

## The Mission Statement of St. John the Evangelist School

The Mission of St. John the Evangelist Parish School is to be a respectful Catholic environment where the invitation to become citizen-disciples of Jesus Christ is manifested in its learners and teachers.

Animated by a spirit of trust and cooperation, we are dedicated to religious formation, academic achievement, and appropriate social development. In all we do we celebrate the unique gift of God in each person and strive to capture the dream of God for all who make up the community of St. John's School.

### INTRODUCTION

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It is our pleasure to welcome you to St. John the Evangelist School Community. Throughout these school years, we will be helping your child reach his/her potential in all areas of development. This school's purpose is to provide quality Catholic education in an atmosphere where each person is important and learning is specifically geared to the needs of the student as an individual and as a member of the group.

As a "Community of Faith," St. John's School seeks to involve parents, students, teachers, priests, and principal in the total educational program. The Christian atmosphere of the school lends itself to the total development of the child. Since Catholic education is an expression of the mission entrusted to the full Church membership, we should all strive to give witness to Christian values through example, commitment, and service.

Parents are the primary educators of their children. In partnership with the parents and the Church, St. John's School exists to enable persons to hear the message of hope contained in the Gospel, to base their love and service of God upon this message, to achieve a vital personal relationship with Christ, and to share the Gospel's realistic view of the human condition. Good discipline originates in the home. The parent is the first teacher of his/her child, and should develop in the child good behavior habits and proper attitudes toward school. To fulfill the high ideals which we have for the student, it is necessary that both home and school endeavor to cooperate and act as one to unify the child's life. When there is an understanding between school and home, when regulations are mutually honored and respected, then there develops in the child's mind a sense of security, which is the basis of all natural and supernatural growth.

The HOME and SCHOOL will determine America's future. The child becomes largely what he or she is taught; hence, we must watch what we teach the child, and how we live before the child.

The purpose of this Handbook is to inform parents of the policies and procedures of St. John's School. **Parents and students are expected to be thoroughly familiar with the policies of the school.** Informed parents will work well with the school staff for the benefit of the students.

Let us together, strive to make this a school that we can be proud of---a school academically outstanding within a "Community of Faith."

### HISTORY

When St. John the Evangelist Church was founded in 1875, it was part of a farming community. For many years, the parishioners had a dream, which was to provide a Catholic School for the children of the parish and a convent to house the sisters who would teach them. Such a vision was a monumental task, but it was very high on the list of priorities. September of 1961 saw the long envisioned dream realized and a long awaited goal achieved. How happy the parish was to welcome three Sisters, Servants of the Immaculate Heart of Mary from Scranton, Pennsylvania!

St. John the Evangelist School opened officially on September 7, 1961 with grade one through four. Although the formal dedication of the new buildings did not take place until November 16, 1961. Archbishop O'Boyle was the one that officiated at the ceremonies which were attended by visiting clergy, sisters, and many loyal parishioners.

Initially the school only had four classes, and each successive year, another grade was added until all grades up to and including eighth grade made up the extent of the school's classes. The first class graduated at a special Mass on June 4, 1966.

GOD HAS INDEED BEEN GOOD TO US!

## **PHILOSOPHY**

Drawing from the inspiration and strength of the Good News of Jesus Christ, St. John the Evangelist School strives to make palpable the educational mission of the Church through teaching, community building and service. Infused with the Gospel message of its patron, St. John, evangelist and beloved disciple of Jesus, the members of St. John's School form a community so "all may be one" in the Body of Christ. As a faith-filled people rooted in this common vision, the members seek to make a lasting and deeply spiritual effect on the lives of their young people who will live the Gospel message into the next millennium. "God is Love, and all who live in Love live in God and God in them." 1John: 4:16

In partnership with parents, the faculty model Jesus who is the "ever present Teacher in their classes." Addressing the needs of the whole child, teachers employ methodologies and consider learning styles for effective developmentally appropriate teaching that addresses the social, intellectual, emotional, physical and spiritual needs of the child. Within the guidelines of the proposed curriculum of the Archdiocese of Washington, the school is concerned with constant and careful attention to cultivating in students the intellectual, creative and aesthetic faculties of the human person. Promoting in them a sense of values, it is desired that children will develop an ability to make good choices that can influence them in becoming knowledgeable, responsible, caring citizen-disciples of the world. In effect, the Catholic environment of the school imparts a spirit of trust and cooperation where the inherent dignity of the student as a child of God is recognized and honored.

Parents are the primary educators of their children. In order to fulfill the high ideals of the school, it is necessary that both home and school endeavor to cooperate and act as one. When a clear understanding and agreement exists between home and school, when policies and regulations are mutually respected, there develops in the child's mind a sense of security, which is the basis of all natural and supernatural growth. The most pervasive and lasting moral teaching adults convey is by example.

With a single-mindedness of purpose in the living out of Jesus' way of love, all those who make up the community of St. John the Evangelist School hold sacred the invitation to "Go out to all the world and tell the Good News." (Mark 3:5) In essence the students, faculty, staff, parents, priests and parishioners aspire to a relationship that gives witness to Gospel values, which ultimately affects school, parish, neighborhoods, and the world for generations to come.

## **OBJECTIVES**

1. To respect the worth and dignity of every individual;
2. To provide the opportunity for successful achievement for all children;
3. To encourage children to develop their individual interests and talents in a socially constructive manner;
4. To direct each individual to think independently and to make sound judgments based on Christian principles;
5. To transmit a living and meaningful Christian message and to help students develop a mature personal relationship with God;
6. To inspire in the students an awareness of the duties of an active member of the Church, community and country;
7. To participate in the sacramental life of the Church;
8. To develop in the students the basic truths of honesty, sincerity, responsibility, loyalty, cooperation, concern for others and the recognition of authority;
9. To be a witness for Christ in family life and in the total parish community;
10. To provide guidelines in appropriate behavior, attitudes, values, and knowledge for physical, social, intellectual and spiritual well being;
11. To maintain open communication among students, teachers, parents and parish;
12. To continually review and evaluate these goals and objectives in the light of the mission of the Church.

In encouraging these objectives, it is hoped that the student will give himself/herself in the service to God and to all humankind.

#### **Parent/Guardian Cooperation ~ Archdiocese of Washington**

*Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. John the Evangelist Catholic School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. John's School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. John's School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. John's School.*

#### **Parents'/Guardians' Responsibilities to the School:**

- Understand and support the religious nature of the school
- Partner with the school in the education of your children
- Work with the school in a cooperative spirit to carry out recommendations made in the best interest of your child
- Promote the school and speak well of it to others
- Keep current with all the communications from the school
- Establish a respectful relationship with your child's teachers
- Attend parent meetings and conferences
- Support the fundraising efforts of the Home and School Association
- Complete parent service hour expectations
- Meet all financial obligations in a timely manner

These conditions must be present to ensure continued acceptance at St. John's School. Failure to render any one at any time is a fundamental breach of the parent's relationship with St. John's.

## **ADMISSION POLICY**

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St. John's School of the Archdiocese of Washington admits students of any race, sex, national origin, and disability, if, with reasonable accommodations, the needs can be met. *The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: [www.adwcatholicsschools.org](http://www.adwcatholicsschools.org)* Since St. John's is a parish school, preference in admissions is given to registered, participating and contributing members of the parish. Non-registered parishioners, members of other parishes, or non-Catholics may apply for admission and may be admitted if an opening occurs in the particular grade and the criteria are met. Registered and practicing member of St. John's Parish will not be deprived of Catholic education due to financial stress. Families seeking financial assistance must apply to the Archdiocese first. After Archdiocesan request, families can apply for a St. John's Scholarship.

