St. John the Evangelist School
Parent Handbook
2026-2027

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2026-2027 Faculty and Staff

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PURPOSE OF THIS HANDBOOK

The student handbook is an agreement between the parents of minor students and the school or between the adult students and the school. It is in effect for a one year period or until reprinted. Substantive student or parent rights cannot be amended or deleted during the term of the agreement.

A copy of the handbook is provided on the school website and should be reviewed by each family each year. The school shall require a signed form to be kept on file indicating the receipt of the handbook.

The purpose of the school handbook is to provide a means of communication that will assist students, families, faculty, and staff in achieving the mission of St. John the Evangelist School. Both parents and students should be aware of their rights and responsibilities and the policies and procedures of St. John the Evangelist School. It is expected that parents/legal guardians who enroll their child/children will cooperate with the school administration and faculty. In this way the handbook will serve to encourage every student to acquire self-discipline and grow in a manner that will be a credit to him/herself, parents, friends, and the school.

All final interpretations of policies, rules and regulations are left to the discretion of the principal.

The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

RIGHTS AND RESPONSIBILITIES

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbook and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. If parents do not adhere to the policies and procedures outlined in the school's handbook, corrective action may include the termination of the enrollment of the parent's child/ children.

ADMINISTRATION

The pastor is the Chief Administrative Officer of a parish school. Immediate direction and supervision of the school is delegated to the principal. The School Advisory Committee supports the principal in setting school policy.

MISSION STATEMENT

St. John the Evangelist: a community modeling and nurturing Catholic values and academic excellence in partnership with families.

VISION STATEMENT

We see St. John the Evangelist School as a safe environment that values Catholic faith and traditions. St. John the Evangelist School provides a link between family and Church, preparing our youth for lifelong vocation and service to God.

We see St. John the Evangelist School providing an exemplary academic foundation which ignites curiosity and encourages creativity and collaboration.

We see St. John the Evangelist School striving to develop productive citizens who work for the greater good of the global community by living the Catholic social teachings. St. John the Evangelist School is an elementary school existing in an atmosphere of our Roman Catholic Faith and Traditions through a ministry of caring, warmth and understanding, openness and healing forgiveness as an extension of the home.

SCHOOL PHILOSOPHY

St. John the Evangelist School is an elementary school existing in an atmosphere of our Roman Catholic Faith and Traditions through a ministry of caring, warmth and understanding, openness and healing forgiveness as an extension of the home.

In recognition of the unique value of each individual, we challenge every child to work toward his/her own potential, to enhance his/her self-image, to grow in his/her understanding of the Catholic faith and to develop a working knowledge of fundamental skills, through a variety of educational experiences.

In partnership with the family, St. John's seeks to sustain an on-going process of growth in religious, moral and educational values. By guiding each child to develop a sense of direction from within, an awareness of the dignity of every person, love and respect become an integral part of his/her effective Christian living and good citizenship, and thus leads each child to a recognition of God's action in his/her life and the lives of others.

We believe as a Catholic Christian school community of St. John the Evangelist, that we recognize the unique growth of each individual student and propose to aid each student in the areas of their spiritual, moral, intellectual, emotional and physical development in the following ways:

1. To help each child make the Catholic faith an essential part of his/her life.
2. To provide students with opportunities to make mature and responsible choices, realizing their benefits and consequences.
3. To foster academic skills which will ultimately assist them in growing into mature, responsible people.
4. To nurture the emotional growth of each child by being examples of respect, understanding, openness, modesty, humility, and sensitivity, thus teaching them to accept themselves and others.

5. To nurture in children a sense of respect for themselves and others by enabling them to participate in programs in the areas of physical education, family and human development, substance abuse education and the fine arts.
6. To foster leadership qualities in students.
7. To foster a sensitivity and a concern for the needs of others.

DEVELOPMENT

Faith Development

1. To learn what Catholics believe.
2. To know how Catholics worship.
3. To realize how Catholics live.
4. To understand how Catholics pray.

Intellectual Development

1. To establish a sequential curriculum in all subject areas.
2. To learn with experimental activities and/or materials in the classroom setting.
3. To extend the class learning experience by providing speakers, field trips, and special programs to augment the total scholastic program.
4. To provide extra learning support through the Learning Resource Center when needed.
5. To provide modification when needed. .

Personal Development

1. To direct the formation of personality and character according to the spirituality of the Catholic Faith.
2. To assist in examining and developing the student's self-image in the school environment.
3. To encourage self-discipline, honesty, self-respect, courtesy toward others, respect for the property of others, and cooperation with school personnel, procedures and regulations.
4. To direct studies or experiences for the development of peace-making skills to improve interpersonal relationships.
5. To strive by example, teaching and counsel to guide the emotional development of students.

Social Development

1. To promote social development by providing opportunities for supervised interaction such as recess, lunch periods, choir, band, National Junior Honor Society, extra-curricular activities, and special events as feasible.
2. To encourage social growth within the classroom with small group activities, cooperative learning situations and discussions.
3. To encourage social courtesy and respect.
4. To provide opportunities to increase cultural and global awareness and appreciation.
5. To model unity, social courtesies and mutual support in order to further the development of these qualities in the students.
6. To encourage a sense of service to the school, parish and greater community.

Physical Development

1. To provide a physical education teacher and daily supervised playground activities.
2. To provide for further physical development by offering communications about the sports program organized and sponsored by the Parish Athletic Association.
3. To provide instruction in the context of Catholic family life in union with the classroom religion series.

CATHOLIC IDENTITY

Our vision for St. John the Evangelist states, in part: "We see St. John the Evangelist School as a safe environment that values Catholic faith and traditions. St. John the Evangelist School provides a link between family and Church, preparing the youth of our parish for lifelong vocation and service to God."

Our Catholic faith teachings guide all activities in which our students participate. Our students participate in a wide variety of Catholic faith experiences throughout the school day, and are offered a variety of faith experiences outside of the school day.
All students in grades K4 through 8th grade participate in mass each Wednesday morning at 10:00 AM. In addition to appropriate participation as members of the congregation, our students are provided with a variety of mass participation experiences, including but not limited to the following:

Altar servers (grades 4-8)
Children's bell choir (grades 3-8)
Junior lectors (grades 5-8)
Children's Choir (grades 3-8)

Reception of the sacraments of Reconciliation and Holy Communion are important building blocks in the Catholic Faith development of our students. Families are expected, as members of St. John the Evangelist parish, to attend Sunday mass. Ample opportunities to partake of the sacraments are also offered as part of our school program.

Students participate in a wide variety of faith experiences beyond liturgy including Eucharistic Adoration, prayer pods, and daily school wide and classroom prayer. All students are expected to participate in these activities with respect and enthusiasm.

GENDER IDENTITY

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun".

Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student.

Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "gender assignment".

ADMISSION POLICY AND GUIDELINES

St. John the Evangelist School is a Catholic school that operates under the policies and directives of St. John the Evangelist Congregation and the Archdiocese of Milwaukee. Children of all races and creeds are welcome to attend St. John the Evangelist School but preference in placement is shown to the Congregation, as determined by the pastor.

All children registered for 4-year-old Kindergarten should be age 4 on or before September 1st and be able to use the bathroom independently.

Students who enter St. John's from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.

All students are on probation during the first school year of their attendance at St. John the Evangelist School.

When necessary to limit enrollment, the following order of priority will be used in addition to the criteria described above.

1. Children of active parishioners who have siblings currently enrolled in the school.
2. Children of active parishioners.
3. The length of time a parent has been a registered parish member.
4. Children of non-parishioners who have siblings currently enrolled in the school.
5. Children transferring from another Catholic School.

Note: **A parishioner is defined as a registered parishioner who is a practicing Catholic, participates in worshiping with the parish community, has submitted the financial commitment card to the rectory**

office, is fulfilling the commitment, and contributes time, talent and treasure to St. John the Evangelist Parish to the best of his/her ability.

All parents who have a child enrolled in the school are expected to participate in school activities including Home and School Association activities. Once admitted, a student will be allowed to register and to continue to graduation provided progress is satisfactory.

Parents and legal guardians must keep payments up to date for students to be enrolled, registered, and admitted to class. Parishioner parents/guardians are expected to participate at weekly Liturgy and to support the activities of the parish. St. John the Evangelist School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. Discrimination and harassment will not be tolerated.

Complaints involving pupil discrimination on the basis of handicap or of physical, mental, emotional, or learning disability will be resolved through the procedures established by the Archdiocese to comply with Section 118.3 of the Wisconsin Statutes, Wisconsin Administrative Code, Section PI 9.04, and Section 504 of the Federal Rehabilitation Act of 1973.

TUITION AND FEES POLICY

Students will NOT be admitted to class at the start of the school year unless the previous year's tuition and fees have been paid in full.

Fees for new students are due at the time of registration.

TUITION

St. John the Evangelist offers two tuition payment options. Families who choose to pay in full on or before June 15th will be granted a $100 discount on tuition. Families who choose to use the monthly payment plan will be enrolled in the We Share program. Monthly payments will be withdrawn on the 15th of each month from June 15th through March 15th.

Tuition must be current as outlined on the tuition contract schedule. If at any time a tuition payment is more than 30 days past due, the following actions may be taken:

1. Report cards, records, PowerSchool access and diplomas will be withheld (this also applies to students who transfer out during the school year with any outstanding tuition or fees).

2. Children will be suspended from school. Such suspensions shall include but will not be limited to regular school classes and extracurricular activities (sports, field trips, etc…).

Children will be reinstated into all activities upon receipt of all outstanding payments.

We reserve the right to pursue collection of outstanding balances.

We realize that providing a quality Catholic education for your child is very important. Please contact the school office early if you anticipate problems with meeting your payment plan. No one is excluded because of financial difficulties. We do want to work with you in making needed adjustments. You may contact the school principal to discuss financial options promptly.

