

St. John the Evangelist School

VISION STATEMENT

St. John the Evangelist School is a parish Catholic school in the Archdiocese of Washington. Students are happy, safe, and academically challenged. Each student is welcomed, regardless of socioeconomic, physical, or academic background. The faculty recognizes and encourages the students to use their unique gifts in the service of others. As students progress through our school, they begin to understand and appreciate the contributions they can make to our school, parish, and community at large. Upon graduation, the students are well-prepared academically and spiritually for the challenges ahead.

MISSION STATEMENT

The mission of St. John the Evangelist School is to integrate Catholic philosophy and teaching with academic excellence.

BELIEF STATEMENTS

WE BELIEVE THAT

- We are all created in the image and likeness of God.
- We are all brothers and sisters in Christ.
- As followers of Christ, we are all called to serve others.
- We have the privilege of teaching the Gospel message to our students as well as the responsibility of witnessing that message to everyone, especially our students.
- Parents are the primary educators of their children.
- The child benefits the most when teachers and parents work together.
- All children can learn to their highest potential.
- We must educate children to respond to social justice concerns.
- We need to vary our teaching techniques since students learn in many different ways.
- We need to use various means of assessment in order to determine if the students have reached a significant level of learning.
- The strong academic foundation we offer our students better prepares them for success in their future educational pursuits.
- Our parishioners witnessing their own spirituality foster a greater desire in our students to do the same.
- Our parishioners' dedication to having a Catholic school in this parish by supporting it financially is vital to the existence of our school.

Dear Parents/Guardians,

This Policy Book is the blueprint for ensuring, in part, that our school runs as smoothly as possible. It is important, therefore, that you read the book and become well informed of our school's policies.

The policies are the result of an annual evaluation of them by all concerned resulting in editing, deleting or writing new ones as the need occurs. The book also contains policies which the Archdiocese of Washington mandates that we publish as well. You will find these policies noted with the initials ADW (Archdiocese of Washington).

After reading the Policy Book we ask that you sign and return the Policy Book Review Verification form located in the back of it. Your signature confirms that you have read the book and agree to cooperate with all of the policies contained therein.

May God continue to bless you, your families and all of our faculty and staff with the conviction that we are all about the Lord's work in the building up His Kingdom here on earth.

Sincerely yours,
Mrs. Margaret Durney, Principal
Rev. Joseph Calis, Pastor
July 9, 2015

Dear Fellow Parents,

As the new President of the School Advisory Board (SAB), I would like to start out by thanking the outgoing president, Kim Cuddy, and past SAB members for all the work they have done in not only serving as advisors to the Principal and Pastor of St. John's but also as our advocates when it comes to the policies of the school. I hope to follow in their footsteps and build on the foundation they have laid.

The SAB is made up not only of parents/guardians of students in the school but it also includes the Pastor, Principal, and representatives from the faculty and parish. Our goal is to represent all these groups when decisions are made about the broad range of policies that affect the school. In order to do this effectively, we look to increase communication regarding the work of the school and the SAB and to gather any concerns from the school community and parish at large.

Even if you are not on the Board, there are a number of ways you can be involved in guiding the policy of the school. First, there are two formal SAB meetings for the school and parish community: a parent meeting in the fall and the SAB's Open Policy Meeting in the spring where discussions are held and policy changes are proposed for the new school year. The SAB meets once a month between September and June (with the exception of December) where we receive reports from various committees and the Principal and any concerns are raised. The minutes are published on the school's weekly email. Finally, you are always welcome to contact me or any member of the SAB with questions or concerns regarding the school.

SJE did not become a Blue Ribbon School by chance. One of the many reasons is a history of strong parent involvement, and I look forward to that continuing this year.

Sincerely yours,

Mr. Phil Droege, President
School Advisory Board
July 9, 2015

All policies follow Archdiocesan Guidelines which are in the School Office and available for examination upon request. The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

ADMINISTRATION (pg. 5-9)

Absences
Archdiocesan Policy-Total School Hours
*Archdiocesan School Attendance
Discipline
Early Release
Emergency Procedures
Outside School Activities
Religious Nature-Parent/Guardian
School Hours and Procedures
 Grades Jr.K-8
 Jr.K Program
 Announced Delayed Openings
 Announced Early Dismissal-Any
 Emergency
 Announced School Closing for the
 Total Day
 Arrival Procedures for Inclement
 Weather
 Late Policy
 Search and Seizure
 *Threats
 Visitors
 Withdrawal of Student

CURRICULUM (pg. 9-12)

Human Sexuality Program
Resource Program
Spanish
Field Trips
Technology & Internet Usage Agreement
Graduation
High School Information
Homework and Tests
Open House
Progress Reports
Promotion and Retention
Report Cards—Parent/Teacher
 Conferences
Student Recognition
Testing Programs
Textbooks

EXTRACURRICULAR ACTIVITIES (pg. 12-13)

Before School Care Program
C.Y.O. (Catholic Youth Organization)
Extended School Program (ESP)
Homework Skills Program-After School
After School Parties

FINANCES (pg. 13-15)

Tuition Rates
Late Payment Policy
Entrance Procedures
Application, Testing, Registration
 Fees for New Families
Jr. Kindergarten Registration
Registration Policy for New Students
Re-registration for Current Students
Milk Program
Service Hours & Fundraising
Lunch/Playground Duty

GENERAL INFORMATION (pg. 15-17)

Lost/Stolen Articles
Lunch Program
Pictures
Stationery & Supplies
Student Records
Telephone Calls
Cell Phones
iPods and Other Electronic Devices
Uniforms

HEALTH POLICIES & PROCEDURES (pg. 17-18)

Children's Health
Health Emergency Card Information
Health Records
Maryland State Department of Health
 and Mental Health
Hygiene Regulation 10.02.20
Social Worker

SAFETY POLICIES (pg.18)

SCHOOL COMMITTEES/MEMBERS (pg.18)

STATEMENT OF NONDISCRIMINATION (19)

CULTURE OF VIRTUE STATEMENT (pg. 19)

APPENDIX (pg. 20-25)

Drop Off and Pick Up Guidelines
Birthday Treat Form
Policy Book Verification Form
Technology & Internet Usage Agreement Form

Dear Students,

Before you were enrolled at St. John the Evangelist School, your parents thought long and hard about what our school could offer you. Serious consideration was given not only to the religious and academic programs but also to school discipline policies. They wanted to be sure that what we offered was consistent with their values and their dreams for you. Before you were allowed to enter our school, we met with you and your parents, and we evaluated your readiness for our school. After much thought, we accepted you into St. John the Evangelist School. Both your parents and the school staff have expectations of you while here. First of all, you are privileged and honored to be a member of this school community. Secondly, we expect only the highest from you in Christian behavior. **To this end we challenge you to strive to have a positive part in building up our Culture of Virtue here at St. John the Evangelist School by living out the Values Code listed below. We further challenge you to use the gifts God has given you to be the best student possible.** At the end then of each day, you can proudly respond “Yes” to the question: Was St. John the Evangelist School a better place because you were here today?

VALUES CODE

HONESTY

I will be an honest person.

RESPECT

I am respectful of others.

RESPONSIBILITY

I take responsibility for what I am supposed to do.

SELF-CONTROL

I will control my actions and words.

HARD WORK

I take pride in being a hard worker.

SELF-RESPECT

I have self-respect.

CONCERN FOR OTHERS

I will show concern for all other people

TOLERANCE

I am tolerant of others.

COOPERATION

I will cooperate with those around me.

FAIRNESS

I show fairness to those with whom I come in contact.

FORGIVENESS

I can forgive those who do me wrong.

COURAGE

I will be brave in facing life’s challenges.

SELF-KNOWLEDGE

I will pursue knowledge of myself.

Disciplinary Consequences

Failure to live up to this Values Code will result in the following procedures which have been established to help students focus on the importance of honor and respect:

1. Conference with student.
2. Call to or email to parents.
3. Discipline notice mailed to parents.
4. Demerits given out – Grades 4 – 8.
 - a. Two demerits for disrespect/rudeness
 - b. Two demerits for disruptive talking in class.
 - c. Two demerits for inappropriate behavior
5. An accumulation of six demerits will result in detention. Parents will be notified in advance of the date and time of the detention.
6. If a student’s behavior does not change after a detention is served, the teacher-initiated Problem Resolution Process will be put into effect beginning with Part F.

The Principal may make a determination about immediate detention depending on the severity of the inappropriate behavior, such as taking the name of the Lord in vain.

