators can better facilitate students' learning. The tests are administered to students in 1st through 8th grades in the spring. The ARK test for Religion is given in 2nd through 8th grades. STAR Assessment is administered quarterly to monitor progress. STAR Early is given in Kindergarten through 2nd grade. Beacon assessment is given to 3rd through 8th graders. In addition, Beacon testing, or other testing, may be administered to assess, identify, and address any academic deficiencies.

**Field Trips:**

Field trips are privileges and opportunities for students to supplement their knowledge and are an extension of their classroom studies. All field trips must be approved by the school principal. For students to participate, parents or guardians must complete and sign their student's Permission Form before the date of the field trip. Verbal permission alone is not acceptable.

Many field trips have a fee associated, based on the location and type of field trip. If finances prohibit your child from participating on a field trip, please contact your child's teacher so scholarship funding can be obtained.

Faculty and school staff are never permitted to drive students in their personal vehicles, as per Diocesan policy. A parent is always welcome to transport their own child on field trips, but is not authorized to transport other children unless all Diocesan volunteer and transportation requirements have been met. Please find details on the Academy website.

For trips other than interschool athletics, for which there is generally a 1:10 ratio, supervision of one adult per ten middle school students is required. This ratio changes to one adult for every eight intermediate students and one adult for every six primary students, but no fewer than two chaperones on every field trip. Chaperones and/or parent attendees on field trips must first go through the approved volunteer process. Once an approved volunteer, the approval status is in place for five years. See the school [website](#) for more information.

**Health and Safety**

**Emergency Information:** For the safety of every child, emergency information must be on file in the School Office and be kept up to date, including changes of address, phone numbers, medical information, doctors, email, etc. A change of contact information should be reported to the School Office immediately.

**Volunteer Screening:** The safety and security of our students is always our first priority. It is Diocesan policy that all volunteers must complete training, fingerprinting and a background check at their own cost before volunteering on campus. Criminal history background information must be updated every five years. Detailed information can be found on our [website](#).

**Immunization Records:** Students will not be admitted to class if immunization records are missing or expired. It is the parents' responsibility to ensure that children have received all required vaccines. Per Diocesan Policy #310, all students shall comply with State of Florida required Immunization and Health laws prior to admission. If the child's immunization status proves to be inadequate, said student shall be excluded until such time that the appropriate requirements have been completed. Parents have 30 days to bring immunizations up to date from the date they move to the state of Florida. Parents must keep the office informed of all updated immunizations. There are no exceptions to this policy.

**Child Abuse and DCF:** The school will reasonably cooperate with regard to any investigation by the Department of Children and Families ("DCF") pertaining to allegations of child abuse or neglect. The school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff or if there is an open investigation. Since the school is on private property, DCF may be precluded from reasonable access to school aged students at school if the

parent or guardian notifies administration in writing in advance. Per Florida Statute (§ 39.202, F.S. and 415.107, F.S.) school staff and faculty are mandated reporters and are legally obligated to submit a confidential report to the State of Florida if they suspect the abuse or neglect of a child.

**Medication:** Students are not to bring any medication - including over-the counter medication to school for any reason. Parents must bring all medications to the school for their child.

Prescription medications will not be dispensed without a physician's order and written authorization from parents or guardians. The parents' written authorization should include the necessity for the administration of medication during the school day. The medication must be provided to the school in its original container and must contain instructions regarding proper dosage. The instructions on the medical administration form must match the instructions on the prescription bottle in order for school personnel to dispense medication to the student. Medical administration forms are only valid for one school year at a time, or less if noted on the form. The medication will be kept in a secure location in the Clinic and will only be administered by a staff member trained to dispense medication.

With proper written authorization from both the physician and the parent, provided to school principal, students may carry and/or self-administer certain medications necessary to thwart life threatening attacks (such as epi-pens, asthma inhalers and insulin shots) and will be assumed to be capable of doing so with the proper authorization, unless physician's order indicates that staff assistance is required.

Written authorization by the parent must be given for over the counter medication. Verbal permission will not be accepted. A physician's note is not required for non-prescription medication. The only non-prescription medication that will be dispensed is acetaminophen (Tylenol), ibuprofen (Motrin), Benadryl, Neosporin, diaper rash cream, and sunscreen with written parental permission. The dosage for non-prescription medicine shall not exceed the label instructions, unless prescribed by a physician, for the particular age of the child and the parent must provide the medication to the school office, labeled with their child's name.

School personnel shall not administer medication by injection except when a student is susceptible to a predetermined, life endangering situation and personnel have received the special training required to perform the procedure.

Excess medication will only be released to the parent/guardian and any medications left at the school past the last day of the school year will be properly disposed of by school personnel. If medications are expired, school personnel are required to dispose of the medication if the parent does not pick it up within ten days of the expiration date.

