

New Family Orientation Guide – 2020-21



St. John the Evangelist Catholic School (SJE) School Website

[www. StJohnSchoolLGV.org](http://www.StJohnSchoolLGV.org)

- You can find much of the information in this orientation guide in the PARENTS (1) section of the school website's homepage.
- You can refer to the school calendar from the school website's homepage (2).



School Information

- Phone:** 410-592-9585
- Website:** StJohnSchoolLGV.org/
- Facebook Page:** @StJohnSchoolLGV
- Communications:** Parent – Student Handbook (**Use bit.ly/SJEhandbook to find.**)
- Principal’s Weekly Update- Emailed weekly on Friday during school year
- Alert Messages – (text, email, phone)

School Schedule

7:15-8:05 am	Morning Extended Day
7:50 am	Morning drop-off begins
8:05 am	Bell rings/students report to homeroom
8:15 am	School day begins with morning announcements
11:45 am	Half day PreK pick-up
2:45 pm	Full day PreK pick-up
3:00 pm	Dismissal K through grade 8
4:00 pm	School office closes
4:15 pm	Homework Club* pick-up
6:00 pm	Extended Day closes

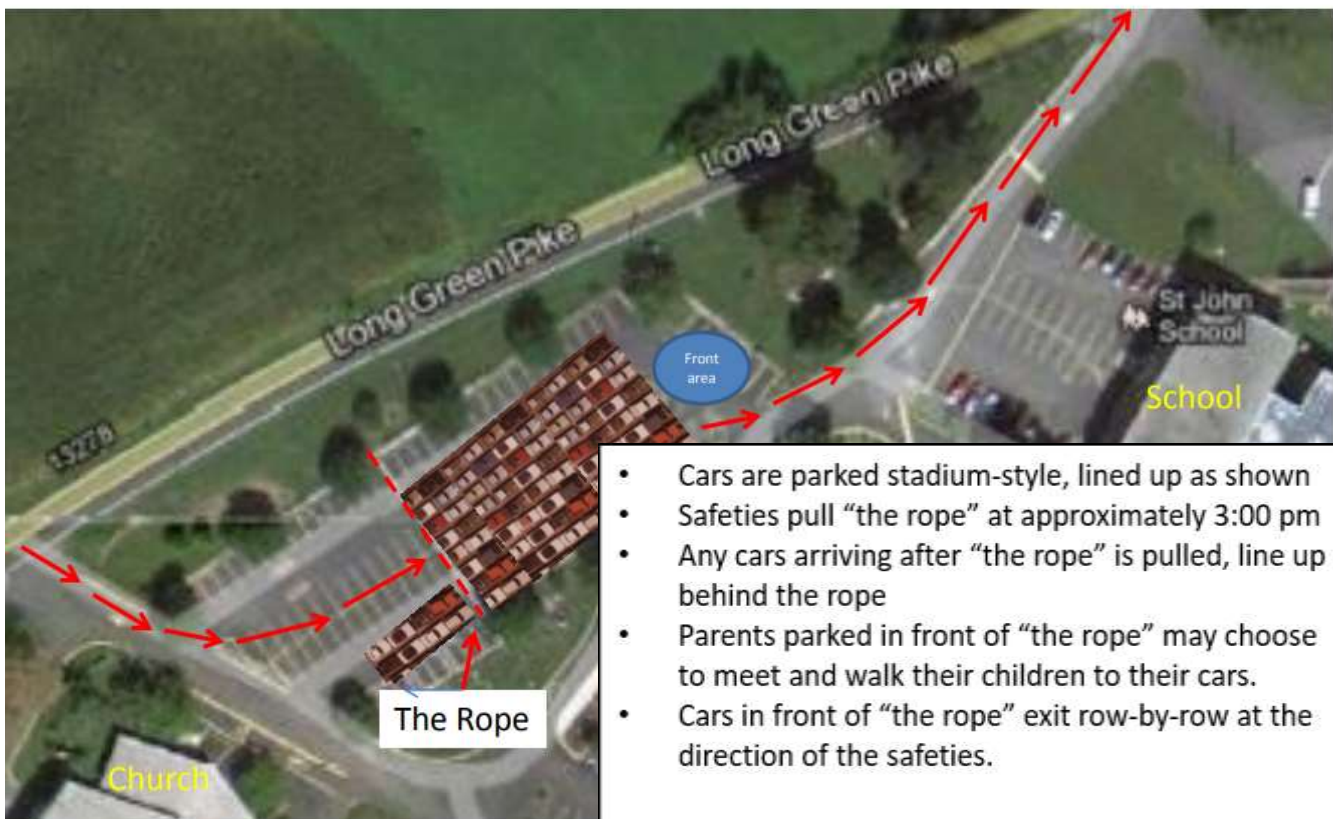
***Homework Club** is available Monday through Thursday until 4:15 throughout the school year for students in kindergarten to Grade 8 at \$10/student/day. Contact Ms. Thomas at SThomas@StJohnSchoolLGV.org for details and arrangements.

