



Saint John Catholic School

In Spiritu Et Veritate

Family Handbook

2017-2018

1005 Fortune Avenue Panama City, FL 32401 (850) 763-1775

PARENT/STUDENT HANDBOOK

The purpose of the Family Handbook is to strive to insure cooperation between the parents, the students, the faculty, and the school administration. Familiarity with these regulations and policies, as well as procedures, helps to create greater harmony in school life. St. John Catholic School believes that a positive and constructive working relationship between the School and a student's parents/guardian is essential to the accomplishment of the School's educational mission. The School accordingly reserves the right to terminate or not renew a student's enrollment contract if the School reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible and/or otherwise seriously interfere with the School's accomplishment of its educational purpose.

ST. JOHN CATHOLIC SCHOOL MISSION STATEMENT

At St. John the Evangelist Catholic School, we strive to become living examples of the teachings of Jesus Christ and the Roman Catholic Church in our academics, families, parishes, and community.

CATHOLIC EDUCATION

The primary purpose of Catholic education is directly related to the fundamental mission of the Catholic Church; to communicate the Good News of Jesus Christ to the world. Catholic education fosters a Catholic identity that permeates culture; it relates human affairs and activities to Christian principles and religious values. This integration of religious truth and values with life, distinguishes the Catholic school from other schools, public or private. The Catholic school becomes the unique setting within which our faith becomes living, conscious, and active through teaching and learning. It further facilitates the blending of Christian teaching with the challenge of learning and living, through a well- balanced curriculum. Thus, in Catholic school each student is able to:

- Develop a desire for learning
- Develop a knowledge and understanding of the academic content areas
- Become a skilled problem solver
- Strive for academic excellence
- Contend with difficulties with daily living
- Accept responsibility as a productive member in today's society
- Continue education beyond school years through independent learning
- Cultivate a lifestyle resonating Christian values necessary for effective leadership in the community at large
- Learn the Gospel of Jesus Christ and integrate the Lord's message in daily living

- Grow in a personal relationship with Jesus Christ
- Develop an understanding of the teachings of the Catholic Church
- Develop an appreciation for Catholic culture and tradition
- Recognize the importance of a Christian moral and ethical values in daily life

STUDENT EXPECTATIONS/RESPONSIBILITIES

Student rights entail student responsibilities. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

The School and community hold the highest expectations for the conduct of the students at St. John Catholic School to create a caring and safe environment that prepares learners for success in school and society. Violence or class disruptions shall not be tolerated, and students who engage in such acts on school property, on school sponsored transportation, or during school sponsored activities shall receive the most severe consequences provided for by this policy.

- Students are expected to be in school, on time, and learning every day.
- Students are expected to know and observe school rules.
- Students are expected to assume responsibility for their own behavior.
- Students are expected to bring only items to school that add to the educational environment of the classroom.
- Students are expected to demonstrate appropriate and responsible behavior always.
- Students are expected to respect the personal space of others and shall not engage in any form of PDA, Public Display of Affection.
- Students are expected to respect school property.
- Students are expected to refrain from any conduct, which interferes with another student's opportunity to learn.
- Students are expected to contribute to a safe and orderly learning environment by respecting themselves and others, their property, school rules and regulations.
- Students are expected to complete classroom assignments and meet all requirements of their programs for learning.
- Students are expected to demonstrate quality and pride in their academic work and all SJCS activities.
- Students are expected to cooperate with other students to further common educational goals and to assist school personnel in creating a climate of mutual trust and respect conducive to learning.

Responsibility of Parents/Guardians

By choosing to enroll a child at **St. John Catholic School**, parents provide their child with an exciting educational opportunity. Registration of a student indicates that

parents or guardians have accepted the responsibility to provide the proper interest, encouragement, guidance and home environment to foster the best possible learning situation.

SJCS expects parents and students to comply with the requirements of the school. Please read the following expectations carefully:

- I understand that my child is expected to attend **every day, to arrive promptly**, and to remain throughout the scheduled hours. I agree to schedule medical appointments outside school hours whenever possible.
- I understand that it is my responsibility to notify the school in writing if my child is to be released in the custody of another adult to leave the school grounds.
- I understand that my child is to adhere to the dress code and the Code of Student Conduct.
- I understand that, as a parent, I must be supportive of my child and his/her school. I understand that I (or an adult representative) will attend parent conferences, school meetings and other activities sponsored by the school. All parents are required to fulfill a minimum of **25 volunteer** hours through out the school year.
- I understand that it is my responsibility to review, sign, and return all written communications when requested.
- I understand there are student performance standards that address the skills and competences that a student must learn to pass from one grade to the next.
- I understand that students enrolled in **SJCS** shall be subject to the rules and policies of the Diocese of Pensacola/Tallahassee.
- I understand that my child and I must adhere to the SJCS Policies and Procedures detailed in the manual located on the website at:

www.stjohncatholicsschool.com

CAMPUS FAITH LIFE

- Liturgy of the Eucharist, or the Mass, is our greatest act of worship and praise as Catholics.
- Students attend Mass on a weekly basis at 8:00 AM.
- Each class, beginning in Kindergarten and going through Grade 8, participates in preparing the Liturgy of the Word at the beginning of the Mass.
- Parents are invited to join us in the celebration.
- Parents are also welcome to join us at morning prayers around the flagpole at 8:05 AM.

LEARNING PROGRAM

To learn is to grow, to change, and to live. Instructional approaches and methods are varied to meet the learning rates, styles and individual needs of students and to help them integrate concepts, skills and attitudes. The faculty continually reviews and evaluates the content and instructional materials in each subject area.

St. John Catholic School follows curriculum guidelines according to the Florida Catholic Conference Accreditation Program, the Diocese of Pensacola-Tallahassee, and the state of Florida. Each grade has a website, and each teacher will have a dedicated page describing the texts and materials (supplemental texts, Apps, etc) they are using for their students.

We ask parents to familiarize themselves with their children’s texts and material by visiting the various teacher’s websites.

GRADING SCALE

| Grades 2 - 8 | |
|---------------------|---|
| 100-90 | A |
| 89-80 | B |
| 79-70 | C |
| 69-60 | D |
| 59-0 | F |

| Grade 1 | |
|-------------------|---|
| Satisfactory | S |
| Good | G |
| Needs Improvement | N |

- **EARLY CHILDHOOD (PRE-K3 & PRE-K4)**

The program of early childhood promotes physical, emotional and intellectual development for the young child. These objectives are reached by providing the child with a warm and stimulating environment within the Christian atmosphere of the school. Play experiences are geared to the individual needs of each child. Large and small motor activities, music, art, science experiences, and skills necessary to the development of reading and math readiness are encouraged in the Pre-K programs. Emphasis is placed on learning from the immediate environment and in providing concrete experiences consistent with the developmental stages of children.