*Enrollment as a student in St. John's School implies the willingness of both parents and students to comply with the policies and regulations of the school. In order to realize the purpose of the school, parents and students must agree with and support the Philosophy/Mission of the school and the regulations prescribed in the Handbook.*

*The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.*

### **ADMISSION REQUIREMENTS**

Children entering PreKindergarten, Kindergarten or First Grade must be four/five/six respectively, by September 1st of that year. Incoming first graders must have attended an approved kindergarten. Birth and Baptismal Certificates and health records are to be presented for children entering Pre-Kindergarten or Kindergarten. Birth and Baptismal Certificates, health records and academic records must be presented for students entering grades first through eighth. All students must be potty trained in order to attend school.

For determining admission, the administrative and pastoral staff will be guided by the following data:

1. The presence of siblings in the school
2. The period of time prior to application in which the family has shown active support or involvement in the parish
3. Alumni status
4. The most recent school reports/evaluation of the student's academic and disciplinary performance
5. A parent and student interview with the principal
6. A scheduled appointment with the pastor
7. A scheduled day for the child to participate in the appropriate class

Further information regarding application, registration and admission may be obtained from the Delevopment Office.

NOTE: ALL NEW STUDENTS WILL BE ACCEPTED ON A PROBATIONARY BASIS, WHOSE PERFORMANCE AND ABILITY TO ADJUST WILL BE EVALUATED FOR A MINIMUM OF ONE YEAR. THE PURPOSE OF THIS POLICY IS TO ASCERTAIN THE SCHOOL'S ABILITY TO MEET THE NEEDS OF THE CHILD, AS WELL AS THE FAMILY'S WILLINGNESS TO COMPLY WITH THE MISSION AND PHILOSOPHY OF ST. JOHN'S SCHOOL.

### **CUSTODY**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her

child as requested. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. Fees will be incurred if special handling requires a postal cost.

#### **WITHDRAWAL/TRANSFER**

Families withdrawing students from the school should notify the principal 14 days prior with written notification and sign a Release of Records form that may be obtained from the front office. Parents requesting transcripts will be charged a \$20.00 fee per request per child. Records will be forwarded to the new school upon request after the 14 days notice with payment of records fee. All financial obligations including service hours and fundraising must be met before records will be released. Parents wishing to return students to this school will be readmitted at the discretion of the principal.

All student recommendations will be processed through the administration. A 14 day process time should be expected for any recommendation.

#### **FINANCIAL AGREEMENT ~ TUITION and FEES**

Tuition is paid according to the tuition agreement via TADS. This agreement is signed electronically during the month of May of the current school year. All payments must be kept current. St John's School reserves the right to deny students from attending class until payments are brought current and/or withhold a student's academic records when the family fails to satisfactorily meet tuition payments, any school fee or Home and School service hours. School fees will be assessed quarterly. Satisfaction of all accounts are necessary for students to attend class, the release of records and participation in end-of-year activities. Tuition and fees are non-refundable. Please see your Tuition Agreement via TADS for additional policy expectations.

#### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association are the spirit-makers of the school. These meetings provide opportunities for parents to hear speakers on pertinent issues and to take part in business and community-related activities. All parents are expected to support the activities/fundraising of the association, which build comradery and support for the school. Any concerns/comments can be presented to the Executive Members in writing and will be addressed in a timely manner.

**At least one parent is expected to attend every scheduled Home & School Association meeting.** Additional Home and School fees will be assessed as needed to support the fundraising nature of the Association. HSA fees which include the service/volunteer hour obligation must be paid and are considered a financial obligation and non-payment will result in records being held until which time the account is brought current.

HSA Executive meetings are closed. Anyone wishing to address the Board must give a two-week notice in writing and be invited to attend.

#### **SCHOOL ADVISORY BOARD**

The purpose of the St. John's School Advisory Board is to provide advice and assistance to the school's administrative team in the governance of the school. The Board fulfills its purpose and exercises its functions in accordance with the mission and goals of the parish and with the goals, policies, and regulations of the Archdiocese of Washington.

The functions of this Board are:

- Planning -- which includes goal-setting for the school in the light of the mission of the Church and long-range planning for the future of the school.
- Public relations -- developing a program to project the school's image both within the parish community and to the public outside the parish.
- Financing -- providing advice on the budget, tuition policies, and planning for the long-term stability of the school.
- Buildings and grounds upkeep
- Evaluation -- of goals established by the Board. The Board shall also undertake regular evaluation of its effectiveness in accomplishing its work.

SAB Executive meetings are closed. Anyone wishing to address the Board must give a two-week notice in writing and be invited to attend.

## **SERVICE HOURS/FUNDRAISING**

Each family is required to complete a total of 15 hours of service per school year and participate in the one yearly fundraiser. This service falls into two categories: attendance of mandatory meetings (5 Hours) and service/volunteer (10 Hours). Hours cannot be exchanged between the two categories.

### Mandatory Meetings – 5 hours

Parents must attend the 5 mandatory meetings which include: grade level orientations and 4 Home and School Meetings/Community Events. These meetings will be valued at 1 hour each, totaling 5 hours.

### Service/Volunteer Hours – 10 hours

Parents must complete 10 hours of volunteer service to the school. A list of opportunities will be provided to the parents annually at the beginning of the school year. These opportunities include those that require VIRTUS training and those that do not require to be VIRTUS trained.

### Fundraising

Each family is required to participate in the fundraiser of the year. Each family is required to sell \$200.00 worth of raffle tickets.

The required service hours can also be satisfied by making a monetary payment for those hours equivalent to \$10 per hour: \$10 per meeting at 5 meetings to equal a total of \$50, \$100 service activities, and \$200 for nonparticipation in the fundraiser for a maximum payment of \$350. Families who do not meet the required service hours will be billed for the balance at the end of the school year. This is a financial obligation to the school. (Please see Tuition Agreement.) All funds will be placed in a restricted fund and be used for the improvement of the school.

After completion of hours, the hours will be recorded on a family service hour log. The log will be maintained by the school administration. Copies will be sent home quarterly to assist families in tracking their hours. Hours must be completed by an adult member of the family by May 31st. It is encouraged that bills be paid on a quarterly basis so that a large sum does not accumulate throughout the year.

Parents are permitted to provide a written petition for an exception regarding a missed meeting and incomplete service hours within 2 weeks of the missed meeting. Exceptions will be considered on an individual basis and will only be given for extenuating circumstances and with approval from the administration and school boards. Exceptions will not be given for Fundraising requirements.

## **ACADEMIC STRUCTURE**

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### **ACCREDITATION**

St. John's School is accredited by AdvancED and the Southern Association of Colleges and School Council on Accreditation and School Improvement and is a member in good standing with the National Catholic Educational Association. The curriculum is in total compliance with the requirements set by the Catholic Schools Office of the Archdiocese of Washington and the Department of Education of the State of Maryland. It is kept current and reviewed annually by the faculty. Educational materials are continually updated and reviewed for their effectiveness.

### **ADMINISTRATION**

The general duties of the Principal and Teachers are as follows:

The principal is responsible for policy formation and communication of rules and policies.

The teachers implement school rules and policies and supervise the learning and safety of students.

The following subjects are included in the school curriculum:

RELIGIOUS STUDIES, LANGUAGE ARTS (Reading, English, Phonics, Spelling, Handwriting) MATHEMATICS, SCIENCE, SOCIAL STUDIES, MUSIC, ART, PHYSICAL EDUCATION, HEALTH, TECHNOLOGY, SPANISH.