Morning Drop Off

- Cars enter the parking lot and line up in front of the school at the bottom of the parking grid
- Parents remain in their cars
- Safeties open car doors and help children exit
- Cars exit the lot



Afternoon Pick Up (if you are in front of “the rope”)



- Cars are parked stadium-style, lined up as shown
- Safeties pull “the rope” at approximately 3:00 pm
- Any cars arriving after “the rope” is pulled, line up behind the rope
- Parents parked in front of “the rope” may choose to meet and walk their children to their cars.
- Cars in front of “the rope” exit row-by-row at the direction of the safeties.

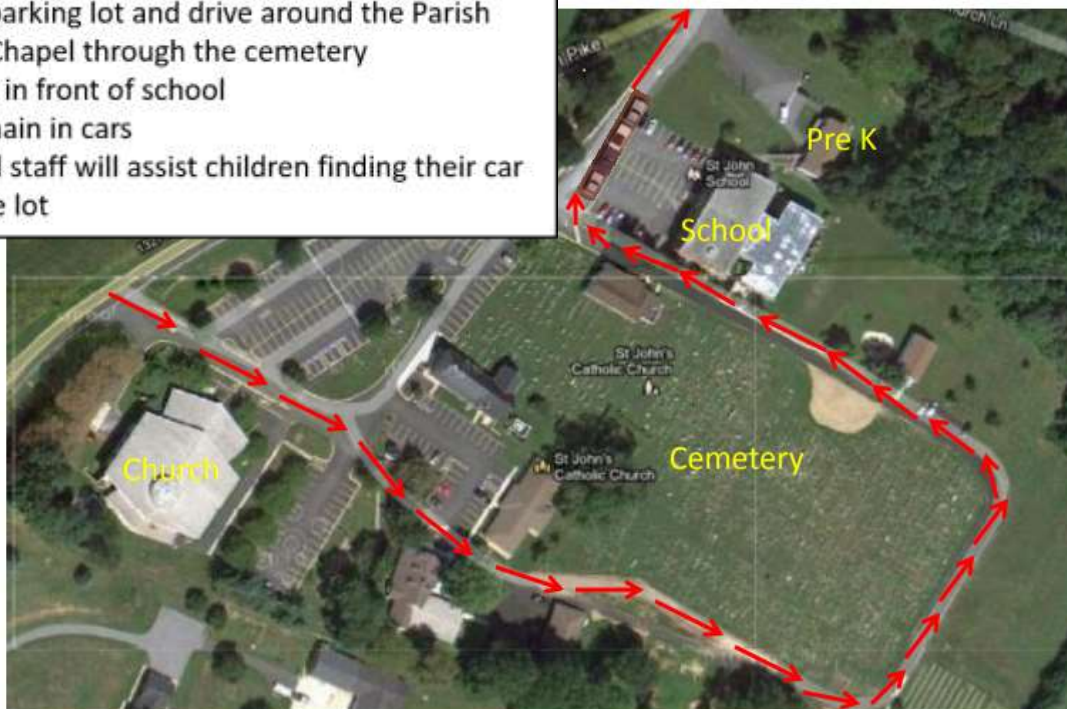
Afternoon Pick Up (if you are behind “the rope”)

- Parents remain in their cars
- After all cars in front of “the rope” are dismissed, cars pull up in front of school at the bottom of the parking grid
- Safeties open car doors and help children into cars
- Cars exit



Afternoon Pick Up (special circumstance i.e. Spring Fling)

- Cars enter parking lot and drive around the Parish Office and Chapel through the cemetery
- Cars pull up in front of school
- Parents remain in cars
- Safeties and staff will assist children finding their car
- Cars exit the lot



Faculty and Staff

Faculty and Staff email addresses are listed on the website: StJohnSchoolLGV.org

- Click on ABOUT US and then FACULTY & STAFF to find teachers' names and email address links.
- Teachers will not be able to answer phone calls during the day.
- Teachers are to respond to emails within 24 hours.
- All full-time teachers have college degrees and teaching certification.

