

# **St. John the Evangelist School**

## **Student Policy Book**

### **2025-2026**

#### **VISION STATEMENT**

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

#### **MISSION STATEMENT**

St. John the Evangelist School is committed to integrating Catholic philosophy with academic excellence. Building on the heritage and philosophy of the Sisters, Servants of the Immaculate Heart of Mary (IHM), we are committed to “Inspiring Hearts & Minds.”

#### **BELIEF STATEMENTS**

##### **WE BELIEVE THAT**

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



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

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

All policies follow Archdiocesan Guidelines. A copy of these guidelines is in the School Office and available for examination upon request. All Archdiocesan policies that are directly quoted in this Policy Book are in *italic*.

Below is a Table of Contents with broad categories, followed by a more detailed Table of Contents. Please know, we are delighted to have you as part of our school community. Thank you for your partnership in ensuring the health, safety, and well-being of our students.

God bless,

Shindana C. Crawford, M.Ed  
Principal

Updated June 2025

## Archdiocesan Admissions & Non-Discrimination Policy

Archdiocesan schools follow local, state, and federal non-discrimination regulations, as applicable. As religiously-affiliated schools, Archdiocesan schools are not required to adopt any rule, regulation, or policy that conflicts with the religious or moral teachings of the Roman Catholic Church.<sup>1</sup>

Catholic students shall be given preference over non-Catholic students for initial admission into Archdiocesan schools. All applicants shall follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before finalizing any admissions.

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<sup>1</sup>Maryland law requires non-public schools that receive state funds to publish the following additional statement: "It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with: (1) Title VI of the Federal Civil Rights Act of 1964; and

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

- (i) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
- (ii) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
- (iii) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

Maryland law further provides that Title 26, Subtitle 7 of the Education Article of the Maryland Code "does not require a nonpublic prekindergarten program or nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings, provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability."

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Dear Students,

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

### **Values Code of Honor**

#### **HONESTY**

I will be an honest person.

#### **RESPECT**

I am respectful of others.

#### **RESPONSIBILITY**

I take responsibility for what I am supposed to do.

#### **SELF-CONTROL**

I will control my actions and words.

#### **HARD WORK**

I take pride in being a hard worker.

#### **SELF-RESPECT**

I have self-respect.

#### **CONCERN FOR OTHERS**

I will show concern for all other people.

#### **TOLERANCE**

I am tolerant of others.

#### **COOPERATION**

I will cooperate with those around me.

#### **FAIRNESS**

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

#### **FORGIVENESS**

I can forgive those who do me wrong.

#### **COURAGE**

I will be brave in facing life’s challenges.

#### **SELF-KNOWLEDGE**

I will pursue knowledge of myself.

## **SPIRITUAL LIFE**

The goal of our educational ministry is to provide a Catholic environment where moral and intellectual aptitudes are developed in the light of faith.

The parents are the primary educators. In this regard, parents are urged to model and practice their faith by regular Sunday Mass attendance and by fostering the practice of the Sacrament of Reconciliation. The faculty shares this responsibility by modeling prayer, reflection, and charity in the classroom. The cooperative efforts between parents and faculty offer enrichment and development of the students in forming positive attitudes toward God, others, and themselves.

An appreciation of the liturgy is developed by the children's participation throughout the Church year. Parents are encouraged to join in celebrating the Opening School Mass and individual class First Friday liturgies. All students participate in school liturgies and prayer; however, only Catholic students may receive the Sacraments of Penance, Eucharist, and Confirmation.

The guidelines established for the religious education of the children by the Archdiocese of Washington mandate that students be given the Catechesis of Penance and First Eucharist in Grade 2 and Confirmation in Grade 8.

## **COMMUNICATIONS**

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

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

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

### **SCHOOL COMMUNICATION**

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

- the School Policy Book
- the yearly school calendar of events (PlusPortals calendar is updated as needed and can be synced with your personal Google calendar)
- weekly eBulletins
- online grades and assignments through PlusPortals
- parent/teacher conferences
- the e-mail system
- the use of flyers, when appropriate, as reminders
- the church bulletin

- the use of personal letters and phone calls
- social media (Facebook, Instagram)
- the Home and School Association
- the School Advisory Board

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

- a. Holding an annual open policy meeting of the School Advisory Board/Home School Association;
- b. Providing Parent Portals into our Student Information System so parents and students can access grades, assignments, and school-wide information online.

St. John the Evangelist School's website, [www.sjtc.org](http://www.sjtc.org), contains up-to-date information. Of special interest to parents are the following:

- Forms – health forms, flyers, permission slips, new student forms, etc.
- Links – CYO, FACTS, Parish website, uniform company, etc.
- Classroom – curriculum standards, age behavior guidelines, special events
- Parent Resources – HSA, fundraising, school hours and procedures, etc.

## **PARENT COMMUNICATION**

### **Change of Address**

Parents and guardians must inform the office, in writing, of any changes of address, home, work, or cell phone numbers, and/or emergency contacts and numbers. It is imperative that parents also update FACTS with any changes.

### **Custody Information**

Parents who are divorced and have a custody agreement are required to share documentation with the school so that the school is aware of which parent(s) make educational decisions, which parent(s) is financially responsible, which parent(s) should receive school communications, which parent can pick the child up from school on which days, etc.

### **Important Student/Family Information**

If there is something that is happening in your family that could have an impact on your child, please let the school know. This could be a new birth, a parent out-of-town, loss of a friend or family member, moving, loss of a pet, etc. If we know of an incident that is affecting a child's ability to cope with the normal demands of the school day, we can provide counseling, just a little time out from the daily routine, a word of encouragement, or just an extra eye out for that child.

### **Community/Parents Helping Others**

On occasion, one of our St. John the Evangelist families might need some extra help. This could involve other families pitching in to provide meals or carpool help. Or a child might want to participate in an extracurricular school activity but parents can't afford it right now. If you let the principal know of these circumstances, perhaps our community can help out. Your situation will be kept confidential.

## **SCHOOL DAY**

### Archdiocesan Policy Total School Days

We follow the Archdiocesan policy regarding the required total number of school days (180).

### **ARRIVAL AND DISMISSAL PROCEDURES**

#### School Hours

PreKindergarten Full Day through 8 <sup>th</sup> grade	First Bell - <b>7:50am</b>	Dismissal – 3:00pm
PreKindergarten Half Day	First Bell - <b>7:50am</b>	Dismissal - 12:30pm

#### Opening Time

Drop off will take place from 7:50-8:15am each day for Grades Pre K-8. Students must be in their classrooms by 8:15am or they will be marked tardy.

**Students are not to be on school grounds unsupervised by parents before school opens at 7:50am. If a student is found unsupervised the principal will be notified immediately. The school is not liable for student supervision, safety, injuries or accidents when left improperly unsupervised before the designated opening (and or closing) of school.**

#### Morning Care Program

Before School Care is available for students whose parents need to have their children come earlier. This program runs from 7:00am-8:00am and is held in the Morning Care room (Room 9). The cost is \$10 per hour. On days with a 2 hour delayed opening, Before School Care will begin at 9:30am unless otherwise stated. Entrance to Morning Care is through the first door to the left of the main entrance. Please park on Woodland Drive and walk your child to the door.

#### Closing Time

School closes at 3:00pm daily, except for scheduled early dismissals. On those days, school closes at 12:30pm. Consult the school calendar for the scheduled early dismissal days.

Only students enrolled in After Care may stay beyond dismissal. Those who are not enrolled in After Care will be required to be supervised by a staff member which will result in a \$1 per minute fee per family until they are picked up by a parent or designated guardian.

#### Walkers and Bicycle Riders

For everyone's safety, those who ride bicycles to school are to walk their bicycles onto the grounds and secure them. They are to be the first to leave at dismissal time. Also, no other means of skating equipment (i.e., skateboards, scooters, rollerblades) are to be used by anyone before school or during our regular dismissal time. Please remember that it is a Maryland State law that all children must wear bicycle helmets when riding their bikes.

Those students who walk home will be escorted by faculty members to the corner of August Drive and Woodland Drive where a Montgomery County Crossing Guard will assist them.

Please notify your child's homeroom teacher if your child will be walking or riding their bike home so we are aware.

### Late Arrivals/Tardiness

Occasionally being late can be excused. However, being late day in and day out is unacceptable, inconvenient, disruptive to the class, and detrimental to the student's adjustment to the school day. Students who arrive at 8:15am or later will be marked as late.

It is the responsibility of the parents/guardians to be sure that children are on time for school. Being late can become a habit that in most cases is caused by a lack of organization. The child is learning an inappropriate lesson in life that can affect the smooth operation of the organization and have a negative impact on his/her progress in school.

If children in PreK-Grade 3 are late for school, parents may bring the student to the front lobby and then school personnel will escort the children to their classrooms.

### Late Pickups

Any students remaining on the school premises after 3:15pm or 12:45pm on half days will be supervised by After Care personnel and parents will be charged for the use of that service.

