



## **PARENT and STUDENT HANDBOOK**

**2020-2021**

ST. JOHN THE EVANGELIST CATHOLIC SCHOOL

13311 Long Green Pike

Hydes, Maryland 21082

410-592-9585

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

*Accredited by the Southern Association of Colleges and Schools*

St. John the Evangelist Catholic School is a co-ed elementary school for grades PreK 3 through Grade 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). The school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to the principal, Christine Blake. Religion is required for each year a student attends St. John the Evangelist Catholic School. All students enrolled in St. John the Evangelist Catholic School must attend religion classes and services. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. St. John the Evangelist Catholic School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

## **TABLE OF CONTENTS**

[Administration/Support Staff/Faculty](#)

[School Board Members/Home and School Officers](#)

[Vision/ Mission](#)

[History of the School](#)

[Philosophy](#)

Nature of Students

Nature of Relationships

Nature of Process

[General Policies](#)

[Educational Programs](#)

[Guidelines for Parents](#)

School Policy

[Admission](#)

[Allergy Awareness](#)

[Appearance](#)

[School Uniforms](#)

[Arrival](#)

[Attendance](#)

[Book Bags](#)

[Books](#)

[Change of Address, Phone](#)

[Change in Name or Family Status](#)

[Child Abuse and Neglect Reporting Policy](#)

[Communication](#)

[Discipline](#)

[Philosophy](#)

[PBIS](#)

[Behavior](#)

[Search and Seizure](#)

[Conflict Situations](#)

[Harassment Policy](#)

[Bullying Policy Statement](#)

[Technology and Internet Policies](#)

[E-book Reader Policy](#)

[Cell Phone Policy](#)

[Smart Watches](#)

[Infraction Policy](#)

[Detention Policy](#)

[Suspension/Expulsion Policy](#)

[Dismissal](#)

[Supervision Before and after School/Playground](#)

[Emergency Plan](#)

[Faculty Meetings](#)

[Family Directory](#)

[Fees](#)

[Tuition](#)

[Tuition Grants](#)

[Field Trips](#)

[Fire and Safety Drills](#)

[Graduation](#)

[Guests](#)

[Gum](#)

[Health and Safety](#)

[Ahera Compliance](#)

[Health Services](#)

[Emergency Forms](#)

[Health Records](#)

[Medication Policy](#)

[Communicable Diseases](#)

[Head Injury](#)

[Insurance](#)

[Allergies](#)

[Bloodborne Pathogens](#)

[Vision and Hearing](#)

[Home and School Association](#)

[Homework](#)

[Honor Roll](#)

[Inclement Weather](#)

[Library](#)

[Lunch and Snack](#)

[Lunch Duty](#)

[Marking System](#)

[Medical and Dental Appointments](#)

[Non-Custodial Parents](#)

[Open House](#)

[Parent-Teacher Conferences](#)

[Parking/Safety Zone](#)

[Parental Support / Compliance](#)

[Partnership with Parents](#)

[Preschool](#)

Dress Code

Schedule

Curriculum

[PowerSchool](#)

[Progress Reports](#)

[Promotion/Retention](#)

[Student Services](#)

[Recess](#)

[Safety Patrol](#)

[School Activities](#)

[School Board](#)

[School Calendar](#)

[School Schedule](#)

[School Store](#)

[Student Records](#)

[Visitors](#)

[Volunteers](#)

[Right to Amend the Handbook](#)

## **IMPORTANT TELEPHONE NUMBERS**

School	410/592-9585, Ext. 100
Parish Center	410/592-6206
Director of Religious Education	410/592-6206, Ext. 107
Youth Ministry	410/592-6206, Ext. 108
Flynn and O'Hara Uniform Co.	410/828-4709

## **PARENT'S PRAYER**

O' Heavenly Father, make me a better parent.

Teach me to understand my children,  
to listen patiently to what they have to say  
and to answer their questions kindly.

Keep me from interrupting or contradicting.

Help me to be as courteous to them  
as I want them to be to me.

Forbid that I should ever laugh at their mistakes  
or resort to shame or ridicule.

May I never punish them out of anger  
or spite or to show my power.

Help me, dear Lord, to demonstrate  
by all that I say and do

that honesty does produce happiness.

Reduce, dear Lord, the meanness in me.

And when I am out of sorts, help me to hold my tongue.

May I be ever mindful  
that my children are merely children

and that I should not expect them to have  
the maturity and judgment of adults.  
Let me not rob them of the opportunity  
to do things for themselves  
or to make their own decisions.  
Help me to grant them all reasonable requests  
and give me the courage to deny the privileges  
that I think may be harmful.  
Help me to be fair and just and kind, O Lord,  
so that I will earn their love and respect  
and they will want to imitate me.  
This is the supreme compliment.

Amen

#### **ADMINISTRATION and SUPPORT STAFF**

<b>Pastor</b>	Rev. Pete Literal
<b>Principal</b>	Mrs. Christine Blake
<b>Assistant Principal</b>	Ms. Suzanne Thomas
<b>Secretary</b>	Mrs. Mary Theresa Petrides
<b>Development/Enrollment</b>	Mrs. Eileen Phelps
<b>Counselor</b>	Mrs. Nicole Rabinowitz
<b>Nurse</b>	Ms. Dawn Mikelskas

#### **FACULTY**

PreK 3	Ms. Meli Hartsoe
PreK 3 Aide	Mrs. Meg Height
PreK 4	Mrs. Karen Zaiko
PreK 4 Aide	Mrs. Kathleen Phillips

Kindergarten	Mrs. Kristen Brown
Grade 1	Ms. Beth Varanko
Grade 2	Ms. Mairead McAllister
Grade 3	Mrs. Madeline Coleman
Grade 4	Mrs. Jessica Smythe
Grade 5	Mrs. Alexis Steele
Grade 6	Mr. Cory Wildasin
Grade 7	Mrs. Julia Schmidt
Grade 8	Ms. Suzanne Thomas
Technology Coordinator	Mrs. Judith Gardner
Art/Music	Ms. Maggie Schmidt
Physical Education/Computer	Mr. Christian Bentley
Math 1 through 5	Mrs. Kathy Zoppo
Math 6 to 8	Mrs. Kathleen Loraditch
Reading Specialist	Ms. Amber Wolff
Spanish (K-Grade 4)	Mrs. Lorena Ayestas
Spanish (Grade 5-8)	Mr. Zachary Tuck

### **SCHOOL BOARD MEMBERS**

Christine Blake (Principal)	Rev. Pete Literal (Canonical Rep)
Deborah Jenkins (Chair)	Jane Andrews
Joseph Boddiford	Christine Dalton
Larry Ellinghaus	Margaret Hayes
Louis Miserendino	Brian Raley
Cindi Ritter	Jim Schmidt
John Sochurek	Karen Tanneyhill
Celeste Walters	Mary Claire Ward
Adele Wilson	Jim Zeller

## HOME AND SCHOOL OFFICERS

**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
- Carolyn Flood
- Amanda Persico
- Jenn Tawney
- Dina DePriest
- Kristine Cuomo
- Laurel Rasinski
- Kellie Klijanowicz
- Samantha Phillips
- Sherri Welch
- Layne Bryant

## VISION

“Guiding children to Christ through strong foundations in faith, academics, and service.”

## MISSION

St. John the Evangelist Catholic School (SJE) is an Archdiocese of Baltimore Collaborative School that prepares students for success by providing academic excellence, formation in Christian values and service, and diverse extra-curricular activities. The faculty actively engages students using a variety of instructional approaches that support each child’s uniqueness. Together with the community, St. John the Evangelist School aspires to infuse Catholic identity into all aspects of the school’s daily life, leading each child to Christ.

## HISTORY OF THE SCHOOL

In 1858, St. John the Evangelist Catholic School (SJE) started humbly in a small frame building located in Hydes, Maryland. Over the next 90 years, there were intermittent periods where the school was not fully operational. In 1947, a one room schoolhouse, run by the School Sisters of Notre Dame, was opened on the current site in what is now the Knights of Columbus Building. The original brick schoolhouse was constructed in 1950 with additions coming in 1957 and 1991.

Since 1947, the school thrived and became a valued part of the St. John the Evangelist Parish community. In the early 1990s, preschool was added to the kindergarten to eighth grade program. After school care was added shortly thereafter providing the community with a complete educational experience. The current school facilities consist of the main brick school building, the Learning Cottage that houses the preschool, and the Music House that is used for after care.

SJE is a close-knit, family-oriented school. Its small size allows the teachers to get to know each student. Because of the building’s physical size, the school will maintain one of each grade with a maximum class size of 25. This unique situation permits a 9:1 student to teacher ratio and innovative teaching supported by classroom technology in a blended learning model. The students thrive because instruction is student-centered and differentiated. This success can be seen in strong standardized testing scores and a high retention rate. As a result, the school was named a National Blue Ribbon School in 2017.