**Sick Policy:** Attendance is a priority at St. John Catholic Academy. However the health of our students, teachers and staff takes precedence. If a student is ill with any contagious disease or illness (including but not limited to hand-foot-mouth disease, strep throat, etc) or has exhibited a fever of 100.4° or more, rash, vomiting or diarrhea within the last 24 hours, the student may not be sent to school. The school reserves the right to send a student home if we feel the child is not well enough to attend. Students must be fever/symptom free for 24 hours.

**Pandemic Policy:** St. John Catholic Academy will follow CDC Guidelines and guidance from the Florida Department of Health and Florida Department of Education as well as the Diocesan Office for Catholic Schools regarding any pandemic issues.

**Student Accident Insurance:** The school carries student accident insurance for incidents that occur during school hours, at school-sponsored events, or when traveling to such events in

school-arranged transportation. Incidents and accidents, and the desire to pursue insurance filing must be reported immediately in writing to the school principal.

**Clinic:** A volunteer school nurse reviews student health records and screenings twice per year. If a student is too ill to return to class, his or her parent or guardian will be contacted to pick up the student. Incident reports will be written if we determine there is a need. Parents are required to sign incident reports and are provided with a copy.

**Fire & Tornado Drills:** Fire, tornado, and other evacuation drills are held regularly throughout the school year. At the beginning of the year, teachers familiarize their students with evacuation plans and procedures. Maps of emergency exit routes are also posted in every classroom on campus. During an evacuation, students are expected to remain calm and walk to the prescribed meeting area in silence. Upon signal to return to classrooms, students should also walk back to their rooms in a calm and quiet manner.

**Inclement Weather:** Per Diocesan Policy #112, schools in the diocese will in most cases follow their county district school office regarding closing due to inclement weather. The Principal, with the superintendent of catholic schools' collaboration, will decide if it is appropriate to deviate from the district on a case by case basis. Schools will make-up any days missed due to inclement weather to meet the 180-day requirement. Notification regarding school closures or delayed start time will be made via text/email/social media when possible. Please make sure your email and phone number are accurate in PowerSchool and your child's registration card(s).

**Asbestos Management Plan:** With the renovation following Hurricane Michael, we removed all known asbestos on the St. John Catholic Academy and church property. A copy of the asbestos management plan is available for review in the front office.

**Crisis Plans:** The school maintains specific action plans in the unlikely event of a crisis or other emergency on campus. In the event of an emergency, students and parents are urged to remain calm and follow the instructions of the school principal.

**Privacy & Confidentiality:** All faculty and staff members will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. Parents will be promptly notified of any such concerns. As per Diocesan Office for Catholic Schools policy #307, it is the policy of the Diocese of Pensacola-Tallahassee not to disclose information about any of our students consistent with the Family Educational Rights and Privacy Act (FERPA). This is done not only to protect privacy but to provide a safe and secure environment in which the students may learn and grow.

**Harassment:** The Diocese of Pensacola-Tallahassee is committed to providing an environment that is free from harassment, intimidation, hostility, bullying and other offensive conditions. Harassment on the basis of one's protected status (i.e. gender, sexual orientation, age, race, color, religion, national origin, disability, marital, or veteran status) is a form of discrimination and is unlawful and strictly prohibited. Retaliation against an individual for having initiated a complaint of harassment or discrimination is also considered unlawful harassment.

Harassment encompasses a broad range of physical or verbal behavior that can include, but is not limited to, the following:

- physical or mental abuse
- insults or derogatory slurs based on one's protected status
- unwelcome sexual advances
- unwelcome touching
- inappropriate comments, jokes, innuendo, gestures, or noises

Any student, parent, teacher, or other school employee who believes that he/she has experienced any type of unlawful harassment should report his or her concerns in writing to the school principal.

Every complaint of harassment will be investigated and appropriate action taken. The Diocese is committed to resolving complaints of harassment in a prompt, private manner, and to ensure protection against retaliation or reprisal against the complainant.

**Bullying:** Bullying is characterized as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is targeted, repeated, or has the potential to be repeated, over time after being asked to stop.

In order to be considered bullying, the behavior must include the above characteristics and be marked by :

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, size, and access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition after being counseled to stop:** Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes the above characteristics and actions such as making threats, spreading rumors, attacking someone physically or verbally, and intentionally isolating their target.

**Sexual Misconduct:** The Diocese of Pensacola-Tallahassee is committed to safeguarding the well-being of those who are served by the Church. It has been the official policy of the Diocese since 1995 to train all personnel with respect to dealing with issues or professional boundaries and sexual misconduct, to provide expert pastoral care to all persons involved in such cases, to report and respond to information concerning allegations of misconduct, to investigate such reports thoroughly and to take proper administrative and legal action.

