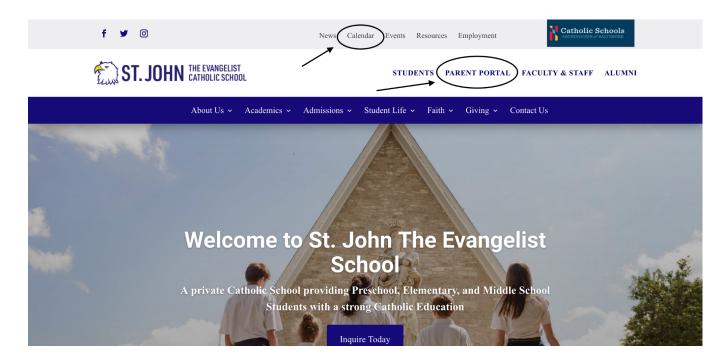


New Parent Guide to Student Success 2022-2023

St. John the Evangelist Catholic School (SJE)

www. StJohnSchoolLGV.org

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



School Information

Office Hours: Monday-Friday 8am to 4pm / Monday-Thursday, 9am to 2pm (summer hours).

Phone: 410-592-9585

Website: StJohnSchoolLGV.org

Facebook Page: www.facebook.com/StJohnSchoolLGV

Instagram: @stjohn_lgv

Attendance Policy

Absence

Regular attendance is considered essential for learning at SJE. 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 offices before 8:30am 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 his/her homeroom teacher 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.

Lateness/Assignments

Students may enter their homerooms beginning at 7:50am. The school day begins at 8:15am with the morning bell, followed by announcements. Any student arriving after 8:15am is considered late and must report to the office. 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.

Inclement Weather

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

When Baltimore County and/or Harford County announce:

One Hour Late Opening

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

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

Two Hour Late Opening

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

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

Early Departure/Late Arrivals

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, when possible.

Daily School Schedule

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

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

Uniforms (Linked)

The purpose of the dress code at SJE is to provide an atmosphere conducive to learning and to assist in the maintenance of discipline. The dress code reflects the school's mission to support and develop in students a sense of self-respect and integrity while also preparing them for the wider world of work and service. SJE students, through their appearance, represent the school and the moral religious principles on which the school stands. SJE currently uses FLYNN O'HARA as the exclusive provider of our uniform needs. **Please reference code**MD253. Flynn O'Hara's closest location is in the North Plaza Shopping Center at 8868 Waltham Woods Road, Parkville, Maryland 21234. They do have a website available for ordering; it is suggested that you visit the store the first time ordering due to sizing differences.

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's uniform company. All uniform business is done directly with the company. Gym wear may also be purchased from Flynn and O'Hara Uniform Company.

PRE-K FALL/WINTER UNIFORMS (Nov. 1- April 15)

Girls and Boys

- Short or long sleeve white shirt
- Navy elastic waist pants
- Girls may wear a navy jumper, dress or skort
- Navy cardigan sweater, fleece or sweatshirt
- Sneakers or shoes with a non slip sole
- White/Navy socks that cover the ankle

PRE-K SUMMER UNIFORMS Options (Start of school until Oct. 31; April 15 until end of school year)

Girls and Boys

- Short sleeve white shirt
- Navy elastic waist shorts
- Girls may wear a navy jumper, dress or skort
- Navy cardigan sweater, fleece or sweatshirt
- Sneakers or shoes with a non slip sole
- White/Navy socks that cover the ankle

GRADES K-5 FALL/WINTER UNIFORMS (Nov. 1- April 15)

Girls

- SJE plaid jumper purchased from the Flynn and O'Hara Uniform Company (jumpers should be no more than two inches above the knee) with white peter pan collar blouse or
- Navy slacks with white peter pan collar blouse (tucked in) and with a solid blue, brown, or black belt
- Navy tights, navy leggings with navy socks that cover the ankle, or navy knee socks
- Navy sweater with SJE logo or Navy fleece with SJE logo
- Sweatpants may be worn under the jumper to and from school and recess during cold weather, but must be removed during school hours. (No pajama pants)
- Brown Uniform shoes or Navy/Black Saddle Shoes The types of uniform shoes are pictured on the flier that is posted on the school website.