## **PHILOSOPHY**

### NATURE OF STUDENTS

In recognition of the dignity of each student as a child of God called to a deep, personal relationship with the Father, our school endeavors to develop within the students a knowledge of and commitment to gospel and civic values. By reflecting upon experiences of faith and tradition, the students are taught to respond to God's presence in their lives. Through a commitment to personal and communal prayer, a development of a maturing faith life unfolds. We employ a diversity of educational methodologies as we attempt to accommodate the various learning styles and individual differences of students. Intellectual development is enhanced using technology. Throughout the educational process, thinking skills develop from concrete, to semi-concrete, to abstract levels.

The students of our school become aware of themselves as unique individuals growing in their ability to reach out to others in an atmosphere of Christian fellowship. They are encouraged to see themselves as important parts of a larger entity – community - and to make choices and decisions with a view of the common good rather than seeking personal gain. A realization of the necessity for rules develops from an external locus of control to internal awareness to the ultimate goal of becoming followers of Jesus Christ.

Students are taught to respect the human body as a creation of and a gift from God. Our educational efforts are aimed at enabling the student to develop a Christian attitude toward the care and appreciation of the body as well as an understanding and acceptance of individual capabilities.

### NATURE OF RELATIONSHIPS

At St. John School, students are encouraged to interact with each other in an atmosphere of mutual respect. Within the classroom, children of all grade levels learn to accept responsibility, help others, and show kindness in a Catholic, value-based setting. Growth in these values begins in the early childhood years and is continuously developed as the student progresses through our middle school. Students are encouraged to live these values as their horizons broaden from small groups, to whole class, to entire student body.

Teachers are a major influence in the lives of their students, providing a well-prepared learning environment within an atmosphere of consistency and respect. By offering support and help, teachers strive to meet the individual needs of each child. Through a consistent discipline program, students learn to make responsible choices, thereby building confidence and self-esteem.

The faculty is genuinely supportive of each other both professionally and personally. Communal prayer begins each day which creates a strong sense of cohesiveness that is conducive to a pleasant and productive working and learning environment. As Christian educators, we assist and encourage our co-workers to teach as Jesus did. Students are the beneficiaries of the supportive relationship among the teachers.

Recognizing the parents as the first teachers of the children, St. John teachers continue the educational process begun at home. Therefore, a good rapport between school and home is essential. Vital to this harmonious relationship is good communication. Through means of newsletters, e-mails, progress reports, PowerSchool, home-school meetings, parent-teacher conferences, and our school website, parents are informed and are given the opportunity for open dialogue. In an environment of mutual respect and cooperation, home and school efforts are united to achieve maximum academic and personal benefits for the students.

## NATURE OF PROCESS

School policy is determined at the archdiocesan level by the Department of Catholic Schools in conjunction with the Collaborative Council. These policies are published in the Elementary School Policy Manual. The St. John School Board, while adhering to archdiocesan policy, formulates and establishes additional local policies or changes. Implementation and clarification is the responsibility of the principal.

Our student-centered curriculum, based on national standards, follows the Archdiocese of Baltimore Course of Study for the Elementary Schools. Ongoing review makes our curriculum a living document. St. John School curriculum committees adapt and supplement the curriculum in a sequential continuum to meet the needs of our students.

The teacher is the developer and facilitator of learning experiences. In hiring teachers for St. John School, emphasis is placed upon a dedication to the ministry of Catholic education and a willingness for professional growth. Meeting the needs of the students is each teacher's primary focus.

To facilitate professional development, both formal and informal observations and evaluations are conducted by the administration.

Student evaluations are an ongoing process. School-wide standardized testing is administered annually. Authentic assessment is implemented through the use of written tests, anecdotal observations, hands-on activities, portfolios, and class participation and discussion. Academic achievement is reported for every child each trimester by means of progress reports. Parents of students in grades one and two receive a written interim report for each trimester. Parents of students in grades three through eight are able to access their child's grades through PowerSchool, a web-based, centralized application that allows administrators, teachers, parents, and students to access student information on line by use of individual user names and passwords.

## **GENERAL POLICIES**

### ADMINISTRATIVE

General school policy is determined by the Department of Catholic Schools of the Archdiocese of Baltimore. At St. John School these policies are implemented either immediately or through discussion among the faculty, staff, administration, and/or parents. These policies are explained to parents and students through formal and informal communications.

### CURRICULUM

Curriculum guidelines for each subject area are developed and provided by the Department of Catholic Schools of the Archdiocese of Baltimore and follow the regulations of the Maryland State Department of Education for non-public schools. Curriculum policy and selection of appropriate grade level materials are determined by the Administration and the faculty.

### FACULTY

The possession of a college degree and state certification is a primary requirement in determining employment. Many possess a master's degree or are working towards advanced degrees. The selection of teachers is based upon high academic, social, and spiritual values and dedication to the teaching ministry.

Classroom teaching is accomplished through large and small group instruction. Individual teaching is provided when needed. Teachers at St. John School use a variety of methods and are encouraged to develop individual styles of teaching.

### EVALUATION

The evaluative process is both formal and informal in nature. Teachers at St. John School engage in a yearly process for improvement by using the Teacher Appraisal Form from the archdiocese. The Superintendent of Catholic Schools, in conjunction with the School Board, evaluates the principal yearly.

Formal student evaluation is attained primarily through achievements in teacher-designed and standardized tests. These tests are used to diagnose the strengths and weaknesses of individual students.

### **EDUCATIONAL PROGRAMS**

THE EDUCATIONAL COMMUNITY of St. John School is committed to the total Christian education of the child. It serves children from prekindergarten through eighth grade. In order to provide maximum educational opportunities for learning, the academic structure allows for a more self-contained learning experience in grades prekindergarten through 5, and a departmental learning approach in grades 6 through 8. While each division functions separately, uniformity in procedures and policies is maintained through monthly faculty and departmental meetings, in addition to sequential programs in curriculum areas.

RELIGIOUS EDUCATION centers on the person of Jesus and His church. The development of a prayer relationship with God underlies the study of the sacraments, commandments and morality. The Christian values and attitudes developed in the home and classroom are complemented in our prayer services, penance services and liturgies.

FAMILY LIFE In an effort to assist parents in presenting appropriate information and values, consistent with the Church's teaching curriculum, a human sexuality program is adopted as part of the Religion curriculum for kindergarten through grade 8.

THE SACRAMENTAL PROGRAM enables the children to experience the sacraments as a living expression of the religious community to which they belong. Hence, the school community, the parish community, but most significantly, the family, all share the teaching and living experiences which prepare the child for the meaningful reception of the sacraments. Each sacrament is received when the child and parent request it and the pastor, teacher, or religious educator verifies the child's readiness. Details and policies for each sacrament are issued by the parish Director of Religious Education and are sent home with the students concerned.

THE LANGUAGE ARTS PROGRAM develops the fundamental skills of each student through the combination of phonics and sight vocabulary at the primary grades and the refinement of critical thinking skills at the intermediate and upper levels. We encourage the students to apply their language and composition skills by participating in essay and speech contests. This enables them to utilize their training in oral expression and communication skills, promotes confidence and develops poise.

THE MATHEMATICS PROGRAM enables the primary students to learn through the use of motor-sensory experiences and manipulation. Intermediate students receive daily reinforcement of previous skills and progress to

abstract thinking. Pre-Algebra and Algebra students are expected to develop and expand logical and critical thinking capabilities.

THE SCIENCE PROGRAM enables the students to understand and appreciate science and its interrelationship with people. Respect for God's gifts reinforces our covenant with God, and the students become aware of positive and negative influences on nature and people.

THE SOCIAL STUDIES PROGRAM enables students to appreciate themselves, the world around them, and their roles as citizens of the United States. Students learn to understand some of the important links between them and their families, community, state, region, nation and world. In doing so, they develop an appreciation of historic and geographic factors and economic and political relationships that have shaped their world. Students are prepared not only for the future but also to function meaningfully in the present.

THE FOREIGN LANGUAGE PROGRAM fosters within the student a creative response to a unique form of learning. Consistent, positive reinforcement develops confidence and success in the study of a foreign language.

THE TECHNOLOGY PROGRAM includes a weekly technology class for grades K-8. A variety of devices and platforms are used as students progress through the grades. Due to the blended learning model incorporated into the academic program, students are required to have access to a computer and the internet at home.

THE MUSIC AND ART PROGRAMS develop an appreciation for beauty in all forms. Students are allowed to express their individuality in diverse artistic and musical media.

