

# *St. John the Evangelist School*

## **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.
- 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.
- 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.

July 2017

Dear Parents/Guardians,

This 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 by all concerned, 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 *italic*.

After reading the Policy Book and reviewing it with your child(ren), we ask that you sign and return the Policy Book Review Verification form located in your Back-To-School packet. Your signature confirms that you have read the book and agree to cooperate with all of the policies contained therein.

May God continue to bless you, your families, and our faculty and staff with the conviction that we are all about the Lord's work in the building up of His Kingdom here on earth.

Sincerely yours,

Mrs. Margaret Durney, Principal  
Rev. Joseph Calis, Pastor

Dear Fellow Parents,

As the new President of the School Advisory Board (SAB) for the 2017-2018 school year, I would like to thank our outgoing SAB members, including Phil Droege who has served as President the last two years, for all of their years of service to our school.

The SAB is made up of 9 to 12 members who are parents/guardians of SJE students and/or members of our parish, including the leadership of the Home and School Association (HSA). The Pastor and Principal also serve as permanent members. The purpose of the SAB is to bring these different components of the SJE community together to provide advice and assistance to our Principal and Pastor when decisions are made affecting our school.

The SAB meets regularly throughout the school year to review the status of various aspects of the school, as well as to discuss new or ongoing concerns. The minutes from these meetings are distributed in the school's e-bulletins. Please contact me or any other member of the SAB to discuss questions or concerns regarding our school. The other members of the SAB are listed in this Policy Book.

It is exciting to be a part of a school that offers our children an excellent education and fosters a true sense of community among our families. The involvement of families at SJE is one of our school's many strengths, and I look forward to our community working together again this year to continue making this a wonderful school.

Sincerely yours,

Mr. Andrew Ortner, President  
School Advisory Board

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**.

## ***TABLE OF CONTENTS***

**VALUES CODE** (pg. 6)

**COMMUNICATIONS** (pg. 7)

**SCHOOL DAY** (pg. 8)

**ARRIVAL AND DISMISSAL PROCEDURES** (pgs. 8-11)

- Before School Program
- Morning Drop-Off
- Afternoon Pickup
- Walkers and Bicycle Riders
- Late Arrivals
- Late Pickups
- Early Release
- Announced Delayed Openings
- Announced Early Dismissal for Any Emergency
- Announced School Closing for the Total Day
- Arrival Procedures for Inclement Weather
- Junior Kindergarten Drop-Off and Pick-Up Procedures

**ABSENCES** (pg. 11)

**CURRICULUM** (pgs. 12-16)

- Textbooks
- Resource Program
- Math and Reading Groupings
- Spanish
- Student Safe Environment Training
- Human Sexuality Program
- Field Trips
- Cancellation of Field Trips
- Homework
- Assessments
- Progress Reports
- Report Cards and Parent/Teacher Conferences
- Promotion and Retention
- Testing Programs

**DISCIPLINE** (pgs. 16-17)

- Disciplinary Consequences
- Prevention Programming
- Bullying, Harassment, and Intimidation
- Threats
- Search and Seizure

**TECHNOLOGY AND INTERNET USAGE** (pgs. 18-19)**EMERGENCY PROCEDURES** (pg. 20)

- Emergency Contact Information
- Safety Procedures

**HEALTH POLICIES AND PROCEDURES** (pgs. 20-22)

- Children's Health
- When to Keep Your Child at Home
- Allergies or Other Permanent Medical Conditions
- Health Emergency Card Information
- Health Records
- Maryland State Health Regulations
- Social Worker
- Archdiocesan Catholic School Counseling Services
- Smoke-Free Campus

**LUNCH AND RECESS** (pgs. 22-23)

- Lunch Program
- Milk Program
- Recess
- Lunch/Recess Times
- Lunch/Playground Duty Grades K-8

