



Dear Parents and Guardians,

We, the staff and faculty of Saint John the Evangelist School, are happy to welcome you and your child to our Catholic school and to support you in guiding your child through his or her elementary and middle school years. We are focused on the child's development through the elementary years, providing a 21<sup>st</sup> century educational experience focused on the values and priorities we all share for our children. We create this experience together with you. In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

- to be a partner with the school in the education of your child
- to understand and support the religious nature of the school
- to read all communications from the school and to request clarification when necessary
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- to discuss concerns and problems with the person(s) most directly involved with the situation
- to be as actively involved as you can be in the life of the school and to volunteer whenever possible
- to promote our school and to speak well of it to others
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school
- to appreciate that Catholic education is a privilege that many young people do not have

We believe strong relationships between educators and parents are paramount to the total development of our students and the success of our school; and look forward to developing these relationships in our time together as a school community. Together, we make each person's Catholic school experience one that provides them the foundation of their faith and education.

This year's theme for Saint John the Evangelist will be "I have called you by name". It is based on the scripture passage from Isaiah (43:1), "I have called you by name, you are mine." May we always remember that God created each of us to serve Him and one another, and that it is our choice to answer His call through our good works and the love that we share.

Blessings and prayers,

Ms. Casey Buckstaff  
Principal

## **Foundational Documents** **Archdiocese of Baltimore Catholic Schools**

### **Vision Statement**

Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

### **Mission Statement**

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential –spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

## **Saint John the Evangelist School**

### **Purpose**

To nurture and sustain the God given gifts of every person we encounter in service to the mission of Jesus Christ, and in the pursuit of academic excellence.

### **Vision**

Saint John the Evangelist School is a Roman Catholic, Pre-School through Grade 8, parish school. SJES' focus is a 21st Century education rooted in a tradition of academic excellence and Catholic Faith. In a community of faith and building relationships with the Gospel values of Jesus Christ, our faculty and staff work together to fully develop each child to the best of his and her ability; spiritually, academically, artistically, socially, and physically. Faculty and staff do so in a nurturing environment that promotes living faith, academic excellence, leadership, and service within the Church community and society by:

- Expecting academic excellence according to each student's abilities.
- Fostering a prayerful and family centered community.
- Encouraging collaborative learning and teaching.
- Promoting service to others through outreach and leadership.
- Cultivating faithful stewards of all our God-given resources.

### **History & School Facts**

Sharing the campus between parish and school, Saint John the Evangelist serves the community of Severna Park, Maryland, and surrounding area, providing ministry for the faith community, and academic needs of many.

- The school opened in 1959, and currently serves approximately 480 students from preschool through grade eight.
- It is accredited by Southern Association of Colleges and Schools Council of Accreditation and School Improvement.
- In 2008, Saint John the Evangelist School was awarded the National Blue Ribbon School of Excellence by the U.S. Department of Education
- In 2017, the school earned the status of Maryland Green School by the State of Maryland Department of Natural Resources.
- Typically, 100% of St. John the Evangelist School graduates are accepted by the high school of their first choice.

### **Administration**

Saint John the Evangelist School is a parish school whose leadership includes the parish pastor, principal, and assistant principal. School board members are advisory to the pastor and principal and serve terms on behalf of the school. A list of school board members can be found on the school website.

### **Status of Students**

Saint John the Evangelist School is a co-educational elementary school for grades preschool through eight. It does not discriminate on the basis of sex, race, color, and/or national or ethnic origin, religion, age, gender identity or expression, disability or handicap, or protected activity. This school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. The school reserves the right to deny attendance to anyone

whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. The school reserves the right to amend the Parent/Student Handbook. Parent(s) and legal guardians will be notified promptly of any changes. This handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

## **Admissions**

### **Non-Discriminatory Policy**

Saint John the Evangelist School is a co-educational elementary school for grades preschool through eight. It does not discriminate on the basis of sex, race, color, and/or national or ethnic origin, religion, age, gender identity or expression, disability or handicap, or protected activity. This school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to the principal or assistant principal. Religion is required for each year a student attends Saint John the Evangelist School. All students enrolled in Saint John the Evangelist School must attend religion classes and services. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Saint John the Evangelist School reserves the right to amend the Parent/Student Handbook and parents(s)/legal guardian(s) will be notified of any changes made. The Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

### **Acceptance Policy for Grades Pre-K to Eight**

Children will be accepted for grades Pre-K-8 on the basis of prior academic reports, testing and grade openings in the following order:

- Siblings of students already attending St. John the Evangelist School
- Children of St. John the Evangelist registered parishioners
- Children of registered parishioners in other parishes where there is no school
- Children of registered parishioners in other parishes where there is an existing school
- Baptized Christians of other faiths
- Non-Baptized children

If the need arises, the length of time the family has been registered in the parish, along with their level of involvement and commitment to the parish, will be considered. This will apply to the acceptance of students in grades Pre-K to 8. In exceptional circumstances, the principal, in consultation with the pastor, shall have the authority to make exceptions to the Acceptance Policy set forth above. All exceptions to the policy shall be documented and filed for future reference.

### **Registration**

Registration for the following school year is an ongoing process beginning in October. School information and registration information is made available in the church bulletin as well as the school website. Registrations can be taken at the school office or online at any time along with a non-refundable fee. All current families must re-register each year and submit a non-refundable re-registration fee. Registration follows the guidelines below:

- To enter Pre-Kindergarten-4-year-old class, a child must be 4 years of age by September 1st, as verified by birth certificate.
- To enter Kindergarten, a child must be 5 years of age by September 1st, as verified by birth certificate.
- Parents should present birth and baptismal certificates, social security card, record request, emergency information, immunization records, custodial records, and general health reports for students entering the school. The Anne Arundel County Health Department determines required immunizations. Saint John the Evangelist School follows these requirements.
- Acceptance of children in grades 4-8 is contingent upon prior academic reports, testing, and complete and accurate information gathered from the sending school. Academic, behavior and testing records will be reviewed prior to admission for all prospective students. If test results or records show that the school programs may not meet the needs of the child, parents will be informed.

### **Class Size**

In consideration of the guidance provided in Section IV of the document Commitment to Mission: Guidelines for Quality Catholic Elementary Schools and regulation Stu. Serv. 2.0 of The Elementary School Policy Manual, and in

consonance with the school's mission to provide quality education and its responsibility to meet fiscal demands, a policy to establish limits for class size at Saint John the Evangelist School is set forth as follows. Based on the current circumstances to include registration demand, classroom capacity, and fiscal requirements the maximum class size of grades 1 through 8 shall be 30 students per classroom. However, the principal has the authority to deviate from the standard class size of 30, increasing a class size up to a maximum of 32 students. Any such decision to deviate shall be based on an evaluation of classroom demeanor and performance, staff, and curriculum factors and can occur only if the deviation will not adversely impact student achievement.

### **Financial Obligations**

Saint John the Evangelist School considers the mutual agreement between the parents and students, and the school with utmost seriousness. In all interactions, the school fulfills its commitment to provide quality Catholic education for the student. In return the parental obligation is to maintain support of these educational efforts and to fulfill the financial obligations explained below.