St. John's follows the academic standards as outlined by the Archdiocese of Washington.

### **STUDENT SUPPORT TEAM**

St. John's School recognizes the different learning styles of students and strives to meet their educational needs. A Student Support Team has been developed to work directly with the teachers and parents to assist in meeting the needs of all our students. Parents may contact their homeroom teacher if a need for the Team's assistance arises.

While we are aware of children with learning disabilities, discipline, and emotional issues, the school may not have the necessary resources to make reasonable accommodations and therefore, will be unable to meet the needs of some children. Furthermore, some students do not adjust to a structured academic environment and find themselves in conflict with the policies and decisions of staff and administration. In such cases the school reserves the right to communicate with parents and take proper action for the good of the student(s). This could mean suggesting a learning environment other than St. John's.

### **RELIGIOUS FORMATION OF STUDENTS**

The school collaborates with the parents in the religious formation of the students. The student lives and learns his/her faith through the celebration of Sunday Liturgy, frequent reception of the Sacraments, and what it means to pray with the family as well as with the parish community. The religion classes provide opportunities for the students to grow in their knowledge of the Catholic faith. All students attend religion classes. Home support enhances the effectiveness of the religious studies program.

Catholic children in Grades One and Two prepare for the reception of the Sacraments of Reconciliation and Holy Eucharist. Catholic students in Grades Seven and Eight prepare for Confirmation. This preparation is a shared responsibility between the parents and school. Mandatory parent meetings are scheduled for each of these Sacraments. All Eighth grade students are required to complete 20 service hours. If this requirement is not met by the due date, the student will not be permitted to attend and/or participate in any graduation activities.

### **INSTRUMENTAL MUSIC PROGRAM (BAND)**

In conjunction with the Archdiocesan Program, St. John's School has a band composed of interested students in Grades 4-8. The Archdiocesan Band Program will assign a qualified music instructor to serve students as the Band Director. All arrangements, lessons, and rental or purchase of instruments are handled privately between parent and Band Director. The school permits students in the band to be released from classes for a half hour lesson each week. It is the responsibility of the student to make up the work from a missed class. Acceptable grades and behavior are to be maintained. Band is a privilege afforded the children. If appropriate behavior is not maintained during any band class, disciplinary actions will be taken. Students participating in this program are accountable for coming to school prepared with their instruments and music on the assigned day of lessons. Forgotten instruments will not be accepted by the front office. Participants in band may be asked to rehearse before or after school at the discretion of the director.

### **CO-CURRICULAR and EXTRA-CURRICULAR STUDENT ACTIVITIES**

Throughout the year, students are given the opportunity to participate in various academic, civic and social activities. These include but not limited to: Math Lab, STEM Club, soccer, basketball, service club, patrol, media, altar service, etc. Students may also choose to participate in several contests and competitions over the course of the school year.

### **ASSESSMENT**

It is the philosophy of St. John's School to empower students to excel. Assessment provides a balanced, rich and valid picture of the students' learning. Through a variety of assessments, students communicate what they know and demonstrate what they can do. These types of assessments allow the teacher to see the level of understanding of individual students. In order for students to experience success in education, they must be given the necessary tools. An assessment program that supports students' learning provides these tools for exploration and discovery. Therefore, teachers include in assessment observations, interviews, self-assessment, and written work. Through the use of working portfolios and showcase portfolios, assessment becomes a viable collection of students' learning.

Assessment grades will be available using the Rediker Management System/Plus Portals. Parents will be given a user id and password to access this web-based program.

**Report cards** are issued four times a year via Rediker/Plus Portals. Official report cards will be mailed home at the end of the school year.

PreKindergarten and Kindergarten children receive bi-yearly report cards at the second and fourth quarters. Students in grades PreKindergarten to third will receive a standards based report card that lists age-appropriate skills that will indicate progress. Students in grades 4-8 will receive letter grades to show progress and achievement. An explanation of the grading system is listed on the card. There are parent conferences provided to discuss the development of these young children.

Content and skills are measured each year in Grades Kindergarten – 8 using the standardized test adopted by the Archdiocese of Washington, Scantron. It is the Archdiocese of Washington's policy that these scores are not released to the public.

### **HONOR ROLL/ACADEMIC ACES**

To qualify for the Honor Roll, students must be in Grades 4 – 8, must earn an A or B (equivalent E or G) in all subjects and must demonstrate exemplary academic and social behaviors.

Academic Aces is available for all students grades Pre Kindergarten to eighth grade. These students show exemplary academic progress and go above and beyond the expectation. To qualify for Academic Aces student must earn all A's and/or E's.

The marking code is as follows: A = 93-100; B = 85-92; C = 77-84; D = 70-76; F= below 70 (Failure).

### **MID-QUARTER and PROBATIONARY REPORTS**

**Mid-quarter Reports** are available through Rediker/Plus Portals at each mid-quarter. Teachers will contact those parents of students who are in danger of failing in a subject. Probationary Reports may also be distributed at this time to all new students with the exception of PreKindergarten and Kindergarten.

## **HONOR CODE**

Cheating in any form is incompatible with the Christian nature of the school. Homework, classwork, tests, reports and projects must be representative of the student's OWN work. Actions, which are interpreted as cheating, include, but are not limited to:

- Copying work from another student
- Communication (verbal or non verbal) while taking a test
- Destruction of another student's work
- Allowing another student to copy work
- Plagiarism
- Forgery
- Violation of the Technology Use Agreement

Failure to adhere to this Honor Code may result in loss of credit for the work with no provision for make-up, suspension, and/or expulsion.

## **HOMEWORK AND STUDYING**

Homework is an integral part of the learning experience. Its purpose is as follows:

1. To reinforce by study and practice the material taught in school;
2. To deepen knowledge of a subject by long-range reading, projects and research;
3. To develop initiative, independent thinking, and personal responsibility for completing school assignments.

At the teacher's discretion, students will have homework, which may include reading, study, and daily or long range written assignments, practice and review. Parents are encouraged to promote time management, good study habits and to provide an environment conducive for study.

**Each child (grades 2-8) will be issued and use an assignment book via the supply list.** Parents should check to see that assignments are being completed and initial the assignment book as directed by the homeroom teacher. It can also be used as a vehicle for communicating with the teacher and making comments where necessary.

Students who are absent for a period of time are expected to keep up with assignments. Failure to complete homework assignments will affect a child's grades.

## **PROMOTION**

A student must meet the following criteria in order to be promoted to the next grade:

- Completing satisfactorily the assigned curriculum
- Sustaining a D or above in all subject areas

Failure (Grades 4-8) as a cumulative grade or not approaching grade level (Grades K-3) in one subject warrants the satisfactory completion of summer school or tutoring (with an approved tutor) in that subject area. Students will enter the next grade on probation. Failure as a cumulative grade in two or more subjects (one must be in Language Arts or Math) precludes promotion to the next grade at St. John's and warrants a review of the student's enrollment by the administration.

## COMMUNICATION

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In order to keep parents well informed, a newsletter, updated calendar, and other important information will be sent home at the end of each month. Parents are requested to read the material, sign, and return the communications (Brown) envelope **within the following school week**. Anything you wish to return to school may be sent back in the envelope. The students are our means of conveying messages, and it is important that the oldest child assume the responsibility for delivering this communication. There will be a \$1.00 service charge if the envelope needs to be replaced. Other forms of communication are the weekly Mini Messenger from the front office a weekly Friday letter from the classroom teacher, along with mass emails and texts as needed. Questions and/or comments are always welcome.