- **PRIMARY LEVEL (KINDERGARTEN - GRADE 2)**

Classes are primarily self-contained. Emphasis on the primary level (grades 1-2) is placed on religion, language arts, and math.

- **ELEMENTARY LEVEL (GRADES 3-5)**

Social studies, engineering, science, music, art, physical education, computer, library, and guidance are also part of the elementary curriculum. Developmental priorities for

this level are encouraging growth and responsibility, including the need to develop good organizational skills and study habits necessary for success in school.

- **MIDDLE SCHOOL (GRADES 6-8)**

St. John Catholic School recognizes that early adolescence is a unique period in the lives of students, during which they must contend with the challenges with a changing self and an increasingly complex world. Our goal is to create a program, which provides a supportive environment that fosters educational achievement, while providing for physical, social, and spiritual growth. Students are exposed to a variety of learning experiences and a rigorous curriculum, encouraging the development of the whole child and providing the opportunity for the student to obtain a solid preparation for high school.

- **HOMEWORK**

Homework is an integral reinforcement tool in the educational process. It helps to discipline the student to develop independent work habits and a sense of responsibility. Homework is assigned throughout the week but not usually assigned on weekends. Any student who does not complete homework or classwork during the week is expected to do the work over the weekend. Long-term projects and/or assignments are not considered weekend homework. As a rough guideline, homework should not generally exceed 10 minutes per grade per day– that is 10 minutes in grade 1, 20 minutes in grade 2, 30 minutes in grade 3, and so on.

REPORT CARDS

Students receive report cards approximately every nine weeks. Grades can also be checked by way of the school's online program, PowerSchool. For more information, please contact Mrs. Wilma Wilson.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

- PowerSchool enables you to check your child's progress online at any time.
- New families will be contacted by the faculty member who administers PowerSchool to distribute a username and password at the beginning of each year.
- Continuing families have the same username and password.
- Email is a convenient way to communicate with teachers. Addresses are on the school website.
- St. John students are not permitted to visit unacceptable websites, or to misuse software or hardware. Students not abiding by this policies will lose the privilege of using school computers:
- Students may not use cell phones on campus between the school hours of 7:40 AM and 2:50 PM. Cell phones must be stored away, not on their person or in their purse, and powered OFF during the school day. This does not mean set to

vibrate, but in the OFF position. Texting has become a distraction to the instructional process. Students who do not follow these rules will run the risk of losing their phone privileges. Use of or visibility of cell phones will lead to confiscation.

- Students are not allowed to bring cameras, or use cameras on campus unless directed by a teacher. See the section on **The Use of Images of St. John Catholic School Children in Advertising and Social Media** below.
- All other electronic devices including, but not limited to, Mp3 players, iPods, handheld games, etc., should not be brought to campus.
- For students who receive a piece of technology as a resource from the school, additional agreements must be signed and followed.

ADMISSION POLICY

St. John Catholic School follows the Admission Policy as defined by the state of Florida and the Diocese of Pensacola-Tallahassee. All families are eligible to attend St. John Catholic School regardless of race, religion, creed, color, sex, or national origin. Parents of new students registering for preschool through the Grade 8 are to meet with the school administration before registration. Copies of current report card and the most recent standardized test scores will need to be provided by parents or guardian. Students are admitted based on past academic performance, attendance and disciplinary records. Acceptance of students to St. John Catholic School is decided by the school administration and often requires students to spend at least one day in the school setting.

REGISTRATION

At the time of registration, the child's birth certificate, baptismal certificate, and medical records must be presented. Children being registered for K3 must be three years of age by September 1; K-4 must be four years of age by September 1. Kindergarten must be five years of age by September 1, and First Grade must be six years of age by September 1 or have completed Kindergarten at an accredited school.

TUITION SCALE 2017-2018

St. John Catholic School is a vital mission of St. John the Evangelist Parish. The actual projected cost per student, grades Preschool-8th for the new year, is cost-based. Hence, the tuition and fees reflect our commitment for fiscal responsibility and accountability. St. John Catholic Church and the other Catholic parishes support the school by subsidizing our school budget. This collaborative effort ensures that Christ's mission of evangelization within the greater Panama City area will remain vibrant. All parents enrolling their children will need to commit themselves to the conditions below in order for us to fulfill our stewardship to Catholic education.

K5-8th Grade

| Number of Children | Registration Fee | Tuition Rate | Sibling Discount |
|--------------------|------------------|--------------|------------------|
| 1 | \$250.00 | \$5,950.00 | \$0.00 |
| 2 | \$300.00 | \$11,900.00 | \$1,100.00 |
| 3 | \$350.00 | \$17,850.00 | \$2,900.00 |
| 4 | \$400.00 | \$23,800.00 | \$5,000.00 |
| 5 | \$450.00 | \$29,750.00 | \$6,500.00 |

*Paid in full discount of 5% if paid by June 1st

Pre-school

\$5,500.00 (Full day)

***7:50am-2:50pm**

\$3,250.00 (Half day)

***8:00am-11:00am**

***VPK Vouture Program 8:00am-11:00am**

-voutures must be applied for through the Early Learning Coalition of North West Florida

For the success of the new school year, the following conditions have to be met:

- Regarding registration, the balance of your tuition account for this school year has to be current to register for the next school year.
- The first tuition payment for the new school year is due June 5.
- Intent to apply for tuition assistance directly through the school requires application through F.A.C.T.S. Tuition.
- Monthly payment options will include a 10-month plan and a 12-month plan. The 12-month plan must begin in June.
- In order for the school to hire the necessary faculty for each grade, everyone is encouraged to register earlier rather than later.

METHOD OF TUITION PAYMENT

St. John Catholic School collects tuition only through F.A.C.T.S. Tuition Management, Inc. Enrollment into this program is not optional. There will be many ways to pay:

- ACH
- Automatic debit
- Returning student registration fee is due when turning in registration and is nonrefundable.

