



PARENT & STUDENT HANDBOOK

2024-2025

ST. JOHN THE EVANGELIST CATHOLIC SCHOOL
13311 Long Green Pike
Hydes, Maryland 21082
410-592-9585
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, Suzanne Thomas. 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.

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St. John the Evangelist School is a co-ed elementary school for Prek-3-8th grade. St. John the Evangelist 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.

Overview

Vision Statement

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

Mission Statement

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 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. The school currently has a student enrollment of 230 with an average of 21 students per class. Because of the school’s physical size, the school will only have one of each grade with class sizes maxing out at 25. This allows for a unique opportunity to individualize instruction because of the 10:1 teacher to student ratio, innovative teaching, and classroom technology that incorporates a blended learning mode. The students thrive because instruction is student-centered and differentiated.

In 2017, St. John the Evangeist was awarded a Blue Ribbon School designation, signifying that it ranks among the highest performing schools in both reading and mathematics as measured by state or

nationally-normed assessment in the United States. This designation affirms the commitment that SJE has made to contemporary, results-driven instruction.

Accreditation

St. John the Evangelist is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, St. John the Evangelist School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

Administrative Team

Pastor

The pastor is the director and the spiritual leader of the parish school. He is kept informed of school matters, including updates on the progress of the school, by the principal. In addition, the pastor discusses all serious school concerns with the principal.

Principal

The principal is the lead administrator of the parish school, and is responsible for its religious atmosphere, educational direction, and financial viability. He/She is appointed by and responsible to the pastor.

Assistant Principal

The assistant principal support and assist the principal in the operation of the school. Areas of responsibilities may be mutually agreed upon between the principal and assistant principal.

Classroom Teachers

Teachers in a school serve as role models for the students they see every day. By demonstrating professionalism, enthusiasm, initiative, dedication, cooperation, and respectful, effective communication, teachers will contribute positively to the overall atmosphere of the school.

Instructional Assistants/Aides

Instructional assistants serve as support for teachers and as role models for the students. By demonstrating professionalism, enthusiasm, initiative, dedication, cooperation, and respectful, effective communication, assistants will contribute positively to the overall atmosphere of the school.

Pastor

Rev. Pete Literal

Principal

Ms. Suzanne Thomas

Vice Principal

Ms. Amber Wolff

Secretary

Mrs. Melissa Holy

Development/Enrollment

Counselor

Mrs. Rebecca Adams

Nurse

Ms. Kelly Williams

Faculty and Staff

FACULTY

PreK 3

Mrs. Jaclyn Parker

PreK 3 Aide

Ms. Michelle Manley

PreK 4

Ms. Meli Hartsoe

PreK 4 Aide

Mrs. Erin Nichols

Kindergarten

Ms. Katierose Dobryzkowski

Kindergarten Aide

Mrs. Christie Tuck

Grade 1

Ms. Beth Varanko

Grade 2

Ms. Jeanine Cain-Hauger

Grade 3

Mrs. Madeline Coleman

Grade 4

Mrs. Christine Thompson

Grade 5

Ms. Jessica Smythe

Grade 6

Mrs. Amanda Persico

Grade 7

Mrs. Julia Schmidt

Grade 8

Mrs. Alexis Steele

Art/Music (K-8)

Ms. Maggie Schmidt

Physical Education/Technology (K-5)

Mr. Christian Bentley

Math 1 through 5

Mrs. Kathleen Loraditch

Middle School Math/Science/Technology (6-8)/STEM

Mr. Cory Wildasin

Reading Specialist

Ms. Amber Wolff

Spanish (PreK-8)

Mrs. Despina Larentzos

Instructional Aide/Aftercare

Ms. Jennifer Bearman

Aftercare

Ms. Meg Hight

School Board Members

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

Suzanne Thomas Principal

St. John the Evangelist Catholic School

Reverend Pete Literal Canonical Representative

St. John the Evangelist Catholic Parish

Nikki Creamer School Board Chair/Membership Chair

John Moran School Board Treasurer/Finance Chair

Jo Ann Bozman Enrollment/Marketing Committee

Monica Zittle Catholic Identity

Kelly Marshall Secretary

Lisa Mirarchi Catholic Identity

<https://stjohnschoolgv.org/school-board/>

School Calendar 2024-2025

St. John the Evangelist School has identified three inclement weather days into the calendar. Please note that for each inclement weather day we need to use to close school from August-April, we will take away one of the 3 inclement weather (days off) identified in April-May. **The days chosen for St. John the Evangelist School are March 17, 2025, April 4, 2025, and May 27, 2025. Taking from the end of the school year was not an option given by the AOB.**

New to the 2024/25 school year are 2 asynchronous ½ days for students. Students will be responsible for completion of work posted to students, so that teachers will be given the time to input final grades for the trimester. **Asynchronous days will be November 15, 2024 and February 28, 2025.**

Link for School Calendar: [School Calendar](#)

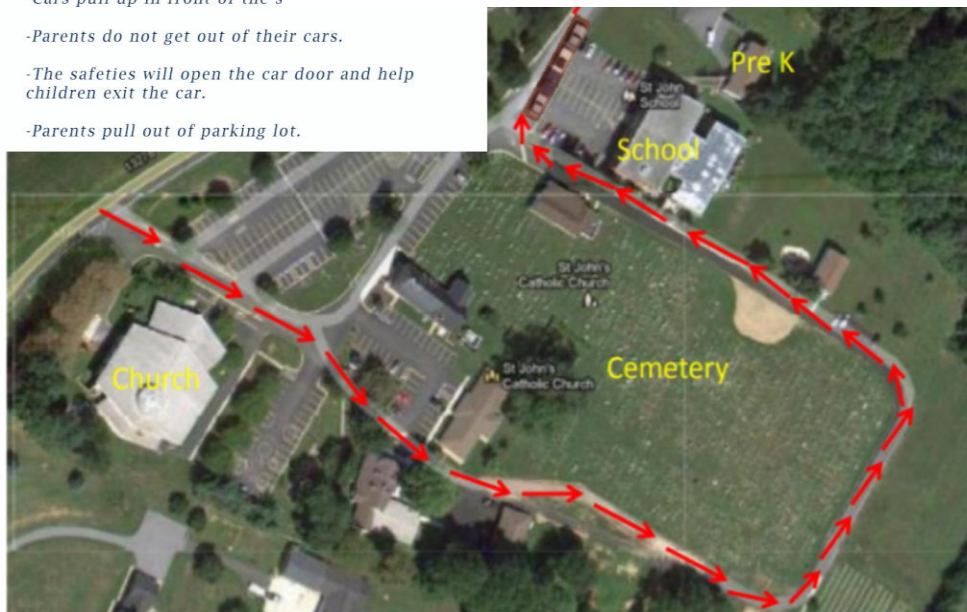
Campus Map

Afternoon Pick Up (Before parking lot is closed)



- Cars line up as shown.
- Grade level signs will be posted from **preschool to grade 2**.
- Preschool will start the row closest to the Chapel.
- Grade 3-8 will be open parking within the lot. You may not park in the rows designated for the younger students.
- Parent parking should always be based on the youngest child.
- Parents may remain in their cars or get out to greet their children.
- Students will be walked out by teachers.
- Once all the students are safely in their vehicles, the safeties will dismiss.