Administration		
Mrs. Christine Blake	Principal	cblake@StJohnSchoolLGV.org
Mrs. Mary Beth Bressler	Bookkeeper/VIRTUS Administrator	mbressler@StJohnSchoolLGV.org
Mrs. Judith Gardner	Technology/Media Specialist	jgardner@StJohnSchoolLGV.org
Mrs. Mary Theresa Petrides	School Secretary	mtpetrides@StJohnSchoolLGV.org
Mrs. Eileen Phelps	Advancement/Admissions Director	ephelps@StJohnSchoolLGV.org
Ms. Suzanne Thomas	Middle School Coordinator/ELA/Religion	stthomas@StJohnSchoolLGV.org
Faculty		
Mrs. Lorena Ayestas	Spanish Grades K-4	layestas@StJohnSchoolLGV.org
Mr. Christian Bentley	Physical Education/Computer	cbentley@StJohnSchoolLGV.org
Mrs. Kristen Brown	Kindergarten	kbrown@StJohnSchoolLGV.org
Mrs. Madeline Coleman	3rd Grade	mcoleman@StJohnSchoolLGV.org
Mrs. Meli Hartsoe	PreK 3	mhartsoe@StJohnSchoolLGV.org
Mrs. Kerry Loraditch	Middle School Math	kloraditch@StJohnSchoolLGV.org
Ms. Mairead McAllister	2nd Grade	mmcallister@StJohnSchoolLGV.org
Mrs. Julia Schmidt	Middle School Science/ELA/Religion	jschmidt@StJohnSchoolLGV.org
Ms. Maggie Schmidt	Music/Art/Middle School Social Studies	mschmidt@StJohnSchoolLGV.org
Ms. Jessica Smythe	4th Grade	jsmythe@StJohnSchoolLGV.org
Mrs. Alexis Steele	5th Grade	asteel@StJohnSchoolLGV.org
Mr. Zach Tuck	Spanish Grades 5-8 /Middle School Social Studies	ztuck@StJohnSchoolLGV.org
Ms. Beth Varanko	Grade 1	bvaranko@StJohnSchoolLGV.org
Mr. Cory Wildasin	Middle School Math/Social Studies/Science	cwildasin@StJohnSchoolLGV.org
Ms. Amber Wolff	Reading Specialist	awolff@StJohnSchoolLGV.org
Mrs. Karen Zaiko	PreK 4	kzaiko@StJohnSchoolLGV.org
Mrs. Kathy Zoppo	Math Grades 1-5	kzoppo@StJohnSchoolLGV.org

Support Staff		
Mrs. Meg Hight	PreK 3 Assistant/After Care Assistant	mhigh@StJohnSchoolLGV.org
Ms. Dawn Mikelskas	Nurse	dmikelskas@StJohnSchoolLGV.org
Mrs. Kathleen Phillips	PreK 4 Assistant	kphillips@StJohnSchoolLGV.org
Mrs. Christie Tuck	Kindergarten Assistant	ctuck@StJohnSchoolLGV.org
Ms. Jill Young	Counselor	jyoung@StJohnSchoolLGV.org
Ms. Teresa Zankowitz	SAT Coordinator	tzankowitz@StJohnSchoolLGV.org

Preschool Differences

There are a few differences in procedures and rules for the preschool students.

- Preschool is **in the Learning Cottage**, next to the brick upper school building.
- Preschool students are **not required to wear the school uniform**; instead, they wear navy blue pants/shorts for boys and navy blue pants/shorts, skirts or jumpers for girls with white knit "polo" shirts or turtle necks (shirts should be tucked into bottoms) and any shoe with a non-slip sole. They are, of course, permitted to wear the upper school uniform and/or the school gym uniform.
- The school **start date for preschool is different** than kindergarten—grade 8; it's gradual entry with "cubby conferences" generally taking place during upper school's first week of school and the first regular day for preschool generally taking place during upper school's second week of school. This is communicated via email **and** US mail directly from the preschool teachers during the summer.
- The **last day of school is different** for preschool, generally ending during the last full week for the upper school.
- Preschool has a **Lunch Bunch option** for half-day preschool students for any regularly scheduled preschool day, e.g. PreK 3 students can stay for Lunch Bunch on Tuesday, Wednesday, or Thursday but not Monday or Friday. Half day preschool students can stay for lunch and recess with the full day preschool students for just \$10. Pick-up time is 1:00 pm.
- **Special subjects** are taught by the preschool staff rather than the upper school special teachers.
- The **regular preschool schedule** for PreK 3 is Tuesday, Wednesday and Thursday. The regular preschool schedule for PreK 4 is Monday through Friday. Pick-up for half day PreK is 11:45, for Lunch Bunch at 1:00 pm and for full day PreK at 2:50.

