

St. John the Evangelist School
Student Policy Book
2021-2022

VISION STATEMENT

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

MISSION STATEMENT

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

BELIEF STATEMENTS

WE BELIEVE THAT

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



Dear Parents/Guardians,

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

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

AGAIN THIS YEAR, THE POLICY BOOK INCLUDES GUIDELINES PERTAINING TO COVID-19. PLEASE READ THEM CAREFULLY. THEY ARE PRINTED IN BOLDFACE TYPE.

May God continue to bless you, your families, and our faculty and staff,

Ms. Caitlin Keeton, Principal
Rev. Joseph A. Calis, Pastor

August 2021

All policies follow Archdiocesan Guidelines. A copy of these guidelines is in the School Office and available for examination upon request. All Archdiocesan policies that are directly quoted in this Policy Book are in *italic*. All new entries in the Policy Book are in **bold print, including policies related to Covid-19 regulations**.

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Dear Students,

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

Values Code of Honor

HONESTY

I will be an honest person.

RESPECT

I am respectful of others.

RESPONSIBILITY

I take responsibility for what I am supposed to do.

SELF-CONTROL

I will control my actions and words.

HARD WORK

I take pride in being a hard worker.

SELF-RESPECT

I have self-respect.

CONCERN FOR OTHERS

I will show concern for all other people.

TOLERANCE

I am tolerant of others.

COOPERATION

I will cooperate with those around me.

FAIRNESS

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

FORGIVENESS

I can forgive those who do me wrong.

COURAGE

I will be brave in facing life's challenges.

SELF-KNOWLEDGE

I will pursue knowledge of myself.

SPIRITUAL LIFE

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

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

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

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

COMMUNICATIONS

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

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

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

SCHOOL COMMUNICATION

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

- the School Policy Book
- the yearly school calendar of events
- weekly eBulletins
- online grades and assignments through PlusPortals
- parent/teacher conferences
- the e-mail system
- the use of flyers, when appropriate, as reminders
- the church bulletin
- the use of personal letters and phone calls
- the Home and School Association
- the School Advisory Board

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

- a. Holding an annual open policy meeting of the School Advisory Board/Home School Association;
- b. Providing Parent Portals into our Student Information System so parents and students can access grades, assignments, and school-wide information online;
- c. Parent Coffee and Conversation sessions on most first Wednesdays of the month at 8:30am.

St. John the Evangelist School's website, www.sjite.org, contains up-to-date information. Of special interest to parents are the following:

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

PARENT COMMUNICATION

Change of Address

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

Custody Information

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

Important Student/Family Information

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

Community/Parents Helping Others

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

SCHOOL DAY

Archdiocesan Policy Total School Days

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

ARRIVAL AND DISMISSAL PROCEDURES

School Hours

PreKindergarten Full Day through 8 th grade	First Bell - 8:00am	Dismissal - 3:00pm
PreKindergarten Half Day	First Bell - 8:00am	Dismissal - 12:30pm

Drop off will take place from 7:50-8:00am each day for Grades K-8 and 8:00-8:10am for PreK, according to the directions below.

SPECIAL COVID-19 ARRIVAL GUIDELINES:

Parents are reminded that they are the first screeners. They must keep children home who are ill, keep children in quarantine when directed to do so by a healthcare professional or the health department, and avoid giving children medications that will artificially lower their temperatures before school.

Parents will drive around the back of the school and pull up on the playground following directions. Children will be screened while next to their cars. All persons in the car will be wearing masks. Screeners will wear masks during screening. The screening will follow the ADW guidelines for temperature checks via touchless thermometers and questions regarding any symptoms, any contact with someone who is known to have Covid-19, and whether any products containing acetaminophen, aspirin, ibuprofen, or any fever-reducing medications were taken before school.

Students who do not pass the screening will not be admitted. Their return to school will be based on all ADW policies including the need for Covid-19 testing or a visit to a health professional. A log will be kept per ADW directives.

Once students are approved to enter the building, they will go directly to their homeroom classroom.

PreK parents should park on Woodland Drive and bring their child to the outside door for Room 9, our Before and After Care room. If you are facing the main entrance to the school, it's the first door you see to the left. The teachers will be there to greet you and follow the screening procedures with you.

Before School Program

Before School Care is available for students whose parents need to have their children come earlier. This program runs from 7:30-8:00am and is held in Room 9. The cost is \$4 per student per half hour. On days with a 2 hour delayed opening, Before School Care will begin at 8am. Entrance to Before Care is through the exterior classroom door for Room 9 (first door to the left of the main entrance), not the school's main doors.

SPECIAL COVID-19 AFTERNOON PICKUP GUIDELINES:

At the end of the school day, students will exit the building through the same point that they

entered the school. Students will gather by grade in designated areas. Parents will drive to designated areas as directed by staff and will remain in the cars at all times. When all the students are in place and the cars have stopped moving, students will be allowed to go to their cars. When all students are safely in their cars, staff will direct cars to leave.

Walkers and Bicycle Riders

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

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

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

Late Arrivals

Occasionally being late can be excused. However, being late day in and day out is unacceptable, inconvenient, disruptive to the class, and detrimental to the student's adjustment to the school day. Students who arrive after the 8:00am bell will be marked as late.