- Cars enter the parking lot and line up in front of the school; traffic is directed by the safety staff.
- Cars pull up in front of the school.
- Parents do not get out of their cars.
- The safety staff will open the car door and help children exit the car.
- Parents pull out of parking lot.



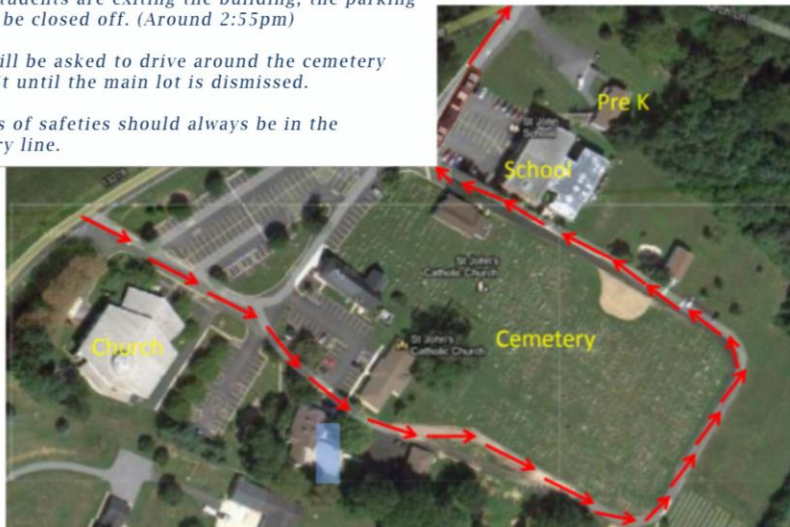
Afternoon Pick Up

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

-Once students are exiting the building, the parking lot will be closed off. (Around 2:55pm)

-Cars will be asked to drive around the cemetery and wait until the main lot is dismissed.

-Parents of safeties should always be in the cemetery line.



Academics

Curriculum

St. John the Evangelist elementary school follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis every 5 years.

Textbooks

Elementary School

| Grade | Subject | Textbook |
|--------------|-------------|--|
| Prek 3 | Religion | Benzinger Preschool- Story of God's Love Preschool 3-4 |
| | Cumulative | McGraw Hill-Wonders |
| Prek 4 | Religion | Benzinger Preschool- Story of God's Love Preschool 4-5 |
| | Cumulative | McGraw Hill-Wonders |
| Kindergarten | Religion | Christ Our Life: God Loves Us Loyola Press-Growing With God |
| | Math | Saavas: Envision math |
| | Reading/ELA | Amplify Reading Series - CKLA |
| 1st Grade | Religion | Christ Our Life: God is Good Loyola Press-Growing With God |
| | Math | Savvas: Envision Math |
| | Reading/ELA | Zaner-Bloser-Handwriting 2016 Edition Amplify Reading Series - CKLA Zaner Bloser- Spelling Connections |
| | Science | Savvas: Elevate Science |

| | | |
|------------------|-----------------------|--|
| | Social Studies | Social Studies Alive!-My School and Family: Student Journal |
| 2nd Grade | Religion | Christ Our Life: God cares for us Loyola Press-Growing With God |
| | Math | Savvas: Envision Math |
| | Reading/ELA | Zaner-Bloser-Handwriting 2016 Edition Amplify Reading Series - CKLA Zaner Bloser- Spelling Connections |
| | Science | Savvas: Elevate Science |
| | Social Studies | Social Studies Alive!-My Community: Student Journal |
| 3rd Grade | Religion | Christ Our Life: We Believe Loyola Press-Growing With God |
| | Math | Savvas: Envision Math |
| | Reading/ELA | Zaner-Bloser-Handwriting 2016 Edition Amplify Reading Series - CKLA Zaner Bloser- Spelling Connections Loyola Press: Voyages in English |
| | Science | Savvas: Elevate Science |
| | Social Studies | Social Studies Alive! Our Community and Beyond |
| 4th Grade | Religion | Christ Our Life: God Guides Us Loyola Press-Growing With God |
| | Math | Savvas: Envision Math |
| | Reading/ELA | Zaner-Bloser-Handwriting 2016 Edition Amplify Reading Series - CKLA Zaner Bloser- Spelling Connections Loyola Press: Voyages in English |
| | Science | Savvas: Elevate Science |

| | | |
|------------------|-----------------------|--|
| | Social Studies | Maryland-An American Adventure 1450-1790 |
| 5th Grade | Religion | Christ Our Life: We Worship Loyola Press-Growing With God |
| | Math | Savvas: Envision Math |
| | Reading/ELA | Zaner-Bloser-Handwriting 2016 Edition Amplify Reading Series - CKLA Zaner Bloser- Spelling Connections Loyola Press: Voyages in English |
| | Science | Savvas: Elevate Science |
| | Social Studies | Social Studies Alive!America's Past |

Middle School

| Grade | Subject | Textbook |
|------------------|-----------------------|--|
| 6th Grade | Religion | Christ Our Life: God Calls A People Loyola Press-Growing With God |
| | ELA | Membean Vocabulary Savvas- Perspectives Loyola Press-Voyages in English |
| | Math | Savvas: Envision Math |
| | Science | Glencoe-Level Red Discovery Education |
| | Social Studies | Discovery Education |
| | Spanish | Vista Higher Learning-Listos |
| 7th Grade | Religion | Christ Our Life: Jesus the Way Loyola Press-Growing With God |
| | ELA | Membean Vocabulary Savvas- Perspectives Loyola Press-Voyages in English |

| | | |
|------------------|-----------------------|--|
| | Math | Savvas: Envision Math |
| | Science | Glencoe-Level Green Discovery Education |
| | Social Studies | Discovery Education |
| | Spanish | McGraw Hill Asi Se Dice Level A |
| 8th Grade | Religion | Christ Our Life: The Church Loyola Press-Growing With God |
| | ELA | Membean Vocabulary Savvas- Perspectives Loyola Press-Voyages in English |
| | Math | Savvas: Envision Math |
| | SocialStudies | Discovery Education |
| | Science | Glencoe-Level Blue Discovery Education |
| | Spanish | McGraw Hill Asi Se Dice Level B |

Middle School Exams

In January and May, students in grades 6-8 participate in exams. These larger-scope assessments cover content from September-January (Midterm) and January-May (Final). Graded exams are reviewed in class with the students; however they are not sent home. If parents wish to view an exam, an appointment may be set up with the teacher of that subject area.