Lunch Options and Snack/Water

The St. John the Evangelist Catholic School's (SJE) Home and School Association (HASA) raises money by selling and serving pizza and hot dog lunches to students. Pizza lunch is held in the church hall monthly on a Tuesday designated as **Spirit Day** (see website calendar for dates.) **Hot dog lunch** is weekly on Wednesday; preordered meals are delivered directly to students' classrooms. Additionally, SJE offers a lunch alternative every Monday, Thursday and Friday through **Good Taste Catering**, a third-party vendor of healthy school lunches. Each of these lunch items are available for **all students, from preschool to Grade 8**. Visit the website (StJohnSchoolLGV.org) and click on RESOURCES and LUNCH OPTIONS; click on the [Good Taste Catering](#) hotlink to sign-up and/or view their menu.

All students, from preschool to Grade 8, should bring a snack with them to enjoy mid-morning in their classrooms. It can be packed in their backpack or lunchbox. Additionally, all students are encouraged to **bring reusable water bottles** to keep hydrated.

Organizational Binders/Sleep Mats

Students in grades 3-5 and 6-8 can purchase a **prepared organizational binder** from the school office. These are available during office hours on Visiting Day and the first week of school. The binders are filled with pre-tabbed color pocket dividers for each subject for each specific grade group (e.g. Reading, Writing, Grammar, etc.). The binders are filled with loose-leaf and a homework planner. Students in preschool and kindergarten nap so the school office also has **sleep mats** available. These are also available during office hours on Visiting Day, Cubby Conference days, and the first two weeks of school.

Spirit Day

Spirit Day is celebrated monthly on a Tuesday in the church hall (see website calendar for dates.) Students in K to Grade 8 can choose to have a pizza lunch **and** they can wear their gym shoes, uniform gym pants and a t-shirt that follows that month's theme as determined by the Student Council. Gold Slip winners (as determined by monthly drawing) may come out-of-uniform (but, alas, must follow our out-of-uniform dress code policy.) Preschool students can wear a t-shirt that follows that month's theme as determined by the Student Council with their navy bottoms. All day preschool students can also participate in the Spirit Day lunch.

PBIS and Gold Slips

Positive Behavior Intervention & Supports (PBIS) is a statewide program created in partnership with Shepherd Pratt Health System and John Hopkins University. PBIS is in every Archdiocesan elementary and high school. PBIS is a way for schools to encourage good behavior. The focus of PBIS is prevention, not punishment. One of SJE's PBIS strategies is the use of "Gold Slips" with students in Kindergarten to Grade 8. Students get "caught being good" during the school day and awarded a Gold Slip by either a faculty or staff member for **responsible, respectful, safe and mannerly behavior**. There is a monthly drawing of ten winners from each grade group (e.g. K-2, 3-5, 6-8) to choose the Spirit Day out-of-uniform winners.

Out-of-Uniform Dress Code

Birthdays/Gold Slip Winners- All attire for out-of-uniform should be appropriate for SJE School. Long sport shorts or walking shorts are allowed. Please refrain from wearing regular shorts, mini-skirts, mini-dresses, inappropriate t-shirts, tight, tattered, or torn jeans, and flip-flops. Leggings are permitted accompanied by a long shirt or sweater. All shirts must be modest and cover the shoulders and neckline. The Administration has the right to deem attire inappropriate in cases that do not fall under one of the above categories.