TUITION AND FEES SCHEDULE

REGISTRATION FEE – $75.00 *New Students Only*. Due at time of registration

TUITION **PARISHIONER** (Pledge card on file in parish office)	**Full Amount** (*see discount for full payment)	**Monthly** 10 payments paid on the 15th of each month, enrolled in WE SHARE	**Reduced for full payment by June 15th***
1 Child	$3,310.00	331.00	3,210.00
2 Children	$5,600.00	560.00	5,500.00
3 Children	$7,990.00	799.00	7,890.00
4 Children	$8,330.00	833.00	8,230.00
5 Children	$8,680.00	868.00	8,580.00
TUITION **NON-PARISHIONER**			
Per Child	$5,660.00	566.00	5,560.00

* If paying in full by June 15, 2023, you may take a $100 discount.

SCHOOL CHOICE

St. John the Evangelist Parish School participates in the Milwaukee (MPCP) and Wisconsin (WPCP) Parent Choice Programs. Participation in these programs supports our mission to make Catholic Education a reality for more of the families in our community.

Eligibility for both programs is based on residency and family income. Please read below for eligibility summaries.

Milwaukee Parental Choice Program (MPCP)

- A student qualifies if the student is a resident of the city of Milwaukee.
- The family income must be lower than 300% of the Poverty Level as published by the Wisconsin Department of Public Instruction

Wisconsin Parental Choice Program (WPCP)

- A student qualifies if the student resides in a Wisconsin school district other than the City of Milwaukee or the Racine Unified School District.
- The family income must be lower than 220% of the Poverty Level as published by the Wisconsin Department of Public Instruction.
- A student must meet at least one of the prior school attendance requirements

Families must apply for the program online. An email address is required to access the online application system. Links can be found on our school website.

Choice Random Selection and Waiting List Policy

Random Selection

If the number of eligible applications received during an open application period exceeds the number of seats available by grade a random drawing must be held to determine which applicants are accepted.

St. John the Evangelist may give preference to the following in the order of preference listed:

1. Students who attended SJE under any Choice program during the prior year
2. Siblings of students who attended SJE the previous year
3. Students who attended a different private school under any Choice program during the prior year
4. Siblings of students who attended a different private school under any Choice program during the prior year
5. Siblings of students who have been been randomly chosen to attend SJE under the Choice program

The drawing will continue until all available seats are filled and a waiting list order is determined. If a seat is left vacant due to student withdrawal, SJE may determine if the seat will be filled with a student from the waiting list. If SJE decides to take students from the waiting list, the school must offer seats in the order determined by the random drawing.

School Year Days

The school calendar is attached at the end of the handbook. St. John the Evangelist schedules a minimum of 172 school days each year except in the first or second year of the Archdiocesan School planning and Accreditation process, when the Archdiocesan Office for Schools permits two fewer pupil instructional days.

ACCREDITATION

All elementary and secondary schools shall participate in a planning and accreditation process. Elementary schools shall be accredited through the Archdiocese of Milwaukee's Office of Schools, Child and Youth Ministry and the Wisconsin Religious and Independent Schools Accreditation Association. St. John the Evangelist School has achieved full accreditation with both associations.

CLASS SIZE

The number of students accepted in each class will be set at 30 for grades 1 through 8. The class size for 5-year-old Kindergarten will be limited to 25. The class size for 4-year-old Kindergarten will be limited to 20. This maintains the accepted ratio according to Archdiocesan policy and the current number of adults in ratio. The school administration has the authority to limit or exceed the number of students in each classroom.

DISCIPLINE

Students in grades 5 through 8 will use an honor card system, which is standard in all classes. Parents receive information on the details of this system directly from the middle school staff in the fall of each year.
Each teacher in grades K4 through 4 has developed his/her own classroom rules to facilitate respect, responsibility, safety and decorum at developmentally appropriate levels. The expectation of all rules is that choices made by individuals do not infringe upon the rights of others. Expectations for all students include but are not limited to:

- Honor everyone's right to learn
- Treat others with courtesy and kindness
- Respect the property and space of others
- Respect the ideas and opinions of others
- Include others
- Be honest and truthful
- Take responsibility for your words and actions
- Care for school property and materials
- Be prepared for class
- Be on time
- Speak in turn after being recognized
- Maintain reduced volume and speed of movement indoors
- Follow directions
- Stay on task
- Work cooperatively

Examples of Minor Infractions of School/Classroom Policy Rules:

- Repeatedly incomplete homework
- Disturbing outburst in the classroom
- Infractions of the dress code
- Disrespect for other students

- Misuse of another's property
- Disrespect of supervising adults
- Making or throwing snowballs or other objects at children, adults, cars or buildings

Consequences for students in grades K4 through 4 (any or all of the following):
- Reprimand
- Notification of parents and/or parent conference
- Loss of classroom privileges
- After school detention

Examples of Serious Infractions:
- Repeated detentions
- Endangering property, health or safety of others
- Disruptive behavior
- Verbal or physical abuse or assault of a student, teacher, or other adult staff member
- Uncontrollable or repeated outbursts in class
- Disrespect of authority
- Refusal to obey the supervising adult
- Fighting
- Harassment
- Use of vulgar, insulting or obscene language
- Truancy
- Threats made about others or threats to endanger the safety of others

Consequences (any or all of the following):
- One hour detention after school
- Parent conference
- At a conference, the student draws up goals with guidance from the teacher and/or principal
- Monitoring of these goals by teacher with follow-up report to the principal
- Possible probation, suspension, or expulsion

5144: DISCIPLINE (ARCHDIOCESAN POLICY)

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

Disciplinary Plans

The local discipline plan or program shall be guided by the following principles:
- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.

- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from his or her classrooms due to misbehavior.
- Consequences for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive access to a digital school handbook posted to the school website annually that outlines expectations and consequences for behavior.

Probation, Suspension, and Expulsion

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, “look alike” weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another

- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

The actions and procedures for probation, suspension, and expulsion.

Probation

A student may be placed on probation if in the judgment of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school.

Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended
- A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled.
- Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.
- The final decision regarding suspension rests with the principal/administrator.

Expulsion
As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.
Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled.
The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should ensure objectivity to the greatest degree possible.
- Parish- sponsored school: members may include current or former parish trustees or council (pastoral and/ or finance) members; parents of former students; or at-large parishioners. Current members of the School Advisory commission, members of School Advisory Commission committees, or parents of current students are not allowed to serve on the Expulsion Hearing Committee.

The Expulsion Hearing Committee is chaired by a committee member who may be appointed by the pastor or chief school administrator (president or principal) or discerned by the committee members.

- A school may hire an individual to preside over the expulsion Hearing. This person may, but is not required to, be a voting member of the expulsion Hearing Committee. The school is responsible for any expenses related to the hiring of this individual.

- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.

- The following is required to be present for the entirety of the Expulsion Hearing:
    1. Parish- sponsored school: the pastor/ parish director, must be present
    2. Separately Incorporated High School or PreK-12 school: the principal must be present
    3. Network Schools: The Chief academic Officer, or equivalent, must be present

Each of the above may be present during the discussion of the expulsion Hearing Committee to decide upon their recommendation

- The school officials (e.g., elementary school principal, high school principal (network school) high school dean of students, or vice principal (stand-alone high school)) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it altogether. The pastor at the elementary level, CAO or equivalent at the network level, or school principal at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision. A student who is withdrawn during this phase is considered expelled.

Appeal

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/network/school president in writing with rationale for appeal. The pastor/parish director or network/school president will review the hearing procedures to determine whether Archdiocesan local school policy was followed. If procedures were not followed, the pastor/parish director or network/school president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Advisory Commission (parish school), School Board of Directors or Board of Trustees (separately incorporated school or network of schools) is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

ADOPTED: 3/2/1990; REVISED: 7/2/2020
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DIGNITY OF THE INDIVIDUAL

The mission of St. John the Evangelist School is to provide an academic education founded on the Catholic faith. Our teachers model and nurture Christian values and morals as an extension of the home. In a caring atmosphere, St. John the Evangelist School provides for the development of each student spiritually, intellectually, morally, emotionally, and physically. The school promotes respect and appreciation for the uniqueness and dignity of every individual as taught by Jesus Christ in the Gospel.

It is the expectation that all faculty, staff, students, parents, and visitors treat one another with respect, kindness, and charity. Harassment, intimidation, threats, cruelty, or any behavior that demeans or harms another person is contrary to the teachings of Jesus Christ and the commandment to "Love your neighbor as yourself." Such behavior undermines the Christian environment of the school, violates the dignity of the individual, and interferes with a safe, caring, and productive learning community.

Respect for the dignity of every person is fundamental to Catholic teaching. St. John the Evangelist School is committed to maintaining an educational environment where all members of the school community are treated with dignity, respect, and compassion.

The following behaviors are prohibited in all school and parish buildings, on school or parish property, on school transportation, at school-sponsored activities, and in any educational environment under the supervision of the school or parish, including electronic communications that substantially disrupt the educational environment:

- Physical aggression, assault, fighting, or threatening behavior.
- Verbal abuse, insults, intimidation, teasing, name-calling, or discriminatory remarks.
- Deliberate exclusion, spreading rumors, or other actions intended to humiliate, isolate, or harm another person.
- Harassing or threatening messages, images, or communications sent through electronic devices or online platforms.
- Any conduct that interferes with another person's ability to feel safe, respected, or welcomed within the school community.

All faculty, staff, and parish or school officials who observe or become aware of behavior inconsistent with these expectations are required to report the matter to the administration. Students, parents, or any other individual who experiences or witnesses such behavior are encouraged to report their concerns to a staff member or administrator.

Reports may be made verbally or in writing and will be handled as confidentially as circumstances permit. A written record of the report and the school's response will be maintained.

Retaliation against any individual who reports a concern or participates in an investigation is strictly prohibited and will result in disciplinary action.

If an investigation determines that inappropriate conduct has occurred, the administration will take appropriate corrective and disciplinary action based on the severity, frequency, and circumstances of the behavior. Consequences may include, but are not limited to:

- Documentation of the incident.
- Parent conference.
- Restorative practices or mediation when appropriate.
- Loss of privileges.
- Detention.
- Behavioral contract or probation.
- Suspension.
- Expulsion.
- Referral to law enforcement or other authorities when warranted.

