

SAINT JOHN THE EVANGELIST SCHOOL
13311 Long Green Pike
Hydes, Maryland 21082

Accredited by the Southern Association
of Colleges and Schools

PARENT and STUDENT HANDBOOK
2011-2012

"Saint John the Evangelist School admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to the students in our school. We do not discriminate on the basis of race, color, sex, national and ethnic origin in the admissions policies, athletic and other administered programs."

TABLE OF CONTENTS

Administration	1
Educational Programs	6-9
General Policies	5-6
Guidelines for Parent	9-10
Philosophy	2-5
Nature of Process	4-5
Nature of Purpose	2
Nature of Relationships	3-4
Nature of Students	2-3
School Policy	10-38
Admission	10-12
AHERA Compliance	12
Allergy Awareness	12
Appearance	12-15
School Uniforms	13-15
Arrival	15-16
Attendance	16-17
Book Bags	17
Books	17
Change of Address, Phone	17
Communication	17-18
Discipline	18-21
Detention Policy	20-21
Suspension/Expulsion Policy	21
Dismissal	21-22
Emergency Plan	22
Faculty Meetings	22-23
Family Directory	23
Fees	23-26
Registration fee	23
Re-registration fee	23
Tuition	24-26
Tuition Assistance	26
Field Trips	26
Fire Drills	26
Graduation	26-27
Guests	27
Gum	27
Health Services	27-29
Home and School Association	29
Homework	29

Honor Roll	30
Inclement Weather	30-31
Library	31
Lunch and Snack	31
Lunch Duty	32
Marking System	32
Medical and Dental Appointments	32
Medication Policy	28-29
Open House	32
Parent-Teacher Conferences	33
Parking/Safety Zone	33
PowerSchool	33-34
Progress Reports	34
Promotion/Retention	34-35
Recess	35
Retention Policy	35-36
Safety Patrol	36
School Activities	36
School Board	37
School Schedule	37
School Store	37
School Uniforms	13-15
Snow	38
Visitors	38
Volunteers	38

IMPORTANT TELEPHONE NUMBERS

School	410/592-9585, Ext. 120
Parish Center	410/592-6206, Ext. 100
Director of Religious Education	410/592-6206, Ext. 107
Youth Ministry	410/592-6206, Ext. 108
Flynn and O'Hara Uniform Company	410/828-4709

SCHOOL WEB ADDRESS: <http://www.stjohnhydes.org>

Fax Number 410/817-4548

Parent's Prayer

O Heavenly Father, make me a better parent.

Teach me to understand my children,
to listen patiently to what they have to say
and to answer their questions kindly.

Keep me from interrupting or contradicting.

Help me to be as courteous to them
as I want them to be to me.

Forbid that I should ever laugh at their mistakes
or resort to shame or ridicule.

May I never punish them out of anger
or spite or to show my power.

Help me, dear Lord, to demonstrate
by all that I say and do

that honesty does produce happiness.

Reduce, dear Lord, the meanness in me.

And when I am out of sorts, help me to hold my tongue.

May I be ever mindful

that my children are merely children
and that I should not expect them to have
the maturity and judgment of adults.

Let me not rob them of the opportunity
to do things for themselves
or to make their own decisions.

Help me to grant them all reasonable requests
and give me the courage to deny the privileges
that I think may be harmful.

Help me to be fair and just and kind, O Lord,
so that I will earn their love and respect
and they will want to imitate me.

This is the supreme compliment.

Amen

ADMINISTRATION

Principal	Genevieve L. Delcher
Pastor	Monsignor Richard Cramblitt

FACULTY and STAFF

Prekindergarten 3	
Prekindergarten 3 Aide	
Prekindergarten 4	Christine Zorn
Prekindergarten 4 Aide	Kathleen Phillips
Kindergarten	Kimberly Brannon
Kindergarten Aide	Katherine Taylor
Grade 1	Amber Wolff
Grade 2	Susan Taylor
Grade 3	Teresa Zankowitz
Grade 4	Sara Macek
Grade 5	Maureen Jones
Grade 6	Nicole Creamer
Grade 7	Suzanne Thomas
Grade 8	Sharon Meloni
Art	Martha Spangler
Computer, Math 6, PreAlgebra 7, Algebra 8	Nicole Creamer
Library/Media, Literature 6, Social Studies 6	Judith Gardner
Music	David Pomplon
Physical Education	Sally Duker
Math 1 through 5	Beth Brown
Math 6, PreAlgebra 7, 8	
Reading 1 through 4	Marilyn Donohue
Social Studies 8	Liesl Gercke
Spanish Kindergarten through 8	Liesl Gercke
Band	
Counselor	
Nurse	Mary Hunter-Tabassi
Secretary	Kathleen Meacham
Extended Day Care Director	Karen Zaiko
Extended Day Care Aide	Margaret Hight

SAINT JOHN THE EVANGELIST SCHOOL

PHILOSOPHY NATURE OF PURPOSE

Saint John the Evangelist School is a Catholic Archdiocesan collaborative school dedicated to spreading the Good News by providing a comprehensive education rooted in Roman Catholic Christian values and traditions. An atmosphere of faith permeates school activities through daily prayer, classroom instruction, liturgies, and ongoing spiritual formation. As part of the community of faith, we nurture within the students a commitment to gospel values and the development of a right conscience. We develop an awareness of social responsibility through service to the local and global community. We promote a family atmosphere built upon values infused with the Word of God, celebrated in the liturgy, and lived daily.

Academically, emphasis is placed upon teaching the whole child spiritually, intellectually, socially, personally, and physically. Our standards-based curriculum allows students to expand upon the core of knowledge previously attained. We strive to embrace each teachable moment and encourage the students to take ownership of the knowledge that will allow them to succeed.

NATURE OF STUDENTS

In recognition of the dignity of each student as a child of God called to a deep, personal relationship with the Father, our school endeavors to develop within the students a knowledge of and commitment to gospel and civic values. By reflecting upon experiences of faith and tradition, the students are taught to respond to God's presence in their lives. Through a commitment to personal and communal prayer, a development of a maturing faith life unfolds. We employ a diversity of educational methodologies as we attempt to accommodate the various learning styles and individual differences of students. Intellectual development is enhanced through the use of technology. Throughout the educational process, thinking skills develop from concrete, to semi-concrete, to abstract levels.

The students of our school become aware of themselves as unique individuals growing in their ability to reach out to others in

an atmosphere of Christian fellowship. They are encouraged to see themselves as important parts of a larger entity – community - and to make choices and decisions with a view of the common good rather than seeking personal gain. A realization of the necessity for rules develops from an external locus of control to internal awareness to the ultimate goal of becoming followers of Jesus Christ.

Students are taught to respect the human body as a creation of and a gift from God. Our educational efforts are aimed at enabling the student to develop a Christian attitude toward the care and appreciation of the body as well as an understanding and acceptance of individual capabilities.

NATURE OF RELATIONSHIPS

At Saint John School, students are encouraged to interact with each other in an atmosphere of mutual respect. Within the classroom, children of all grade levels learn to accept responsibility, help others, and show kindness in a Catholic, value-based setting. Growth in these values begins in the early childhood years and is continuously developed as the student progresses through our middle school. Students are encouraged to live these values as their horizons broaden from small groups, to whole class, to entire student body.