Problem Resolution Process-Teacher Initiated

- A. Teacher meets with student
- B. Teacher calls parents
- C. Teacher meets with principal
- D. Teacher/parents/student conference
- E. Teacher/principal/student conference
- F. Teacher/principal/parents/student conference
- G. Principal/pastor conference
- H. Principal/pastor/parents/teacher/student conference

Problem Resolution Process-Parent Initiated

- A. Parent notifies teacher of nature of problem
- B. Teacher notifies principal if necessary
- C. Parent/teacher conference—student optional
- D. Parent/principal conference
- E. Principal/teacher conference
- F. Parent/principal/teacher conference—student optional
- G. Parent/principal/teacher/pastor conference

The Problem Resolution Process may also involve the expertise of the school’s social worker when the need arises.

COMMUNICATIONS

Recent surveys have shown that there are three major reasons our parents choose this Catholic school. All three reasons are equally important to them:

- 1) good religious/value education
- 2) good academic education
- 3) good discipline and a safe environment

Other surveys also show that when parents work hand in hand with the school in building a positive relationship and parents are involved in school functions and in their child's education, there is a better chance for academic excellence. At the root of any good relationship is good communication.

We have demonstrated over the years our high priority on the importance of communication through:

- the Policy Book
- the yearly school calendar of events
- quarterly progress reports of students' progress, when necessary
- weekly e-mails
- parent/teacher conferences
- personal telephone calls
- the St. John the Evangelist School Website: www.sjite.org
- the e-mail system
- the use of flyers, when appropriate, as reminders
- the church bulletin
- the use of personal letters mailed home
- report cards
- the Home and School Association
- the School Advisory Board

We have taken further steps to build up this communication priority by:

- a. holding Parent Class Meetings as a means of building a parent support system for identification and clarification of classroom issues. Parent Class Meetings are always held in the fall. Signed proposed agenda items from the parents must be submitted two weeks prior to the scheduled meeting. Since there will be necessary agenda items through the school itself, the fall meetings will always be held. Parent Class Meetings are held in the winter if there have been agenda items submitted at least two weeks prior to the scheduled date for them;

- b. holding an annual open policy meeting of the School Advisory Board.

ADMINISTRATION

ABSENCES

If a child is going to be absent, please phone the School Office between 8 and 9AM to inform the school. Since this is required by law and can potentially become a legal issue, when your child returns to school, he/she must bring a written excuse stating the cause of his/her absence.

Please do not send a sick child to school! No child is allowed to stay indoors at recess unless the School Office receives a written note from the doctor.

For an extended period of absence due to illness, a Homebound Tutor is applied for by the parents through Montgomery County.

If a child will miss school for an extended period of time due to travel, St. John the Evangelist School will not assume responsibility for the academic progress of the student. Extended trips are not included under the heading of excused absences, even though prior arrangements have been made. Teachers are under no obligation to alter assignments or tests or to provide advance assignments whatsoever.

ARCHDIOCESAN POLICY TOTAL SCHOOL DAYS (ADW)

We follow the Archdiocesan policy regarding the required total number of school days.

ARCHDIOCESAN SCHOOL ATTENDANCE (ADW)

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 a student's immediate family**
- 3. Necessity for a student to attend a judicial proceeding**
- 4. Lawful suspension or exclusion from school by school administration**
- 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 class; 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.

DISCIPLINE

The mutual rights and responsibilities of students and teachers are recognized and upheld through a Christian environment conducive to learning. The Archdiocesan policies and procedures with regard to discipline, suspension, expulsion, alcohol and other drugs will be followed. Further details on this policy or any other policy of the Archdiocese may be found in its Policy and Regulation Book available in the School Office.

EARLY RELEASE

Children who must leave school early to keep doctors' appointments or for any other legitimate reason are required to bring an excuse to that effect to the Principal. Children leaving school early must wait inside the front door for their rides.

All phone calls coming into and out of the school must be monitored by the Principal or her designee. While under our supervision, students are not allowed to lend their cell phones to other students unless officially authorized to do so. Therefore, **no student is to use a cell phone or the cell phone of any other person, parent, or student, to call to leave early.** The call is usually made on the school phone and is made with the knowledge and permission of the Principal or her designee.

EMERGENCY PROCEDURES

In the event that parents go away and leave their child/children in the care of someone else, the School Office must be notified in writing. This information must include the name(s) of the person(s) in charge, their home and business telephone numbers, as well as permission for them to take full responsibility for any action to be taken in case of emergency. **(See above)**

***Denotes New Policy**

OUTSIDE SCHOOL ACTIVITIES

Any activities held outside the school that are considered detrimental to the reputation of our school will be handled as school issues. **This policy includes using the internet or any other technological means of communication in an inappropriate manner.**

RELIGIOUS NATURE-PARENT/GUARDIAN (ADW)

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. John the Evangelist 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 the Evangelist derives from its Catholic faith. As the primary educators of their children, 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 the Evangelist School.

SCHOOL HOURS AND PROCEDURES

***Grades Jr. Kindergarten–Eight**

First Bell—8:05am Dismissal—2:55pm
Jr. Kindergarten - Half Day 8:05am -12:30pm

Arrival time for students in Jr. Kindergarten through Grade Eight is 7:50-8:00am. Students K-8 are to wait on the playground until the bell rings at 8:05am.

*Playing on the playground at this time is prohibited. At that time, they form lines and enter the building by means of their classroom doors. Students who are not on the playground when the bell rings at 8:05am are considered late (see Late Policy on pg. 8).

Before School Program is available for students whose parents need to have their children come earlier. This program runs from 7:30-8:00am and is held in Room 8. The cost is \$4 for the half hour. ***On days with a 2 hour delayed opening, Before School Care will begin at 8am.**

A.M. When dropping off children in the morning, please use Woodland Drive only. Never drive around the school in the morning since there are children on the large playground. Have children ready to exit from the car door by the playground. Never have them exit onto the incoming traffic of Woodland Drive and **NEVER**

park your car in that area. After your child(ren) is safely on the playground, drive up and around the convent parking lot and exit back out to Woodland Drive or onto Georgia Ave. **NEVER** make a U-turn on Woodland Drive. If you want to park your car, ***drop your child(ren) off first, then drive to the convent parking lot and park.**

P.M. When picking up your children, go slowly up the back driveway to the large playground. To pick up your children safely, parents of Kindergarten and Jr.K are asked to park at the back of the large playground away from the main traffic flow area and then go and get your child(ren) who will be waiting with their teacher at the far back hall doors. All other cars are to line up in order until the teachers see it is safe to let the other grades go to their cars. For safety reasons, parking anywhere else to pick up your child(ren) is highly discouraged.

When weather conditions at dismissal time are so dangerous that we cannot even allow the safety patrols to go out, parents will have to come into the school and collect their child(ren).

In consideration for other drivers parked behind you, please get in your car and be ready to move out when the signal is given.

Except on the First Friday in October when pets are blessed, **NO ANIMALS are to be brought into the school or be on the school playground during school hours.**

For everyone's safety, those who ride bicycles to school are to walk their bicycles onto the grounds and secure them. They are to be the first to leave at dismissal time. Also, no other means of skating equipment, i.e., skateboards, scooters, rollerblades, are to be used by anyone before school or during our regular dismissal time. No running on the grassy area during dismissal.

Occasionally being late either in the mornings or afternoons can be excused. However, day in and day out being late is inexcusable, inconvenient, and a bad habit. Any students remaining on the school premises after 3:15pm or 12:45pm on half days will be supervised in Room 2 by one of our school personnel. After two such occurrences, a fee of \$10.00 will be charged per hour or fractional part thereof—which means, if they are picked up at 3:20pm, for instance, or 4:00pm, the fee will be \$10.00. If picked up at 4:15, it will be \$20.00. Policy regarding consistent late pick up will be enforced.

JR.KINDERGARTEN

***Jr. Kindergarten – Full Day 8:05am - 2:55pm**
***Jr. Kindergarten – Half Day 8:05 am - 12:30pm**

Drop Off

Parents who have students **only** in Jr.K are to park in the small parking lot and then the student(s) are to be **walked to their back outside classroom door - #27.** **NEVER** drive in the back driveway at Drop Off. If you walk your child to school, also go in the back outside classroom door. In inclement weather, still park in the small lot and still walk your child, but to the side hall door which is closer. **Never park in front of the dumpsters.**

Parents who have children in Grades Jr.K - 8 are to park on the convent parking lot, drop all of their children off at 8:00am on the large playground, but are asked to walk their Jr. Kindergarten child right to their outside classroom door.

Pick UP

A.M. Park car in small lot and go meet your child at the end of the small enclosed playground. Leave the parking lot carefully.

P.M. (see pg. 6--Grades K - 8 section)

Parents need to advise their children ahead of time what to do should their rides be delayed for any reason. Parents are to call the school if they know in advance that they will not be able to pick up their children on time. In an emergency and you are not able to call, we will tell your child to go into the school and try to call you to verify pick up. The children not picked up immediately after school will be instructed to go to Room 2, the Music Room, to wait for their rides.