http://stjohnevangeli.wpengine.com/wp-content/uploads/2021/12/Shoe-Policy-2019-2020.pdf

- Jewelry: watches, one pair of small earrings worn in the earlobe, one ring, a religious cross medal worn on a thin chain
- No make-up

• No Smart watches are permitted

Boys

- Navy dress pants purchased from the Flynn and O'Hara Uniform Company (worn with brown, navy, black or SJE Eagle belt)
- Long or short sleeve white SJE polo shirt (tucked in)
- Navy socks that cover the ankle
- Navy sweater with SJE Logo or Navy Fleece with SJE logo
- •Brown Uniform shoes. The types of uniform shoes are pictured on the flier that is posted on the school website. http://stjohnevangeli.wpengine.com/wp-content/uploads/2021/12/Shoe-Policy-2019-2020.pdf
- Jewelry: watches, crosses or religious medals worn on a thin chain
- No Smart watches are permitted

GRADES K-5 SUMMER UNIFORMS Options (Start of school until Oct. 31; April 15 until end of school year)

- Navy dress shorts purchased from the Flynn and O'Hara Uniform Company (worn with brown, navy, black or SJE Eagle belt)
- Navy uniform skort
- SJE white polo shirt (tucked in)
- White socks that cover the ankle
- Brown Uniform shoes or Navy/Black Saddle Shoes The types of uniform shoes are pictured on the flier that is posted on the school website. No other shoes will be considered uniform shoes. http://stjohnevangeli.wpengine.com/wp-content/uploads/2021/12/Shoe-Policy-2019-2020.pdf
- No long sleeve shirts may be worn under short sleeve shirts nor leggings worn undershorts.
- Navy sweater with SIE logo or Navy fleece with SIE logo

MIDDLE SCHOOL Grades 6-8) FALL/WINTER UNIFORMS (Nov. 1- April 15)

Girls

- SJE plaid skirt purchased from the Flynn and O'hara Uniform Company (skirts should be no more than two inches above the knee) or Navy slacks (worn with a black or brown belt)
- White short/long sleeve blouse with convertible collar tucked in. Button-down oxford style is acceptable.
- Navy tights, navy leggings with navy socks that cover the ankle or navy knee socks.

- •Sweatpants may be worn under the skirt to and from school and during recess during cold weather, but must be removed during school hours. (No pajama pants)
- Navy sweater with SJE logo or Navy ½ zip pullover with SJE logo (purchased through the school) or Navy fleece with SJE logo
- Brown Uniform shoes or Navy/Black Saddle Shoes The types of uniform shoes are pictured on the flier that is posted
 on the school website.

http://stjohnevangeli.wpengine.com/wp-content/uploads/2021/12/Shoe-Policy-2019-2020.pdf

- Jewelry: watches, crosses or religious medals worn on a thin chain, one small pair earrings worn in the ear lobe or one pair of small hoop earrings, one ring
- No make-up
- Only natural nails are permitted with clear/natural nail polish
- No Smart watches are permitted

Boys

- Navy dress pants purchased from the Flynn and O'Hara Uniform Company (worn with brown, navy, black or SJE Eagle belt)
- White button down dress shirt (short/long sleeve; tucked in)
- Plain navy or striped/patterned tie or bowtie with a navy background
- Navy sweater with SJE logo or Navy ½ zip pullover with SJE logo (purchased from school) or Navy fleece with SJE logo
- Navy socks that cover the ankle
- Brown Uniform shoes. The types of uniform shoes are pictured on the flier that is posted on the school website. http://stjohnevangeli.wpengine.com/wp-content/uploads/2021/12/Shoe-Policy-2019-2020.pdf
- Jewelry: watches, crosses or religious medals worn on a thin chain.