### **Tuition**

Full day preschool through grade 8:	\$8,075.00 per child
Half day preschool:	\$4,845.00 per child

### **2019-20 TUITION PAYMENT POLICY AND SCHEDULE**

1. Tuition payments are due in the following months (due on the 1st, will be considered late after the 5th of the month):

Plan 1 – June	Plan 4 – June, August, and November 2019 and March 2020
Plan 2 – June and November	Plan 10 – each month for 10 months from June 2019 to March 2020
2. Tuition billing is managed for the School by TADS. Families will select their plan, method of payment of invoicing method (electronic vs. paper) through TADS online during enrollment. The first tuition payment for all plans is due June 1, 2019. Final payments are due by March 1, 2020.
3. No child/children will be admitted to class in September unless financial responsibility is current.
4. In the case of a student's withdrawal during the school year, any adjustments to the tuition due will be in accordance with the terms and conditions as set forth in the Tuition Agreement.
5. St. John the Evangelist School does not provide tuition assistance directly to its student's families. However, several grant and assistance programs are available. See more information on the Tuition Assistance page.
6. Families are encouraged to use other available means for lowering your out-of-pocket tuition expenses. Learn more about the NET Program for referrals and the Tuition Credit Program from the PTP by clicking on the links.
7. If you are experiencing any financial difficulty and cannot make a payment at the scheduled time, please contact the Parish Business Office to explain the circumstance. Extensions are readily granted for any serious reason. Any significant hardships will certainly be taken into account, and other necessary arrangements can be made.

## **Academics**

### **Educational Programs**

The educational community of St. John the Evangelist School is committed to the total Christian education of the child. It serves children from Pre-K through grade 8. In addition to full time classroom teachers, (Pre-K through 8), the faculty consists of full time instructional assistants in preschool and kindergarten, and part time assistants in grades 1-2, and teachers for additional academic areas including physical education, music, art, computer, Spanish, library/media, and Learning Differences. The school also has a guidance counselor and a full-time nurse.

In order to provide maximum opportunities for learning, the academic structure allows for three divisions, primary grades (Pre-K through 2), intermediate grades (3-5), and middle school grades (6-8). While each division functions separately, unity in procedures and policies is maintained through monthly department and faculty meetings. In addition, professional development meetings are held on an ongoing basis.

### **Curriculum**

Curriculum policy is developed by our school faculty under the leadership of its administrators and guided by the Archdiocese of Baltimore Course of Studies and the Maryland State Department of Education. Curriculum content is determined through faculty selection of appropriate grade level materials. Students at Saint John the Evangelist School are instructed with a goal of developing lifelong learners.

## **Instruction**

Instruction occurs in both large and small group settings, utilizing differentiated instruction based on learners' needs. Teachers at St. John the Evangelist provide instruction based on logically organized and sequential presentation of material and are encouraged to develop individual styles of teaching. Classroom instruction is enhanced through cooperative learning, the integration of technology including Smartboard technology, a computer lab, iPads, 3D printing, and document projection systems. The selection of teachers is based upon high academic, social, and spiritual values and dedication to the teaching ministry. As educational leaders, teachers project values that are consistent with the philosophy of the school and must be positive role models to the students.

## **Grading System**

Saint John the Evangelist uses the standard progress report of the Archdiocese of Baltimore in grades 3-8, which uses the academic achievement conduct and effort codes as follows:

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

Pre-K through grade 2 uses a developmental progress report as approved by the Archdiocese of Baltimore.

## **Promotion Requirements**

Students are promoted to the next grade upon successful completion of all core subjects in a given year.

## **Retention**

Students in preschool through 8<sup>th</sup> grade who do not successfully complete required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the teacher and the parents.

## **Grade 3 -7 Students**

- Failure in one or more major subjects for the school year including religion, ELA, math, science, social studies and Grade 7 & 8 Spanish necessitates summer school attendance.
- Failure in two or more subjects necessitates a conference with the administration and teachers. Possibility of retention is most probable. However, each case will be treated individually.

## **Grade 8 Students - Completion and Graduation Requirements**

- Failure in one major subject for the school year:
  - Student must attend summer school
  - Graduation certificate will be withheld until successful completion of summer school program has been verified by administration.
- Failure in two major subjects for the school year:
  - Student will not receive a graduation certificate
  - Student will not participate in graduation activities and exercises
  - Student must attend summer school
  - Student will be promoted if summer school is successfully completed
  - Any high school that has accepted student will be notified
- Failure in three or more subjects:
  - Student will not be promoted to grade nine
  - Repeating grade eight at St. John the Evangelist will not be encouraged

## **Honor Roll**

### **Principal's List:**

Students earn a place on the Principal's List if they earn all A's in the following major subjects: religion, ELA, math, social studies, science and Spanish (Grades 7 & 8). The student must have satisfactory grades or above in conduct and all standards and satisfactory grades or above in art, music, physical education, library and computer instruction.

### **First Honors:**

Grades 5 - 6: All A's in four of the major subject areas. All other major subjects a grade of B. Must have satisfactory grades or above in Spanish, conduct and all standards.

Grades 7 - 8: All A's in five of the major subject areas. All other major subjects a grade of B. Must have satisfactory grades or above in conduct and all standards. To earn First Honors, students also must have satisfactory grades or above in art, music, physical education, library and computer instruction.

### **Second Honors:**

Grades 5 – 6: A or B in major subject areas. Must have satisfactory grades or above in Spanish, conduct and all standards.

Grades 7 – 8: A or B in major subject areas. Must have satisfactory grades or above in conduct and all standards. Students must have satisfactory grades or above in art, music, physical education, library and computer instruction.

### **Progress Reports and Interim Reports**

Progress Reports will be issued to students three times a year. It is the responsibility of the teacher to keep parents informed of the student's academic progress, and the responsibility of each parent to support progress and growth of children along with the teacher. Parent teacher conferences are scheduled before progress reports are distributed for the first trimester. Parents or teachers may request conferences at other times during the school year. A teacher or parent may request a conference at any other time during the school year. An appointment can be set by contacting the teacher. Parent conference times must be confirmed by the teacher involved.

Parents may not come to the classroom for a conference with the teacher unless it has been scheduled. This includes before and after school as well as during class as teachers have other responsibilities at these times. Parents of students in grades 3-8 will be able to access their child's progress via the Parent Access component of Power School. For initial access, parents will be provided a temporary user id and password and asked to set up an account at [archbalt.powerschool.com/public](http://archbalt.powerschool.com/public). The password will not change from year to year.

### **Evaluation & Assessment**

The evaluative process relies on formal and informal assessment. Formal student evaluation is attained primarily through fixed standards of achievement including teacher designed assessments and standardized testing. These tests are used to diagnose the strengths and weaknesses of individual students. Tests, projects, homework, classwork, and creative presentations all are inclusive to student evaluation and assessment. Additionally, online assessments and assignments are used to support learning. Informally, our students are evaluated on the basis of teacher observation and verbal response to observed behavior.

The Archdiocese of Baltimore Department of Catholic Schools requires that a standardized assessment and cognitive abilities assessment be administered to all students in grades 2-8 in the spring of each school year using IOWA and CogAT assessments. Kindergarten children through grade 5 participate in a formative assessment (STAR) 3 times yearly to monitor progress in reading and math skills. Students in grades 5 and 8 will take the Assessment of Catechesis/Religious Education (ACRE).

### **Religious Education**

Religion is required for each year a student attends Saint John the Evangelist School. All students enrolled in Saint John the Evangelist School must attend religion classes and services. Schools in the Archdiocese of Baltimore follow the Archdiocesan curriculum for religion.

Teachers, priests, Director of Religious Education, and the principal participate in planning and carrying out the religion curriculum. In addition, the textbooks include the most recent changes to the Roman Missal as promulgated by the U.S. Catholic Conference of Bishops. The Benziger Family Life Program is included in this curriculum. The program develops a gradual, open and wholesome approach to the understanding of sexuality and its place in Christian life.

### **Liturgy**

The priests, in conjunction with the faculty of St. John the Evangelist provide liturgies for the children at various times during the year. Liturgies commemorating the opening of the school year, Catholic Schools' Week and devotion to Mary, weekly class masses, Penance services and prayer services are some of the ways we worship together as a community of faith. Parents are always invited to attend these liturgies and prayerful celebrations. Students in grades 1-8 attend mass weekly.