Curriculum

A formal Archdiocesan Standardized Curriculum is followed for the Jr. Kindergarten. Focus at this early age is placed on readiness for school, socialization, and the importance of play.

Field Trips

In the event that it is necessary to cancel a Jr.K field trip due to weather or any other emergency, notification will be made to the parents at least two (2) hours prior to the scheduled departure time. The first parents to be called by the teachers will be the Room Parents who will be advised by the teachers to begin their phone tree process. The teachers will e-mail the cancellation to the parents as well. Always keep in mind that the parents make the final decision regarding their child's safety.

Testing

While informal evaluations take place all year round, a formal evaluation is administered to the 4 year olds in the spring to determine the students' readiness for success in the formal Kindergarten school program.

*ANNOUNCED DELAYED OPENINGS

St. John the Evangelist School, Grades Jr.K-8, will follow Montgomery County's announced delayed openings. If Montgomery County has no school, the Archdiocese of Washington will announce delayed openings.

ANNOUNCED EARLY DISMISSAL ANY EMERGENCY

If Montgomery County announces that their schools will be dismissing after 12:30pm, we will dismiss at our usual time, 2:55pm. **In the interest of maintaining as normal a schedule as possible at these times, please make every effort to pick up your children only at the assigned times for emergency dismissals. Parents must always notify the school (by email or phone) ahead of time if their child is to go home with another parent. Otherwise, the student will remain at school until we are directly contacted by the parent.** (See page 16 regarding the use of the school phone and cell phones.)

ANNOUNCED SCHOOL CLOSING FOR THE TOTAL DAY

St. John the Evangelist School will follow Montgomery County's announced school closing for the entire day due to any weather or safety-related emergencies.

ARRIVAL PROCEDURES FOR INCLEMENT WEATHER

On inclement weather days, please **drive all the way down to the end of the school building for drop-off.** Your child may enter any opened outside classroom door or hall door. Do not park or drop off directly in front of the school, unless it is the only area open, as this is the major cause of back-ups onto Georgia Avenue and August Drive.

Parents are asked to NEVER make a U-turn on Woodland Drive but should drive down to the convent parking area and turn around there as they usually do.

***On inclement weather days or delayed openings, the Before School Program will begin at 8:00am.**

Inclement Weather

When there is inclement weather in the morning, students enter in through open classroom doors or the main doors or just walk in through the hall doors by the first driveway entrance to the large playground.

While students may come in through the main doors, we ask that you consider driving up to the first entrances to the large playground and let your child(ren) enter through those hall doors rather than crowd the main entrance. Doing this will eliminate some of the backup on August Drive and Georgia Avenue.

LATE POLICY—K - 8

If any students are not in line when the classes come in at 8:05am, they are to enter the school through their own classroom door. The Homeroom Teacher will be responsible to mark them late on the Absentee/Late Form which is sent to the office each morning. Any student who comes in after that form has been sent to the office and/or after the bell has rung for the first change of class must report to the office for an **Admit To Class Slip and be recorded as late.**

It is the responsibility of the parents/guardians to be sure that the child(ren) is on time for school. **Excessive, unexcused lateness (more than 10 times a year)** will be questioned not only by us but by the high school to which a student may be applying. Being late can become a habit that in most cases is caused by a lack of organization. The child is learning an inappropriate lesson in life that can affect the smooth operation of the organization and furthermore have a negative impact on his or her progress in school. **If this habit continues to be excessive, recess will be denied each time the student is late after ten such times.**

SEARCH AND SEIZURE

Every principal and assistant principal may conduct a search of the physical plant of the school and every appurtenance thereof, including students' lockers. Public School Laws of MD - Article 77, Section 96A.

THREATS (ADW)

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. John the Evangelist 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.

VISITORS

A visitor is considered as anyone not paid by the school. When coming to our school for whatever purpose, visitors must sign in and out and wear a visitor's pass at all times even when they are having a meeting with a teacher prior to school starting. **For obvious safety reasons, visitors may never just go to a classroom and give a child a message or interrupt the class for any purpose. Teachers will be advised to deny access if this should happen.**

WITHDRAWAL OF STUDENT

Under ordinary circumstances, parents who have withdrawn their child to attend a local area school or who home school and wish to re-enter our school will not be guaranteed a place. A fee of \$7.00 will be charged for preparing transcripts.

CURRICULUM

We follow the **Archdiocese of Washington's Curriculum Standards** in all subjects. At **Back-To-School Night** in the beginning of the school year, teachers go over these standards and their own classroom policies with the parents. The Archdiocesan Curriculum Standards are available in the library.

HUMAN SEXUALITY AND SAFETY PROGRAM

We follow the Archdiocesan Human Sexuality guidelines which embody our wellness and safety policy. Students will learn to respect their bodies as temples of the Holy Spirit and make choices that will keep them safe and their bodies healthy. These guidelines also teach the students how to protect themselves against predators.

RESOURCE PROGRAM

The purpose of the resource program is to serve, as far as possible, the children in our parish who have been diagnosed with learning and/or physical challenges. The educational plan and resource time advised through the professional evaluation will be incorporated by the resource teachers as much as possible. Ordinarily, if there are other elementary school-aged siblings in the family, it is expected that they will attend our school as well.

SPANISH

While Spanish is not officially an Archdiocesan mandated program, all students are expected to participate in taking this class unless they have been officially documented as having a learning disability.

FIELD TRIPS

In order to be considered as a chaperone on a field trip, parents must have been cleared through the Archdiocese of Washington Child Protection Program.

It is our policy that different parents should chaperone these trips so that all who volunteer to do so have the opportunity. Chaperones have a serious responsibility to be sure that the students they are assigned are safe and accounted for at all times.

During the school year, field trips are incorporated into our school program. They are part of our educative process. Students may be expected to prepare beforehand, and follow-up activities may also be required.

Buses are usually used for these trips and written permission must be given by parents. Proper supervision is provided with the help of parents who accompany teachers and students on these trips.

Since field trips are considered to be a part of the school program, **ALL STUDENTS** are expected to participate. Attendance is expected as if it were a regular school day. Younger siblings are not allowed on field trips. If a student misbehaves on a field trip, it is Archdiocesan policy to require that the parent of that child go on the next field trip as a chaperone or the child may not go on the field trip. Uniforms will be worn unless otherwise stated on the permission form.

In the event the original field trip permission form is misplaced, please request a duplicate from the School Office.

TECHNOLOGY AND INTERNET USAGE (ADW)

Our school follows the Archdiocese of Washington's Policy regarding 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, 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 any 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 cyber-bullying behavior. **Any student use of cell phones and mobile devices during school hours is prohibited.**

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 copyrights 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 the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year.

GRADUATION

A diploma will be granted to all students fulfilling the criteria for graduation as set by the Archdiocese of Washington and when all financial obligations have been met. Those students not fulfilling these requirements will be issued a Certificate of Attendance. **If financial obligations have not been met, the student will receive the diploma case and the diploma kept until obligations have been met.**

HIGH SCHOOL INFORMATION FORMS

A fee of \$10 paid to St. John the Evangelist School is required to process all high school information forms. In order for the faculty and administration to write the best possible recommendation for your child, parents must follow these guidelines:

1. Provide all the necessary information.
2. Provide a stamped, addressed envelope.

3. Provide a summary/list of your child's extracurricular activities.
4. Allow a minimum of two weeks for the recommendation to be completed.
5. Write a follow-up thank you, from the student, regardless of whether or not the scholarship was awarded is most appropriate.

Students, with a note from their parents, may shadow two high schools without being marked absent.

HOMEWORK AND TESTS

It is the school's policy that written homework will be checked on the day it is due according to each teacher's policy. We follow Archdiocesan policy regarding the amount of homework assigned. For Grades 1-5, written homework is not assigned over the weekends or holidays unless it is an assignment that is being made up. However, on-going assignments such as flash cards, vocabulary words, and assigned reading can be given for weekend homework. In recognition of the need to adequately prepare our students for high school, homework may need to be assigned over the weekends for Grades 6, 7 and 8. Teachers will always be aware of the importance of families spending quality time together on the weekends and will adjust the homework accordingly. It is the school's policy that all assigned written work during a given school week is completed by the end of that week. Failure to complete this work will result in a zero (0) for that assignment(s).

A **Homework Skills Program** is offered after school for those students in Grades 4 - 8 who wish to do it then or who may be having difficulty getting it done.

Long-range projects may be a part of homework. It is important that students are instructed by the teachers and helped by the parents on how to spread the work out so it is not done the last minute. Quality of work is the goal of these projects. This is achieved by developing the student's high levels of thinking so they are able to go beyond facts and comprehension to comparison, synthesis, and evaluation in their projects and into creative ways of presenting these projects. Grading them is done on quality rather than on quantity.