If students are not in line when the classes come in at 8:00am, they are to enter the school through the front school doors. **Temperatures will be taken in the front lobby.** The Homeroom Teacher will mark them late on the Absentee/Late Form which is sent to the office each morning. Any student who comes in after that form has been sent to the office and/or after the bell has rung for the first change of class must report to the School Office for an Admit-To-Class slip and be recorded as late.

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

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

Late Pickups

Any students remaining on the school premises after 3:15pm or 12:45pm on half days will be supervised in Room 9 by After Care personnel and parents will be charged for the use of that service.

Early Release

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

PreKindergarten Drop-Off and Pick-Up Procedures

PreK Drop Off:

PreK parents should park on Woodland Drive and bring their child to the outside door for Room 9, our Before and After Care room. If you are facing the main entrance to the school, it's the first door you see to the left. The teachers will be there to greet you and follow the screening procedures with you.

PreK Pick-Up:

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

Full Day students: (see Arrival and Dismissal Procedures Section above) Parents of PreK children will follow the same procedures as parents of K-8; however, after parking the car, a parent should then walk to the first door on the left in the courtyard (by the bike rack). The teacher will hand the student directly to the parent.

SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS

Announced Delayed Openings

St. John the Evangelist School, Grades PreK-8, will follow Montgomery County's announced delayed openings. St. John the Evangelist school will start at 10:00am. **If Montgomery County schools are not in session, the Archdiocese of Washington will make the call.**

Announced Early Dismissal for Any Emergency

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

Announced School Closings for the Total Day

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

Arrival Procedures for Inclement Weather

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

ABSENCES

If your child is going to be absent, please phone the School Office before 8:15am to inform us. You may leave a message on the answering machine. Since this is required by law and can potentially become a legal issue, when your child returns to school, he/she must bring a written excuse stating the cause of his/her absence.

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

Short-Term Illness

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

Long-Term Illness

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

Absences Due to Covid-19

If a teacher or student has any symptoms of the Coronavirus, the school office will be notified immediately. If a student exhibits any signs of an illness (fever, coughing, shortness of breath, etc.), that student will be sent home along with any siblings. SJE has identified a space where students can be kept in the small room until they are picked up by a parent. This room is separate from the health room and is close to an exit.

Parents will be notified immediately. While awaiting pick up, all students reported or suspected of an illness are to wait in the isolation room.

- o Those caring for the ill students must don proper PPE.**
- o Contact a family member for immediate pick up, note the time of call so the length of school nurse/designee exposure is captured.**
- o Encourage family to contact physician or other healthcare provider for COVID-19 more thorough screening and possible COVID-19 testing.**
- o Once the child has been picked up from the health room, disinfect stringently.**
- o Don PPE and disinfect as applicable.**
- o Ensure follow up with family or staff members, ask about pending tests and involve administration.**
- o Begin preliminary tracing and additional documentation for that student/staff member, ensuring that additional signs and symptoms are discussed and captured.**
- o Documentation will be necessary and vital in this stage in order to begin contact tracing that will assist local health departments in their efforts to understand the spread of COVID-19. Those at the facility with close contact (within 6 feet) of the an employee or student during this time would be considered exposed and should follow the exposure protocols established by the health department**
- o SJE will comply with all reporting requirements in the event of a student or staff member illness. On the same calendar day, we will notify the CSO, and our pastor. The CSO will guide SJE through the reporting process.**

Recreational Absences

If a child will miss school for an extended period of time due to travel, St. John the Evangelist School will not assume responsibility for the academic progress of the student. Extended trips are not

included under the heading of excused absences, with the few exceptions as noted below. Teachers are under no obligation to alter assignments or tests. Family vacations during the school year are not supported by the administration. The child's absence from school for an extended period puts a burden on both the student and teacher since completion of work independently cannot replace the learning that takes place in the classroom.

Archdiocesan School Attendance (ADW)

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

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

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

LUNCH AND RECESS

Lunch Program

The lunch program is currently on hold due to Covid-19 guidelines. Students must bring lunch from home daily.

Milk Program

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

Lunch/Recess Times

Grades 7-8	Lunch 11:40AM-12:00PM
	Recess 12:00PM-12:25PM
Grades 4-6	Recess 11:40AM-12:00PM
	Lunch 12:00PM-12:25PM
Grades 1-3	Lunch 12:00PM-12:25PM
	Recess 12:30PM-12:55PM
PreK-3	Recess 11:30AM-12:00PM
	Lunch 12:00PM-12:30PM
PreK-4	Recess 12:00PM-12:30PM
	Lunch 11:30AM-12:00PM

Kindergarten Lunch 12:00PM-12:25PM
Recess 12:30PM-12:55PM

Because of Covid-19, lunch will occur in the classroom at individual desks or outside. Teachers will supervise students eating at their desks. Hand sanitizer and hand washing will occur before and after lunch. After lunch, while students are at recess, classrooms will be disinfected. Hot Lunch Wednesdays will not take place until further notice.

At recess, the outdoor space will be divided to maximize the space for each class to use. There will be a minimum of 30 feet of open space between each group. Homeroom classes will not be mixed during outdoor recess. All teachers will be provided with a schedule for recess that will allow staggering to occur to limit the number of classes outside at one given time. The use of shared play equipment (balls, jump ropes, etc.) will be limited to each class and cleaned daily. Equipment will not be shared between classes. Students will wash hands or use hand sanitizer before and after recess. Recess monitors will closely supervise play to ensure that students are playing in a safe and appropriate manner.