## Transportation

**Car line:** There are two separate car lines (see map on next page).

The preschool car line (north side of campus) will enter Flower Avenue from 11th Street. Pull up toward the parish hall. Preschool staff will be outside to collect children from the vehicle. Do not pull around stopped vehicles. Wait your turn to exit the parking lot. Turn north on Fortune Avenue, toward 11th Street. Southbound Fortune Avenue will be closed to traffic during carline time. Students enrolled in Extended Care will use the preschool car line. Preschool car line is open 7:30am-9:00am and 3:00pm-5:30pm. Preschool car line is to be used for preschool students, school aged siblings of enrolled preschool students and school aged students enrolled in extended care. Parents with children in both school and preschool may opt to use both car lines or parents may drop off K-8th students in the preschool line (however preschool students cannot be dropped off in the K-8th line.) Please note: If a K-8th grade student exits their car prior to 7:40am in the preschool car line, you will be charged \$6 for morning care. In addition, the car line cannot be held up while parents of school aged students wait for 7:40am. If you do not want to pay for morning care, do not enter the preschool car line with your school aged child prior to 7:40am. School aged students will not be admitted to the school via preschool car line after 7:50am and must check in at the main School Office.

The K-8th grade car line (south side of campus) will be along 10th Street. Enter the car line from either direction of Friendship Avenue. There will be staff members available to receive children. Please wait for a staff member to open the car door for your student(s). Do not pull out and drive around stopped vehicles. Please wait your turn to move forward as 10th street is a narrow two way street. In order to facilitate a timely drop off/pick up, please not use car line time to chat with teachers. Those dropping off or picking up students in a car line are expected to be patient and respectful of other drivers, students, teachers, and safety patrol members.

School aged students with younger siblings in our preschool, will be dropped off/picked up in the preschool car line, unless specifically instructed otherwise in advance by a parent. Elementary and/or Middle School students will have a pink tag and be dismissed to the preschool side for dismissal.



**Parking:** Parents and visitors are welcome to park in the lot near the PE field or on the east side of the school, on Fortune Avenue near the front office. Please keep in mind, Fortune Avenue will be closed to thru traffic at 10th Street at car line time. Parking on the south and west side of the school is prohibited. Please reserve parking on the north side of the campus (in the parking lot near the church) for preschool and extended care parents.

## Communication

**Social media:** The school uses Facebook and Instagram as a method to engage the community as well as post announcements about the school. No social media usage in the school name may be used without written permission from the school principal. Parents are encouraged to like and follow our school Facebook page and PTO page. Only the school is permitted to create a Facebook Page which uses the school name or logo. Anyone posting



negative or defamatory comments or depictions regarding the parish, school, faculty, students or parents of St. John Catholic Academy on any social media site would be in breach of our mutual commitment to gospel based dialogue and partnership.

**Teacher/Student/Parent Communication:** School staff are prohibited to have school social media communication (such as Facebook, Twitter, Instagram and Snapchat, etc.) with currently enrolled students. School staff will share school-related information with students and families via email, Google Suite, and Schoology. Grades are available on PowerSchool.

Parents are encouraged to communicate directly with their student's teacher via email. Teachers will respond to parent inquiries in 24-48 business hours (most often within 24). Out of respect for our teacher's family lives, they will respond to emails during contracted hours only (7:30 am - 3:30 pm). If there is an emergent need please contact the school office and they will relay a message.

**Updated Information:** The easiest way to ensure clear communication to and from the school is to have up-to-date contact information on file in the school Front Office. If a student's information changes, it is the parents' responsibility to notify the school immediately so that records reflect the new information. A copy of the same should also be provided to the homeroom teacher and Extended Day program, if applicable.

**Parent/Teacher Conferences:** All parents will be invited for their first conference before the end of the first quarter. Parents who wish to discuss their children's progress at any time should arrange for an appointment with the teacher outside of class time. Teachers can also be reached via email if there is a concern.

**Personal Data:** Names and addresses of pupils and their parents will not be released to any unauthorized person or agency, or published in any way, without notification of the parents and the approval of the school principal.

**Telephone/Email:** School telephones are intended only for business use. Students will be permitted to make a call to anyone listed as a contact on their registration card in an emergency situation or in the case of illness through the school office. Parents should plan the school day in advance with students regarding pickup, athletics, etc. to avoid the need for phone calls or emails. Parents should not plan on contacting their student via text or email during the school day, as they are not permitted to have their phones on them while on campus.

## **General Guidelines**

**Visiting the School:** In order to provide a safe and disruption free campus for all students, all visitors and volunteers must report to the front office to sign-in. You will be asked to show your State or Federal ID to check in.

**Fundraising:** All fundraising done in the name of St. John Catholic Academy by parents, students or staff must be approved in advance by Administration. A Fundraising Form/Request must be submitted and approved in advance.

**Parties:** Students are allowed to distribute invitations to parties and other gatherings to classmates if all classmates are invited, or all the girls (for a girl's party) or all boys (for a boy's party). Please get permission from the teacher.