Generally all test and quiz results should be seen by the parents. However, students who receive a **D** or **F** on a test or quiz are expected to have them corrected and then signed by their parents and returned to the teacher as verification that parents are aware of this grade. Teachers will contact the parents if these test or quiz

papers do not come back signed and corrected in two days.

Tests and quizzes will be reviewed by the teacher in class so corrections can be made. Grades are not dropped because test and quiz papers are not signed.

The faculty will limit the number of major tests scheduled for a single day to three. When a student misses tests or quizzes because of an excused absence, the teachers are aware of the stress of making up tests and quizzes and will schedule make-up tests and quizzes accordingly, no more than three in one day.

Furthermore, so that more class time is not missed due to illness, the student will make up the test or quiz at recess time or after school.

OPEN HOUSE

Open Houses are held **semi-annually**. To maintain good order and to assure that classes are not disrupted, parents may visit our classrooms only at this set aside time.

PROGRESS REPORTS

After review by the principal, Progress Reports are mailed four times a year to either affirm a student's progress or to alert parents of potential problems. Potential problems are reported because there is time before the report card grade is given for the student to change. Progress Reports will be sent by any teacher who believes that a student is likely to receive a U in the remark section of the report card, to get a D or F on his/her next report card, or to drop two or more full grades from the last report card. **Parents who receive the latter are asked to call the school to make arrangements to discuss these concerns with the teacher.**

PROMOTION AND RETENTION

Our school follows the Archdiocesan policy regarding the promotion and the retention of a student.

Basic Skills Subjects:

Reading, Mathematics, Language Arts

Academic Subjects:

Social Studies, Science, Spelling, Vocabulary,
Religion

According to Archdiocesan policy, students who fail either two Basic or a Basic and Academic subject may be required to repeat the grade. If it is better for all concerned that the student not re-enter the grade, then this student will be **Socially Promoted**.

Students who are Socially Promoted or fail one Basic or Academic subject will be required to go to summer school or to be tutored. Evidence of summer school/tutoring must be received by the school administration before the student begins the next school year.

REPORT CARDS and PARENT/TEACHER CONFERENCES

After review by the principal, Report Cards are given quarterly to the parents. Appointments will be made up to 24 hours prior to conference day through Sign Up Genius. Student evaluation conferences between teachers and parents are held as follows:

<u>November</u>	Parent/Teacher meetings, by on-line appointment, are at the discretion of the parent and/or teachers involved;
<u>February</u>	Parent/Teacher meetings, by on-line appointment, while at the discretion of the parent and/or teachers involved, are also set up to discuss the possible need to re-enter a grade.

Other conferences may be held at the convenience of teachers and parents. Teachers may be contacted by a note or telephone call to the School Office or email. The principal's assistant or receptionist will take your number and have the teacher call when his/her schedule permits. **UNDER NO CIRCUMSTANCES should teachers be detained in the hall during, before, or after school hours without an appointment arranged through the office, nor should teachers ever be called at their homes.**

Report Cards will be given to the parents whose tuition and church contributions are made for the respective quarters. Parent/ teacher conferences will be arranged provided the same financial obligation is honored.

STUDENT RECOGNITION

It is our philosophy that school is an enriching experience when children have a healthy self-image. We further believe that this healthy self-image comes first and foremost from home. However, it is the school's responsibility to continue to affirm this image by helping the children achieve their best ability and by helping them build good, solid relationships especially with their peers. While competition outside oneself serves a good purpose for the most part, we believe at this sensitive time of development emphasis should be placed on competition within oneself. Throughout the course of the year, teachers take opportunities both formally and informally to affirm this healthy self-image or to assist the child in building one.

At our annual C.Y.O. Awards Program and our School Awards Program, we recognize the whole range of performances that make up the total child.

TESTING PROGRAMS

Scantron® tests are administered at the beginning and end of each school year to measure student progress. Benchmark tests may also be given. Diagnostic tests which accompany the textbooks are given in connection with each level or unit.

The High School Placement Test is administered in the winter for eighth graders.

Students entering our Kindergarten are administered a formal test. As a rule, we do not accept new students in Grades 7 and 8. New students to St. John the Evangelist School in Grades 4 to 6 are administered a standardized reading and math test. Prospective students in Grades 1, 2 and 3 are evaluated by the teacher whose room the child visits for a day. A formal conference with the parents is also held for these students. Furthermore, students new to Grades 1 to 6 are admitted on the condition that they maintain the academic and discipline standards of this school.

TEXTBOOKS

Textbooks are evaluated on a regular basis. The evaluation follows Archdiocesan policy and is usually done by a committee of teachers and interested parents.

Textbooks or library books which are lost or mutilated must be repaired or reimbursement made. Lost or mutilated hard-covered books will be \$40.00 and loss of workbooks will be \$20.00 Replacement will be made when payment is received. Reimbursement will not be made if book\workbook is later found.

Tutors may rent additional textbooks for a fee of \$40.00 each or purchase any workbooks at cost. Double sets of books are only available to parents whose child(ren) are officially documented to have a learning disability. The documentation must state that this service is necessary. In this case, a **down-payment** will be required depending on the number of books needed. If these books are lost or mutilated, full payment will be required. If the books are returned in good condition, the down payment will be refunded. All workbooks will need to be purchased.

Library books are evaluated before purchase. Should any parental concern arise about any book, the procedure approved by the Archdiocesan Library Association will be used.

EXTRACURRICULAR ACTIVITIES

BEFORE SCHOOL CARE PROGRAM

St. John the Evangelist School offers a before school care program for parents who may need this service. Parents may drop off their Jr K-Grade 8 children at 7:30am. and for a two hour announced delay opening at 8:00am. The cost is \$4.00 per student per half hour.

C.Y.O. (CATHOLIC YOUTH ORGANIZATION)

St. John the Evangelist School participates in C.Y.O. sponsored sports programs for Grades K-8 offering: soccer, basketball, baseball, track, and rugby. Children develop the athletic virtues of teamwork, self-discipline, good sportsmanship, and competitiveness in a positive, Catholic environment.

EXTENDED SCHOOL PROGRAM (ESP)

St. John the Evangelist School offers an Extended School Program for parents who may need this service. This program is for Kindergarten to Grade Six students under the direction of certified personnel and operates whenever school is open. The fee is \$8 per hour.

The time schedule for this program on a regular school day is 3:00 – 6:00 pm. The time schedule for this program for ½ days is 12:30 – 6:00pm.

Weather permitting, the schedule includes outside play. Children who are not well enough to go outside should not be in school at all or at least picked up at the regular dismissal time, i.e., 2:55pm.

HOMEWORK SKILLS PROGRAM

The Homework Skills Program is conducted from 3:00 - 4:00pm for students in Grades 4 - 8. **Teachers in this Program assist students in developing organizational skills, in completing homework assignments, preparing for tests, and doing long-range projects.** The Program is held for approximately six weeks in each quarter. All students new to Grades 4--8 are encouraged to be in at least the first session of this Program. The fee is \$60 per session.

AFTER SCHOOL PARTIES

Invitations to individual parties are not to be given out during school time or on school property.

Furthermore, arrangements to pick them up for the party may not be on school grounds. In the event that an entire class will be invited to a party, parents must obtain permission beforehand from the teacher/administration to distribute invitations.

The school does not sponsor or promote evening dances for Seventh and Eighth Grade students.

SCHOOL PARTIES

Parents may bring in treats for the class (Grades K - 8) only on their own child's birthday. A form must be completed one week in advance and submitted to the office. These forms will be available from the homeroom teacher, (see Appendix).

Special concern must be made for students with food allergies, especially nuts and peanut butter. Halloween, Christmas, Valentine's Day, and end of the year parties may be held during the school day. These parties are coordinated by the Room Mothers. The treats, therefore, are only what the Room Mothers determine. No other treats should be brought in.

FINANCES

Families who are registered and contributing members of our parish are eligible to receive in-parish tuition. New families from other Catholic parishes who wish to be considered for in-parish tuition must provide a statement from their Pastor verifying that they are a registered and contributing member of that parish.

***ALL FAMILIES WISHING TO RECEIVE THE PARISH SIBLING GRANT MUST APPLY FOR FINANCIAL AID THROUGH ADW. IF YOU DO NOT APPLY FOR AID, YOU WILL NOT RECEIVE TUITION REDUCTION FOR YOUR 2ND AND 3RD CHILD, ETC.**

TUITION RATES FOR 2015-20156

In-Parish Tuition for K - 8 \$7,800

Non-Catholic Tuition K - 8 \$9,900

Jr. Kindergarten (4 years old)

Full day program \$8,900

Half day 8:15-12:30 (includes lunch) \$5,300

Tuition is paid through TADS via automatic deductions. Payment Agreement forms are filled out by the parents and turned into the School Office where they are collated and sent into the company.