Communication may also be sent through voice mail and/or text messaging using the School Messenger phone system.

Friday folders are sent home every Friday with your child. These folders contain a variety of information for parents including but not limited to office notices, homework, class work, tests or other assessments. Parents are responsible for reviewing all content, signing the folder and returning it the next school day.

**E-mail** can be an effective method of communicating with your child's teacher. All faculty and staff have school e-mails. Please be mindful of the content of your e-mails.

Please adhere to the following guidelines when you e-mail the teachers:

- Attendance, the day of, and carpool issues should be directed to the school office.
- Messages should not deal with personal or non-school related information.
- Messages should be short, to the point, polite and courteous.
- E-mail should not be used to relay personal messages to the children.
- Students may not send personal e-mails to teachers at any time.
- Since technical problems may occur, a phone call or a note should be sent to the teacher if a reply is not received within a 48 hour period.
- Messages should not contain aggressive language, typing that would imply disrespect or other formatting that would imply disrespect. E-mails which imply disrespect or other formatting that suggests disrespect will not be answered.
- E-mails that do not follow this protocol will not be responded to and will be sent to the principal for documentation.

In return, the teachers will:

- Check their e-mail on a daily basis.
- Reply promptly when time is available (within 48 hours).
- Messages will be short, to the point, polite and courteous.
- Messages will not deal with personal or non-school related information.
- There will be no personal communication with students using e-mail at any time.

For communication to be effective, it must be grounded in mutual trust and respect, be forthright and honest, and be informed by a clear understanding of roles, responsibilities, processes, and appropriate and respectful behavior. Please do not approach faculty and staff during car line and/or other times during the instructional day as their main priority is the safety and education of the students at these times and cannot give you the undivided attention you deserve. Best practice is to call/email and schedule an appointment.

Classroom observations must be scheduled through the teacher and office. Parents are asked not to go to a classroom before, during or after school without office approval. *Please respect a teacher's privacy and do not call him or her at home.*

**All communication will be directed to parents and legal guardians.** Additionally, the principal, teachers and staff members will only respond to parents and legal guardians.

### **CONFERENCES/ORIENTATION MEETINGS**

Orientation meetings are scheduled for the beginning of the year. **At least one parent must attend the Orientation Meeting(s) that are scheduled for the child's/children's class(es).** These meetings are for parents/guardians only.

At least one mandatory Student-Led Conference will be scheduled with the parent and teacher. This meeting is directed by the student. In a process of self-assessment, students use their presentation portfolios to lead the conference.

Conferences are also necessary when a child is experiencing difficulty academically or socially. Communication regarding deficiency is a mutual responsibility for parents, teachers and students. If either the teacher or parent requests a conference, the conference should take place as soon as possible. Primary parents and guardians are the only individuals permitted at these conferences without previous consent from the school representative with whom the meeting is taking place. Mutual respect must be maintained during conferences. Conferences will be terminated if either party is not respectful.

Parents with concerns should first attempt to address the concern with the teacher, only after such attempts have failed, should the principal be contacted. Parents wishing to confer with the teacher or the principal should call or send a note requesting an appointment. **Parents who show up at school without an appointment may not be accommodated.**

### **CONFIDENTIALITY**

Teachers/Faculty will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teachers' concerns. Teachers/Faculty will only discuss concerns regarding parents' individual children.

## DAILY PROCEDURES

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Regular school hours are Monday – Friday: 8:00 am – 3:00 pm with ten Fridays 8:00 am – 12:30 pm

### ATTENDANCE AND TARDINESS

#### Archdiocese of Washington ~ Policy 3535: Archdiocesan School Attendance

*The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):*

- 1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);*
- 2. Death in the student's immediate family;*
- 3. Necessity for a student to attend a judicial proceeding;*
- 4. Lawful suspension or exclusion from school by chief administrative officer.*
- 5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and*
- 6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.*

*Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.*

Punctuality and regular attendance are an absolute necessity for real progress in school. Excessive absenteeism is a contributing factor to a child's academic difficulties. Students are responsible for making up work missed due to excused absence. Upon returning, the student will have one day or two to submit the work missed. It is the responsibility of the student/parent to confer with the teacher(s) regarding the assignments/class work, which must be completed for credit.

Parents who choose to take the child out of school for reasons other than outlined by the ADW Policy 3535 should consider the possible consequences to the child's academic progress. The final decision however is the responsibility of the parent. The teachers are under no obligation to supply make-up work or tests prior to or following the unexcused absence.

1. When a student will be absent, the school office must be notified before 8:45 am. If no message is received, the parent will be contacted by the front office.
2. Upon returning to school, a student MUST present a dated, signed note to the homeroom teacher confirming the reason for absence. This note will be kept on file.
3. If a child is out for 3 consecutive days due to illness, a doctor's note must be provided to the school office before the child is admitted to the classroom.
4. Students who leave school early for reasons other than illness must have **a WRITTEN REQUEST** from the parent and must be picked up prior to 12:15/2:45pm. If someone other than a parent is picking up the child, this must also be stated in the request. If a child is to be excused

during school hours, the parent must report to the school office -- NOT THE CLASSROOM! Doctor or dental appointments should be made after school hours, 12:30 pm dismissal days or on school holidays.

5. Excessive absence, (40) days or the equivalent of 40 days, including tardies, can be a cause for a student to be retained in the current grade for another year.

### **Instruction Hours**

As required by the Archdiocese of Washington, four hours of instructional time are required to count as a full day.

- If a child is present for 4 hours of instructional time, they will be marked in attendance for a full day.
- If a child is present for less than 4 hours of instructional time, they will be marked in attendance for a half of a day.
- If a child is in attendance for less than 2 hours, they will be marked absent.
- Students must arrive prior to 12:00 pm on full days and 10:00 am on early dismissal days in order to attend classes.

Please note that all absences will appear on the report card whether they are excused or unexcused.

### **ARRIVAL**

Morning supervision of students is provided beginning at 7:40 am. Students should not be dropped off before this time. Morning Care is available for a fee for students who are dropped off before 7:40 am. A before/aftercare contract is required if students are dropped off before 7:40 am.

Students should leave all vehicles in the morning by way of the pattern provided, not left off on the road at the side of the school. **Never park your car by the closed gate to drop off children.** After 7:40 am no cars are permitted to access the south side of the school (next to the school office). The gates will be closed at 8:00 am, **if parents arrive after 8:00 am. They will park in front of the church, walk and sign their child in at the front office.** If you have business during school hours, park your car in front of the church and walk along the sidewalk.

### **TARDIES**

A student is considered late after 8:00 am. **Students who arrive after 8:00 am must be escorted to the office and signed in by a parent.** The student will be marked tardy. Students are best prepared for the day when they arrive at school on time. Frequent tardies result in numerous missed opportunities to engage in daily morning math and language assignments that help set the tone for the day. Arriving at school on time helps academically and will result in better organization, more instruction and practice, and will pay dividends all day long.

### **DISMISSAL**

Any parents wishing to take their child out for an early dismissal must put the request in writing and send it to the teacher by the beginning of the school day. No student will be dismissed early without a written note. Early dismissals must be before carline opens at 12:15/2:45 pm. If a change in arrival or dismissal time is necessary on a given day, permission must be obtained through the office no later than 9:00 am.