Birthday recognition in the classroom may be allowed at the discretion of the teacher. Parents



may send special (preferably healthy) treats to share at lunch or break, with teacher permission. Please be sensitive to potential allergies and check with your child's teacher.

**Lockers:** Middle school students will be assigned lockers. Students are responsible for providing a lock. If a student loses or damages the lock, he/she will be required to purchase a replacement. Students are expected to lock their lockers, use only their assigned lockers, and may not change lockers without the approval of the administration.

**Cubbies & Desks:** Students in primary and intermediate grades will be assigned desks and cubbies to store their belongings. They are expected to keep these areas clean and organized.

**Expectations for Parents/Legal Guardians (regarding complaints & concerns):** Catholic schools are partners with parents in raising their children in the faith and providing a Gospel based, Catholic education for their children.

The expectations for parents in this partnership is that there will be respect for the professional educators of their children, and adherence to the problem-solving process the school has in place, following a chain of command. Parents or students with concerns should first consult the appropriate staff/faculty member. If the issue remains unresolved after consulting the employee most connected to the issue, only then should one consult further levels of authority, namely, the appropriate school administrator, then the Pastor, then the Diocesan Superintendent, and, finally, the Bishop.

It is expected that parents will support and uphold school rules and policies and treat staff, students, and visitors with kindness and respect as partners in your child's education. Failure or unwillingness to do so as demonstrated by the behavior of parents can result in the partnership being irretrievably broken, and may result in the student being withdrawn from the school.

**Pets on School Property:** As per Diocesan Office of Catholic Schools Policy #113, with the exception of certified service animals, pets are not permitted on school property.

**Lunch:** Parents may order hot lunches for their students from [myhotlunchbox.com](http://myhotlunchbox.com). Lunch must be ordered and paid for 24 hours in advance in order for the vendor to deliver the meal. If you need to contact them, please email [info@myhotlunchbox.com](mailto:info@myhotlunchbox.com). Please note that we cannot microwave lunches brought from home nor can we supply condiments, utensils, etc. Students may always bring their own lunch from home. Students are required to have a refillable, labeled water bottle with them each day. Water fountains with bottle fillers are available on campus.

**Lost and Found:** All articles should be labeled. If found on campus, they are to be turned into the Front Office and will be stored in the Lost and Found area in the Office. Items that remain unclaimed after two weeks will be donated. Parents can promote the safe return of personal belongings by ensuring that the student's name is written in ink on all items.

**Technology:** All students and parents are to read the Technology Agreement and sign the Acceptable Use Policy that outlines conditions of use of computers and electronic information services, including the Internet. Failure to sign the Technology Agreement will prohibit a student's use of such equipment. Students not following the agreement will be subject to disciplinary measures, including suspension or expulsion. The use of technology is a privilege.

**iPads:** St. John Catholic Academy is committed to student use of technology as a tool to expand

learning opportunities and conduct scholarly research and creativity. The use of technology facilitates global collaboration, innovation and engineering - vital skills for our 21st century learners. Students in grades K-8 utilize Apple iPad on a wireless network. Apple iPads and the wireless network on the school's campus are strictly for educational use consistent with the school's educational goals. Along with the opportunity this provides, comes responsibility. The Acceptable Use Policy is designed to give the student and the student's family, as well as others on the school's campus clear and concise guidelines regarding the appropriate use of any technology on our campus. We expect our students to exercise good judgment and to utilize technology with integrity. As with any other school property, parents will be charged for any damages or loss caused by their child.

**Textbooks:** Parents are responsible for ordering replacement curriculum directly from Memoria Press should their students lose or damage their materials. (<https://www.memoriapress.com/>)

**Parent Teacher Organization:** The St. John Catholic Academy PTO dedicates itself to strengthening the partnership between the Academy and our families. This group of parents, teachers, administrators, and other staff members work to provide a consistent communication between parents and the school. The PTO implements and supports fund-raising and activities that enrich family faith life. In addition, the PTO encourages and supports volunteerism and service throughout the community.

## **Dress Code**

**General Guidelines Regarding Dress Code:** Students are expected to take responsibility and pride in their personal appearance and be clean, well-groomed, and in compliance with our uniform guidelines at all times. Uniform violations begin with a verbal warning to the student and follow St. John Catholic Academy Moral Standards and Behavior Guidelines.

**Inappropriate Messages:** Clothing that displays inflammatory, suggestive, alcohol or tobacco related, or otherwise inappropriate messages are never permitted by anyone on school grounds. This includes students, staff, parents, volunteers, etc.

### **General Guidelines Regarding Logos:**

Uniform clothing items containing the logo and school plaid are to be obtained through Lands' End online or Zoghby's Uniforms located in Lynn Haven. The school has selected these uniform items for their higher durability and colorfastness. Approximations or substitutes are not permitted. Navy and tan khaki shorts and pants may be purchased from department stores if desired.