### Early Release

If your child must leave school early to keep doctors' appointments or for any other legitimate reason, parents are required to notify the School Office in writing or by email. Children leaving school early must wait inside the front door for their rides. Parents must sign out the student in a log book at the front desk. When returning to school, you must bring a note from the doctor's office stating you were there for the appointment.

### PreKindergarten Drop-Off and Pick-Up Procedures

#### *PreK Drop Off:*

PreK parents should park on Woodland Drive and bring their child to the morning care door to the left of the main entrance. The teachers will be there to greet you and follow the screening procedures with you.

#### *PreK Pick-Up:*

Half Day students: Park your car in the small lot or on Woodland Drive and go meet your child at the end of the small enclosed playground. Leave the parking lot carefully, never going around the back of the school as students may be outside at recess.

Full Day students: (see Arrival and Dismissal Procedures Section above) Parents of PreK children will follow the same procedures as parents of K-8.

### **SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS**

#### Announced Delayed Openings

St. John the Evangelist School, Grades PreK-8, will follow Montgomery County's announced delayed openings. St. John the Evangelist school will start at the appropriate designated time. If Montgomery County schools are not in session, the Archdiocese of Washington will make the call.

#### Announced Early Dismissal for Any Emergency

If Montgomery County or the Archdiocese of Washington announces that all their schools will be dismissing early due to inclement weather or emergencies, we will also dismiss at that time for the safety of the children and school personnel. This also affects aftercare which will also close and students must be picked up accordingly. Parents must always notify the school (by email or phone) if their child is to go home with another parent. Otherwise, the student will remain at school until we are directly contacted by the parent.

***In the event the temperature, humidity, and heat index rises inside St. John the Evangelist school and disrupts the healthy teaching and learning environment, the principal and pastor in conjunction with the ADW Catholic Schools Office may announce an early dismissal or school closing.***

#### Announced School Closings for the Day

St. John the Evangelist School will follow Montgomery County's announced school closing for the entire day due to any weather or safety-related emergencies. If Montgomery County has a previously scheduled day off (e.g. professional day) and there is inclement weather, the Archdiocese of Washington will announce delayed openings or school closings. If Montgomery County schools are not in session, the Archdiocese of Washington will make the call.

#### Arrival Procedures for Inclement Weather

On inclement weather days, please follow normal drop-off procedures.

### **ABSENCES**

If your child is going to be absent, please phone the School Office before 8:15am to inform us. You must send an email to [acolburn@sjte.org](mailto:acolburn@sjte.org) notifying the school of the absence and the reason for the child not attending school. This is required by law and can potentially become a legal issue if there is an accumulation of unexcused absences. When your child returns to school, he/she must bring a written excuse stating the cause of his/her absence.

Please do not send a sick child to school. Please see the Health Policies and Procedures section in this Policy Book for details. No child is allowed to stay indoors at recess unless the School Office receives a written note from the doctor.

When a student is absent from the school day please note they are not permitted to attend school activities after school hours or evening events sponsored by the school.

### Short-Term Illness

In the interest of health, children should not be sent to school if they are sick and cannot function adequately. Children with symptoms of a contagious illness may not return to school without a physician's note. It is the policy of the school that any child who is sick **MUST** be picked up rather than remaining at school. A child is likely to spread the illness to other children and staff. Once a child goes home due to an illness, he/she may **NOT** return that same day. Parents/guardians should not send their child to school if the child has had a fever, has vomited, or has experienced diarrhea in the past 24 hours.

### Long-Term Illness

If a child is absent from school for a prolonged period due to illness, the school should be sent a medical report from the physician or clinic. Please consult the Principal who will assist you with educational accommodations. For an extended period of absence due to illness, a Homebound Tutor is applied for by the parents through Montgomery County.

### Recreational Absences

If a child will miss school for an extended period of time due to travel, St. John the Evangelist School will not assume responsibility for the academic progress of the student. Extended trips are not included under the heading of excused absences, with the few exceptions as noted below. Teachers are under no obligation to alter assignments or tests. Family vacations during the school year are not supported by the administration. The child's absence from school for an extended period puts a burden on both the student and teacher since completion of work independently cannot replace the learning that takes place in the classroom.

### Tardiness

**Students are expected to be in their classrooms before 8:15am** Students who arrive at 8:15am or later will be marked tardy. **They are to report to the school office.** Emergencies causing tardiness are either to be called in to the office prior to the student's arrival or are explained in a written note.

**Chronic lateness and/or absence may result in a meeting with the principal to discuss options for arriving to school on time. It is important to keep in mind tardiness may jeopardize re-registration in St. John the Evangelist School or placement into a Catholic High School.**

It is important that students arrive on time for school each day. When students arrive late, they not only miss instruction, they disrupt the classroom environment. In an effort to avoid interruptions, the homeroom period from 8:00am to 8:15am is designed to allow students to prepare for the day.

**Students in 4th to 8th grade who accumulate 5 tardies or more per quarter and who arrive after 8:15am will not be permitted to interrupt the first period class. They will be admitted to class after the conclusion of the first period.**

### Archdiocesan School Attendance (ADW)

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

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

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

### **LUNCH AND MILK PROGRAM**

#### **Lunch Program**

**Students are to bring a nutritious lunch to school each day. In the event a lunch is forgotten a parent will be notified to bring a suitable meal. Parents should not bring or order fast food delivery unless absolutely necessary. On such an occasion, the student will eat the fast food lunch in the conference room outside the principal's office when available.**

#### **Milk Program**

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

### **DISCIPLINE**

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

St. John the Evangelist School has a number of school rules, but the primary aim of is not just to enforce rules. It is about promoting productive relationships, so that people can work together with the common purpose of helping everyone to learn. The policies outlined supports the school community in helping everyone to work together in an effective and considerate way. Everyone has a right to be listened to, to be valued, to feel safe and be safe.



Everyone must be protected from disruption or abuse. The fundamental approach is a positive one based on mutual respect and drawing attention to rewarding exemplary behavior. For learning and teaching to take place successfully, it is essential to create circumstances in which it is possible for children to learn and teachers to teach. This policy is a key factor in enabling pupils to achieve personal growth and reach their full potential.

### Standards of Student Behavior

When a student experiences difficulty in understanding his/her role as a member of a Catholic school community, a constructive application of the discipline standards is required for the well-being of the student. In the event of serious behavioral problems, cooperative efforts between the home and school are essential so that the student will achieve the highest possible standards of Christian behavior.

Grades Pre-Kindergarten through 8:

- Each teacher will establish standards of expected student behavior.
- Each teacher will establish age/grade appropriate guidelines for accountability (time out, written punishment, etc.)
- Both parents and students will be informed of these standards and the consequences at the beginning of the school year.

Certain behaviors will result in immediate disciplinary action such as: Discipline Notice (in Plus Portals), exclusion from certain privileges, parent conferences, lunch-time or after-school detention, and/or suspension. Such infractions include, but are not limited to:

- Disruptive classroom behavior
- Rudeness or disrespectful behavior toward others
- Intimidating or bullying behavior of any sort (including cyberbullying)
- Failure to comply with the direction of school staff
- The use of derogatory, improper, or foul language
- Destruction of school property or other person's personal property
- Chewing gum on school property at any time
- Being anywhere in or around the school unsupervised or without permission
- Tardiness to class
- Not being prepared or having materials for class
- Repeated Uniform violations
- Bringing prohibited items into school
- Forgery
- Cheating
- Misuse of electronic equipment or social media

### Behavior Reports

In their efforts to learn to be *responsible, respectful, and considerate* of others in our Catholic school environment students may make mistakes. Just as it is important to celebrate students' achievements and exemplary behavior it is also important for students to learn when their behavior deviates from the expected path. A behavior report serves as a form of communication between home and school. Toward that end, there will be fair and just consequences at St. John the Evangelist School for student behavior that interferes with the attainment of these goals.

The teacher will handle most discipline matters in the classroom. Determining the severity of the behavior will be based on teacher and/or principal discretion. For every three behavior reports a student accumulates within the same academic quarter, a detention will be served.

The inappropriate student behavior that warrants a behavior report includes, but is not limited to:

- Profanity
- Disrespect toward students or adults
- Bullying/Harassment toward others
- Verbal/Physical threats
- Lying
- Passing notes in class
- Misuse of materials/school property
- Disruptive behavior
- Gum chewing or eating during class
- Presence in unauthorized areas of the school
- Failure to observe school/classroom rules
- Improper use of technology
- Insubordination
- Sale of personal items without permission
- Cell phone use
- Uniform violation

Each behavior report will be sent home and returned the next school day with the parent's signature. If a student fails to return a behavior report or detention notice the next school day, the Principal will have the student contact their parent and issue another behavior report for insubordination.

*Reminder:* For every three (3) behavior reports a student accumulates within the same academic quarter, a detention will be served.

All recorded behavior reports are recorded in house and reset at the end of each quarter.

### Disciplinary Consequences

Failure to live up to the Values Code of Honor and other infractions will result in the following procedures which have been established to help students focus on the importance of honor and respect. The Principal may make a determination about immediate detention or other disciplinary measures depending on the severity of the inappropriate behavior.