- New student registration fee must be paid at time of registration and is nonrefundable.
- Registration is never complete until all documentation is turned in to the principal.
- Tuition will be divided into three (3) monthly payment plans through F.A.C.T.S. Tuition Management:
 - A. Ten (10) monthly payments, beginning June and ending March
 - B. Twelve (12) monthly payments beginning in June and ending in May {This last payment plan offers the opportunity to have more payments but at a lower rate.}
- Families must sign up for F.A.C.T.S. Tuition Management Plan by completing an enrollment form at the time of registration. For assistance, in signing up, please contact St. John Catholic School Office. F.A.C.T.S. Tuition is also the only way after care can be paid. The school no longer accepts payment for either after care or the lunch/drink program.
- A \$25.00 payment fee will be assessed on all non-sufficient funds (NSF) checks presented to the school and to F.A.C.T.S. Tuition.
- To maintain a continuous cash flow and to meet ongoing school expenses, the plan will be rigidly enforced. If payments are not met on schedule, the child will not be readmitted the next semester. If a personal emergency exists, the family should contact the school office before the due date so that an alternate payment plan can be addressed.
- All parents and/or guardians are required to sign the Financial Agreement Form to be submitted to the school office at the time of registration.
- Diocese of Pensacola-Tallahassee Tuition Refund Policy (effective 8-28-2014) ~ The school will notify parents at the time of registration that if there is the student withdraws from school before the beginning of the school year, there will be no refund of tuition paid up to the amount of two months of the total tuition. If the student withdraws from the school during the school year the following schedule will be nonrefundable:
 - During the first Quarter 25% of the tuition
 - During the second quarter 50% of the tuition
 - During the third quarter 75% of the tuition
 - During the fourth quarter 100% of tuition
 - If there is a **transfer of employment of the parent over 60 miles** from their original home, the principal may use his or her discretion in the refunding of tuition and will notify the Schools Office of the Diocese of Pensacola-Tallahassee of his or her decision. If a student withdraws from the school at anytime, there will be no refund of fees paid. This includes book fees, registration fees, graduation fees, retreat fees or other fees established by the school.

PARISH PARTICIPATION SUBSIDY

- It is important that we bring to everyone's attention ways for financial assistance and subsidy at St. John Catholic School.

- The cost of education continues to rise. Teacher salaries, insurance, utilities, technology and maintenance cost increase annually. These are the main reasons for tuition and/or fee increases.
- To assist, Catholic parishes are providing subsidy to those participating parishioners who meet the stewardship requirements.
- Your stewardship–time commitment to ministry in the parish, using one’s talent to support the Church’s mission of justice and mercy in the community, and the financial support of the parish is recognized as your participation in the parish. In doing so, a family may enjoy the privilege of having a Catholic-subsidized tuition rate.
- If during the year a family is not abiding by the subsidy agreement, the pastor can revoke the subsidy. If this happens, the pastor may notify the school and the family will be morally obliged to pay the full tuition rate.
- **Parish Subsidy**, awarded to any qualifying family, **will be applied after the completion of the 2nd Quarter**; therefore your monthly tuition rate for the 1st and 2nd Quarter is the full monthly rate. The 3rd and 4th Quarter tuition will reflect a reduction in the monthly rate according to the amount awarded in subsidy.
- If you have a balance due on tuition, the subsidy will be applied to the balance due.
- Any residual subsidy monies received the current fiscal year will be credited your account.
- We also encourage registered parishioners who meet the requirements but can afford to pay full tuition to waive their privilege and support St. John Catholic School by paying the full tuition. Your support will be greatly appreciated.
- Parish Participation Subsidy Forms are available upon request at the school office. This form must be signed by your pastor for you to be considered for the Parish subsidy.
- This completed form is due **October 1** in the school office.
- Families must meet all the following criteria set by the Pastors in the Panama City area:
 - Registered member of the parish
 - All family members regularly attend Sunday Mass
 - Contribute time and talent to the various ministries and organizations within the parish
 - Support of the parish through reportable income (offertory envelope or personal check; the minimum annual contribution to the parish should at least be equal to the amount of the parish subsidy).
 - Participate in the annual diocesan Catholic Sharing Appeal (CSA)
 - You must have the pastor’s approval on your application each year. Pastors will review each family’s commitment.
 - If you area Catholic parishioner in another parish (St. Bernadette, St. Dominic, Sts. Peter and Paul, or Our Lady of Rosary), please complete

the Parish Participation Subsidy Form and return it to your pastor for approval.

- If the Parish Participation Subsidy Form is not approved, the full tuition rate will apply. New Catholic families who have registered in St. John Parish or in another parish (St. Bernadette, St. Dominic, Sts. Peter and Paul, or Our Lady of Rosary) must apply for Parish Subsidy within two weeks from school registration date. A letter from the family's previous parish may be required to state their parish participation status.

FLORIDA SCHOOL CHOICE SCHOLARSHIPS

- Step Up For Students is an initiative of the Florida Tax Credit (FTC) Scholarship Program, an educational plan designed to help low-income families in Florida obtain the best education for their children based on income. There is a \$30.00 Application fee. Eligibility chart will be posted at the Step Up for Students website.
- McKay Scholarship is also accepted.
- St. John Catholic School does participate in VPK, the voluntary pre-kindergarten network through the Early Learning Coalition of Northwest Florida.
- Families who need additional tuition assistance and who would like to apply for funds from the donation-based tuition assistance account, may receive a form from the business manager. Financial documentation is required, and the application is run through F.A.C.T.S. Tuition. F.A.C.T.S. Tuition charges \$43 for the application.

BEFORE AND AFTER SCHOOL CARE ~ WEEKLY RATES

- Every family is required to register for after care. There is no registration fee.
- Before-school care begins at 7:00 a.m. and ends at 7:30 a.m., and is free from charge.
- Any student not picked up by 3:00 PM will go to the Extended School Day Program.
- On days with early dismissal, it will be determined based on the need by the extended care workers to offer after care beginning at noon through 3:00 PM.
- Rates: \$3.00 per hour (or any part of the hour) for each child, beginning at 3:00 PM.
- After-school care begins at 3:00 p.m. and ends at 5:30 p.m. After 5:30 p.m. \$1.00 per minute per child may be charged if a child is not picked up. This also applies to half-day Pre-Kindergarten students beginning at 11:15 a.m.
- All charges for extended care are billed through the FACTS secondary fees account.
- If you have special needs concerning these procedures, please call the office.