All clothing and other uniform items should be kept clean and in good condition. Faded, discolored or worn items should be replaced. Our school logo changed the summer before the 2019-2020 school year to the eagle inside of a shield with the cross above the eagle head. That is the only school approved logo for uniforms and spirit wear. Any other logo'd clothing is not school approved.

**Obtaining Uniforms:** The school's uniform vendors hold sales at various times during the year for the convenience of our families. Vendors can be contacted directly. All uniform items may be purchased from:

- Zoghby's Uniforms 403 Ohio Ave Lynn Haven, FL 32444 850-248-5600
- Lands' End [www.landsend.com](http://www.landsend.com)

Certain uniform approved spirit items may also be purchased from the PTO or front office.

**Chapel Wear:** When students attend mass, they will be expected to dress appropriately in

chapel wear. Typically, mass is each Wednesday. Plan to send your child to school in chapel wear each Wednesday, unless otherwise notified by the school via text or email. Students may be asked to wear chapel wear for special events.

#### Girls, K – Grade 3

- Option 1: Light blue blouse (oxford or peter pan) with plaid jumper
- Option 2: Light blue blouse (oxford or peter pan) with plaid skort

#### Girls, Grades 4 – 8

- Light blue blouse (oxford or peter pan) with plaid skort/skirt

#### Boys, K – Grade 8

- Light blue oxford shirt and khaki or navy pants or shorts
- Sweater vest is optional

### Daily Wear

#### Girls

- Polo Shirts: navy or evergreen with school logo
- Oxford and Peter Pan Shirts: light blue with school logo
- Plaid Jumper (PreK- 3rd grade only): navy/evergreen plaid, worn with a light blue blouse ○ All jumpers must be worn with tights or shorts underneath
- Skorts or Skirts: navy, khaki or navy/evergreen plaid
- **All jumpers, skorts, skirts and shorts must be to the knee.**
  - **Younger students should wear skorts, not skirts.**
- Pants and Shorts: navy or khaki flat or pleated front with black or brown leather belt ○ Grades K-1 may wear elastic waist without belt, if no belt loops are present

#### Boys

- Polo Shirts: navy or evergreen with school logo
- Oxford Shirt: light blue with school logo
- Pants or Shorts: navy or khaki flat or pleated front with black or brown leather belt ○ Grades K-1 may wear elastic waist without belt, if no belt loops are present

**Outerwear** - Any clothing worn indoors (in classrooms) **MUST** have the logo embroidered on the clothing. If the clothing is worn outdoors only, the logo is not required.

- Navy or Evergreen Sweater or Sweater Vest (v-neck or crew, no hood)
- Navy or Evergreen Cardigan (v-neck or crew, no hood)
- Navy Sweatshirt (no hood)
- Navy or Evergreen Fleece Jacket (full zip or half zip)
- Navy or Evergreen Windbreaker/Raincoat (cannot be worn indoors)
- No other embellishments allowed
- For extreme cold weather, a heavy coat (any color) may be worn outdoors
- No hoodies of any kind are allowed on campus
- Jackets with hoods are not allowed to be worn inside the classroom
- Jackets and sweaters should not be wrapped around the waist of students

### Socks

- Socks must be worn at all times
- Acceptable sock colors are solid white, navy, evergreen, khaki, gray and black
- In cold weather, girls may wear navy or evergreen tights

## **Shoes**

- Acceptable shoe colors: predominantly solid black, brown/tan, navy, white or gray
- Athletic shoes are preferred (athletic shoes are permitted on mass days)
- Deck shoes and flat dress shoes are allowed, but not required
- Closed toe and closed back shoes are required
- The following types of shoes are not allowed: light up shoes, sparkly shoes, neon laces, shoes with wheels, cleats, high heels, clogs, boots above the ankle, etc.
- Shoes should look presentable and not have visible holes or damage
- Velcro shoes are acceptable
- Simple logo such as a Nike swoosh is acceptable.

**Belts:** If belt loops are on clothing, a brown or black belt must be worn.

## **Grooming and Enhancements**

- All clothing should be neat and clean, no holes in pants or shirts
- All clothing should fit properly and not be too tight or too short
- Clothing with logo must be purchased from Lands' End or Zoghby's
- Shirts are to be tucked in at all times
- No cargo style or colored denim bottoms
- Hair is to be kept neatly brushed and pulled back away from the face
- No facial hair is allowed
- No unnatural color hair-dye, mo-hawks, mullets or razor cut designs
- Boy's hair must be cut short enough so it does not touch the top of any part of the collar; it must be cut over their eyebrows and over their ears
- Girls may headbands or bows and hair accessories that are simple and non-distracting
- Hats and sunscreen are allowed and preferred during outside PE and sports
- No hoods allowed on clothing worn inside the classroom
- No nail polish or make-up
- One pair of stud earrings allowed (girls only)
- Small religious themed necklace and/or bracelet is allowed, if not distracting
- No smart watches. Simple watches are allowed, if not distracting.
- Backpacks may not have wheels and must be full size. Backpacks and lunchboxes may contain any color, character or pattern, as long as it is not offensive.
- Girls may carry small purses or clutch bag for personal items if needed, but they must not be distracting.