Lunch/Playground Duty Grades K-8

Because of Covid-19 restrictions, lunch/playground parent duty is temporarily suspended.

DISCIPLINE

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

Standards of Student Behavior

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

Grades Pre-Kindergarten through 8:

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

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

- Disruptive classroom behavior
- Rudeness or disrespectful behavior toward others
- Intimidating or bullying behavior of any sort (including cyberbullying)
- Failure to comply with the direction of school staff
- The use of derogatory, improper, or foul language
- Destruction of school property or other person's personal property

- Chewing gum on school property at any time
- Being anywhere in or around the school unsupervised or without permission
- Tardiness to class
- Not being prepared or having materials for class
- Repeated Uniform violations
- Bringing prohibited items into school
- Forgery
- Cheating
- Misuse of electronic equipment or social media

Disciplinary Consequences

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

1. Teacher talks with student
2. Warning Discipline Notice sent to parents through Plus Portals
3. Conference with the Principal and phone call or email to parents
4. Repeated infractions will result in after-school detention.
5. Physical fighting or other extreme infractions will result in immediate suspension.

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

SPECIAL COVID-19 REGULATIONS:

Due to the seriousness that must be accorded to the health and safety procedures, students will receive the following consequences upon any infractions to our policies as stated in the handbook:

- o **1st - Warning. Teachers must report this warning to the principal, so we know that it has occurred. Otherwise, multiple teachers could be giving the same student "one warning."**
- o **2nd - Parent called by the office**
- o **3rd - Student is sent home with a behavior plan that will be signed by the teacher, the parent, and the principal.**
- o **If an issue occurs again, the same procedures are followed with a conference with the family about the next steps. The third infraction means the student will be assigned to all online learning and removal from school grounds.**

Forgery

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

Suspension

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

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

- Forgery

Prevention Programming (ADW)

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

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

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

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

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

Threats (ADW)

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. John the Evangelist School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals, and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

Search and Seizure

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

ACADEMIC LIFE

CURRICULUM

St. John the Evangelist School follows the Archdiocese of Washington's Curriculum Standards in all subjects. At Back-To-School Night in the beginning of the school year, teachers go over these standards and their own classroom policies with the parents. The Archdiocesan Curriculum Standards are available on the school's website under the Academics tab. A formal Archdiocesan Standardized

Curriculum is followed for PreKindergarten. Focus at this early age is placed on readiness for school, socialization, and the importance of play.

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

Basic Skills Subjects:

Reading, Mathematics, Language Arts

Academic Subjects:

Social Studies, Science, Spelling, Vocabulary, Religion

Additional Subjects:

Art, Physical Education, Music, Public Speaking, Spanish

Homework

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

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

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

Assessments

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

Tests and quizzes will be reviewed by the teacher in class so corrections can be made. Grades are not dropped because test and quiz papers are not signed. The faculty will limit the number of major tests scheduled for a single day to three. When a student misses tests or quizzes because of an excused

absence, the teachers are aware of the stress of making up tests and quizzes and will schedule make-up tests and quizzes accordingly, no more than three in one day.

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

Resource Program

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

Math and Reading Groupings

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

Spanish

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

DISTANCE LEARNING DUE TO COVID-19

At this time, we expect to continue with in-person learning only. However, if at some point it becomes necessary, we will re-engage a virtual learning program using Zoom and Google Classroom.

GRADE REPORTING

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

Progress Reports

The progress of any student in grades 4-8 (current grades, missing work, attendance, discipline) can be monitored online by parents through PlusPortals. After review by the principal, Progress Reports are available on PlusPortals four times a year to either affirm a student's progress or to alert parents of potential problems, as deemed necessary by the classroom teacher. Potential problems are reported because there is time before the report card grade is given for the student to change. Any teacher who believes that a student is likely to receive a poor grade on the report card, documents an issue with

completing assignments, or observes behavior which hampers academic success may issue a Progress Report.

Report Cards and Parent/Teacher Conferences

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

PreKindergarten through Grade 3 standards-based report card grades:

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

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

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

Grades 4 – 8

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

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

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

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

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

Promotion and Retention

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

Basic Skills Subjects:

Reading, Mathematics, Language Arts

Academic Subjects:

Social Studies, Science, Spelling, Vocabulary, Religion

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

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

Testing Programs

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

High School Admission

The High School Placement Test (HSPT) will be administered to all 8th Grade students on December 2. Students may apply to three of the listed high schools in the Archdiocese of Washington who use the results of this test. (There are a few Catholic high schools in the Washington, DC area who administer their own entrance exam.) The students' test results will be sent to their schools of choice along with:

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

Families will be charged an additional fee of \$10.00 per school over the three schools for sending additional paperwork.

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

Textbooks

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

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

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

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

Student Safe Environment Training

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

Human Sexuality Program

We follow the Archdiocesan Human Sexuality guidelines which embody their wellness and safety policy. Sixth through Eighth grade students will learn to respect their bodies as temples of the Holy Spirit and make choices that will keep them safe and their bodies healthy. Trained volunteers conduct a class for the sixth-grade students and their parents. Parents and daughters attend one class and

parents and sons attend another. Later in the school year, the same team returns to speak with the seventh and eighth grade classes.