LATE PAYMENT POLICY:

1.) When notified from TADS that any family is delinquent in paying tuition, a letter is sent reminding the family of its financial obligation. If it happens a second time, a second letter is mailed to the delinquent family being advised that if its financial obligation is not met, a conference with the Pastor will need to be arranged.

2.) Parents who have a child in Grade 8 and have not met their financial obligations by January 20th will

jeopardize their child's chance to get into a high school since materials due to be sent to the high school will not be sent.

For 8th Grade parents who fail to pay tuition in full by May 15th the results are as follows:

- a. Final grades will not be released to high schools
- b. Transcripts will not be mailed to high schools
- c. Their child will not receive a diploma or award.

3) By June 19th, any financial obligations, including fundraising, lost library books, and Before and After Care, that are not paid in full will be added to the next school's year's tuition.

4) Student records will be sent to requesting schools only when all financial responsibilities are met.

The first, second, and third report cards will be given to those parents whose tuition is paid for the respective quarters and who have given evidence of being contributing members. **The fourth report card will be given to those parents whose tuition, school service / financial obligations, and all other outstanding fees are paid in full, and who have given evidence of being contributing members of the parish.**

No postdated checks will be accepted, and checks must wait one week to clear the bank. If a check is dishonored by the bank, the family will be charged an additional \$25.00 by the school to offset administration costs incurred by the school. After a second check is dishonored by the bank, we will only accept a Money Order, Cashier's Check, or cash payment.

Every effort is made to assist families who may be having difficulty meeting their financial commitments.

To this end ALL FAMILIES MUST:
***APPLY TO TADS FOR FINANCIAL ASSISTANCE-WHICH NOW INCLUDES THE PARISH AWARDED SIBLING GRANT. IF YOU DO NOT APPLY FOR AID THROUGH TADS, YOU WILL NOT RECEIVE THE SIBLING GRANT FOR YOUR 2ND, 3RD, ETC CHILD.** Complete the official financial aid form with TADS through your family-specific link in a timely manner in order to see if you qualify for Archdiocesan financial aid. If aid is received or not received through the Archdiocese, yet still more assistance is needed, the completion of this form qualifies the family to be eligible for additional parish tuition assistance.

Other avenues for financial assistance are:

- the Archdiocesan Pastors' Committee
- the Sponsor-a-Student Program
- the Ann Watson Nalls Scholarship
- the Catholic Business Network Scholarship
- the Latino Fund
- Anna Colella Scholarship
- Hope Smith Scholarship

ENTRANCE PROCEDURES FOR NEW STUDENTS

- 1) Official application form must be completed including non-refundable deposit.
- 2) Formal/Informal Testing is administered to determine readiness for the grade for which the child is applying.
- 3) Upon acceptance, parent/guardian completes official Registration Forms.
- 4) To be able to continue to be a student at St. John's, all new students must meet the academic and disciplinary standards of our school

APPLICATION, TESTING, REGISTRATION FEES FOR NEW FAMILIES – 2015-2016

Application Fee Jr.K - Grade 8 per first child - \$100.00. This fee is **non-refundable and not applicable to other fees.**

Testing Fee Kindergarten - Grade 8 per child - \$100.00. This fee is for each child entering the Jr.K-Grade 8. It is **non-refundable and not applicable to other fees.**

Registration Fee Kindergarten - Grade 8 Per Family- \$300.00. This fee is payable at the time of acceptance and is **non-refundable. It is not applicable to any other fees. If you are moving out of the area, the registration fee is refundable up to August 31st of the current school year.**

REGISTRATION POLICY FOR ALL JR. KINDERGARTEN STUDENTS TO ST. JOHN THE EVANGELIST SCHOOL

Registration for Jr. Kindergarten (both for current and new families) opens November 6th. **The process of registering student will be done online using TADS.**

Preference for acceptance into the Jr.K Program is as follows:

- 1) Parents with other children in our school;

- 2) Parents new to our school who are interested in remaining in our school beyond Jr.K.

A child entering Jr. Kindergarten (4 year olds) must be 4 years old by September 1. (ADW) Parents requesting an exemption to this policy must sign the Transitional Jr. Kindergarten form stating that they agree that unless they provide St. John the Evangelist School with an official document from their local school district stating that their child has been granted early entrance into Kindergarten, their child will have to re-enter our Jr. Kindergarten Program.

Ages must be verified by a birth or baptismal certificate. A readiness test for Kindergarten will be administered before acceptance. This is for placement and/or screening purposes.

REGISTRATION POLICY FOR NEW STUDENTS KINDERGARTEN THROUGH GRADE 8 TO ST. JOHN THE EVANGELIST SCHOOL

The process of registering students will be done online using TADS. A child entering Kindergarten must be 5 years old by September 1. Parents requesting an exemption to this policy must provide St. John the Evangelist School with official documentation from their local school district that their child has been granted early entrance into Kindergarten.

RE-REGISTRATION FOR STUDENTS CURRENTLY ATTENDING ST. JOHN THE EVANGELIST SCHOOL

Re-registration will be done on line using TADS.

Parents are required to re-register their children annually. **Re-registration must be completed before February 27, 2016, in order to ensure placement for the subsequent school year. The re-registration fee per family of \$300.00, non-refundable and not applicable to any other fees, is due with the completed re-registration form.**

A \$100.00 late fee (per family) will be charged for any forms returned after February 27, 2016.

PLEASE NOTE: It is our policy that whoever pays for tuitions and/or whomever the children live with will be given all materials. Parents who neither pay tuition nor live with the children, therefore, receive materials from the paying parent if they wish to share them.

The Church/School Fiscal Year is July 1, 2015 to June 30, 2016. In order to obtain credit for church contributions made, the weekly, white offertory envelopes should be used.

All school financial amounts are subject to change for each new school year.

MILK PROGRAM

St. John the Evangelist School participates in the Federal Milk Program but does not participate in the Free Milk Program. We ask that those children who want milk order it for the year. Orders and payments take place at the beginning of the school year.

SERVICE HOURS and FUNDRAISING

Research has shown that good schools encourage and have the involvement of dedicated parents. There are so many needed activities that not only enhance a school but are also vital to the school's operation. At St. John the Evangelist, we are proud of our parental involvement, which has been given over the years in the true Christian spirit. We continue to encourage that spirit.

In order to meet the Home School Association's (HSA) annual fundraising goal, we require each family to participate in whichever fundraising activity they choose in order to contribute a minimum of \$370.00 per year. These fundraising activities will be outlined at the first HSA meeting of the year. In lieu of participating in these activities, we require a donation of \$370.00 per family.

LUNCH/PLAYGROUND DUTY GRADES K-8

One area we really need to have everyone involved in is our lunch and playground times. To this end, we ask the following:

***FAMILIES WITH 1-2 STUDENTS: 12 LUNCH-RECESS DAYS ARE REQUIRED.**

6 DAYS ARE REQUIRED FOR SINGLE PARENT FAMILIES.

FAMILIES WITH 3-4 STUDENTS: 15 LUNCH – RECESS DAYS ARE REQUIRED.

7 DAYS ARE REQUIRED FOR SINGLE PARENT FAMILIES.

FAMILIES WITH 5 OR MORE STUDENTS: 18 LUNCH-RECESS DAYS ARE REQUIRED.

8 DAYS ARE REQUIRED FOR SINGLE PARENT FAMILIES.

Parents who are unable to satisfy their lunch/playground requirements will be charged \$10 per day according to obligations previously noted.

A no-show fee of \$20 will be assessed for each missed day. Paid substitutes, including teachers, will be paid \$10 per lunch/recess duty.

Each lunch/playground duty served over a family's requirement will be credited \$10 toward the family's fundraising obligation.

GENERAL INFORMATION

LOST/STOLEN ARTICLES

In the event that items should be lost or stolen, every effort will be put into recovering those items. The school, however, after making such effort, is not responsible for the replacement of these items.

LUNCH PROGRAM

The school has a Hot Lunch Program every Wednesday. Children must bring their lunches on all other days. **As part of our Culture of Virtue Program**, and since children eat their lunch in their respective classrooms, we require respect and order during this period. In order to achieve this, the following rules apply:

1. Students usually remain in their assigned seats during lunch, talk quietly, and use proper manners;

2. In Grades 1, 2 and 3, the lunch parent in charge will collect the trash. Students bring back the leftover milk to the kitchen. The person in charge lines up the students to go outside when it is time.

In Grades 4,5,6, students dispose of their trash, take the leftover milk back to the kitchen, and use the bathroom facilities before they go out to recess. The lunch parent dismisses the students to go outside when it is time.