### **Academic Curriculum**

Saint John the Evangelist School offers courses for students in the areas of English/Language Arts (ELA), math,

science, social studies, religion, art, physical education, Spanish language, library/media, technology, and music. The school delivers its instructional program and curriculum in concert with the Archdiocesan Curriculum standards and the regulations of the Maryland State Department of Education for non-public schools. Titles of textbooks can be found on the school Weebly site.

### **Learning Differences Program**

The Learning Differences teachers, in collaboration with the classroom teachers, provide assistance to those children who have been identified as needing specific changes with the curriculum in order to allow them to perform to the best of their ability. The principal, teachers or parents may recommend the child to be considered for this program.

### **Work Habits & Expectations**

- Written assignments must be neat, legible, and complete
- Books and notebooks should be free of scribbling inside and out
- Notebooks, folders, and other supplies must be replaced when worn or depleted
- Students must always have reading materials (iPad, book, etc.)
- At all levels, students are required to do homework
- Homework is important for the reinforcement of skills, for developing good study habits and a sense of responsibility
- Requirements for homework are determined by the faculty annually and communicated to parents via letter or at the Back to School meeting

### **Make-up Work**

In case of absence, it is the responsibility of the child to obtain, complete, and submit missed work. In case of a scheduled absence such as a family vacation, teachers are not required to provide work prior to an absence. Homework is available after dismissal and may be picked up in the school office prior to 3:30 p.m. Homework is also available for each teacher by accessing: **www.stjohntheevangelist.weebly.com** password: **SJEteachers**

### **Homework**

Homework is an extension of classwork. It is assigned as reinforcement of what has already been taught in class. Students are expected to complete all assigned homework on time and with care.

All teachers use the school teacher web site pages at Weebly.com to post homework, announcements and other information for parents and students. Our site is: **www.stjohntheevangelist.weebly.com** password: **SJEteachers**

Suggested time allotments for homework per day range from 30 minutes at the primary level to 2 hours in the middle school. This allotment includes time for written work, study, review work, and long-range projects or papers. Homework policies are distributed by each homeroom on Back to School Night. Please refer to the teacher's web site throughout the year for specific homework at each grade level and subject area.

Parents/guardians are expected to see that their children fulfill their homework responsibilities. If home assignments cannot be completed because of home conditions, e.g., sickness in the family, death of a relative, etc., students may be permitted to defer doing the prescribed work. A written explanation should be provided to the teacher. At all grade levels, homework is included in determining the subject area grade on the report card. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions to remedy the situation. Parents in grades 3-8 can also monitor this via online parent access to grades. If situation is not improved, administration will be notified, and a meeting will be scheduled.

Parents/guardians support the teachers by attending to the following:

- Reviewing the assigned work with the child
- Providing a quiet, well equipped place of study
- Providing the time required to fulfill homework demands
- Providing assistance to the child as needed
- Helping the child understand and appreciate the need for study
- Assuring the return of the schoolwork to school
- Helping children plan time to complete long-term assignments by the due date

### **Extra-Curricular Activities**

Activities include chess, art, drama, service, robotics, band, choir, soccer, basketball, field hockey, lacrosse, and field trips. Several clubs may be added to this list as the year progresses.

### **Altar Servers**

Students in grade 5 and above, from the school or parish, may apply to give service to the parish by assisting the priest in liturgical celebrations. Interested students will receive altar serving training.

### **Safety Patrol**

This service organization is made up of 6<sup>th</sup> grade students and plays an important role in helping school staff and crossing guards provide adequate safety procedures for children who attend our school.

### **Instrumental Music**

Children in grades four through eight may enroll in an Archdiocesan approved program of instrumental music. Grade 3 students participate in flutaphone lessons during their music instruction time. Information is distributed early in the school year and arrangements are made directly between parents and the instrumental music director/s.

### **Extended Care Program (ECP) – see ECP Handbook on school website**

An extended care program (ECP) is provided by the school for care of students before and after the school day. Parents who have children in Grades Pre-K through 8 may make arrangements to enroll their children. Please request and complete these program forms or download the information from the school website at <http://www.stjohnsp.org/extended-care-program>. All papers and fees are to be placed in an envelope and marked, “Extended Care Program.” If you have any questions, please contact ECP staff at 410-647-2283 or 410-852-9565. Morning Care is provided from 7:00 to 7:50 a.m. Afternoon Care is provided from dismissal to 6:00 p.m. Participants in the Extended Care Program will be provided the Extended Care Program Handbook which provides policies and procedures. Receipt of the Handbook must be signed and returned to ECP staff during the first week of enrollment.

### **Education, Supervision and Monitoring of Technology**

It shall be the responsibility of all members of Saint John the Evangelist School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

## **Administration**

### **Inclement Weather Closing**

Saint John the Evangelist School will follow the Anne Arundel County Public School System concerning weather related problems. For a morning delay or school cancellation, please follow announcements from the county via WBAL or the Anne Arundel County Public Schools website ([www.aacps.org](http://www.aacps.org)).

If the school should close early, all children must be picked up at the announced closing time. Instruct your child as to procedures/arrangements for such situations. Before and After School Care will remain open after the announced closing time for one hour for registered students only. If the school is closing early, communication will come by email and/or phone via the alert message system.

### **Change of Address, E-Mail, and/or Telephone Number**

Please notify the school office immediately if you change your address, home telephone number, work telephone number, e-mail address, or emergency information. It is extremely important for us to have this information on file.

### **Change in Name or Family Status**

If there is a change in the family status or the change of a child’s name, it is important that the school be informed promptly of the change. In case of a change in custody, a copy of the portion of the court order that names the custodial parent must be on file with the school.

### **Student Records**

Student records are maintained in the school office or a designated administrative area. Access to records is governed

by the records policy.

### **Records Policy (Family Educational Rights and Privacy Act)**

Saint John the Evangelist School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Saint John the Evangelist School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (*e.g.*, attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
  - To other schools to which a student is transferring.
  - In connection with financial aid under certain circumstances.
  - To specified officials for audit or evaluation purposes.
  - To organizations conducting certain studies for or on behalf of the school.
  - To accrediting organizations.
  - In order to comply with a judicial order or lawfully issued subpoena.
  - To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Honors and awards received
- Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the principal in writing by September 15<sup>th</sup>.

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the

information.

- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Saint John the Evangelist School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

### **Transfers**

If you are moving, notify the office of the new address and the expected last day of attendance. A Release of Records Form must be signed by the parents before school records are forwarded to the new school. Official school records will be mailed directly to the new school as soon as we receive their request. No records will be transferred if financial obligations have not been met.

### **Emergency Forms**

Emergency contact information for each child is to be kept current. It is imperative that parents and guardians return a completed emergency form for each child by the first day of school and update this contact information as any changes occur. Children will only be released to the person(s) designated on the emergency form, unless otherwise instructed in writing by the custodial parent or guardian.

### **Emergency Drills**

Emergency drills, including evacuation and lockdown drills, are held monthly during the school year. Teachers will review these procedures with students throughout the year.

### **Outdoor and Restricted Areas**

When school is in session, students may not be outside the school building unless they are involved in class or recess and are accompanied by a staff member. The faculty room and empty classrooms are restricted areas. Corridors are to be generally clear of traffic except for movement at the change of class. Students dismissed at the end of the day are not allowed to travel to areas on school campus during dismissal times unless authorized by school staff.