**Special Events:** The dress code for special events including but not limited to social events, Christmas Program, May Crowning, and graduation will be defined in advance of the event and must be adhered to or the student may not participate. If the student does not have clothing to fit the dress code of the event, school chapel dress uniforms may be substituted (sans shorts).

## **School Approved Dress-Out Days**

- School Approved Dress Out Days may include select picture days, Dr. Seuss Day, certain days during Catholic Schools Week and Red Ribbon Week, etc. Specific dress out information will be provided by the school or teachers regarding dress out days
- All other dress code rules apply

**School Approved Spirit Dress Days:** Any St. John Catholic Academy spirit shirt may be worn with school approved uniform bottoms (NO LEGGINGS, NO JEANS).

- Each Friday of the school year (unless it is a mass day), students have the option of a spirit shirt with any approved uniform bottoms. (Khaki or navy uniform bottoms.)

## Disciple of Christ ~ Education in Virtue®

St. John Catholic Academy integrates the *life of virtue* as our foundation for human and spiritual formation. As students learn the language of the virtues (patience, generosity, kindness, etc.), they are able to live them out in their daily lives. In living and learning the virtues, students develop the characteristics and coping mechanisms of a healthy and integrated life. Students are empowered to act virtuously in daily situations both at home and at school. The virtuous life is a happy life because it is free from the disorder of conflicting emotions and desires. Virtue is defined as the 'habit of doing good'. The disciple is able to live in friendship with Christ who is the model and fulfillment of our hope. With practice and prayer, the disciple grows into the *habitus* of virtue. A *habitus* is a dynamic and operative, meaning that the virtue has become second nature, so firmly rooted in us, we can act easily in the good.

The Catholic Church teaches that human life is sacred and that the dignity of the human person is the foundation of a moral vision for society.

With Christ as the focus, it is important that students understand that acceptable standards of behavior will be expected at all times. This school-wide plan is to equip all students with academic, behavioral, and social skills. In addition, each classroom teacher has established Classroom Expectations. It is with a goal of growth from external to internal discipline that the following expectations are given for student behavior:

- Students are expected to exhibit virtuous behavior, speech, demonstrate courtesy, and respect for teachers, staff, parents, assistants and fellow students
- Students will demonstrate respect and care for all school property
- Students will follow lunchtime policies and procedures, demonstrating courtesy and table manners.
- It is the responsibility of the students to leave any area neat and clean in consideration of those who follow
- St. John Catholic Academy students respect the personal space of all human beings
- Students are expected to follow specific classroom guidelines as noted by the classroom teacher
- Academic honesty is demonstrated at all times.
- All students/parents cooperate with arrival and dismissal periods
- Students understand that they represent St. John Catholic Academy while on field trips or attending assemblies
- Students at St. John Catholic Academy demonstrate hospitality and loving welcome by standing and greeting guests when they walk their classroom.

**Behavioral Expectations:** In addition to the list above, students demonstrate respect to adults (teachers, staff, parents, guests, etc.) by addressing them appropriately in manner and tone, (i.e. yes ma'am/sir, no ma'am/sir, Mrs./Miss, Mr.). Manners are expected to be utilized at all times while on school property and while in school uniform. The use of please and thank you are expected to be used regularly.

All students have a right to a learning environment that encourages academic excellence and is free from disruption. Therefore, every student is expected to have good attendance and be punctual for every class.

**Discipline:** As per Diocesan Office for Catholic Schools Policy #301, since discipline is the regulation of one's conduct in accord with Christian principles, it is a primary concern that teachers and students work together to maintain a suitable climate for learning. Mutual respect and consideration of the needs of each individual person foster this climate. As a general rule, teachers manage their own disciplinary issues. The Dean of Students and School Principal will be made aware of any significant disciplinary action and involved in cases other than routine classroom management.

*Administration is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. The school reserves the right to discipline students for conduct, whether inside or outside of school, that is detrimental to the reputation of the school.*

**Dress Code Infractions:**

1st Offense - Verbal reinforcement of the dress code expectation

2nd Offense - Written notice sent home

3rd Offense - Parent will be contacted to return to campus to correct dress code issue

4th Offense - Parent conference

*\*Dress code violations will reset every thirty days.*

**Minor Infractions Progression:**

1st Offense - Classroom behavior policy

2nd Offense - Classroom behavior policy

3rd Offense - Classroom behavior policy. Loss of privilege at teachers discretion.