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

Field Trip Policy

Field trips may resume at the start of the 2021-2022 school year. The following guidelines must be adhered to:

- **State, District, and local orders are followed**
- **Social distancing and face coverings are implemented**
- **Hand sanitizer is provided**
- **Outdoor events preferred**
- **Indoor venues should have the ability to isolate the school group from the general public**
- **Groups remain together and lists of names recorded in the event of exposure to COVID where contact tracing or quarantine is needed**
- **If bussing is used, then social distancing must be implemented and face coverings must be utilized**

TECHNOLOGY AND INTERNET USAGE

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

Technology and Internet Usage (ADW)

Student Responsibilities When Using any Technology Equipment:

All Students:

- *Shall use all Technology Equipment, including but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere.*
- *Shall not type, send, or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds, or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying, or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation.*
- *Shall not violate any local, state, or federal laws.*
- *Shall not engage in cyberbullying behavior.*
- *Shall not use the device to capture photos, video, audio, or other media involving other students, faculty, or staff without explicit permission from the subjects of the media.*

- *Shall never use the technology in bathrooms or locker rooms.*
- *Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.*
- *Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.*
- *Shall not engage in any behavior otherwise prohibited by school disciplinary standards.*

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

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

All students understand and acknowledge:

- *Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student's teacher for instructional use.*
- *Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.*

- *Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken at the sole discretion of the principal.*
- *Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.*

Parent/Guardian Acknowledgement

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

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

HEALTH AND SAFETY

EMERGENCY PROCEDURES

Emergency Contact Information

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

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

Emergency Drills

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

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

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

SAFETY PROCEDURES

Child Protection (VIRTUS)/Electronic Background Check

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

Visitors

At the start of the school year, only essential visitors will be permitted in the building. Essential visitors include those providing student services, those needing access to the building for important school matters, and those entering the building due to emergencies. They will be screened and required to wear masks like everyone else. Parents will not be permitted in the building except for essential purposes. Teachers and Administrators will use all forms of technology to stay in touch with parents in lieu of in-person meetings, except when an in-person meeting is absolutely necessary. As vaccinations continue and CDC and ADW guidelines are adjusted, this policy will be reviewed.

Delivery personnel will be instructed to go to the correct entrance. Small items may be left on the front steps of the school for immediate retrieval by office or facilities staff.

HEALTH POLICIES AND PROCEDURES

Children's Health

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

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

prescribed or over-the-counter, must be given to our Medication Technician in their original containers. The Medication Technician, in the School Office, will give it to the student as directed. This includes cough drops, etc.

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

When to Keep Your Child at Home

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

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

If your child has any of the above symptoms, he/she must stay home and be observed for further illness. If any of the symptoms become severe or persist for more than 24 hours, you should contact your physician for advice on care or evaluation. Sometimes children use illness as an excuse to miss school. On the other hand, some children may force themselves to go to school even though they are sick. Parents, please be alert to your child's health.

In this time of the Coronavirus, please consult your health-care provider. He/she may recommend a test for Covid-19. If diagnosed with Covid-19, proof of a negative test must be provided to the school before returning to class. If a student has been exposed to someone who has tested positive for the virus, the student must stay home and quarantine for two weeks.

Allergies or Other Permanent Medical Conditions

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

Health Emergency Card Information

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

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

Health Records

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

Maryland State Department of Health and Mental Health Hygiene Regulation 10.02.20

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

School Counselor

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

Archdiocesan Catholic School Counseling Services (ADW)

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. John the Evangelist School. One-time, initial counseling services may be rendered to students by school or Archdiocesan counseling staff in the event of a crisis or emergency.

Smoke-Free Campus

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

UNIFORMS

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

Uniform Code

Girls Grades K - 5

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

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

Fall/Winter: November through March

- Daily Uniform: Green/blue/yellow plaid jumper or uniform khaki pants with brown/black belt; white polo shirt with school logo; hunter green cardigan sweater with logo; green or white knee socks; white crew socks; black or brown shoes. Low cut sneaker socks are not allowed. Polo shirts are to be tucked in at all times. Jumpers are to be no shorter than 3 inches above the knee in length.
- Gym Day Uniform: Green sweatpants and sweatshirts (or quarter-zip with school logo (green mesh shorts with school logo and gray t-shirt with school logo may be worn underneath), sneakers, and white crew socks.

Girls Grades 6 - 8

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

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

Fall/Winter: November through March

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

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

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

Boys Grades K - 8

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

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

Fall/Winter: November through March

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

No dyed or streaked hair is permitted.

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

Uniform Tag Days and Spirit Days

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

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

Consequences for Non-Compliance with Uniform Policy

Parents are primarily responsible to make sure that their child(ren) comes to school in compliance with the school's uniform regulations. A written excuse from the parent is expected if a child is out of

uniform for any reason. If a student comes to school out of uniform, and without a written excuse, it will be the homeroom teacher's responsibility to send that student to the School Office.

Students in grades 4-8 receive the following consequences:

- Teacher will send student to the School Office whenever the student is not in compliance first thing in the morning. An out-of-uniform warning will be issued.
- Parents will be notified and asked to bring proper attire.
- Repeated uniform violations will result in detentions and the child being sent home.