Teachers are a major influence in the lives of their students, providing a well-prepared learning environment within an atmosphere of consistency and respect. By offering support and help, teachers strive to meet the individual needs of each child. Through a consistent discipline program, students learn to make responsible choices, thereby building confidence and self-esteem.

The faculty is genuinely supportive of each other both professionally and personally. Communal prayer begins each day which creates a strong sense of cohesiveness that is conducive to a pleasant and productive working and learning environment. As Christian educators, we assist and encourage our co-workers to teach as Jesus did. Students are the beneficiaries of the supportive relationship among the teachers. Recognizing the parents as the first teachers of the children, Saint John teachers continue the educational process begun at

home. Therefore, a good rapport between school and home is essential. Vital to this harmonious relationship is good communication. Through means of newsletters, emails, progress reports, PowerSchool, home-school meetings, parent-teacher conferences, and our school website, parents are informed and are given the opportunity for open dialogue. In an environment of mutual respect and cooperation, home and school efforts are united to achieve maximum academic and personal benefits for the students.

NATURE OF PROCESS

School policy is determined at the archdiocesan level by the Department of Catholic Schools in conjunction with the Collaborative Council. These policies are published in the Elementary School Policy Manual. The Saint John School Board, while adhering to archdiocesan policy, formulates and establishes additional local policies or changes. Implementation and clarification is the responsibility of the principal.

Our student-centered curriculum, based on national standards, follows the Archdiocese of Baltimore Course of Study for the Elementary Schools. Ongoing review makes our curriculum a living document. Saint John School curriculum committees adapt and supplement the curriculum in a sequential continuum to meet the needs of our students.

The teacher is the developer and facilitator of learning experiences. In hiring teachers for Saint John School, emphasis is placed upon a dedication to the ministry of Catholic education and a willingness for professional growth. Meeting the needs of the students is each teacher's primary focus.

To facilitate professional development, both formal and informal observations and evaluations are conducted by the administration.

Student evaluations are an ongoing process. School-wide standardized testing is administered annually. Authentic assessment is implemented through the use of written tests, anecdotal observations, hands-on activities, portfolios, and class participation and discussion. Academic achievement is reported for every child each trimester by means of progress reports.

Parents of students in grades one and two receive a written interim report for each trimester. Parents of students in grades three through eight are able to access their child's grades through PowerSchool, a web-based, centralized application that allows administrators, teachers, parents, and students to access student information on line by use of individual user names and passwords.

GENERAL POLICIES

Administrative

General school policy is determined by the Department of Catholic Schools of the Archdiocese of Baltimore. At Saint John School these policies are implemented either immediately or through discussion among the faculty, staff, administration, and/or parents. These policies are explained to parents and students through formal and informal communications.

Curriculum

Curriculum guidelines for each subject area are developed and provided by the Department of Catholic Schools of the Archdiocese of Baltimore. Curriculum policy and selection of appropriate grade level materials are determined by the Administration and the faculty.

Faculty

The possession of a college degree and state certification is a primary requirement in determining employment. Many possess a Masters degree or are working towards advanced degrees. The selection of teachers is based upon high academic, social, and spiritual values and dedication to the teaching ministry.

Classroom teaching is accomplished through large and small group instruction. Individual teaching is provided when needed. Teachers at Saint John School use a variety of methods and are encouraged to develop individual styles of teaching.

Evaluation

The evaluative process is both formal and informal in nature. Teachers at Saint John School engage in a yearly process for

improvement by using the Teacher Appraisal Form from the archdiocese. The Superintendent of Catholic Schools, in conjunction with the School Board, evaluate the principal yearly.

Formal student evaluation is attained primarily through achievements in teacher-designed and standardized tests. These tests are used to diagnose the strengths and weaknesses of individual students.

EDUCATIONAL PROGRAMS

THE EDUCATIONAL COMMUNITY of Saint John School is committed to the total Christian education of the child. It serves children from prekindergarten through eighth grade. In addition to the full-time teachers, (prekindergarten through 8, reading, computer, Spanish, a librarian, and a school nurse), the faculty consists of part-time math, music, physical education and art teachers. In order to provide maximum educational opportunities for learning, the academic structure allows for a more self-contained learning experience in grades prekindergarten through 5, and a departmental learning approach in grades 6 through 8. While each division functions separately, uniformity in procedures and policies is maintained through monthly faculty and departmental meetings, in addition to sequential programs in curriculum areas.

RELIGIOUS EDUCATION centers on the person of Jesus and His church. The development of a prayer relationship with God underlies the study of the sacraments, commandments and morality. The Christian values and attitudes developed in the home and classroom are complemented in our prayer services, penance services and liturgies. A Family Life program is part of the religious educational experience.

THE SACRAMENTAL PROGRAM enables the children to experience the sacraments as a living expression of the religious community to which they belong. Hence, the school community, the parish community, but most significantly, the family, all share the teaching and living experiences which prepare the child for the meaningful reception of the sacraments. Each sacrament is received when the child and parent request it and the pastor, teacher, or religious educator verify the child's readiness. Details and policies for each sacrament are issued by the parish Director

of Religious Education and are sent home with the students concerned.

THE LANGUAGE ARTS PROGRAM develops the fundamental skills of each student through the combination of phonics and sight vocabulary at the primary grades and the refinement of critical thinking skills at the intermediate and upper levels. We encourage the students to apply their language and composition skills by participating in essay and speech contests. This enables them to utilize their training in oral expression and communication skills, promotes confidence and develops poise.

THE MATHEMATICS PROGRAM enables the primary students to learn through the use of motor-sensory experiences and manipulation. Intermediate students receive daily reinforcement of previous skills and progress to abstract thinking. Pre-Algebra and Algebra students are expected to develop and expand logical and critical thinking capabilities.

THE SCIENCE PROGRAM enables the students to understand and appreciate science and its interrelationship with people. Respect for God's gifts reinforces our covenant with God, and the students become aware of positive and negative influences on nature and people.

THE SOCIAL STUDIES PROGRAM enables students to appreciate themselves, the world around them, and their roles as citizens of the United States. Students learn to understand some of the important links between them and their families, community, state, region, nation and world. In doing so, they develop an appreciation of historic and geographic factors and economic and political relationships that have shaped their world. Students are prepared not only for the future but also to function meaningfully in the present.

THE FOREIGN LANGUAGE PROGRAM fosters within the student a creative response to a unique form of learning. Consistent, positive reinforcement develops confidence and success in the study of a foreign language.

THE COMPUTER PROGRAM supports intellectual development. All students, grades kindergarten through eight, have computer class once a week in the laboratory. Each

student works independently at a computer. Although students need some formal instruction in computer literacy, for the most part, the computer program is driven by the school's broader curriculum.

THE MUSIC AND ART PROGRAMS develop an appreciation for beauty in all forms. Students are allowed to express their individuality in diverse artistic and musical media.

THE PHYSICAL EDUCATION PROGRAM provides a wide variety of activities which promote fitness, body awareness and sportsmanship. Students learn to accept individual ability levels through games, sports and group activities.