No cars may enter the school lot until 2:45 pm. Should you arrive before this time, please park in the Church lot in a designated parking spot. **DO NOT PARK ALONG THE SIDE OF THE RECTORY.** At 2:45 pm, the cones are removed to facilitate the formation of lines in the school lot. No one (adults or children) may walk while cars are moving. All students must be picked up in the school parking lot under the supervision of the school staff. (Please do not address school issues with the teachers on duty. They are on supervisory duty. If you need to talk with a teacher, please make an appointment.) Students MUST be picked up by 3:15 pm on full days or 12:45 pm on half days. If your child is not a drop-in for after care, the student will remain in the office. Parents will be charged \$10.00 per child for the first five minutes and \$5.00 for each additional five minute increment following. Repetitive lateness will result in mandatory aftercare registration.

**If your child normally goes to aftercare and you would like them to go to carline, you must send a note to the teacher or call the school office an hour prior to dismissal. If your child is not in carline then proceed to aftercare to pick up your child.**

### **TRAFFIC PATTERNS**

Children are to be dropped off and picked up on the school grounds only. Cars are not allowed on the parking lot during recess periods or during physical education classes. For the safety and well being of all, those who drop off and pick up children must cooperate fully with the school regulations, showing due respect to those who supervise traffic patterns.

All students arriving and leaving should be properly restrained in seat belts. All designated drivers must follow posted speed limits. **Cell phone use is prohibited while driving on school property and while children are present.** If you or your designated driver fails to follow these rules, the administration reserves the right to ban unsafe drivers.

**Parent cooperation is essential and is expected to ensure the safe arrival and dismissal of our students and staff.**

### **FORGOTTEN ITEMS**

Please note:

- ❖ No student is allowed on school property without appropriate supervision.
- ❖ No child is permitted in the classroom without faculty supervision.
- ❖ Once a child has been dismissed from the classroom, he or she is NOT permitted to return to the classroom for forgotten items.

The following items will not be accepted at the front office for students in the classrooms. These items will include but are not limited to: nap bags, assignment books, other notebooks, homework, band instruments, soccer uniforms, games or such items to be used by the student for after school activities. Taking items to the students is a disruption not only to your child but the teacher and class as well. **We ask that you respect our need to maintain a consistent classroom environment.**

### **WEATHER ANNOUNCEMENTS AND EMERGENCY CLOSINGS**

The school follows the Prince George's County Public School directives for delays and closings due to inclement weather. (Archdiocesan Regulation #5112.4) Please listen to the radio or watch TV. Do not call the convent or rectory. Important messages will be placed on the phone answering service and a text will be sent through School Messenger.

- When Prince George's County Schools are closed, St. John's is closed.
- If Prince George's County Schools call for a one or two hour delay, St. John's will also have a one or two hour delay.
- On the days that there is a delay in opening and St. John's is scheduled for a 12:30 pm dismissal, the school will open at the delayed time and extend the day to a full day schedule.
- If Prince George's County Schools have an early closing, St. John's will close at the same time as directed by Prince George's County Schools and there will be NO After Care.
- If Prince George's County Schools' After School activities are cancelled, St. John's aftercare will be closed.

In case of an emergency dismissal, telephone calls/text messages will be made through School Messenger. Parents are requested to give their children detailed instructions concerning what they should do and where they should go if the school has an emergency closing.

In the event that we will have to deviate from the above policy, special announcements will be made on local radio stations, TV stations and School Reach. When the opening of school is delayed, children should arrive at the announced opening time because there will be no one at the school to supervise them prior to that time.

### **BEFORE/AFTER CARE TIME CHANGE**

On delayed opening days the schedule is as follows: 1 hour delay -- program opens at 7:30 am; two hour delay -- program opens at 8:30 am. On early closing days there will be NO After Care. Parents are asked to make arrangements to pick up their child/(ren) as soon as possible. When school is cancelled because of inclement weather, there will be no Before/After Care Service.

### **BEFORE AND AFTER CARE**

Before and After care is available to students who are enrolled in St. John's School. The service is from 6:30 am until 6:00 pm on days that school is in session. St. John's Before and After Care follows all the policies and procedures of the school and those included in the Before and Aftercare Handbook. Additional information and policies regarding this program can be obtained at the school office. All forms regarding contracts/registration for enrollment can be found via TADS.

### **LUNCH**

Students bring their lunch to school. Soda or any other carbonated drink and glass bottles are not permitted. The school will not accept "forgotten" lunches past 11:00 am. No fast food lunches will be accepted at any time. Students who forget their lunch will be offered a bowl of multi grain cereal and milk. Frequently forgotten lunches will be addressed by the administration.

**Any foods that are brought into the school to be used for classroom celebrations or birthdays must be store-bought.** Prior notification must be given to the teacher before any food is sent to school. No balloons, party favors, etc. may be sent it. Students wishing to pass out invitations, must include the entire class or all boys/girls. Home-made foods cannot be served due to health regulations.

The milk program is partially funded by the Federal Government through the State of Maryland. Fees depend upon dairy prices and government subsidies.

### **WATER BOTTLES**

All children are encouraged to bring a water bottle to school for the classroom in order to stay hydrated. Water bottles are expected to be clear, plastic and contain only plain water. No sports water, Gatorade or other beverage is permitted. Teachers have permission to inspect the contents of the water bottle to ensure that this policy is followed. The water bottles should be filled at home on a daily basis.

### **GUM**

Gum is not permitted on school property either during the day or after school at any school sponsored activity. Students should not chew gum or be in possession of gum at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students chewing or in possession of gum during the course of the school day. Please see the Code of Conduct.

### **USE OF TELEPHONE**

Calls between parents and children will be limited to emergency messages. Forgetting an item is not considered an emergency. Students may only use the office telephone. In addition, **students may not bring cellular phones to school.** If a student is required to transport their phone the parent/guardian will drop it off in the front office in the morning and pick it up at the end of the school day. (Any cell phone brought to school and not given to the front office for safe keeping will be sent to the office and students will receive an In-School Suspension. Phones may be retrieved by the parent at the administration's request.) Please see Code of Conduct.

## **PROPERTY**

Personal items such as clothing, lunch boxes and bags, books, band instruments, etc., **MUST BE LABELED** with the child's name and grade. ALL UNLABELED ARTICLES LEFT OVER AT THE END OF THE SCHOOL YEAR WILL BE GIVEN TO A CHARITABLE AGENCY. Any items found in the school building or on the school grounds should be turned into the school office to be placed in lost and found.

Items brought to school should be limited to only those items that appear on your child(ren)'s school supply list. Articles which are expensive (cell phones, headphones, cameras, smart watches, or other electronic devices), money and/or items hazardous to the safety of others, or which interfere with school procedures are not permitted on school grounds. Items which are a distraction to a teacher or a class will be taken from the student. In-School Suspensions will be issued when appropriate. Items may be retrieved by the parent at the administration's request. St. John's School is not responsible for the loss of any item/money brought to school.

Textbooks are loaned to students for their use. They must be kept clean and handled carefully. They must be covered AT ALL TIMES. If a book is damaged, marred, misused or lost, the student will have to assume the responsibility of paying for damages or replacement. This is a financial obligation and can hinder receipt of student records.

**All students must respect school property and the property of others.** Willful destruction or marring of any school property could be cause for suspension or expulsion. The student and parent will absorb cost of repair or replacement of the item.

## **SCHOOL SUPPLIES**

Supply lists for the upcoming school year are sent home in June. It is important that students have all the necessary supplies throughout the year. ONLY ITEMS INCLUDED ON THE LIST ARE PERMITTED AT SCHOOL.