3. In Grades 7 and 8, the lunch parent dismisses the students to go outside. When recess is over, the students have lunch in their classrooms, dispose of their trash, take the leftover milk to the kitchen, and use the bathroom facilities before classes resume.

Recess: While we have a Playground Monitor, there is need for additional supervision from our parents. In keeping with our Culture of Virtue Program, parents are asked to be alert in their supervision, especially making sure that all of the children are involved in the activities so that no child is left out or not felt accepted. Parents are to report to the homeroom teacher each time they are on duty what went well and/or what concerns needed their attention. The teacher will then deal with these concerns as necessary.

Lunch times

Grades 4/5/6 Lunch- 11:35AM-11:55AM
Recess- 11:55AM-12:15PM

Grades 7/8 Recess- 11:35AM-11:55AM
Lunch- 11:55AM-12:15PM

Grades 1/2//3 Lunch- 12:00PM-12:20PM
Recess- 12:20PM-1:00PM

Jr.K	Recess	11:30AM-12:00PM
	Lunch	12:00PM-12:30PM
Kindergarten	Lunch	11:30AM-12:00PM
	Recess	12:00PM-12:30PM

PICTURES

Individual pictures of all children are taken annually. There is no obligation to purchase the pictures. If parents do not wish their children's pictures to be used in any school publication, please inform the school in writing in September. Uniforms are not required for the school picture.

STATIONERY AND SUPPLIES

Stationery and supplies may be purchased at school each morning from 8:05 to 8:15am.

STUDENT RECORDS

The Archdiocesan policies regarding student records are followed. Parents wishing access to these records must contact the School Office to set up an appointment. When copies of student records are requested to be sent to another school, parents must have first fulfilled their financial commitments. A fee of \$7.00 will be charged for this service.

TELEPHONE CALLS

All phone calls coming into or going out of the school must be monitored. Emergency messages **ONLY** will be delivered by the office staff. Unless it is an emergency call, please do not call after 2:30 PM to leave a message since the office phone must be kept free for all other incoming calls.

CELL PHONES

*A parent letter requesting permission for their child to have a cell phone in the school is required. The student must turn in the phone at the beginning of each school day to the School Office and may pick it up at the end of the day. Failure to comply with this policy will result in the cell phone being confiscated.

IPODS/OTHER ELECTRONIC DEVICES

No electronic devices are allowed in the school unless they are curriculum approved by the principal.

UNIFORMS / JEWELRY / HAIR / NAIL POLISH

Time spent by the teachers to be sure their students achieve the required educational goals set for a particular class is jeopardized when teachers have to take time out of their classes to tend to any deviation from the school uniform requirements. Students need to center on the purpose for their coming to school and not be focused on creating their own agenda for style. The requirements stated below are reasonable and set a

Christian standard that has been a hallmark of Catholic schools.

GIRLS GRADES K - 5

Fall/Winter: November through March

Green/blue/yellow plaid jumper or uniform khaki pants with belt; white polo shirt with school logo; hunter green cardigan sweater with logo; green or white knee socks or tights; white crew socks; black or brown shoes. **Low cut sneaker socks are not allowed.** Sneakers are worn on gym days. **Blouses are to be tucked in at all times. Jumpers are to be of appropriate length.**

Gym Uniform: Mesh shorts with white uniform polo shirt, sneakers, and crew socks.

Summer: September, October, April, May, June

Green/blue/yellow plaid jumper or uniform khaki shorts with belt; white polo shirt with school logo, tucked in at all times; mandatory socks; black or brown shoes; sneakers on gym days.

GIRLS GRADES 6 - 8

Fall / Winter: November through March

Plaid kilt (same fabric as primary jumper) or uniform khaki pants with belt; white polo shirt with school logo, **tucked in at all times**; hunter green V-neck pullover sweater with logo; green or white knee socks, tights or crew socks; black or brown shoes. **Low cut sneaker socks are not allowed.** Sneakers are worn on gym days. Long sleeve shirts are **NOT** to be worn under the polo shirt. **Kilts are to be of an appropriate length.**

Gym Uniforms-Same as stated above.

Summer: September, October, April, May, June

Plaid kilt or uniform khaki shorts with belt; white polo shirt with school logo, tucked in at all time; mandatory socks; black or brown shoes; sneakers on gym days.

Because of safety reasons, especially at recess and during Physical Education classes, we do not encourage wearing jewelry. Therefore, the only jewelry students may wear is a small cross and chain, a wrist watch, one ring, and for the girls, a pair of small earrings.

Nail polish is not encouraged and is never applied at school. Cosmetics and nail polish may not be brought to school. Dyed/streaked hair is distracting to the real purpose for coming to school and is, therefore, not allowed.

Making any fashion statement should be left to the summer months or any other extended vacation times, not when school is in session.

BOYS GRADES K - 8

Fall / Winter: November through March

Forest green polo shirt with logo, **tucked in at all times**; khaki pants with belt; white, khaki, green, or black colored crew socks; black or brown dress shoes. **No low cut sneaker socks are allowed.** The St. John's green sweatshirt with logo may also be worn. Plain white short-sleeved undershirts may be worn under the polo shirt, but no longer than the shirt sleeve. Sneakers are worn on gym days.

Gym: Mesh shorts with green polo shirt; sneakers, crew socks.

Summer: September, October, April, May, June

Forest green polo shirt with logo, **tucked in at all times**; khaki shorts or pants with belt; mandatory socks; black or brown shoes; sneakers on gym days

No dyed or streaked hair is permitted. Boys' hair needs to be neatly trimmed off the forehead, cut around the ears, and cut above the ear lobes in the back.

UNIFORM TAG DAYS/NUT CARDS

On these specially designed days, **students who have acquired a NUT card (No Uniform Today)** may come to school out of uniform. NUT Cards are to be purchased prior to the Tag Day (*see Calendar for due dates and prices*). Tag Days are sometimes used as fundraisers for organizations in need or for Student Council projects. Tag Days are usually held on recognized holidays. For example, students may wear red/pink on Valentine's Day and green on St. Patrick's Day. Tag day attire for any specified occasion should be clean and modest and not distracting or inappropriate.

CONSEQUENCES FOR NON-COMPLIANCE WITH UNIFORM POLICY

Parents are primarily responsible to make sure that their child(ren) comes to school in compliance with the school's uniform/jewelry/hair/nail polish regulations. A written excuse from the parent is expected if a child is out of uniform for any reason. If a student comes to school out of uniform, and without a written excuse, it will be the homeroom teacher's responsibility to send that student to the School Office with the uniform policy form.

In addition to the above consequences, students in grades 4-8 receive the following consequences:

- 1) Teacher will send student to the School Office with a uniform form whenever the student is not in compliance first thing in the morning.
- 2) Parents will be notified.

- 3) After two infractions, the student will receive three demerits toward detention.
- 4) The third infraction will result in detention.

UNIFORMS ARE TO BE PURCHASED FROM:

*FLYNN & O'HARA UNIFORMS
LOEHMANN'S PLAZA
5210 RANDOLPH ROAD
ROCKVILLE, MD 20852
301-838-8958*

HEALTH POLICIES AND PROCEDURES

CHILDREN'S HEALTH

We follow Montgomery County's health regulations in all health-related matters especially if the health concern necessitates that the child stay home until he/she is past the contagious stage. It is most important, therefore, that you call and let us know immediately if this condition exists. If the health regulations require us to notify the other parents, we will do so. In the case of head lice, we may have to do our own screening if the condition persists.

Maryland law and Archdiocese policy require that all students who need medication, whether prescribed or over-the-counter, during the school day must bring in a completed and signed Student Medication Authorization Form (Form 8) from his/her doctor or nurse practitioner. Parents may ask their doctors to complete this form at the beginning of the school year for such things as Tylenol and Neosporin. Furthermore, these medications, prescribed or over-the-counter, must be given to our Medical Technician in their original containers. The Medical Technician will give it to the student as directed. This includes cough drops, etc.

Parents/guardians will be notified if their child becomes ill or is hurt during school hours. If necessary, the parents/guardians will need to make arrangements for their child to be taken home.

Parents/guardians must inform the school of any allergies or other permanent medical conditions that their child may have. We will follow the guidelines set by the Health Department to schools regarding our responsibility and, within reason, follow what the physician may prescribe.

If a child is injured or too ill to go outside, the child's parent must stay inside with him/her.

HEALTH EMERGENCY CARD INFORMATION

An emergency information card must be on file for each child. When there is a change of address or phone number or a change in the child's medical history, the parent should inform the School Office immediately so that the change(s) may be made on the information card.

HEALTH RECORDS

Each child enrolled in school has a health information file. Parents are asked to cooperate with the school in keeping this information up-dated.