THE PHYSICAL EDUCATION PROGRAM provides a wide variety of activities which promote fitness, body awareness and sportsmanship. Students learn to accept individual ability levels through games, sports and group activities.

THE LIBRARY PROGRAM affords the student the opportunity to choose appropriate reading materials and perform assigned research work. Library skills are taught to enable the student to use a wide variety of research and study materials to develop his thoughts and to complete required assignments.

ASSEMBLY PROGRAMS enable the students to experience the talents and energies of different cultures and backgrounds. Various performers are invited each year to come and share their gifts with our students and encourage our students to grow in understanding and appreciation of others.

COUNSELOR PROGRAM makes available a counselor from Catholic Charities one-half day a week. Her purpose is to act as a resource person for teachers, parents, and students. Students may be referred by the principal, teacher, parent, or themselves. Parent/counselor communication is an essential part of the program.

EXTENDED DAY CARE provides after-school care in a friendly Christian environment to the children of working families. The center is open from 3:00 PM to 6:00 PM for Prekindergarten and school-aged children who attend St. John School. Morning Care is also offered to students before school starting at 7:15 AM.

STANDARDIZED TESTING Students in grades 2 to 8 will be formally tested each spring through the *Scantron Educational Assessment*. Additionally, students in grades 5 and 8 will be given a standardized religion test known as the ACRE once a year. Also, students moving from PreK 4 4 to Kindergarten are given the Brigrance Kindergarten Readiness Screening.

## **GUIDELINES FOR PARENTS**

To facilitate the cooperation needed between the home and school, the following guidelines may be helpful:

### 1. Problem Resolution Procedure:

If a question or concern relates to the classroom, the place to start is with that teacher. It is always better to give the teacher an opportunity to answer your question or resolve your concern. If the question or concern is about a school procedure, program, or regulation, or if the question or concern was not resolved to your satisfaction by the teacher, the parent is to go to the principal. There are times that questions or concerns transcend a particular classroom, thus the principal must become involved. It is expected that these two steps will resolve most, if not all, of the questions or concerns that you may have during the academic year. Please be open and honest with the teachers. Frequently parents and students fear further problems due to their honesty. If this should occur, the principal should be notified immediately.

In the occasional event that the principal is not able to resolve the issue, the next step is for either the principal or the parent/guardian to take the issue to the Superintendent of Schools.

This approach to problem resolution gives every parent/guardian a clear process to have their question or concern addressed.

The Executive Board of the Home and School Association and members of the School Board are not in the position to solve problems. Only the people with the authority (teacher, principal, and Superintendent of Schools) can bring about effective resolution to an issue.

### 2. Homework guidelines may help you create a pleasant atmosphere at home, which is conducive to study:

- a) provide a quiet place to work
- b) make proper supplies available
- c) avoid any interruptions
- d) schedule homework time each night as a high priority
- e) offer encouragement

3. If parents and faculty exemplify responsibility, our children will practice it too. Teachers are not always able to speak personally with parents; therefore, we ask you to read each communication sent home and respond promptly, if necessary.

## **SCHOOL POLICY**

### ADMISSION

New students are admitted to St. John the Evangelist School according to space availability, using the following priorities:

PreK 3 through Grade 8

1. Current Students
2. Siblings
3. Parishioners \*
4. Non-Parishioners

\* Parishioner status includes families who attend Mass and support any area Catholic parish. A letter of confirmation must be submitted yearly from your parish if other than St. John the Evangelist.

I. Admission Policy for Prekindergarten and Kindergarten

A. To enter Prekindergarten 3, the child must:

1. Be 3 years of age by August 31
2. Be toilet trained

B. To enter PreK 4, the child must:

1. Be 4 years of age by August 31
2. Be toilet trained

C. To enter Kindergarten, the child must:

1. Be 5 years of age by August 31
2. Complete Brigance Kindergarten Readiness Assessment

D. Parents must present:

1. The child's birth certificate and, if applicable, a baptismal certificate
2. All completed medical evaluation forms and the child's immunization record
3. Completed registration form and \$150 new student registration fee

II. Admission Policy for Grades 1 through 8

A. To enter St. John the Evangelist School, the child must successfully complete:

Grade 1 – School Readiness Assessment

Grades 2-8 – Entrance tests in Math, Reading and Writing

B. Parents must present:

1. The child's birth certificate and, if applicable, a baptismal certificate
2. All completed medical evaluation forms and the child's immunization record

3. A copy of the last report card and standardized test scores from the previously attended school
4. Completed application form and \$150 new student registration fee

The registration fee, which is non-refundable, is paid at the time of registration.

For more information about our admissions timeline, access the [Registration and New Admissions Timeline](#) on the school website.

### ALLERGY AWARENESS

St. John the Evangelist School is allergen aware. In the spirit of our school's commitment to inclusiveness and respect for all, we strive to create an environment that meets the health and safety needs of our students. With this goal in mind, we work towards being an allergen-managed school, establishing guidelines to minimize the risk of life-threatening reactions to food allergies.

The focus of these food allergy-related guidelines is on prevention, education/awareness, communication, and emergency response. Modifications will be made on a case-by-case basis and may include avoidance of bringing certain foods into the school, the use of non-food treats/prizes for parties and events, and the designation of allergen-free and/or food-free zones.

Parents of students with severe, life-threatening food allergies are expected to notify the school administration and health-care staff.

### APPEARANCE

Students' dress should always be neat. The administration will be the judge of appropriateness of dress, hair, and jewelry in our school setting.

**HAIR** Boys' hair may not touch the collar of his shirt. No student may have a completely shaved head or shaved portions of his head. Hair must be even around the head. No patterns are to be shaved into the hair. No spiked hair, cornrows, beads, ponytails, bows, rat-tails, or bowl-cuts. Hair is to be short enough to see eyebrows and both ears. Students may not dye their hair. Long hair that is slicked back above eyebrows and ears is not acceptable.

Girls' hair is not to be teased or sprayed to stand up on edge. Hair must be kept neat at all times. No extreme hairdos. No hats, head scarves, large bows, hair wraps or extensions are to be worn in school.

**JEWELRY** Boys may not wear earrings. Simple jewelry (one pair of earrings (Girls), watch, ring, one bracelet, a religious medal or cross on a chain) may be worn.

Makeup is always unacceptable. This includes nail polish. Students will be asked to remove all makeup including nail polish. Girls in grades 6, 7 and 8 may wear clear nail polish.

Tennis shoes are to be worn only on Physical Education days. No colored tee shirts are to be worn under the blouses or shirts. Girls' skirts are to be knee length Please read the section "School Uniforms" for information about the dress code.

The faculty and administration will enforce the above-mentioned policy. If violation occurs, a note will be sent to the parents. If violation continues students may incur an infraction or detention.

Parents are urged to have all clothing and belongings marked. Lost items not claimed in the secretary's office will be given to the poor.

### SCHOOL UNIFORMS

Uniforms are required for both boys and girls, grades K through 8. Complete uniforms are required every day, with the exception of gym days. Flynn and O'Hara Uniform Company is the school uniform company. All uniform business is done directly with the company. Gym wear may also be purchased from Flynn and O'Hara Uniform Company.

#### Boys - Grades K through 5

1. Navy blue dress pants must be purchased from Flynn and O'Hara Uniform Company.
2. White dress shirt, short/long sleeve
3. Belt – Solid color - Navy Blue/Brown/Black or SJE belt
4. Navy socks
5. St. John School sweater or SJE fleece jacket
6. Striped tie from Flynn and O'Hara Uniform Company
7. Dark brown shoes are the uniform shoes. The types of uniform shoes are pictured on the flyer that is posted on the school website. No other shoes will be considered uniform shoes.
8. Summer uniform shorts or navy-blue dress pants and golf shirts purchased from Flynn and O'Hara Uniform Company may be worn from the opening day of school through October 31, weather permitting, and from April 15 through the end of the school year. Regular full crew white socks (no short, athletic socks), regular school shoes, and a solid navy blue/brown/black or SJE belt must be worn with this uniform. Golf shirt must be tucked into shorts and pants.