LUNCH/DRINK PROGRAM

Golden Corral will provide the school with a menu for the month. Each lunch option will include 1 meat, 1 veg., 1 starch, and a roll for a fee of **\$4.25**. Specialty lunches will be available daily for an up-charge of **\$1.00**. This will be a set menu, therefore **NO SUBSTITUTIONS** will be allowed. **Milk** will be available for purchase for a fee of \$.50. (white or chocolate)

Lunches will be identified as follows:

- A. **(R) ~ *Regular**
- B. **(S1) ~ *Grilled Chicken, steamed broccoli, Rice, & Roll**
- C. **(S2) ~ *Fried Chicken Legs, Mashed Potatoes, Green Beans, & Roll**
- D. **(S3) ~ *Vegetarian Tray (Mashed potatoes, green beans, corn, roll)**
- E. **(S4) ~ *Chef Salad w/ham & Ranch**
- F. **(S5) ~ *Caesar w/chicken & Caesar**

Milk:

(C) ~ *Chocolate B. (W) ~ *White

Payment: Any family that has registered through FACTS will be invited to create a deposit account that will be used to order lunches, only. Each family will be expected to start the account with a minimum of **\$25.00** and must maintain a minimum of **\$12.00** in the account at all times. A weekly report will be ran to verify funds and accounts that do not have funds available will not be eligible for ordering. FACTS will automatically send you an alert when your account is low. Consecutive negative balance on your account could lead to dismissal from the lunch program.

Ordering Process: A menu will be developed for each month and will be distributed to parents via email, school website, and teacher websites. Teachers will take lunch orders each morning as they take attendance. All orders must be submitted by 8:45 am in order to be processed for that day. Each teacher will develop an ordering process for his or her classroom, and will communicate this to parents.

UNIFORM POLICY

St. John Catholic School expects the students to follow the uniform policy on all school days in keeping with the pride we have in our school and ourselves. It is the responsibility of the parents to ensure that students come to school in proper uniform. If students violate the uniform policy, parents will be contacted to bring the child appropriate clothing. Constant uniform violations may result in disciplinary action. All uniform items are available through Zoghby's Uniforms (Lynn Haven), Almega Sports (Lynn Haven) and or online with Lands End®. St. John preferred school number is **900035320**.

WEDNESDAY CHAPEL DRESS

(Chapel Dress Day (for Wednesday Mass; Chapel Dress may be worn as a daily wear uniform)

- **(Girls, K – Grade 5)** ~ Evergreen/Navy plaid choice (jumpers and skorts may be not shorter than 3 inches above the bend of the knee, allowing room for growth); Oxford Blue blouse or shirt (short or long sleeve) with Navy or Gold school logo appearing over the left breast pocket area; Evergreen/Navy plaid side-pleated skort (skorts may be not shorter than 3 inches above the bend of the knee, allowing room for growth.); Evergreen/Navy plaid neck tie (or navy cross tie with plaid jumper); Sock color may be navy or evergreen. Shoes, see Below.
- **(Girls, 6 – 8 Grade)** ~ *Navy Blazer with new, 2 inch gold school logo appearing over the left breast area, Oxford Blue shirt (short or long sleeve) with Navy or Gold school logo appearing over the left breast pocket area; Evergreen/Navy plaid neck tie; Evergreen/Navy plaid side-pleated skort (skorts may be not shorter than 3 inches above the bend of the knee, allowing room for growth); Sock color may be Navy or Green. Shoes, see below.
- **(Boys, K – 5 Grade)** ~ Oxford Blue shirt (short or long sleeve) with Navy or Gold school logo appearing over the left breast pocket area; (Sweater vest, Navy or Evergreen during cool weather), Evergreen/Navy plaid neck tie; Tan Pants or Tan Shorts; Sock color may be green or navy. Shoes, see below.
- **(Boys, Grades, 6 - 8)** ~ *Navy Blazer with new, 2 inch gold school logo appearing over the left breast area, Oxford Blue shirt (short or long sleeve) with Navy or Gold school logo appearing over the left breast pocket area; Evergreen/Navy plaid neck tie; Tan Pants or Tan Shorts; Sock color may be green or navy. Shoes, see below.
- **(New) ~ Navy blazer is optional for all students and mandatory for Grade 8. * Due to semitropical weather, Chapel Dress consists of everything stated above without the blazer from August 15 – December 14 and March 16 – June 15. The blazer is mandatory for Grade 8 (Optional for all other students) during our cold season (December 15 – March 15).**

Shoes ~ (Chapel Dress)

- May be solid leather, canvas athletic, or suede with tie up laces.
- The shoe may be solid tan, brown, black, navy, or gray color. For example, deck shoes, tan canvas sneakers are acceptable choices.
- Slip on shoes are permitted as long as it surrounds the entire foot.
- **No athletic shoe may be worn with Chapel Dress on Wednesdays, Holy Days, or Special Masses with the Bishop.**
- No sandals or any other exposed heel or toe shoes. Velcro shoes are suitable for our younger students.

Socks ~ (Chapel Dress)

- Navy or Green socks must be worn and must cover the ankle bone.
- Girls may wear solid color navy or green tights in colder weather.
(New) ~ No other color tights are allowed or tights with patterns, for example snowflakes, dots, animals etc.
- **Cold Weather Outerwear ~ (Chapel Dress)**
- (Grades, K – Grade 5) ~ Navy or green crew neck or V-neck sweaters for Boys or Girls. (Optional)
- (Grades, K – Grade 5) ~ Navy or green Sweater vest for Boys and Girls. (Optional)
- (Grades, 6 – 8) ~ *Navy blazer for Boys and Girls. (Mandatory for Grade 8 during cold weather)
- Girls may wear navy or green tights in colder weather.
- *Navy or Green Sweater vest, crew neck, or V-neck sweater are optional with the blazer.
- (New) ~ No other color sweater or jacket is allowed.
- (New) ~ Navy Jackets without logos are acceptable and may be may be purchased from local vendors.

DAILY WEAR ~ (GRADES, K – 5)

(Chapel Dress Day (for Wednesday Mass; Chapel Dress may be worn as a daily wear uniform)

Shirts Options ~ (Daily Wear)

- Navy or Evergreen polos with the Gold 2 inch school logo appearing over the left breast pocket area.
- Oxford Blue short or long sleeve shirt with the Navy or Gold 2 inch school logo appearing over the left breast pocket area, Evergreen/Navy tie.

Pants, Shorts, Jumpers, or Skort Options ~ (Daily Wear)

- Navy or Tan pants, shorts and (skorts for girls).
- (Girls, K – Grade 5) ~ Shorts and skorts may be not shorter than 3 inches above the bend of the knee, allowing room for growth.
- Cargo pants or shorts, skinny-cut pants or colored denim are not acceptable alternatives.
- (Girls, K – Grade 3) ~ Navy or Green polo dress with argyle socks.
- (New) ~ (No Argyle with plaid).
- (Girls, K – Grade 5) ~ Evergreen Green/Navy plaid choice (jumpers and skorts may be not shorter than 3 inches above the bend of the knee, allowing room for growth), Evergreen/Navy plaid neck tie (or navy cross tie with plaid jumper); Sock color may be navy or evergreen.
- Belts: Brown or Tan (leather) let must be worn with shorts, skorts, or pants that have belt loops.