Reporting Procedure

Any person who has been subjected to or has witnessed conduct that violates this policy should report the matter to any member of the school or parish staff. The staff member receiving the report shall promptly notify the principal, pastor, or appropriate supervisor.

An investigation will begin as soon as reasonably possible. If the concern is substantiated, appropriate action will be taken to address the behavior, support those involved, and prevent further occurrences.

To the extent that a complaint involves sexual misconduct or the apparent abuse or neglect of a child, the appropriate civil authorities will be notified in accordance with Wisconsin law and Archdiocese of Milwaukee policies. Any case involving alleged sexual misconduct shall also be reported to the Coordinator of Safeguarding All of God's Family.

Expectations and Responsibilities

Faculty and Staff

Faculty and staff are expected to:

- Model Christian respect, kindness, and compassion.
- Supervise students appropriately in classrooms, hallways, playgrounds, and school activities.

- Address inappropriate behavior promptly and consistently.
- Respond respectfully and confidentially to student or parent concerns.
- Document and report incidents to the administration.
- Work collaboratively with families to promote positive student relationships and appropriate behavior.
- Provide appropriate follow-up and support for those involved.

Students

Students are expected to:

- Treat every person with dignity, kindness, and respect.
- Demonstrate Christ-like behavior in words and actions.
- Include others and foster a welcoming school community.
- Resolve conflicts respectfully.
- Report concerns to a trusted adult.
- Use technology and social media responsibly and respectfully.

Parents and Guardians

Parents and guardians are expected to:

- Reinforce Christian values of respect, kindness, and personal responsibility.
- Communicate concerns promptly with school staff.
- Partner with the school to resolve student conflicts before they escalate.
- Support school investigations and disciplinary decisions.
- Model respectful communication and avoid gossip.
- Monitor their children's appropriate use of technology and social media.
- Encourage their children to contribute positively to the school community.

Together, as partners in Catholic education, we are called to foster a school community where every person is valued as a child of God and where all interactions reflect the Gospel values of dignity, respect, compassion, and love.

PLAYGROUND RULES

At St. John the Evangelist School, we work to ensure the safety, welfare and happiness of each student. It is our goal that all students will show respect for all people and property here at school. To that end, we have developed the following safety rules for our school playground:

1. Respect the rights of all students to enjoy a safe, fun recess period
    - ❑ No fighting.
    - ❑ No tackle sports of any kind (including games which involve pulling students by their clothing).
    - ❑ No throwing of any objects other than balls (including any type of snow).
    - ❑ No name calling or teasing.

- ❑ No pushing, shoving, kicking, or hitting.
- ❑ Baseball bats made of wood or metal are **not** allowed.

2. Respect the rights of adults
   - ❑ Communicate to all adults in a respectful manner.
   - ❑ Always answer immediately when an adult speaks to you.
   - ❑ Follow directions given to you by an adult in a timely and respectful manner.

3. Respect school and parish property
   - ❑ Take care of balls, jump ropes, and indoor recess games as if they were your own toys at home.
   - ❑ Do not mark on the building, the playground or the tot lot toys. Graffiti is vandalism!
   - ❑ Do not climb or sit on fences or railings, hang on basketball poles, hoops, or soccer goals.
   - ❑ Do not eat, drink, or chew gum on the playground.
   - ❑ Any student who needs to enter the school during recess period must ask permission from one of the playground supervisors. There should be no reason to enter the building other than illness or injury.

4. Playground rules
   - No pushing or shoving on any equipment
   - No flipping or hanging by feet on playground apparatus
   - No walking up slides, going backward down the slides, laying on stomach down the slide, or flipping off the sides of the slide
   - No blocking or holding up the slide so others cannot go down
   - No skipping in line
   - No throwing of sticks, stones, or wood chips.
   - Stop playing immediately when the bell rings and line up.

DAILY SCHEDULE/ SCHOOL HOURS

The school day begins at 7:45 a.m. and ends at 2:45 p.m. for 4-year old Kindergarten through grade 8. The school day for students in K4 half day option is 7:45-11:00. The school building is open at 7:30 a.m., at which time students may proceed to their classrooms. Supervision is provided for all students from 7:30 a.m. until 3:00 p.m.

Our school day begins and ends with prayer.

Students in grades K4 through 4 will have a 20-minute morning recess. Lunchtime for K4 through grade 4 is 11:10 a.m. to 11:30 a.m. and recess is 11:30-11:45. Lunchtime for grades 4 through 8 is 11:45 a.m. to 12:05 p.m. and recess is between 12:05-12:20.

VISITOR POLICY

Visitors are always welcome at our school. In order to provide a quality focused learning experience, we ask all visitors to register in the school office.

- All visitors are required to use the main school entrance. (Door #6)
- When entering the building use the buzzer and intercom system. Students are NOT allowed to open locked entry doors for visitors.
- Visitors may be asked to present a photo ID for the purpose of verifying their identity.
- All visitors to classrooms must schedule appointments with teachers in advance.
- Visitors, parents/guardians, and family members working with students in any capacity are required to meet the requirements of the Milwaukee Archdiocesan Safeguarding God's Family Program.

BEFORE AND AFTER SCHOOL CARE

St. John the Evangelist offers both before and after school care on regular school days.

Before school care is available on a drop in basis. Students enter the building at door #15 on the north side of the building, on the upper level. Care is provided from 6:30 to 7:30 each morning. The cost is $2 per child per day for 6:30 to 7:30 or $1 per child per day for 7:00 to 7:30. Pre-registration for this program is not required.

A separate after school care program is available on regular school days. This program is housed in the church hall each regular school day from 2:45 until 6:00 PM. After school care is available to all students enrolled at St. John the Evangelist in grades K4 through 8. Afternoon snacks will be provided. Students will be picked up from after school care using door #13. **No after school care is available on early release days**

Registration materials and information about the cost of the program are available in the school office and on the school website.

AFTERSCHOOL PICKUP POLICY

Our school day ends at 2:45 each day. Supervision of students ends at 3:00 PM. Although we understand that family emergencies, weather, and/or traffic conditions may detain parents, it is our expectation that all children will be picked up by 3:00 PM. Children who are not picked up by 3:00 PM on a regular school day will be placed in our after school care program and charged regular program rates.

ARRIVAL AND DISMISSAL PROCEDURE

All visitors, volunteers, and parents who come to the school during school hours must sign in and out at the school office. This is for the safety of all in the building. The school entrances (North and South) are kept locked during school hours. Students who arrive late for class are required to present themselves at the school office for an admission slip.

Please note:

Parents are discouraged from entering the building for pickup at the end of the day, as this causes congestion in the hallway for children exiting the building.

Parents who need to enter the building at the end of the day should park in the parking spaces on the south side of the building and enter through door #6.

Parents picking up children during the school day for appointments should park in the south lot and ring the bell at door #6 on the south side of the school. *Cars should never enter from 84th Street.*

Students who walk home exit through either Door #6 or Door #12.

Parents must provide written communication for changes in a student's way of going to school and/or returning home.

Drop-off procedure prior to the start of the school day

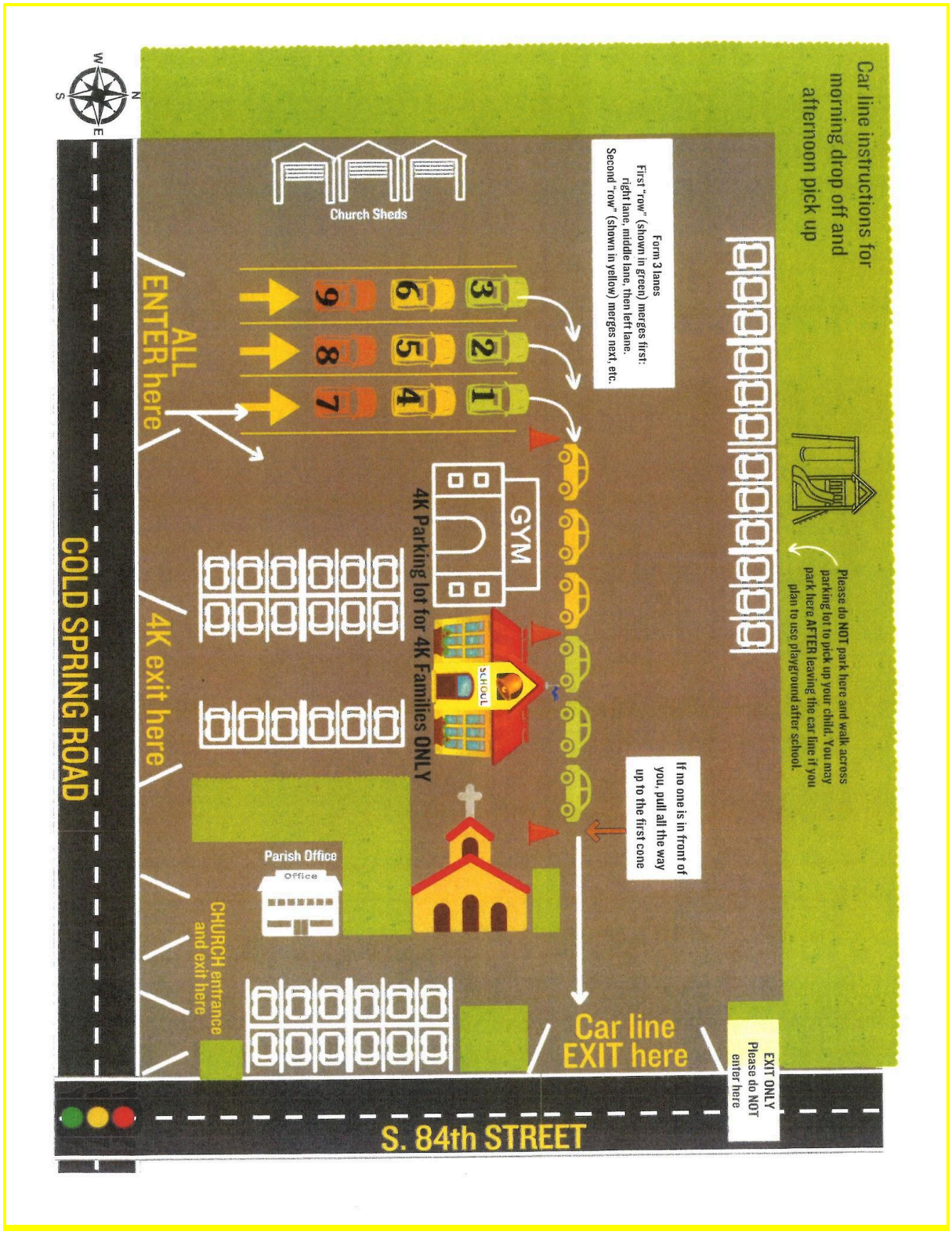
Enter from Coldspring Road. (**See the map on the next page**.) Drivers should stop where indicated and children should exit vehicles and enter the double doors on the north side of the school. If parents are coming into the school building, they should park their cars on the south side of the building and enter through door #6. Cars should exit slowly through the 84th Street exit.