1. Teacher talks with student
2. Behavior Report Issued
3. Conference with the Principal and phone call or email to parents
4. Repeated infractions will result in after-school detention.
5. Physical fighting or other extreme infractions will result in immediate suspension or expulsion.

When merited, discipline matters may also involve the expertise of the school's counselor.

### Forgery

Forging a parent/guardian signature by a student seriously interferes with the school's ability to communicate with a student's parents. Forgery will result in a meeting with the Principal, a conference with the parents/guardians, and an after-school detention.

### Suspension

Continued disregard (more than once) of the above infractions and/or the following behaviors may result in an immediate out-of-school suspension or expulsion. Such infractions include, but are not limited to:

- Fighting/Physical Assault
- Verbally Abusing/Name Calling
- Harassing (physical, sexual, etc.)
- Bullying (taunting, teasing, excluding, etc.)
- Vandalizing or damaging of personal or school property
- Cheating or plagiarizing
- Stealing/Lying
- Leaving school grounds without permission

### Prevention Programming (ADW)

*As a Catholic School, we believe and teach that each of us is called to love our neighbors and to treat them with respect. St. John the Evangelist School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. 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.*

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

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

1. *Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property;*
2. *Is hurtful, repetitive, and shows an imbalance of power;*
3. *Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school;*
4. *Occurs off school property but is considered detrimental to the reputation of our school or community. These occurrences will be handled as school issues.*

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

*“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 (ADW)

*In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. John the Evangelist School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals, and/or any other outside experts as the school official(s) deems necessary. 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.*

#### Search and Seizure

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

#### Detention – Grades 4 through 8

The purpose of detention is for students to reflect on their behavior and develop strategies for positive improvement. For the first detention, parents will be notified by a letter at least one day in advance. The student will serve detention in a classroom after school. Detention is held from 3:00 p.m. to 3:30 p.m. on Thursdays each week. Parents are responsible for picking up their children promptly when they are released from detention. After a ten-minute grace period, the late pick-up charge will be \$1.00 per minute per family. This is payable at the time of pick-up.

For the second detention in one quarter, parents will receive notification in writing. The student who receives three detentions in one quarter is issued an in-school suspension and is now on probation. Probation means that the student may lose further privileges. The duration of the probation will be determined by the principal. This is a warning to the student and parents/guardians to monitor behavior more carefully. A conference may be requested.

For the third detention, parents will be notified in writing. The letter indicates the date the detention will be served. The letter also indicates which school-related activity/activities from which the student will be suspended from participating (e.g., assemblies, recesses, field trips, and athletics). A conference will be held.

A student who receives three (3) detentions in one quarter or five (5) detentions within a semester or school year will receive an automatic in-school suspension and will be placed on disciplinary probation. The duration of probation will be determined by the principal. It will

be for the remainder of the quarter, semester, or school year. An in-school suspension has a \$90.00 associated fee that must be paid before the in-school suspension is served.

Disciplinary probation is taken very seriously. Subsequently, any detention received during probation will result in an automatic in or out of school suspension, depending on the infraction and at the discretion of the principal, in addition to the detention earned.

Disciplinary probation includes the loss of privileges and eligibility for school and class events. These privileges or events may include recess, participation in school and/or extracurricular activities, field trips, parties, assemblies and awards. If the student is unable to meet the St. John the Evangelist expectations regarding student conduct, s/he could face possible dismissal or expulsion.

#### Reasons for Automatic Detention or Suspension

Inappropriate student behavior that warrants an automatic detention or suspension, as deemed by the administration, includes, but is not limited to:

- Insubordination
- Skipping class
- Skipping detention
- Physical fighting
- Threat of bodily harm
- Bullying/Harassment toward others
- Verbal/Physical threats
- Classroom disruption (i.e., excessive talking or not following established classroom rules)
- Stealing
- Lying
- Forgery
- Cheating - Cheating is considered to be a very serious matter. It includes plagiarism, forgery, cheating on tests, class work, or other assignments, copying another student's assignment or allowing another student to copy an assignment. It also includes the improper use (at the discretion of the teacher or principal) of AI for assignments. **ALL** cheating results in a grade of zero on the assignment.
- Improper language - oral, written, or gestures
- Five (5) uniform reminders
- Accumulation of five (5) detentions within one semester or school year
- (3) Detentions issued in one quarter
- Detention received while on disciplinary probation
- Disrespect for authority/insubordination
- Disrespect towards students
- Vandalism
- Improper use of technology and the internet
- Cell phone use

**In all cases, written records of each detention and/or suspension will be kept on file for the duration of the student's enrollment at St. John the Evangelist School.**

#### Reasons for Suspension

The following are **some** behaviors that can result in suspension:

1. Willful defiance or disobedience of authority
2. Forgery
3. Physical fighting/assault
4. Sexual harassment
5. Verbal/Physical threats
6. Serious theft
7. Continuous bullying
8. Serious vandalism
9. Gross misconduct in the use of technology

Students who are suspended are also suspended from school-sponsored activities such as after care and extra-curricular activities.

### Reasons for Expulsion

The following are some behaviors that can result in expulsion:

1. Continued and willful defiance or disobedience of authority
2. Physical assault
3. Sexual harassment
4. Continued bullying
5. Verbal/Physical threats
6. Possession of weapons
7. Possession and/or use of firecrackers, ammunition, or other explosives
8. Arson, extortion, or other criminal activities
9. Possession and/or use of alcohol and other drugs
10. Serious theft
11. Serious acts of aggression
12. Acts that threaten the health and/or safety of others
13. Gross misconduct of technology and Internet, e.g. cyber bullying, defamation of character, slander
14. Trafficking in pornographic materials (e.g. sexting, printed materials, etc.)
15. Slander
16. Grave defacing or destruction of school property. In all cases of vandalism, students and their parents are responsible for any damage to equipment and/or property
17. Inappropriate sexual activity
18. Falsification of reports, records and communications
19. Any serious action not in keeping with the mission and philosophy of St. John the Evangelist School

### Reasons for Dismissal

The following examples may result in dismissal:

1. Poor academic achievement or a learning disability that cannot be properly addressed by the school curriculum
2. Serious misbehavior on the part of parent or student showing disregard for stated school policies and/or disrupts the teaching-learning situation in the school
3. Parents' noncompliance with the teacher and/or principal's recommendation regarding referrals to the Health Department and/or other agency deemed necessary for more thorough evaluation of the child

4. Parents' noncompliance with school policies
5. Parents' falsification of records or withholding pertinent information regarding the child's past physical, emotional, or academic problems
6. Parents' failure to meet tuition obligations as detailed in their contract
7. Parent and/or student who are involved in counterproductive activities, which are detrimental to the mission or reputation of St. John the Evangelist School

#### Additional SJE Policy regarding Student Behavior

In addition to the standards for student behavior described previously, whenever a student's behavior in school deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of others, action may be taken to restrict privileges and rights of school attendance.

**It is the sole discretion of the principal, in consultation with the pastor, to determine the severity of a student's behavior and the consequences it warrants.**

The principal reserves the right to require that a student has a formal psychological, psychiatric or other assessments pertaining to any behavioral concerns.

Such action may include:

1. **Probation:** A conditional enrollment during a trial period. Responsibility of placing a student on probation rests with the principal.
2. **In-School Suspension:** A temporary restriction of activities, privileges and interaction with other students for a specified length of time. Responsibility for the stipulated conditions and length of in-school suspension resides with the principal. Students who receive an in-school suspension will be required to report to school each day and work with a **substitute teacher paid for by the suspended student's parents (\$90.00 per day)**. A conference, between the parent, student and with the administration, is required before the student is readmitted to classes. **The \$90.00 fee is due at this time.**
3. **Out-of-School Suspension:** A temporary termination of enrollment until stipulated conditions are met. Responsibility for suspending a student resides with the principal. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. A conference, between the parent, student and with the administration, is required before the student is readmitted to classes.

**Reminder:** Students who are suspended are also suspended from school-sponsored activities such as after care and extra-curricular activities.

4. **Expulsion:** A termination of enrollment permanently or for an extended period of time. Expulsion is exercised only through procedures designated by the Archdiocesan Department of Education Policies.
5. **Dismissal:** A termination of enrollment in St. John the Evangelist School.

**The decision of the principal and pastor regarding both suspension and expulsion will be final.**

### Policy Regarding Searches

The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

## **ACADEMIC LIFE**

### **CURRICULUM**

St. John the Evangelist School follows the Archdiocese of Washington's Curriculum Standards in all subjects. At Back-To-School Night in the beginning of the school year, teachers go over these standards and their own classroom policies with the parents. The Archdiocesan Curriculum Standards are available on the school's website under the Academics tab. A formal Archdiocesan Standardized Curriculum is followed for PreKindergarten. Focus at this early age is placed on readiness for school, socialization, and the importance of play.