Uniforms

- **Summer Uniform** - Worn September through October 31 and April 15 through June
- **Winter Uniform** - Worn November 1 through April 15.
- **Gym Uniform** - Worn on scheduled gym days and "Bonus" gym days for middle school
- **Used Uniform** - Because SJE is a Green School we believe in reducing, reusing and repurposing so there is an annual uniform sale in August where gently used uniforms are available for purchase. While August is the only formal sale, families are welcome to check out the contents of the uniform closet at any time.
- **Preschoolers are not required to wear the school uniform**; instead, they wear navy blue pants for boys and navy blue pants, skirts or jumpers for girls with white knit "polo" shirts or turtle necks (shirts should be tucked into bottoms) and any shoe with a non-slip sole.

Inclement Weather

In the event of bad weather, the school office will send phone, text, and e-mail messages to parents and post it on the website announcing closings or delays. Due to SJE's proximity to Harford County, the school follows the guidelines of Baltimore County and/or Harford County in the event of early dismissal/delayed opening, whichever is more severe. (For example, if Baltimore County opens 2 hours late and Harford County closes, SJE will be closed. If Baltimore County is 2 hours late and Harford County is operating on regular schedule, SJE will be 2 hours late.) There may be circumstances such as power outages or excessive heat that do not directly impact our school where the administration has the right to adjust the policy for closings and delays.

When Baltimore County and/or Harford County announce:

One Hour Late Opening

Morning Pre-K 3 and Pre-K 4 arrive 9:15 am and dismiss at 11:45 am.

All day Pre-K - Grade 8 arrive 9:15 am and dismiss at 3:00 pm.

Two Hour Late Opening

Morning Pre-K 3 and 4 arrive at 10:15 am and dismiss at 12:15 pm.

All day Pre-K – Grade 8 arrive at 10:15 am and dismiss at 3:00 pm

School Masses

All family members and friends are welcome to attend school Masses. Generally, school Masses are celebrated at 8:45 am on the second Wednesday of each month – or in conjunction with Holy Days of Obligation. Dates are listed on the website calendar and reminders are in the Weekly Update.

SchoolAdmin

SchoolAdmin is the enrollment management service provider for SJE. It streamlines, for both parents and staff, the admissions, enrollment and re-registration processes. This is the site on which you re-register, sign contracts, upload physical forms, photo authorizations and much more. **Use bit.ly/SJEschooladmin to sign in.**

F.A.C.T.S.

F.A.C.T.S. provides both **tuition management** and **financial aid application** services to SJE. All families are required to make payments through FACTS utilizing automatic payments (EFT) from a bank account, credit card, or processing checks sent to a secure processing center. Easy and convenient online registration is available. **Use bit.ly/SJEfacts to sign in.**

F.A.C.T.S. also evaluates applications for tuition assistance. **The deadline for submission of tuition assistance applications is February 28.** To be considered for financial aid it is imperative that the application be completed on time. It is a detailed application that requires tax forms and other documentation so allow several weeks to complete. Visit the website and click on ADMISSIONS and TUITION AND GRANT/AID; click on the [FACTS Grant and Aid Assessment](#) hotlink to begin the application.

PowerSchool

Power School is SJE's platform that enables parents to keep current with their child's progress by viewing grades online (for Grades 3-8). It also contains all student information including family contact and demographic information as well as late arrivals and absences. Each new family receives its own access code for PowerSchool via an email from the principal by the second week of school. Teachers update grades at least weekly. **Use bit.ly/SJEpowers to sign in.**

Beans and Bread Outreach

Once a month, generally the fourth Tuesday, SJE school members pitch in and make an extra bagged lunch (or several) for the clients of St. Vincent de Paul's Beans and Bread Outreach Center in Fells Point. Lunches are brought to school in the morning and dropped off at the office. Parish volunteers deliver the lunches. Visit the website and click on FAITH and SERVICE OUTREACH; click on the [Beans and Bread Dates](#) hotlink for a list of the lunch dates for the entire school year or click on the [Instructions](#) hotlink for details on what to include in the brown bag lunches.

Volunteer Training

Anyone interested in working or volunteering in our school must be appropriately screened and trained and must provide three written references. The training is online at: virtusonline.org/virtus/. Click on FIRST-TIME REGISTRANT, select: BEGIN THE REGISTRATION PROCESS, then select BALTIMORE (ARCHDIOCESE). Create a login-ID and password. Provide the requested demographic information. Next select SJE (JOHN THE EVANGELIST **SCHOOL**, HYDES, ST. (HYDES)) as the primary location. Because the work is with children, select VOLUNTEER WITH SUBSTANTIAL CONTACT WITH CHILDREN. **Please note that in order to go on any class field trips or have any contact with the students in school, this training must be completed.**

IMPORTANT: Once you create an account, contact Mrs. Bressler in the school office at mbressler@StJohnSchoolLGV.org to begin reference verification.