#### Boys - Grades 6 through 8

1. Any solid or print navy tie
2. Other details the same as in grades K through 5

#### Girls - Grades K through 5

1. Plaid jumper
2. White blouse, peter pan collar, short/long sleeve

3. Dark brown shoes or saddle shoes are the uniform shoes. The types of uniform shoes are pictured on the flyer that is posted on the school website. No other shoes will be considered uniform shoes.
4. Navy blue knee socks worn pulled up to the knees or solid navy opaque tights may be worn all year. Regular full crew white socks (no short, athletic socks) may be worn from the opening day of school through October 31, weather permitting, and from April 15 through the end of the school year.
5. Cross tie (Kindergarten through grade 2)
6. St. John School sweater or SJE fleece jacket
7. Slacks purchased from Flynn and O'Hara Uniform Company with a solid blue, brown, or black belt may be worn instead of jumper.
8. Navy sweat suit pants may be worn under the jumper to and from school, but must be removed during school hours.
9. Summer uniform shorts or skorts and golf shirts purchased from Flynn and O'Hara Uniform Company may be worn from the opening day of school through October 31, weather permitting, and from April 15 through the end of the school year. Regular white full crew socks (no short, athletic socks), regular school shoes, and a solid navy blue/brown belt must be worn with this uniform. Golf shirt must be tucked into shorts and skorts.

#### Girls - Grades 6 through 8

1. Plaid kilts or uniform slacks may be worn throughout the school year. Either kilt or slacks, not both.
2. White short/long sleeve blouse with convertible collar. Button-down oxford style is acceptable.
3. Dark brown shoes or saddle shoes are the uniform shoes. The types of uniform shoes are pictured on the flyer that is posted on the school website. No other shoes will be considered uniform shoes.
4. Navy blue knee socks worn pulled up to the knees or solid navy opaque tights may be worn all year. Regular full crew white socks (no short, athletic socks) may be worn from the opening day of school through October 31, weather permitting, and from April 15 through the end of the school year.
5. St. John the Evangelist Catholic School sweater or SJE fleece jacket
6. Slacks purchased from Flynn and O'Hara Uniform Company with a solid blue, brown, or black belt may be worn instead of the skirt.
7. Navy sweat suit pants may be worn under the skirt to and from school, but must be removed during school hours.
8. Summer uniform shorts or skirt and golf shirts purchased from Flynn and O'Hara may be worn from the opening day of school through October 31, weather permitting, and from April 15 through the end of the school year. Regular white full crew socks (no short, athletic socks), regular school shoes, and, if wearing shorts, a solid navy blue/brown belt must be worn. Golf shirt must be tucked into skirts and shorts.

#### Gym Wear - Grades K through 8

Gym wear is available through Flynn and O'Hara Uniform Company.

Boys and girls are required to wear the following to school on gym days:

1. St. John School tee shirt and St. John School gym shorts may be worn in September, October, and beginning April 15 through the end of the school year.
2. St. John School sweatshirt, St. John School tee shirt and St. John School sweatpants are to be worn from November 1 until April 15. During the rest of the school year gym shorts may be worn under sweatpants.
3. Regular white full crew socks (no short, athletic socks) and sneakers

### OUT OF UNIFORM DRESS CODE

Birthdays/Gold Slip Winners- All attire for out of uniform should be appropriate for St. John the Evangelist 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.

Spirit Days/Special Outreach Days- Students may wear shirts of a designated color or sports team with their gym shorts or sweat pants. Tennis shoes with colored socks may also be worn.

### ARRIVAL

Students may arrive at 7:50 AM. They are to be dropped off at the safety zone in front of the school building and wait in the line assigned to their grade. Parents are advised to refrain from bringing their children to school before 7:50 AM unless students will be attending morning care (a paid service- see extended day program). Teachers will be on duty beginning at 7:50 AM. At 8:05 AM all students will be directed into the school building. During inclement weather students will assemble inside the building next to the office. Students should be unpacked and ready to begin the day with prayer at 8:15 AM. Students who are unprepared by this time are considered late. Late arrivals disrupt the day, not only of the student who is late but everyone in his/her class. Please see to it that your child arrives at school between 7:50 AM and 8:05 AM. Late arrivals adversely affect perfect attendance.

### ATTENDANCE

ABSENCE Regular attendance is considered essential for learning at St. John School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school between 8:00 A.M. and 9:00 A.M. to report the reason for absence. All absences and tardiness become part of a student's permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

When he/she returns to school, the student must bring a written note to the office signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents

should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

TRUANCY is defined as a student absenting him/herself from school without parent/legal guardian permission or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

LATENESS AND ASSIGNMENTS Students may enter their homerooms at 8:05 A.M. The school day begins at 8:15 A.M. Any student arriving after 8:15 A.M. is considered late. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

EARLY DEPARTURE/ LATE ARRIVAL The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

A student must obtain permission to leave school before dismissal at 3:00 PM. A note or an email must be sent to the office either the day before or the morning of the early dismissal. Parents are urged to schedule doctor and dentist appointments for after school hours. A parent or guardian must come into the office to pick up the child for early dismissal. Early dismissal is equal to late arrival when considering perfect attendance.

If a student arrives after 10 AM, he/she will be marked absent for ½ day. If a student leaves before 1:30 PM, he/she will be marked absent for ½ day.

Students who are absent from class for an entire day or arrive after 12 PM may not participate in any after-school or evening school-sponsored activities, on that day, such as clubs or sports programs.

A certificate of attendance and punctuality will be awarded to all students who have been present and on time throughout the year.

## **BOOK BAGS**

All students must have a book bag in which to carry books to and from school. Books must be protected for the use of students in the coming years. Please make sure your child's name is on the book bag.

## **BOOKS**

All books must be covered throughout the year. Textbooks are rented from the school. Children are not allowed to write in or on the textbook or protective coverings unless directed by the teacher to do so. Students will be required to pay for damaged books.

## **CHANGE OF ADDRESS, PHONE**

It is necessary for the office to be notified immediately of a change of home address, telephone number, or email address. It is also necessary to update emergency numbers and the person to be contacted in an emergency. Please do this as soon as possible after you know your new numbers. In case of emergency, this information could be vital to your child/children's well-being.

## **CHANGE IN NAME OR FAMILY STATUS**

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

## **CHILD ABUSE AND NEGLECT REPORTING POLICY AND PROCEDURES**

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

## **COMMUNICATION**

All paper communications will be sent home by the youngest child in the family, grades Pre-K through 8. Some communications will have a tear off portion that parents are asked to sign and return to the homeroom teacher.

A monthly calendar will be available on our school website at the beginning of the school year. Please refer to our website so you and your child will be aware of all important school events. You will be notified of any change as soon as possible. The dates and times of Masses, Liturgical Celebrations and Sacramental Programs will be on the school calendar.

To keep the parents informed, weekly updates are emailed to parents during the school year. Emails from school to home are an important communication tool. Please make sure that the office has your correct email address.

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. All members of the St. John Faculty and Staff are accessible through email (first initial and last name @stjohnschoollgv.org, ex: cblake@stjohnschoollgv.org).

Faculty and staff e-mails can be found on our website. If a meeting with the principal is desired, Mrs. Blake is available by appointment between 9:00 A.M. and 3:00 P.M.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after change is effective.

## **DISCIPLINE**

### STATEMENT ON THE PHILOSOPHY OF DISCIPLINE

St. John School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made

aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility; to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

### PBIS

To support a positive school environment and maximize academic and social behavior success for students, the school has adopted Positive Behavioral Interventions and Supports (PBIS).

PBIS is a statewide program created in partnership with Shepherd Pratt Health System and John Hopkins University. PBIS has been implemented in every Archdiocesan elementary and high school.

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS is not a packaged curriculum, scripted intervention, or manualized strategy. PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students.

PBIS supports the success of *all* students. Students earn gold slips by following our motto: St. John students SOAR; we are respectful, responsible, safe, and mannerly. In 2015-2016 the school was awarded Bronze Level in its first year of eligibility. The school achieved the Silver Level during the 2016-17 school year and was recently awarded Gold Level status in the spring of 2019.

### BEHAVIOR

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. The following are some behaviors that are unacceptable: disrespect in manner and/or language, rowdiness, using the property of others without permission, dishonesty, disruptive behavior, failure to have necessary supplies for class work, dangerous play, rudeness, harassment of any kind by word or manner, vulgarity, dress code violation, gum, possession or consumption of any drug or look-alike drug while at school or while attending a school function, possession or consumption of alcohol while at school or while attending a school function, possession of knives/weapons or look-alike knives/weapons, possession of pornographic material(s), smoking/using matches, willful destruction of school property, leaving school property without permission, theft or extortion, and fighting or threats of violence.

Generally, the teacher will deal with infractions/detentions. Should circumstances warrant, the parent and/or the Administration will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows: (review AOB policy 2.1 and 3.0)

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the St. John School student. The Administrator reserves the right not to re-admit an expelled student later. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

### SEARCH AND SEIZURE

St. John School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

### CONFLICT SITUATIONS

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

### HARASSMENT POLICY

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

**SCOPE** This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

**PROHIBITED CONDUCT** For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity, that:

- (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance;
- (iii) Otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for

educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

#### PROCEDURE

A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.

B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly, and impartially, and will remain confidential to the extent possible.