**BOOK BAGS** and a soft St. John's **PENCIL CASES** are a must for grades 1 thru 8. Book bags no larger than 20" x 10" are required. Students in grades PreK, K, 1, 2, and 3 may not have rolling book bags. Due to space limitations, students are asked to keep desks and book bags free of clutter. **No graffiti should appear on books, book covers, pencil cases, etc.** The school reserves the right for periodic housekeeping and require replacement of inappropriate items. Middle School students will be issued a St. John's draw sling book bag that they may use to transport their books and supplies from class to class. No other book bag will be permitted to be carried with them throughout the course of the school day.

## **DRESS CODE**

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Though the school enforces the dress code, parents are responsible to see that their child complies with the required dress code. All clothing should be clean, fit neatly and be an expression of respect and caring. St John's reserves the right to send any child home that does not meet these dress code standards. A uniform committee will keep track of infractions and notifications to parents. Students who do not adhere to the dress code will receive a dress code infraction slip to take home to be signed by the parents. Parents are expected to correct infractions in a timely manner. Repeated infractions will result in disciplinary actions include banning from school until properly outfitted, loss of dress down days or a comment code on the report card which will impact Honor Roll. The administration reserves the right to make final decisions regarding dress code infractions.

**PreK-4 and KINDERGARTEN** -- the PreK-4 and Kindergarten uniform consists of the St. John's Physical Education uniform. **All items should be labeled.** PreK-4 and Kindergarteners are not permitted to wear necklaces or other jewelry for safety reasons.

### **DRESS UNIFORM Grades 1 - 8: Quarters 1 and 4**

#### **GIRLS AND BOYS**

**Bottoms:** Navy blue uniform dress shorts or straight-cut uniform dress pants (girls' option: skort). Shorts and skorts should be no more than two inches above the knee and not below the knee. All bottoms must be secured at the waist and not hang low on the hips.

**Belt:** Solid navy blue, solid brown or solid black belts must be worn.

**Shirt:** White St. John's emblem short or long sleeved polo shirt. Students in grades 6-8 will wear a grey St. John's emblem polo shirt. Shirts must be neatly tucked in at all times. St. John's navy sweater, cardigan or vest with SJS emblem may be worn with the polo shirt.

**Socks:** Solid white, black or navy crew, cuffed or knee-high socks ~ socks must cover ankles and be clearly visible (all grades).

**Shoes:** The approved uniform shoe: a solid black, lace-up, low-top athletic shoe with a rubber sole and heels no higher than 1 inch. **No canvas or cloth, high top, or Velcro shoes permitted.** On inclement weather days, boots may be worn to and from school, but students must change into regular school shoes during the day.

**Cold Weather:** The students will go outside as often as the weather permits. It is important that you send your child to school prepared for the daily outside activities. This means appropriate winter coat, hat, earmuffs, headband, gloves, and/or mittens should be sent to school. Leggings, snow pants, and boots are optional and may be worn only on the outside of the uniform to be removed after entering the building. Please clearly label each item with your child (ren)'s name. The administration will make decisions based upon the outside temperature and wind chill factor on a day-to-day basis and in the best interest of the students. Even if your child is not appropriately dressed, he/she will still be required to go outside for P.E. and recess. Exceptions will be made only with a doctor's note.

### **PHYSICAL EDUCATION Grades 1 – 8, PreK and Kindergarten**

#### **Fall/Spring Dress:**

**Bottoms:** Imprinted St. John's emblem navy blue shorts (lined mesh), short length at two inches above the knee or at the knee or imprinted St. John's emblem navy sweatpants.

**Shirt:** Imprinted St. John's emblem PE dri fit t-shirt (St. John's sweatshirt permitted on cooler days)

**Shoes:** All black (**no canvas or cloth**) low top sneakers must be worn for both Winter and Summer PE uniforms. All shoes must be laced tightly at all times.

**PreK has the option of Velcro if they do not know how to tie their shoes.**

**Socks:** Solid white crew or cuffed socks ~ socks must cover ankles and be clearly visible (all grades)

#### **Winter Dress:**

**Bottoms:** St. John's emblem navy blue sweat pants secure at waist and ankles

**Shirt:** Imprinted St. John's emblem dri-fit PE t-shirt and a navy sweatshirt with an imprinted St. John's emblem (crew or zip)

Conformity to the uniform dress code is required. All parts of the uniform are required every day. Belts can be rented from the resource room for a \$1.00 per day (if available). This is a financial obligation. All loaned items MUST be returned.

The following companies will accommodate standards of the dress code for St. John's: Carousel, Flynn & O'Hara and Land's End.

### **ACCESSORIES**

Girls with pierced ears may wear only one small non-dangling stud (must not extend past the earlobe) per ear (**no hoops at all**). Boys may not wear earrings. A simple religious medal on a thin chain and/or simple religious bracelet may be worn with the dress uniform only. Only analog watches may be worn. **Smart Watches are not permitted.** Fit bits may be worn unless it becomes a distraction to the classroom and will be at the discretion of the teacher. St. John the Evangelist School is not responsible for the safe keeping of any accessory brought to school by students. Other jewelry, nail polish, fake nails, makeup, tattoos, or any other type of "ornament" may not be worn. Items which would cause a distraction or pose a safety hazard may not be worn.

### **HAIR**

Boys' and girls' hairstyles should be neat, not extreme, dyed, highlighted or suggestive of a "fad." Hair accessories must be kept at a minimal number and size not to exceed 1 inch. Please be mindful of safety concerns. Boys' hair may be no longer than to the collar, should be cut above the eyebrows and ears and no longer than 3 inches in length (no pony tails or pinned up hair is permitted). Beards, mustaches and long side burns are not permitted. Nails should be kept trimmed and neat. The administration reserves the right to address concerns and determine the appropriateness on an individual basis.

A uniform committee will keep track of infractions and notifications to parents. Students who do not adhere to the dress code will receive a dress code infraction slip to take home to be signed by the parents. Parents are expected to correct infractions in a timely manner. Repeated infractions will result in loss of dress down privileges. The administration reserves the right to make final decisions regarding dress code infractions.

### **Catholic Identity Days**

Students have the option to wear the yearly Catholic Identity shirt with the uniform bottoms on days outlined on the calendar or as announced by the administration.

### **Dress Down Guidelines**

Our mission statement states that we "are a respectful Catholic environment." Our outward appearance should reflect that, even on out-of-uniform days. Certain days are designated as "dress down or up days." It is expected that students always maintain the type of appearance and personal hygiene not distracting to teachers and other students. Parents in all cases must assure that their children wear attire befitting the values and morals of a Catholic school. Please adhere to the following guidelines when assisting your children in selecting their outfit for a dress down day. If students choose not to follow these guide lines or support the mission, they will forfeit the opportunity to participate in the next Mission Dress Down day.

- ② Shorts may be worn as long as they are not more than 2" above the knee.
- ② Pants and shorts must not be too tight, or too loose. Undergarments should never show!
- ② Pants or shorts should not have any rips or holes.
- ② No tank tops. Sleeveless shirts are acceptable, but must have a 3" shoulder seam.

- ② Shirts should not contain any graphics or slogans that do not adhere to a respectful Catholic environment. These include, but are not limited to, skulls and crossbones, vampires, inappropriate sayings, slang language, etc. If in doubt, please ask!
- ② No tight or revealing shirts.
- ② No flip flops, sandals or open-toed shoes for safety reasons
  - Shoes should not have more than a 1" heel.
- ② Jewelry must conform to our everyday expectations: one stud pair of earrings, religious necklace (Grades 1-8) and a small faced watch.