Shoes ~ (Daily Wear)

- May be solid leather, canvas athletic, or suede with tie up laces.
- The shoe may be solid tan, brown, black, navy, or gray color. For example, deck shoes; tan canvas sneakers are acceptable choices.
- Slip on shoes are permitted as long as it surrounds the entire foot.
- An **athletic shoe** may be worn as long as styles and color does not clash with the color palette for the Dress Code. For example, a navy shoe with intermixed florescent colors is not acceptable nor is a shoe with printed geometric patterns.
- **No athletic shoe may be worn with Chapel Dress on Wednesdays, Holy Days, or Special Masses with the Bishop.**
- **(New)** ~ No Boots of any type.
- No sandals or any other exposed heel or toe shoes. Velcro shoes are suitable for our younger students.

Socks ~ (Daily Wear)

- Navy, Green, or white socks must be worn and must cover the ankle bone.
- Girls may wear navy or green tights in colder weather.
- **(New)** ~ No other color tights are allowed or tights with patterns, for example snowflakes, dots, animals etc.

Cold Weather Outerwear ~ (Daily Wear)

- Navy or green cardigan sweaters for Girls.
- Navy or green crew neck or V-neck sweaters for Boys or Girls.
- Navy or green sweater vests for Boys or Girls.
- Girls may wear navy or green tights in colder weather.
- Navy or green fleece jacket for Boys or Girls.
- Navy Squall or rain jacket for Boys or Girls.
- **(New)** ~ No other colored sweater or jacket is allowed.
- **(New)** ~ Navy Jackets without logos are acceptable and may be purchased from local vendors.

DAILY WEAR ~ (GRADES, 6 – 8)

(Chapel Dress Day (for Wednesday Mass; Chapel Dress may be worn as a daily wear uniform)

Shirts Options ~ (Daily Wear)

- Navy or Evergreen polos with the new Gold 2 inch school logo appearing over the left breast pocket area.
- Oxford Blue short or long sleeve shirt with the new Navy or Gold 2 inch school logo appearing over the left breast pocket area, Evergreen/Navy tie.

Pants, Shorts, Jumpers, or Skort Options ~ (Daily Wear)

- Navy or Tan pants, shorts and (skorts for girls).
- Shorts and skorts may be not shorter than 3 inches above the bend of the knee, allowing room for growth.
- Cargo pants or shorts, skinny-cut pants or colored denim are not acceptable alternatives.
- Belts: Brown or Tan (leather) let must be worn with shorts, skorts, or pants that have belt loops.

Shoes ~ (Daily Wear)

- May be solid leather, canvas athletic, or suede with tie up laces.
- The color of the shoe may be tan, brown, black, or navy to compliment the Chapel Dress look. For example, deck shoes, tan canvas sneakers are acceptable choices.
- Slip on shoes are permitted as long as it surrounds the entire foot.
- An **athletic shoe** may be worn as long as styles and color does not clash with the color palette for the Dress Code. For example, a navy shoe with intermixed florescent colors is not acceptable nor is a shoe with a printed geometric patterns.
- **No athletic shoe may be worn with Chapel Dress on Wednesdays, Holy Days, or Special Masses with the Bishop.**
- **(New)** ~ No Boots of any type.
- No sandals or any other exposed heel or toe shoes. Velcro shoes are suitable for our younger students.

Socks ~ (Daily Wear)

- Navy, green, or white socks must be worn and must cover the ankle bone.
- Girls may wear navy or green tights in colder weather.

- **(New)** ~ No other color tights are allowed or tights with patterns, for example snowflakes, dots, animals etc.

Cold Weather Outerwear ~ (Daily Wear)

- Navy or green cardigan sweaters for Girls.
- Navy or green crew neck or V-neck sweaters for Boys or Girls.
- Navy or green sweater vests for Boys or Girls.
- Girls may wear navy or green tights in colder weather.
- Navy or green fleece jacket for Boys or Girls.
- Navy Squall or rain jacket for Boys or Girls.
- No other colored sweater or jacket is allowed.
- **(New)** ~ Navy Jackets without logos are acceptable and may be purchased from local vendors.

P.E. Dress Code ~ (Middle School)

- Students in Grades, 6 – 8, will dress out for P.E.
- Athletic shoes are required.
- Navy or Black knee length shorts
- Oxford Gray T-Shirts with the new navy athletic school logo is to be worn.
- Laced up athletic shoes with ankle socks are part of the P.E. uniform.
- Oxford Gray sweaters, zip-up sweatshirts, coats, jackets with the new navy athletic school logo.

Grooming and Enhancements ~ (Chapel Dress and Daily Wear)

- Hair should be neat, clean, and appropriate.
- No exotic styles or colors.
- Hair must not cover student's eyes in the front, or for boys, it should not touch their collar in the back.
- Girls, no nail polish allowed. Only one pair of stud earrings allowed; and for necklaces, small religious pendants or medals may be worn. No other jewelry allowed. No make-up in Grades, K – Grade 6.
- Light and natural make-up only for girls in Grades 7 & 8.
- Boys, small religious pendants or medals may be worn. Other jewelry of any kind cannot be worn.
- Watches may be worn, but must not be a distraction or have a distracting alarm.

ATTENDANCE - ARRIVAL, TARDINESS AND EARLY DISMISSAL

FLORIDA SCHOOL LAW—232.022 ~ The attendance of all school pupils shall be checked each school day in the manner prescribed by the regulations of the state board and recorded in the school register. Pupils may be counted in attendance only if they are present at school or are away from school on a school day and are engaged in an educational activity, which constitutes

part of the school-approved instructional program for the pupil. Regular attendance is a necessity in pursuing excellence in education. Students should not be kept home except in case of illness or emergency.

Child Care: If it is necessary that a child arrive earlier than 7:40 AM, they may be dropped off in the Parish Hall as early as 7:00 AM, and there will be adult supervision.

Arrival ~ 7:40 AM: the main gate will be opened. Children should never be dropped off at school earlier than 7:40 AM.

- For the security of the children, after Morning Prayer and until dismissal, the campus is closed. Entrance onto School Property from 7:40 AM to 3:30 PM is the through school office.
- While dropping off student(s), drivers must pull into a legal parking spot.
- **Tardy:** A student who arrives after 7:50 AM will be considered tardy. If the gate has been closed, do not leave your child unattended; escort your child to the office.
- **Admittance:** Before a tardy student will be admitted to class, he/she must go to the office for a pass. If the student arrives after 8:00 AM, a parent/guardian must accompany the student to the office to explain the reason for their tardiness.
- **Recording of Attendance:** If a student misses more than 70 minutes of class instruction, excused or unexcused, the student's attendance will reflect half a 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.
End of the day dismissal ~Drivers may not stop in the flow of traffic or pullover in illegal parking spots.