### **Code of Conduct & Discipline Policy**

Saint John the Evangelist School strives to develop responsible, courteous, self-disciplined students whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community. Students at Saint John the Evangelist School are an integral part of the faith community to which they belong; what they do affects the entire community as well as themselves. When all individuals are aware of the expectations placed on them and freely accept responsibility for their actions, good discipline will exist. Each child is unique and treated individually with compassion. Situations requiring behavioral modification and each child's developmental process and needs are considered. This requires a non-zero tolerance policy where each child's issues are kept confidential, seeking the best interests of the child and all concerned with trust as a core value. The discipline record is cumulative for the year and continued misbehavior may result in exclusion from school related activities.

Students may be disciplined for conduct that occurs on school premises, or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

The "SOAR Program" is school-wide and designed to improve the overall academic and behavioral environment of the school. The success of all students is based on the 3Rs, "Respect, Responsibility and Role Modeling, with the Eagle as our mascot based on the scripture verse from Isaiah 40:31, "They that hope in the Lord will renew their strength, they will soar on eagles' wings." The purpose of the program is to promote positive success with Christian values within the school environment and to reward students who do well both academically and behaviorally.

As part of the program, when students demonstrate the target behaviors, they will be recognized. All students have the opportunity to participate in a school-wide reward for their team effort. The reward is given at the end of the school year. Parents/Guardians encourage the children to engage in positive behaviors and aim for success.

## **Classroom Behavior**

The following are the standard classroom procedures. Teachers may have other classroom rules. Students are bound by both the following rules and by the teacher's rules.

- Students are to be in their seats when class begins. They are not to leave their places in the classroom without explicit permission.
- Each student is to have all the necessary materials for class when class begins.
- Students are to be attentive to the teachers and to participate actively in all class activities assigned by the teachers. They are not to do work for another class or read other-than-class materials, unless given explicit permission to do so by the teacher. Materials for another class or for non-class activities should not be on the student's desk.
- During morning and afternoon prayer and at any time when there are announcements over the PA system, students should stop what they are doing and sit silently to listen and participate when appropriate.
- Each student is to refrain from talking without permission and from talking to others while instruction is going on, study periods or tests are underway.
- Students are to avoid any action that is distracting to the learning procedure underway in the classroom, especially harassing other students.
- Students are responsible for the cleanliness around their chairs, in their desks, at their lunch tables, etc. Students should dispose of any trash around their desks at the end of the day.
- Students should approach teachers outside of direct instruction time regarding tests, grades, or consequences given during class.
- The location of desks, the condition of windows, blinds, and lights, etc., are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
- Students should always enter and leave a classroom quietly. They should move quietly in the halls.
- Outside of morning snack eating or drinking must take place in the cafeteria with the exception of water bottles.
- Chewing gum is prohibited in school at all times.

## **Recess Behavior**

So that all students may participate in a safe and enjoyable recess every student must abide by the following rules:

- walk to your designated area
- stay in your designated area
- never go into the roadway for any reason
- never throw any object excluding a ball
- no aggressive play
- use only assigned equipment and take proper care of it
- children assigned to equipment return it to its proper place and report to your teacher when equipment is damaged or missing
- no snacks are allowed outside during lunch recess
- stay away from parked cars and moving vehicles

Report immediately to teacher on duty:

- any injuries
- any persons who do not belong on school grounds
- any glass, rocks or any obstacle that may cause injury
- any aggressive play

**Note:** When inclement weather prevents children from outdoor recess, students are permitted to play games or enjoy quiet activities in the classroom, or at times, in the PAC. Parents may donate games, books, etc., to the classroom for this purpose.

## **Student Responsibility**

All students at Saint John the Evangelist School are expected to

- show respect for administration, teachers, staff, students and school facility.
- obey rules, regulations and procedures established by school and administration.
- obey rules, regulations and procedures established by each teacher.
- be present and punctual daily.
- complete projects and homework assignments daily.
- participate appropriately and fully at prayer, liturgies, field trips, civic activities and school assemblies.
- practice courtesy and good manners at all times.
- abide by the dress code established in the handbook.

## **Disciplinary Code**

The progressive categories of disciplinary action are:

- Reprimand
- Detention
- Suspension
- Expulsion

## **Behavior**

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves and others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum Chewing
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment

## **Detention, Suspension & Expulsion**

After school detentions will be held on Tuesday of each week from 3:15-4:15 PM for middle school students and 3:15-3:45PM for students in grades 3-5. Children in grades Pre-K to 2 may be sent to the office for a lunch detention. When a student is given a detention, a notice is sent home to the parent(s) or guardian(s) stating the reason, the date and time the detention will be served. The parent signs the notice and returns it to school the following day. Parent signature indicates parent has been notified. No exceptions will be made after a detention is issued unless consultation with the principal or assistant principal occurs. In the event of cancellation of detention, the parent or guardian will be notified. The parent or guardian is responsible for the transportation of the child on the day the detention will be served. Once assigned to detention a student will not be excused without a written note of explanation from the parent. Excuses such as extra-curricular activities will not be considered.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of a St. John the Evangelist School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

### **Other Disciplinary Actions**

If necessary, other appropriate consequences will be given if students fail to meet required expectations for behavior and/or academics. These consequences may include, but are not limited to:

- time out
- lunchtime detention
- loss of reward
- loss of field trip privilege (student must still attend school)
- consequences set by each teacher
- consequences set by administrator

### **Search and Seizure**

The school reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

### **Conflict Situations**

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work toward a solution.

Policy Statement for the Prevention of Bullying, Harassment, or Intimidation – Attachment #3  
Harassment Policy – Attachment #4

## **Daily Schedule & Attendance**

**Morning:** Students in K-grade 4 assemble in homeroom lines in the auditorium. Students in grades 5-8 should assemble in lines outside their homeroom. Preschool children line up in the library hallway with their TA. Teachers will welcome students into their classrooms upon the 1<sup>st</sup> bell.

- First Bell 8:00 a.m.
- Second Bell 8:10 a.m.
- Students in Grades Pre-K-8 are considered late if arriving after the 8:10 a.m. bell.
- Classes begin for all students following school wide prayer, which begins at 8:10 a.m.

### **Lunch & Recess**

Grades 5-8	11:15-11:35 Recess, 11:35-12:00 Lunch
Grades 1-4	11:40-12:05 Recess, 12:05-12:30 Lunch
Grade K	12:00-12:25 Lunch, 12:25-12:50 Recess
Preschool	10:50-11:30 Recess & Clean-up, 12:15pm Lunch

### **Dismissal**

The end of class bell rings at 3:05p.m. on a regularly scheduled day and at 12:20 p.m. on a half-day. Children in grades Pre-K-8 follow the line dismissal procedure.

### **Traffic**

These instructions are very important to read and follow carefully to ensure safety, minimizing the chance of injury for all. We also want traffic to move smoothly for the benefit of all.

### **Morning**

All cars are to enter by the Cypress Creek Road Entrance only (not off Ritchie Highway) from 7:40am until 8:10 a.m. All cars continue from the entrance following the traffic pattern to circle around the parking lot to the service road that runs in front of the school building. Students are to be dropped off in the Drop-Off Zone along the Service Road. The Drop-Off Zone begins at the entrance to the PAC, extends along the Service Road, and ends in front of

the church. This includes the sidewalk area with the three brick, raised flower boxes in front of the church. All children must exit from the passenger side of the car. They are never to exit from the driver side.

**If you have a child in Pre-K or Kindergarten, please hang the issued card to indicate to the safety or adult in order to receive help.** Please follow the instructions of the assigned staff and volunteers who help during drop-offs. When waiting in line to drop off a child within the Drop-Off Zone, please be considerate of other parents waiting in line and discharge your passengers.