Extended Day Care (EDC)

Both before and after school care is available at SJE for students in preschool through grade 8.

	Time	Location
Before care	7:15--7:50 am	School's Tech Lab
After care	3:00-6:00 pm	Music House (located behind school)

Visit bit.ly/SJecare for more details on rates.

Clubs and Activities

	K	1st	2nd	3rd	4th	5th	6th	7th	8th
Altar Serving					X	X	X	X	X
Art Club						X	X	X	X
Art Club (New Freedom)	X	X	X	X	X				
Basketball (Boys)							X	X	X
Basketball (Girls)							X	X	X
Book Club	X	X	X	X	X	X			
Broadcast Anchors							X	X	X
Chess Club				X	X	X	X	X	X
Dance Club (KC)	X	X	X	X	X	X			
Drama Club							X	X	X
Drama Club Junior				X	X	X			
Garden Club	X	X	X	X	X	X			
Green Team					X	X	X	X	X
Instrumental Band					X	X	X	X	X
Jump Rope Club	X	X	X	X	X	X			
Lego Club	X	X	X	X	X	X			
Marathon Kids/Running Club		X	X	X	X	X	X	X	X
Mass Lectors							X	X	X
Musical Eagles			X	X	X	X	X	X	X
National Junior Honor Society								X	X
Rosary Club				X	X	X	X	X	X
Safety Patrol							X	X	X
Student Council							X	X	X
Volleyball (Girls)						X	X	X	X

UPDATED: 06/18/2020

New clubs are added all the time. This list will be updated for the upcoming school year after our return to school. Check Mrs. Blake's Weekly Update for days, times, frequency, and sign-up information.

Home and School Association (HASA)

HASA provides a formal avenue for parents/caregivers of students to participate with our faculty and administration in their children's education. HASA plans social and community-building events for both parents and students like Family Bingo, the Shrimp Feast and the Father/Daughter dance. HASA also fundraises, generating \$30,000+ annually. This money is donated back to the school for operating expenses and helps keep tuition costs down.

All Families Are HASA Members!

HASA needs input, feedback, suggestions and volunteer time from all its members!

Home & School Association 2020-21 meeting dates will be announced before the start of school.

HASA Board Members

President: Jessica Sadler
Vice President: Keri DiCocco
Treasurer: Colleen Schuler
Secretary: Stephanie Cole

Members at Large:

Denise McCloskey	Jennifer Ercolano
Melissa Vicchio	Sara Macek
Karen Baumeister	Meghan Lancaster
Kelly MacDonnell	Stephanie Watts
Kristine Cuomo	Laurel Rasinski
Kellie Klijanowicz	Samantha Phillips
Sherri Welch	Layne Bryant
Carolyn Flood	Dina DePriest
Amanda Persico	Jenn Tawney

Some HASA Supported Activities

Always check the website calendar for updates. Final HASA schedule distributed at Back-to-School Night.

Late August

Visiting Day (students and parents) *Students can bring their “stuff” to school and meet their teachers.*

New Parent Orientation (parents)

Meet the Teacher Night (parents)

September

Back-to-School Night and HASA Social (parents)

Family Bingo (students and parents)

Genevieve Fundraiser (students and parents) *Wrapping paper, candy and miscellaneous gift items fundraiser*

HASA Shrimp Feast (parents)

October

Trunk and Treat (students and parents)

In-School Halloween Celebration (students) *Parents welcome to costume parade but classroom volunteers must be Virtus-trained.*

December

Breakfast with Santa (students and parents)

January

Daddy/Daughter Dance (students and parents)

Catholic Schools Week *Each day has special activities to celebrate our school, students, teachers and our community.*

Parent Visitation Day (parents)

February

Mother/Son Event (students and parents)

April

Grandparents Day (grandparents) *All grandparents and grandfriends are invited to register in advance and visit students in their classrooms.*

April/May

Race for Education (students) *Parents welcome to watch their child(ren) race but volunteers must be Virtus-trained.*

May

Parish Spring Fling (students and parents)

Fine Arts Night (students and parents) *Student artwork displayed and students perform their best talents.*

Olympic Day (students) *A day of competition and fun at multiple sports stations ending in the annual softball game between grades 7 and 8. All parents on campus must be Virtus-trained.*

Grade 8 Farewell *This tradition celebrates our grade 8 graduates. Students in grades K to 6 write and sing a special song to the eighth grade to bid them farewell. Their performances are followed by a grade 7 “roast” of our grade 8 graduates.*

Regular Daily Prayers

Children and families of all faiths are welcome at St. John the Evangelist Catholic School and are encouraged to participate in the active prayer life of the school. To help them feel more comfortable, they may want to preview these prayers and/or bring a copy with them to school.