DROP OFF

- The expressway on 10th Street must be used to pick up older students. The middle school gate on Flower Avenue is only for pick up of Preschool & K5 students.
- Older siblings will join their younger siblings on Flower Street. All other students will be picked up on the 10th Street expressway.
- Please wait in line along 10th Avenue instead of Fortune Avenue.
- To ensure students can be loaded efficiently & safely, please pull as far forward in line as possible.
- We will escort your child to your vehicle.
- The school grounds close at **3:30 PM**. Parents must arrange for students to be picked up by **3:00 PM** or the student will be sent to extended care at the expense of the parent.
- **Alternate Dismissal** ~ The school will have an alternate dismissal when there is severe weather, it is raining, or for a previously announced event. The school's

alternate dismissal procedure is that parents park and walk to the classroom to pick up their student(s). If you have an alternative driver, such as a tutoring service or other approved driver, they will also need to park and walk to the classroom to pick up the student(s). Please make sure that all approved drivers are aware of the alternate dismissal procedure.

- **Liability:** The school will not assume responsibility for the child's safety if they are not in an authorized location.

EMERGENCIES

- If there is a storm warning or civil defense warning, no child will be dismissed early if it is close to regular dismissal time. It is believed that keeping children at school until the regular dismissal time is safer and will not alarm them by rushing them home or taking the risk of having the child home without adult supervision.
- During a stress situation, all the efforts of the staff at St. John Catholic School will be directed to the immediate and best possible care of all students.
- If an emergency rises and early dismissal is necessary, parents are requested to listen to the local radio and TV stations to learn when the school will reopen after such events.
- If Bay County Schools are closed due to inclement weather, St. John Catholic School is also automatically closed.
- THERE WILL NOT BE EARLY DISMISSALS FROM THE OFFICE AFTER 2:00 PM. REGULAR DISMISSAL IS AT 2:30 PM.

ABSENCE FROM SCHOOL

- Parents are to call the school office if their child will be absent.
- A note explaining absences is to be given to the school/teacher before class on their return to school. Students missing assignments during this time will be held responsible for completing their work within 1 day per each day missed.
- An absence of five (5) consecutive school days obligates the parent to have a note from their doctor. The school is aware that there may be valid exceptions to this rule. Please call if you have questions.
- Students who take vacation, trips, etc., on school time do so at their own risk. An absence of ten (10) school days in any quarter can result in an impact of their grade(s). Parents must notify the School at least one week in advance. The student is expected to complete, on their own, all the work missed in class according to the teacher's discretion. No teacher is obligated to devote extra time to help students with make-up work due to family vacations.
- Students are considered tardy if they are not in their homeroom at 7:50 AM. After that time, absences will be recorded either for half or whole day. An absence of 3 hours or more is considered a full day.
- Consequences, such as detention, may be a result of excessive unexcused tardiness.

- Late arrivals, early dismissals, absences or tardiness are all recorded for whatever reason they occur. There may be valid reasons for the above, but we are still recording attendance, not the reasons for absence.
- Students who become ill during the school day may report to the school office. If the child does not feel well, the parents or guardians will be called to come and get the sick child as soon as possible so that others are not exposed and the child can be cared for properly.
- If it is necessary for a child to be dismissed from school early, the parent must make a written request. Late arrivals and early dismissals are disruptive to the instructional program. They must check in or out in the school office.

EVACUATION DRILLS

Fire Drills and other emergency drills are held at various times during the school year. Such drills are necessary for the safety of the students in the school and are required by law.

DISCIPLINE

The goal of Catholic education is the development of the whole child. Part of this development lies in the growth of good judgment and a desirable value system. This development should produce self-discipline, self-direction, and responsible behavior as manifested by kindness, respect, thoughtfulness, and proper language.

It is important that students understand that acceptable standards of behavior as defined by our school will be expected always. Discipline will be administered when any individual's actions interfere with a teacher's ability to teach and student's ability to learn. Our goal is growth from external control to internal self-discipline. In dealing with disciplinary issues, the School will determine the appropriate procedures based on each individual circumstance and the severity of the action. Parents will be kept informed of the situation(s). Pastor and Principal will decide any expulsion, in consultation with the Diocesan Schools Office.

GENERAL PROCEDURE FOR DEALING WITH PROBLEM BEHAVIOR

The Procedure Chart outlines infractions and consequences for various student behaviors, which may occur at school, or any related school function.

Please note the following:

- Teachers will use a classroom management support system with rules and consequences in their classroom that will be explained to the students.
- After repeated infractions and notification to the parent, a teacher may decide to refer the student to the Principal.
- Administrative referrals will become a part of the student's record.
- Formal disciplinary referrals will be handled by the administration only.
- Disciplinary reports may be submitted by instructional staff of SJCS.

- Repeat offenses are accompanied by a more serious disciplinary response with each additional violation.
- Consequences from an administrative disciplinary report can range from counseling with the student, parent conference to suspension and withdrawal of student invitation.
- **Every attempt will be made to follow this chart. However, the administration reserves the right to determine the punishment based on the seriousness of a particular infraction and the previous disciplinary record of the student that commits the offense.**

POSSIBLE CONSEQUENCES AS ASSIGNED BY ADMINISTRATORS

*Major Infraction

| Violation | First Offense | Second Offense | Third Offense |
|--|---|---|--|
| *Fighting | Parent Conference Detention | Detention Possible Suspension Parent conference | Suspension Possible withdrawal of invitation |
| Cheating | Referral to office Parent contact | Zero on assignment 1-3 day detention | 1-3 days suspension |
| *Bullying | Warning Detention Parent Contact | Detention Possible suspension | 1-3 days suspension Possible withdrawal of invitation |
| Toys, electronic devices, playing cards or rubber bands | Warning Confiscation Parent Pick-up | Confiscation Parent Pick-up Detention | Confiscation Parent Pick-up Detention |
| Destruction/Defacing of School Property | Warning Financial Reimbursement | Financial Reimbursement Detention | Financial Reimbursement 1-3 days Suspension |

| | | | |
|---|---|---|---|
| Detention: Failure to Attend | Additional Detentions | Parent Conference | Possible withdrawal of Invitation |
| Uniform Infraction | Warning Parent Contact | Warning Parent Contact | Detention Parent Meeting |
| Profanity | Warning Parent Contact | Detention | Additional Detention Possible Suspension |
| PDA | Warning, Parent Contact Detention | Parent Contact Detention Suspension from Extracurricular | Parent Conference Suspension from extracurricular Possible Suspension from school |

BEHAVIORAL RESPONSIBILITIES

- We respect all people and their property.
- We respect a person's right to be free of mental, physical, and/or personal property abuse stemming from intimidation or harassment, which can be disguised as teasing or making fun of someone.
- We are self-disciplined and maintain order. We learn what is right and self-correct.
- We are honest. We do not lie, steal, or cheat.
- We do not use rude, foul, abrasive, or profane language.
- We accept responsibility for what we do and what we fail to do.