DOs	DON'Ts
<ul style="list-style-type: none"> <li>● <b>DO</b> enter from Cypress Creek.</li> <li>● <b>DO</b> be considerate of each other and alternate vehicles as you merge when you approach the Drop-Off Zone.</li> <li>● <b>DO</b> form two parallel lines stretching across the back of the parking lot if traffic backs up into the parking lot, please. This will help minimize the traffic from backing up onto Cypress Creek Road.</li> <li>● <b>DO</b> form single line in front of church while in your car and proceed to end of school driveway to drop off children.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>DON'T</b> let children out on the driver's side of the car.</li> <li>● <b>DON'T</b> pass other cars waiting to drop off children.</li> <li>● <b>DON'T</b> stop traffic and let children off until you have reached the designated point directed by staff or safety person.</li> <li>● <b>DON'T</b> drop off students in the parking lot or walk your children into school.</li> <li>● <b>DON'T</b> exit on driver's side</li> </ul>

### **Half-day Preschool**

Dismissal for half-day preschool is at 12:15 p.m. Parents picking up half-day preschool students should park in the main parking lot. Parents should pick up their preschool students from the preschool teacher by reporting to the main entrance by 12:15pm.

### **Afternoon**

In order to accommodate a large number of students, all preschool and Kindergarten students will be walked to the front of the building for dismissal at 3:05pm. All 1-8<sup>th</sup> grade students will be dismissed following prayers at 3:10pm. Once Pre-K to grade 8 children start to dismiss at 3:05, no car may move on the parking lot until directed to do so by a member of the administration or staff.

All cars are to enter by Cypress Creek Road entrance only. Cars should be parked in spaces in the parking lot. Insist that the student come directly to the car. Do not let the students stand outside the car waiting for you. This causes other drivers to wait. Once the signal is given, cars will be instructed to begin moving from the parking area. Do not back up at any time while in the parking lot unless directed to do so. If you know your carpool students will be late coming out of school, please park down toward the Church. When there is moving traffic in the parking lot, it is very dangerous to have the children playing on the parking lot. We ask your cooperation in this matter for the safety of all our children.

At dismissal, when the hand bell rings for the first time, all students and parents should go to their vehicles and prepare to be directed to exit the lot. Any students who do not yet have a vehicle present to pick them up, or do not see their vehicle in the parking lot, should remain at the school canopy area. These students should not cross the service road to the parking lot side until after cars have exited the lot and the hand bell rings a 2<sup>nd</sup> time.

### **Crossing Guards**

Crossing guards will be on duty at Ritchie Highway from 7:40 a.m. to 8:10 a.m. in the morning and from 3:05 p.m. to 3:15 p.m. in the afternoon. Please obey the crossing guards. Students may never cross without the guard.

### **Walkers/Car Riders**

It is designated at the beginning of the year whether your child is a walker or a car rider. No change may be made in this procedure without written permission from a parent. Phone calls will not be an acceptable substitute. Children who walk must maintain orderly conduct in school, on the street, and at crossings. Students are not allowed to be picked up on Cypress Creek Road, including Gary's Garden Shop.

### **Attendance**

The school day begins at 8:10 a.m. and dismissal begins at 3:05 p.m. Children may arrive no earlier than 7:40 a.m. unless registered for the Before and After School Care Program. On regularly scheduled half-days the school admits students at 7:40 a.m. Supervision is provided until 12:30 p.m. The school is not responsible for supervision of students before or after the times stated above, and the school is not liable for any injuries or accidents which may occur. This is required by insurance coverage and is done for the safety of the children. Parents are advised, therefore, to follow the times as stated above. Parents will drop off students using the traffic pattern established and explained in this handbook. Parents may not leave students unattended on school grounds. No supervision is provided for students prior to 7:40 a.m. Morning Care is available from the school for families that need to drop off students earlier due to work schedules. Families who drop off students before 7:40 a.m. will be charged the a la carte morning care fee. In the afternoon, students who are not picked up by 3:15 p.m. will be sent to our Extended Care Program and will be charged the daily a la carte aftercare fee. The office or website can provide parents with the proper registration materials for this program. If students are participating in a scheduled supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If students are participating in before or after school day care programs, parents must comply with the rules established by the program for dropping off and picking up children.

### **Tardy-Pickup**

Children who are not picked up by 3:20 p.m. need to be signed out by the parent. After three late occurrences, the parent is required to register the student in our Extended Care Program and pay the à la carte fee.

### **Absence, Early Departure & Late Arrivals**

Regular attendance is considered essential for learning at St. John the Evangelist School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school by 8:20 a.m. to report the reason for absence. All absences and tardiness become part of a student's permanent record. If a child misses more than 3 hours of instruction, he or she will be marked for ½ day of attendance. Students leaving prior to 3:05 p.m. will be marked as leaving early.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return. Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Parents are asked not to take children out of school for appointments, etc. In cases where this is a necessity, the parent must send a note into the teacher indicating pick-up time. The parent must come to the school office to sign-out and pick-up the child. Under no circumstance will a child be permitted to leave otherwise. Many families have unique arrangements for the custody and guardianship of their children. Unless there is legal notification given to the school office, it is assumed that both parents are permitted to pick children up and to have access to school related information. Parents must keep updated documentation of custodial agreements on file with the school.

Students who are in school for special functions (e.g., Race for Education, May Fair, Junior Olympics, field trips) may not leave early unless parents send a note to the office by 8:10 a.m. on the day of the event.

If a child is absent for more than a few days, several steps should be taken to insure that the child's reentry into the classroom is smooth and that missed instruction can be made up in a minimal amount of time. Parents are asked to contact the child's teacher(s) upon his or her return to obtain missed assignments and develop a plan to make up missed instruction within a 3-day period. Students have one day, plus one, for each day of absence to make up work. Students receive an excused absence for attendance at a funeral of an immediate family member. A note explaining this absence is required.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries

or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

### **8<sup>th</sup> Grade High School Visits**

Eighth grade students who are visiting high schools for shadow days are allowed 2 excused days. These are recorded as excused absences as long as students bring signed paperwork from the high school indicating their attendance at the high school on that day. The shadow days are part of the application and decision process that should be part of the child's 8<sup>th</sup> grade year. The school discourages students in younger grades from missing instructional time for visits prior to their 8<sup>th</sup> grade year.

### **Lateness**

Children who arrive late to school report to the office before reporting to class. Students will not be admitted to class without a late slip. Students are considered late if they arrive after the 8:10 a.m. bell. Continued lateness will require a conference with administration. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

### **Truancy**

Truancy is defined as a student removing him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

## **Health & Safety**

### **AHERA**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

### **Maryland Immunization Requirements**

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination be signed by a physician or health department official and be approved by the school. In the case of religious objection or medical contraindication, form DHMH 896 must be submitted and kept on file. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

### **Health Room**

The school's Health Room is not a diagnostic clinic with facilities for prolonged treatment but rather to be used for the immediate and temporary care of injuries or illnesses occurring during the school day. If a child cannot return to class within a half hour a parent will be called. A registered nurse is in the Health Room during school hours five days a week. The nurse will administer first aid to injured students and isolate ill students until they can be taken home by a parent or guardian. The nurse must be informed if a child has any special health problems. It is very important that all emergency information be accurate and up-to-date. Parents/guardians are responsible for notifying the nurse of any emergency information changes.

### **Dispensing of Medication**

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor

ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and students name and grade.

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications. (e.g. inhalers, epi-pens) In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

### **Stock EpiPen Policy**

St. John the Evangelist has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

There are written policies and procedures that are followed in the event that we have to use the stock EpiPen. Those policies are available in the nurse's office if anyone wishes to read them. If you have any questions or concerns, please do not hesitate to call 410-647-9659.