Doors open at 7:30 AM. Students are expected to be in their classrooms at the 7:45 AM bell.

Pick-up procedure for the end of day

We ask parents who are picking up their children in cars to enter the parking lot from Coldspring Road. Cars should create three lines on the West side of the building, and merge to a single line on the north side of the school building, to wait for car riders to exit the building. Parents are to display their car line ID with the student name on the visor of their vehicle. Once children are safely in the car, we ask parents to exit via 84th Street. Families with children in K4 should park in the lot on the south side of the building and pick up their children at Door #6.

Pickup and Drop Off Map



LUNCH

Our school contracts with a food service management company to provide our students with hot lunch. Hot lunch and milk prices are published at the start of the school year.

Free or reduced-price lunches are provided for families that qualify. Application forms for free or reduced-price lunches will be given to all families in a packet sent the first week of school. Applications are also posted on our school website, and may be completed any time throughout the school year for any family whose financial situation changes. Call the school office for more information.

CLOSING OF SCHOOL

Closing of school due to weather conditions is done in conjunction with the Greenfield School District.

The policy is: If the Greenfield School District is closed, so are we. If Greenfield School District has a BUS Delay, our school will still open on time.

For any emergency closing at St. John's, we will contact you via email and our school website. Normally, we will not close school in the middle of the day. You may pick your child up if the Greenfield School District closes early.

STUDENT ATTENDANCE

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

Process and potential consequences school may impose for excessive tardiness and/or absences

- In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice

regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.

- There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
- A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. ***A student who is absent from school is normally not allowed to participate in after school or evening activities.*** The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity.

Absences are sometimes necessary due to illness, death in the family, a medical appointment or whenever the principal, in conjunction with the family, considers that exemption from attendance is in the best interest of the student. Pupils who are continuously absent or tardy without sufficient reason will be referred to the principal who will take appropriate action as directed by Archdiocesan policy. In cases where absence is necessary, the following procedure should be followed.

1. **Call the school office (414-321-8540) or email cnosbisch@sje.school before 9:00 A.M. State your child's name and the reason for the absence.**

2. All absences, excused and unexcused, must be recorded in the legal attendance records kept by each homeroom teacher.

3. It is the child's responsibility to meet the teacher(s) regarding assigned work missed due to the absence. Teachers are not required to provide student assigned work prior to a family vacation.

The principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, email, or in writing.

Pupils are not to be released from school during the school day without the approval of the principal. Examples of unexcused absences or tardies include the following: family vacations, extra-curricular activities, car problems, oversleeping.

APPOINTMENTS - Attendance and Excuses

Parents are to notify the school office in writing or via email with any request to release a student from school for an appointment. This request should be made prior to the appointment time. Parents must pick up their child at the school office and sign them out at the time of pick-up. Parents may not go to the classroom to pick up their child/ ren Students are to check in at the office upon return to the school. Parents are encouraged to make appointments after school hours whenever possible.

TARDINESS

Prompt, consistently on-time, arrival to school is an important asset to a child's development. Children must be encouraged to be on time for all classes and events. If a student is tardy to school, he/she must report to the school office first.

Excessive tardiness may result in serious consequences for the student. A student is considered tardy if not in the classroom by 7:45 AM.

All tardiness is recorded by the homeroom teacher and indicated on both the child's Permanent Cumulative Record which is kept on file and on his/her report card. A student who is tardy or released early is partially absent, as the Wisconsin Compulsory Attendance Law requires attendance for full periods and hours. An absence or tardy is excusable by the principal under the following circumstances: illness of the student, doctor/dentist appointment for the student, and/or a Court appointment.

TRUANCY (Archdiocesan Policy # 5112)

Students are expected to attend school regularly in compliance with the law for compulsory attendance. A pupil who is absent from school without an acceptable excuse for part or all of five days on which school is held per semester is considered habitually truant. In compliance with Wisconsin State Statute 118.15, a child may not be excused from school by a parent for more than ten days in a school year.

A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

ILLNESS

It is the responsibility of parents to keep children home from school when they are too ill to participate in school activities, or have a communicable disease. Parents are to make arrangements for child care in the event a child is sent home from school due to illness. Fever, nausea, rashes, earaches, etc. are symptoms that a parent should check before sending a child to school.

Fever – No child with a fever of 100 degrees or higher should be sent to school. Once the child is free of a fever, without medication, for 24 hours, he/she may return to school.

Other contagious disease - A child who is vomiting or experiencing diarrhea must be kept home from school. Prior to returning to school, he/she must be free of such symptoms for 24 hours. If a rash appears on your child's body, please do not send him/her to school until a physician has given permission to return to school. If a child is diagnosed with strep throat, he/she needs to be on an antibiotic for 24 hours and fever free before returning to school.
Except for first aid, treatment for illness or bodily injury may not be given by school personnel. School personnel may only administer medication with an approved Medication Authorization form on file. (Form 5140.2 (a)) *(see Student Health/Medication in School section)*

All contagious diseases (chicken pox, scarlet fever, mumps, measles, etc.) must be reported to the local Health Department. Students diagnosed with a contagious disease may not be readmitted to school without a physician or health department release.

COMMUNICATIONS

The school principal must approve announcements, posters, bulletins, and other communication which may be sponsored by an outside organization but directed to the educational community.

Newsletters, flyers, bulletins, etc., will be sent via the electronic Thursday communication, and will be displayed on the school website. When necessary, folders will be sent with your child with forms and information usually on Thursday of each week.

Unless an emergency situation exists, students may not be called to the phone during school hours.

CONFERENCES-PARENT/ TEACHER/ STUDENT

Reporting to students and parents in the form of a report card is vital for continued communication between home and school. There will be two mandatory parent-teacher-student conferences during the school year. The first conference is at the midpoint of the first trimester, and the second shortly after the midpoint of the second trimester. Parents are required to attend the conference accompanied by their child since it is the child's progress we are interested in improving. Please refer to the school calendar for conference dates.

ADDRESSING CONCERNS

In addition to making use of the Parent-Teacher-Student Conference scheduled, parents are encouraged to communicate with teachers any time they have questions. However, no teacher is to be disturbed during class or immediately before. Business of any nature between a parent and a teacher should NOT be taken care of in school hallways or classrooms when students are present. Appointments should be made in advance. Out of professional courtesy, please do not call teachers at their home unless asked to do so by a specific teacher.

When a parent has concerns the following procedure should be followed.

1. Parent will make an appointment to meet with the teacher.
2. If there is no satisfaction, the parent will make an appointment to see both teacher and principal.
3. If there is no satisfaction, the parent will make an appointment with the pastor.
4. The decision of the pastor is final.

ACADEMIC REQUIREMENTS

Students are expected to work at their level of ability and to achieve passing grades or better in all subject areas before promotion to the next grade or graduation. Special needs will be taken into consideration.

School subjects include religion, social studies, science, mathematics, reading, phonics, spelling, English, penmanship, music, Spanish, art, and physical education. Religion is graded on knowledge of Christian doctrine, not on the practice of virtues

CURRICULUM

Our school curriculum is in conjunction with the Archdiocese of Milwaukee Office for Schools Curriculum. St. John the Evangelist School aligns standards with report card standards, is evaluated annually and follows a Curriculum, Instruction, and Assessment Plan. Our curriculum envisions learning experiences designed to facilitate spiritual, intellectual, social, psychological and psycho-motor growth. The individual students' needs, abilities and interests along with parent and alumni surveys are considered in shaping curriculum which will develop the student's relationship to God, self and world. Working cooperatively with home and school, St. John's can achieve its goals and objectives in educating your child/children.

The center of our program is religion with an emphasis on the Catholic faith. Once a week, in addition to the daily religion program, the entire school gathers for an all school Liturgy. The teacher and students plan all liturgies.

Our school curriculum provides for a wide range of learning experiences in the building of a faith community. Our school personnel strive to promote and provide a curriculum understanding of cultural diversity. Thus, our educational goals, programs, textbooks and materials reflect the rich heritage found in the diversity among people and cultures.

Computer technology has a prominent role in today's world. Parents and students will be asked to complete a computer use and internet agreement form.

SERVICE-LEARNING

St. John the Evangelist School requires SERVICE-learning hours for students in grades 5-8. The intent of this program is for the student to develop a sense of commitment, responsibility, and to grow in personal development. We believe

that this implementation will enable students to appreciate their role in the home, school, parish, and greater community.

In order to make the habit of service a part of each individual's life, 5th through 8th grade students will be required to accumulate 30 hours of service before 8th grade graduation. It is suggested that 5th and 6th grade students achieve 5 hours and 7th and 8th grade students achieve 10 hours each year.