**Dress Up Guidelines ~ These guidelines are in addition to the above Dress Down Guidelines.**

- ② No sweat or T-shirts
- ② No baggy pants or sweat pants or **jeans or jean material**
- ② Skirts may be worn as long as they are not more than 2" above the knee.
- ② Girls may wear dress slacks.
- ② No leather or fake leather
- ② No sleeveless or spaghetti straps
- ② Practical dress shoes- no more than a 1" heel

## HEALTH REGULATIONS AND FIRST AID

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**The Archdiocese of Washington and Maryland State Health Department** requires that all children be immunized against diphtheria, tetanus, polio, measles and rubella. All children must also receive the immunization for chickenpox (varicella) and hepatitis B. Children who do not submit written proof of this will not be admitted to school. (State requirement) The Archdiocese of Washington does not allow religious or personal exemptions.

Whenever a child has a communicable disease, the school office must be notified so that health records may be updated. Following certain illnesses, a definite period of absence from school is required. Since cases vary, the family doctor should be consulted and send verification that the child is ready to return to class.

Parents are required to pick up their child from the health room within one hour upon receiving a phone call from the front office that their child is sick. Children who are sent home must be 24 hours without symptoms prior to returning to school. If a child returns to school prior to 24 hours without the symptoms, he or she will not be permitted to class and parents will be notified.

Any child who is absent for three consecutive school days due to illness must provide a doctor's note prior to being permitted to return to the classroom.

**CHILDREN WITH A RASH** -- The Health Department requires that any child with a rash is to be sent home immediately; the child may not return without a physician's notice explaining the rash and its treatment, if any. **(MD State Dept. of Health)**

**FIRST AID** -- in the case of accident or sudden illness, first aid is minimal. School authorities are not permitted to administer any over the counter medicine. If your child does visit the health room, a note from the school nurse will be sent home.

### **MEDICATION**

The Archdiocese of Washington requires a full disclosure of any medications that a child is taking.

1. All medication must be kept in the school office. Children are not permitted to have any medicine in the classroom or on their person. Additionally, children cannot bring cough drops/medication lotion and/or Chap Stick to school. **Any lotion or lip blam kept on their person must be non-medicated.**
2. Each medication must be written on an Archdiocese medication form and signed by the prescribing doctor and parent.
3. Written orders FROM A PHYSICIAN OR DENTIST must accompany ALL medication to be administered, including "over the counter drugs."
4. The physician permission form must be dated and medication must be identified, along with dosage, time of day to be given, anticipated duration of treatment and side effects. Students administer their own medications.
5. The original prescription container must accompany all medication. The containers, one for home and one for school should be requested from the pharmacist.
6. A record of all medications dispensed in the school is kept in the health file.
7. Physician, pharmacist, and/or parent consent forms may be obtained in the school office.

### **EMERGENCY INFORMATION**

At the beginning of each school year, a new information sheet and School Emergency Medical Form will be sent home. Parents are to complete the forms and return them by the first Friday of the school year. It is extremely important that the school is made aware of a student's health problems, particularly allergies (bees, ants, certain foods, etc.). **Updating the office with change of name, address and telephone number is very important for your child's safety.** It is necessary that the school office know where to reach the parent, at all times, whether at work or at home. In

the event that a child becomes ill at school, parents will be contacted. In case of an accident or emergency, the school will proceed according to the parent instructions on the School Emergency Medical Form.

### **CRISIS PLAN/FIRE DRILLS**

The school has developed a Crisis Plan. In case of a lockdown, children will not be released until an administrative decision is made. In the case of an evacuation from the school building, the students will be moved to the church basement. Please refer to the Parent Crisis Information sheet for further details.

Fire Drills are conducted in compliance with Prince George's County Fire Regulations. Students evacuate the building in a quiet, orderly manner by the nearest exit leading directly outdoors. The same procedure would be followed if the school was to have any other emergency.

Through the regulations and guidelines of the Facilities Office of the Archdiocese of Washington, the Asbestos Plan for St. John's School is housed in the Administrative Office. The aforementioned office inspects the school every three years. St. John's School has always complied with guidelines and has always been in compliance with the mandates. The lead levels in the water system has also been tested and is in compliance with state and federal regulation. St. John's will continue to maintain the utmost safety measures for your children.

### **Archdiocesan Catholic School Counseling Services**

***In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. John's School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.***

### **FIELD TRIPS**

Throughout the school year, students are offered the privilege of trips away from school for educational purposes. St John's follows the Archdiocese of Washington and Prince George's County policies regarding field trips. Field trips are also at the discretion of the administration.

- Each trip requires written parental permission; students not returning permission slips or fee within the allotted time are not permitted to participate.
- The need and number of field trips will vary from grade to grade.
- Since field trips are privileges afforded to students, the school reserves the right to exclude from field trips, graduation trips, and/or field day to those students who fail to meet academic or behavioral requirements. Any offense for which a student can be suspended may automatically exclude him/her from field trips.
- Students not permitted to attend a school trip must report to school on that day.
- Parents may refuse to permit their child from participating in a field trip by stating so in a written format. Students who do not attend a field trip will remain at home and be marked absent for the day.
- Chaperones must complete all components of the Archdiocese of Washington's Child Protection Policy prior to going on a field trip.
- Should a family experience financial difficulty and not be able to afford a field trip, they can petition the Home and School Association for financial assistance.

### **SAFETY PATROL**

The Safety Patrol is organized under the direction of the school. The primary responsibility of the patrol members is to assist in maintaining order in the parking lot and waiting areas. They are given authority to report misconduct to the teachers or to the Principal. Parents who transport their children to and from school must follow the established traffic pattern and cooperate with the Safety Patrol. These procedures have been adopted with the safety of the students in mind. Our dedicated Safety Patrol students are expected to receive courtesy and respect in the performance of their duties.

## **VOLUNTEERS**

Volunteers are always needed and welcome. Parents and friends of the school willing to give "time, talent or treasure" may contact the school office or individual teachers.

**All volunteers must complete the Archdiocesan Child Protection Policy:**

- 1. Volunteer Application**
- 2. Register and attend the VIRTUS workshop, "Protecting God's Children ~ [www.virtus.org](http://www.virtus.org)**
- 3. Electronic Background check that is performed at the school**
- 4. Sign acknowledgement of policy**

**Documentation of these items must be given to the school prior to volunteering. Please contact the office for further information.**

All visitors, including volunteers, must sign in and out at the school office and wear a visitor's ID badge.

## **CHILD ABUSE**

The welfare of the children is important to parents as well as the staff of St. John's. Parents are reminded that the school is required by Maryland State Law to report any suspected case of abuse or neglect, even if there is no definite proof. St. John's is also required to report to the Archdiocese of Washington's Child Protection Service any case reported to the state.

## CODE OF CONDUCT

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St. John's School strives to create a Christian environment conducive to learning in which mutual rights and responsibilities of students are recognized and upheld. Regulations are based on respect for one another, the safety of each child, and the goal of academic excellence. In order for students to develop their potential for constructive Christian leadership, they must be guided to grow in self-discipline. Included in this development are organization of tasks, acceptance of individual responsibility, and accountability for personal actions.

All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other facets which make up the community.

Therefore, all who use the campus of St. John's agree to:

- Use appropriate, courteous language, oral, written and/or gestured.
- Respect the belongings, work and character of others.
- Observe classroom rules.
- Respect adults and students on the campus or at any related function.
- Dress appropriately, according to set guidelines.
- Act with appropriate decorum at all assemblies and outside activities.

**A student is a St. John's student at all times. A student who engages in conduct, whether inside or outside the school, which is detrimental to the reputation of the school may be disciplined by the school.**

**Students that display outstanding character and values are recognized and awarded monthly as the Student of the Month. Those students that are models of the Mission of St. John's School are recognized and awarded the Messenger of God Award each quarter.**

### DISCIPLINARY GUIDELINES

The supervisory party will note infractions of any rules stated in this handbook. Notification to parents/guardians of minor infractions and relevant consequences will be up to the discretion of the supervisory person.