### **Other Health Related Issues**

Upon entering Saint John the Evangelist School, students must have a complete physical, a dental examination and the required immunizations. Children who are ill enough to be kept in during recess periods should be kept at home until they can follow the regular school schedule. The school does not have adequate personnel for individual supervision. Parents should not send a child to school that has had a fever of 100 degrees or more, or had vomiting or diarrhea within 24 hours. Since there is no indoor monitor, a student must be well enough to fully participate in outdoor play. A doctor's written and signed request is needed for a student to be excused from physical education classes.

### **Communicable Diseases**

Parents must call the school if their child is diagnosed with a communicable disease. The school will follow guidelines of the Health Department. All reports are confidential. The following communicable diseases/conditions are necessary to report:

Measles – regular or German	Tuberculosis	Hepatitis
Meningitis	Pediculosis (head lice)	Food Poisoning
Whooping Cough	Rocky Mountain Spotted Fever	Human Immune Deficiency
Impetigo	Chicken Pox	Lyme disease
Virus Infection (AIDS/ other symptomatic infections)	Adverse reactions to Pertussis Vaccine	
Influenza	Animal bites/Rabies	

Any student with drainage from the eyes, associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over. Students are excluded from school for head lice. A child may return to school when he/she is free of lice and nits. A child must be examined by school personnel before he/she can return to class.

### **Health Records**

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of changes that occur during the school year.

### **Head Injury**

If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

### **Insurance**

The school provides the option for parents to purchase student health insurance for their children.

### **Allergies**

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician's order must state this requirement.

### **Bloodborne Pathogens**

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

### **Vision/Hearing Screening**

The school follows the directives of the Anne Arundel County Health Department and responds to parents' requests for individual testing. This testing is usually done for all students in grades Pre-K, Kindergarten, 1, 4 and 8, as well as for new students in all other grades.

### **Child Abuse and Neglect Reporting Policy and Procedures**

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department as well as to the principal.

### **Safety**

In the event of an emergency, parents and guardians will be notified via the school's alert communication system. It is the responsibility of the parents and guardians to notify the school of any changes in contact information so that parents can be reached. Parents are notified during emergencies via e-mail and the alert system as needed.

### **Visitors**

All members of the school community share a concern for child safety. All doors to the school will remain locked and closed during the school day. All parents and visitors must enter by the main entrance and report to the office. Parents and visitors wishing to gain access to areas of the school beyond the main office will be asked to show their drivers' license. The license is scanned and a visitor's badge is printed that must be worn by the parent or visitor in the building. Visitors without this badge will be asked to return to the main office area and complete this process.

No teacher or student may be disturbed during school time except in the case of emergency or scheduled appointment. This regulation is to safeguard the security of our school and respect the instructional environment.

### **Volunteers**

All volunteers in any capacity must abide by the Archdiocese of Baltimore Policy for the Protection of Children and Youth. These policies require that every volunteer submit an application, participate in training, abide by the Code of Conduct for Church Personnel, and undergo a criminal history screening prior to any volunteer service, including service as a chaperone.

### **VIRTUS for the Protection of Children and Youth**

The Archdiocese of Baltimore and St. John the Evangelist Parish are committed to providing a safe environment for our children and youth.

We will...

- work to produce a healthy and nurturing environment for our children and youth.
- strive to make our Church and School a safe environment for them.
- exclude from ministry, employment, and volunteer service anyone against whom there is a credible allegation of child abuse.
- ensure that victims are offered quality pastoral care and counseling.
- affirm the efforts of people who provide appropriate and loving outreach to the children and youth of the Archdiocese of Baltimore.

All volunteers and employees MUST register through VIRTUS online, our compliance management system, to be screened, trained, and approved for the protection of our children. <http://www.virtusonline.org/virtus/index.cfm>

**NOTE:** If a volunteer or employee applicant fails or refuses to complete any part of the screening steps, then he/she cannot serve as a volunteer with our students at St. John the Evangelist Catholic School. This includes ...

- working in the classroom in any capacity,
- serving as a chaperone on a field trip,
- leading as a coach, assistant coach, or a team parent for any of our athletic teams, and
- any fundraiser whereby you will be interacting with children.

Training or screening offered by any other organizations such as Boy Scouts of America, Girl Scouts, Little League, area public schools, area athletic organizations, other dioceses, or federal agencies may not be substituted for this Archdiocesan Children and Youth Protection training. If you were already approved to volunteer in the Archdiocese of Baltimore through STAND, Shield the Vulnerable, or VIRTUS, in the past five years, you may confirm your status through the Screening Coordinator. Also, please contact the Screening Coordinator with any questions about VIRTUS at [shield@stjohnsp.org](mailto:shield@stjohnsp.org).

## **Student Services**

### **IEP Referral Process**

If a child is not progressing academically, the school may ask the parents to initiate, or the parents may initiate on their own, the process to request professional assistance from their local public school system. The evaluation process is generally called the IEP process (Individual Educational Plan) and begins when a parent/guardian calls “Child Find” and/or their local public school. Following the initial phone call to the local educational agency (LEA) parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student’s teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student’s learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a student accommodation plan is developed at the Catholic school level.

### **Cafeteria**

All children are supervised during lunch in the cafeteria and recess out in the yard. Students are expected to remain with their class during lunch and recess to insure proper supervision. A hot lunch is served daily. A menu is distributed on a monthly basis. Milk and a variety of other beverages are available for purchase daily. Bread and rolls for meals served daily have whole grain options. Please do not bring in food from other vendors for the children during school hours. This includes students carrying in breakfast or drinks upon arrival. Parent volunteers who are VIRTUS trained are welcome and appreciated to help out with lunch supervision and recess. Please sign up using the Sign Up Genius website created by the homeroom teacher or sign up with the homeroom teacher.

### **Field Trips**

Field trips are considered an integral part of the school’s educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination. All chaperones must be VIRTUS certified prior to participating in any field trip or volunteer service. Please follow the directions on the website: <http://www.virtusonline.org/virtus/index.cfm>

### **Telephone Calls**

Students will be called to the office to answer a phone call only in the case of an emergency. Students are not allowed to make or receive phone calls on their individual cell phones. Students are allowed to use the telephone at school only in the case of an emergency. Forgotten homework or materials does not constitute an emergency.

### **Cell Phones & Electronic Devices**

Cellular telephones may not be used during school hours, upon arrival in the morning, Before and After Care, school functions, or in the school building. Homeroom teachers in all grades will collect all cell phones first thing in the morning. Students may not have cell phones on their person or in their bags at all during the school day. The phones will be secured in the office during the school day and distributed to the students as they leave the building. If a student has a cell phone out for any reason during the day, it will be confiscated and given to an administrator by the teacher who took it from the student's possession. The student will receive a Conduct Referral and the cell phone back at the end of the day. If a second offense occurs, the student will be given a detention and his or her phone will be given to the parent or guardian at 4 p.m. on the day the detention is served.

Personal electronic devices such as iPods, iPads, are not allowed on campus. Students are provided iPads for educational use during the school day. E-readers are not permitted on campus unless they are being used for academic purposes. Text messages and other forms of social media from student-to-student may not be sent or received. A parent must call to set up an appointment to retrieve a device at the convenience of an administrator and parent. School Wi-Fi will not be provided to students. Their school issued device will have access to internet service. If a phone is brought to school it is the complete responsibility of the student and the school is not responsible for loss or damage under any circumstances.

Any Smart Watches must have applications, sounds, haptics, and communication abilities disabled during school hours. If students are found to be using these devices for functions other than time-keeping during the day, or if they disrupt a class in any way, they will be taken from the student by the teacher and given to an administrator. The consequences will reflect that of the cell phone policy.