Some examples of service include but are not limited to:

- parish festival, fish fries, and volunteering in other parish based organizations
- yard work, shovel snow, work around the house
- volunteering at a senior citizen center
- tutoring children
- cleaning the school and grounds

No service can receive payment;

When a student completes a service-learning activity, he or she will fill in a service sheet available in classrooms and turn it into the 8th grade teacher. An accounting of hours will be kept by the 8th grade teacher. Service sheets are not just an accounting of hours, but provide a chance for reflection.

Students are expected to complete the required service hours. There may be a consequence for not completing service hours such as not attending the 8th grade class trip.

FIELD TRIPS

The classroom teacher plans field trips ("field trip" includes service opportunities and mission trips) after clearance from the principal. Field trips or service experiences must have a clear educational purpose and link to specific standards. This includes the 8th grade trip. All students are expected to participate in the field trip unless sick. All trips begin and end at school and will take place within the normal school day (exception: Outdoor Ed.). All children will need written permission to go on the trips.

Adult chaperones are needed for field trips and are chosen by each teacher. Teachers keep a list of chaperones chosen so that all interested parents have an opportunity to chaperone. It is requested that parents do not attend field trips unless they are chosen by the teacher. Any adult must complete safeguarding training before chaperoning any field trip or school activity.

Certain field trips may require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the pastor/parish director/president and the principal/religious education director. All funds raised must pass through the parish/school and must be used for costs associated with the field trip. No individual student or family may receive a

monetary benefit from the fundraising that is not equally applied to all students or families.
In the event that the field trip is cancelled for any reason, all funds raised are the parish/schools and may not be disbursed to individual students or families. The principal/religious education director is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal/religious education director on the use of the funds is final.

ACADEMIC SUCCESS

Homework and Tests

Homework is designed to advance a student's learning through drill, reinforcement, review and study in order to master the material presented in class. It is an important extension of the structured class period. For maximum benefits to the child, homework should be accurate and completed on time.

Students can expect to prepare at home in preparation for the next school day according to these times: (This is a guide only and may vary from child to child.)

- K5: expect 10 to 15 minutes per evening
- Grades 1-3: expect 15 to 30 minutes per evening
- Grades 4-5: expect 30 to 60 minutes per evening
- Grades 6-8: expect 60 to 90 minutes per evening

Time spent on homework includes daily assignments, studying for scheduled tests and quizzes, and working on long-term assignments. Parents can be extremely helpful to their children by providing a quiet time and place for home study, and by encouraging their children to complete their assignments carefully. If extremes in homework times are noticed, parents are invited to confer with their child's teacher(s).

Teachers administer tests in all subject areas as part of the assessment process. Tests can be designed by the teacher or published in conjunction with the textbook used in the classroom.

Cheating on homework or tests will not be tolerated. Students will not be given credit for work on which they have cheated.

Students are expected to make careful use of their time in class. Students who do not complete work in class, or who do careless work, will be expected to complete work at home, during recess, study hall, or after school.

HOMEWORK FOR ILL CHILD

Should you require a teacher to send work home for your child who is ill, please notify the office before 9:00 a.m. Please pick up the homework between 2:30 and 3:00 p.m. Do not expect to meet with the teacher at this time unless an appointment has been set up previously.

VACATIONS

When taking vacations during school session, please consider the following:

- Assignments may be given out at the discretion of each teacher as planning permits.
- It is reasonable that a teacher's lesson plans change. As such, due dates and content of any previously given assignment may also change.
- Assignments over an extended period, with a due date during the time of vacation, should be turned in before the date of absence or discussed with the teacher prior to leaving.
- Parents should expect additional assignments upon a student's return.

Remember when on vacation, your child is missing more than "work"; your child is missing valuable instruction that cannot be made up. Grades and achievement reports are very likely to reflect missed class presentations, assignments, and activities.

CHILDREN WITH EXCEPTIONAL NEEDS

St. John's does not offer special educational programs for any child/children with Exceptional Educational Needs. It follows Archdiocesan Policy which states:

a. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for an E.E.N. Program relative to P.L. 94-142.

b. Students eligible for placement under PL 94-142 should not be enrolled in the Catholic school unless a program is available through the Catholic school that can meet the student's special needs.

c. Whenever the local plan for the identification and intervention of "at risk" students indicates that a child may have an exceptional educational need, the child should be referred to the local public school to determine whether the child is eligible for placement.

d. If a student presently enrolled in the Catholic school is determined to have an exceptional educational need by the local public school's findings, reconsideration of his/her continued enrollment in the Catholic school should be reviewed by the school and parents.

CHILDREN AT RISK

St. John's uses the following process to screen for exceptional educational needs:

a. Whenever a teacher, parent or principal initiates a concern about a child, a referral is made. A concern could be related to a physical, social, emotional, learning difficulty.

b. A meeting is scheduled to activate the concern. The school principal, learning resource coordinator, teacher(s), parent and any support personnel are scheduled as participants in the staffing.

c. Strategies and follow-up decisions will be planned using the suggestions and brain-storming ideas from the meeting participants.

d. A future reconvening of the staff may be scheduled to review the results of any testing and evaluate the strategies, plans, etc. agreed on at the initial staffing.

e. A simple record should be kept of all staffing meetings and related testing, instructional plans and intervention strategies.

STUDENT ACCELERATION AND RETENTION

A student may be accelerated one grade level in exceptional cases. Acceleration should be considered upon the recommendation of the student's teachers and must have the approval of parents. The principal should consult with the Office for Schools prior to making the final decision on an individual student's acceleration. Utilization of all available local resources within the school and community in the assessment and educational program modifications for the student(s) in question needs to be a part of the process. Intellectual, developmental, social and emotional factors must be taken into consideration before any final decisions are made. Any arrangements for acceleration are on a trial basis for a mutually agreed upon amount of time before becoming permanent.

In view of the fact that programs used in the school allow for flexible and individualized instruction within the grades, retention of a student will be done in a just manner after considering grade standards as well as many factors affecting retention. When retention seems likely, parents are contacted several times during the school year. Final decisions of retention will rest with the principal and teachers.

Students transferring to St. John's are tested in the grade recommended by the previous school. However, due to the differences in standards in different schools, the need may occur for a student to be retained in the previous grade.

STANDARDS BASED ASSESSMENT

St. John the Evangelist uses trimester grading periods in grades one through eight to communicate student progress to families. At the conclusion of each trimester, families will receive a standards-based grade report indicating progress to date. These reports are based on student growth measured throughout the trimester using Archdiocesan proficiency scales.

Standards-based grading is an accurate and consistent method of communication between the teacher, student, and parent so that all share a common understanding of what the student knows and is able to do. Academic performance is measured against clear descriptions of what students are expected to know and be able to do at a specific point in their learning.

ARCHDIOCESAN REPORT CARD PROFICIENCY SCALES

Grades K-3 Proficiency Scale

3 Proficient	● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. ● Student can complete assigned tasks independently.
2 Developing	● Student demonstrates partial understanding of grade level standards. ● Student can sometimes complete learning activities without assistance.
1 Insufficient Evidence	● Insufficient evidence is available at this time to determine proficiency

Grades 4-8 Proficiency Scale

4 Advanced	● Student demonstrates understanding of concepts and skills extending beyond grade level standards. ● Student can independently complete self-directed studies
3 Proficient	● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. ● Student can complete assigned tasks independently.
2 Developing	● Student demonstrates partial understanding of grade level standards. ● Student can sometimes complete learning tasks without assistance.
1 Insufficient Evidence	● Insufficient evidence is available at this time to determine proficiency

3RD-4TH GRADE PROMOTION POLICY

St. John the Evangelist School adopts this 3rd to 4th grade promotion policy as of June 30, 2025 to take effect September 1, 2027.

All 3rd grade pupils scoring at or above grade-level in reading on the Wisconsin Forward Exam may be promoted to 4th grade. For any pupil(s) scoring below grade level in reading on the Wisconsin Forward Exam, our school will provide to that/those pupil(s) the following services, per 2023 Wisconsin Act 20:

- Intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency;

- Notification to the pupil's parent or guardian, in writing, including a description of the intensive instructional services and supports that will be provided to the pupil to remediate the identified areas of reading deficiency;
- An intensive summer reading program each summer until the pupil scores at grade-level in reading on a summative assessment.

According to 2023 Wisconsin Act 20, a good cause exception for providing these services applies to any pupil who meets the following or similar criteria:

- Is limited-English proficient. (According to state statute, "limited-English proficient pupil" means a pupil whose ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, nonschool surroundings, and who has difficulty, as defined by rule by the state superintendent, in performing ordinary classwork in English as a result of such limited English language proficiency.)

- Is a pupil who has an individual education plan (IEP) that indicates that taking the statewide 3rd grade standardized reading assessment is not appropriate for the pupil.

- Is a pupil who scores as proficient on reading on an alternative standardized assessment approved by DPI.

- Is a pupil who has an individual education plan (IEP) or a plan to provide accommodations or services under section 504 of the federal Rehabilitation Act of 1973 that indicates that the pupil has received intensive intervention in reading for more than 2 years if the pupil continues to demonstrate a deficiency in reading and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.

- Is a pupil who has received intensive intervention in reading for 2 or more school years, continues to demonstrate a deficiency in reading, and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.

DRESS CODE

St. John the Evangelist does have a dress code and students are required to wear uniforms. The dress code is in place to show our students are members of the St. John's community. Following the dress code is required at school and at school related activities.

Anything not listed in the dress code is prohibited. The administration reserves the right to make the final decision about whether or not a student's attire complies with the dress code. Students whose dress does not meet the standards of our dress code will be provided with appropriate attire from our uniform closet, or parents will be contacted to bring appropriate clothing to school.

We believe that Christian modesty, self-respect, cleanliness and safety are required for in school and out of school events. Any clothing or apparel that is visible is subject to the dress code.

Boys and Girls:

Slacks:

- Plain solid navy blue uniform dress pants. Twill or corduroy.
- No tight-fitting slacks.
- No spandex, leggings, or yoga pants (10/20/26)
- No cargo pants.