GROUNDS FOR SUSPENSION OR EXPULSION

- Involvement in physical violence towards any school personnel or pupils.
- Continuous disruptive classroom behavior.
- Disrespectful behavior towards teachers or any other personnel.
- Continuous disobedience to school regulations.
- Leaving school grounds without permission by the School Administration (this includes going to the Convenience Store).
- Frequent failure to do assignments.
- Profanity or vulgarity.

- Possessing weapons or dangerous instruments within 1,000 feet of the school. (This includes water and toy guns.)
- Use, possession, or supplying drugs, or alcohol on or off school premises.
- Vandalism or any form of destruction of school property.
- Bullying or harassment of fellow students.

Regarding Harassment ~ St. John Catholic School will not tolerate harassment of any type, and the appropriate disciplinary action such as suspension or expulsion may be applied.

- Examples of harassment include, but are not limited to, verbal or written taunting; bullying; intimidating, hostile, or offensive conduct; jokes, stories, pictures, cartoons, drawings or object, which are offensive, tend to alarm, annoy, abuse, or demean an individual or group.
- Students who believe they have experienced harassment shall report such matters to the teacher.
- If the teacher believes the complaint has merit, and has not been able to resolve the inappropriate conduct, the matter will be referred to the Lead Teacher.
- If the Lead Teacher and the classroom teacher cannot resolve the matter at the classroom level, the matter will be brought to the guidance counselor.
- If further action is required, the School Administration will consult with the teachers and guidance counselor about a parent conference.
- The School Administration shall immediately investigate the complaint and shall make written notations of the specific allegations.
- Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times and the specific charge of harassment.
- The need for confidentiality is stressed.
- No reprisals will be tolerated against complainants, witnesses, or individuals involved in the investigation.

Regarding Drugs ~ It is of the utmost importance that the physical, social, and mental health of our students be protected always. If such is to be done, then there must be a well defined, fully explained and meticulously carried out school policy in this area. This policy defines these areas of concern.

- Smoking is not permitted at any time in the school buildings, on church grounds, or at school sponsored activities. Suspension can occur.
- Those students caught on school premises or on school sponsored activities using, in possession of, selling or supplying drugs (alcohol included) will be subject to expulsion.
- When a student's behavior or physical appearance gives indication of being under the influence of drugs (alcohol included) his/her parents will be notified and the school will insist on medical or professional consultation.

- The school, in the person of the Principal or the designate, reserves the right to search desks, bags, cupboards, lockers, etc., to preserve the safety of each individual and the common good of the school.
- Police aid will be sought when the gravity of the situation is so warranted.
- 13. Any other behavior determined to be inappropriate by school administration.

DETENTION

A detention calendar will be developed and distributed to parents monthly. If your child has been assigned detention, your child's teacher will notify you and ask that you sign an acknowledgement of the infraction and consequence. Students who fail to attend assigned detentions or other assigned consequences shall be subject to an administrative meeting to determine appropriate action including possible withdrawal of SJCS admission.

WITHDRAWAL OF INVITATION

When a student or parents behavior is repeatedly inappropriate to others, interferes with the orderly educational process or continues to exhibit absolute disregard for the conditions of behavior set by the school, a meeting will be held and the Principal may recommend permanent withdrawal of admission of the student. SJCS is a school of choice that extends invitations on an annual or longer basis. The administration will decide the viability of a particular student's admission to attend SJCS at the end of each school year. Attendance and disciplinary issues will be considered when making these determinations. If it is decided that a particular student's invitation should be withdrawn, the Principal will make a written recommendation. Parents will be formally notified by the administration of a withdrawal for the next school year during the summer, unless it has been decided that the withdrawal shall be effective immediately. Every attempt will be made to notify parents of the withdrawal of an admission as early as possible in the summer so that arrangements for enrolling the student in their home school can be made.

A parent or guardian may voluntarily withdraw their student. Documentation for withdrawal of a student is a confidential record between the parent/guardian(s) and the school and as such, it will not be included in the student's permanent record.

MEDICATION

- Administration of medications during school hours should occur only when the medication schedules cannot be adjusted to provide for administration at home.
- If any medication is to be administered at school, prescription and over-the-counter, a "Permission to Administer Medication" form (obtained from your doctor) must be filled out by the physician and parent and brought to the school office along with the medication.

- If the medication is a prescription medication, it must be in the original bottle from the pharmacy (with a current date), and the directions on the medication bottle must match that of the physician.
- The medication must have the child's name on it.
- No student is allowed to keep any medication in his/her desk, book bag, or on his/ her person at any time.

APPOINTMENTS & CONFERENCES

Appointments with members of the faculty must always be made in advance, before coming into the school. All appointments must be made before 7:30 AM or after 3:30 PM. No adult or parent is permitted to enter the buildings, including the Parish Hall, during school hours without first signing in at the school office.

Parents or guardians may have a conference with a teacher by appointment at any time during the school year. After parents have contacted the school office or teacher, the school representative will respond within a reasonable time and set up an appointment. Parent/Teacher Conferences should always be held in a professional manner, keeping in mind respect for all persons involved. The School require parents to have a parent/ teacher conference at the end of the 1st quarter to discuss academic progress and placement.

The policy concerning grievances states that any parent, who is not fully satisfied with a decision regarding an action or a particular problem, should first consult and discuss the decision at the local level with the appropriate teacher/representative. If the problem still is not resolved, then the Administration should be consulted. If dissatisfaction still exists after consulting the teacher and the Administration, then the pastor is to be consulted.

PROPERTY & LIABILITY

- The Diocesan Insurance Plan covers every child in our school for the hours he/she is under school supervision and on school property.
- Students are responsible for damage to all school property.
- Parents will be notified if a student is guilty of such damage.
- Students are also responsible for loss or damage to school textbooks, iPads, school computers, etc and will be required to pay the full price for any book damaged or lost.
- It is strongly suggested that all clothing and/or personal items be marked with the student's name.
- Every year we have many articles of clothing that are unclaimed because the students do not recognize their belongings.
- There is a lost and found container in the school office.

