



# 2023/2024 STUDENT/PARENT HANDBOOK

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## 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 child(ren)
- Work with the school in a cooperative spirit to carry out recommendations made in the best interest of your child(ren)
- 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(ren)'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

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

## **ADMISSION POLICY**

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The Archdiocese's Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at: <https://adwcatholicschools.org/non-discriminationpolicy/>

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/Grant.

***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-3, PreKindergarten-4, Kindergarten or First Grade must be three/four/five/six years of age 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 toilet 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/evaluations 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 Development Office.

NOTE: ALL STUDENTS WILL BE ACCEPTED ON A PROBATIONARY BASIS. THE STUDENT'S 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.

## **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 are 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 June 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, Home and School service hours, or Fundraising requirements. Accounts will be assessed monthly. Satisfaction of all accounts is necessary for students to attend class, participate in end-of-year activities, and for the release of records. Tuition and fees are non-refundable. Please see your Tuition Agreement via TADS for additional policy expectations. 8<sup>th</sup> Grade student accounts must be paid one week before graduation in order to participate in the end of the year 8<sup>th</sup> grade graduation activities. 8<sup>th</sup> Grade student accounts will run on a 10 month plan instead of 11 month due to the date of graduation.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association members 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. HSA Executive meetings are closed. Anyone wishing to address the Board must give a two-week notice in writing and be invited to attend. 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. Non-payment will result in records being held until which time the account is brought current.

## **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 per year. A variety of opportunities are provided to the parents/guardians to meet their service hours including, but not limited to chaperoning a field trip, recess duty, buying items on the front office or classroom's wish list (\$10=1 service hour). These opportunities include those that require parents/guardians to be VIRTUS trained and those that do not require parents/guardians to be VIRTUS trained.

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 31<sup>st</sup> of the current school year. It is encouraged that bills be paid on a quarterly basis so that a large sum does not accumulate throughout the year.

#### Fundraising

Each family is required to participate in the one 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.

**The school will directly bill TADS accounts for any Home and School Past Due Invoice more than 30 days. This includes missed meetings, the fundraiser, or volunteer hours.**

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 Cognia 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.

### **CURRICULUM**

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:

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

Technology is integrated in both Core and Specials classes throughout the school day.

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. The Student Support Team, led by our Director of Student Services and Inclusion, 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 School.

### **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 while 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. Please refer to service hour guidelines which are provided by the teacher. 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.



## **BAND PROGRAM**

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 parents/guardians 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. St. John's School is not responsible for storing band instruments. 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. Students may also choose to participate in several contests and competitions over the course of the school year. All students staying after for any after school activity must register for one day of aftercare to ensure proper supervision.

## **ASSESSMENT & GRADING**

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' assessments include observations, interviews, self-assessment, and written work. Through the use of working portfolios and showcase portfolios, assessment becomes a viable collection of students' learning.

**It is the responsibility of the parents/guardians of students in grades 4-8 to log into Plus Portals weekly and view their child's most current grades.**

Parents will be given a user ID and password to access this web-based program. Please contact the front office to receive login information or a password reset.

**Progress Reports** for students in Grades 4-8 will be sent home at each mid-quarter. Teachers will contact those parents of students who are in danger of failing a subject. Probationary Reports may also be distributed at this time to all new students except for PreKindergarten and Kindergarten.

**Report Cards** are issued four times a year. Report cards for the first three quarters are available to view and download via Plus Portals. The fourth quarter report card, official transcript, 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. *Report cards will not be issued if a family has any outstanding fees. This includes unpaid tuition, library fees, or any other outstanding debts. Not fully meeting the volunteer service hour requirements will also result in a held report card.*

Students in grades PreKindergarten to Third will receive a standards-based report card that lists age-appropriate skills and indicates student 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 report card.

Content and skills are measured each year in Grades 1 – 8 using the standardized test, NWEA Map Growth, adopted by the Archdiocese of Washington.

## **EAGLE AWARDS & HONOR ROLL**

The **Eager Eagle** award is given quarterly to students in Grades 1-3, and twice a year to students in PreK and K. This student embodies pride in his/her work ethic and has shown growth and improvement throughout the quarter due to his/her dedication to learning.