GRADES 6-8 SUMMER UNIFORMS Options (Start of school until Oct. 31; April 15 until end of school year)

- Navy dress shorts purchased from the Flynn and O'Hara Uniform Company (worn with brown, navy, black or SJE Eagle belt)
- Navy uniform skort
- SJE white polo shirt (tucked in)

- White socks that cover the ankle.
- Brown Uniform shoes or Navy/Black Saddle Shoes The types of uniform shoes are pictured on the flier that is posted on the school website. No other shoes will be considered uniform shoes. http://stjohnevangeli.wpengine.com/wp-content/uploads/2021/12/Shoe-Policy-2019-2020.pdf
- No long sleeve shirts may be worn under short sleeve shirts nor leggings worn under shorts.
- Navy sweater with SJE logo, Navy ½ zip pullover with SJE logo (purchased through the school), or Navy fleece with SJE logo.

PHYSICAL EDUCATION UNIFORM (Kindergarten- Grade 8)

Summer PE Uniform (Start of school until Oct. 31; April 15 until end of school year)

- Regular tennis shoes
- White socks that cover the ankle
- Gray short sleeve t-shirt with SJE logo
- Navy gym shorts with SJE logo
- Navy Crewneck or hoodie sweatshirt with SJE logo
- Parents should make sure that the student is dressed properly for weather conditions.

Winter PE uniform (Nov. 1- April 15)

- Regular tennis shoes
- White socks that cover the ankle
- Navy Crewneck or hoodie sweatshirt with SJE logo
- Gray short sleeve t-shirt, with SJE logo
- Navy uniform sweatpants with SJE logo
- Parents should make sure that the student is dressed properly for weather conditions.
- **Sweatshirts and hoodies are not part of the regular uniform. Jackets and other non-SJE outerwear are not to be worn in the building. **

USED UNIFORM SALE-Each year HASA organizes a used uniform sale prior to the start of the school year. Parents will be notified about the date of the sale. Uniform donations are accepted at any time during the school year.

Out-of-Uniform Dress Code

Out of Uniform Days, Birthdays and Gold Slip Winners - All attire for out of uniform should be appropriate for St. John the Evangelist School.

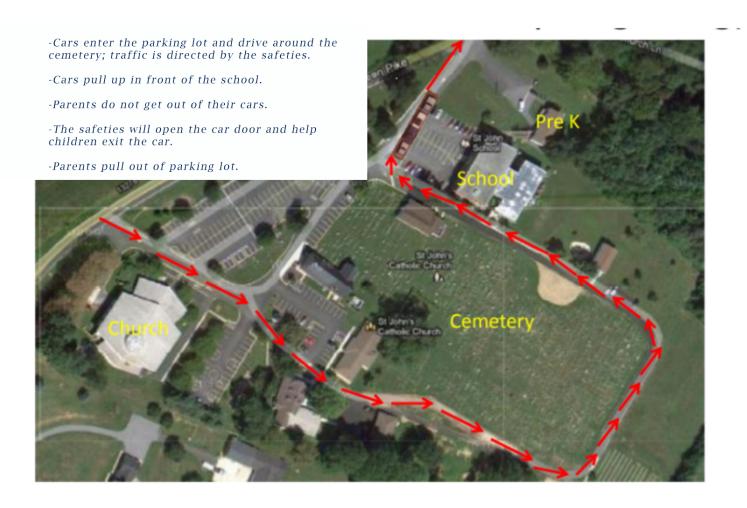
Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.

Students also MAY NOT WEAR:

- Dresses, skirts, or shorts more than two inches above the knee (Shorts are only to be worn from the start of the school year until Oct.31 and April 15 to the end of the school year)
- •Tank tops or sleeveless tops. All shirts must be modest and cover the shoulders and neckline.
- Sandals or other open shoes (safety reasons)
- Pants or jeans with tears, shreds or holes
- Tightly fitted or revealing clothing. (leggings must be worn with a long shirt that covers the top half of the leg)
- **When in doubt, do not wear it to school. If an article of clothing is deemed to be inappropriate, a student may be required to alter his/her apparel. Students who are wearing inappropriate clothing will need to contact their parents to bring a change of clothes..

Spirit Days/Special Outreach Days- Students may wear shirts of a designated color or theme with their gym shorts or sweatpants.