Individualized Education Plan (IEP) and 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 (SAP) is developed at your child's Catholic School.

Guidelines for Student Accommodation Plan (SAP)

Documentation to support the need for accommodations must:

- state the specific disability as diagnosed, using the most recent DSM classification.
- be within 3 years of the most recent testing date; Testing documentation older than 3 years is not valid.
- provide a complete educational, developmental, and relevant medical history.
- describe the comprehensive testing and techniques used to arrive at the diagnosis.
- provide the professional credentials of the evaluator(s); Psychological diagnosis must be provided by a licensed, certified psychological clinician.
- describe the functional limitations supported by the test results and how these limitations affect learning and testing.
- describe the specific accommodations recommended as they relate to the classroom setting

Evaluation Services through Private Practitioners

Families may choose to seek a psychoeducational evaluation through private, licensed psychological practitioners at their own expense. In this case, parents select a practitioner of their preference and arrange testing with that provider to be completed outside of school. Once testing is complete, parents/guardians are encouraged to share the test results with the SAT Coordinator and SJE administration. If the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the SAT coordinator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan (SAP) is developed at SJE.

Outside Services at SJE

St. John the Evangelist works in conjunction with a limited number of outside providers to provide student services during the school day. These services, such as speech/language and occupational therapy, must be approved by school administration.

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. Parents must notify the teacher 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 Virtus training.

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

Retention

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.

Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities.

Homework

Homework is necessary for reinforcement of subjects already taught in class. Please provide suitable conditions for studying. 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 for Students in Grades 6-8

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on 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

Report Cards and Interim Reports

Archdiocese of Baltimore report cards will be sent home 3 times a year at the conclusion of each trimester. In addition, the school will send interim reports home for grades 3-8 at the middle of each trimester. Each school should say here how they are communicating grades with parents for grades pre- kindergarten through grade 2. It is also the responsibility of parents to obtain their passwords for PowerSchool and monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

Progress Reports and Interim Reports

Students in pre-kindergarten through grade 8 will receive Report Cards each trimester. Marks are based on actual achievement of the student according to his/her grade level of instruction. These grades are based on the student's daily performance, homework assignments, weekly tests, unit tests, projects, and papers.

| Archdiocesan Progress Report Grading Codes by Grade Level | | | |
|--|-----------------------|-----------------------------|-----------------------------|
| Course | PreK – 2 | Grades 3-5 | Grades 6-8 |
| Language Arts | Progress Codes | Letter Grade | Letter Grade |
| Math | Progress Codes | Letter Grade | Letter Grade |
| Science | Progress Codes | Letter Grade | Letter Grade |
| Social Studies | Progress Codes | Letter Grade | Letter Grade |
| Religion | Progress Codes | Letter Grade | Letter Grade |
| Spanish | Progress Codes | Achievement Comments | Letter Grade |
| Technology | Progress Codes | Achievement Comments | Achievement Comments |
| Physical Education | Progress Codes | Achievement Comments | Achievement Comments |

| | | | |
|--------------------|-----------------------|-----------------------------|-----------------------------|
| Art | Progress Codes | Achievement Comments | Achievement Comments |
| Music | Progress Codes | Achievement Comments | Achievement Comments |
| All Classes | | Effort and Conduct | Effort and Conduct |

Letter Grades:

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

| PreK-Grade 2 Progress Codes | | |
|------------------------------------|-------------------------------|---|
| Grade | Description | Comments |
| I | Independent/Proficient | <p>The student understands the concept/skills and works with little or no reinforcement or assistance.</p> <p>The student shows the ability to apply the knowledge or perform skills accurately without instructional support. Student is able to do more challenging work.</p> |

| | | |
|-----------|----------------------------------|--|
| P | Progressing | <p>The student's understanding of concepts/skills are developing and are in need of occasional reinforcement and assistance.</p> <p>The student is retaining material and shows the ability to apply the knowledge or skill with little instructional support.</p> |
| E | Emerging | <p>The student's understanding of the concepts/skills are still at the beginning level and/or need reinforcement and assistance.</p> <p>The student is being introduced to the skill and is beginning to use the skill in context with extensive instructional support. The student needs re-teaching/reinforcement.</p> |
| NA | Not assessed at this time | |

| Grades 3-8 Core Subject Subcategories and Specials Classes Achievement Comments | | |
|--|--------------------------------------|---------------|
| Grade | Description | Grade |
| I | Independent/Proficient | 97-100 |
| V | Very Good Progress | 93-96 |
| P | Progressing | 85-92 |
| S | Satisfactory | 75-84 |
| N | Needs Improvement | 70-74 |
| U | Unsatisfactory/Not Proficient | 1-69 |
| NA | Not Assessed at this Time | 0 |

Achievement Comments

I-Independent

- Always applies skills or processes with ease and confidence in completing grade level and above academic performance tasks.
- Always demonstrates a thorough understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester.
- Always uses knowledge to skillfully communicate complicated ideas and concepts within the content area.
- Always completes and turns in accurate class work and homework.

V= Very Good Progress

- Consistently applies skills or processes with ease and confidence in completing grade level appropriate academic performance tasks
- Consistently demonstrates an above average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Consistently demonstrates the ability to use knowledge to effectively communicate difficult ideas and concepts within the content area
- Consistently completes and turns in above average class work and homework

G= Good Progress

- Demonstrates above average uses of skills or processes in completing required grade level and appropriate academic performance tasks
- Demonstrates above average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates above average understanding of important information
- Usually accomplishes purposes of academic tasks
- Demonstrates average ability to use required knowledge to communicate important information.
- Completes and turns in above average class work and homework

S=Satisfactory

- Demonstrates meeting the level of expectation.
- Demonstrates average application of skills or processes required to complete grade level academic performance tasks
- Demonstrates average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates average knowledge of important information

- Demonstrates average ability to use required knowledge to communicate ideas
- Completes and turns in average class work and homework

N= Needs Improvement

- Makes many errors when applying skills or processes required to complete grade level academic performance tasks
- Demonstrates an incomplete understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates an incomplete knowledge of important information
- Unable to use acquired knowledge to correctly communicate important ideas
- Performance is markedly below grade level
- Class work and homework fail to meet teacher criteria