Monday Morning Prayers

The Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer You all my prayers, works, and sufferings of the day. For all the intentions of Your Sacred Heart. In union with the Holy Sacrifice of the Mass throughout the world. In reparation for all my sins. For the intentions of all our associates, and, in particular, for the intentions of our Holy Father this month. Amen.

Act of Faith

O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit. I believe that your divine Son became man, died for our sins, and that He will come to judge the living and the dead. I believe these and all truths which the holy Catholic Church teaches, because you have revealed them, who can neither deceive nor be deceived. Amen.

Tuesday Morning Prayers

The Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer You all my prayers, works, and sufferings of the day. For all the intentions of Your Sacred Heart. In union with the Holy Sacrifice of the Mass throughout the world. In reparation for all my sins. For the intentions of all our associates, and, in particular, for the intentions of our Holy Father this month. Amen.

Act of Hope

O my God, relying on Your almighty power and infinite mercy and promises, I hope to obtain pardon of my sins, the help of Your grace and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

Wednesday Morning Prayers

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer You all my prayers, works, and sufferings of the day. For all the intentions of Your Sacred Heart. In union with the Holy Sacrifice of the Mass throughout the world. In reparation for all my sins. For the intentions of all our associates, and, in particular, for the intentions of our Holy Father this month. Amen.

Act of Love

O My God, I love you above all things, with my whole heart and soul, because you are all-good and worthy of all love. I love my neighbor as myself for the love of you. I forgive all who have injured me and ask pardon of all whom I have injured. Amen.

Thursday Morning Prayers

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer You all my prayers, works, and sufferings of the day. For all the intentions of Your Sacred Heart. In union with the Holy Sacrifice of the Mass throughout the world. In reparation for all my sins. For the intentions of all our associates, and, in particular, for the intentions of our Holy Father this month. Amen.

Prayer of St. Francis of Assisi

Lord, make me an instrument of Your peace;

Where there is hatred, let me sow love;

Where there is injury, pardon;

Where there is doubt, faith;

Where there is despair, hope;

Where there is darkness, light;

And where there is sadness, joy.

O Divine Master,

Grant that I may not so much seek

To be consoled, as to console;

To be understood, as to understand;

To be loved as to love.

For it is in giving that we receive;
It is in pardoning that we are pardoned;
And it is in dying that we are born to eternal life. Amen.

Friday Prayers

Friday Morning Prayers

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer You all my prayers, works, and sufferings of the day. For all the intentions of Your Sacred Heart. In union with the Holy Sacrifice of the Mass throughout the world. In reparation for all my sins. For the intentions of all our associates, and, in particular, for the intentions of our Holy Father this month. Amen.

Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired with this confidence, I fly to you, O Virgin of virgins, my Mother; to you I do come; before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy hear and answer me. Amen.

Prayers at the End of Each Day

Heavenly Father, we close this day with thoughts of you. All day long you have watched over us. We thank you for the gift of this day and the things we were able to experience and enjoy.

Let us pray together:

Act of Contrition

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In His name, my God, have mercy. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.

Call: God is good.

Response: All the time.

Call: All the time.

Response: God is good.

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13311 Long Green Pike | Hydes, Maryland 21082

www.StJohnSchoolLGV.org | 410-592-9585

Questions?

We welcome any and all questions to help make this a seamless transition for your family. Please call the office at 410.592.9585 with any questions or call Eileen Phelps, Advancement and Admissions Director, directly at 410.812.5939 or email her at ephelps@StJohnSchoolLGV.org.

During the summer the school office is open Monday through Thursday from 9:00 am to 2:00 pm.

SJE's **New Family Orientation Guide** is always a “work in progress.” If you are looking for something you can't find or have a suggestion for something that you feel should have been included, **please email** ephelps@StJohnSchoolLGV.org.