Used Uniform Closet

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

New Uniform Purchase:

FLYNN & O'HARA UNIFORMS

LOEHMANN'S PLAZA

5210 RANDOLPH ROAD

ROCKVILLE, MD 20852

301-838-8958

EXTRACURRICULAR ACTIVITIES

Before School Care Program

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

Extracurricular Activities

We will begin the year allowing extracurricular activities, then reevaluate all extracurricular activities after the start of the year based on ADW directives and local directives. This includes CYO sports and band. All activities must adhere to all school policies. Activities involving multiple grades will take additional precautions to ensure distancing (meeting outside, etc.).

Extended School Program (After Care)

St. John the Evangelist School offers an Extended School Program for parents who may need this service. This program is available for all full-day students and is under the direction of certified personnel and operates whenever school is open. The fee is \$9 per hour. The time schedule for this program on a regular school day is 3:00 – 6:00 pm. The time schedule for this program for ½ days is 12:30 – 6:00pm. If children are not picked up by 6:00pm, there is an additional \$15 fee per half hour (or any portion of a half hour) per child.

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

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

After-School Parties

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

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

School Parties

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

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

Because of Covid-19, any treats brought to school must be individually wrapped.

GENERAL INFORMATION

Cell Phones

While under our supervision, students are not allowed to use or lend their cell phones to other students unless officially authorized to do so. Therefore, no student is to use a cell phone or the cell phone of any other person, parent, or student to call to leave early or for any other reason. If a call home is necessary, it is made on the school phone and is made with the knowledge and permission of the Principal or her designee. In Grades 4-8, students must turn in their cell phones to their homeroom teacher at the beginning of each school day and may pick them up at the end of the day. Failure to comply with this policy will result in the cell phone being confiscated.

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

Electronic Devices

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

Lost/Stolen Articles

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

Pets on School Property

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

Pictures

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

Student Records

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

Telephone Calls

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

FINANCES

Tuition and Fees

Families who are registered and contributing members of St. John the Evangelist Parish or other Archdiocesan Catholic parishes are eligible to receive the Catholic tuition rate.

TUITION RATES FOR 2021-2022

- Catholic Tuition for K - 8 \$8,495
- Non-Catholic Tuition K - 8 \$10,595
- PreKindergarten
 - Full day program \$9,995
 - Half day 8:00-12:30 \$6,110

There is also a mandatory **book/technology fee** of \$400 per child in K-8.

Tuition and fees are paid through TADS via automatic deductions.

Late Payment Policy

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

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

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

3) For grades K-7, financial obligations, including tuition, fundraising, lunch duty, lost library books, Before and After Care, and other financial obligations that are not paid in full will result in report cards

and/or transcripts being held. If there are extenuating circumstances, please speak with the Principal or Pastor. The first, second, and third quarter report cards will only be available to those parents whose tuition is paid for the respective quarters.

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

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

Checks

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

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

Financial Aid

Financial aid is available to students who qualify in Grades K-8. To apply for Financial Aid, complete the official financial aid form with TADS through your family-specific link in a timely manner in order to see if you qualify for Archdiocesan financial aid. If aid is received or not received through the Archdiocese, yet still more assistance is needed, the completion of this form qualifies the family to be eligible for additional parish tuition assistance.

Other avenues for financial assistance are:

- the Archdiocesan Pastors' Committee
- the Sponsor-a-Student Program
- the Catholic Business Network Scholarship
- the Latino Fund
- BOOST
- Maryland EXCELS

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

Return of Fees

See below for refund policies for Application, Registration, Re-Registration and Testing fees.

If you are registered for school and withdraw after August first but before the start of school, you will be responsible for the first two months of tuition. If you withdraw from school during the school year, you are responsible for the following:

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

APPLICATIONS AND ENROLLMENT

Entrance Procedures for New Students

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

Application, Testing, Registration Fees for New Families

Application Fee PreK - Grade 8 per first child - \$100. This fee is non-refundable and not applicable to other fees.

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

Registration Fee Kindergarten - Grade 8

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

Registration Policy for All PreKindergarten Students

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

Preference for acceptance into the PreK Program is as follows:

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

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

Registration Policy for New Students Kindergarten through Grade 8

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

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

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

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

ADMINISTRATIVE TOPICS

Religious Nature Parent/Guardian (ADW)

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. John the Evangelist School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church and will respect and support the unique identity that St. John the Evangelist School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. John the Evangelist School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass and other school liturgies. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. John the Evangelist School.

Student Recognition

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

Graduation

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

High School Information Forms

A fee of \$25 paid to St. John the Evangelist School is required to process all high-school information forms over the three forms provided by the school.

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

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

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

Service Hours and Fundraising

Because of Covid-19, the parent requirement for lunch/recess duty is temporarily suspended.

In order to meet the HSA annual fundraising goal, we require each family to participate in whichever fundraising activities they choose in order to contribute a minimum of \$370 per year. These funds are raised in an effort to keep tuition costs as low as possible. These fundraising activities will be outlined at the first HSA meeting of the year and explained in detail in the handout in your Back-to-School packet. In lieu of participating in these activities, we require a donation of \$370 per family.