THE LIBRARY PROGRAM affords the student the opportunity to choose appropriate reading materials and perform assigned research work. Library skills are taught to enable the student to use a wide variety of research and study materials to develop his thoughts and to complete required assignments.

OTHER PROGRAMS

ASSEMBLY PROGRAMS enable the students to experience the talents and energies of different cultures and backgrounds. Various performers are invited each year to come and share their gifts with our students and encourage our students to grow in understanding and appreciation of others.

CHILD SAFE PROGRAM is a child abuse prevention/sexual assault awareness program conducted through Catholic Charities. Once a year, the Child Safe Coordinator provides presentations to students in grades PK 4, K, 1, 5, and 8.

COUNSELOR PROGRAM makes available a counselor from Catholic Charities one-half day a week. Her purpose is to act as a resource person for teachers, parents, and students. Students may be referred by the principal, teacher, parent, or themselves. Parent/counselor communication is an essential part of the program.

EXTENDED DAY PROGRAM provides after-school care in a friendly Christian environment to the children of working families. The center is open from 11:15 AM to 6:00 PM for

prekindergarten and school-aged children who attend Saint John School.

INSTRUMENTAL MUSIC PROGRAM is available to students in grades four through eight. Student lessons are in small groups and they are placed in either the Beginner or Advanced Band section. Lessons are given once a week during the school day and the Advanced students have an after-school band practice.

STANDARDIZED TESTING PROGRAM is administered to grades three through eight. The Stanford 10 is given as prescribed by the Archdiocesan Department of Catholic Schools. All students in Prekindergarten 3, Prekindergarten 4, Kindergarten, and Grade 1 are assessed with the Early Childhood Brigance Screening as needed.

In addition, the students moving from Prekindergarten 4 to Kindergarten and students moving from Kindergarten to Grade 1 may be given the Kindergarten Readiness Test or the School Readiness Test, respectively.

GUIDELINES FOR PARENTS

To facilitate the cooperation needed between the home and school, the following guidelines may be helpful:

1. Problem Resolution Procedure:

If a question or concern relates to the classroom, the place to start is with that teacher. It is always better to give the teacher an opportunity to answer your question or resolve your concern. If the question or concern is about a school procedure, program, or regulation, or if the question or concern was not resolved to your satisfaction by the teacher, the parent is to go to the principal. There are times that questions or concerns transcend a particular classroom, thus the principal must become involved. It is expected that these two steps will resolve most, if not all, of the questions or concerns that you may have during the academic year. Please be open and honest with the teachers. Frequently parents and students fear further problems due to their honesty. If this should occur, the principal should be notified immediately.

In the occasional event that the principal is not able to resolve the issue, the next step is for either the principal or the parent/guardian to take the issue to the Superintendent of Schools.

This approach to problem resolution gives every parent/guardian a clear process to have their question or concern addressed.

The Executive Board of the Home and School Association and members of the School Board are not in the position to solve problems. Only the people with the authority (teacher, principal, and Superintendent of Schools) can bring about effective resolution to an issue.

2. **Homework guidelines** may help you create a pleasant atmosphere at home, which is conducive to study:
 - a) provide a quiet place to work
 - b) make proper supplies available
 - c) avoid any interruptions
 - d) schedule homework time each night as a high priority
 - e) offer encouragement
3. If parents and faculty **exemplify responsibility**, our children will practice it too. Teachers are not always able to speak personally with parents; therefore, we ask you to read each communication sent home and respond promptly, if necessary.

SCHOOL POLICY

ADMISSION:

Students are admitted to Saint John the Evangelist School according to space availability, using the following priorities:

Prekindergarten 3 through Grade 8

1. Current Students
2. Siblings
3. Parishioners *
4. Non-Parishioners

*** Parishioner status includes families who attend Mass and support any area Catholic parish. A letter of confirmation**

must be submitted yearly from your parish if other than Saint John the Evangelist.

I. Admission Policy for Prekindergarten and Kindergarten

- A. To enter Prekindergarten 3, the child must:
 - 1. Be 3 years of age by August 31
 - 2. Be toilet trained

- B. To enter Prekindergarten 4, the child must:
 - 1. Be 4 years of age by August 31
 - 2. Be toilet trained

- C. To enter Kindergarten, the child must:
 - 1. Be 5 years of age by August 31
 - 2. Complete Brigance Screening and/or Kindergarten Readiness Assessment

- D. Parents must present:
 - 1. The child's birth certificate and, if applicable, a baptismal certificate
 - 2. All completed medical evaluation forms and the child's immunization record
 - 3. Completed application form and \$100 registration fee

II. Admission Policy for Grades 1 through 8

- A. To enter Saint John the Evangelist School, the child must successfully complete:
 - Grade 1 – School Readiness Assessment
 - Grades 2 through 8 – Entrance tests in Math and Reading

- B. Parents must present:
 - 1. The child's birth certificate and, if applicable, a baptismal certificate
 - 2. All completed medical evaluation forms and the child's immunization record
 - 3. A copy of the last report card and standardized test scores from the previously attended school
 - 4. A letter of recommendation for students entering 6, 7, and 8 from the principal or homeroom teacher describing the student's conduct at the previous school
 - 5. Completed application form and \$100 registration fee

The registration fee, which is non-refundable, is paid at the time of registration.

AHERA COMPLIANCE:

In conformity with the directives established by the Environmental Protective Agency, Saint John School has been inspected for asbestos, radon, and lead in water. Our school is in compliance with federal regulations and the respective management plans are on file in the school office. These plans must be available for your perusal.

ALLERGY AWARENESS:

Saint John the Evangelist School is allergen-aware. In the spirit of our school's commitment to inclusiveness and respect for all, we strive to create an environment that meets the health and safety needs of our students. With this goal in mind, we work towards being an allergen-managed school, establishing guidelines to minimize the risk of life-threatening reactions to food allergies.

The focus of these food allergy-related guidelines is on prevention, education/awareness, communication, and emergency response. Modifications will be made on a case-by-case basis and may include avoidance of bringing certain foods into the school, the use of non-food treats/prizes for parties and events, and the designation of allergen-free and/or food-free zones.

Parents of students with severe, life-threatening food allergies are expected to notify the school administration and health-care staff.

APPEARANCE:

Students' dress should be neat at all times. Boys' hair may not touch the collar of the shirt. No student may have a completely shaved head or shaved portions of his head. No patterns are to

be shaved into the hair. No spiked hair, rat-tails, or bowl cuts. Hair is to be short enough to see eyebrows and both ears. Students may not dye their hair. No boy may wear earrings.

Girls' skirts are to be knee length. Girls' hair is not to be teased or sprayed to stand up on edge. Hair must be kept neat at all times. No hats, head scarves or large bows are to be worn in school. Simple jewelry (watch, ring, one bracelet, a religious medal or cross on a chain) may be worn. Students wearing excessive jewelry, dangling earrings and extreme hairdos will be sent to the principal. The administration will be the judge of appropriateness of hairdo and jewelry in our school setting.

Makeup is unacceptable at all times. This includes nail polish. Students will be asked to remove all makeup including nail polish. Girls in grades 6, 7 and 8 may wear clear nail polish.