*Parents will be contacted via phone call or email.*

4th Offense - Disciplinary notice sent home to be signed and returned and will be placed in The student's file.

**Major Infractions Progression:**

- Lunch Detention (Multi-Day)
- Parent Conference
- Potential withdrawal from school (the superintendent and pastor will be consulted prior to an expulsion)

*\*Most major infractions will include a probationary period that will support full reconciliation and reintegration into the classroom.*

**Corporal Punishment:** Corporal punishment is never permitted in schools in the Diocese of Pensacola-Tallahassee as per policy #301.

**Assemblies & Other Programs:** From time to time, the school may invite speakers to present programs. Students are reminded to treat all visitors with respect and to show appreciation for their time.

**Lunch Time Behavior**

Staff members and/or teachers are responsible for the supervision of the students during lunch and recess. Students are to show them the same respect that they have for their classroom teachers and each other. The attitude and actions of the students while in the classroom and on

the playground should reflect the quality Christian education that they receive both at school and at home. Courtesy and concern for others is to be the rule, not the exception.

It is vital that the students have a safe lunch/recess period, so the following rules have been established to ensure the safety of the students:

- Reasonable talking is permitted.
- Proper table manners are required and must be maintained.
- Food is not to be shared for hygiene purposes and to prevent allergic reactions.
- All students are responsible to clean up after themselves.
- Absolutely no abusive behavior (fighting, kicking, pushing, etc.) will be tolerated.

There are many options open to students in settling arguments, but fighting is not one of them. Students may be suspended for fighting in class or on the playground. No distinction is made as to "real" or "play" fighting.

- Physical or verbal bullying will not be tolerated.
- Students may not leave the playground without permission or supervision. • Students who are injured while playing should report to one of the staff members. Students will be taken to the office for treatment if necessary. As usual, parents will be notified of any injury that may need further attention.
- In general, it is expected that the behavior and language of each child reflects the Catholic teachings and values that parents and teachers try to instill in all of the St. John Catholic Academy children.

**Candy, Gum, Drinks, and Food:** Students may not bring or consume gum, sodas, or coffee drinks to school. Healthy choices are encouraged for snacks.

**Class Cutting/Truancy:** Failure to attend a scheduled class or program could result in disciplinary action and or suspension.

**Conduct Outside of School:** St. John Catholic Academy students must behave in a manner consistent with the beliefs, values, and code of conduct of the school both on and off school property. Behavior includes but is not limited to electronic communication. Any conduct deemed by the principal and/or pastor to be inappropriate or disrespectful to the integrity of St. John Catholic Academy or any of its students, may be subject to school disciplinary action.

**Damage/Destruction of School Property:** Students who vandalize, destroy, or otherwise damage school property (textbooks, desks, technology, etc.) will be required to pay full restitution and will be issued disciplinary action or suspension. No permanent markers are allowed to be used by students. Students are asked to use water based markers and highlighters for projects in class.

**Forging/Altering Documents:** Any student who forges, alters, or otherwise defrauds a document intended for parental or teacher signature may be issued a detention or suspension. A parent conference will also be arranged.

**Inappropriate Language:** Profanity, obscene language, or indecent gestures whether directed at students, teachers, or staff are never permitted. Abusive language or behavior will also not be tolerated. Violation of this rule will result in disciplinary action or suspensions.

**Items Prohibited to Possess:** Students are prohibited from possessing or carrying the following items at any time on campus during St. John Academy events. If found, the following item(s) are subject to immediate confiscation and the student will face disciplinary action that may include suspension or expulsion:

- Vaping devices, lighters or matches
- Weapons of any kind
- Pornography or other sexually explicit materials, (including viewing such material on school computers or other equipment.)
- Alcohol, tobacco, or other illegal substances

**Items Prohibited to Use:** The use of the following items is prohibited during classes, lunch, or during school hours without teacher permission for a specific purpose. These items are subject to confiscation if seen being used or displayed:

- Cell phones
- Electronic equipment (music, games, toys)
- Smart watches and trackers that can text or email
- Any other items which are distracting or disturbing in a class.
- Parents are discouraged from sending anything of value that could be lost, broken, etc.

Cell phones and other non-school issued electronic devices (at school) must be turned off and kept out of sight in the back pack. No calls or texting allowed. No student electronic devices may be used to take pictures. No harassment or threatening of individuals via device is permitted. Parents should plan the school day in advance with students regarding pickup, athletics, etc. Parents may not text or email students directly during the school day; parents should communicate with the school office if needed.

Those who violate any of the rules listed above will face serious consequences including device confiscation, suspension, and/or expulsion.

*St. John Catholic Academy is not responsible for any lost or damaged personal belongings brought to school by a student.*

**Displays of Affection:** Romantic hugging, kissing, cuddling, holding hands, or inappropriate touching is never permitted. Students who engage in such behavior may be issued a disciplinary action or suspension.