Following Archdiocesan guidelines, the areas of study offered at St. John the Evangelist School include:

#### **Basic Skills Subjects:**

Reading, Mathematics, Language Arts

#### **Academic Subjects:**

Social Studies, Science, Spelling, Vocabulary, Religion

#### **Additional Subjects:**

Art, Physical Education, Music, Public Speaking, Spanish

### Homework

In grades Kindergarten through Grade 8, homework is assigned to aid in the reinforcement of skills taught in the classroom as well as to acquaint parents/guardians with the skills and standards being learned at school. Projects are assigned to help the student apply knowledge learned in the classroom. Parents and guardians are expected to review homework assignments as well as the Student Planner nightly to ensure completion and accuracy. Credit is given for completed homework. Missed assignments negatively affect grades. Students who are found to have copied another's homework (cheating) will receive a zero for that assignment. A homework policy will be distributed to each child during the first week of school and discussed at Back-to-School Night.

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



a zero (0) for that assignment. Homework is to be completed and printed at home when applicable. **Printing service is not available to students in school.**

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

The time and complexity of the homework assignments are determined by the students' developmental capabilities. The **general** guidelines are as follows:

Grades K-1	10-20 minutes
Grades 2-3	30-40 minutes
Grades 4-5	40-60 minutes
Grades 6-8	90 minutes to 2 hours

When requesting homework for your absent son/daughter, please call the school office by 8:30am. The teacher will be given the message and will have your child's books and homework placed in the main office by 3:00pm. It is the responsibility of the student and the parent to see that all tests and class work missed during absences are made up. Days allowed for make up of homework correspond to the number of days absent for illness or family emergency. If assignments are not completed and given to the teacher by the due date, a grade of zero will be given.

#### Homework due to vacations/planned absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy.**

#### Assessments

Generally all test and quiz results should be seen by the parents. However, students who receive a D or F on a test or quiz are expected to correct them and then have them signed by their parents and returned to the teacher as verification that parents are aware of this grade. Teachers will contact the parents if these test or quiz papers do not come back signed and corrected in two days.

Tests and quizzes will be reviewed by the teacher in class so corrections can be made. Grades are not dropped because test and quiz papers are not signed. The faculty will limit the number of major tests scheduled for a single day to three. When a student misses tests or quizzes because of an excused absence, the teachers are aware of the stress of making up tests and quizzes and will schedule make-up tests and quizzes accordingly, no more than three in one day.

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

### Resource Program

The purpose of the Resource Program is to serve, as far as possible, the children in our parish who have been diagnosed with learning and/or physical challenges. The educational plan and resource time advised through professional evaluation will be incorporated by the resource and classroom teachers as much as possible. The member(s) of our Resource Department have formal weekly meetings to discuss strategies to best help our students.

### Math and Reading Groupings

Every effort is made to place students in classes which will create the most successful environment for each student to learn. Student standardized test scores, subject grades, performance in class, ability to complete assignments, teacher recommendation, and Principal approval determine this class placement. As circumstances change, students may change classes. This placement in classes is a professional educational decision and not a parental preference. As such, the school will determine class placement.

### Spanish

While Spanish is not officially an Archdiocesan mandated program, all students at St. John the Evangelist School are expected to participate in taking this class unless they have been officially documented as having a learning disability. Spanish classes are academic in nature and are subject to the same requirements as other academic subjects. Students are expected to devote the necessary study time to this subject, including active class participation and completion of assigned homework.

## **GRADE REPORTING**

Students and Parents may view grades and assignments through PlusPortals, the school's online Student Information System. The system can be accessed through the school website ([www.sjte.org](http://www.sjte.org)) by clicking the PlusPortals name in the upper right corner of the home page. Teachers update grades and assignments weekly.

### Progress Reports

The progress of any student in grades 4-8 (current grades, missing work, attendance, discipline) can be monitored online by parents through PlusPortals. Teachers will reach out to parents if there is concern that a student is failing a particular class and may need additional support at home.

Interim progress reports are mailed at the midpoint of each quarter to students who are experiencing academic difficulty. These reports must be signed by the parent and returned to the teacher the next day. The receipt of a progress report does not mean failure for the marking period, nor does the absence of a progress report guarantee the passing of a subject. After the receipt of this report, it is the responsibility of the parent to monitor the child's ongoing progress and inform the teacher of any concerns. Any student in Grade 8 who is failing will not be permitted to attend graduation activities: dinner, trip, or graduation.

### Report Cards and Parent/Teacher Conferences

The curriculum and standards for evaluation at Saint John the Evangelist School are in accordance with the regulations and guidelines of the Archdiocese of Washington. The grading system is as follows:

PreKindergarten through Grade 3 standards-based report card grades:

- (EE) Exceeds grade level expectations
- (ME) Meets grade level expectations
- (AE) Approaching grade level expectations
- (NE) Not approaching expectations
- (X) Not assessed at this time.

Art, Music, and PE - grades PreK-8:

- E – Excellent
- G – Good
- S – Satisfactory
- I – Improvement Needed
- U – Unsatisfactory

Grades 4 – 8

- A 93-100 Outstanding
- B 85-92 Above Average
- C 77-84 Average
- D 70-76 Below Average
- Below 70 Failing

After review by the Principal, Report Cards are available quarterly to the parents of students in grades 1-8. Students in PreKindergarten and Kindergarten receive Report Cards in January and June. Report Cards in Quarters 1-3 will be available on PlusPortals. Quarter 4 Report Cards will be picked up at the School Office, along with a summer packet, ten days after the end of the school year. Parent/Teacher Conferences may be scheduled twice a year (dates are provided on the school calendar). Appointments for conferences may be made up to 2 days prior to the conference day through SignUp Genius (instructions are provided to parents). Student evaluation conferences between teachers and parents are held as follows:

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

Other conferences may be held at the convenience of teachers and parents. Teachers may be contacted by a note or email. Under no circumstances should teachers be detained in the hall or on the school parking lot during, before, or after school hours without an appointment arranged through the office, nor should teachers ever be called at their homes.

Report Cards and Progress Reports will be available to the parents whose financial obligations have been met for the respective quarters. Parent/teacher conferences will be arranged provided the same financial obligation is honored.

### Honor Roll

The Honor Roll has been established to promote scholarship for students in Grades 4-8. It has proved to be an excellent motivator and is a highly sought after achievement.

### Principal's List

Principal's List requires all A's in the following subjects: Religion, Reading, English, Mathematics, Vocabulary, Writing, Spelling, Literature, Science, and Social Studies. Spanish is a core subject for Grades 7 & 8. An I or a U in a Special will disqualify a student from the Principal's List.

### First Honors

First Honors requires all A's and one B in the following subjects: Religion, Reading, English, Mathematics, Vocabulary, Writing, Spelling, Literature, Science and Social Studies. Spanish is a core subject for Grades 7 & 8. An I or a U in a Special will disqualify a student from First Honors.

### Second Honors

Second Honors requires A's and B's in the following subjects: Religion, Reading, English, Mathematics, Vocabulary, Writing, Spelling, Literature, Science and Social Studies. Spanish is a core subject for Grades 7 & 8. An I or a U in a Special will disqualify a student from Second Honors.

### Promotion and Retention

Our school follows the Archdiocesan policy regarding the promotion and the retention of a student. A student's retention in primary grades is dependent upon developmental maturity, behavior, and mathematics and language-arts skills. Retention in grades 4 through 8 is dependent on achievement in basic skills and academic subject areas. Frequent absence, tardiness, or unacceptable behavior are considered as factors in retention.

#### **Basic Skills Subjects:**

Reading, Mathematics, Language Arts

#### **Academic Subjects:**

Social Studies, Science, Spelling, Vocabulary, Religion

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

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

### Testing Programs

- According to Archdiocesan guidelines, standardized tests are administered at the beginning and end of each school year to measure student progress. These standardized tests are given to grades 2-8. They are done on a computer and are adaptive tests for each student. Students may also be tested in January to assess mid-year progress.
- Diagnostic tests which accompany the textbooks are given in connection with each level or unit.
- The High School Placement Test (HSPT) is administered in late fall for eighth graders. A practice HSPT is given to seventh graders in the Spring.
- While informal evaluations take place all year round, a formal evaluation is administered to the PreKindergarten children in the spring to determine the students' readiness for success in the formal Kindergarten school program.
- PreKindergarten children are given an assessment within the first 90 days of the start of school. This test is mandated by the State of Maryland to identify any potential academic problems so they may be addressed early by state programs.
- New students to St. John the Evangelist School in Grades 4 to 8 are required to take a standardized reading, language arts, and math test. Prospective students in Grades 1, 2, and 3 are evaluated by the teacher whose room the child visits for a day, and reading and math tests may be given if deemed helpful for evaluation. A formal conference with the parents is also held for these students. All new students are admitted on the condition that they maintain the academic and discipline standards of this school.

### High School Admission

The High School Placement Test (HSPT) will be administered to all 8<sup>th</sup> Grade students in late fall. Students may apply to three of the listed high schools in the Archdiocese of Washington who use the results of this test. (There are a few Catholic high schools in the Washington, DC area who administer their own entrance exam.) The students' test results will be sent to their schools of choice along with:

- Results of 7<sup>th</sup> and 8<sup>th</sup> Grade standardized testing scores
- Final 7<sup>th</sup> and first quarter 8<sup>th</sup> grade report card grades
- Evaluations by the Middle School teachers
- Attendance records
- Principal's evaluation
- Final transcript

Families will be charged an additional fee of \$25.00 per school over the three schools for sending additional paperwork.