Sweaters:

- Cardigan, V-Neck, Crew Neck or Vest
- Solid red, white, or navy.
- Collared shirts must be worn underneath sweaters.

Sweatshirt:

- St. John's uniform sweatshirt only.
- A collared uniform shirt must be worn underneath sweatshirts.

Shoes:

- Dress or athletic shoes must be closed toe and closed heel.
- Shoes may not light up.
- For safety on stairways be certain that the soles are soft rubber.
- Shoes should tie or be secured in a way that they will not easily slip off.
- Boots above the ankle including, but not limited to, UGG boots may not be worn in the classroom at any time. Boots above the ankle may be worn outside during recess only.

Shorts:

- Shorts may be worn from the start of the school year through October 1st, and from May 1st until the end of the school year. (Dates may be modified at the discretion of the principal).
- Shorts must be navy blue, solid colored, and hemmed.
- Shorts can have either a plain or a pleated front.
- The length of the short must be no shorter than 3" from the top of the knee.
- Shorts should not be tight fitting or have contrasting stitching, decorative zippers or labels.
- Students may not wear bike shorts, short shorts, athletic shorts, jean shorts, knit shorts, or cargo shorts.
- No skorts of any type are acceptable.
- Shorts may not be worn on mass days.

Hair:

- Hair should be neat, clean, and out of the eyes.
- Hair must be natural tones. There should be no unnatural colors, distracting hairstyles or accessories
- No mohawks.

Boys:

Shirts:

- Solid white or red polo shirt, regular white dress shirt or turtleneck.

Socks:

- Solid white, navy, gray or black. Socks must be worn.

Boys are prohibited from wearing earrings at school. (4/21)

Girls:

Jumper:

- For Grades K4 through 4
- Classic Large navy plaid (also called red/navy plaid)
- Uniform jumpers must be crew neck or v – neck style.
- Split front/vest style jumpers are not acceptable. (4/21)

Skirt:

- For Grades 4 through 8
- Classic large navy plaid (also called red/navy plaid)
- Pleated

Girls in grade 4 may wear either a jumper or a skirt.

Jumpers/skirts cannot be more than 3" from the top of the knee.

Shorts, spandex or leggings are required under jumpers/skirts.

Blouse/Shirt:

- Plain solid white or red uniform blouse, polo style shirt (knit shirt with a collar and 3 or 4 buttons at neck), or turtleneck style. No lace or ruffled styles.

Socks/Tights/Leggings:

- Solid red, white, navy or black only. Socks, tights, or leggings must be worn at all times.

Jewelry, Nail Polish, Make-up, Accessories:

- A watch, small pendant on a neck chain, earrings or a ring are acceptable pieces of jewelry.
- For safety reasons, earrings may not dangle below the bottom of the earlobe.
- No face piercings of any kind
- No makeup is permitted. Students who come to school with makeup will be sent to the office to remove it
- No nail polish or fake nails are permitted. Students who come to school with nail polish will be sent to the office to remove it.
- Jewelry and other personal property is not required and is brought to school at a student's own risk.

OUT OF UNIFORM DAY DRESS CODE

In keeping with a desire for Christian modesty and respect, the following attire will be allowed for all out of uniform days:

- Jeans, pants, khakis, windpants, sweatpants, loose fitting cotton pants (no rips, holes or extremely worn material).
- T-shirts, short or long sleeved tops, sweatshirts or hooded sweatshirts - free of inappropriate wording/decals.
- Tennis shoes, fashion boots, cowboy boots.

THE FOLLOWING ITEMS ARE NOT ALLOWED: TANK TOPS, SPAGHETTI STRAPS, MINI SKIRTS OR DRESSES, PANTS THAT ARE EXCESSIVELY BAGGY OR TIGHT, TOPS THAT DO NOT COVER THE MIDRIFF WHEN ARMS ARE LIFTED OVERHEAD, NECKLINES THAT ARE REVEALING. THIS APPLIES TO IN-SCHOOL AND SCHOOL SPONSORED EVENTS. NO TORN OR RAGGED LOOKING PANTS.

Leggings and yoga pants are not permitted as standalone uniform bottoms during regular school days, on out-of-uniform days, or for physical education (PE) class. Leggings and yoga pants may be worn underneath an approved uniform skirt. Leggings may also be worn on out of uniform days under skirts and dresses. Students are expected to follow these guidelines regardless of whether it is a regular uniform day or an out-of-uniform day. 10/20/26

The principal's decision regarding appropriate appearance will be final.

Phy Ed Attire:

Grades K4-4:

- Athletic shoes are required for Phy Ed class. Shoes should be brought to school on Phy Ed days or a pair may be kept in the classroom.

Grades 5-8:

- A t-shirt or sweatshirt and shorts or sweatpants are required for Phy Ed class. Students use the gym restrooms to change before and after class.
- Athletic shoes are required.
- No phone calls will be made for forgotten Phy Ed attire.
- Inappropriate words or pictures on clothing will not be permitted.
- No tight or revealing shorts or shirts are permitted.
- No leggings or yoga pants

The principal's decision regarding appropriate appearance will be final.

BIRTHDAY PARTY INVITATIONS

To promote inclusiveness and protect the feelings of all students, birthday party invitations may only be distributed at school if all students in the class are invited. This policy applies during all school hours and in all school spaces, including classrooms, hallways, and common areas.

If a student wishes to invite only a portion of the class, invitations must be distributed outside of school hours and off school property.

We appreciate your cooperation in helping us create a welcoming and respectful school environment for every child.

BIRTHDAY TREATS

Homemade birthday or store bought classroom treats are allowed, as long as they are clearly labeled with a full list of ingredients. This helps us protect students with food allergies and dietary restrictions.

All classroom treats—homemade or store-bought—must be coordinated with your child's teacher in advance. The teacher will confirm whether there are allergy concerns in the class and that the treat is appropriate for all students.

If you prefer a non-food option birthday treat, items such as stickers, pencils, or small toys are also encouraged as fun and inclusive alternatives.

Parents or guardians of children with allergies or dietary restrictions may choose to provide a separate, alternate treat for their own child on birthday celebration or treat days.

STUDENT HEALTH/MEDICATION IN SCHOOL

1. No medication will be administered by school personnel without the Medication Consent
   Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.
   a. Parent/Guardian Medication Authorization Form/Nonprescription Medication must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication. 5141.5(a)
   b. Medical Provider Authorization Form/Prescription Medication must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication. 5141.5(b)
   c. The School Nurse, where available, or the principal/secretary shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of the prescriber, the name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.

3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.
4. Medication will be taken by the child at the designated time administered by the School Nurse or by the other individual who has been identified to do so.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens.
Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee allergy action plan completed and signed by the student's physician, parent/legal guardian, and principal (refer to Form 5140.2c). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a Health Care Accommodations Plan (refer to Form 5141.5(d) for a student who requires an emergency prescription medication.

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school an allergy action plan (refer to Form 5141.5(c). The allergy action plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches and treats that do not contain the allergen.

Consultation with the Office for Schools and Catholic Mutual should occur when making accommodation arrangements for individual students and their families.

Medical forms may be obtained from the school office

SAFE ENVIRONMENT

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school maintain a proper learning and working environment. We will do our part to ensure such an environment.

The archdiocese has implemented a comprehensive Safe Environment Program with all personnel and students in parishes and schools throughout the archdiocese. All personnel receive regular training in recognizing and reporting child abuse, as well as in the Archdiocesan Code of Ethics. Those who work with children, whether paid or unpaid, must undergo a criminal background check.

All parish and school personnel, including clergy, are mandatory reporters of child abuse. Consultation and assistance regarding mandatory reporting requirements and procedures are provided for personnel.

All students in Catholic programs receive age-appropriate education in recognizing, resisting and reporting sexual abuse.

To the extent a complaint is heard, (i.e. child abuse or neglect, sexual harassment) the appropriate authorities will be notified pursuant to Section 48.981 of the Wisconsin Statues.

Screening, Background Checks, and Training

The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

- Be cleared through a state and national criminal background check.
- Attend a Safe Environment Education Training session on recognizing the signs of, and reporting, child abuse and neglect.
- Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities
- Read and sign the Social Media & Digital Communication Policy acknowledgement
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years.

All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

SUICIDE PREVENTION AND AWARENESS

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

WEAPONS FREE ZONE

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related event. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty. Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/ guardians of any student in possession of a weapon and advise them of pending disciplinary action.

SCHOOL VIOLENCE THREAT MANDATORY REPORTING

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

CHILD ABUSE AND NEGLECT

Mandatory Reporting-Arch diocese Policy #5140.1

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employees, or volunteers to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

Mandatory Reporters Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:
• School teachers, administrators, counselors, substitute teachers, school employees
• Child-care worker or day care provider/center, childcare provider, in or out of the child's home • A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the

clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
• Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
• Administrators of social service agencies • Speech-language pathologist, audiologist • Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
• Police or law enforcement officer, emergency medical technician; first responder
• Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates Wis. § 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than $1,000.00 or imprisoned not more than six (6) months or both (Wis. § 48.981 (6)). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

• In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
• Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

Procedures for Reporting
• Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
• It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report

as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.
• Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
• If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
• When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:
• Call the local Child Protective Services (CPS) agency, or
• Call local law enforcement

The reporter should be prepared to share detailed information, including:

• Reporter's name, position, parish/school, parish/school phone number.
• Child's name, address, and age.
• Reporter's relationship to the child.
• Parent's name, address, work place (if applicable).
• Names and ages of siblings.
• Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
• Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
• If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an

explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.

• Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meetings without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People (Article 4)* requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Report of Suspected Parish/School Employee

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.

2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.

3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.

4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with

its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.

5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.

6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.

7. Care must be taken to avoid defamation of the character of the accused.

8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities. 9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.

10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.

11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.

12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.

13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.

14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

SEARCH AND SEIZURE

The principal and staff members specifically delegated by the principal shall inspect the student lockers and desks and any items in the lockers and desks periodically.