PARENT OR GUARDIAN COOPERATION (ADW)

- A. *Parents or guardians seeking admission for their child to Catholic schools accept the Catholic identity and philosophy of the school when they sign the admissions application and the re-registration form each year. In doing so, parents and guardians agree not to act in ways that contradict the Catholic nature of the school, to permit the student to participate in all required school programming (including instruction in the Catholic faith and attendance at Mass), to cooperate fully with the school, to act in ways that promote the best interests of the church and school, and to comply with the policies of the Archdiocese of Washington and the school.*
- B. *If, at any time during the school year, it is determined that a parent or guardian is not cooperating fully with the school and/or not complying with school or Archdiocesan policies, the chief administrator shall:*
 - a. *Consult with the school's canonical administrator about the parent/guardian behavior;*
 - b. *As approved and directed by the canonical administrator, inform the parent or guardian in writing that the behavior is not in compliance with school policy by citing the specific policy;*
 - c. *Warn the parent or guardian in writing that the continued violation of school policy places his/her student's enrollment at risk;*
 - d. *Offer to meet with the parent or guardian to address the behavior.*
- C. *If, in consultation with the canonical administrator, the chief administrator determines that the parent or guardian's behavior continues to violate school or archdiocesan policy after the written warnings have been issued and an offer to meet has been extended, then the chief administrator shall consult with the Associate Superintendent to mandate that the parent/guardian withdraw his/her student from the school.*
- D. *To enable the Associate Superintendent's review of the mandated withdraw, the chief administrator shall document the following on the School Incident Report:*
 - a. *Facts surrounding the parent/guardian policy violations;*
 - b. *The school's communications to the parent/guardian stating that the behavior violated school policy, including a copy of the written warnings and invitation to meet; and*
 - c. *Any other supporting documentation.*
- E. *No communication should be made to the parent/guardian regarding the mandated withdraw at any time prior to the Associate Superintendent's approval (or the Superintendent, if the Associate Superintendent is unavailable);*

- F. *After receiving approval from the Associate Superintendent, the chief administrator and canonical administrator shall convene a conference with the parent/guardian to inform him/her of the need to withdraw the student, and have him/her provide a written letter documenting the withdrawal.*
- G. *If the parent/guardian refuses to accept the mandated withdrawal for the student or request a review of the facts, the parent/guardian may appeal to the Catholic Schools Office.*

SCHOOL COMMITTEES AND MEMBERS

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

School Advisory Board (SAB)

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

Members: Parents, HSA past and current presidents, at-large parishioners, Pastor, and Principal

Meetings: Bi-monthly

Home and School Association (HSA)

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

Officers:

President: Jessica Hidalgo-Clark - hidaljm@gmail.com

Vice-President: Bill Mulholland - bmulfam8@gmail.com

Communications: Kelly Bromley - bkbromley@hotmail.com

Treasurer: Ernie Tedeschi - ernie.tedeschi@gmail.com

Member at Large: Eva St. Clair - eva.stclair@gmail.com

Room Parent Coordinator: Kristin Dukes - krisdukes03@gmail.com

STATEMENT OF NONDISCRIMINATION (ADW)

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: www.adwcatholicschools.org

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

ADDITIONAL GUIDELINES DURING COVID-19 (In place until further notice)

Catholic Identity

St. John the Evangelist, as a parish and as a school, has a long history of service in the tradition of the Sisters, Servants of the Immaculate Heart of Mary. The faculty will discuss ways to continue this tradition in new ways, including virtual outreach to those who are isolated in the community from the virus. COVID-19 offers a special opportunity for everyone to reflect on the

Paschal Mystery and that Christ is always present with us even in times of uncertainty and suffering.

We are fortunate to be able to provide participation at Mass for all students, either online or in person. Students will also have access to the sacrament of reconciliation using the safety norms already established by the parish for this sacrament. Virtual opportunities for prayer and service will be offered to all students.

Social/Emotional Health

- o Phone calls will be made by either the principal or Resource staff to each family who has a child in the Resource program. A discussion about the optimal setting for the child will occur, along with tips to help parents prepare students for wearing masks.
- o The school counselor is available to assist in coping with anxiety and stress levels surrounding the return to school.
- o We will be adding additional recess time for all grades, to allow for mask removal while outside, time for fresh air and sunshine, time to move and play, and time for socialization (at a safe distance) which we know our students are missing.
- o A review of the success of distance learning last spring from not only an academic perspective but an anxiety perspective was done by faculty and parent survey input. Appropriate changes for any required distance learning this year were made following this feedback.
- o New behaviors will be taught directly to students and presented in a positive way ("By washing our hands, we can keep ourselves and everyone else healthy") rather than in a negative way ("We have to wash our hands so we don't get sick!").

Shadow Visit Days

Shadow Visit Days for prospective students may resume for in-person visits at the start of the 2021-2022 school year. Visitors must abide by the rules in place for current students.

Cleaning Procedures and Supplies

SJE has worked closely with the facilities staff and our cleaning company to create a clear and thorough cleaning procedure and schedule for the school.

- o All maintenance and cleaning staff will continue the appropriate deep cleaning protocols necessary to maintain the school.
- o All windows will be left open during the day to allow maximum airflow.
- o Regular scheduled cleaning has been developed for high-touch areas throughout the school day including bathrooms, stair rails, desks, door handles, toilets, faucets, etc.
- o All spaces will be cleaned and disinfected after every transition of student groups so the space is prepared for the next group to arrive into a shared space. Note that we will begin school with the teachers, not the students, changing classes, with the exception of special classes (P.E., music, etc.).
- o Materials, equipment, classroom and office supplies, including those used indoors and outdoors, will be frequently cleaned and sanitized throughout the day. Students will use their own individual materials rather than sharing whenever possible.
- o For all cleaning, sanitizing, and disinfecting products, SJE will follow the manufacturer's instructions for concentration, application method, contact time, and drying time prior to use by a child.
- o Signage will be displayed in hallways and in every classroom reminding staff of cleaning protocols and safety guidelines.