**UNIFORMS** (pgs. 24-26)**EXTRACURRICULAR ACTIVITIES** (pgs. 26-27)

- Before School Care Program
- Clubs and Classes
- C.Y.O. (Catholic Youth Organization)
- Extended School Program (ESP)
- After-School Parties

**FINANCES** (pgs. 27-28)

- Tuition and Fees
- Late Payment Policy
- Checks
- Financial Aid

**APPLICATIONS AND ENROLLMENT** (pgs. 29-30)

- Entrance Procedures for New Students
- Application, Testing, Registration Fees for New Families
- Registration Fee Kindergarten – Grade 8
- Registration Policy for All Junior Kindergarten Students
- Registration Policy for New Students K-8
- Re-registration for Current Students

**ADMINISTRATION** (pgs. 30-31)

- Religious Nature Parent/Guardian
- Student Recognition
- Graduation
- High School Information Forms
- Service Hours and Fundraising

**GENERAL INFORMATION** (pgs. 31-32)

- Cell Phones
- iPods and Other Electronic Devices
- Lost/Stolen Articles
- Open House
- Pets on School Property
- Pictures
- Stationery & Supplies
- Student Records
- Telephone Calls
- Visitors

**PARENT OR GUARDIAN COOPERATION** (pgs. 32-33)**SCHOOL COMMITTEES AND MEMBERS** (pgs. 33-34)**STATEMENT OF NONDISCRIMINATION** (pg. 34)**APPENDICES** (pgs. 35-38)

- Drop Off and Pick Up Guidelines
- Birthday Treat Form

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 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**

### **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.

## 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 good relationship is good communication.

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

- the Policy Book
- the yearly school calendar of events
- quarterly progress reports of students' progress, when necessary
- weekly eBulletins
- parent/teacher conferences
- personal telephone calls
- the St. John the Evangelist School Website: [www.sjte.org](http://www.sjte.org)
- the e-mail system
- the use of flyers, when appropriate, as reminders
- the church bulletin
- the use of personal letters mailed home
- report cards
- the Home and School Association
- the School Advisory Board

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

- a. Holding Parent Class Meetings, when appropriate, as a means of building a parent support system for identification and clarification of classroom issues. Parent Class Meetings are scheduled at the beginning of the school year and on an as-needed basis. Proposed agenda items from the parents must be submitted two weeks prior to the scheduled meeting;
- b. Holding an annual open policy meeting of the School Advisory Board/Home School Association.
- c. **Providing Parent Portals into our new Student Information System so parents and students can access grades, assignments, and school-wide information online.**
- d. **Coffee with the Principal meetings on most first Wednesday of the month at 8:15am.**

# SCHOOL DAY

## Archdiocesan Policy Total School Days

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

## School Hours

Jr. Kindergarten Full Day through 8 <sup>th</sup> grade	First Bell - 8:05am	Dismissal - 2:55pm
Jr. Kindergarten Half Day	First Bell - 8:05am	Dismissal - 12:30pm

Arrival time for students in Jr. Kindergarten through Grade Eight is 7:50-8:05am. Students K- 8 are to wait on the playground until the bell rings at 8:05am. (Playing on the playground at this time is prohibited.) At that time, they form lines and enter the building by means of their classroom exterior doors or the doors at the end of the corridor. Students who are not on the playground when the bell rings at 8:05am are considered late.

## ARRIVAL AND DISMISSAL PROCEDURES

### 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.

### Morning Drop-off

When dropping off children in the morning, please use Woodland Drive only. Never drive around the school in the morning since there are children on the large playground. Have children ready to exit from the car door by the playground. Never have them exit onto the incoming traffic of Woodland Drive and never park your car in that area. After your children are safely on the playground, drive up and around the church parking lot and exit back out to Woodland Drive or onto Georgia Ave. **NEVER** make a U-turn on Woodland Drive. If you want to park your car, drop your children off first, then drive to the church parking lot and park. See diagram and instructions in the Appendices.