Tennis shoes are to be worn only on Physical Education days. No colored tee shirts are to be worn under the blouses or shirts. Please read the section "School Uniforms" for information about the dress code.

The faculty and administration will enforce the above-mentioned policy. If continued infractions occur, parents will be notified.

Parents are urged to have all clothing and belongings marked. Lost items not claimed in the secretary's office will be given to the poor.

SCHOOL UNIFORMS:

No uniforms are required in PK. Students are asked to wear:

1. Navy blue pants for boys, pants or skirts for girls
2. White knit "polo" shirts or turtle necks
Shirt must be tucked into pants
3. Any shoe with a non-slip sole

Uniforms are required for both boys and girls, grades K through 8. Complete uniforms are required every day, with the exception of gym days. Flynn and O'Hara Uniform Company is the school uniform company. All uniform business is done directly with the company. Gym wear may also be purchased from Flynn and O'Hara Uniform Company.

Boys - Grades K through 5

1. Navy blue dress pants must be purchased from Flynn and O'Hara Uniform Company.
2. White shirt, short/long sleeve

3. Belt – Solid color - Navy Blue/Brown
4. Navy socks
5. Saint John School sweater
6. Striped tie from Flynn and O'Hara Uniform Company
7. Brown shoes are the uniform shoes. The types of uniform shoes were pictured on the flyer that was sent home on the last day of school. No other shoes will be considered uniform shoes.
8. Summer uniform shorts and golf shirts purchased from Flynn and O'Hara Uniform Company may be worn from the opening day of school through October 31, weather permitting, and from April 15 through the end of the school year. Regular white socks (no short, athletic socks), regular school shoes, and a solid navy blue/brown belt must be worn with this uniform. Golf shirt must be tucked into shorts.

Boys - Grades 6 through 8

1. Any solid or print navy tie
2. Other details the same as in grades K through 5

Girls - Grades K through 5

1. Plaid jumper
2. White blouse, peter pan collar, short/long sleeve
3. Brown shoes or white and blue saddle shoes are the uniform shoes. The types of uniform shoes were pictured on the flyer that was sent home on the last day of school. No other shoes will be considered uniform shoes.
4. Navy blue knee socks worn pulled up to the knees or solid navy opaque tights. Regular ankle white socks (no short, athletic socks) must be worn from the opening day of school through October 31, weather permitting, and from April 15 through the end of the school year.
5. Cross tie (Kindergarten through grade 2)
6. Saint John School sweater
7. Slacks purchased from Flynn and O'Hara Uniform Company may be worn instead of jumper during school time from November 1 until April 15.
8. Solid navy slacks, other than uniform slacks, may be worn under the jumper to and from school, but must be removed during school hours.
9. Summer uniform shorts or skorts and golf shirts purchased from Flynn and O'Hara Uniform Company may be worn from the opening day of school through October 31,

weather permitting, and from April 15 through the end of the school year. Regular white socks (no short, athletic socks), regular school shoes, and a solid navy blue/brown belt must be worn with this uniform. Golf shirt must be tucked into shorts.

Girls - Grades 6 through 8

1. Plaid kilts or uniform slacks may be worn from November 1 until April 15. Either kilt or slacks, not both.
2. White short/long sleeve blouse with convertible collar. Button-down oxford style is acceptable.
3. Other details, the same as in grades K through 5.

Gym Wear - Grades K through 8

Gym wear is available through Flynn and O'Hara Uniform Company.

Boys and girls are required to wear the following to school on gym days:

1. Saint John School tee shirt and Saint John School gym shorts may be worn in September, October, and April 15 through the end of the school year.
2. Saint John School sweatshirt, Saint John School tee shirt and Saint John School sweatpants are to be worn from November 1 until April 15 during the rest of the school year.
3. Regular white socks (no short, athletic socks) and sneakers

ARRIVAL:

Students may arrive at 7:50 AM They are to be dropped off at the safety zone in front of the school building and wait in the line assigned to their grade. Parents are advised to refrain from bringing their children to school before 7:50 AM Teachers will be on duty beginning at 7:50 AM At 8:05 AM all students will be directed into the school building. During inclement weather students will assemble inside the building next to the office. Students should be unpacked and ready to begin the day with prayer at 8:20 AM Students who are unprepared by this time are considered late and must come to the secretary's office for a late slip to be admitted to class. Late arrivals disrupt the day, not only of the student who is late but everyone in his class. Students in grades 6 through 8 who are late disrupt their homeroom and their first period class. Please see to it that your child arrives at

school between 7:50 AM and 8:15 AM Late arrivals adversely affect perfect attendance.

ATTENDANCE:

All absences and tardiness become part of the student's permanent record.

Parents of students must call the office to report the absence of their child. Children who are absent from school must bring a written excuse from parents on the day of their return. The note must contain date/dates of the pupil's absence. In case of prolonged illness (after 5 days) a doctor's certificate is necessary. Excessive absence and tardiness can cause a student to be denied admission to other private schools, especially high schools. It is the student's responsibility to arrange with the teacher for the make up of missed class work and homework upon his return to school. Students are given equal time to make up the work. For example, if a student is absent 3 days, he has 3 days to complete the work; if he is absent 5 days, he has 5 days to complete the work, etc.

Regular attendance is necessary for scholastic achievement. Any student absent in excess of 25 days during the school year must pass the minimum competency testing in reading and math in order to progress to the next grade level.

A certificate of attendance and punctuality will be awarded to all students who have been present and on time throughout the year.

A student must obtain permission to leave school before dismissal at 3:00 PM. A note must be sent to the principal either the day before or the morning of the early dismissal. Parents are urged to schedule doctor and dentist appointments for after school hours. A parent or guardian must come into the office to pick up the child for early dismissal. Early dismissal is equal to late arrival when considering perfect attendance.

If a student arrives after 10 AM, he/she will be marked absent for ½ day. If a student leaves before 1:30 PM, he/she will be marked absent for ½ day.

Students who are absent from class for an entire day or arrive after 12 noon may not participate in any after-school or evening school-sponsored activities, on that day, such as band or sports programs.

BOOK BAGS:

All students must have a book bag in which to carry books to and from school. Books must be protected for the use of students in the coming years. Please make sure your child's name is on the book bag.

BOOKS:

All books must be covered throughout the year. Textbooks are rented from the school. Children are not allowed to write in or on the textbook or protective coverings unless directed by the teacher to do so. Students will be required to pay for damaged books. The school has a supply of book covers if you need them.

CHANGE OF ADDRESS, PHONE:

It is necessary for the office to be notified immediately of a change of home address, telephone number, or email address. It is also necessary to update emergency numbers and the person to be contacted in an emergency. Please do this as soon as possible after you know your new numbers. In case of emergency, this information could be vital to your child/children's well-being.

COMMUNICATION:

All communications will be sent home by the youngest child in the family, grades PK through 8. Most communications will have a tear off portion that parents are asked to sign and return to the homeroom teacher.

A **tentative** yearly calendar will be available on our school website at the beginning of the school year. Keep the calendar conspicuously posted so you and your child will be aware of all important school events. You will be notified of any change as soon as possible. The dates and times of Masses, Liturgical

Celebrations and Sacramental Programs will be on the school calendar.