- o All cleaning products will be in compliance with the suggestions provided by the ADW. These products will not be used near children, and adequate ventilation will be used when these products are in use.
- o After lunch and at the end of the school day, each classroom will be disinfected using a disinfectant spray/fogger. Bathrooms will be disinfected a minimum of four times a day.
- o Hand sanitizer stations will be set up at school entrances, in each classroom, in each bathroom, and in common areas of the school. Each of these areas will also have disinfecting wipes.

Personal Protective Equipment

SJE will provide face coverings and PPE for school personnel. Protective desk guards are in place for the main office. Students will provide their own face masks.

All students and teachers must wear masks entering the building, in common areas, and in classrooms. In some cases, teachers may choose to wear face shields for particular lessons, such as phonics. Students must assume that their individual ability to attend SJE in-person will involve wearing a face mask, *not a face shield*. Breaks will be given for students to remove their masks briefly in accordance with ADW and health guidelines.

The guidelines for masks are as follows:

- o Masks must fit snugly to cover the nose bridge, mouth and chin
- o Wash hands before putting on mask and when removing mask
- o Only touch mask by its straps
- o Avoid touching the mask while it is being worn
- o Change mask if it becomes wet
- o Place mask in a container when not in use
- o Bring an extra mask to school.
- o If cloth masks are used, they must be washed daily. Disposable masks must be replaced daily.

Spacing in Classrooms

SJE has created a plan for each instructional space in order to practice social distancing in the classroom. We will continue to monitor spacing requirements mandated by local jurisdictions and health departments. SJE has considered a number of additional spaces/rooms in the building that will be utilized in order to achieve and accommodate proper social distancing requirements.

- o All spaces will ensure that students remain at least three feet apart while in their classroom and throughout the building.
- o Desks will not be clustered together
- o Classrooms have been measured to accommodate desks, tables, and other furniture to meet the expected social distancing guidelines.
- o Students will not be sharing any classroom equipment (pencils, books, etc.). If items must be shared, clean and disinfect frequently and between each use by groups.
- o Students' belongings will be stored in a crate next to their desks.
- o 8th and 6th grades will use hallway lockers instead of crates due to larger class sizes. However, students may only go to the lockers at specific predetermined times to ensure that social distancing is maintained.

Restrooms

No more than three students may use the restroom at a time. Students will follow a tracking system upon entry to ensure limited capacity.

Recess

All teachers will be provided with a schedule for recess that will allow staggering to occur to limit the number of classes outside at one given time. The use of shared play equipment (balls, jump ropes, etc.) will be limited to each class and cleaned daily.

Students will wash hands or use hand sanitizer before and after recess. Recess monitors will closely supervise play to ensure that students are playing in a safe and appropriate manner.

When students proceed to outdoor recess, masks will be worn. Masks will not be worn outside.

Spacing in the Hallways/Movement in the Building

Student movement throughout the building will be limited as teachers will be asked to rotate to different classroom spaces, with the exception of specials.

For teachers who will be rotating from one class to another, teachers will:

- o Maintain social distance, wear a face covering, and use hand sanitizer when leaving one classroom and entering another.
- o Wipe down high touch surfaces upon leaving a room.
- o Try to avoid the shared use of desks, podiums, or keyboards.

Library, Music Room, Art Room, Science Lab

These specialized spaces will be used for all classes. After each class visit, all surfaces will be sanitized before the next group enters.

Front Office

Office personnel have a physical barrier of protection (desk shields/dividers) that is created with material that is easily sanitized and assists with physical distancing, especially for visitors/deliveries.

Hand sanitizer is available at the front office. Office personnel physically sign in/out students, visitors, or employees to minimize the spread of germs.

Mass

Mass will continue to be offered each Friday. Students will be spread throughout the pews by 3 feet. Pews will be cleaned and disinfected before and after use.

Standardized Testing

Baseline Testing Dates: August 23 - October 1, 2021 Students will be assessed upon their return to school in math and reading using the Performance Series Express. Scantron science testing in grades 5 and 8 will be required this year.

Lunch Time

Lunch will occur in the classroom at individual desks. If students are not able to be six feet apart in the classroom during lunch time, other arrangements will be made (including but not limited to eating in the gym or library). Teachers will supervise students eating at their desks. Hand sanitizer and hand washing will occur before and after lunch. After lunch, while students

are at recess, classrooms will be disinfected. Hot Lunch Wednesdays will not take place until further notice.

Water Fountains

The communal water fountains throughout the school will be sealed. Students will be required to bring water bottles for personal use. Students will be able to use the “bottle filling” function of the water stations.

Locker Usage and the Location and Use of Personal Belongings

Personal desks, individual crates, and a labeled space designated in the classroom will be used for personal materials. Lockers will be used by 6th and 8th grades only, following specific guidelines outlined above.

School Nurse

The school nurse will supervise all special medical needs of students. Nurse prepares documentation for all special needs and informs staff as necessary.

Administrative Policies

School Calendar

Calendar dates remain the same unless formal notice of a change is given. Every effort will be made to have events in person when possible. Meetings may be virtual unless otherwise noted. School hours will remain the same (8:00 AM - 3:00 PM).