C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

#### BULLYING POLICY STATEMENT

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students based on race, color, sex, national origin, religion, disability or handicap, gender identity or expression, are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

"Bullying, harassment, or intimidation" means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
  - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
  - ii. Is sexual in nature; or

- iii. Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are in the main office and on the school's website.

### TECHNOLOGY AND INTERNET POLICIES

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices about their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

Practicing internet safety is an important part of using technology in an appropriate way. It can be defined as being aware of the potential dangers online and taking precautions to minimize or avoid harm. This includes safe-guarding personal information and property as well as having clear expectations and boundaries for yourself and others about what is appropriate to do or share online. With use of technology and internet on the rise each year, it is important to begin teaching children at a young age how to use technology appropriately and what they can do to stay safe while surfing the web.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use. The use of the school's network and access to use of the Internet is a privilege, not a right. Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.
- Unacceptable uses of the Internet and technology tools include but are not limited to:
- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else’s files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.
- Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School’s policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland’s law prohibiting the Misuse of Interactive Computer Service (“Grace’s Law”).

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.
- Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. At this time, the school is using SeeSaw, Prodigy, IXL, Xtramath, Accelerated Reader, Edmodo, Google Apps, Google Drive, Microsoft Office Applications, and Khan Academy. These web-based services could change at any time during the school year. An updated list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

The Technology Committee of the Archdiocese of Baltimore composed the following guidelines, which cover the Ethical Use of Technology.

By signing the Handbook agreement, parents and students acknowledge their acceptance of and agreement to these standards:

- Respect and protect individual rights as well as the well-being of the school.
- Individual users are responsible for any activity on their computers and for materials stored therein.
- Computers are to be used exclusively for academic work and school related activities.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner's permission is prohibited.
- All computer equipment and software is to be treated with respect.
- Only authorized personnel may alter equipment or equipment configurations.
- Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- Network accounts are to be used only by those persons for whom the account has been established. Account users may not authorize anyone else to use their accounts.

- Individual account users must maintain adequate security for their accounts including frequent changing of passwords.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- Students should avoid posting personal information via e-mail or responding to inappropriate messages.
- Use of the computer facilities to obtain, distribute, or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.

### E-BOOK READER POLICY

Electronic readers are digital devices that can store books, periodicals, magazines, and other electronic media. Readers like Amazon's Kindle, Barnes & Noble's Nook, and Apple's iPad are quickly making their way into the classroom. St. John the Evangelist is allowing students to use these devices in accordance with our E-book Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

The following guidelines have been established:

- E-book readers are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, camera, etc.
- All material on the e-reader must comply with the spirit and policies of St. John the Evangelist School and the Archdiocese of Baltimore.
- All e-book readers must have cellular and network capabilities turned off while the device is at school.
- E-book readers must be used at appropriate times in accordance with teacher instructions. The e-reader must not be a distraction for the student or those around him/her.
- St. John the Evangelist does not hold any responsibility if e-book readers are lost or damaged.

A student who violates any portion of the E-reader Acceptable Use Policy:

- 1<sup>st</sup> Violation: E-book will be sent to the office. The student receives an infraction, and a parent will be asked to pick it up at the end of the day.
- 2<sup>nd</sup> Violation: Student will receive a detention and at the discretion of the Administration may lose the privilege to use his/her e-book at school

### CELL PHONE POLICY

Students may bring cell phones to school for after school activities at the discretion of their parents; however, they may never be powered on during the school day. Students in middle school must keep their cell phones in their lockers; students in younger grades must leave them in their book bags. A student in violation of the cell phone policy

will have the phone confiscated by the classroom teacher. The first offense will warrant an infraction and a warning. The second offense will result in a detention. A parent must come into school to pick up the cell phone in either circumstance.

### SMART WATCHES

Any watch or similar device that can access the Internet or send/receive text messages is not permitted during the school day.

### INFRACTION POLICY

Consequences of misconduct for the school-wide plan, which covers all students, will be infractions. A record is kept of each infraction. If a student receives five infractions from one teacher or a total of five infractions from teachers of special subjects (art, computer, library, music, physical education) in one marking period, that student will receive one detention and serve an after school detention. The infraction record begins anew with each progress report. Chronic infractions could affect conduct and/or effort grades on the progress report.

An infraction will be given for any of the following:

Grades K-5

- Out of uniform/appearance
- Disrespect for all school personnel/peers
- Disrupt the teacher/peers
- Disobey classroom/school rules

Grades 6-8

- Out of uniform/appearance
- Disrespect for all school personnel/peers
- Disrupt the teacher/peers
- Disobey classroom/school rules
- Do not have materials/supplies
- Missing homework
- Incomplete homework
- Wrong assignment
- Left classroom without permission
- Did not return signed papers or miscellaneous forms.

### DETENTION POLICY

All detentions will be held on an assigned day beginning at 3:00 PM. Students will sit in silence and complete a written form acknowledging the inappropriate behavior and identifying an appropriate course of action in the future (each detention will be 15 minutes for Kindergarten and 30 minutes for grades 1 through 5 and 45 minutes for grades 6-8). Detention notices will be sent home far enough in advance so that the parent and child will have at least one day's

notice. If the student is part of a carpool, other arrangements will have to be made for getting home. The detention record begins anew with each school year.

A detention will be given for any of the following:

- Disrespect to teachers, staff, and other students
- Disrespectful behavior in church and assemblies
- Cheating on tests and quizzes
- Copying homework
- Lying
- Stealing
- Using obscene, vulgar or inappropriate language
- Aggressive behavior towards another student or fighting
- Destroying school property
- Forging another's signature
- Crossing behind the rope at dismissal
- Plagiarism
- Posting inappropriate words, pictures, or threats on the internet including social media and texts.
- Other offenses or regulations as set by the school

In addition to a detention, when severe misconduct occurs, the child will meet with administration and the parent will be contacted.

Detentions affect conduct and/or effort grades on the progress report. If a student receives two detentions, a conference with parents and the teachers who gave the detentions will be held. If a student receives a third detention, that student will lose the privilege of class parties and assemblies. The fourth detention will result in no field trips. The fifth detention will be no Spring Fling and no Olympic Day, and the sixth detention will be a three-day in-school suspension. In the Middle School, a student who receives a detention may forfeit his/her privilege to participate in Honor Society, Student Council or Drama Club. The final decision rests with the principal.

#### SUSPENSION/EXPULSION POLICY

Offenses which make a student liable to be suspended and/or expelled automatically are as follows:

- Use or possession of alcoholic beverages at school or any school-related function
- Chronic stealing
- Chronic cheating and lying
- Chronic fighting
- Chronic aggressive behavior towards another student physically or through social media.
- Using, taking, selling, giving, or possessing any drug or equipment, regardless of its nature, on the school grounds or at any school-related function, whether it be a controlled substance or a look-a-like
- Possession of any dangerous object or weapon on the school premises or at any school-related function
- Repeated suspensions could result in expulsion.

## **DISMISSAL**

Dismissal is at 3:00 PM each day. Please refer to Inclement Weather, Snow, and Faculty Meetings for special dismissal information.

The welfare of our students is imperative. When young children are left waiting after school, it is a frightening experience for them. Therefore, it is necessary for you to arrange to pick up your child on time. The teachers may have staff meetings and/or conferences after 3:00 PM. Consequently, there is no adult supervision. Students left at school after 3:30 PM will be sent to the Extended Day Care Program in the Music House and a fee will be charged.

We also ask that all cars enter by the church driveway and park on the church lot in parallel lanes. At approximately 2:50 PM, the Safeties will be on duty. They will place a large rope across the parking lot at the Mary Statue. All cars behind that rope line are off limits to the students.

Students exit the building at 3:00 PM and walk to the parking lot and enter their cars. If students cannot find their cars or their car is behind the rope, they proceed to the safety zone in front of the school building and wait for their car to pull up to that line. The cars in front of the rope will exit first, directed by the Safeties on duty and followed by the cars behind the rope.

Do not park on the lot directly in front of school or the lot next to the school building. If you are a few minutes late, your child will be in the safety zone in front of the school building.

Our Safeties are important to us and perform a wonderful service for our school. We ask that all drivers follow the directions of our student and teacher Safety Patrols. Please share the above information with anyone who will be picking up your child at the end of the day. A step by step visual of our parking lot procedures can be found on our website.

## **SUPERVISION BEFORE AND AFTER SCHOOL/ PLAYGROUND**

Students should arrive no earlier than 7:50. Teachers will be on duty to supervise students at this time. Morning care, a paid service offered for convenience, starts at 7:15. Contact the office for more information if you are interested.