U=Not Progressing

- Unable to perform any understanding of skills or processes required to complete grade level academic performance tasks
- Demonstrates no understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught during this trimester
- Demonstrates no knowledge of important information
- Unable to use acquired knowledge to correctly communicate ideas
- Class work and homework fail to meet teacher criteria

| Effort & Conduct Achievement Comments | | |
|--|--------------------------|---------------|
| Grade | Description | Grade |
| O | Outstanding | 93-`00 |
| G | Good | 85-92 |
| S | Satisfactory | 75-84 |
| N | Needs Improvement | 70-74 |
| U | Unsatisfactory | 0-69 |

Effort Comments:

O= Outstanding

- Always exceeds the level of expectation
- Immense amount of effort put forth
- Highest level of class participation
- Class work/project/assignment criteria meets highest standards

G= Good

- Most of the time exceeds the level of expectation
- Admirable amount of effort put forth
- Above average level of class participation
- Class work/project/assignment criteria meet above average standards

S=Satisfactory

- Meets the level of expectation
- Adequate amount of effort put forth
- Adequate level of class participation
- Class work/project/assignment criteria meets standards

N=Needs Improvement

- Below average amount of effort put forth
- Below average level of class participation- almost always called on, rarely volunteers
- Class work/project/assignment criteria sometimes meets standards/not all criteria met

U=Unsatisfactory

- Little or no effort put forth
- Little to no class participation- always called on, never volunteers
- Classwork/project/assignment criteria rarely meet standards/criteria barely met
- Students failing two or more core subjects may not be advanced to the next grade level.

Conduct Comments

O=Outstanding

- Always exceeds the level of expectation
- Demonstrates highest level of self-control
- Follows classroom rules
- Makes good choices
- Role model to other students

G=Good

- Most of the time exceeds the level of expectation

- Demonstrates self-control, rarely needs reminders
- Follows classroom rules, rarely needs reminders
- Makes good choices, rarely needs redirected

S=Satisfactory

- Meets the level of expectation
- Demonstrates self-control, sometimes needs reminders
- Follows classroom rules, sometimes needs reminders
- Makes good choices, sometimes needs redirection

N=Needs Improvement

- Has trouble demonstrating self-control, needs reminders
- Has trouble following classroom rules, need reminders
- Sometimes has trouble making good choices, needs redirection

U=Unsatisfactory

- Has difficulty demonstrating self-control, needs constant reminders
- Has difficulty following classroom rules, needs constant reminders
- Has difficulty making good choices, needs constant redirection

Admissions

Application Process

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.

Placement

Students are initially placed using the results of the following:

School administered placement test

Teacher recommendation (from sending school)

Report cards

Standardized test results

In order to make sure that the school is a good fit for the student, all new students are given a one-year probationary period. Parents will be notified throughout the year if the student's actions and academics are not meeting expectations.

High School Admissions and Visitation Policy

Eighth grade students are allowed up to 3 days for shadow visits to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building.

Non-Discrimination Statement

The State of Maryland requires the following statement in the Student Handbook:

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school’s religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to Ms. Suzanne Thomas or Ms. Amber Wolff

Religion is required for each year a student attends St. John the Evangelist School. All students enrolled in St. John the Evangelist School must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.

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 the 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. The shirt must be tucked into pants
3. Any shoe with a non-slip sole

SCHEDULE

PreK 3-

| | | | |
|----------|---------------------|---------|--------------------|
| Half day | 8:15 AM to 11:45 AM | All day | 8:15 AM to 2:50 PM |
|----------|---------------------|---------|--------------------|

PreK 4 -

Half day 8:15 AM to 11:45 AM All day 8:15 AM to 2:50 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 at 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 fingerplays.

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.

Assessment Program

Standardized Testing

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten Students

Pre-kindergarten 3, Pre-kindergarten 4, and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

Elementary Students

Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth. Grades 3,5 and 7 also take the Science Assessment each Spring. Parents are given feedback as to how their child is scoring at the end of the year.

Assessment of Child/Youth Religious Education (ACRE)

All students in grades 5, 8, 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment, and no individual student scores are given.

Attendance and Student's Records

Absences

Regular attendance is considered essential for learning at St. John the Evangelist 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 am and 9:00 am to report the reason for absence. All absences and tardiness become part of a student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time

when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents. Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. Personal instruction delivered by the teacher cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignment or experiences for absent students.

Tardiness (coming to school late or leaving school early) is another action that affects a student's readiness to learn. Coming in and/or leaving early, not only disrupts the educational learning for your child, but also those of other students in the class. **Parents will be notified in writing for 5 or more tardies and a conference may be requested by the administrative team to address the issue and consequences.**

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, and possibly field trips. **After 7 student absences in a trimester, a parent, teacher and administrator conference needs to take place to discuss the potential educational impact on the students academic standing.**

After an absence and 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 including recess.

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.

Per the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of student with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.

Truancy

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 and may be reported to the Maryland State Department of Education.

School Schedule

PreK 3 Monday through Friday

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 |
| 12:00 PM to 1:15 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

Lateness & Assignments

Students may enter their homerooms at 7:50 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 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.

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.

Regular 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 Aftercare building 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 according to their youngest child's grade level. At approximately 2:50 PM, the Safeties will be on duty and they will monitor the parking lot.

Students exit the building at 3:00 PM and walk to the parking lot and enter their cars. If students cannot find their cars, 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 beginning with preschool will exit first, directed by the Safeties on duty and followed by the cars around the graveyard. 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.

Early Dismissal Days

The same dismissal procedure will be followed with the safeties reporting to duty at 11:50 AM and students exiting the building at 12:00 PM.

Location & Access to Student's 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 Ms. Thomas 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 Ms. Thomas 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
- 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 by 9/10/2022

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.

Discipline

Statement on 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.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Positive Behavior Intervention and Support (PBIS)

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

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.

After-school activities, while riding on buses to sports games or other such activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action to support the school environment.

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. In some cases, parents are given the option to withdraw the student in lieu of expulsion.

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 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.. The infraction record **begins anew with each trimester**. Chronic infractions could affect conduct and/or effort grades on the progress report.

An infraction is considered a warning and a form of communication between the school and guardians. Infractions should be signed and returned to school promptly. Infractions can add up to a detention. Concerns should be discussed with the teacher before coming to administration. See below:

| Offense | Total Number of Infractions per Trimester | Examples |
|--|---|---|
| Category 1 Offense Disruptive behavior/ Disrespect (some of which CAN be an automatic detention depending on the situation) | 3- Next one is a detention | Making noises during class, inappropriate comments during instruction, throwing an item across the room, etc. |
| Category 2 Offense Missing Homework, Incorrect uniform, Not prepared for class, Not having papers or infractions signed, Not getting haircut within seven days of a reminder, Various minor offenses at the teacher's discretion | 5- Next one is a detention | Wrong shoes, missing homework-wrong assignment/incomplete homework, lacking proper materials for class, etc. |

Detention Policy

All detentions will be held on an assigned day after school. Detentions can also be held during lunch/recess in Middle School or during lunch at the elementary level. Students will sit in silence and complete a written form acknowledging the inappropriate behavior and identifying an appropriate course of action in the future. Parents will be notified if their child receives a detention. The detention record begins anew with each school year; however, they are cumulative for the school year and may incur additional consequences.