**Breaches of the Code of Conduct** are considered to be serious and could result in **detention/in or out of school suspension/expulsion**. These include but are not limited to:

- Use of or possession of materials that contain foul, rude, discourteous or inappropriate language, oral, written or gestured
- Fighting, name calling, bullying, harassing or threatening others
- Play fighting
- Failure to observe school/classroom rules
- Destruction or tampering with other's work or belongings
- Disrespect to any adult or other students on the premises or at any school sponsored function
- Passing or writing notes
- Possession/Use of gum at school
- Possession/Use of a cell phone, camera or any electronic device
- Inappropriate behavior at Mass or assemblies
- Misuse of materials, technology and school property
- Not wearing the complete/correct uniform
- Truancy, excessive tardies
- Forgery, Cheating or Plagiarism

- Verbal or physical assault
- Leaving school without permission from the school office
- Constant disruption in class
- Destruction of property or theft
- Other inappropriate behavior
- Breaching the terms of the Technology Agreement

The most serious breaches may warrant **immediate expulsion**. They include, but are not limited to:

- Possession, use, or trafficking of drugs of any type including alcohol and tobacco
- Immoral sexual behavior
- Possession and/or use of a weapon;
- Assault or verbal abuse to any student or adult
- Arson
- Harassment of any kind, verbal, written or gestured
- Inappropriate behavior outside of school that would not be in conformity to the Christian witness of the school's mission

Suspension/Expulsion is noted as part of the student's permanent record and is defined as follows:

- In school suspension: student reports to school, but is not permitted to participate in class related activities; assignments are given
- Suspension: temporary separation from school, without assignments
- Expulsion: permanent separation from school

In order to insure a safe, peaceful environment, the school may conduct a search of any property brought onto school grounds. The school reserves the right to search and seize if there is probable or reasonable cause. The student's illegal activity shall be reported to the police.

#### **Archdiocese of Washington ~ Policy 3543: Prevention Programming**

***As a Catholic school, St. John the Evangelist Catholic School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. John's School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.***

***Reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.***

***Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:***

- 1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and***
- 2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.***

### **Threats**

***In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. John the Evangelist Catholic School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.***

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning breaches in the Code of Conduct. The school administration reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

*The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. Disciplinary actions are considered extremely serious; they are a behavioral obligation that is not optional on the part of the student or parent. All disciplinary actions are to remain confidential.*

# TECHNOLOGY USE AGREEMENT AND ACCEPTABLE USE POLICY

The purpose of this document is to define responsible technology usage, particularly for our students, their parents, and our staff so that they may be aware of the potential impact of their actions. **This policy applies to all technology use both in and out of school.**

## Archdiocese of Washington ~ Policy 3212: Technology and Internet Usage

**Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyberbullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.**

**When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not 'surf' the Internet or visit 'Facebook,' or any other social networking websites while at school; shall not log on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.**

**Each student's parent/guardian must review and complete the Technology and Internet Usage Agreement with the student and sign the Agreement on line through TADS during the enrollment process.**

## **Technology and Internet Usage**

*Student Responsibilities When using any Technology Equipment, All Students:*

- *Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere.*
- *Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another's reputation.*
- *Shall not violate any local, state or federal laws.*
- *Shall not engage in cyber-bullying behavior.*
- *Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.*
- *Shall never use the technology in bathrooms or locker rooms.*

- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a "BYOD" (Bring Your Own Device) initiative. When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied Wi-Fi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher's permission.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.
- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the student's teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student's teacher for instructional use.
- Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.
- Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

Parent/Guardian Acknowledgement

- *Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.*
- *Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.*
- *Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.*
- *Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.*
- *Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.*

*Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms via an electronic signature through TADS.*

St. John the Evangelist School Honor Code, Code of Conduct and disciplinary rules (as stated in this St. John's Handbook) are the guidelines for acceptable behavior at our school. Similarly, there are correct procedures and rules that guide the use of the school's technology, network and Internet resources.

The school's network is a shared resource with others. Consequently, there is no guarantee of privacy. St. John the Evangelist School technology systems are operated for the mutual benefit of all users (users are defined as students, teachers, staff, volunteers and other *authorized* users). The use of the school network and access to network resources is a privilege, not a right, given to those who agree to act in a responsible manner commensurate with the St. John the Evangelist School's Mission and Handbook. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or the work of other authorized users. The St. John the Evangelist School network is connected to the Internet. The school is providing this service to users for educational purposes and therefore has the right to monitor what is done on the network to make sure that the network continues to be used in a manner consistent with a Catholic elementary school.

**The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used in this manner must notify the principal in writing during the first week in school and acknowledge it electronically through TADS.**

Each student, teacher, staff or authorized user is expected to use technology for scholastic activities, seeking resources, accessing libraries and government sites. Each user is asked to explore and create new knowledge that is related to his/her curriculum. Research is meant to be beneficial to the user and others. The school does not support inappropriate material that is illegal, offensive, sexually explicit or defamatory and reserves the right to prevent this type of information from being accessed. While screening services are in place to prevent access to most of this type of information, each user is held accountable for the appropriateness of any information received and that does not support the mission of St. John's School. This essentially means that the school supports the right to information that only enhances its unique Catholic curriculum.

### **Appropriate Use**

- ◆ **ONLY ST. JOHN ISSUED HARDWARE MAY BE USED WITH OUR SYSTEM**
- ◆ Violation of any federal, state, or local laws that forbid access, altering or damaging any computer system.
- ◆ Violation of copyright laws, including use of unauthorized programs, CDs, etc.
- ◆ Use of abusive, threatening, or objectionable language or material in either a public or a private message.
- ◆ Sexually explicit material, either verbal or visual.
- ◆ Publishing personal data (last name, home address, phone number) on the network or in correspondence with unknown parties.
- ◆ Playing games or gambling over the Internet.
- ◆ Downloading files (including graphics) unless approved and directed by the teacher.
- ◆ Accessing chat rooms and e-mail for other than educational purposes.

- ◆ Allowing others to use his/her account.

***Outside the school, students engagement in online blogs such as, but not limited to, Instagram, Xanga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.***

***Inappropriate technology uses can result in the immediate termination of technology usage, disciplinary actions, and/or any other appropriate actions including legal action. St. John the Evangelist School reserves the right to amend this policy and/or agreement at any time as is deemed necessary.***

**Archdiocesan Policy:** This student/parent handbook was developed in accordance with Archdiocesan policy. These rules and regulations of this current policy are fully applicable and binding upon St. John's School.

**SCHOOL'S RIGHT TO AMEND:** The administration is the final recourse and reserves the right to amend the handbook at any time for just cause. Parents will be promptly notified in writing if changes are made.

**Written Exemption:** Parents may not willfully exempt from following St. John's and ADW Policy. If parents have a reasonable request for exemption, this request must be made in writing to the school administration. Decisions will be made on an individual basis and will receive written notification regarding decision.

**AGREEMENT FORM:** Parents/guardians should read and discuss this handbook with their child/children. The agreement form, which states, "We have read and agree to be governed by this handbook," must be signed electronically through TADS. This form is a binding document and must be signed electronically through TADS for continued acceptance at St. John's.

Revised 07/2018

**Let it be known to all who enter here  
that Christ is the reason for this school –  
the Teacher unseen, but ever present in its classes,  
the Model of its faculty,  
the Inspiration of its students.**

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