The school day ends at 3:00 PM. All students who are not attending specific after school activities must be picked-up at that time. Students not picked up by 3:30 will be sent to the Extended Day Program.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

Teachers and staff are assigned recess duty to supervise students on the playground at their assigned recess period. The school is not responsible for students before or after school hours unless participating in an after care or an afternoon club.

## **EMERGENCY PLAN**

St. John the Evangelist Catholic School has an up to date critical response School Emergency Plan and Procedures Guide. The plan will be available in the school office.

## **FACULTY MEETINGS**

Throughout the school year, we have scheduled faculty meetings and professional development. Some are whole days which are holidays for the children, some are half days on which dismissal will be at 12:00 pm. It is imperative that you consult the school calendar and weekly updates for the exact days of faculty meetings or professional days.

On a day that is scheduled for early dismissal, if an announcement is made that school will open two hours late due to inclement weather, the school day will be extended to the regular 3:00 PM dismissal time. If Baltimore County and/or Harford County call for dismissal earlier on the faculty meeting day, we will abide by their decision. For example: if it becomes hazardous around 9:00 am or 10:00 am and they announce dismissal will be 11:00 am or 12:00 pm, we will dismiss at the time stated by either of the above-mentioned counties. Remember, St. John will close if either Baltimore County or Harford County closes schools for inclement weather.

Again, you will be informed of any special meetings or added professional days that would change the calendar through notices from the office. See also Inclement Weather.

## **FAMILY DIRECTORY**

A digital copy of the directory including name, address, phone number, parent emails and names of students attending SJE will be distributed in the first trimester of the school year. The directory is used for contacts by committees on school related activities. Any changes should be sent to the office immediately.

## **FEES**

Book fees are included in the tuition. There is an additional fee for students in grades K-8 for technology.

**Grades K-5:** \$75.00 technology fee  
**Grade 6:** \$350 technology fee\*  
**Grade 7-8:** \$150 technology fee

\* The higher tech fee for Grade 6 includes a "rent-to-own" Surface tablet, digital platforms, maintenance and a warranty.)

In the event of a returned check, a fee will be charged.

If a book is lost, damaged, or written in when it is not supposed to be, the full cost or pro-rated fee is paid by the student to the school. This includes library books.

**Registration Fee:** Non-Refundable

**New Students:** \$150

**Re-registration Fee:** Non-Refundable

**Returning Students:** \$250/student  
with a maximum of \$500/family

For re-registration fee is due at the time of re-registration and will be deducted from the following year's tuition payment. Re-registration fees will not be accepted until current tuition is paid up to date.

## **TUITION**

Each year the Finance Committee of the School Board, in conjunction with the principal, meets to set the tuition fees for the new school year.

### TUITION RATES 2020-2021

<b>PreK 3</b>	Half day \$3,430	Full day \$5,605	
<b>PreK 4</b>	Half day \$4,960	Transitional \$6,900	Full day \$8,210
<b>K-Grade 5</b>	\$8,210*		
<b>Grade 5-8</b>	\$8,210**		

### FEES & DEPOSITS

\* There is an additional \$75.00 technology fee for students in Grades K-5.

\*\* There is an additional \$350 technology fee for students in Grade 6. The technology fee for students in Grades 7-8 is \$150. (The higher tech fee for Grade 6 includes a "rent-to-own" Surface tablet, digital platforms, maintenance, and a warranty.) There is also a \$150 graduation fee for Grade 8.

FACTS TUITION MANAGEMENT PROGRAM. Tuition and fees must be paid annually, semi-annually quarterly or monthly through FACTS Tuition Management Program. Registration in the FACTS Tuition Management Program is required of all families regardless of their payment plan method. FACTS charges a nominal processing fee for semi-annual, quarterly and monthly plans. There is no additional fee associated with the annual plan if it is paid in full by June 30, 2020.

To reserve a place in the class, the \$300 contract deposit for students is due at the time of contract signing on or around April 15. If a class is filled, non-contracted students or students whose contract fee is unpaid will not be guaranteed placement. The contract fee is non-refundable but, along with the \$250 per child (with a maximum of \$500/family) registration fee for returning families, is deducted from the total tuition. The remaining tuition is then paid via FACTS.

Accounts are considered delinquent after the last working day of the month. A \$35 late fee will be assessed on all accounts not paid before this date. Accounts that remain delinquent past 60 days will result in termination of access to PowerSchool information services and no report cards will be released until the account is brought current. Accounts that remain delinquent past 90 days are in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expenses incurred because of the collection will become the responsibility of the parent or guardian. Re-registration will not be accepted for any student whose tuition account is 60 days or more past due. No student will be placed on a class list for the upcoming school year nor will records be released for any student whose tuition account is not up to date. A check that is returned by your bank for any reason may result in a fee of \$25 to your account.

Please be assured that we are very willing to work with any family if the school administration knows the facts. All discussions are confidential between the family and school administration. School Board members are not involved in any of the individual situations.

### SCHOOL'S RIGHT TO WITHHOLD RECORDS

Policy statement regarding school's right to withhold records unless financial obligations to school are satisfied:

St. John the Evangelist Catholic School reserves the right to refuse to provide any official school record, including progress reports and diplomas to a parent(s) or other educational institution, until all tuition fees and other financial obligations to St. John the Evangelist Catholic School are satisfied in full. PowerSchool access may be denied for non-payment.

St. John the Evangelist Catholic School will consider requests for exceptions to this rule on an individual basis if extraordinary circumstances occur.

In cases of expulsion, tuition for the entire year is still due.

### TUITION WITHDRAWAL AND TUITION REFUND POLICY

The principal must be notified in writing, by the dates below, of the withdrawal of a student. Information should include effective date and reason(s) for withdrawal. Once all financial obligations have been met, school records will be released and any refund due (based on the contracted tuition amount not the amount already paid) will be refunded.

**Deadline A:** September 1, 2020 75% of contracted tuition amount refunded

**Deadline B:** November 15, 2020 50% of contracted tuition amount refunded

**Deadline C:** February 15, 2021 25% of contracted tuition amount refunded

Otherwise, the obligation to pay the entire tuition for the full academic year and all incidental expenses incurred by the student and other charges is unconditional and that no portion of such tuition, expenses and charges, paid or outstanding, will be refunded or canceled, notwithstanding the subsequent absence, dismissal or withdrawal of the student.

### **TUITION GRANTS**

Tuition grants are available in various forms and amounts to those who apply. Please refer to our [Tuition/ Grant and Aid](#) page on the school website. In order to qualify for any grant, families must complete the online form through the FACTS Grant and Aid Management Plan.

### **FIELD TRIPS**

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the

trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to complete Shield the Vulnerable training.

## **FIRE AND SAFETY DRILLS**

The students will practice fire and safety drills in accordance with our SJE Emergency Plan and Procedures Guide. Absolute silence will be maintained at all times during a fire or safety drill. Absolutely no running, talking, or pushing will be tolerated at any time.

## **GRADUATION**

Graduation from St. John School is a privilege. Consequently, all obligations must be in order, such as graduation fee paid, tuition paid, fines paid, all books returned, etc.

Graduates will wear gowns provided by the school. Under their gown girls may wear a dress or dress pants with dress shoes while boys should wear a dress shirt, khakis or dress pants, dark socks and dress shoes. No flip flops or tennis shoes allowed. Graduates who are not in accord will be asked to leave the graduation ceremonies promptly.

## **GUESTS**

All parents and guests must report to the school office and sign in to receive a Visitor's or Volunteer's Pass before being allowed to visit the classrooms for any reason.

## **GUM**

Gum is not allowed in school, on school property or during any school function.

## **HEALTH AND SAFETY**

### AHERA OF COMPLIANCE

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities,

including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

### HEALTH SERVICES

#### Maryland School Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Immunizations and health inventories must be up to date. Physicals are required of all new students and middle school students.

A school nurse is available five days per week in the Health Suite. When the nurse is not available, students are sent to the school office where the principal and/or secretary will attend to them. The faculty and staff of St. John School are encouraged to obtain certification in CPR and first aid.

Children who are vomiting or have a fever at home should not be sent to school, since our services are limited, and an obviously sick child will spread illness to others. If it is necessary that the child be sent home, parents or the emergency contact person will be notified through the nurse's office. Children must be fever free for 24 hours before returning to school after an illness. If an antibiotic is required, the child must be on the antibiotic for 24 hours before returning to school.

### EMERGENCY FORMS

Emergency Forms are kept for each child providing information to assist in locating parents or an emergency contact person. It is important for parents to keep this information up to date in the school.

### HEALTH RECORDS

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

### MEDICATION POLICY

St. John the Evangelist Catholic School follows the Archdiocesan policy which states:

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense, or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case the school nurse must be consulted. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a sealed plastic bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the nurse's office.