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
- Chewing gum
- Forging another's signature

- Plagiarism/Inappropriate use of AI
- Arguing with an adult
- Posting inappropriate words, pictures, or threats on the internet including social media and texts (Anything that goes against our technology policy)
- The fourth category 1 infraction or the sixth category 2 infraction is a detention
- 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. Multiple detentions can result in a loss of privileges as determined by the administration.

| Number of Detentions | Communication | Consequence of Accumulated Detentions |
|----------------------|---|---|
| 1 | Detention Form and Phone Call *Students in NJHS or student council will receive a warning letter* | None |
| 2 | Detention Form and Phone Call- Possible Meeting *Students in NJHS or Student Council will go on probation | Possible Behavior Contract- depending on offenses |
| 3 | Detention Form and Phone Call/Meeting with team *Students in NJHS or Student Council will be dismissed of their duties | Behavior Contract/ Loss of privileges such as class parties, bonus gym (middle school), field trip, school events - at the discretion of the administration |
| 4 | Detention Form and In-Person Meeting with team | Reevaluation of Behavior Contract/ Continued loss of privileges |
| 5 | In person meeting with administration | Suspension/ Continued loss of privileges |

* Multiple detentions or two suspensions could result in expulsion.

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
- Excessively violent fighting or inappropriate physical contact with a classmate
- Public deformation of SJE students or staff members
- Chronic aggressive behavior towards another student physically, mentally, 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

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.

Bullying Policy

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 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.

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.

Financial Obligations

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 2024-2025

PreK 3

3 Half days- \$3,850

5 Half days -\$5,600

Transitional (full days Tues/Thurs, Half days Mon/Wed/Fri- \$6,700

5 Full days- \$9,240

PreK 4

5 Half Days- \$5,600

Transitional (full days Mon/Wed/Fri, Half days Tues/Thurs)- \$7,700

5 Full Days- \$9,240

K-Grade 5 \$9,240

Grade 6-8 \$9,240

FEES

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

Grades K-5: \$100 technology fee

Grade 6-7: \$150 technology fee*

Grade 8: \$350 technology fee

* The technology fee for Grade 8 is higher because it is a “rent to own” program with the Surface Pro Tablet belonging to the student/parent upon 8th-grade graduation.. We are phasing out this program.)

There is also a \$150 graduation fee for Grade 8.

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 prorated 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

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, 2025.

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 30 days after the due date.. A \$35 late fee may be assessed on all accounts not paid before this date. Accounts that remain delinquent past 60 days can 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.

| Date of Withdrawal | Family Tuition Obligation |
|---------------------------------|---------------------------------|
| After June 1 | 25% of Annual Tuition and Fees |
| After First Day of School | 50% of Annual Tuition and Fees |
| After Start of Second Trimester | 100% of Annual Tuition and Fees |

Deadline A: Once contract is signed, before December 31st, you are responsible for 50% of tuition.

Deadline B: After January 1st, you are responsible for 100% of tuition.

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.

School Health Policies

St. John the Evangelist employs a registered nurse, on duty five days per week in the health room. Students must ask permission of their teacher and receive permission before going to the Health Room. The nurse will attend to the student and decide if the student is to return to class or be sent home. NO student is ever sent home alone. Students cannot contact their parents directly. Only the school nurse may contact parents asking that a student be picked up because of illness. If any serious injury to the head or any other serious injury occurs to a student, the nurse will call the parent/guardian. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance. Emergency family information for each child is to be kept current. It is imperative that SJE have an updated form for each child and the school is informed immediately of any change in living arrangements and medical consideration. It is essential to have emergency contact numbers in the event the child must be sent home from school so that the child is picked up in a timely manner.

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.

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.

Dispensing of Medication

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 student's doctor 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.

Whether professionals or non-professionals, attendants in the health room are limited by law in the service 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)

Influenza

Covid 19

Conjunctivitis (Pink Eye)

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.

Varicella (Chicken Pox)

Students who have chicken pox are excluded from school until all lesions are scabbed over.

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.

Head Injury

If any injury to the head or any other serious injury occurs to a student, then 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 Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to cover co-pays, high deductibles, and may even provide accident coverage in the event that no other health coverage is available. If a family declines this coverage please be aware that any injuries sustained while at school or during school activities may not be covered by any Archdiocesan insurance policy. For more details regarding purchasing student accident insurance please visit www.archbalt.org/risk .

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 & Hearing Screening

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:

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

Birthdays

Birthdays at SJE are celebrated with the birthday student having a complete dress down day and receiving a birthday ribbon from the office. Students who have summer birthdays will celebrate their half birthdays in school. Mrs. Holy will send home a birthday slip to remind students that their dressdown day is approaching. All food that is sent into school for birthdays must be store-bought with food labels. It is necessary for us to take these measures because of the significant number of food allergies in our community. In some cases, these allergies are life-threatening. Please contact the school nurse or your child's teacher with any specific questions or concerns.

Additionally all party invitations should be mailed or sent electronically, not distributed at school.

General Use Epi Pens

As of October 2023, Saint John the Evangelist School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication, including epinephrine.

Naloxone (Narcan)

St. John the Evangelist has adopted a policy allowing the availability of Naloxone through the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the “Start Talking Maryland Act” a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources:

https://youtu.be/p9hYzykHs_o and [Pages - Home \(maryland.gov\)](#).

Illness

If your child is sick, call or email in the morning. It helps the nurse keep track of illness. You can reach the nurse’s office at kwilliams@stjohnschoolgv.org or the school office at mholy@stjohnschoolgv.org or 410-592-9585. Parents/guardians may not send a child to school if he/she has vomited, had diarrhea, or a fever (100.0 °F) within the past 24 hours. If a child has been sent home from school for any of the above reasons, he/she may not return to school the following day and must be symptom-free for 24 hours before returning. Parents/guardians should not send a child to school until his/her temperature has remained normal for a full 24 hours without medication. Students are not permitted to attend after-school activities if they are absent from school or sent home sick on that day. Students should not be dropped off to school if they are exhibiting any signs of illness.