The principal/designee shall have the right to access any content, including text messages, photos, or address books on cell phones confiscated from students.

If lockers are to be locked students must use school furnished locks on the lockers. Any other locks will be confiscated by school authorities.

All contraband items such as alcoholic beverages, controlled substances, knives and weapons shall be deposited with the principal.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order. The school attorney should be informed as soon as possible and consulted in regard to any questions of legality.

Parishes/schools reserve the right to search anything brought onto parish/school property.

Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

POLICE QUESTIONING AND APPREHENSION

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

CUSTODY ISSUES

When school authorities learn that a student is the subject of a court decree, which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of this court decree. Alternatively, a letter from an officer of the court stating the requirements of the court in this matter will suffice.

If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), all information regarding the student shall be available to both parents in conformity with Wis. Stat. 118.125 (2) (a) UNLESS one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4), in which case, NO student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125(2) (m). (Archdiocesan Policy #5124.2)

STUDENT RECORDS

The school has the responsibility to keep educational records for each student. Wisconsin Law indicates those who may have access to student records.

There is no distinction in Wisconsin Law between custodial or non-custodial parents. Unless there is a specific provision in the divorce decree to the contrary, both custodial and non-custodial parents should have access to the student records of their minor child.

School records will be directly mailed to the school in which the student is seeking enrollment or is enrolled. Schools may withhold the transfer of official student records for unsatisfied financial obligations.

OPEN RECORDS LAW AND OUR SCHOOL

St. John the Evangelist is a private school and is not a governmental body or an "authority" as defined under Wisconsin's Public Records Law (Wis. Stat. ch. 19, subch. II). Unlike public school districts, which are generally required to make many of their records available for public inspection upon request, St. John the Evangelist is not subject to these open records requirements. As a private institution, we maintain discretion over the disclosure of internal records, personnel matters, and other institutional documents, except where disclosure is otherwise required by a specific statute, regulation, court order, or the terms of a program in which the school participates (such as certain reporting obligations under parental choice programs).

This means that records such as staff personnel files, internal communications, board meeting minutes, and administrative documents are not subject to public records requests in the way they would be at a public school.

Separately, please note that under 2025 Wisconsin Act 57, St. John the Evangelist, like all Wisconsin schools, is required to provide same-day notification to parents/guardians in the event of a credible report of certain sexual misconduct by a school staff member. This notification requirement applies regardless of the school's status under the open records law.

ELECTRONIC DEVICES

Students are not permitted to have laser pointers, radios, cd players, i-pods, mp-3 players, etc. on school property. Any such electronic equipment found will be confiscated by school staff.

CELL PHONE

If a student brings a cell phone to school, it may be used during school hours only with the permission of faculty or administration. Cell phones are to be kept in students' backpacks and are to be turned off.

Students may not be on their phones while on school grounds. This includes using the internet, texting, or phone calls. If students are in after school or before school care, or waiting for choir, club or a practice to start, phones are still off limits. Phones should remain in the students' backpacks until their parents pick them up.

If the student asks a staff member for permission to contact someone for a ride or another need and the staff member approves use of the phone the staff member may monitor the call.

If your child does have a phone, please discuss with him or her the school expectations for its use.

The school is not responsible if any cell phones are lost, stolen or damaged.

SMART WATCHES/ DEVICES

Smart watches must be silenced and stored in backpacks during class time, unless explicitly permitted by a teacher for educational purposes. Students are not permitted to text, call, play games, take photos/ videos, or use apps on school grounds without staff permission.

In an emergency, students should use the school office phone. Parents should not contact students directly via smart watches or phones during the school day. Urgent messages must go through the school office.

Electronic devices and other personal property are not required and are brought at a student's own risk. The school is not responsible for any lost, stolen, or damaged electronic device.

Violations for using cell phone or smart devices on school grounds:

- First Offense: Warning and reminder of policy. Student may be asked to place the device in their backpack or with the teacher until the end of the day
- Second Offense: Device will be held in the school office. Parent/ guardian will be notified and may need to retrieve the device from school office
- Further offenses: Parent conference and possible restriction from bringing phone or smart device to school

SOCIAL MEDIA GUIDELINES

Technology and evolving social media platforms are expanding our view and sense of community. There are opportunities to use technology to improve communication with our current St. John the Evangelist community and engage volunteers. While we pursue these opportunities, St. John the Evangelist Catholic School wants to ensure that social media and internet users consider and protect children's and families' right to privacy. We hope that in the spirit of the values of our school and faith community this policy is embraced with understanding and follow through among all forms of SJE community interaction on social media.

SJE Administration Commitment and Responsibility

Social Media Presence:

The initial social media presence for SJE Catholic School will be on Facebook. The SJE School Facebook Page will be set up and maintained by a person(s) delegated with the task by the school principal. No other individual(s) are authorized to maintain and update the SJE Facebook page without prior approval from the school principal.

Media Use and Implementation

All content published by the SJE Facebook Page or other social media platforms must be in accordance with the following intended uses:

- Encouraging participation at official SJE events, activities, programs, in general
- Distributing advance notices of SJE events and initiatives.
- Soliciting volunteers to assist with SJE events and initiatives
- Encouraging participation in fundraisers, food/clothing drives, book fairs, recognition events, and other events and initiatives.
- Informing SJE families about news, events, programs, or legislation that may affect the school.
- Recognizing special achievements or accomplishments of SJE students, families and staff members.
- Recognizing SJE partners, sponsors and supporters, when appropriate, and other uses as approved by the SJE Principal.

Photos and videos may be uploaded periodically to the SJE School Facebook page.

SJE staff and volunteers must respect all copyright laws and reference sources appropriately. For any photographs or videos to be posted, permission from the artist, photographer or video producer/studio is necessary and proper credit must be given.

Social Media Use and Pictures

In light of our Christian values of respect and dignity for individuals we ask that all parents **do not** post pictures and/or names of fellow SJE students and families from parish or school sponsored events on SJE sites or their personal sites without prior permission. In addition, the following uses are prohibited on any SJE media outlet, including social media platforms or the SJE website:

- Soliciting or advertising any business, except to the extent that such advertising occurs in conjunction with fundraisers and/or recognition of SJE partners and supporters
- Furthering an issue or product for personal or professional gain.
- Airing grievances with fellow volunteers, school administrators, and teachers, board members, students or other individuals.
- Using inflammatory or inappropriate language, or personal attacks of any kind.

In addition, SJE students should respect the privacy of others by not sharing personal information or hurtful comments on classmates via Social Media including e-mail.

The following will not be tolerated and may be subject to school suspension or dismissal at the sole discretion of the Principal:

- Cyberbullying of any kind, including insulting, targeting, embarrassing or excluding any individuals.
- Offensive language, including but not limited to ethnic, religious and racial slurs; profanity; sexually explicit language and the like, including use of acronyms of offensive expressions.

Participants are encouraged to report immediately any posts they deem inappropriate.

ACCEPTABLE USE POLICY-COMPUTERS/ TELECOMMUNICATIONS

For the Archdiocese of Milwaukee

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of this institution. The school/parish provides computing and network resources for the use of students, employees, and others affiliated with the school/parish. The

equipment, software, and network capacities provided through school/parish computer services are and remain the property of the school/parish. All users are expected to conduct their on-line activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- Using e-mail capabilities to facilitate distance learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of the network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through school e-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons, or the transmission or use of e-mail or other computer messages that are sexually explicit constitutes harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, internet, or any networks or sites connected to the network. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping e-mail messages that have the capacity to overload the computer

resources. Discipline may be imposed for intentional overloading of the school's/parish's computer resources.

Access to the school's/parish's e-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School/parish users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail or computer address to send e-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school/parish cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via e-mail.
- The school/parish reserves the right to access e-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or misinformation to law enforcement authorities.
- Any information contained on the school's/parish's computer's hard drive or computer disks which are purchased by the school are considered to be property of St. John the Evangelist School.

This agreement applies to stand alone units as well as units connected to the network or the internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school/parish disciplinary action, and/or appropriate legal action may be taken. The decision of the principal/pastor regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.

VOLUNTEERISM

One of the many successes at St. John the Evangelist Catholic School has been the focus and priority of the ideal of service that has been instituted into the daily lives of our students – service to each other, our school and our community. The students learn just how vital service can be through their daily school work and service projects. As with any other thriving community, our school community depends on the service of its students and parents to establish itself and thrive.

Parent volunteers are needed at St. John the Evangelist School. Volunteering gives parents the opportunity to be involved in the life of the school. Parent participation is an integral part of many programs at SJE: SCRIP, School Dance, Back to School tailgate, athletics, committees, chess club, forensics, classroom parents,lunch duty, field trip chaperones, etc. are all important

elements to the life of our school. It is important that parents participate in the total educational experience of their children,

Volunteering goals:

- Create a welcoming environment for each of our families by involving our parents/guardians in events throughout the year. We are more than a school for your child – Your volunteering helps us become a community!
- Fully staff our various school/community events. The success of these events is dependent on the hard work and dedication of our families.
- Allow you to participate in as many events as your personal schedules permit for the benefit of the school and your children.
- Each school family (K4 – 8th grade) is expected to provide a minimum of 20 hours of service per school year (July 1st – June 30th).

SCHOOL RELATED ASSOCIATIONS STRUCTURE

An "affiliated organization" is any group of parishioners/school parents or a group sponsored by parishioners/school parents that is participating in the mission of the parish/school, uses the name of the parish/school for identification, and is not organized separately from the parish/school. It is specifically sponsored by the parish/high school. All parish/school affiliated organizations are established in the parish/school bylaws or by separate action of the Pastoral Council/School Board. Affiliated organizations are accountable to the parish/school, usually through the Pastoral Council/School Board or one of its commissions/committees.