The **Excelling Eagle** award is given quarterly to students in Grades 1-8, and twice a year to students in PreK and K. An excelling eagle in PK-3<sup>rd</sup> Grade goes above and beyond the expectations by showing exemplary academic progress and social behavior. In grades 4-8, an excelling eagle must earn an A in all academic courses and an E in all specials courses while demonstrating exemplary social behavior.

**Honor Roll** is given quarterly to students in Grades 4 – 8. A student must earn an A or B in all academic courses and an E or G in all specials courses and must demonstrate exemplary academic and social behaviors.

The marking code for Grades 4-8 is as follows: A = 93-100; B = 85-92; C = 77-84; D = 70-76; F= below 70 (Failure)

## **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 nonverbal) while taking a test
- Destruction of another student's work
- Allowing another student to copy work
- Plagiarism
- Forgery
- Use of AI programs, such as GPT
- 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. A replacement for a lost or destroyed assignment book will be issued with a fee of \$5.00.

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.

### **PROBATIONARY REPORTS**

Teachers will contact those parents of students who are in danger of failing a subject each mid-quarter. A student will be placed on Academic Probation if he/she has the possibility of failing for the year. The Principal and Director of Student Services will meet with parents to discuss the terms of Academic Probation.

Failure (Grades 4-8) as a cumulative grade or not approaching grade level (Grades K-3) in one academic course (Math, Reading, English, Language Arts) warrants the satisfactory completion of summer school or tutoring (with an approved tutor) in that subject area. Students will enter the next grade on academic probation. Failure as a cumulative grade in two of the basic skills subjects (Math, Reading, English) or in one of the basic skills subjects plus another academic subject (Science, Social Studies, Religion) precludes promotion and enrollment to the next grade at St. John's School.

Probationary Reports may also be distributed to all new students, with the exception of Preschool and Pre-Kindergarten.

### **PROMOTION**

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

- Completing satisfactorily the assigned curriculum
- Sustaining a D or above in all subject areas (grades 4-8)

## COMMUNICATION

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In order to keep parents well informed, a weekly Mini-Messenger will be emailed to parents/guardians from the front office. Other important documents will be attached to these weekly forms of communication. Classroom teachers will also send a weekly Friday Letter with updates and events that are happening in the classroom. Along with these emails, parents will receive general mass emails and text messages as needed using the AP Notify system. **Please keep the front office informed of any changes to your address, email or phone number.**

Friday folders are sent home every Friday with your child. These folders contain graded work including but not limited to 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** is the most effective method of communicating with your child's teacher(s). 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 also 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. Middle school students may only use their school e-mails.
- 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 business 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 they 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 may not go to a classroom before, during or after school without office approval.

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 an email requesting an appointment. **Parents who show up at school without an appointment may not be accommodated.**

*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. **If you find that you are not receiving email correspondence, please notify your child's teacher and the front office.***

### **BACK TO SCHOOL MEETING & STUDENT LED CONFERENCES**

Back to School meetings are scheduled for the beginning of the year. **At least one parent must attend the Back to School Meeting that is scheduled for your child's class.** *These meetings are for parents/guardians only.*

At least one mandatory Student-Led Conference will be scheduled with the student, 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. Your child's homeroom teacher or the Director of Student Services will reach out to schedule any additional necessary conference. 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.

### **CONFIDENTIALITY**

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

# DAILY PROCEDURES

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## School Hours

Regular School Hours are Monday – Friday: 8:00 am – 2:45 pm

Early Dismissal Days: 8:00 am – 12:30 pm

## ATTENDANCE

### Archdiocese of Washington ~ Policy 3535: Archdiocesan School Attendance & Maryland Department of Education

The following are valid reasons for **Excused Absences** from school (if properly documented by the student's parent/guardian):

1. **Illness of the student (after 3 consecutive days of illness, medical documentation must be provided that indicates 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.**

An **Unexcused Absence** is any absence that does not fall into one of the above categories or is not properly documented by the student's parent/guardian.