To keep the parents informed, a monthly newsletter and calendar will be posted on the school website the first week of the month. Weekly updates are emailed to parents each Wednesday of the school year.

Emails from school to home are an important communication tool. **Please make sure that the office has your correct email address.**

Parents are given an additional opportunity at Home and School Association meetings to speak informally with teachers. If a conference is desired, please notify the teacher, preferably by note or through email. Teachers' phone numbers are not given out to respect the privacy of their personal lives. Please do not contact the teachers at home. Contact them through the school office, by note, or email. The principal is available Monday through Friday from 8:00 AM to 3:00 PM Please call in advance for an appointment to alleviate any delay or the possibility that the principal may have another appointment.

All members of the Saint John faculty and staff are accessible through email (first initial and last name @stjohnhydes.org - **Ex:** jdelcher@stjohnhydes.org).

DISCIPLINE:

Students of Saint John the Evangelist School are an integral part of the faith community to which they belong. They need to be aware that who they are and what they do affects the entire community as well as themselves whether on or off campus. Therefore, the policies established place emphasis on:

- developing an environment where students can grow and mature as children of God by learning self-discipline and by accepting responsibility toward themselves and their school community.
- establishing and maintaining an academic atmosphere where learning and intellectual achievement are fostered and encouraged.
- protecting the rights and welfare of individuals, themselves and the school community as a whole.

When all individuals are aware of the expectations placed on them and freely accept responsibility for their actions, good discipline will exist. Our plan specifies the rules that cover the expected behavior of the students.

General Rules

1. Follow directions.
2. Keep hands, feet, and objects to yourself.
3. Wear correct school uniform at all times.
4. No teasing or name calling, or inappropriate language.
5. No littering on or damaging school grounds, or school property.

Playground Rules

1. Follow directions of the playground monitor.
2. Use equipment properly.
3. Stay within your class' playground boundaries.
4. Stop playing when the bell rings.

Hot Lunch Rules

1. Line up at serving tables to be served.
2. Take a seat at your grade's assigned place.
3. Remain seated while eating.
4. At signal, clean up space, dispose of trash, replace chair, and line up at door.

Hallway Rules

1. Maintain indoor quiet at all times.
2. Walk, do not run in the hallway.
3. Walk on the right side of the hall.
4. Keep hands, feet, and objects to yourself.

Each teacher has a similar plan for her classroom. Middle school has a more extensive plan. This plan will be discussed with your child, and a copy will be sent home to you.

Students who follow the rules will receive positive reinforcement, such as Gold Slips. These slips will be entered in the Office Drawing Box. Once a month, at a school Mass, twenty names will be drawn for special privileges.

Consequences of misconduct for the school-wide plan, which covers all students, will be infractions. A record is kept of each infraction. If a student receives five infractions from one teacher or a total of five infractions from teachers of special subjects (art, computer, library, music, physical education) in one marking period, that student will receive one detention and serve an after school detention. The infraction record begins anew with each progress report. The detention record begins anew with each school year. Chronic infractions could affect conduct and/or effort grades on the progress report.

We are confident that such clearly stated classroom and school-wide plans will teach our children to be responsible for their actions and make this school year a positive and rewarding one.

Saint John School is committed to providing a safe, orderly environment for its students, faculty, and administration. To insure the maintenance of these conditions, the administration reserves the right, for good cause, to inspect the locker or any personal property brought on campus by a student. Any student refusing to submit to inspection will be subject to expulsion.

Detention Policy

All detentions will be held on Tuesdays, beginning at 3:00 PM. Students will sit in silence for their scheduled time (each detention will be 15 minutes for Kindergarten and 30 minutes for grades 1 through 8). Detention notices will be sent home far enough in advance so that the parent and child will have at least one day's notice. If the student is part of a carpool, other arrangements will have to be made for getting home.

A detention will be given for any of the following:

1. Disrespect to teachers, staff, and other students
2. Disrespectful behavior in church and assemblies
3. Cheating on tests and quizzes
4. Copying homework
5. Lying
6. Stealing
7. Using obscene, vulgar or inappropriate language
8. Fighting
9. Destroying school property
10. Forging another's signature
11. Crossing behind the rope at dismissal

12. Plagiarism
13. Other offenses or regulations as set by the school

When a severe misconduct occurs, the child will be sent to the office with a detention and the parent will be contacted.

Detentions affect conduct and/or effort grades on the progress report. If a student receives 2 detentions, a conference with parents and the teachers who gave the detentions will be held. If a student receives a third detention, that student will lose the privilege of class parties and assemblies. The fourth detention will result in no field trips. The fifth detention will be no Spring Fling and no Olympic Day, and the sixth detention will be a three-day in-school suspension. In the Middle School, a student who receives a detention is not eligible for Honors and for Student Council. Their membership in the Drama Club could also be affected.

Suspension/Expulsion Policy

Offenses which make a student liable to be suspended and/or expelled automatically are as follows:

- 1) Use or possession of alcoholic beverages at school or any school-related function
- 2) Chronic stealing
- 3) Chronic cheating and lying
- 4) Chronic fighting
- 5) Using, taking, selling, giving, or possessing any drug or equipment, regardless of its nature, on the school grounds or at any school-related function, whether it be a controlled substance or a look-a-like
- 6) Possession of any dangerous object or weapon on the school premises or at any school-related function

Repeated suspensions could result in expulsion.

DISMISSAL:

Dismissal is at 3:00 PM each day. Please refer to Inclement Weather, Snow, and Faculty meetings.

The welfare of our students is imperative. When young children are left waiting after school, it is a frightening experience for them. Therefore, it is necessary for you to arrange to pick up your child on time. The teachers may have staff meetings and/or conferences after 3:00 PM. Consequently, there is no adult supervision. Students left at school after 3:30 PM will be sent to the Extended Day Care Program in the Hall and a fee will be charged.

We also ask that all cars enter by the church driveway. Park on church lot in parallel lanes. At approximately 2:50 PM, the Safeties will be on duty. They will place a large rope across the parking lot at the Mary Statue. All cars behind that rope line are off limits to the students.

Students exit the building at 3:00 PM and walk to the parking lot and enter their cars. If students cannot find their cars or their car is behind the rope, they proceed to the safety zone in front of the school building and wait for their car to pull up to that line. The cars in front of the rope will exit first, directed by the Safeties on duty and followed by the cars behind the rope.

Do not park on the lot directly in front of school or the lot next to the school building. If you are a few minutes late, your child will be in the safety zone in front of the school building.

Our Safeties are important to us and perform a wonderful service for our school. We ask that all drivers follow the directions of our student and teacher Safety Patrols.

Please share the above information with anyone who will be picking up your child at the end of the day.

EMERGENCY PLAN:

Saint John School is in the process of updating our critical response **School Emergency Safety Management Guide**. Upon completion, the plan will be available in the school office.

FACULTY MEETINGS:

Throughout the school year, we have scheduled faculty meetings. Some are whole days which are holidays for the children, some are half days, on which dismissal will be at 12:00

Noon. It is imperative that you consult the school calendar and monthly/weekly updates for the exact days of faculty meetings or professional days.