Beyond the test, parents and students are responsible for the individual applications to the schools, financial aid, and scholarship applications. Further details will be covered as part of the 8<sup>th</sup> Grade High School Parent Night.

### Textbooks

Textbooks are evaluated on a regular basis. The evaluation follows Archdiocesan policy and is done by a committee of teachers. Most textbooks, which are given out by the school, are covered under the fee paid by parents at the beginning of the year.

Textbooks or library books which are lost or badly damaged must be repaired or reimbursement made. Lost or badly-damaged hard-covered books must be replaced, and parents will be charged the cost of replacement. Reimbursement will not be made if book/workbook is later found.

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

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

#### Student Safe Environment Training

In accordance with the Policies for Catholic Schools and the Child Protection Policy of the Archdiocese of Washington (Sec. 4.5), it is mandated that all students in Archdiocesan elementary and middle schools receive safe environment training. These guidelines teach the students how to protect themselves against predators. Age-appropriate programs are conducted in every class every year by the school counselor.

#### Human Sexuality Program

We follow the Archdiocesan Human Sexuality guidelines which embody their wellness and safety policy. Sixth through Eighth grade students will learn to respect their bodies as temples of the Holy Spirit and make choices that will keep them safe and their bodies healthy. Trained volunteers conduct a class for the sixth-grade students and their parents. Parents and daughters attend one class and parents and sons attend another. Later in the school year, the same team returns to speak with the seventh and eighth grade classes.

We invite all parish 6th graders and their parents to an October meeting as a kickoff to the program. The Pastor gives a short presentation to parents and children about how our sexuality cannot be fully appreciated unless we understand what it means to be like God—created in his own image. It is emphasized that parents are the first teachers. Then the groups break out for parents/daughters and parents/sons. In these groups, it is explained how all of us need to know and understand more about how we are each unique individuals created by God. We connect our faith and certain sacraments that God has given to us that will help everyone appreciate and respect changes that our bodies go through and the powers that our bodies attain after puberty. In early January, a meeting is scheduled with the 7th and 8th grades to reconfirm these values.

#### Field Trip Policy

Educational field trips are arranged so that students can benefit from the cultural and educational opportunities present in this area. Field trips are part of the educational program and participation is mandatory. Parental permission and payment of fees, which will be requested well in advance of the actual date, must be returned to school by a specified due date in order for the student to participate in the field trip.

*If a student is not attending a field trip, s/he is expected to attend school.*

*Chaperones must be in compliance with all Child Protection Policy requirements in order to attend field trips.*

## **TECHNOLOGY AND INTERNET USAGE**

St. John the Evangelist School follows the Archdiocese of Washington's Policy regarding Technology and Internet Usage.

### **Technology and Internet Usage (ADW)**

*Student Responsibilities When Using any Technology Equipment:*

*All Students:*

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

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

- *Shall not reconfigure any school hardware, software, or network settings.*

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

*All students understand and acknowledge:*

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



*the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.*

#### *Parent/Guardian Acknowledgement*

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

*Parents/Guardians acknowledge that they have read and reviewed the terms of acceptable technology use with their child who is in attendance at St. John the Evangelist School, and both parents and students understand and agree to abide by those terms.*

#### Blogs/Social Networking

Engagement in online blogs and social networking, such as, but not limited to, Instagram®, Facebook®, Twitter®, Vine®, Kik®, SnapChat®, Tango®, etc. may result in disciplinary actions if the content of the student's blog, comments or pictures include defamatory comments regarding the school, the faculty, other students or the parish. Students are strictly prohibited from contacting or requesting to friend or follow faculty and staff via these sites.

#### Virtual Reality Sites

Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.seconddlife.com](http://www.seconddlife.com)® or [www.discord.com](http://www.discord.com)® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

#### Electronic Devices

Students are not permitted to bring electronic devices to school. Electronic devices may include but are not limited to: cell phones, iPods, Apple Watch, digital cameras, MP3s, tablets (unless otherwise approved for educational purposes by the administration) and portable electronic gaming devices. If a student brings the device to school it will be collected at the start of the school day in their Homeroom class and returned at the end of the school day.

Parents or guardians who volunteer to chaperone school activities may not use their cell phones for personal matters in the classroom, during student activities, or while supervising students on field trips.

## **HEALTH AND SAFETY**

### **EMERGENCY PROCEDURES**

#### **Emergency Contact Information**

All parents must fill out Emergency Information cards, one per child, at the beginning of each school year. If these cards are not returned by the first day of school, students will not be allowed to go to class and will be sent home.

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

#### **Emergency Drills**

St. John the Evangelist School follows the Archdiocese of Washington Catholic Schools Office's (CSO) policies regarding Emergency Response Procedures. CSO has adopted the A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) protocol.

St. John the Evangelist School follows all Montgomery County guidelines for fire drills and emergency weather drills.

St. John the Evangelist School's administration regularly attends emergency preparedness training and seminars presented by Montgomery County and the Catholic Schools Office. If new emergency guidelines are recommended, an emergency response team from the school will attend training.

### **SAFETY PROCEDURES**

#### **Child Protection (VIRTUS )/Electronic Background Check**

As part of the Archdiocesan policy, all volunteers who wish to participate in field trips and volunteer activities must complete the Child Protection Program (VIRTUS), an electronic background check through the Archdiocese of Washington, **and be fingerprinted by a certified agency**. This policy ensures the safety of all children while under our care. (See the school's website under Parent Resources, VIRTUS.)

#### **Visitors**

All visitors and volunteers to St. John the Evangelist School must check in at the school office to sign-in and receive a visitor's pass before proceeding to a classroom or a school function. This includes all parents and volunteers.

### **HEALTH POLICIES AND PROCEDURES**

#### **Children's Health**

We follow Montgomery County's health regulations in all health-related matters, especially if the health concern necessitates that the child stay home until he/she is past the contagious

stage. It is most important, therefore, that you call and let the school know immediately if this condition exists. If the health regulations require us to notify other parents, we will do so. In the case of head lice, we may have to do our own screening if the condition persists.

Maryland law and Archdiocesan policy require that all students who need medication, whether prescribed or over-the-counter, during the school day must bring in an Archdiocese of Washington (ADW) completed and signed Student Medication Authorization Form from his/her doctor or nurse practitioner (available from the School Office or on the school's website under Parent Resources, Health Forms or Quick Links, Forms). Parents may ask their doctors to complete this form at the beginning of the school year for such things as Tylenol and Neosporin. Furthermore, these medications, prescribed or over-the-counter, must be given to our Medication Technician in their original containers. The Medication Technician, in the School Office, will give it to the student as directed. This includes cough drops, etc.

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

#### When to Keep Your Child at Home

When your child is sick, it is best to keep him/her home from school. This not only benefits your child but the other children and staff in the classroom. If your child has any of the following symptoms, you are required to keep him/her at home:

- Temperature of 100° or more;
- Nausea or vomiting;
  - If your child is vomiting at school, you MUST take your child home as soon as possible for rest and further observation. The child must remain at home for a period of at least 24 hours AFTER the last symptom occurs and be symptom free before returning to school.
- Stomach ache, with or without a fever if the child is unable to participate in class and school activities;
- Diarrhea, with or without a fever;
- Pale or flushed face in addition to other symptoms especially if there is a diagnosis of asthma, allergy, or other chronic illness;
- Headache pain which prevents the child from participating in class, Physical Education, or other school activities;
- Cough, especially if the cough is frequent and accompanies other symptoms;
- Earache pain, with or without a fever;
- Yellow/green discharge from nose;
- Sore throat, unable to swallow food or liquid;
- Rash or signs of infection of the skin of any part of the body;
- Red or pink eyes, especially if accompanied by a discharge from the eye;
- Loss of appetite—not wanting to have snack or lunch;
- Loss of energy or noted decrease in activity, such as putting head down on desk, appearing tired or fatigued, asking to have a nap.

If your child has any of the above symptoms, he/she must stay home and be observed for further illness. If any of the symptoms become severe or persist for more than 24 hours, you

should contact your physician for advice on care or evaluation. Sometimes children use illness as an excuse to miss school. On the other hand, some children may force themselves to go to school even though they are sick. Parents, please be alert to your child's health.

#### Allergies or Other Permanent Medical Conditions

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

#### Health Emergency Card Information

An emergency information card must be on file for each child. When there is a change of address or phone number or a change in the child's medical history, the parent should inform the School Office immediately so that the change(s) may be made on the information card. If these cards are not on file by the second day of school, students will not be allowed to go to class and will be sent home.

Emergency cards completed in the past are discarded, so it is imperative that a new card is completed each year. Please note any medical issues or allergies. Information will be kept confidential. All adults responsible for pickup/drop off should be listed on the card.