**Under Maryland law, a truant student is one who is unlawfully absent from school for more than:**

- 8 days in any quarter,
- 15 days in any semester, or
- 20 days in a school year.

**\*Excessive absenteeism (truancy) can be a cause for a student to be retained in the current grade for another year.**

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 day.
- If a child is in attendance for less than 2 hours, they will be marked absent.

**If your child is absent from school, the school office must be notified by phone call or email before 9:00 am. If no message is received, the parent/guardian will be contacted by the front office. The absence will be marked as unexcused if a parent/guardian cannot be contacted.**

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. 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/guardians who choose to take their

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/guardian. The teachers are under no obligation to supply make-up work or tests prior to or following the unexcused absence.

*All absences, both excused and unexcused, are reported on the report card.*

### **TARDINESS**

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/guardian.** The student will be marked tardy. Students are best prepared for the day when they arrive at school on time. Tardy students disrupt the classroom morning schedule, miss the opportunity to engage in morning prayer, and miss valuable instruction time.

**Because persistent tardiness is incompatible with the mission of the school, a parent/guardian conference with the principal and/or pastor will be required if a student is repeatedly late for school. Excessive tardiness will result in an out of school suspension.**

### **ARRIVAL**

Morning supervision of students is provided beginning at 7:40 am. Students should not be dropped off before this time. Before 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. **Parents/Guardians arriving after 8:00 am will park in front of the church, walk to the school, 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.

### **DISMISSAL**

Any parents/guardians wishing to take their child out for an early dismissal must put the request in writing via note or email and send it to the teacher and front office by the beginning of the school day. No student will be dismissed early without a written note. **In cases of a last-minute need for an early dismissal, parents must notify the front office as soon as possible. No student will be dismissed between 2:15 and 2:45 and/or 12:15 and 12:30 on early dismissal days.**

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

No cars may enter the school lot until 2:30 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 2:30 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 3:00 pm on full days or 12:45 pm on half days. If your child is not registered 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.

## **TRAFFIC PATTERNS**

Children are to be dropped off and picked up on the school grounds only. Cars are not allowed in 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 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 student is permitted in the classroom without faculty supervision.
- ❖ Once a student 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 include but are not limited to: assignments, Chromebooks, text 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.**

## **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 and the St. John's School website.

## **WEATHER ANNOUNCEMENTS AND EMERGENCY CLOSINGS/DELAYS**

**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, watch TV, or check the PGCPs website. Do not call the convent or rectory. Important messages related to non-weather closings/delays will be placed on the phone answering service and a text/email will be sent through AP Notify/Plus Portals.

- **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 and other activities will be closed.**

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. **On delayed opening days the Before Care 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.** In case of an emergency dismissal, telephone calls/text messages/emails will be made through AP Notify/Plus Portals. *In case of an emergency closing, parents are expected to pick their children up within an hour of closing.*



## **LUNCH**

Students will bring their lunch to school. Lunches cannot be warmed up. **Soda or any other carbonated drinks and glass containers are not permitted.**

The school will not accept "forgotten" lunches past 11:00 am. No fast-food lunches will be accepted at any time. Frequently forgotten lunches will be addressed by the administration.

**Any food that is brought into the school to be used for classroom celebrations or birthdays must be store-bought.** Home-made foods cannot be served due to health regulations. Prior notification must be given to the teacher before any food is sent to school. No balloons, party favors, etc. may be sent in. Students wishing to pass out invitations must include the entire class or all boys/girls. Please follow individual teacher's classroom guidelines. Students are also never allowed to share food with others due to allergy concerns.

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 must 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 hydro flasks, yetis, or other stainless steel water bottles permitted).** No sports water, Gatorade or other beverages are permitted. Teachers have permission to inspect the contents of the water bottle to ensure that this policy is followed. All water bottles should be clearly marked with the student's name. The school provides touchless water coolers for refilling during the day.