On a day that is scheduled for early dismissal, if an announcement is made that school will open two hours late due to inclement weather, the school day will be extended to the regular 3:00 PM dismissal time. If Baltimore County and/or Harford County call for dismissal earlier on the faculty meeting day, we will abide by their decision. For example: if it becomes hazardous around 9:00 AM or 10:00 AM and they announce dismissal will be 11:00 AM or 12:00 Noon, we will dismiss at the time stated by either of the above mentioned counties. Remember, Saint John will close if either Baltimore County or Harford County closes schools for inclement weather.

Again, you will be informed of any special meetings or added professional days that would change the calendar through notices from the office. See also Inclement Weather and Snow.

FAMILY DIRECTORY:

A copy of the directory including name, address, phone number and names of students attending Saint John School will be distributed in the beginning of the school year. The directory is used for contacts by committees on school related activities. Any changes should be sent to the office immediately.

FEES:

Supply, book, and activity fees are included in the tuition. In the event of a returned check, a fee will be charged.

If a book is lost, damaged, or written in when it is not supposed to be, the full cost or pro-rated fee is paid by the student to the school. This includes library books.

Registration Fee: Non-Refundable

New Students - \$100.00

Reregistration Fee: Non-Refundable

Per Child - \$100.00

The fee is due in January and will be deducted from the following year's tuition payment. Reregistration fees will not be accepted until current tuition is paid up to date.

Tuition for 2011-2012

Each year the Finance Committee of the School Board, in conjunction with the principal, meet to set the tuition fees for the new school year.

Parishioners of Saint John and other Catholic Churches in the Area

1. Family must be registered in the parish for 6 months prior to school registration unless waived.
2. Family must demonstrate support of the Parish and attendance at Mass through regular use of the envelope system. A monitoring procedure will take place, which includes an annual review to compare school records with parish records to verify parish registration, and a review of the envelope usage as an objective way to verify your support of the parish and attendance at Mass.
3. The review will be done in January. Saint John Parishioners will be notified only if there is a change in status. Parishioners of other Catholic churches are required to submit yearly to the school a letter from their parish stating their support and attendance at Mass. Based on the results of the review, parishioner/non-parishioner rates for school tuition will be charged.

PK 3 year old -	\$2,530.00
PK 4 year old -	\$3,660.00
Grades K through 8 (per child) -	\$6,050.00

Non-registered

PK 3 year old -	\$2,530.00
PK 4 year old -	\$3,660.00
Grades K through 8 (per child) -	\$6,750.00

Saint John School uses the FACTS Management Company to collect and manage tuition. FACTS is an automated payment system. The options are as follows:

1. Pay 100% of the tuition directly to the school in cash, check or money order by June 1.
2. Make ten (10) monthly installments (starting in June via FACTS on one's checking or savings account). One can set up a "custodial account" to satisfy this payment option. There is a FACTS fee for this monthly payment program.
3. Do any of the above by way of one's AMEX, MC or Discover cards. (Please note: there is a convenience fee, in addition to the FACTS fee, associated with this credit card option.)

The first tuition payment (non-refundable), due April 1, will be billed on a per child basis as set by the School Board after tuition has been set for the upcoming year. That payment, with the \$100.00 reregistration fee (per child), is deducted from the total tuition. The remaining tuition is then paid, using one of the three options previously listed.

FACTS information for the upcoming year will be sent to parents during the second trimester.

Please be assured that we are very willing to work with any family as long as the school administration knows the facts. All discussions are confidential between the family and school administration. School Board members are not involved in any of the individual situations.

Policy statement regarding school's right to withhold records unless financial obligations to school are satisfied:

Saint John the Evangelist School reserves the right to refuse to provide any official school record, including progress reports and diplomas to a parent(s) or other educational institution, until all tuition fees and other financial obligations to Saint John the Evangelist School are satisfied in full. PowerSchool access may be denied for non-payment.

Saint John the Evangelist School will consider requests for exceptions to this rule on an individual basis if extraordinary circumstances occur.

No tuition will be refunded if a student is expelled.

Tuition Assistance

The parish has developed a Tuition Assistance Program for families through the use of the FACTS Grant and Aid Management Plan. Families must demonstrate support of the parish and attendance at Mass through regular use of the envelope system to be eligible for tuition assistance. Upon request, applications will be sent home in the Spring. The pastor and the Assistance Committee award the parish assistance.

FACTS is also the plan used by the Archdiocese of Baltimore in awarding tuition assistance from the Archdiocese.

FIELD TRIPS:

Field trips are designed to contribute to the child's education, cultural and social growth. A permission letter and waiver will be sent home for parent signatures before the child is permitted to take part in any trip. All trips are planned at the discretion of the teachers and principal. All children are required to attend field trips with their class. If there is a problem concerning your child's attendance, please call the office to discuss circumstances with the principal. Students are required to be in school if they don't go with the class. Parents and teachers will accompany students. Siblings are not permitted on class trips.

FIRE DRILLS:

The teacher will practice and instruct each class as to the route for the fire drill. Teachers leave the classroom last and close the doors. Absolute silence will be maintained at all times during a fire drill. Attendance will be taken immediately and anyone missing is to be reported to the principal or a fireman. Absolutely no running, talking, or pushing will be tolerated at any time.

GRADUATION:

Graduation from Saint John School is a privilege. Consequently, all obligations must be in order, such as tuition paid, fines paid, all books returned, etc.

Dress for graduation should be neat and befitting such an occasion. Boys must be dressed in a jacket, shirt, slacks, tie, socks, etc. Girls are to wear white or pastel dresses. Sun dresses or bare backs are not in accord. Chest and shoulders are to be covered. No straps that leave the front and back bare are acceptable. Those not in accord will be asked to leave the graduation ceremonies promptly.

GUESTS:

All parents and guests must report to the school office, and sign in to receive a Visitor's Pass before being allowed to visit the classrooms for any reason.

GUM:

Gum is not allowed in school, on school property or during any school function.

HEALTH SERVICES:

Immunizations and health inventories must be up to date. Physicals are required of all new students and middle school students.

A school nurse is available 5 days per week in the Health Suite. When the nurse is not available, students are sent to the school office where the principal and/or secretary will attend to them. The faculty and staff of Saint John School are encouraged to obtain certification in CPR and first aid.

Children who are vomiting or have a fever at home should not be sent to school, since our services are limited and an obviously sick child will spread illness to others. If it is necessary that the child be sent home, parents or the emergency contact person will be notified through the nurse's office. Children must be fever free for 24 hours before returning to school after an illness. If an antibiotic is required, the child must be on the antibiotic for 24 hours before returning to school.

EMERGENCY FORMS are kept for each child providing information to assist in locating parents or an emergency contact

person. It is important for parents to keep this information up-to-date in the school.

MEDICATION POLICY

Saint John School follows the Archdiocesan policy which states: "If medication is given during school hours, written administration procedures from the student's doctor are given to the school nurse, paid health aide, or the principal." It also states: "No student possesses, administers or distributes medication whether prescription or non-prescription."