#### Health Records

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

#### Maryland State Department of Health and Mental Health Hygiene Regulation 10.02.20

No student will be admitted to school who has not furnished evidence of primary immunizations against TETANUS, VARICELLA, DIPHTHERIA, PERTUSSIS, POLIOMYELITIS, MEASLES (RUBEOLA) AND RUBELLA (GERMAN MEASLES). This must be documented on an Archdiocese of Washington (ADW) immunization form. The last dose of vaccine received must be in accordance with the recommended schedule of immunizations and the child must continue to receive the appropriate immunizations on schedule in order to remain in compliance. Dates for these immunizations must be provided. Students who are not in compliance with this regulation will not be allowed to attend classes.

#### School Counselor

St. John the Evangelist School has a certified School Counselor on staff part time. While a parent/guardian signed Permission Form is necessary for the Counselor to meet with a student on a regular basis, in an emergency, or at the principal's or her designee's discretion, the Counselor may meet with a student on a one-time-only basis without the parent/guardian signed permission.

#### Archdiocesan Catholic School Counseling Services (ADW)

*In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. John the Evangelist 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.*

### Smoke-Free Campus

According to Montgomery County Health regulations, no smoking is allowed in the school or on school grounds.

## UNIFORMS

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

### Uniform Code

The 2025-2026 school year an **optional** SJE quarter zip for girls and boys in 4<sup>th</sup> to 8<sup>th</sup> grade has been added. This is to be worn in place of any out of uniform hoodies or sweatshirts. If interested, please purchase one for your student(s) that can be worn any school day (except PE days) throughout the year **over** the required polo shirt. Also, for our young ladies in **4<sup>th</sup> to 8<sup>th</sup> grade**, it is now required to wear **black spandex shorts** (biker shorts, compression shorts etc.) under skirts for modesty and comfortability. Both the quarter zip and spandex shorts can be found on the Flynn O'Hara website or in store. **You can purchase the black spandex shorts elsewhere if you choose.**

### Girls Grades PreK - 5

*Summer/Spring: September, October, April, May, June*

- Daily Uniform: Green/blue/yellow plaid jumper or uniform khaki shorts with brown/black belt; white or green uniform polo shirt; green or white knee socks; white crew socks; black or brown shoes. **Low cut sneaker socks are not allowed.** Polo shirts are to be tucked in at all times. Jumpers are to be no more than 3 inches above the knee in length.
- Gym Day Uniform: Green mesh shorts with school logo and gray t-shirt with school logo, sneakers, and white crew socks.

*Fall/Winter: November through March*

- Daily Uniform: Green/blue/yellow plaid jumper or uniform khaki pants with brown/black belt; white or green polo shirt with school logo; hunter green cardigan sweater with logo; green or white knee socks, green or white tights, or white crew socks; black or brown shoes. Low cut sneaker socks are not allowed. Polo shirts are to be tucked in at all times. Jumpers are to be no shorter than 3 inches above the knee in length.

- Gym Day Uniform: Green sweatpants and sweatshirts (green mesh shorts with school logo and gray t-shirt with school logo may be worn underneath), sneakers, and white crew socks.

### Girls Grades 6 - 8

*Spring/Summer: September, October, April, May, June*

- Daily Uniform: Plaid kilt (same fabric as primary jumper) or uniform khaki shorts with brown/black belt; white or green uniform polo shirt, tucked in at all times; green or white knee socks or solid white crew socks, no logos; black or brown shoes. Kilts are to be no shorter than 3 inches above the knee. Black spandex shorts is required (biker shorts, compression shorts etc.) under skirts for modesty and comfortability .
- Gym Day Uniform: Green mesh uniform shorts and uniform gray t-shirt, sneakers, and crew socks, no logos.

*Fall/Winter: November through March*

- Daily Uniform: Plaid kilt or uniform khaki pants with brown/black belt; uniform white or green polo shirt, tucked in at all times; hunter green cardigan or V-neck pullover sweater, or school uniform sweatshirt or SJE quarter zip (no SJE spirit wear hoodies or sweatshirts except on Spirit Days); green or white knee socks, green or white tights, or white crew socks, no logos; black or brown shoes. Low cut sneaker socks are not allowed. Long sleeve shirts are not to be worn under the polo shirt. Kilts are to be no shorter than 3 inches above the knee.
- Gym Day Uniform: Green sweatpants and sweatshirts with school logo (green mesh uniform shorts and gray uniform t-shirt may be worn underneath), sneakers, and white crew socks, no logos.

No dyed or streaked hair is permitted. **Make-up, artificial fingernails, and fingernail polish may not be worn.**

Because of safety reasons, especially at recess and during Physical Education classes, we do not encourage wearing jewelry. Therefore, the only jewelry students may wear is a small cross and chain, a wrist watch, one ring, and a pair of small earrings (no other piercings are permitted).

### Boys Grades PreK - 8

*Summer/Spring: September, October, April, May, June*

- Daily Uniform: Forest green polo shirt with logo, tucked in at all times; khaki shorts or pants with brown/black belt; mandatory solid, white, khaki, or black colored crew socks, no logos; black or brown shoes.
- Gym Day Uniform: Green mesh shorts with school logo and gray t-shirt with school logo, sneakers, and crew socks, no logos.

*Fall/Winter: November through March*

- Daily Uniform: Forest green polo shirt with logo, tucked in at all times; khaki pants with brown/black belt; mandatory solid white, khaki, or black colored crew socks, no logos; black or brown dress shoes. No low cut sneaker socks are allowed. The St. John's green sweatshirt with logo and the quarter-zip sweatshirt with logo may also be worn (no hoodies or other SJE sweatshirts). Plain white short-sleeved undershirts may be worn under the polo shirt, but no longer than the uniform shirt sleeve.
- Gym Day Uniform: Green sweatpants and sweatshirts with school logo or quarter-zip sweatshirt with logo (green mesh shorts with school logo and gray t-shirt with school logo may be worn underneath), sneakers, and crew socks, no logos.

Hairstyles should be neat and conservative. Boys' hair may not go past their eyebrows, ears or over their collar. Fad hairstyles are not to be worn. Hair color is to remain in natural tones. Hair styles should not cover the eyes. Boys are to be clean-shaven at all times.

A student is not to report to school out of uniform without a written note from their parent or guardian as to the reason.

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

**A student is not to report to school out of uniform without a written note from their parent or guardian as to the reason.**

### Tag Days and Spirit Days

On Tag Days, students are to wear Spirit Wear gear only. Students may bring in a donation (\$1.00 minimum) in order to wear their regular clothes instead of their uniform that day. Tag Days are used as fundraisers for charitable organizations or for Student Council projects. Tag Days are usually held on recognized holidays. For example, students may wear red/pink on Valentine's Day and green on St. Patrick's Day. Tag day attire for any specified occasion should be clean and modest and not distracting or inappropriate. Spirit Days are held monthly; students are invited to wear **only** SJE spirit wear on these days instead of the regular uniform. No donation is required.

On Tag Days and Spirit Days, items that are NEVER to be worn to school include: hats; shorts/skirts that are more than 3 inches above the knee; worn out or tattered sweatpants and jeans (no frays, holes, or tears); halters, cropped tops, or spaghetti straps; see-through, revealing, tight, and/or oversized clothing; and all clothing that is printed with inappropriate language or messages. In Grades 4-8, leggings, tights, spandex pants, and yoga pants are acceptable **ONLY** when a top is worn that extends to mid-thigh. Pants must be waist-high; no hip-huggers or baggy pants. Flip-flops and platform or stacked heels (no more than ½ inch high) are unsafe and are inappropriate for school wear. It is important that students demonstrate through their words, deeds, and appearance a commitment to fostering our Christ-centered environment, thus all students are expected to dress modestly. Students who do not abide by these rules may lose the privilege of dressing out of uniform. The school reserves the right to determine whether the dress and appearance of a student meet the

standards of St. John the Evangelist School. If a student arrives at school in inappropriate attire, a parent/guardian will be called and the student will be sent home to change.

#### Consequences for Non-Compliance with Uniform Policy

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

#### Uniform Reminders

Uniform reminders issued by the teachers for infractions are to be signed by the parent and returned to school the next day. Failure to do so will result in a parent contact. If a student receives three (3) uniform reminders in one quarter, a detention will be served. Repeated offenses, five (5) uniform reminders, in a semester constitutes willful non-compliance and will result in an automatic suspension and/or probation.

Students in grades 4-8 receive the following consequences:

- Teacher will send the student to the School Office whenever the student is not in compliance first thing in the morning.
- Parents will be notified and asked to bring proper attire or sent home to change.
- Teacher will issue a Uniform Reminder to be signed by a parent or guardian and returned to the issuing teacher the next school day.
- Repeated uniform violations will result in loss of the privilege of participating in future Tag/Spirit Days, as well as possible detention, suspension, and/or probation.

#### Used Uniform Closet

We have clean, gently-used uniforms available at school. Parents are welcome to "shop" in the uniform closet. A donation of \$5.00 per article is suggested.