## **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.

## **CELL PHONES & WEARABLE TECHNOLOGY**

**Students may not bring cell phones to school.** A student who brings his/her cell phone to school will receive an In-School Suspension. Phones may need to be retrieved by the parent at the administration's request. Please see Code of Conduct. **If a student needs to bring his/her phone to school, a prior written request must be provided to and approved by the principal.**

Phone calls between parents and children using the office telephone will be limited to emergency messages. Forgetting an item is not considered an emergency.

**The following devices are also not allowed at school:**

- **Smartwatches or other wearable technology**
- **Bluetooth devices such as wireless earbuds/headphones**

## **PERSONAL PROPERTY**

Personal items such as clothing, lunch boxes/bags, books, band instruments, etc., **MUST BE LABELED** with the child's name and grade. 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 which is located at the aftercare entrance.

ALL UNLABELED ARTICLES LEFT OVER AT THE END OF EVERY QUARTER WILL BE GIVEN TO A CHARITABLE AGENCY.

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 the teacher and/or 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 or damage 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 parent/guardian 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 parent/guardian will absorb the cost of repair or replacement of the item.

**St. John's School reserves the right to conduct a search of any property brought onto school grounds.**

### **SCHOOL SUPPLIES**

Supply lists are sent home at the end of the previous school year and can also be found on the school's website. It is important that students have all the necessary supplies throughout the year. **ONLY ITEMS INCLUDED ON THE LIST ARE PERMITTED AT SCHOOL.**

**Rolling book bags and book bags larger than 20" x 10" are not permitted. A soft St. John's PENCIL CASE is a must for grades K thru 8. No other pencil cases are allowed.** 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 may require replacement of inappropriate items.

Middle School students are required to purchase a SJS Messenger Bag that they will 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.

### **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 parent/guardian 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 reach out to the development office for financial assistance.

## HEALTH REGULATIONS AND SAFETY

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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 front 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/guardians 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 symptom-free for 24 hours prior to returning to school. Even if a child returns to school prior to 24 hours without any symptoms, he/she will not be permitted to class and parents/guardians will be called to pick up their child within an hour of being 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. 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. Any lip balm kept on their person must be non-medicated, unscented, non-tinted, and non-glossy. If your child requires cough drops or medicated lotions or lip balm, these must be sent to the health room to be administered there.**
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 will be supervised and assisted with all medication administration.
5. The original prescription container must accompany all medication. The containers, one for home and one for school should be requested from the pharmacist, such as inhalers.
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 MEDICAL AUTHORIZATION**

At the beginning of each school year, an Emergency Medical Authorization Form must be completed by the parents/guardians and returned to the front office. These forms can be found on the school's website. Parents/guardians 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 front office with a change of name, address and telephone number is very important for your child's safety.** It is necessary that the front office know where to reach the parents/guardians, 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 parents'/guardians' instructions on the Emergency Medical Authorization Form.

## **CRISIS PLAN/SAFETY 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 designated locations as laid out in the St. John's safety plan.

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 where an evacuation was necessary.

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 six months. 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 are tested every 2 years and are in compliance with state and federal regulations. 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.***

## **SAFETY PATROL**

The Safety Patrol is organized under the direction of the school and is made up of 7<sup>th</sup> and 8<sup>th</sup> grade students. The primary responsibility of the patrol members is to assist in maintaining order in the parking lot and waiting areas during arrival and dismissal. They are given authority to report misconduct to the teachers or Principal. 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/guardians of the school willing to give their "time, talent or treasure" may contact the school office to begin the VIRTUS application. **Documentation of these items must be given to the school prior to volunteering.**

**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. Fingerprinting**
- 4. Sign acknowledgement of policy**

**VISITORS**

All visitors to our school must enter and exit through the main school door. After being identified, visitors, including volunteers, must sign in and out at the front office and wear a visitor's ID badge.

**CHILD ABUSE**

The welfare of the children is important to parents/guardians as well as the staff of St. John's. Parents/guardians 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.

## 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. Students who do not adhere to the dress code will receive a dress code infraction and parents/guardians will be notified via email. Parents/guardians are expected to correct infractions in a timely manner. Repeated infractions will result in disciplinary actions including banning from school until properly outfitted and/or loss of dress down days. The administration reserves the right to make final decisions regarding dress code infractions.