**Searches:** The school reserves the right to conduct searches of lockers, backpacks or any other personal belongings, etc.

**Tobacco:** St. John Catholic Academy is a nicotine free campus. No nicotine products (including tobacco products and electronic cigarettes) are not permitted within 1000 feet of the campus.

**Substance Abuse:** The use or possession of illegal drugs, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or non-prescription drugs by any student on school property or while attending or participating in any school-sponsored activity is forbidden. This will result in disciplinary action which may include expulsion.



The Diocese of Pensacola-Tallahassee is committed to a drug and alcohol-free environment. To accomplish this goal, schools have the right to implement a number of measures including searches of lockers and possessions. Failure to comply with these procedures may result in expulsion.

It is the policy of the Diocese and part of the pastoral mission of St. John Catholic Academy to assist students suffering from substance abuse. To accomplish this, the school may take a number of measures, including conferences with parents, drug testing, assessment by a certified drug counselor, enrollment of a student in a treatment program, and random testing throughout the year. Students will be held accountable for actions resulting from substance abuse.

**Supervision/Off-Limit Areas:** Students are not permitted in any campus area without adult supervision. Teacher workrooms and lounges are also off-limits to students. Students are also not permitted behind the counter in the Front Office or Library without permission.

**Theft:** In keeping with The Seventh Commandment, the taking of another's possessions without permission is not permitted. Such theft will require full and complete restitution and the student may be issued disciplinary action or suspension.

**Threats:** All threats of violence will be taken seriously. Threats intended in a joking manner may not be perceived as such and should be avoided. Credible threats may result in disciplinary action, suspension, or expulsion.

**Weapons:** Weapons of any kind are prohibited on school property at school functions, or on any school-sponsored transportation. All firearms are prohibited and will result in suspension or expulsion. Possession of other weapons such as knives or any other item which may be used as weapons is grounds for disciplinary action, including suspension or expulsion. If necessary, the school will contact the proper authorities to deal with any possible criminal behavior involved.

**Violence:** Any student who strikes, slaps, punches, pinches, bites, kicks, pulls the hair of, or otherwise inflicts bodily harm on another student, faculty, or staff member may be issued disciplinary action or suspension. Severe situations may also be cause for expulsion. If necessary, the school will contact the proper authorities to deal with any possible criminal behavior involved.

**Serious Misconduct:** The authority to suspend or expel a student from school resides with administration and does not require a certain number of prior consequences. If a school administrator deems misconduct to be serious enough for suspension or expulsion, he or she reserves the right to take such action.

**Suspension:** Any work missed as a result of an out-of-school suspension may not be made up and will result in zeros being given for that work, including tests that are missed.

**Expulsion:** When the school's means of behavior improvement have proven ineffective or when a student's conduct is determined to be a definite hindrance to the welfare and progress of the school community, a student may be expelled and be required to withdraw from the school. In

the case of suspension or expulsion, a student will be informed of the charges. If the student denies them, an explanation of the evidence will be given, and the student will be given an opportunity to refute the charges before the administration. Additionally, the administration will notify parents promptly by telephone and will follow-up.

*Other inappropriate behavior not mentioned in this handbook or any conduct unbecoming of a student in a Catholic school is not permitted.*

## **Extra-Curricular Activities**

**Participation:** Students who wish to participate in athletics, clubs, school organizations, social functions, or other extra- curricular activities should remember that their involvement is a privilege, not a right. If a student checks out sick, he/she is not allowed to participate in activities after school.

**Intramural :** St. John Catholic Academy offers a variety of intramural sports for students in various grades. Information is sent out via email regarding our intramural sports programs. Release of Liability waiver must be signed in order for your student to participate prior to attending any practice.

**National Junior Honor Society:** Honor Society is one of the highest honors that can be awarded to a middle school student. To be eligible for membership consideration, students must be in 6th, 7th, or 8th grade and have a minimum grade average as determined by the Society's Faculty Council. However, no student is inducted simply because of a high academic average. Additionally, potential members must meet high standards of leadership, service, citizenship, and character. Students are then selected by a school faculty council.

Students may be removed from NJHS for failure to meet appropriate standards in grades and conduct.

**St. John Catholic Academy 2023-2024**  
**Parent/Student Handbook Agreement**

We have read and agree to support, abide by and follow the procedures and policies of St. John Catholic Academy as set forth in this Handbook, which include, but are not limited to the policies for Media and Technology, and all other policies that may be adopted or amended from time to time during the school year. Notification of changes may be in writing, emailed or posted on the school's website. As per Diocesan Office for Catholic Schools Policy #100, all school handbooks, policies, and their future revisions must be approved by the Office for Catholic Schools before being implemented. The principal reserves the right to add to or amend this school handbook at any time. Parents will be given prompt notification when changes are made.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Student(s) Name(s) Here:

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