#### New Uniform Purchase:

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

## **EXTRACURRICULAR ACTIVITIES**

#### Before School Care Program

St. John the Evangelist School offers a Before Care program for parents who may need this service. Parents may drop off their PreK-Grade 8 children at 7:00am on regular school days or at 9:00am when a two-hour delayed opening is announced. The cost is \$10.00 per student per hour.



### Extracurricular Activities

All extracurricular activities, including CYO sports and band, must adhere to all school policies.

### Extended School Program (After Care)

St. John the Evangelist School offers an Extended School Program for parents who may need this service. This program is available for all full-day students and is under the direction of certified personnel and operates whenever school is open. The fee is \$10 per hour. The time schedule for this program on a regular school day is 3:00pm–6:00pm. The time schedule for this program for ½ days is 12:30pm–6:00pm. If children are not picked up by 6:00pm, there is an additional \$15 fee per half hour (or any portion of a half hour) per child.

Weather permitting, the schedule includes outside play. Children who are not well enough to go outside should not be in school at all or at least picked up at the regular dismissal time at 3:00pm. Extended Care students will begin with snack time and allotted time to begin their homework.

In order to use SJE's Extended School Program, a Montgomery County Emergency Form—signed by your physician or health-care provider—must be on file with our Director of the after-care program. This form is IN ADDITION to the school's health forms.

### After-School Parties

Invitations to individual parties are not to be given out during school time or on school property. Furthermore, arrangements to pick students up for the party may not be on school grounds. In the event that an entire class will be invited to a party, parents must obtain permission beforehand from the teacher/administration to distribute invitations.

The school does not sponsor or promote evening dances for Seventh and Eighth Grade students outside of St. John the Evangelist School.

### School Parties

Parents may bring in a simple treat for the class only on their own child's birthday. Parents are asked to notify the teacher in advance if they plan to do this so the teacher can plan accordingly.

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

## **GENERAL INFORMATION**

### Cell Phones

While under our supervision, students are not allowed to use or lend their cell phones to other students unless officially authorized to do so. Therefore, no student is to use a cell phone or the cell phone of any other person, parent, or student to call to leave early or for any other reason. If a call home is necessary, it is made on the school phone and is made with the knowledge and permission of the Principal or his/her designee. Students must turn in their

cell phones to their homeroom teacher at the beginning of each school day and may pick them up at the end of the day. Failure to comply with this policy will result in the cell phone being confiscated.

The Archdiocesan policy on cell phone usage: Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student's teacher for instructional use.

If an exception needs to be made due to a specific situation, parents must seek permission in writing from the school principal. If cell phones or Apple Watches are seen or heard, when they should have been turned into their Homeroom teacher at the start of the school day, it will be confiscated and held by the Principal or designee until a parent arrives to pick up the phone or device. After the first offense, disciplinary action will be taken.

#### Electronic Devices

No electronic devices are allowed in the school unless they are curriculum-approved by the principal. Exceptions are a Kindle Paperwhite device for reading or iPads or Chromebooks for individual students with a documented learning need and permission for this accommodation. The school is not responsible for these devices; the student is responsible for their safekeeping.

#### Lost/Stolen Articles

In the event that items should be lost or stolen, every effort will be put into recovering those items. The school, however, after making such an effort, is not responsible for the replacement of these items. The school maintains a Lost and Found bin in the auditorium. Before Christmas break and at the end of the school year, unclaimed articles are donated to charity.

#### Pets on School Property

Except on the designated day in October when pets are blessed, no animals are to be brought into the school or be on the school playground during school hours or during drop-off and pickup times.

#### Pictures

Individual pictures of all children are taken annually. There is no obligation to purchase the pictures. Uniforms are required for the school picture. If parents do not wish their children's pictures to be used in any school publications or on the school's website or social media, please communicate this when asked in FACTS during the enrollment process.

#### Student Records

The Archdiocesan policies regarding student records are followed. Parents wishing access to these records must contact the School Office to set up an appointment. When copies of student records are requested to be sent to another school, camp, etc., parents must first fulfill their financial commitments. A fee of \$25 will be charged for this service.

#### Telephone Calls

All phone calls coming into or going out of the school must be monitored. Emergency messages **ONLY** will be delivered by the office staff.

## **FINANCES**

### Tuition and Fees

#### TUITION RATES FOR 2025-2026

- K-8 tuition: \$12,805
- PreK-3 and PreK-4 half-day tuition: \$7,495
- PreK-3 and PreK-4 full-day tuition: \$11,718

Tuition and fees are paid through FACTS via automatic deductions.

### Late Payment Policy

1.) When notified from FACTS that any family is delinquent in paying tuition, the school will contact the family.

2.) Parents who have a child in Grade 8 and have not met their current financial obligations by January 14<sup>th</sup> will jeopardize their child's chance to get into a high school since materials due to be sent to the high school will be held. For 8<sup>th</sup> Grade parents who fail to pay tuition, fundraising, lost library books, lunch duty, and other financial obligations in full by May 26<sup>th</sup>, the results are as follows:

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

3) For grades K-7, financial obligations, including tuition, fundraising, lunch duty, lost library books, Before and After Care, and other financial obligations that are not paid in full will result in report cards and/or transcripts being held. If there are extenuating circumstances, please speak with the Principal or Pastor. The first, second, and third quarter report cards will only be available to those parents whose tuition is paid for the respective quarters.

4) If financial obligations are too far in arrears, and the family has been notified on at least two occasions and the parents/guardians have made no effort to contact the school, then the student will not be allowed to attend classes until arrangements have been made.

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

### Checks

No postdated checks will be accepted, and checks must wait one week to clear the bank in order to be credited to your school account. If a check is dishonored by the bank, the family will be charged an additional \$25 by the school to offset administration costs incurred by the school. After a second check is dishonored by the bank, we will only accept a Money Order, Cashier's Check, or cash payment.

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

### Financial Aid

Financial aid is available to students who qualify based on need. To apply for Financial Aid, complete the official financial aid form with FACTS through your family-specific link in a timely manner in order to see if you qualify for Archdiocesan financial aid. If aid is received or not received through the Archdiocese, yet still more assistance is needed, the completion of this form qualifies the family to be eligible for additional parish tuition assistance.

Families who are registered and contributing members of St. John the Evangelist Parish or other Catholic parishes in the Archdiocese of Washington are eligible to receive the In-diocese Grant.

**ALL FAMILIES, KINDERGARTEN - GRADE 8, WISHING TO RECEIVE THE PARISH SIBLING GRANT OR SPONSOR A STUDENT AID MUST APPLY FOR FINANCIAL AID THROUGH FACTS. IF YOU DO NOT APPLY FOR AID, YOU WILL NOT RECEIVE ADDITIONAL AID INCLUDING THE SIBLING GRANT FOR MULTIPLE CHILDREN.**

### Return of Fees

See below for refund policies for Application, Registration, Re-Registration and Testing fees. If you are registered for school and withdraw after August first but before the start of school, you will be responsible for the first two months of tuition. If you withdraw from school during the school year, you are responsible for the following:

Withdrawing Sept-Nov:	One-third of yearly tuition plus \$150 fundraising obligation
Withdrawing Dec -Feb:	Two-thirds of yearly tuition plus \$275 fundraising obligation
Withdrawing Mar-June:	100% of yearly tuition plus \$370 fundraising obligation

## **APPLICATION AND ENROLLMENT**

### Entrance Procedures for New Students

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

### Application, Testing, Registration Fees for New Families

Application Fee PreK - Grade 8 per first child - \$150. This fee is non-refundable and not applicable to other fees.

Testing Fee Grades 4-8 per child - \$50. It is non-refundable and not applicable to other fees.

Testing Fee for Kindergarten - \$100.

### Registration Fee Kindergarten - Grade 8

Per Family - \$300. This fee is payable at the time of enrollment and is non-refundable. It is not applicable to any other fees. *If you are moving out of the area, the registration fee is refundable up to August 31<sup>st</sup> of the current school year.*

### Registration Policy for All PreKindergarten Students

Registration for PreKindergarten (both for current and new families) opens in the fall. The process of registering students will be done online using FACTS.

Preference for acceptance into the PreK Program is as follows:

- 1) Parents with other children in our school;
- 2) Parents new to our school who are interested in remaining in our school beyond PreK.

A child entering PreKindergarten-3 must be 3 years old by September 1 (ADW guideline). A child entering PreKindergarten-4 must be 4 years old by September 1 (ADW guideline). Ages must be verified by a birth or baptismal certificate.

### Registration Policy for New Students Kindergarten through Grade 8

The process of registering students will be done online using FACTS. A child entering Kindergarten must be 5 years old by September 1. Parents requesting an exemption to this policy must provide St. John the Evangelist School with official documentation from their local school district that their child has been granted early entrance into Kindergarten. A readiness test for Kindergarten will be administered. This is for placement and/or screening purposes.