### **Personal Possessions**

Students may not bring personal items for play or recess (e.g. iPods, electronic games, etc.) from home due to the high cost of the goods and the distraction that can be caused to the learning environment. The school and its agents are not responsible for students' personal possessions.

### **Lost & Found - Please label all student clothing and possessions.**

Lost and Found is located in the closet of the Copy Room. Unclaimed items will be donated periodically to charitable organizations or to the used uniform store.

### **Uniform Dress Code**

Supplier: Lands' End  
www.landsend.com  
School Code: 900 147 455

Lands' End is our sole uniform supplier. Pants, shorts, skirts, jumpers, tops and sweaters are required to be purchased from this company using the website and school code. The school code activates the specific styles and colors unique to Saint John.

### **PreK thru 4<sup>th</sup> Grade Girls**

*Fall (Opening Day - October 31<sup>st</sup>) Spring (April 1<sup>st</sup> - Closing Day)*

- Red multi plaid jumper or khaki shorts with red or white monogrammed polo top – short or long sleeved, tucked in (for shorts)
- Socks: white, no logo crew socks (mid-calf height)
- Shoes: Sperry brown or linen boat shoes or dark brown/black Mary Jane styled shoes

*Winter (November 1<sup>st</sup> - March 31<sup>st</sup>)*

- Red multi plaid jumper with red or white monogrammed polo top – short or long sleeved  
or
- Khaki pants with red or white monogrammed polo top – short or long sleeved

**required 2<sup>nd</sup> layer with pants** – red or black monogrammed sweater or vest

- Socks: white, red or black knee socks or tights
- Shoes: Sperry brown or linen boat shoes or dark brown/black Mary Jane styled shoes

### **5<sup>th</sup> thru 8<sup>th</sup> Grade Girls**

*Fall (Opening Day - October 31<sup>st</sup>) Spring (April 1<sup>st</sup> - Closing Day)*

- Red multi plaid kilt with white oxford (monogram optional) – short or long sleeved, tucked in or
- Khaki shorts with red or white monogrammed polo top – short or long sleeved, tucked in
- Socks: white, no logo crew socks (mid-calf height)
- Shoes: Sperry brown or linen boat shoes or dark brown/black Mary Jane styled shoes

*Winter (November 1<sup>st</sup> - March 31<sup>st</sup>)*

- Red multi plaid kilt with white oxford (monogram optional) – short or long sleeved, tucked in **required 2<sup>nd</sup> layer** – red or black monogrammed sweater or vest or
- Khaki pants with white oxford (monogram optional) – short or long sleeved, tucked in **required 2<sup>nd</sup> layer** – red or black monogrammed sweater or vest
- Socks: white, red or black knee socks or tights
- Shoes: Sperry brown or linen boat shoes or dark brown/black Mary Jane styled shoes

### **PreK thru 4<sup>th</sup> Grade Boys**

*Fall (Opening Day - October 31<sup>st</sup>) Spring (April 1<sup>st</sup> - Closing Day)*

- Khaki shorts or pants with red or white monogrammed polo top – short or long sleeved, tucked in
- Socks: white, no logo crew socks (mid-calf height)
- Shoes: Sperry brown or linen boat shoes or dark brown/black All-Weather Moccasin

*Winter (November 1<sup>st</sup> - March 31<sup>st</sup>)*

- Khaki pants with red or white monogrammed polo top – short or long sleeved **required 2<sup>nd</sup> layer with pants** – red or black monogrammed sweater or vest
- Socks: white, no logo crew socks (mid-calf height)
- Shoes: Sperry brown or linen boat shoes or dark brown/black All-Weather Moccasin

### **5<sup>th</sup> thru 8<sup>th</sup> Grade Boys**

*Fall (Opening Day - October 31<sup>st</sup>) Spring (April 1<sup>st</sup> - Closing Day)*

- Khaki shorts or pants with red or white monogrammed polo top – short or long sleeved, tucked in
- Belt: plain brown or black leather or ribbon belt with school logo
- Socks: white, no logo crew socks (mid-calf height)
- Shoes: Sperry brown or linen boat shoes or dark brown/black All-Weather Moccasin

*Winter (November 1<sup>st</sup> - March 31<sup>st</sup>)*

- Khaki pants with white oxford (monogram optional) – short or long sleeved, tucked in **required 2<sup>nd</sup> layer** – red or black monogrammed sweater or vest
- Tie: traditional or bow
- Belt: plain brown or black leather or ribbon belt with school logo
- Socks: white, no logo crew socks (mid-calf height)
- Shoes: Sperry brown or linen boat shoes or dark brown/black All-Weather Moccasin

### **Monday Dress Code**

- To bring attention to our scriptural theme for the school year, students may wear the official t-shirt on Mondays throughout the school year. These are distributed at the beginning of the school year.
- During winter months, the t-shirt must be worn with jeans or khaki pants. (No shorts or sweatpants)
- During the spring and summer months, the shirt can be worn with jeans, khaki pants, khaki shorts or SJE gym shorts.
- If a student would like to wear a second layer, the SJE school gym sweatshirt or school sweater must be worn.
- Footwear for both seasons must be sneakers (no light up sneakers) or uniform shoes only, and white crew socks (no logo).

### **PE Uniforms for all students**

- Grey t-shirt with school logo
- Navy mesh shorts with school logo
- Navy sweatpants with school logo
- Grey sweatshirt with school logo
- Socks – white crew (no logo)
- Sneakers must be worn to participate in PE activities. Please no light up shoes.

The second layer for PE days is the uniform sweatshirt only.

### **Additional Information**

- Colored and/or decorated white t-shirts are not permitted under uniform shirts.
- Skirts and shorts must be worn past the fingertips.
- Hats/caps may not be worn inside any building.
- No flip flops or sandals may be worn to school.
- Complete uniforms, with shirts neatly tucked in and buttoned, are to be worn every day, except for the day on which a student has Physical Education or on Mondays.
- Fad or costume jewelry is not permitted. Girls are permitted small post earrings no larger than a dime. Boys are not permitted to wear earrings in school or at school related activities. Boys and girls may wear one bracelet and a watch, and one necklace with a small pendant.
- Make-up and nail polish cannot be worn.
- Hair may not be dyed for boys or girls, should be kept neat and natural, without extreme styles.
- Plain barrettes, bows and headbands are acceptable for girls. Fad or costume head accessories are not permitted.
- Boy's hair length should be no longer than the top of the collar, above the eyebrows and the ears. Boys need to be clean shaven each day.

### **General Rules for Dress Down Days**

Dress down days are a privilege and done as a celebration of our school, or a special occasion. When dressing down for these days, all clothes must conform to the following principles:

- Appropriate for the occasion
- Neat and clean
- Modest

Students may not wear clothes that are torn, or midriff bearing, tank tops (with straps no smaller than 2 inches), short shorts (must be worn at least two inches past the fingertips), low cut pants or tops, suggestive printing, patches or pictures on clothes that do not fall into the above categories will not be acceptable casual wear for school events. Girls may wear leggings with a top that extends to their fingertips. The school reserves the right to make a judgment regarding the choice of clothing and a student may be deprived of participation in a school event until he/she has complied with the above expectations. If there are questions, please contact the teacher.

### **School Information**

To facilitate the cooperation needed between the home and school, the following additional school information may be helpful in answering questions and supporting the work of all members of the community.