Morning Drop Off



Afternoon Pick Up (Before parking lot is closed)

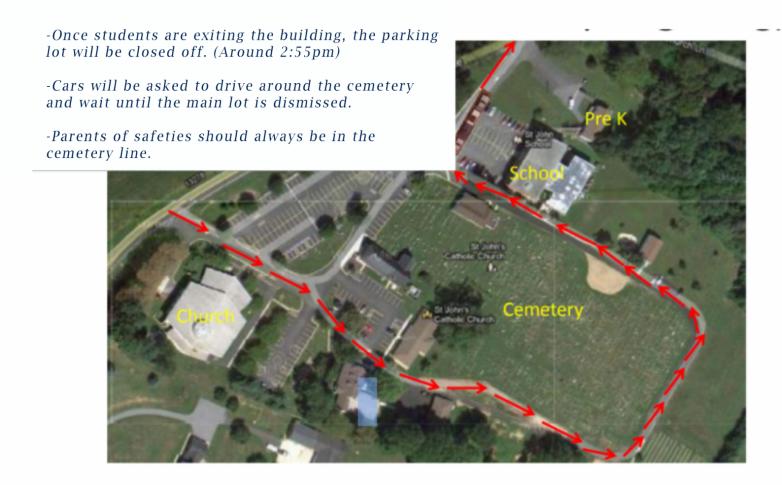


-Students will be walked out by teachers.

will dismiss.

-Once all the students are safely in their vehicles, the safeties

Afternoon Pick Up (After the lot is closed, overflow, safety pick up, special circumstances)



Faculty and Staff (Linked to website)

Administration			
Ms. Suzanne Thomas	Principal	sthomas@StJohnSchoolLGV.org	
Mrs. Mary Beth Bressler	Business Manager	mbressler@StJohnSchoolLGV.org	
Mrs. Mary Theresa Petrides	School Secretary	mtpetrides@StJohnSchoolLGV.org	
Ms. Kristin McMahon	Admissions and Advancement Director	kmcmahon@StJohnSchoolLGV.org	
Ms. Amber Wolff	Vice Principal/ Reading Specialist	awolff@StJohnSchoolLGV.org	
Faculty			
Ms. Lorena Ayestas	Spanish Grades K-4	layestas@StJohnSchoolLGV.org	
Mr. Christian Bentley	Physical Education/Technology K-5	cbentley@StJohnSchoolLGV.org	
Mrs. Madeline Coleman	3rd Grade	mcoleman@StJohnSchoolLGV.org	
Mrs. Katierose	Kindergarten	kdobrzykowski@StJohnSchoolLGV.org	
Dobrzykowski			
Mrs. Meli Hartsoe	PreK 4	mhartsoe@StJohnSchoolLGV.org	
Mrs. Kerry Loraditch	Math Grades 1-5	kloraditch@StJohnSchoolLGV.org	
Mrs. Cheryl Overend	2nd Grade	coverend@StJohnSchoolLGV.org	
Mrs. Amanda Persico	Middle School ELA/Science, Social Studies	apersico@StJohnSchoolLGV.org	
Mrs. Julia Schmidt	ELA/Religion	jschmidt@StJohnSchoolLGV.org	
Ms. Maggie Schmidt	Music/Art/Middle School Social Studies	mschmidt@StJohnSchoolLGV.org	
Ms. Jessica Smythe	5th Grade	jsmythe@StJohnSchoolLGV.org	
Mrs. Alexis Steele	Middle School Math/Religion	asteele@StJohnSchoolLGV.org	
Mr. Zach Tuck	Spanish Grades 5-8 / Middle School Social Studies	ztuck@StJohnSchoolLGV.org	
Mrs. Christine Thompson	Grade 4	cthompson@StJohnSchoolLGV.org	
Ms. Beth Varanko	Grade 1	bvaranko@StJohnSchoolLGV.org	
Mr. Cory Wildasin	Middle School Math/ Technology 6-8 / Science	cwildasin@StJohnSchoolLGV.org	
Mrs. Jaclyn Parker	PreK 3	jparker@StJohnSchoolLGV.org	
Support Staff			
Ms. Carolyn Flood	PreK 3 Assistant/Extended Day Care	cflood@StJohnSchoolLGV.org	
Ms. Kelly Williams	Nurse	kwilliams@StJohnSchoolLGV.org	
Mrs. Lauren Nickles	PreK 4 Assistant	lnickles@StJohnSchoolLGV.org	
Mrs. Christie Tuck	Kindergarten Assistant	ctuck@StJohnSchoolLGV.org	
Mrs. Jessica Piazza	Counselor	jpiazza@StJohnSchoolLGV.org	
Ms. Teresa Zankowitz	SAT Coordinator	tzankowitz@StJohnSchoolLGV.org	
Ms. Jennifer Bearman	Teacher Assistant: Extended Day Care	jbearman@StJohnSchoolLGV.org	