1. If it is necessary for your child to receive a prescription or non-prescription medication, a physician must provide the school with written orders with the name of the drug, dosage, time interval when the medication is to be taken, and the diagnosis or the reason the medicine is needed.
2. The parent must provide the school with a written request that the school comply with the physician's order and the medication, i.e. Tylenol, Advil, salve, etc.
3. Medication must be brought to school in a container appropriately labeled by the pharmacist or in the original manufacturer's container (as small a size as possible). Upon request, the pharmacist will provide the parent with a duplicate container so that it can be left in school for the entire time the medication is taken.
4. The person administering the medication must keep a record.
5. Under no circumstances will anything other than cough drops be given to your child without the physician's order. Cough drops must be sent to the nurse's office and will be dispensed as needed during the day. A note from the parent is also required.

Whether professionals or non-professionals, attendants in the health room are limited by law in the service which they are permitted to render to students. The most important limitations are:

1. Adherence to the MEDICATION POLICY.
2. Any student registering a fever of 99.9 or having evidence of a rash, including severe poison ivy, will be sent home.
3. A student is allowed a half-hour bed rest, then must return to class or be sent home.

4. Attendants are not responsible for diagnosing students' symptoms.

HOME AND SCHOOL ASSOCIATION:

Every parent or guardian of a student enrolled at Saint John School is a member of the Saint John the Evangelist Home and School Association (H.A.S.A.). A small fee for dues per family, per year, will be collected by the first meeting in September. This association is designed to be responsive to the needs of the school and to the interests of the parents. The association has representation on the Parish Council. All parents are asked to support the activities of the association.

In conjunction with the Home and School Association, a newly formed Fathers' Club has been established. This group is open to fathers, grandfathers, and uncles of students or alums.

HOMEWORK:

Homework is absolutely necessary for reinforcement of subjects already taught in class. Please provide suitable conditions for study. If your child continually says he/she does not have any homework, it is suggested that you question the fact. Reading from a library book nightly is highly recommended. Homework must be completed prior to arrival at school in the morning.

Recommended time for homework in each grade:

- Grades K through 2 - ½ hour
- Grades 3 through 5 - 1 hour to 1 ½ hours
- Grades 6 through 8 - 2 hours to 2 ½ hours

When a student is absent, the following procedure is to be followed:

1. Phone the office by 9:00 AM for work to be picked up at 3:00 PM
2. When the student returns to school, the student is responsible to go to each teacher and ask for missed assignments to be completed in a given period of time.
3. If it is a long-term illness, please contact the individual teacher(s) by note or email for the homework, class work, and books. Long-term illness is a week or more.

HONOR ROLL:

Honor roll for Grades 6 through 8 will be published 3 times a year according to the following criteria:

Principal's List

A	Religion, Literature, Mathematics, Spelling, English, Science, Social Studies, and Spanish
Satisfactory	Physical Education, Music, Art, Computer, and Library
Satisfactory	Conduct - all areas
Satisfactory	Effort - all areas

First Honors

A	In 5 subjects (Listed in #1 Principal's List)
B	In 3 subjects
Satisfactory	Physical Education, Music, Art, Computer, and Library
Satisfactory	Conduct - all areas
Satisfactory	Effort - all areas

Second Honors

B	Or better in all subjects
Satisfactory	Physical Education, Music, Art, Computer, and Library
Satisfactory	Conduct - all areas
Satisfactory	Effort - all areas

In the Middle School, a student who receives a detention is not eligible for Honors and for Student Council.

INCLEMENT WEATHER:

In the event of bad weather, radio station WBAL (1090 AM) will announce the delayed opening/early dismissal, or closing of school for Baltimore County and Harford County. Because of Saint John School's proximity to Harford County, we will follow the guidelines of Baltimore County OR Harford County in the event of early dismissal/delayed opening or school closure in either county. See also Faculty Meetings and Snow.

When Baltimore County and/or Harford County announce:

One Hour Late Opening

PK 3 and 4 AM arrive 9:20 AM and dismiss at 11:10 AM

Grades K through 8 arrive at 9:20 AM and dismiss at 3:00 PM

Two Hour Late Opening

PK 3 and 4 AM arrive at 10:20 AM and dismiss at 12:10 PM

Grades K through 8 arrive at 10:20 AM and dismiss at 3:00 PM

See also Faculty Meetings and Snow.

LIBRARY:

Books must be returned by the due date. A fine of 5 cents per school day will be assessed for each day the book is late. In order to receive the final report card, library books must be returned and all fines must be paid.

Additional books needed for projects or other assignments may be signed out with the librarian's permission.

Students will not be permitted to borrow another book if they hold an overdue book.

The replacement cost of a book will be charged when a book is lost or damaged.

LUNCH AND SNACK:

Students in grades K through 8 bring their lunches to school. We ask that students do not bring bottled or canned soda. White or chocolate milk may be ordered by the year.

Once per week students have the option to order a hot lunch delivered to their classroom.

Special "Hot Lunch Days" occur once per month. These take place in the church hall. Notices of these days are on the monthly calendar.

Snack break will be taken by all classes at mid-morning. Please provide a nutritious, healthful snack for your child.

Children in prekindergarten are asked to bring their snack and drink in a lunch box.

LUNCH DUTY:

Each parent is asked to assist with recess duty 3 days per year for each enrolled student in the school. The homeroom parent will notify families concerning scheduling, beginning with the 8th grade. The parent should come to the school office on the scheduled day to sign in and receive assignment. There will be one teacher and three parents on the playground at all times. If unable to be present, the parent is asked to find an alternate. Lunch and recess times are listed below.

	<u>Recess</u>	<u>Lunch</u>
Grades 3, 4 and 5 -	11:45 AM to 12:05 PM	12:05 AM to 12:30 PM
Grades 6, 7 and 8 -	12:15 PM to 12:30 PM	12:30 AM to 12:50 PM
Grades 1 and 2 -	12:30 PM to 12:50 PM	12:00 AM to 12:30 PM
Kindergarten -		12:00 AM to 12:30 PM

MARKING SYSTEM:

Grades Prekindergarten 4 through Grade 2

I	Independent
P	Progressing
E	Emerging
N/A	Not assessed at this time

Grades 3 through 8

A+	97-100	C+	80 - 84
A	93 - 96	C	75 - 79
B+	89 - 92	D	70 - 74
B	85 - 88	E	69 and below

MEDICAL AND DENTAL APPOINTMENTS:

If an appointment must be made during school hours, a written note must be sent to the teacher. Children are to be picked up at the office.

OPEN HOUSE:

Several days will be set aside in addition to American Education Week and Catholic Schools' Week for parents to visit the school. Parents are welcome to make an appointment to visit a classroom any other time of the year.

PARENT-TEACHER CONFERENCES:

There is one scheduled conference per year. It is scheduled after distribution of the first progress report. Parents may request additional conferences by sending a note to the teacher concerned. These conferences may be with individual teachers or a team meeting with several teachers and the principal attending. The purpose of such meetings is to promote the growth of the student through mutual understanding and cooperation of parent, teacher, and student. If a parent has a complaint or concern with any teacher, please discuss the matter with the teacher before asking the principal to intervene. Please do not request room mothers, Home and School representatives or School Board members to relay complaints and grievances. This is not keeping with professional ethics.