### Re-registration for Students Currently Attending St. John the Evangelist School

Re-registration will be done online using FACTS. Parents are required to re-register their children annually. Re-registration must be completed before the end of February in order to ensure placement for the subsequent school year. The re-registration fee per family of \$300, non-refundable and not applicable to any other fees, is due with the completed re-registration form. A \$100 late fee (per family) will be charged for any forms returned after the re-registration deadline.

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

## **ADMINISTRATIVE TOPICS**

### Religious Nature Parent/Guardian (ADW)

*Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. John the Evangelist School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church and will respect and support the unique identity that St. John the Evangelist 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 the Evangelist 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 and other school liturgies. As the primary educators of the students, parents/guardians agree to act in ways that promote the best*

*interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. John the Evangelist School.*

### Student Recognition

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

### Graduation

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

### High School Information Forms

A fee of \$25.00, per school, paid to St. John the Evangelist School is required to process all high-school information forms for each additional school over the three forms provided by the school.

In order for the faculty and administration to write the best possible recommendation for your child, parents must follow these guidelines:

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

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

### Family Volunteer Requirement

Volunteering within the St. John the Evangelist School is important as we continue to build community and encourage family involvement in the life of the school.

Each two-parent family at St. John the Evangelist School is required to volunteer for a total of 20 hours over the course of a year. Single-parent families or families with one parent actively deployed in the military have a reduced requirement of 10 hours per year.

A year is defined as May 1-May 1. This way, hours volunteered at the end of the school year or over the summer count for the following year.

As of May 1, any family that has not met its volunteer requirement will be charged \$20/hour for unmet hours. This fee will be added to their FACTS account for immediate payment.

St. John the Evangelist School has an annual subscription to Track It Forward (<https://www.trackitforward.com/>). Parents are required to sign in to Track It Forward to log their hours for approval, and track their progress toward their annual requirement. Parents are requested to continue logging hours even if they exceed their requirement. This will help the school to know how many volunteer hours were actually worked in a given year.

A designated Volunteer Hours Coordinator will assist with Track It Forward registration, approving logged hours, and answering volunteer hour questions. Opportunities for volunteering will be communicated via the HSA, room parents, staff members, and SJE Weekly News throughout the year.

Parents purchasing \$20 worth of books/materials/treats/goodies can get credit for one volunteer hour IF this purchase is pre-approved by a staff member and IF the receipt is submitted to the Volunteer Hours Coordinator.

## **PARENT OR GUARDIAN COOPERATION (ADW)**

- A. Parents or guardians seeking admission for their child to Catholic schools accept the Catholic identity and philosophy of the school when they sign the admissions application and the re-registration form each year. In doing so, parents and guardians agree not to act in ways that contradict the Catholic nature of the school, to permit the student to participate in all required school programming (including instruction in the Catholic faith and attendance at Mass), to cooperate fully with the school, to act in ways that promote the best interests of the church and school, and to comply with the policies of the Archdiocese of Washington and the school.*
- B. If, at any time during the school year, it is determined that a parent or guardian is not cooperating fully with the school and/or not complying with school or Archdiocesan policies, the chief administrator shall:*
  - a. Consult with the school's canonical administrator about the parent/guardian behavior;*
  - b. As approved and directed by the canonical administrator, inform the parent or guardian in writing that the behavior is not in compliance with school or ADW policy by citing the specific policy;*
  - c. Warn the parent or guardian in writing that the continued violation of school policy places his/her student's enrollment at risk;*
  - d. Offer to meet with the parent or guardian to address the behavior.*
- C. If, in consultation with the canonical administrator, the chief administrator determines that the parent or guardian's behavior continues to violate school or archdiocesan policy after the written warnings have been issued and an offer to meet has been extended, then*

*the chief administrator shall consult with the Associate Superintendent to mandate that the parent/guardian withdraw his/her student from the school.*

- D. To enable the Associate Superintendent's review of the mandated withdraw, the chief administrator shall document the following on the School Incident Report:
  - a. Facts surrounding the parent/guardian policy violations;*
  - b. The school's communications to the parent/guardian stating that the behavior violated school policy, including a copy of the written warnings and invitation to meet; and*
  - c. Any other supporting documentation.**
- E. No communication should be made to the parent/guardian regarding the mandated withdrawal at any time prior to the Associate Superintendent's approval (or the Superintendent, if the Associate Superintendent is unavailable);*
- F. After receiving approval from the Associate Superintendent, the chief administrator and canonical administrator shall convene a conference with the parent/guardian to inform him/her of the need to withdraw the student, and have him/her provide a written letter documenting the withdrawal.*
- G. If the parent/guardian refuses to accept the mandated withdrawal for the student or request a review of the facts, the parent/guardian may appeal to the Catholic Schools Office.*

## **SCHOOL COMMITTEES AND MEMBERS**

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

### **School Advisory Board (SAB)**

Purpose: To provide advice and assistance to the Administrative Team (Pastor and Principal) of the school.

Meetings: Bi-monthly

### **Members:**

**President:** Katie Benson - [mknewk@gmail.com](mailto:mknewk@gmail.com)

Katie Allen - [katieallen3@gmail.com](mailto:katieallen3@gmail.com)

Edwin Arroyo [edwin288k@gmail.com](mailto:edwin288k@gmail.com)

Janna Chesno - [jchesno@comcast.net](mailto:jchesno@comcast.net)

Rebecca Desrocher - [red081002@hotmail.com](mailto:red081002@hotmail.com)

Hillary Frederick - [hillaryfredrick@gmail.com](mailto:hillaryfredrick@gmail.com)

John MacDermid [jmacd90@aol.com](mailto:jmacd90@aol.com)

Renee McCombe [rmccombe32@gmail.com](mailto:rmccombe32@gmail.com)

Karolina Mowbray - [karolina.mowbray@gmail.com](mailto:karolina.mowbray@gmail.com)

Corina Rivera-Linares - [corinarl@gmail.com](mailto:corinarl@gmail.com)

Jessica Rivera-Zelaya - [jrivera-zelaya@sjte.org](mailto:jrivera-zelaya@sjte.org)

Meagan Rodriguez- [greenmeag@gmail.com](mailto:greenmeag@gmail.com)



## **Home and School Association (HSA)**

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

### **Officers:**

**President:** Janna Chesno - [jchesno@comcast.net](mailto:jchesno@comcast.net)

**Vice President:** Meagan Rodriguez [greenmeag@gmail.com](mailto:greenmeag@gmail.com)

**Communications:** Hillary Frederick - [hillaryfredrick@gmail.com](mailto:hillaryfredrick@gmail.com)

**Treasurer:** John MacDermid [jmacd90@aol.com](mailto:jmacd90@aol.com)

**Room Parent Coordinator:** Renee McCombe [rmccombe32@gmail.com](mailto:rmccombe32@gmail.com)

## **STATEMENT OF NONDISCRIMINATION (ADW)**

*Archdiocesan Admissions & Non-Discrimination Policy: 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/>*

St. John the Evangelist welcomes all children to fully participate in our program. Please let us know if your child has any special needs or any special health care needs. If your child has an IEP/IFSP, please provide a copy. This will allow us to address your child's individual educational goals. We look forward to working with you and your children in helping them reach their full potential.

## **SCHOOL HANDBOOK ACKNOWLEDGMENT**

**ARCHDIOCESE OF WASHINGTON – Catholic Schools**

**Name:** St. John the Evangelist School, Silver Spring **Year:** 2025-2026

**Student's**

**Name:** \_\_\_\_\_ Grade: \_\_\_\_\_  
*Last First*

*Optional: Use the lines below to include other children instead of filling out a separate form*

\_\_\_\_\_  
*Print Student's Name and Grade Level*

\_\_\_\_\_  
*Print Student's Name and Grade Level*

\_\_\_\_\_  
*Print Student's Name and Grade Level*

\_\_\_\_\_  
*Print Student's Name and Grade Level*

**Mother's**

**Name:** \_\_\_\_\_  
*Last First*

Father's  
Name:

\_\_\_\_\_

*Last*

\_\_\_\_\_

*First*

I/We, the undersigned parent(s), acknowledge that I/We have received the Parent and Student Handbook for **St. John the Evangelist School**.

I/We have read and reviewed the Parent and Student Handbook with my/our child(ren).

I/We accept and understand the policies and procedures of the school, and I/We accept and understand that failure to adhere to these policies and procedures is sufficient reason for dismissal or non-renewal of re-registration of the child(ren) at the school.

I/We understand that if I/we have a question, concern, or issue pertaining to the policies and procedures of the school, then I/we will adhere to the following line of communication:

**Student/Parent □ Teacher □ Principal □ Pastor/Canonical Leader □ Catholic Schools Office □ Superintendent**

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

Name(s) of

Parent(s)/Guardian(s):

\_\_\_\_\_

*Mother*

\_\_\_\_\_

*Father*

Signature(s):

\_\_\_\_\_

*Sign and date*

\_\_\_\_\_

*Sign and date*

\*All parents/guardians with legal authority to make educational and religious decisions on behalf of the child(ren) must sign this form.

**PLEASE COMPLETE AND RETURN THIS FORM TO THE SCHOOL OFFICE BY SEPTEMBER 1, 2025.**