### Afternoon Pickup

When picking up your children in the afternoon enter through the small parking lot and go slowly up the back driveway to the large playground and line up outside the yellow line. Safety patrols will be on the parking lot to assist you. **PLEASE FOLLOW THE INSTRUCTIONS OF THE PATROLS.** All cars are to line up in order until the teachers see it is safe to let the children go to their cars. For safety reasons, parking anywhere else to pick up your children is highly discouraged. In consideration for other drivers parked behind you, please get in your car and be ready to move out when the signal is given. **DO NOT leave your car unattended in this line to get your children. AT NO TIME SHOULD ANY CAR BE MOVING WHEN CHILDREN ARE WALKING TO CARS.**

Parents of Kindergarten children are asked to park at the back of the large playground away from the main traffic flow area and then go and get your children who will be waiting with their teacher at the double gray doors at the end of the hall.



When weather conditions at dismissal time are so dangerous that we cannot even allow the safety patrols to go out, teachers will remain at the doors at the end of each hallway and dismiss the children when we see the parent's car.

### **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.

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.

### **Late Arrivals**

Occasionally being late can be excused. However, being late day in and day out is unacceptable, inconvenient, and disruptive to the class. Students who arrive after the 8:05am bell will be marked as late.

If students are not in line when the classes come in at 8:05am, they are to enter the school through the front school doors. 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. Excessive, unexcused lateness (more than 5 times a quarter) will result in a meeting with the parents and the administration. 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 furthermore have a negative impact on his or her progress in school.

If children in grades 1-3 are late for school, parents may bring the student to the front lobby and then school personnel will escort the children to their classrooms. For the first month of school, parents of JrK and Kindergarten students who are late may escort their children to the classroom door. After that period, students should be dropped off at the school lobby and school personnel will make sure the children arrive at 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.

### **Announced Delayed Openings**

St. John the Evangelist School, Grades JrK-8, will follow Montgomery County's announced delayed openings. St. John the Evangelist school will start at 10:00am.

### **Announced Early Dismissal for Any Emergency**

If Montgomery County announces that 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.

### **Arrival Procedures for Inclement Weather**

On inclement weather days, please follow normal drop-off procedures and drive all the way down to the end of the school building for drop-off. Your child may enter any opened outside classroom door or hall door. Do not park or drop off directly in front of the school, as this is the major cause of back-ups onto Georgia Avenue and August Drive.

Parents are asked to **NEVER** make a U-turn on Woodland Drive but should drive down to the church parking area and turn around there as they usually do.

If there has been a significant accumulation of snow and snow plows have deposited the snow in the usual drop-off area, we will follow these procedures (similar to afternoon pickup):

- Enter the first small parking lot and drive around the back of the school.
- Have the children exit the vehicle on the school side of the car and enter the doors at the end of the hallway.
- If Woodland Drive is not passable for two cars, drive directly across Woodland from the school playground to the church parking lot and exit onto Georgia Ave.
- If you are escorting a JrK student to class, please do not enter the classroom by the outside classroom door.

Note: These procedures may be modified as needed in our ongoing efforts to ensure student safety.

### **Junior Kindergarten Drop-Off and Pick-Up Procedures**

Jr. Kindergarten Full Day	First Bell: 8:05am	Dismissal: 2:55pm
Jr. Kindergarten Half Day	First Bell: 8:05am	Dismissal: 12:30pm

#### **JrK Drop Off:**

Parents who have students **only** in JrK are to park in the small parking lot and then the student(s) are to be walked to their back outside classroom door - #27 or to the entrance by the small playground. **NEVER** drive in the back driveway at Drop Off. Please do not park in front of the dumpsters.

Parents who have children in JrK and children in another grade are to park on the church parking lot, drop all of their children off on the large playground, but are asked to walk their Jr.K child right to their outside classroom door.

### JrK Pick-Up:

Half Day students: Park car in small lot and go meet your child at the end of the small enclosed playground. Leave the parking lot carefully.