Schedule

Faculty members (core teachers) will rotate to the students to minimize student movement in the hallways. Our schedule allows a break time between classes for teachers to move and students to stretch.

Attendance Policies

Students will adhere to the Student Policy Handbook for all attendance and homework policies. School Administrators will keep track of student attendance through Rediker. For return to school after Covid or Covid-like symptoms, see Student Policy Book.

Supplies and Supply Sharing

SJE will discourage the sharing of items that are difficult to clean or disinfect. We will keep each student’s belongings separated from others’ and in individually labeled containers or areas. We will ensure adequate supplies to minimize sharing. If items are shared, they will be cleaned and disinfected frequently and between use by different groups.

Families will be required to provide each student with individually labeled large-size baggies to be kept at school. These baggies will be filled with basic art supplies (see letter from Mrs. Rico that went home in summer packet). Separately, students will have an every-day pencil case.

Teachers will individualize and clearly label baggies with any materials for the classroom in order to minimize sharing of materials.

All teachers should expect to teach students these routines and procedures for each class.

All teachers will clear space in the classroom for individual items to be placed (i.e. cubbies, baskets, individual desks, etc.). Resource and Academic Support students will travel with their every-day pencil case and supplies. Lockers will be utilized for 6th and 8th grades only.

Students will be required to bring a water bottle to school every day, which can be refilled at the bottle filling station. Water fountains will not be available for drinking. All students should also bring an extra mask to school each day, in case their original mask gets wet.

Extracurricular Activities

We will begin the year allowing extracurricular activities, then reevaluate all extracurricular activities after the start of the year based on ADW directives and local directives. This includes CYO sports and band. All activities must adhere to all school policies.

Before and After Care

Before and After Care will follow all of the same protocols as the regular school day. (social distancing, use of masks, personal hygiene, etc.). As with the school day, students who are unable to meet the Before and After Care requirements for safety must anticipate a prompt response from the administration, with a parent conference after a repeated incident and the removal from the privilege of participating in Before or After Care after the 3rd incident. It is important for parents to understand that it is impossible to keep students in cohorts during Before and After Care; Before and After Care will be considered additional cohorts in and of themselves for the purpose of contact tracing if needed.

Back-to-School Night

Back-to-School Nights will occur in person, unless local guidelines at the time of the event prevent this.

Technology

Distance Learning

In the event that individual classrooms or the whole school must switch to virtual learning for a specified period of time, Google Classroom will be each student's home base for virtual learning. Virtual learning will include recorded or live-streamed lessons from the homeroom teacher.

Zoom policies

We will continue to use Zoom meetings and follow the ADW and Virtus guidelines on 1:1 Zoom policies with students, as well as the guidelines around locking a Zoom session and making classes private.

Use of Google Classroom

Google Classroom will be used by all teachers and students for Grades 4-8. This will make for a smooth transition if a student or a class needs to quarantine at some point during the year, but is also a great organizational tool for all students, accessible both at school and at home. All teachers and students are required to follow the handbook policies around Google Classroom.

Protocols If a Student or Employee Gets Sick

If a teacher or student has any symptoms of an illness, the school office will be notified

immediately. If a student exhibits any signs of an illness (fever, coughing, shortness of breath, etc.), that student will be sent home, along with any siblings. SJE has identified a space where students can be kept in the small room until they are picked up by a parent. This room is separate from the health room and is close to an exit.

Parents will be notified immediately. While awaiting pick up, all students reported or suspected of an illness are to wait in the isolation room.

- o Those caring for the ill students must don proper PPE.
- o Contact a family member for immediate pick up, note the time of call so the length of school nurse/designee exposure is captured.
- o Encourage family to contact physician or other healthcare provider for COVID-19 more thorough screening and possible COVID-19 testing.
- o Once the child has been picked up from the health room, disinfect thoroughly.
- o Don PPE and disinfect as applicable.
- o Ensure follow up with family or staff members, ask about pending tests and involve administration.
- o Family must submit documentation of negative test results in order for the student to return to school.
- o Begin preliminary tracing and additional documentation for that student/staff member, ensuring that additional signs and symptoms are discussed and captured.
- o Documentation will be necessary and vital in this stage in order to begin contact tracing that will assist local health departments in their efforts to understand the spread of COVID-19. Those at the facility with close contact (within 6 feet) of the an employee or student during this time would be considered exposed and should follow the exposure protocols established by the health department.
- o SJE will comply with all reporting requirements in the event of a student or staff member illness. On the same calendar day, we will notify the CSO, and our pastor. The CSO will guide SJE through the reporting process. Decisions about who, if anyone, is required to quarantine, will be made by the Montgomery County Health Department.

Discipline Policy for Behavior/Violation of Health Rules at School

Due to the seriousness that must be accorded to the health and safety procedures, students will receive the following consequences upon any infractions to our policies as stated in the handbook:

- o 1st - Warning. Teachers must report this warning to the principal, so we know that it has occurred. Otherwise, multiple teachers could be giving the same student “one warning.”
- o 2nd - Parent called by the office
- o 3rd - Student is sent home with a behavior plan that will be signed by the teacher, the parent, and the principal.
- o If an issue occurs again, the same procedures are followed with a conference with the family about the next steps. The third infraction means the student will be assigned to all online learning and removal from school grounds.

Developmental needs for all students will be considered throughout the process.