Pre-K 3 and Pre-K4 Specific Information

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

- Preschool is in the Learning Cottage, a small, one floor, white building next to the brick upper school building.
- The school **start date for preschool is different** from kindergarten—grade 8; it's a gradual entry with "cubby conferences" generally taking place during primary school's first week of school and the first regular day for preschool generally taking place during the primary school's second week of school. This is communicated directly from the preschool teachers during the summer.
- The **last day of school is different** for preschool, generally ending during the last full week for the primary school. It will also be posted on the website calendar.
- Preschool students are not required to wear the school uniform; instead, they wear navy blue
 pants/shorts for boys and navy blue pants/shorts, skirts or jumpers for girls with white knit "polo"
 shirts or turtle necks (shirts should be tucked into bottoms) and any shoe with a non-slip sole. They
 are, of course, permitted to wear the primary school uniform and/or the school gym uniform.
- Preschool has a Lunch Bunch option for half-day preschool students for any regularly scheduled
 preschool day, e.g. PreK 3 students can stay for Lunch Bunch on Tuesday, Wednesday, or Thursday
 but not Monday or Friday. Half day preschool students can stay for lunch and recess with the full day
 preschool students for just \$10. Pick-up time is 1:00 pm.
- The **regular preschool schedule** for PreK 3 is Tuesday, Wednesday and Thursday. The regular preschool schedule for PreK 4 is Monday through Friday. Pick-up for half day PreK is 11:45, for Lunch Bunch at 1:00 pm and for full day PreK at 2:50.
- Students in preschool (full-day) have a rest period and sleep mats are required. The school office has sleep mats available for purchase. These are also available during office hours on Visiting Day, Cubby Conference days, and the first two weeks of school.

All School Lunch Options + Snack/Water

The St. John the Evangelist Catholic School's (SJE) Home and School Association (HASA) raises money by selling and serving pizza and hot dog lunches to students. Plans for a return to regular catering service are in

progress at the time of this publication. Visit the school website, click on RESOURCES on the top tab, then view LUNCH OPTIONS.

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

Accordion Folders + Homework Planners

Students in grades 3-5 and 6-8 are asked to purchase a **prepared accordion folder** from the school office. These are available during office hours on Visiting Day and the first week of school. The folders are filled with pre-tabbed color pocket dividers for each subject for each specific grade group (e.g. Reading, Writing, Grammar, etc.). There is also a mandatory homework planner for select grades, which will be available for purchase.

PBIS and Gold Slips

Positive Behavior Intervention & Supports (PBIS) is a statewide program created in partnership with Sheppard Pratt Health System and John Hopkins University. PBIS is in every Archdiocesan elementary and middle school. PBIS is a way for schools to encourage good behavior. The focus of PBIS is prevention, not punishment. One of SJE's PBIS strategies is the use of "Gold Slips" with students in Kindergarten to Grade 8. Students who demonstrate positive behavior during the school day, are awarded a Gold Slip by either a faculty or staff member. These characteristics include being: responsible, respectful, safe and mannerly. There is a monthly drawing of all Gold Slip winners and a class Gold Slip winner. The winners are given a day out of uniform pass/date.