Whether professionals or non-professionals, attendants in the health room are limited by law in the service which they are permitted to render to students. The most important limitations are:

- Adherence to the MEDICATION POLICY.
- Any student registering a fever of 99.9 or having evidence of a rash, including severe poison ivy, will be sent home.
- A student is allowed a half-hour bed rest, then must return to class or be sent home.
- Attendants are not responsible for diagnosing students' symptoms.

### COMMUNICABLE DISEASES

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following: Measles – regular or German (Rubella), Tuberculosis, Meningitis, Whooping Cough (Pertussis), Hepatitis, Rocky Mountain Spotted-Fever, Food Poisoning, Human Immune Deficiency, Mumps, Virus Infection (AIDS and all Adverse reactions to Pertussis Vaccine other symptomatic infections), Lyme disease, Animal bites / Rabies, Chicken Pox (varicella), or Influenza.

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

### HEAD INJURY

If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

### INSURANCE

The school provides the option for parents to purchase health insurance for their children.

### ALLERGIES

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

## BLOODBORNE PATHOGENS

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

## VISION AND HEARING

The school follows the directives of Baltimore County Health Department and responds to parent's requests for individual testing. This testing is usually done for:

- All new students who have not provided documentation for screening in the past year
- All students the year they enter the school in Grades PreK, kindergarten, 1, and 8 or 9
- Grade 3 or Grade 4 if funding is available
- Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians

## **HOME AND SCHOOL ASSOCIATION**

Every parent or guardian of a student enrolled at St. John School is a member of the St. John the Evangelist Home and School Association (H.A.S.A.). A small fee for dues per family, per year, will be collected by the first meeting in September. This association is designed to be responsive to the needs of the school and to the interests of the parents. The association has representation on the Parish Council. All parents are asked to support the activities of the association.

In conjunction with the Home and School Association, a newly formed Fathers' Club has been established. This group is open to fathers, grandfathers, and uncles of students or alums.

## **HOMEWORK**

Homework is necessary for reinforcement of subjects already taught in class. Please provide suitable conditions for study. If your child continually says he/she does not have any homework, it is suggested that you question the fact. Reading from a library book nightly is highly recommended. Homework must be completed prior to arrival at school in the morning.

When a student is absent, the following procedure is to be followed:

- Phone the office by 9:00 AM for work to be picked up at 3:00 PM.
- When the student returns to school, the student is responsible for going to each teacher and asking for missed assignments to be completed in a given period of time.
- If it is a long-term illness, please contact the individual teacher(s) by note or e-mail for the homework, class work, and books. Long-term illness is a week or more.

## **HONOR ROLL**

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on the Honor Roll which is published three times a year according to the following criteria:

Principal's Honor Roll – all A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

Second Honors – all A's and B's (more A's than B's) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

Honorable Mention - all B's or more B's than A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

## **INCLEMENT WEATHER**

In the event of bad weather, the school office will send phone, text, and e-mail messages to parents as well as posting it on our website announcing any closings or delays. Because of St. John School's proximity to Harford County, we will follow the guidelines of Baltimore County OR Harford County in the event of early dismissal/delayed opening or school closure in either county due to severe weather. 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 & 4 arrive 9:15 AM and dismiss at 11:45 AM.

All day Pre-K - 8 arrive at 9:15 AM and dismiss at 3:00 PM.

### **Two Hour Late Opening:**

Morning Pre-K 3 & 4 arrive at 10:15 AM and dismiss at 12:15 PM.

All day Pre-K - 8 arrive at 10:15 AM and dismiss at 3:00 PM.

## **LIBRARY**

Books must be returned by the due date. A fine will be assessed for each day the book is late. In order to receive the final report card, library books must be returned and all fines must be paid. Additional books needed for projects or other assignments may be signed out with the librarian's permission. Students will not be permitted to borrow another book if they hold an overdue book. The replacement cost of a book will be charged when a book is lost or damaged.

## **LUNCH AND SNACK**

Students in grades K through 8 bring their lunches to school. We ask that students do not bring bottled or canned soda. HASA will provide lunches (hot dogs, Chick-fil-A, or pizza on Tuesdays that will be pre-packaged and delivered to the classrooms by school staff. Snack break will be taken by all classes at mid-morning. Please provide a nutritious, healthy snack for your child. Children in PreK 3 and 4 are asked to bring their snack and drink in a lunch box.

## LUNCH DUTY

Due to our COVID19 preparation guidelines there will be no lunch duty parent opportunities for parents until further notice. Previously, parents were asked to assist with recess duty three days a year for each enrolled student in the school. The office would notify families concerning scheduling through an online sign-up sheet, beginning with the Grade 8. Parents came to the school office on the scheduled day to sign in and receive their assignment. There will always be one teacher and two parents on the playground. If unable to be present, the parent is asked to find an alternate. Lunch and recess times can be found on our website.

## MARKING SYSTEM

Grades PreK 4 through Grade 2

I	Independent
P	Progressing
E	Emerging
N/A	Not assessed at this time

Grades 3 through 8

A+	97-100	C+	80 - 84
A	93 - 96	C	75 - 79
B+	89 – 92	D	70 - 74
B	85 – 88	E	69 and below

## MEDICAL AND DENTAL APPOINTMENTS

If an appointment must be made during school hours, a written note or an email must be sent to the teacher. Children are to be picked up at the office.

## NON-CUSTODIAL PARENTS

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records. St. John School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented, or the school has a court order permitting access.

## **OPEN HOUSE**

A day may be set aside during Catholic Schools Week (dependent on the pandemic) for parents to visit the school.

## **PARENT-TEACHER CONFERENCES**

There is one scheduled conference per year. It is scheduled after distribution of the first progress report. Parents may request additional conferences by sending a note or an email to the teacher concerned. These conferences may be with individual teachers or a team meeting with several teachers and the principal attending. The purpose of such meetings is to promote the growth of the student through mutual understanding and cooperation of parent, teacher, and student. If a parent has a complaint or concern with any teacher, please discuss the matter with the teacher before asking the principal to intervene. Please do not request room mothers, Home and School representatives or School Board members to relay complaints and grievances. This is not in keeping with professional ethics.

## **PARKING/SAFETY ZONE**

The safety zone is the area in the immediate front of the school building. This area is for teacher parking only. No other cars should be in this zone. This safety zone is the area where children wait for their teachers in the morning before school and in the afternoon for their rides home. No ball playing is permitted in the zone.

The large parking lots are play areas and fire routes. Volunteers and visitors may park by the chapel on the days they are volunteering. Parents should not park on the lower lot near the school or the flagpole zone while waiting for the students to be dismissed. This causes confusion for the teachers, students and Safety Patrol. Please follow the directions given in the Dismissal section of this book.

## **PARENTAL SUPPORT/ COMPLIANCE**

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

## **PARTNERSHIP WITH PARENTS**

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

- to be a partner with the school in the education of your child
- to understand and support the Catholic mission and identity of the school
- to read all communications from the school and to request clarification when necessary
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- to discuss concerns and problems with the person (s) most directly involved
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- to promote your school and to speak well of it to others
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate that Catholic education is a privilege that many persons do not have

## **PRESCHOOL**

Our preschool program is dedicated to serving the needs of your child. It provides an opportunity for your child to develop spiritually, emotionally, intellectually, and physically within a loving and nurturing environment of the Catholic school.

- Spiritually, your child will learn that God is with him/her “always and in all ways.”
- Socially, your child will learn to respect others, to share, and to develop independence.
- Intellectually, your child will learn through a multi-sensory approach, hands-on experiences, and self-directed activities.
- Physically, your child will strengthen fine and gross motor skills.

### DRESSCODE

No uniforms are required in Pre-K. Students are asked to wear:

1. Navy blue pants for boys, pants or skirts for girls
2. White knit "polo" shirts or turtlenecks. Shirt must be tucked into pants
3. Any shoe with a non-slip sole

### SCHEDULE

PreK 3 Tuesday through Thursday

Half day	8:15 AM to 11:45 AM	All day	8:15 AM to 2:45 PM
----------	---------------------	---------	--------------------

PreK 4 Monday through Friday

Half day	8:15 AM to 11:45 AM	All day	8:15 AM to 2:45 PM
----------	---------------------	---------	--------------------

#### **Late Opening Schedule:**

When Baltimore County and/or Harford County announce:

#### **One Hour Late Opening**

Half-day Pre-K 3 and PreK 4 arrive 9:15 AM and dismiss at 11:45 AM.

All-day Pre-K 3 and PreK 4 arrive at 9:15 AM and dismiss at 2:45 PM.

#### **Two Hour Late Opening**

Half-day Pre-K 3 and PreK 4 arrive at 10:15 AM and dismiss at 12:15 PM.