Partnership and Communication with Parents

Responsibilities

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

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person (s) most directly involved
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others to include, but not limited to, social media platforms.
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
10. to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party site, and including sporting events.
11. to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.
12. To demonstrate appropriate behavior and respect to all teachers, staff, and, administrators, this includes verbal, written or electronic exchanges.

Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parent or other family members may be prohibited from entering the campus.

School 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 @stjohnschoolgv.org, ex: sthomas@stjohnschoolgv.org.

Faculty and staff emails can be found on our website. If a meeting with the principal is desired, Mrs. Thomas 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 has this information in case of an 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 the change is effective.

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.

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.

Bright Arrow

Bright Arrow is used as an information tool. School alerts are sent through PowerSchool to inform parents in case of an emergency or as a way to keep parents updated. Please be sure that your information is up to date in PowerSchool.

Parent Teacher Conferences

There is one scheduled conference during the first trimester of the school year. 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 parents, teachers, 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 ambassadors, HASA representatives or School Board members to relay complaints and grievances. This is not in keeping with professional ethics.

Home & School Association

Purpose –the purpose of a Home and School Association is to partner with the school in providing support for both the academic and social aspects of the school.

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.

Room Ambassadors are necessary to assist the homeroom teachers throughout the school year. Interested volunteers should notify the office and must be VIRTUS trained.

Link for Home and School Association Manual- https://drive.google.com/file/d/1ULei_pUjrFF-g9VCPcFjGRBr-E7XyU8K/view?usp=sharing

Safety

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.

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.

Emergency & Weather-related Closings and Delayed Openings

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 at 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.

Asbestos Hazard Emergency Response Act (AHERA)

AHERA – 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.

Child Abuse and Neglect Reporting Policy 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.

Student's Cell Phones

Students may bring cell phones to school at the discretion of their parents; however, they may never be powered on while on the school campus. 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.

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.

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge through RAPTOR before visiting other parts of the school building.

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 the 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 checks, 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.

Federal Drug-Free Workplace Act's Applicability to Cannabis Use in Schools

There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule 1 controlled substance under federal law, and its use remains illegal under federal law.

The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to transporting students or attending school-sponsored activities.

Playground & School Supervision and Provisions

Each class will have a brief recess period outside (weather permitting) each day. Students will play either on the front blacktop near the church or up on the hill behind the cemetery. Recess periods are monitored by 2-3 staff members. Staff on duty carry a walkie talkie with them to be in constant communication with the school office.

Kindergarten- Flexible time between 12pm-1pm

Grades 1-2- 12:30pm-12:50pm

Grades 3-5- 12:00pm-12:15pm

Grades 6-8- 1:00pm-1:15pm

Supervision Responsibilities (Before and After the Official School Day)

Students should arrive no earlier than 7:50 AM. Teachers will be on duty to supervise students at this time.

Morning care, a paid service offered for convenience, starts at 7:15 AM. 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 the drop-off time and after the pick-up time, as listed above. The school is not liable for any injuries or accidents which may occur before the drop-off time or after the pick-up time, as 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.

Transportation Procedures

See link to [transportation procedures](#).

Students are only to be released to custodial parents or those adults listed on emergency contact forms. Students should never be allowed to leave school in an UBER, Lift, or any private transportation company.

Use of School Grounds

If you wish to use the grounds, please contact the school/parish offices to obtain the necessary permissions.

Spirituality

All students in grades Pre K-8 will respectfully attend various liturgical celebrations during the school year. All baptized Catholics will have the opportunity to participate in the Sacramental Life of the Church. The items listed below are some of the ways that students can increase their spirituality and participate in faith based activities with the school community.

- Daily Prayer- Prayer is an integral part of the daily life of the Catholic student. Every school day begins with morning announcements which include prayer. Students pray before snack and lunch. Each day will conclude with a final prayer in each homeroom.
- School Liturgy Schedule- Students in grades K - 8 will attend monthly mass as a school in the SJE church. Students will also have additional opportunities to attend chapel mass during the month with during Religion class.
- Prayer Services-There are 3 prayer services throughout the school year including Thanksgiving, Christmas and Catholic Schools week. These are student led by the different grade level groups (Primary, Intermediate, Middle)
- Sacraments (First Eucharist, Reconciliation,)
- Service Projects-Students have opportunities to participate in service projects throughout the school year. Parents and students will be made aware of the different service projects and how they can participate.
- Prayer Partner Program-- Each younger student (PreK-3rd) is paired with an older student (4th-8th) for the school year. The student pairs attend mass together and participate in various school activities and service projects.
- Advent/Lent- Students in grades 3 - 8 will attend reconciliation twice a year during advent and lent..
- Stations of the Cross-Stations of the cross occur every other week during the Lenten season on Friday afternoons. They are led by the 8th grade students and faculty members.
- May Procession & Crowning-Each May, SJE celebrates the Blessed Mother with a May Crowning and Procession. The May Crowning is lead by 8th grade students.
- Catholic Schools Week-CSW takes place at the end of January/first week in February. There are special events planned throughout the week for students, teachers and parents. A schedule will be sent out when the time gets closer.
- Living Rosary-The Living Rosary is celebrated during the month of October. The students form a rosary shape outside the school and pray the rosary as a community.

- Religion Curriculum/Growing with God- Religion is taught five days per week. There is a specific curriculum for each grade level mandated by the AOB. Growing with God is an additional curriculum consisting of seven lessons taught a various period during the school year that focuses on human spirituality.
- Retreats-The 7th and 8th grade students each have on campus retreats during the last weeks of school.

Student Services

Before & After School Care

All students attending before and after care must be registered with the school office. Before care begins at 7:15 am and ends at 7:50 am. Parents should walk their children inside and sign them in. Aftercare begins at 3:15 pm and ends at 6:00 pm. On noon dismissal days, it begins at 12 pm and ends at 6 pm. It is important that students be picked up promptly by 6:00 pm. After 6:15 pm, there will be a \$10 charge per 15 minutes. When picking up students from aftercare, parents should park,

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. Various hot lunch options will be offered by HASA and can be ordered/prepaid for online. The lunches will be pre-packaged and delivered to the classrooms by school staff. Children in PreK 3 and 4 are asked to bring their snack and drink in a lunch box.

Link to Hot Lunch on School Website-<https://sjte.ahotlunch.com/login>

Snack breaks will be taken by all classes at mid-morning. Please provide a nutritious, healthy snack for your child. Take note if your child is in an allergy-aware classroom and do not pack foods containing those allergens.

Gum

Gum is not allowed in school, on school property, or during any school function. Consequences will be given if students are caught chewing gum during the school day.

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 canceled 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.