- If your child comes home upset about a school situation, we ask you to listen openly to the child. We would caution you not to offer an opinion until you have contacted the teacher involved in the situation.
- If you disagree with a teacher's action, please express your disagreement and concern directly to the teacher. Your cooperation and support are necessary for an effective discipline and guidance program. It is very possible that a misguided statement can undermine our program, but, more importantly it places the child in opposition to the teacher and may result in defiance and disrespect.
- Your interest in your child reinforces his/her interest in school. If you feel your child is not working to potential, contact the homeroom teacher in order to arrive at a mutually agreed upon program. The most effective means of assisting your child's scholastic growth can be checking homework, reviewing for test, inquiring about projects, test results, school activities, etc.
- Responsibility, like respect, is something our children learn from us. If we exemplify responsibility, our children will practice it, too. We are not always able to communicate personally. Therefore, we ask you to read each communication and respond promptly if necessary.

- The Faculty Room is only for the use of teachers and staff unless arrangements have been made with the principal in advance.

### **Parent/Teacher Partnership (PTP)**

All parents of the students become members of the Parent/Teacher Partnership at the time of registration. This organization is essential for the financial support of the school. It also provides opportunities for parents to assist the school in a variety of capacities. General meetings are held periodically throughout the school year.

### **Class Parents**

The class parents assume responsibility to make contacts throughout the year with parents for various events and to arrange with teachers for holiday treats.

### **Chaperones**

Chaperones assume responsibility for the group assigned to him/her; chaperone does not permit children to switch groups without consent of teacher. The chaperone does not permit children to go anywhere alone, even to the bathroom, makes arrangements with other chaperones to provide for needs of children, and establishes check points and check-in times during the day to be sure all are safe and accounted for if students are permitted flexibility. All chaperones must complete the VIRTUS training before taking on the responsibility of chaperone.

### **Open House and Visiting Classrooms**

Parents are invited to visit their children's classroom at stated times throughout the year. Since these are regular school days, we ask you to follow certain procedures. Do not bring younger children with you unless invited. Cell phones must be silenced while visiting classrooms. In a departmental situation such as middle school, please move with the children. In self-contained units, please stagger your time so classes do not become over-crowded.

At times during the year, our parents may be invited to come to school for classroom events (Author's Tea, class plays, etc.). Due to space, other students within the building may not be allowed to attend. Teachers will provide expectations for this in their communication related to individual events so there is not confusion on the day of the event.

### **Parent-Teacher Conferences**

Any parent may request a conference by contacting the teacher concerned. A minimum of twenty-four hours notice is required when requesting a conference. The secretary is unable to set up a conference time for the teacher since she is unaware of the teacher's personal schedule. If a parent has a complaint with any teacher please discuss the matter with the teacher before asking the administration to arbitrate. Please do not request class parents or PTP representatives to relay complaints and grievances.

### **Conferences with Administrators**

Appointments with an administrator may be made by calling the school office (410) 647-2283 or by email.

### **Books**

We ask all students to take care of their text books and workbooks. All hard cover books must be covered, kept clean and carried to and from school in some type of book bag. Students are expected to pay for all non-consumable textbooks which have been defaced or lost.

### **Library Rules**

The Library plays an important role in the educational system. Class is scheduled for one period a week and we welcome walk-ins with permission of the teacher and librarian. Books are checked out for two weeks. Students are responsible to return books in good condition. Lost or damaged books must be paid for. A fine of 10 cents per day, per book, is charged for overdue books for students 4<sup>th</sup> grade and above. Fines are not charged for the days school is not in session. Students receive email notifications for late books.

### **Assembly Procedures**

During any assembly or liturgical gathering, students should direct attention to the speaker or performer, applaud or participate when appropriate (no disrespectful sounds or behavior will be tolerated), and await the announcement of dismissal procedure at the conclusion of the assembly and exit in an orderly manner.

### **Changing Classes**

Students in departmental situations are to change classes orderly and quickly. They are to enter by the front doors and exit by the back doors marked for each classroom.

**Right to Amend the Handbook**

Saint John the Evangelist School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

**Media Release**

Image/Audio Reproduction: The student and the Parent(s)/Guardian(s) hereby consent to St. John the Evangelist and/or its agents' reproduction and publication of images and audio of the student on St. John the Evangelist's website, school publications, and other media now known or later developed in furtherance of the school's educational and other objectives. Such images and audio include photographs, video, digital media and other media now known or later developed. Parent(s)/Guardian(s) that do not wish to have their children included in such media may opt out by sending a letter to the school's main office to Lynne Fish's attention.

**Parental Support/Compliance**

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

**Archdiocese of Baltimore  
Acceptable Use Policy for the Internet and Technology Tools**

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

**All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.**

*Acceptable* uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

*Unacceptable* uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.

- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland 's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

**Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.**

#### **Web-based Services**

The school uses web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use and access of web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

In addition to the Acceptable Use Policy and Ethical Use Policy, we are including this addendum to the policy for school-owned iPads/devices.

Using school iPads encourages greater collaboration, problem solving and creative thinking. This will result in more engaged students and thus increased achievement. Printed books, paper, and pencil are not being replaced by iPads. There is a time and place for traditional learning tools, but there is also a place for allowing students to use School owned devices.

**iPad/device Acceptable Use Policy**

- *Devices must be off/put away unless teacher approved*
- *Devices should be on the desk and in view of the teacher when in use*
- *Devices are for use by the assigned student*
- *No tasks or functions are to be performed on another student's device, unless working on a group assignment under the direction of the teacher*
- *No use of devices during tests, unless specified by the teacher*
- *Must be in silent mode while on school campus (ear buds allowed at teacher discretion)*
- *No accessing social media, email, or other off-task websites or apps during school hours without explicit permission of a teacher or adult supervisor*
- *Teacher/administration allowed to examine if suspected of misuse*
- *No photos, videos, audio recording without teacher permission (e.g., for yearbook, for project)*
- *No use of cell networks, only school WiFi provided to the student*
- *No food or drink around digital devices*
- *No use of devices in cafeteria, bathrooms, on playground or any place other than inside a classroom (during school hours)*
- *Devices must be stored and carried in a safe place while not in use*
- *Airplay must be turned off at all times during school hours*
- *Not following iPad/device Acceptable Use Policy will lead to a progressive loss of technology privileges which could result in mobile device use not being allowed*

**Strike 1 – lose school or home device privileges for the rest of the day**

**Strike 2 – lose device privileges for a week**

**Strike 3 – lose device privileges for a length of time to be determined**

**IN ALL CASES, THE DEVICE WILL GO TO AN ADMINISTRATOR AND THE STUDENT WILL BE REQUIRED TO CALL THEIR PARENT TO COME IN FOR A MEETING WITH AN ADMINISTRATOR.**



# ARCHDIOCESE OF BALTIMORE

THE DEPARTMENT OF CATHOLIC SCHOOLS

320 CATHEDRAL STREET, BALTIMORE, MD 21201

## ***BULLYING, HARASSMENT OR INTIMIDATION REPORTING***

***Updated July 1, 2018***

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

*"Bullying, harassment, or intimidation"* means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- A. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
  1. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
  2. Is sexual in nature; or
  3. Is threatening or seriously intimidating; and
- B. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

*Electronic technology* means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

*Retaliation* means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the main office and on the school's website.

## Harassment Policy

### Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, gender, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

### Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

### Prohibited Conduct

For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, national origin, religion, age, disability or handicap, or protected activity, that:

- Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
- Otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

### Procedure

Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.

Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

## Saint John the Evangelist School Admission Agreement

I/we have received a copy of the school handbooks and have carefully read and understand the policies, procedures and regulations of this school, including tuition charges, parent responsibilities, dress and disciplinary regulations, as well as Internet and Acceptable Use Policies. I/we hereby express agreement with these policies, procedures and regulations and accept them as conditions for enrollment of our child/children in this school.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade/Homeroom

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

**PLEASE REMOVE, SIGN AGREEMENT AND RETURN TO SCHOOL BY SEPTEMBER 9, 2019.**

Revised 7.16.19