All parts of the uniform are required every day. Students who are dressed out of uniform, missing any part of the uniform, or who wear ill-fitting uniforms will be given one of the used uniforms to wear for the day or the parents/guardians will be called and required to deliver appropriate dress to the student, or take the student home. All loaned items **MUST** be laundered and returned. **All clothing items (especially sweaters and sweatshirts) should be labeled with the child's name** so they may be returned to the rightful owner if misplaced.

Uniforms can be purchased through St. John the Evangelist's in house vendor, Sarah's Stiches, or any of the following companies will also accommodate standards of the dress code for St. John's: Flynn & O'Hara and Land's End. **\*\*These 2 companies do not carry the correct color of the PE shirt.**

### **GIRLS' & BOYS' UNIFORM Grades PreKindergarten & Kindergarten**

**Bottoms:** Dri-fit navy blue shorts (lined mesh) with St. John's emblem, short length at 2" above the knee or at the knee, **or** imprinted St. John's emblem Navy blue sweatpants (no open bottom) with St. John's emblem. Shorts may only be worn during Quarters 1 & 4.

**Shirt:** PE dri fit royal blue t-shirt with St. John's emblem. A navy blue sweatshirt with St. John's emblem is permitted on cooler days. **Shirts must be neatly tucked in at all times.**

**Shoes:** Any athletic sneaker (no Converse, boots or light up shoes). **Velcro is strongly recommended until your child is able to tie his/her own shoes.**

**Socks:** Solid white, navy, or black crew or cuffed socks without an emblem ~ **socks must cover ankles** and be clearly visible

**Accessories:** No necklaces, bracelets, or other jewelry are permitted for safety reasons.

### **GIRLS' & BOYS' DRESS UNIFORM Grades 1 - 8**

**Bottoms:** Navy blue **straight cut** uniform dress pants or navy blue shorts (girls' option: skort). Shorts and skorts should be no more than 2" above the knee and not below the knee. All bottoms must be straight legged, secured at the waist, and fit properly (not too loose or too tight). No stretchy, legging, or denim material. Shorts may only be worn during the Fall/Spring (Quarters 1 & 4).

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

**Shirt:** Grades 1-5 will wear a white polo shirt with St. John's emblem, short or long sleeved. Grades 6-8 will wear a grey polo shirt with St. John's emblem, short or long sleeved. **Shirts must be neatly tucked in at all times.** A navy sweater, cardigan or vest with the St. John's emblem may be worn with the polo shirt. **(No sweatshirts/athletic hoodie may be worn with the dress uniform.)**

**Socks:** Solid white, black or navy crew, cuffed or knee-high socks **without** an emblem ~ **socks must cover ankles** and be clearly visible. Navy blue or white tights can be worn underneath the girls' skorts in place of socks **(no leggings).**

**Shoes:** Solid black, lace-up athletic sneaker **OR** black, rubber-soled dress shoes (ex. Mary Jane's, Oxford, Bucks). No boots, clogs, heels (more than 1"), slip ons (Sperry's), or sandals allowed. On inclement weather days, boots may be worn to and from school, but students must change into regular school shoes during the day.

## GIRLS & BOYS PHYSICAL EDUCATION UNIFORM Grades 1 – 8

**Bottoms:** Dri-fit navy blue shorts (lined mesh) with St. John's emblem, short length at 2" above the knee or at the knee, or imprinted St. John's emblem Navy blue sweatpants (no open bottom) with St. John's emblem. Shorts may only be worn during Quarters 1 & 4.

**Shirt:** PE dri fit royal blue t-shirt with St. John's emblem. **Shirts must be neatly tucked in at all times.** A navy blue sweatshirt with St. John's emblem is permitted on cooler days. **The athletic royal blue St. John's hoodie may be worn during Quarters 2 & 3 with the PE uniform only, students are not permitted to wear the hood indoors at anytime.**

**Shoes:** Any athletic sneaker (no Converse, boots or light up shoes). All sneakers must be laced tightly at all times (no velcro).