[See list of school activities.](#)

Guidance Counselor

The counselor is available three days a week to students. Students may ask for help and present on their own, or they are referred by a teacher, member of staff, administration, or the child's parent. The SJE Counselor, along with the administration of the school, will talk with students when necessary if risk factors such as emotional issues, suicidal ideation, or other issues that pose a threat to the emotional, physical, or psychological well-being of the student are present. Parental consent is not required for counseling related to school issues. Should these issues persist or a need for ongoing counseling is identified, the counselor and/or the teacher will contact parents/guardians to discuss the situation. Referrals for counseling are accepted from faculty and staff, parents, and students. The school counselor may be contacted by calling the school office or sending an email to radams@stjohnschoolgv.org

Leadership Programs

National Junior Honor Society

SJE sponsors a chapter of the National Junior Honor Society. NJHS members are a select group of 7th and 8th grade students that exemplify scholarship, character, service to others, citizenship, and most importantly, leadership.

Consideration for this organization is based on students who

- have at least 1 year of attendance at St. John the Evangelist,
- Maintain at least second honors (More A's than B's)
- have exemplary school behavior
- have regular daily attendance
- have prior service work
- exhibit the willingness to complete at least 10 hours of service per trimester
- complete the required application and essay
- Submit the essay and application on time

Students who clearly demonstrate strength of character, dedication to service, interest in community leadership, and positive attitudes towards school, as well as exceptional academic achievement will be accepted. Students will receive a letter in the mail notifying them of their acceptance or denial to NJHS. Decisions made by the committee

are final. An induction ceremony for the new members will be held at school during the first trimester of school year. Families and guests are welcome to attend.

Student Council

The Student Council is a service organization which promotes leadership skills. Representatives are elected from each homeroom in grades 6-8. The representatives serve as a liaison between students and administration. Ideas regarding student activities, school service, and fundraising are brought from the representatives to the administration.

In the fall, students in grades 6 through 8 vote on their student council officers for the school year.

A student may be removed by the school from either the Student Council or the National Junior Honor Society for the following reasons:

1. If he/she accrues three detentions during the school year or if he/she is failing to maintain the necessary grade point average.
2. Non-performance of duties, in terms of representing his/her constituents properly or performing the duties of the organization;
3. Actions which are detrimental to the welfare and best interests of the school.

Band

Instrumental music is taught once a week to those students who wish to participate in the Archdiocese music program. Any student in grades 4-8 can join the band. Fees are paid directly to the band program. Schedules are given to the students at the beginning of each semester. Lessons occur during the school day, and rotate on a weekly basis so students do not miss the same class repeatedly. Students are responsible for all work that is missed in class during band lessons.

Safety Patrol

The Safety Patrol (middle school students) will be stationed in various places on the parking lots during morning and afternoon dismissal.. 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.

Technology

Acceptable Use Policy for the Internet and Technology Tools

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 safeguarding 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 the use of technology and the 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 St. John the Evangelist's 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:

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 the consent of the persons depicted and the School

Using technology to send profanity, obscenity, or other offensive or harmful languages

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.

Web-Based Services

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 a variety of digital programs, platforms and websites. 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-mails 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.

Distance Learning

We recognize that at certain times students may be required to use a device for remote learning or completing assignments. When learning remotely, or completing homework, students are expected to uphold and honor the same standards as outlined in this policy.

*** A document outlining further technology protocols will be sent home at the beginning of the school year to be signed.**

Uniforms

Student Uniforms

The purpose of the uniform policy is to ensure a consistent appearance throughout our school community. The complete uniform is to be worn to and from school. Administration reserves the right to amend these policies as needed.

The uniform policy includes a commitment to neatness of appearance. All clothing must be worn in the appropriate manner in which it was intended. Students must keep shirts tucked in, hair groomed and styled, and clothes free of dirt, stains, and holes. Shorts and skirts may not be rolled or folded. Only the SJE monogram is permitted on any uniform pieces and no substitutions can be made.

Uniform Company

Uniforms may be purchased from FlynnO’Hara Uniforms, 8868 Waltham Woods Rd. Parkville, MD 21243 (North Plaza Shopping Center) 410-828-4709 or online at www.flynnohara.com.

Uniform Description

Pre-K Winter Uniforms (Nov. 1- April 14th)

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 (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

Summer Uniform-Girls Kindergarten-5th Grade

Girls in grades K-5 may wear the fall/spring uniform from the start of the school year until October 31st and from April 15th until the last day of school. The spring/fall uniform includes the following:

- Navy-blue 2-pleat skort that is no shorter than two inches above the knee front and back. Note: Parents are encouraged to work with FlynnO'Hara representatives to ensure proper sizes and lengths are purchased. Extra-long options are available.
- White knit polo shirt with SJE logo.
- White crew socks that must cover the ankle. Small logos permitted.
- Girls may opt to wear the full winter uniform during this time.

Winter Uniform- Girls Kindergarten-5th Grade

The winter uniform can be worn year-round, but must be worn from November 1st until April 14th, and includes the following:

- SJE Plaid jumper that is no shorter than two inches above the knee front and back. OR Navy slacks with white peter pan collar blouse (tucked in) and with a solid blue, brown, or black belt. **Note: Parents are encouraged to work with Flynn O’Hara representatives to ensure proper sizes and lengths are purchased. Extra-long options are available.**
- White blouse with peter-pan collar, short or long sleeves.
- Navy-blue crew neck cardigan sweater with SJE logo or Navy Fleece ¼ zip with SJE Logo may be worn over the jumper for warmth. All other sweatshirts, sweaters or jackets are not permitted.
- Navy-blue knee socks, or navy-blue tights. Students may also wear thicker navy-blue leggings under their uniform jumpers in the cold winter months. They must be solid with no visible logos and should be tight-fitting like tights, and not loose-fitting like sweatpants. Pajama pants and fleece pants are not permitted to be worn under the uniform at any time.
- Black and white saddle shoes or Brown Merrels or Sperrys with appropriate colored shoelaces. Shoes must be tied at all times and worn appropriately.
- Girls are encouraged to wear black or navy-blue cotton or spandex shorts under their skirts. Shorts may not be visible below the skirt.