Organizations such as the Home and School Association, Athletic Association, Holy Name Society, Christian Women Society, Ski Club, Debate Club, Drama Club, etc., are usually established as affiliated organizations. Organizations that have their primary affiliation with another organization, such as Boy Scouts, Girl Scouts, Knights of Columbus or St. Vincent de Paul, yet use the parish or school as a sponsor or for identification are not considered affiliated organizations. Any other group that is not sponsored or authorized by the Pastoral Council or School Board is not an affiliated organization. (Excerpt from archdiocesan policy #3570)

HOME AND SCHOOL COMMITTEE

The St. John the Evangelist Home and School Committee has been formed for the purpose of effective communication and cooperation between parents and educators, coordination of the spiritual and educational forces of the home and school, provision of well-planned programs of information and interest to parents, creation of a greater appreciation of Catholic Education, and to organize and/or support appropriate fund-raising activities.

SCHOOL ADVISORY COMMISSION

St. John the Evangelist School Advisory Commission is established for the purpose of inspiring, fostering, and promoting the value of a Catholic education at St. John the Evangelist School. The School Advisory Commission provides the opportunity for representative members of the community to come together

to work with the school and parish administration to provide unity of the school program. The committee recognizes the principal's responsibility for the effective operation of the school and solely acts in an advisory capacity. The committee also recognizes the Pastor with the ultimate responsibility and authority for all advisory commission decisions.

ATHLETIC COMMITTEE

St. John the Evangelist Athletic Association offers Interscholastic Programs with other Archdiocesan Catholic Schools in the following sports:

1.	Soccer	Co-ed—Grades 4K-8 (Fall)
2.	Volleyball	Girls – Grades 5-8 (Fall)
3.	Basketball	Boys and Girls – Grades 5-8 (Winter)
4.	Track	Boys and Girls – Grades 5-8 (Spring)
5.	Futsal	Boys and Girls – Grades 4K-6 (Spring)

We believe that because student athletes represent St. John the Evangelist School and Parish, their behavior, attitude, and school effort need to be monitored. Student athletes should be required to adhere to certain standards.

1. Student athletes cannot participate in practice or games on the day of a school absence.

2. Students who present repeated disciplinary concerns will be referred to the principal who may decide to revoke playing privileges. The length of this revocation is at the discretion of the principal.

3. Severe or repeated problems will require a conference between the student athlete, his/her parents, the principal, athletic director, and coach.

Our sports program is parish-based and adheres to the Archdiocesan Rules and regulations governing the program.

Athletic fees are published annually. Late fees apply after registration deadlines.

Parents are required to staff the concession booth at games, and are requested to help out at other Association-sponsored events.

ASBESTOS

St. John the Evangelist Parish School complies with the Federal Asbestos Regulations.

ST. JOHN THE EVANGELIST PARISH SCHOOL
WELLNESS POLICY
2026- 2027

Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive; Good health fosters student attendance and education; St. John the Evangelist is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

It is the policy of St. John the Evangelist to:

- Provide all students opportunities and encouragement to be physically active on a regular basis.
- Require foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Guidelines for Americans.
- Provide Students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Provide students adequate time to eat.
- Provide students with nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

TO ACHIEVE THESE POLICY GOALS:

I. Policy monitoring and implementation

The School principal shall implement and ensure compliance with the policy.

The Principal, the Hot Lunch Director, and the School Advisory Commission will monitor/evaluate the wellness policy.

Each year the School Advisory Commission will review the latest national recommendations pertaining to school health and will update the policy accordingly.

The school will actively inform families and the public each year of the policy, including its content, updates, and implementation. The information will be available via the website or parent newsletter.

The wellness policy will be assessed every three years using the Wellness School Assessment Tool

The school will evaluate compliance with Wellness Policy every three years through a triennial assessment. The triennial assessment will be used to review and revise the wellness policy.

The results of the Triennial review and the WELLSAT will be shared with the school community in the school newsletter.

The Wellness Policy is published in the parent handbook.

II. Nutritional Quality of Foods and Beverages Sold and Served at St. John the Evangelist

School Meals

Food and beverages sold or served at school will meet the nutrition recommendations of the U.S. Guidelines for Americans.

School lunch is available for all children regardless of income level by a licensed food service provider. Students are not identified as receiving free or reduced lunch.

School lunch consists of the following: protein, whole grains, vegetables, fruit and milk. Students will be served all items of a well-rounded meal. Students are encouraged to eat the items. A drinking fountain is available outside of the cafeteria.

All food and beverages sold outside of the school meal program shall meet the USDA Smart Snack standards. Standards linked below:

https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf

SJE will adhere to the Smart Snack guidelines when marketing food or beverage during the school day.

Meal Time and Scheduling

Students are provided with a 20 minute time period to eat lunch. Lunch times are scheduled from 11:10-11:30am and 11:45-12:05pm.

Students are given an opportunity to wash/sanitize their hands prior to lunch.

Students who are required to brush their teeth because of special oral health needs (e.g. orthodontia or high tooth decay risk) are allowed to do so.

Qualified School Food Service Staff

St. John the Evangelist contracts with CFI food services. to provide hot lunches for our students. Lunches are prepared at a remote location and delivered daily. CFI provides us with a Serve-Safe certified food service provider on site to serve meals.

All food and nutrition staff should complete annual training in accordance with USDA Professional Standards

Sharing of Foods and Beverages

St. John the Evangelist prohibits students from sharing their foods or beverages with one another during meal or snack times, due to concerns about allergies and other restrictions on some children's diets.

Snacks

Students are allowed to bring a healthy snack from home. Snack suggestions are given to parents.

Teachers will monitor snacks of students during snack time. If an unhealthy snack is brought by a student, parent contact will be made to encourage healthy alternatives.

The classroom teacher will also review healthy snacks with students throughout the school year.

Celebrations

St. John the Evangelist limits celebrations that involve food to select events throughout the year. These events vary by grade level. Students are allowed to bring a treat in on their birthday for their class. Parents of students with food allergies are encouraged to provide an alternate treat for their child.

After School Program

Snacks are provided to students attending the after school program. These snacks are approved by the director and take into consideration any special dietary needs. Students have access to a water fountain.

III. Nutrition and Physical Activity Promotion

St. John the Evangelist aims to teach, encourage and support healthy eating by students. St. John the Evangelist provides nutrition education and engages in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of our science/health curriculum
- teaches children to consider the health benefits of a variety of foods including fruits, vegetables, whole grain products, low-fat and fat-free dairy products, and health-enhancing nutrition practices.

In addition, St. John the Evangelist:

Offers nutritional lessons and healthy snack breaks
Sponsors an annual Fun Run and healthy snack break
Offers a healthy morning snack cart twice per week. Snacks are available for a minimal charge.
SJE student group, the wellness warriors, create and lead three different activities promoting physical activity throughout the school year.

Communication with Parents

- Families are provided information and forms needed to determine eligibility for free/ reduced price meals in the summer mailing and school newsletter
- Parents are encouraged to send a healthy snack with their child to school.
- A monthly school lunch menu is provided to the parents.
- Throughout the school year healthy snacks will be reviewed.

IV. Physical Activity Opportunities and Physical and Nutritional Education

- in grades K4-4th grade students will have recess 2 times per day totaling 35 minutes.

- in grades 5 - 8 students will have recess 1 time per day totaling 15 minutes.
- St. John the Evangelist has a licensed physical education and health teacher who provides instruction to all students in K4-8th grade.
- The physical education curriculum for each grade is aligned with archdiocesan standards
- K4/K5 will have physical education class for at least 30 minutes two times per week. Grade 1 will have physical education class twice per week for a total of 75 minutes. Grades 2-8 will have physical education class for 45 minutes two times per week.
- Teachers are encouraged to give Brain Breaks utilizing physical movement.
- Our Physical Education teacher supervises a co-curricular club which promotes nutrition and physical activity by planning wellness events for the student body three times a year.
- Co-curricular activities, an athletic program, and recess support the Physical Education Program.
- School curriculum addresses agriculture and the food system through our learning garden and science curriculum

Physical Activity and Punishment

Teachers and other school personnel will not use physical activity (e.g. running laps, pushups) as punishment. Physical activity will also not be withheld as a punishment.

Employee Health

A healthy lifestyle is encouraged for all adults in the community. This is supported by:

- Sharing health tips and information when available
- Providing physical activity breaks as part of our faculty faith formation
- Staff is encouraged to model healthy eating and physical activity behaviors

Goal: to offer a faculty walking club.

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Updated 6/26

School Calendar 2026-2027

St. John the Evangelist School - 2026-2027 Calendar

17 - 21 Teacher In-Service
24 Book & Supply Drop Off & School Picture Day 8:00 - 11:00 AM
25 First Full Day of School for Students
27 Parent Night 6:30 PM

AUGUST 2026

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 Labor Day, No School

SEPTEMBER 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 No School, Teacher In-service
15 11:00 AM Dismissal Mid-Trimester Conferences
16 No School

OCTOBER 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4 Grandparent's/VIP Day
13 No School, Teacher in-Service
19 End of First Trimester
25 - 27 Thanksgiving Break

NOVEMBER 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 Report Cards
17 Christmas Program
23 - January 3 Christmas Break

DECEMBER 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Classes Resume
31 - February 6 Catholic Schools Week

JANUARY 2027

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

5 No School
11 11:00 AM Dismissal Conferences K4-8
12 No School
15 No School, Teacher In-Service
26 No School, Teacher In-Service

MARCH 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 End of Second Trimester
11 Report Cards
25 11:00 AM Dismissal
26 - April 4 Easter Break

APRIL 2027

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Classes Resume

MAY 2027

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 No School, Teacher In-service
27 K4 & K5 ONLY 11:00 AM Dismissal
31 No School, Memorial Day

JUNE 2027

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Grade 8 Graduation
3 Picnic
4 11:00 Dismissal Last day of school, Grades 1-7
7 Teacher In-Service

PLEASE KEEP THIS CALENDAR FOR REFERENCE

[/] Denotes 11:00 AM Early dismissal

School pictures will be taken on Monday, August 24th during our book and supply drop off day. 5/26