**Socks:** Solid white, navy, or black crew or cuffed socks without an emblem ~ **socks must cover ankles** and be clearly visible

### HAIR

Boys' and girls' hairstyles are expected to compliment the school uniform and should reflect the tone of the dress code: neat and appropriate. Hair is to be clean, well-groomed, and kept out of the student's face. **Student's hair color may only be his/her natural color therefore, dying, coloring, bleaching, streaking and highlighting of hair is not allowed** and will be asked to be corrected. Hair accessories (beads, barrettes, clips, etc.) must be kept at a minimal number and size not to exceed 1". All simple headbands must be worn on the top of the head and not on the forehead and must not be more than 1" wide (no bandanas).

### EARRINGS

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.

### JEWELRY/WATCHES

A simple religious medal on a thin chain and/or simple religious bracelet may be worn with the dress uniform only. Other jewelry may not be worn. 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.

### ACCESSORIES

**Nail polish, fake nails, makeup, tattoos, or any other type of "ornament" may not be worn.** Nails should be kept trimmed and neat. Items which would cause a distraction or pose a safety hazard may not be worn. St. John's is not responsible for the safe keeping of any accessory brought to school by students.

### Catholic Identity Days

Students have the option to wear one of the Catholic Identity T-shirts (current year's or a past year's) with the uniform bottoms on days outlined on the calendar or as announced by the administration.

### All School Mass Days

**All students will wear the dress uniform for all school Masses, with the exception of PreKindergarten and Kindergarten.** No dress down passes will be approved for these days and PE instruction will be appropriate for the dress uniform.

### Cold Weather

The students will go outside as often as the weather permits (feels-like temperature above 32 degrees). This means an appropriate winter coat, hat, earmuffs, headband, and/or gloves/mittens should be sent to school. 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'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.

### **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. Parents/guardians in all cases must assure that their child 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 a student chooses not to follow these guidelines, he/she will be given one of the used uniforms to wear for the day, or the parents/guardians will be called and required to deliver appropriate dress to the student or take the student home.** The student will also forfeit the opportunity to participate in future Mission Dress Down Days.

- Shorts may be worn as long as they are not more than 2” above the knee.
- Pants and shorts must not be too tight, or too loose. Undergarments may never show!
- Shirts, pants/shorts may not have any rips or holes. **No ripped jeans allowed.**
- Yoga pants/leggings must be worn with a long shirt/sweater that ends mid-thigh.
- No tank tops. Sleeveless shirts/dresses are acceptable, but must have a 3” shoulder seam.
- 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!
- No tight or revealing shirts. Midriff must be covered.
- No flip flops, sandals or open-toed shoes for safety reasons
- Shoes should not have more than a 1” heel

### **Dress Up Guidelines ~ These are in addition to the above Dress Down Guidelines:**

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



## 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 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 our school 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.

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**

**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 will be disciplined by the school.**

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
- Breaching the terms of the Technology Agreement
- Inappropriate use of social media, internet sites, or phone apps
- Other inappropriate behavior

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 use of social media, internet sites, or phone apps
- 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
- Out of school suspension: temporary separation from school, without assignments
- Expulsion: permanent separation from school

In order to ensure 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.

#### **SOCIAL MEDIA/INTERNET SITES/PHONE APPS**

For the safety of all students, St. John's students are strongly discouraged from maintaining personal pages on social media/internet sites (including, but not limited to: TikTok, Instagram, Facebook, Discord, Twitter, Threads, Google Hangouts, WhatsApp, etc.). If a St. John's student maintains one of these sites, he/she is prohibited from posting any St. John's School information. This includes but is not limited to: posting pictures of the school or school property, posting pictures of students in their St. John's uniforms, and any mention of being a student at St. John's School.

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 the Technology Equipment in a manner which violates any local, state or federal laws. These restrictions apply whether the site is listed as private or not.

Students shall immediately report to a teacher or staff member any inappropriate material or misuse of Technology Equipment. Students shall not use Technology Equipment in any way to engage in cyberbullying behavior. The principal will determine the disciplinary action necessary for students who do not adhere to these regulations.