PARKING: (Safety Zone)

The SAFETY ZONE is the area in the immediate front of the school building. This area is for teacher parking only. No other cars should be in this zone. This SAFETY ZONE is the area where children wait for their teacher in the morning before school and in the afternoon for their ride home. No ball playing is permitted in the zone.

The large parking lots are play areas and fire routes. Volunteers and visitors may park by the chapel on the days they are volunteering. Parents should not park on the lower lot near the school or the flagpole zone while waiting for the students to be dismissed. This causes confusion for the teachers, students and safety patrol. Please follow the directions given in the Dismissal section of this book.

POWERSCHOOL:

PowerSchool is the web-based student information system used by the Archdiocesan elementary and some secondary schools. In conjunction with the teacher component, PowerGrade, progress reports are generated 3 times per year. Through the parent access component, parents gain access to their children's grades at any time. A username and password are required for parent access. Parents of students in Grade 3 and all new families in Grades 3 through 8 are required to participate in an online Parent Access training before a username and password

are assigned. Information concerning the training will be sent home in September. PK 3 through Grade 2 do not have parent access capabilities.

PROGRESS REPORTS:

Progress reports are distributed 3 times a year. The progress report envelopes are to be signed and returned promptly. Teacher/parent conferences may be arranged at this time. In addition, interim reports are given between progress reports to Grades 1 and 2. Parents of students in Grades 3 through 8 are able to check student grades through parent access of PowerSchool.

PROMOTION/RETENTION:

The academic program is the responsibility of the school and it is within the expertise of those educators involved with the children to both promote and retain those who have or have not progressed within the scope of the academic program.

The decision to retain a student is a collective decision between the instructing teacher, the principal, and the parents. However, the school retains the right to make the final decision.

Grades Prekindergarten and Kindergarten Students

1. After careful observation and evaluation, teachers may recommend a student for retention.

2. Possible Screenings:

- Prekindergarten 3 – Brigance Screen

- Prekindergarten 4 – Brigance Screen and Kindergarten Readiness Assessment

- Kindergarten – Brigance Screen and School Readiness Assessment

The results may coincide with the teacher's evaluation of the student for promotion or retention. If it does not, principal, teachers, and parents will meet to determine the course of action to be taken regarding the child's academic progression. The final decision rests with the school.

Grades 1 through 7 Students

1. Failure in one major subject for the school year (religion, reading, math, English, science, social studies or Spanish) necessitates summer school attendance.
2. Failure in two or more major subjects for the school year is cause for retention.

A conference with the administration and the teacher to discuss summer school with the probability of retention will be held. However, each case will be treated individually.

3. Parents will be notified, in writing, of any failure.

Grade 8 Students

1. Failure in one major subject for the school year necessitates summer school attendance. The Graduation Certificate will be withheld until successful completion of the summer school program has been verified by the administration.
2. Failure in two major subjects for the school year necessitates summer school attendance. The student will not receive a Graduation Certificate and will not be permitted to participate in the Graduation ceremony and activities. The student will be promoted upon completion of the summer school program, and the high school that has accepted the student will be notified.
3. Failure in three or more major subjects for the school year will result in retention in grade eight. Repeating grade eight in Saint John the Evangelist School is not encouraged.
4. Parents will be notified, in writing, of any failure.

RECESS:

Each class will have a brief recess period outside (weather permitting) each day. No food is to be taken outside.

RETENTION POLICY:

Parents and teachers may begin discussing retention as early as the fall. On or around February 1, a conference will be scheduled and the first official written notification that the student is in danger of being retained will be given to the parents.

Parent/guardians sign the fear of failure notice acknowledging that they have been informed of the possibility of retention, and have met with the teacher and possibly the principal to discuss the matter.

On or around April 15, another meeting will be held among the teacher, parents and possibly the principal. The parents will be required to sign a second statement acknowledging they have received a second notice of possible retention.

After April 15, the school will notify the parents/guardians in writing that the student will be retained in the same grade. The parents/guardians are provided the opportunity to review the decision process with the principal and teacher.

SAFETY PATROL:

The Safety Patrol will be stationed in various places on the parking lots. Parents are asked to impress upon their children the importance of obeying the patrol person. The patrol is instructed to speak courteously to children and adults when reminding them of school safety rules. The same courtesy should be extended to them. Please report any difficulties experienced with our safety patrols to the school office.

SCHOOL ACTIVITIES:

It is the desire of the administration to foster extra-curricular activities which will further enhance the leadership potential and the overall development of our children. These activities will be continued, initiated, or cancelled based on the response of the student body. These activities are open to various grade levels depending on the activity and the availability of a moderator.

Possible **extra-curricular activities** may be:

- | | |
|---------------------------|-----------------------------|
| Altar Servers | Gardening Club |
| Archdiocesan Spelling Bee | Girls' and Boys' Basketball |
| Art Club | Karate |
| Band | Poster Contests |
| Catholic Bee | Safety Patrol |
| Choir | Social Action Club |
| Drama Club | Yearbook |

SCHOOL BOARD:

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

SCHOOL SCHEDULE:**Full-Day Schedules**

Prekindergarten 3 year old – Tuesday through Thursday

Morning - 8:20 AM to 11:10 AM

Prekindergarten 4 year old – Monday through Friday

Morning - 8:20 AM to 11:10 AM

Grades K through 8 - Monday through Friday

8:20 AM	Opening Prayer
11:45 AM to 12:50 PM	Lunch/Recess
2:50 PM	End of Afternoon Classes
3:00 PM	Dismissal

Half-Day Schedules**Prekindergarten**

AM Class – 8:20 AM to 11:10 AM

Grades K through 8 - 8:20 AM to 12 Noon

SCHOOL STORE:

Stationery supplies will be sold daily from 8:05 AM to 8:20 AM. The store is located upstairs near the Grade 5 classroom. Children must receive permission from their teacher before being sent to the school store. All students are required to have the necessary items for their grade level and replenish them as needed throughout the school year. A stationery needs list is given to each student on the last day of school. New students will receive theirs in the mail.

SNOW:

Saint John the Evangelist School will follow either Baltimore County or Harford County, whichever predicts the worst weather forecast. Please listen to radio station WBAL (1090 AM). See also Inclement Weather and Faculty Meetings.

VISITORS:

Saint John School welcomes visitors. However, we ask that an appointment be made through the school office.

Parents are not to interrupt classes or teachers during school hours (8:00 AM to 3:00 PM). This includes the homeroom period prior to the beginning of classes. **Parents are not to accompany students to the homeroom in the morning.**

If you need to speak with a teacher, appointments should be requested either in writing, by email, voicemail or by calling the school office.

All visitors must sign in at the office. They will be given a badge which should be worn during their time in school. These procedures are in place for the safety of students and to minimize class disruptions.

VOLUNTEERS:

Our volunteers perform valuable work and assist in a variety of ways. Parents are urged to become volunteers in the school.

In order to comply with the Archdiocesan policy, **STAND** for Children and Youth, all volunteers are asked to complete the volunteer form, consent form, and view the online training.

Volunteers should sign in at the school office and a badge will be given which should be worn during their volunteer times.