REQUIREMENTS FOR BECOMING A VOLUNTEER AT ST. JOHN CATHOLIC

SCHOOL

SAFE ENVIRONMENT

Volunteers make a major contribution to St. John Catholic School and are always welcome. To ensure a safe environment for the students, Parents who volunteer on campus must be fingerprinted and have a successful background check done through the Diocese (at their own expense), and complete the online training to attend or chaperone class parties Compliance must be complete before having contact with the children:

- Go to www.ShieldtheVulnerable.org
- Login as an adult
- 1st time sign-up; follow directions
- Go to: Adult Required Courses
- Complete: Recognize, Report and Prevent Child Abuse and Detecting Predators
- Print copy of certificate at the end; give a copy to the school office
- This training must be done every five years.
- Get the diocesan background check form from St. John's School Office
- Complete the background check for and return it to school office with a check made out the St. John Catholic School for \$55.00

SCHOOL ADVISORY COUNCIL

St. John Catholic School Advisory Council is the advisory body that upholds and carries out the policies set by the Diocese of Pensacola-Tallahassee as well as policies adopted by its own board.

Advisory council meetings are held bi-monthly, at dates indicated on the school calendar. Persons seeking to address the council must contact the council president or School Administration no less than 24 hours before the monthly meeting to be put on the board agenda.

PARENT-TEACHER ORGANIZATION (PTO)

Our mission is to support St. John Catholic School's staff and administration by providing resources to enrich the academic, spiritual, physical, social and emotional development of our children. This organization provides a volunteer network committed to enhancing catholic based education. Our PTO fosters the support and communication of issues and needs relating to our school families.

Additional information on volunteering may be attained through the PTO.

BIRTHDAYS, CLASS PARTIES, & FIELD TRIPS

- There is no individual gift exchange at Christmas on campus. A book exchange as a school event is permissible.
- Money will not be collected from the students except for field trips and class projects.
- Room parents will coordinate with other parents and the teacher to plan parties including activities and time.
- Students may use a Dress Out Day Pass (DOD) on the Friday following or preceding their birthday. (Students are still expected to dress appropriately for school and [Middle School Students] must still dress out for PE. Use the daily wear dress code as a guide to make garment style selection. For example, hats, torn clothing, or provocative styles that are not age appropriate are not part of our school uniform policy; hence, it is not appropriate to wear on a DOD. If a dress out day choice is deemed questionable, the principal will address the matter. If the choice is inappropriate, the student will call home for a replacement garment.
- Flowers, balloons, etc., delivered to school will be kept in the office and given to the child at the end of the day.
- If you send birthday treats, they are to be given out at lunchtime to the whole class. Treats should be easy to serve, like cookies or cup cakes. In choosing treats, please keep in mind classroom allergies.
- All students travel under the auspices of the school. Requirements include written permission from the parents/guardians, proper supervision, and adequate insurance coverage. Field trips should be truly educational and directly related to the curriculum. All rules and regulations apply to students while away on a school related activity.

EXTRACURRICULAR PROGRAMS

The School supports students' achievements in extracurricular programs. If conflicts arise regarding to the mission or educational objectives of the School, the School will attempt to reconcile the conflicts in cooperation with the family.

- Any student that does not maintain a 2.75 GPA, he/she will be suspended from the program until grades are brought up.
- Excessive disciplinary issues may also result in suspension from extracurricular activities.

The Use of Images of St. John Catholic School Children in Advertising and Social Media

Conditions for uploaded images of Students:

Any school-sponsored, photographed and/or videoed image (whether captured "as is" or altered with photo-editing technology software) of any student (or group of students)

of St. John Catholic School, taken by designated staff, administration, faculty, volunteers (cleared by the Diocesan Safe Environment Protocol) or contracted photographers/videographers may be used exclusively by St. John Catholic School for promotional purposes through billboards, signage, standard postal mailing, email advertising, John the Evangelist Catholic School, school website, newspapers, magazines, television, Youtube®, Facebook®, Twitter® Account, or other social media sites in which the School has accounts.

- The aforementioned school-sponsored images are forbidden for use on the personal websites, social media sites, or other third party online sites of any employee of the school or parish.
- Families with children enrolled in the school, or unknown parties do not have permission to upload any school-sponsored image, depicting other families' children without the explicit written permission of the parent(s) or guardian(s) of the child(ren) in the picture. Families, may, however, upload any school-sponsored image of their child to their personal online accounts.
- The parent(s) or guardian(s) may rescind their consent at any time by filing a new Parental Consent Form.
- All third parties with any image of some else's children on their social media sites, after the consent has been rescinded must delete the images once the parent(s) or guardian(s) notifies the third party.
- These conditions do not pertain to families taking pictures of their children (in which other children may be present in the background or foreground) with their own technology at a school-sponsored event and uploading the images to their personal social media sites.
- Any school-sponsored, photographed and/or videoed image (whether captured "as is" or altered with photo-editing technology software) of any student (or group of students), used by anyone on any online social media site or website to exploit or bully the person(s) in the image or video will be subject to criminal investigation.

Parental Consent

Regarding the Use Images of Children in Advertising and Social Media

Effective, _____, the date of my child(ren)'s registration at St. John the Evangelist Catholic School, Panama City, Florida, for the School Year 2016-2017, I have read the condition, aforementioned, and I grant the consent:

Circle Appropriate Box(es):

1. Image:

I [GIVE] [DO NOT GIVE] consent for my child(ren)'s photographed and/or videoed image, taken by a designated employee of the school administration, faculty, or contracted photographer/videographer for the exclusive use in promoting John the Evangelist Catholic School, Panama City, Florida. If giving consent, check appropriate box(es):

- Billboard
- Standard postal mailing
- Email advertising
- John the Evangelist Catholic School website
- Class/Teacher Website
- Newspapers
- Magazines
- Television
John the Evangelist Catholic School Youtube®, Facebook®, Twitter® Account, or other social media sites in which the School has accounts

2. Information:

I [GIVE] [DO NOT GIVE] consent for my child(ren)'s personal information such as name, age, and/or family affiliation in promoting John the Evangelist Catholic School, Panama City, Florida.

I understand that I may rescind this consent at any time I deem necessary for the welfare of my child(ren) by filing an updated Parental Consent Form.

_____ Parent or Guardian Signature

ACKNOWLEDGEMENT

The signatures below indicates that we/I have carefully read this handbook and understand the expectations of St. John Catholic School for students and their families. We/I further understand that these best practices will continue to be updated as the school progresses and new standards will be effective immediately.

Parent(s) or Guardian Signature(s)

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Student Signature

Print Name: _____

Signature: _____