Winter Uniform- Girls Grades 6-8

The winter uniform may be worn year round, but must be worn from November 1st until April 14th and includes the following:

- Plaid wrap-around kilt no shorter than two inches above the knee front and back or navy girls’ flat-front slacks purchased through Flynn O’Hara or in similar style. Note: Parents are encouraged to work with Flynn O’Hara representatives to ensure proper sizes and lengths are purchased. Extra-long options are available.
- White oxford shirt or white oxford blouse with button down collar, short or long sleeved. Nothing may be worn under the shirt in a color that is visible through the shirt.
- Navy-blue V-neck cardigan or navy-blue V-neck pull-over uniform sweater with SJE logo. The SJE sweater may also be worn during the school day if desired for warmth, or students may opt to wear one the SJE quarter-zip fleece over their uniform during the school day for warmth. All other sweatshirts, sweaters or jackets are not permitted.
- Navy-blue knee socks or navy-blue tights. Students may also wear thicker navy-blue leggings under their skirts in the cold winter months along with navy knee socks. The leggings must be solid with no visible logos and

should be tight-fitting like tights, not loose-fitting like sweatpants. Pajama pants and fleece pants are not permitted to be worn under the uniform at any time.

- Brown Merrels or Sperrys or Navy/Black Saddle Shoes, or white and black saddle shoes with appropriate colored shoelaces. Shoes must be tied at all times and must be worn appropriately.
- Girls are encouraged to wear black or navy-blue cotton or spandex shorts under their skirts. Shorts may not be visible below the skirt.

Summer Uniform- Girls Grades 6-8

Girls may wear the optional fall/spring uniform from the start of the school year until October 31st and from April 15th until the last day of school. The summer uniform includes the following:

- Navy 2-panel skort no shorter than two inches above the knee front and back. Note: Parents are encouraged to work with Flynn O'Hara representatives to ensure proper sizes and lengths are purchased. Extra-long options are available.
- White knit polo shirt with SJE logo.
- White crew socks that cover the ankle. Small logos permitted.
- Girls may choose to wear the full winter uniform during this time.

Summer Uniform-Boys Kindergarten-5th Grade

Boys may wear the optional summer uniform from the start of the school year until October 31st and from April 15th until the last day of school. The summer uniform includes the following:

- Navy-blue walking shorts purchased through Flynn O'Hara or in similar style.
- White knit polo shirt with SJE logo.
- White crew socks that cover the ankle. Small logos permitted.
- Black, brown, navy or SJE Eagle belt

Winter Uniform-Boys Kindergarten-5th Grade

The winter uniform may be worn year-round, but must be worn from November 1st until April 14th and includes the following:

- Navy-blue twill pants purchased through Flynn O'Hara or in similar style.

- White knit polo shirt with SJE logo short or long sleeved.
- Navy-blue V-neck cardigan sweater with SJE logo or SJE ¼ zip fleece as necessitated by weather.
- Navy-blue socks that cover the ankle. Small logos permitted.
- Brown Merrel or Sperry Uniform shoes with appropriate colored shoelaces. The types of uniform shoes are pictured on the flier that is posted on the school website. . Shoes must be tied at all times and worn appropriately.
- Black, brown, navy or SJE Eagle belt.

Summer Uniform- Boys Grades 6-8

Boys may wear the optional summer uniform from the start of the school year until October 31st and from April 15th until the last day of school. The summer uniform includes the following:

- Navy-blue walking shorts purchased through Flynn O’Hara or in similar style.
- White knit polo shirt with SJE logo. Shirt must be tucked in at all times.
- White crew socks that cover the ankle. Small logos permitted.
- Black, brown, navy or SJE Eagle belt

Winter Uniform-Boys Grade 6-8

- Navy dress pants purchased from the Flynn and O’Hara Uniform Company
- 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 ¼ zip fleece pullover with SJE logo (purchased from school)
- Navy crew socks that cover the ankle
- Brown Merrel or Sperry Uniform shoes. The types of uniform shoes are pictured on the flier that is posted on the school website.
- Black, brown, navy or SJE Eagle belt

Physical Education Uniform

On a day when a student is scheduled to have physical education class, they are to wear their required physical education uniform to school instead of their normal school uniform. All PE uniforms and sweats for K-8 are purchased through Flynn O'Hara. The PE uniform for all grade levels includes the following:

- SJE navy-blue mesh PE shorts. Shorts should be modest in length, no shorter than finger-tip length when standing. (Beginning of school year to October 31 and April 15 to end of school year)
- SJE gray PE T-shirt
- SJE PE sweatpants (November 1-April 14)
- SJE PE sweatshirt (crewneck or hooded)
- Athletic shoes
- White crew socks that cover the ankles.

Students are encouraged to wear their SJE PE sweatpants and SJE PE sweatshirts over their PE uniform shorts and T-shirts on cold days. Students may not wear SJE apparel that is not part of this uniform, such as basketball or soccer uniform shorts or shirts, or any spirit wear.

Socks, Shoes, Jewelry & Hair Accessories

- **Permitted for Girls Only:**

- One small stud earring in each ear lobe
- One small religious medal or cross (as part of a necklace, bracelet or ring)
- Simple hair accessories

- **Permitted for Boys:**

- One small religious medal or cross (as part of a necklace, bracelet or ring)

- **NOT Permitted for Any Student:**

- Smart Watches
- Make-up (students will be sent to Health Office for removal)
- Nail Polish (students will be sent to Health Office for removal)

- Fake nails
- Tanning products

Labeling Clothes & Belongings

In an effort to minimize the volume in Lost and Found, please label EVERYTHING your student owns and brings to school. Clothing and large items that have been found will be placed on a bookshelf in the school office. Every effort will be made to return labeled items to the owners. Unclaimed items will be donated to charity at the end of each trimester or returned to the Uniform Exchange.

Out-of-Uniform Days

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, flip flops, Crocs, or other open shoes (safety reasons)
- Pants or jeans with tears, shreds, or holes or Pajama Pants
- 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.

VISUAL OF ACCEPTABLE SHORTS LENGTH



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

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.

Hair Policy

Hairstyles are to be neatly groomed. No hats, head scarves, large bows, hair wraps, or extensions are to be worn in school. **Students may not dye or highlight their hair.**

HAIR: Boys' hair may not touch the collar of his shirt, or cover his ears or eyebrows. Hair must be even around the head. No patterns are to be shaved into the hair. The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-haws, mohawks, mullets, spikes, fades, ombre, highlighting or coloring of

any kind.. Hair is to be short enough to see eyebrows and both ears. Long hair that is slicked back above eyebrows and ears is not acceptable.

VISUAL OF APPROPRIATE HAIRCUTS ON MALES



VISUAL OF INAPPROPRIATE HAIRCUTS ON MALES



HAIR: 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 or hair dye is acceptable.

St. John the Evangelist School recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices or adopted for protective purposes. In those cases, it is the policy of St. John the Evangelist School to permit individual families to receive an exception from this policy so that they may choose

the appropriate cared-for hairstyle for their child. Should a parent have a question about a hairstyle or wish to request an exemption, they should contact the administration before getting his hair cut or styled.

Lost and Found

Lost and found objects are stored in the school office. All items left at the end of the school year are donated.

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.