MARYLAND STATE DEPARTMENT OF HEALTH AND MENTAL HEALTH HYGIENE REGULATION 10.02.20

No school principal or other person in charge of a school shall knowingly admit any pupil to or retain any pupil in a public or private Nursery, Kindergarten or Elementary School who has not had furnished evidence of primary immunizations against TETANUS, VARICELLA, DIPHTHERIA, PERTUSSIS, POLIOMYELITIS, MEASLES (RUBEOLA) AND RUBELLA (GERMAN MEASLES) in a manner approved by the local Deputy State Health Office. The last dose of vaccine received must be in accordance with the recommended schedule of immunizations and the child must continue to receive the appropriate immunizations on schedule in order to remain in compliance. Dates for these immunizations must be provided.

SOCIAL WORKER

While a parent/guardian signed Permission Form is necessary for the Social Worker to meet with a student, in an emergency, or at the principal's or his/her designee's discretion, the social worker may meet with a student on a one-time only basis without the parent/guardian signed permission.

Archdiocesan Policy

In the event of an emergency or crisis, the Archdiocese may send a team of school counseling professionals to our 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.

According to Montgomery County Health regulations, **NO SMOKING** is allowed in the school.

SAFETY POLICIES

We follow Montgomery County's policies regarding Emergency Response Procedures:

- **Lockdown** by definition "is a term used to describe the existence of an emergency/crisis in the school. **Lockdown** alerts students and staff that imminent danger exists inside or outside the school and requires moving to an immediate lockdown mode." Lockdown means that all students and staff are secured in a locked room with the windows shut and blinds down. Teaching is suspended until the teachers are advised that the emergency has been cleared. Fire alarms and other bells are ignored.
- **Shelter In Place** by definition is a term "to alert students and staff that an emergency exists at our near the facility requiring an enhanced level of safety and security." In this case, because the emergency is outside the building, the shelter in place consists of being sure that no one enters or leaves the building and that all windows are closed. Teaching goes on as usual.
- Conduct regular fire and tornado drills.

SCHOOL COMMITTEES AND MEMBERS

Listed below are the members of the various advisory committees to the Administrative Team of the Pastor and Principal.

School Advisory Board

Purpose: To provide advice and assistance to the Administrative Team of the school.

Phil Droege- President; Sean Rankin- Vice president; Carla Haywood- Secretary; Cathy Tramontana & Maureen Raines- HSA Representatives; Peg Daly & Andrew Ortner- Parish-at-large Representatives; Chris Desrocher, Nigel Smith, Mickey Manuel, and Kevin Dukes- Parent Representatives. Faculty Representative is on a rotating basis.

School Finance Committee

Ad Hoc Committee of the School Advisory Board

Purpose: To prepare and to monitor the school budget

Bill McDermott, Chairperson; Beth Thomas; Mickey Manuel; Marie James; and John Kershek

Home and School Association

Purpose: To build community and to raise the necessary funds to keep tuition reasonable and affordable

Cathy Tramontana- President; Maureen Raines- Vice-President; Kate Comello- Communications; Beth Johnson- -Treasurer

STATEMENT OF NONDISCRIMINATORY POLICY

St. John the Evangelist School, a school in the Archdiocese of Washington, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

We do not discriminate on the basis of race, color, national and ethnic origin in administration of education policies, personnel policies, admission policies, loan programs, athletics, and other school-administered programs.

St. John the Evangelist School, a school in the Archdiocese of Washington, to the extent required by Title IX, does not discriminate against any applicant/employee because of sex. We do not discriminate against any student because of sex in any educational program and activity.

St. John the Evangelist School, a school in the Archdiocese of Washington, does not discriminate on the basis of race, color, age, sex, physical handicap, national and ethnic origin, or marital status in the administration of personnel and **hiring** policies.

CULTURE OF VIRTUE STATEMENT

In cooperation with the Archdiocesan policy regarding a physically safe and emotionally secure environment, St. John the Evangelist School is committed to having a CULTURE OF VIRTUE permeate throughout the school.

Archdiocesan Policy: As a Catholic School, we believe and teach that each of us is called to love our neighbors and to treat them with respect. St. John the Evangelist 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.

The 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;
2. Is hurtful, repetitive, and shows an imbalance of power;
3. 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.
4. Occurs off school property but is considered detrimental to the reputation of our school or community. These occurrences will be handled as school issues.

This policy includes using the Internet or any other technological means of communication in an inappropriate manner.

For the safety of the children, please follow the procedures and rules below at morning drop off.

MORNING DROP OFF PROCEDURES

- Drop off time: 7:50am-8:05am
- Drop off Zone: Begins just past the handicapped parking space in front of school, just before the FIRST driveway of the school playground, and ends at the beginning of the SECOND driveway of the school playground. There will be NO parking and ONLY students will get out of the vehicle in the Drop off Zone.
- Curbside Safety Team: A team of *trained adults* will enforce morning curbside drop off procedures to promote safe behavior by keeping the flow of traffic moving, opening car doors, and assisting students (if necessary) to exit cars on the curbside in the drop off zone. All students must exit from their vehicle ONLY from the right side (CURBSIDE) onto the School playground. (Please adjust car seats accordingly.)
- Do not at any time pass the vehicle in front of you. Please be patient and keep the traffic moving.
- Do NOT make a U-turn on Woodland Drive.
- Park ONLY in designated parking spaces.
- If you arrive earlier than 7:50am and wish to park, please do not do so in the drop-off zone.
- Drop student(s) off first and park in a designated parking space if you need to come into the school for any reason; this includes anything requiring the driver to exit the vehicle for any period of time, the transfer of children to another vehicle, unloading of supplies/materials, etc.
- Once traffic allows, you may exit Woodland Drive at the far north end, turning left into the Church parking lot. Continue out to Georgia Avenue or re-enter Woodland Drive through the Convent driveway to exit August Drive.
- Morning Supervision of Students on Playground: Two teachers will be assigned morning playground duty from 7:50am – 8:05am; one at the Primary door area and the other at the Upper Grade door area.

"EMERGENCY OR NECESSITY-PARK & WALK" MORNING DROP OFF

- If it is absolutely necessary to accompany your child to the playground, vehicles may ONLY park in designated parking areas. Once vehicle is parked, parents/guardians MUST personally escort their student(s) by taking them by the hand and walking them across Woodland Drive.
- Designated parking spaces include: (1) School side-Woodland Drive, before the Fire Lane begins, (2) Church Parking Lot, eight designated spaces, and (3) Church side -Woodland Drive, after the Fire Lane ends, just past the Kennedy Room.
- Cars MUST follow the flow of traffic if parking on the Church side or in Church parking lot. DO NOT pass any cars at any time. (This could mean you wait in the Drop off Zone until the line of cars move forward.)