### **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 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. Students should report such acts to the teacher, principal, assistant principal, or counselor. The parent or guardian of the alleged victim will be notified within 3 business days after the date the act is reported. The parent or guardian of the alleged perpetrator will be notified within 5 business days after the date the act is reported. 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 means any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, 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.*

*Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate.*

*Students involved in repeated harassing/bullying behavior will face disciplinary action up to and including suspension and/or expulsion. Students who commit acts of bullying, harassment, or intimidation will be required to participate in anti-bullying programming or counseling. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion.*

### **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/guardian. All disciplinary actions are to remain confidential.***

## **TECHNOLOGY AND INTERNET USAGE AGREEMENT. ARCHDIOCESE OF WASHINGTON – Catholic Schools**

### **Purpose**

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from Archdiocesan curriculum and have been adapted, with permission, from the International Society for Technology in Education. Thank you for your consideration and cooperation.

Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

### **Students**

#### **1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. T.PK8.DC.1. All Students:**

- a. Shall always represent themselves in a manner that respects the values of the Catholic Church when using **electronic devices, network** and the **Internet** and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
- b. Shall only use accounts assigned to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
- c. Shall keep all accounts and password information private and secure.

#### **2. Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. T.PK8.DC.2, T.PK8.DC.3. All Students:**

- a. Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network and Internet; following school policy agreements and **anti-cyberbullying laws** at the local, state and federal levels;
- b. Shall immediately report any known **cyberbullying** behavior to a teacher or supervising staff member;
- c. Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;
- d. Shall behave in a safe manner when using **technology** by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
- e. Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit of the work of others;
- f. Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.

#### **3. Students will manage their personal data to maintain digital privacy and security and are aware of data- collection technology used to track their navigation online. T.PK8.DC.4. All Students:**

- a. Shall protect and **manage personal data** in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school;
- b. Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
- c. Shall use school issued email accounts for authorized educational purposes only;
- d. Shall respect the right of the school to monitor student use of technology.

**4. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:**

- a. Shall demonstrate proper physical care for **technology equipment**;
- b. Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
- c. Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
- d. Shall maintain the settings of any issued device by not manipulating any device settings or functionality.

**5. Students understand and acknowledge:**

- a. 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.
- b. Schools may require that technology used in a bring your own device 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.
- c. Use of all technology may be monitored, and there is no expectation of privacy for issued devices, or for any information stored on any technology 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.
- d. The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; 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(s)/Guardian(s)**

**Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity**

1. Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location
3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school)
4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology
5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.

**ARCHDIOCESAN POLICY:** This student/parent handbook was developed in accordance with Archdiocesan policy. The rules and regulations of 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.

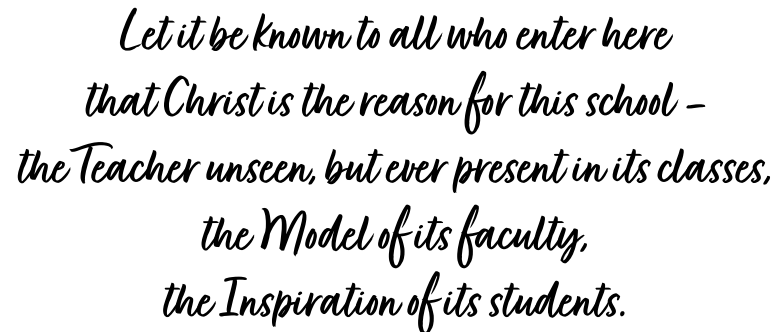
**WRITTEN EXEMPTION:** Parents may not willfully exempt from following St. John's and ADW Policy. If parents have a reasonable request for exemption, this request must be made in writing to the school administration. Decisions will be made on an individual basis and will receive written notification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

**Student & Parent/Guardian Acknowledgment & Agreement Form:**

By signing the agreement form on TADS, the parent(s)/guardian(s) acknowledge(s) that he or she has read the above expectations and reviewed with the student(s). Both parent/guardian and student understand and agree to abide by those terms. Violations of this agreement are subject to disciplinary action by the appropriate administrators.

**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 07/2023



*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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