All-day Pre-K 3 and PreK 4 arrive at 10:15 AM and dismiss at 2:45 PM.

## CURRICULUM OVERVIEW

**Reading:** Daily phonemic awareness activities supplemented with Bible stories, computer games, and letter-sound recognition.

**Math:** Daily hands-on activities supplemented with manipulatives and independent activities.

**Religion:** Daily prayer and instruction supplemented with Bible stories, songs, and finger plays.

**Science:** Exploration and observation of environmental changes and issues and even cooking from time to time.

**Music:** Daily singing, movement, or rhythmic activities using instruments.

**Library:** Weekly visit to listen to stories and check out a book.

**Motor Movement:** Daily inside and outside gross motor activities to strengthen physical development, including time on our playgrounds.

## ENRICHMENT CURRICULUM

The enrichment activities offered in the afternoon for our all-day option are in addition to our preschool curriculum and may include:

- Spanish: Introduction to the Spanish language and culture
- Cooking: Introduction to basic cooking vocabulary and the completion of simple foods
- Computers: Introduction to basic computer skills and working with age-appropriate activities on the computer
- Yoga: Practicing simple yoga techniques and positions
- Crafts: Using the imagination and creating unique crafts – candles, birdhouses, ceramics, and more
- Gardening: Learning how to have that “green thumb.”

Enrichment activities are endless when children are involved. The enthusiasm and adaptability to learn is contagious among our preschoolers.

## **POWERSCHOOL**

PowerSchool is the web-based student information system used by the Archdiocesan elementary and some secondary schools. In conjunction with the teacher component, PowerGrade, progress reports are generated three times per year. Through the parent access component, parents of students in grades 3-8 gain access to their children's grades at any time. A username and password are required for parent access. PK 3 through grade 2 do not have parent access capabilities.

## **PROGRESS REPORTS**

Progress reports are distributed 3 times a year. The progress report envelopes are to be signed and returned promptly. Teacher/parent conferences may be arranged at this time. In addition, interim reports are given between progress

reports to Grades 1 and 2. Parents of students in Grades 3 through 8 are able to check student grades through parent access of PowerSchool.

Interim Reports are sent home in grades K to 2 mid-trimester to make parents aware of student progress. A reminder email from the Administration to check PowerSchool is sent to parents of students in grades 3 to 8 mid-trimester. It is the responsibility of the teacher to contact parents if a student has a grade below a C at this time. It is the parents' responsibility to cooperate in remedying the situation. Teachers of struggling students should communicate with parents regularly.

## **PROMOTION/ RETENTION**

The academic program is the responsibility of the school and it is within the expertise of those educators involved with the children to both promote and retain those who have or have not progressed within the scope of the academic program.

The decision to retain a student is a collective decision between the instructing teacher, the principal, and the parents. However, the school retains the right to make the final decision.

Parents and teachers may begin discussing retention as early as the fall. On or around February 1, a conference will be scheduled and the first official written notification that the student is in danger of being retained will be given to the parents. Parent/guardians sign the fear of failure notice acknowledging that they have been informed of the possibility of retention and have met with the teacher and possibly the principal to discuss the matter.

On or around April 15, another meeting will be held among the teacher, parents and possibly the principal. The parents will be required to sign a second statement acknowledging they have received a second notice of possible retention.

After April 15, the school will notify the parents/guardians in writing that the student will be retained in the same grade. The parents/guardians are provided the opportunity to review the decision process with the principal and teacher.

### **Grades PreK 3, PreK 4 and Kindergarten Students**

1. After careful observation and evaluation, teachers may recommend a student for retention.

2. Possible Screenings:

PreK 3 – Brigance Screen

PreK 4 – Brigance Screen and Kindergarten Readiness Assessment

Kindergarten – Brigance Screen and School Readiness Assessment

The results may coincide with the teacher's evaluation of the student for promotion or retention. If it does not, principal, teachers, and parents will meet to determine the course of action to be taken regarding the child's academic progression. The final decision rests with the school.

### **Grades 1 through 7 Students**

1. Failure in one major subject for the school year (religion, reading, math, English, science, social studies or Spanish) necessitates summer school attendance.
2. Failure in two or more major subjects for the school year is cause for retention.

A conference with the administration and the teacher to discuss summer school with the probability of retention will be held. However, each case will be treated individually.

3. Parents will be notified, in writing, of any failure.

### **Grade 8 Students**

1. Failure in one major subject for the school year necessitates summer school attendance. The Graduation Certificate will be withheld until successful completion of the summer school program has been verified by the administration.
2. Failure in two major subjects for the school year necessitates summer school attendance. The student will not receive a Graduation Certificate and will not be permitted to participate in the Graduation ceremony and activities. The student will be promoted upon completion of the summer school program, and the high school that has accepted the student will be notified.
3. Failure in three or more major subjects for the school year will result in retention in grade eight. Repeating grade eight in St. John the Evangelist School is not encouraged.
4. Parents will be notified, in writing, of any failure.

## **STUDENT SERVICES**

**IEP REFERRAL PROCESS** If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

## **RECESS**

Each class will have a brief recess period outside (weather permitting) each day. No food is to be taken outside. See also LUNCH.

## **SAFETY PATROL**

The Safety Patrol will be stationed in various places on the parking lots. Parents are asked to impress upon their children the importance of obeying the patrol person. The patrol is instructed to speak courteously to children and adults when reminding them of school safety rules. The same courtesy should be extended to them. Please report any difficulties experienced with our safety patrols to the school office.

## **SCHOOL ACTIVITIES**

It is the desire of the administration to foster extra-curricular activities which will further enhance the leadership potential and the overall development of our children. These activities will be continued, initiated, or cancelled based on the response of the student body. These activities are open to various grade levels depending on the activity and the availability of a moderator. All extra-curricular activities have been suspended until further notice due to the COVID 19 pandemic.

## **SCHOOL BOARD**

The School Board exists to broaden the participation by the lay members of the community in the educational mission of the church.

## **SCHOOL SCHEDULE**

### **PreK 3** Tuesday through Thursday

Half day            8:15 AM to 11:45 AM

All day             8:15 AM to 2:45 PM

### **PreK 4** Monday through Friday

Half day            8:15 AM to 11:45 AM

All day             8:15 AM to 2:45 PM

### **Grades K through 8**

8:15 AM	Opening Prayer
11:50 AM to 12:50 PM	Lunch/Recess
2:50 PM	End of Afternoon Classes
3:00 PM	Dismissal

## Half-day Schedules

PreK 3 and PreK 4      8:15 AM to 11:45 AM

Grades K through 8      8:15 AM to 12:00 PM

## SCHOOL STORE

Stationery supplies will be sold daily from 8:05 AM to 8:15 AM. The store is located upstairs near the Grade 5 classroom. Children must receive permission from their teacher before being sent to the school store. All students are required to have the necessary items for their grade level and replenish them as needed throughout the school year. A stationery needs list is given to each student on the last day of school. New students will receive theirs in the mail.

## STUDENT RECORDS

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

### RECORDS POLICY (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

St. John School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of St. John School are as follows:

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit Mrs. Blake a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to Mrs. Blake and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.

- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.
- The School also may disclose appropriately designated “directory information” without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent can indicate such on their child(ren)’s enrollment checklist on SchoolAdmin.

A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. John School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

## **VISITORS**

St. John School welcomes visitors. However, we ask that an appointment be made through the school office.

Parents are not to interrupt classes or teachers during school hours (8:00 AM to 3:00 PM). This includes the homeroom period prior to the beginning of classes. Parents are not to accompany students to their homerooms in the morning.

If an appointment is needed, appointments should be requested by email or by calling the school office.

All visitors must check-in at the office. First-time visitors must have their driver's license. Visitors are given a personalized badge to be worn during their time in school. Visitors must stop back in the office to check-out before leaving. These procedures are in place for the safety of students and to minimize class disruptions.

All doors will remain locked during the school day to ensure the safety of our students.

## **VOLUNTEERS**

Our volunteers perform valuable work and assist in a variety of ways. Parents are urged to become volunteers in the school. To be in compliance with Archdiocese of Baltimore Child and Youth Protection Requirements and Policies for all volunteers who have substantial contact with children, anyone who volunteers must complete the appropriate forms, background check, and training through VIRTUS. Information can be found on our website under the PARENTS menu.

Volunteers also check-in at the school office for a personalized badge to be worn during their volunteer time in school. Volunteers must also stop back in the office to check-out before leaving.

## **RIGHT TO AMEND THE HANDBOOK**

St. John the Evangelist School reserves the right to amend the SJE Parent/Student Handbook and parents/legal guardians will be notified of any changes made. This parent/student handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.