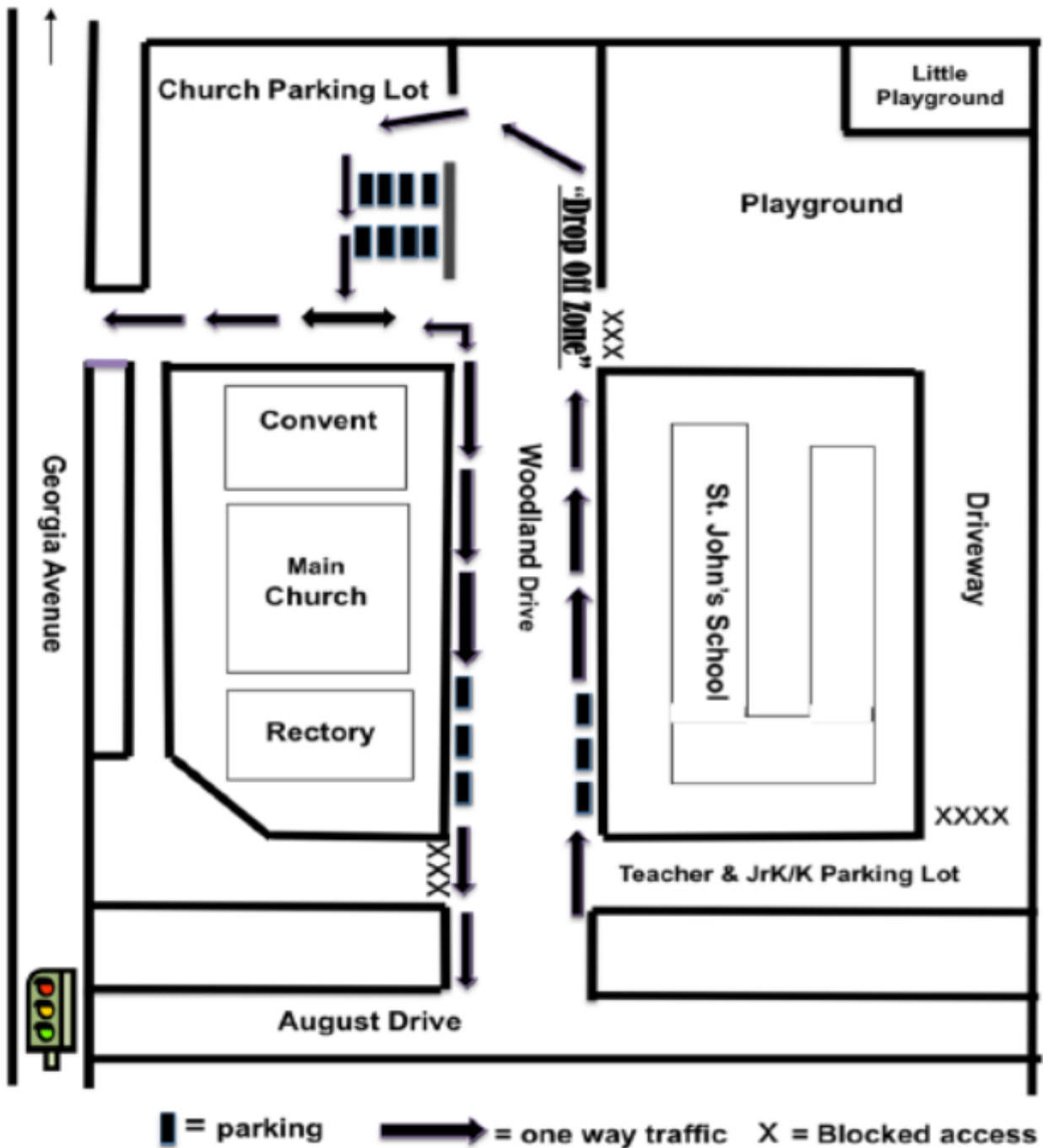
"INCLEMENT WEATHER" MORNING DROP OFF

- All vehicles will follow normal morning drop off procedures, in the Drop Off Zone, with one exception. Once students are dropped off, they may enter into the school immediately by using the Primary, Upper Grade, or Front of School Classroom Doors or front entrance of the school. Please comply for a safe and efficient morning drop off.

Note: These procedures may be modified as needed in our ongoing efforts to ensure student safety.

AM DROP OFF PROCEDURES

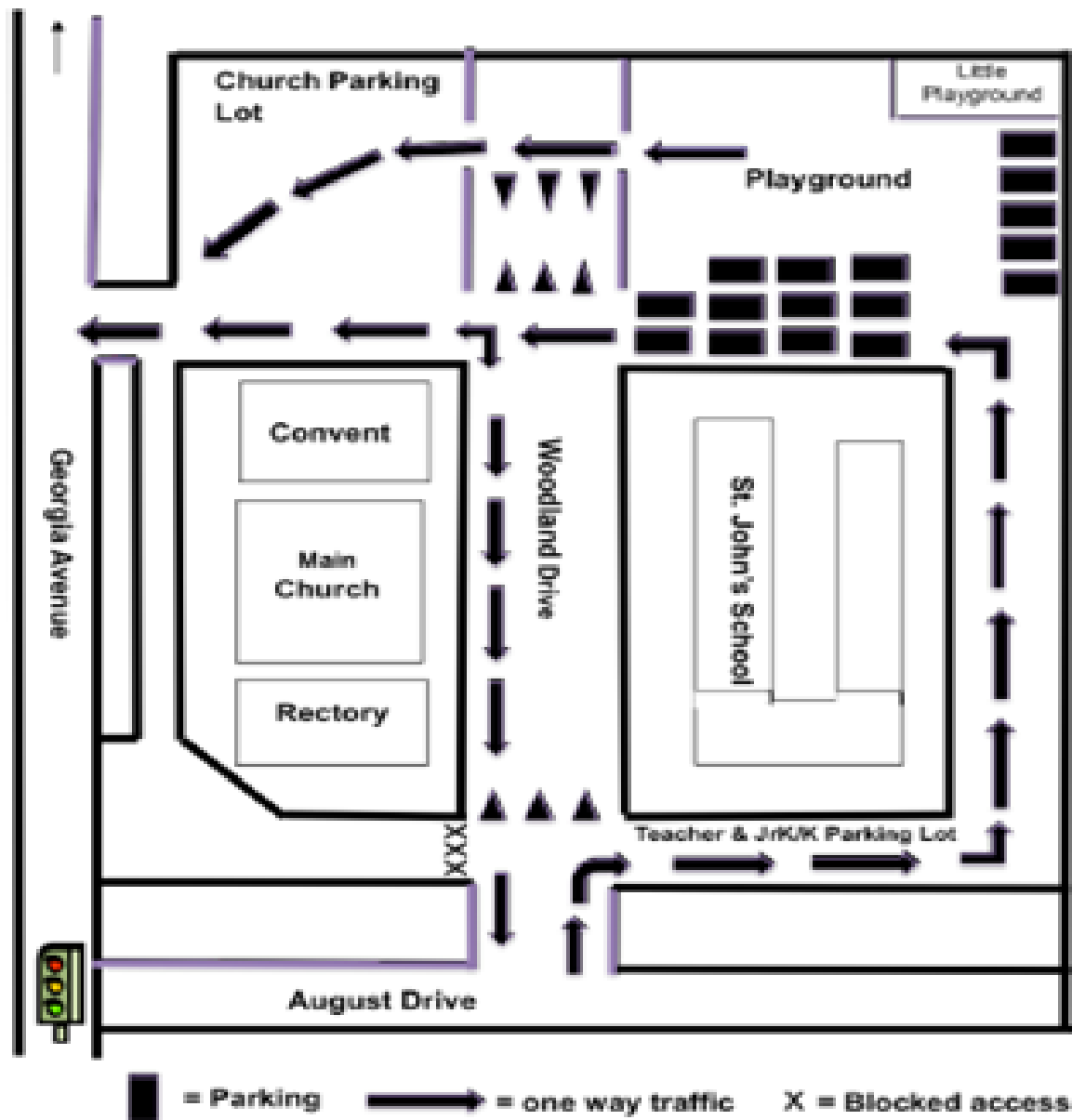
North to
Wheaton



PLAYGROUND SUPERVISION BEGINS AT 7:50AM
DROP OFF WINDOW: 7:50am – 8:05am

North to
Wheaton

PM PICK-UP PROCEDURES



PATROLS AND TEACHERS WILL DIRECT TRAFFIC

- DO:** Turn right into the first driveway. Go LESS than 10mph on school grounds at ALL times. Proceed around to back of school or playground. Pull all the way up to the car line, leaving enough space at the end of the line for cars to pass.
- DON'T:** Enter playground when students are on it.
Linger outside cars once you have your student(s).
No cars are permitted to move until everyone is in a car or against the side of the school building.
Leave or enter lots until the traffic cones are moved.
- EXIT:** Exit Woodland Drive by turning left from school parking lot, going straight across through Convent driveway or at the far North end through the Church parking lot.

**ST. JOHN THE EVANGELIST SCHOOL
10201 WOODLAND DRIVE
SILVER SPRING, MD 20902
301-681-7656**

BIRTHDAY TREAT FORM

**(TO BE COMPLETED AND TURNED INTO THE
SCHOOL OFFICE ONE WEEK PRIOR TO TREAT DAY.)**

NAME OF CHILD _____ GRADE _____

TREAT _____ DATE OF TREAT _____

TEACHER'S SIGNATURE _____

PRINCIPAL'S SIGNATURE _____

PLEASE BE SENSITIVE TO ANY CHILD'S FOOD ALLERGY IN THE CLASS

ST. JOHN THE EVANGELIST SCHOOL
POLICY BOOK REVIEW VERIFICATION
2015-2016

Dear Mrs. Durney,

**We/I have read the Policy Book and have reviewed it with our/my
child/children and agree to cooperate with all that is contained therein.**

Parent Signature: _____

Printed Name: _____

Date: _____



TECHNOLOGY AND INTERNET USAGE AGREEMENT

ARCHDIOCESE OF WASHINGTON – Catholic Schools

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, 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.
- Shall not use Technology Equipment in a manner which violates any local, state or federal laws.
- 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 use Technology Equipment in any way to engage in cyber-bullying behavior.

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; and shall not plagiarize works found on the Internet or elsewhere.
- 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.

All students understand and acknowledge:

- Student use of cell phones and any other electronic mobile devices during school hours is strictly prohibited, except in the case of a medical emergency.
- That 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.
- That use of all Technology Equipment may be monitored.
- That 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 at the discretion of the principal.

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 misuse of the school’s Technological Equipment in violation of this agreement.
- 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 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.

Student’s Name

Parent/Guardian Name

Student’s Signature

Date

Parent/Guardian Signature

Date