School Masses

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

Clubs + Activities

SJE offers various clubs and activities during each trimester. These clubs and activities vary depending on the year and the interest of the student body. Clubs and activities traditionally do charge a nominal fee for registration.

SchoolAdmin (Linked)

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

FACTS (Linked)

FACTS provides both **tuition management** and **financial aid application** services to SJE. All families are required to make payments through FACTS utilizing automatic payments (EFT) from a bank account, credit card, or processing checks sent to a secure processing center. Easy and convenient online registration is available.

F.A.C.T.S. also evaluates applications for tuition assistance. The deadline for submission of tuition assistance applications is February 28 preceding the enrollment year. To be considered for financial aid it is imperative that the application be completed on time. It is a detailed application that requires tax forms and other documentation so allow several weeks to complete.

PowerSchool (Linked)

Power School is SJE's platform that enables parents to keep current with their child's progress by viewing grades online (for Grades 3-8). It also contains all student information including family contact and demographic information as well as late arrivals and absences. Each new family receives its own access code for PowerSchool.

Mandatory Volunteer Training- VIRTUS (Linked)

Please note that in order to go on any class field trips or even visit a classroom, this training must be completed.

13311 Long Green Pike | Hydes, Maryland 21082 | www.StJohnSchoolLGV.org | 410.592.9585

Anyone interested in working or volunteering in our school must be appropriately screened and trained and must provide contact information for three references. Click on FIRST-TIME REGISTRANT, select: BEGIN THE REGISTRATION PROCESS, then select BALTIMORE (ARCHDIOCESE). Create a login-ID and password. Provide the requested demographic information. Next select SJE (JOHN THE EVANGELIST **SCHOOL**, HYDES, ST. (HYDES)) as the primary location. Because the work is with children, select VOLUNTEER WITH SUBSTANTIAL CONTACT WITH CHILDREN. Training is good for 5 years from the date of completion. If you have questions about VIRTUS, please contact Mrs. Bressler in the school office at mbressler@StJohnSchoolLGV.org.

Beans and Bread Outreach

Once a month, SJE school members pitch in and make an extra bagged lunch (or several) for the clients of St. Vincent de Paul's Beans and Bread Outreach Center in Fells Point. Bagged lunches are brought to school in the morning and dropped off at the office/ during carpool. Parish volunteers deliver the lunches. Beans and Bread (Brown Bag Lunch) calendar is available on the weekly update. This program runs year round.

Extended Day Care (EDC)

Both before and after school care is available at SJE for students in preschool through grade 8. We provide a safe, nurturing environment and a staff that is dedicated to providing the best care for your children. We are accredited with a Letter of Compliance from the State of Maryland Office of Child Care.

	Time	Location
Before care	7:157:50 am	School Library
After care	3:00-6:00 pm	Extended Day Care Building

This is not included in base tuition. For more details on rates, please see our website.

Home and School Association (HASA)

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

HASA Board Members 2022-2023

President: Jessica Sadler

Vice President: Keri DiCocco

Treasurer: Colleen Schuler

Secretary: Stephanie Cole

Members at Large:

Jennifer Ercolano	Kellie Klijanowicz	Meg Bedsaul
Denise McCloskey	Samantha Phillips	Amy Occorso
Meghan Lancaster	Dina DiPriest	Laura Cox
Melissa Vicchio	Jenn Tawney	Marisa Nastalski
Kelly MacDonnell	Kelly Marshall	Lesley Weitz
Kristine Cuomo	Krissy Berry	Jamie Ayd
Laurel Rasinski	Marian Hartline	Georgia Zervos

All Families Are HASA Members!

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

Home & School Association 2022-23 meeting dates will be announced before the start of school. We do ask that each household within the school give a donation to support our efforts. This will be addressed during the first HASA meeting of the year.

Questions?

We welcome any and all questions, comments and concerns. Please contact Krsitin McMahon at 410.592.9585 or via email at kmcmahon@StJohnSchoolLGV.org. Additionally, if you are looking for something you cannot find, or have a suggestion for something that you feel should have been included, please let us know!