Full Day students: (see Arrival and Dismissal Procedures Section above)

Parents of Junior Kindergarten children are asked to park at the back of the large playground away from the main traffic flow area. Parents should then come to the first door on the left in the courtyard (by the bike rack). The teacher will call the student once the parent comes to the door.

## **ABSENCES**

If a child is going to be absent, please phone the School Office before 8:30am to inform the school. 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.

For an extended period of absence due to illness, a Homebound Tutor is applied for by the parents through Montgomery County.

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.

### 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.*

# 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 in the School Office. A formal Archdiocesan Standardized Curriculum is followed for the Jr. Kindergarten. 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, Spanish

**Additional Subjects:**

Art, Physical Education, Music, Public Speaking

## **Textbooks**

Textbooks are evaluated on a regular basis. The evaluation follows Archdiocesan policy and is done by a committee of teachers.

Textbooks or library books which are lost or mutilated must be repaired or reimbursement made. Lost or mutilated 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 mutilated, 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.

## **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 the professional evaluation will be incorporated by the resource teachers as much as possible. Ordinarily, if there are other elementary school-aged siblings in the family, it is expected that they will attend our school as well.

### **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.

### **Student Safe Environment Training**

In accord 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 Social Worker.

### **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. Mothers and daughters attend one class and fathers 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 mothers/daughters and fathers/sons. In these groups, it is explained how all of us need to know and understand more about how we are each unique individuals created by God. We connect our faith and certain sacraments that God has given to us that will help everyone appreciate and respect changes that our bodies go through and the powers that our bodies attain after puberty. In early January, a meeting is scheduled with the 7th and 8th grades to reconfirm these values.

### **Field Trips**

During the school year, field trips are incorporated into our school program. They are part of our educative process. Students may be expected to prepare beforehand, and follow-up activities may also be required. Since field trips are considered to be a part of the school program, all students are expected to participate. Attendance is expected as if it were a regular school day. Younger siblings are not allowed on field trips.

Buses are usually used for these trips and written permission must be given by parents on an approved Permission Slip form, supplied by the school. Proper supervision is provided with the help of parents who accompany teachers and students on these trips. In the event the original field trip permission form is misplaced, please request a duplicate from the School Office.

Uniforms will be worn unless otherwise stated on the permission form.

In order to be considered as a chaperone on a field trip, parents must have been cleared through the Archdiocese of Washington Child Protection Program, which includes Virtus training. It is our policy, when possible, to provide the opportunity for all parents who are interested to chaperone these trips. Therefore, we will rotate volunteers to accommodate this policy. Chaperones have the responsibility to be sure that the students they are assigned are safe and accounted for at all times.

### **Cancellation of Field Trips**

In the event that it is necessary to cancel a field trip due to weather or any other emergency, notification will be made to the parents at least two (2) hours prior to the scheduled departure time. The first parents to be called by the teachers will be the Room Parents who will be advised by the teachers to begin their phone tree process. The teachers will email the cancellation to the parents as well. When a field trip is cancelled, students will have regular classes on that day.

### **Homework**

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.

### **Progress Reports**

After review by the principal, Progress Reports are mailed 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. Progress Reports will be sent by any teacher who believes that a student is likely to receive a poor grade on the report card, if there is an issue with completing assignments, or if classroom behavior hampers academic success.

### **Report Cards and Parent/Teacher Conferences**

After review by the principal, Report Cards are given quarterly to the parents. 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 Sign Up 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 set up to discuss the possible need to re-enter 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 will be given 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.

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

Reading, Mathematics, Language Arts

#### **Academic Subjects:**

Social Studies, Science, Spelling, Vocabulary,  
Religion, Spanish

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 will be Socially Promoted.

Students who are Socially Promoted or fail one Basic or Academic subject will be required to go to summer school or to be tutored. Evidence of summer school/tutoring 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. 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 is administered in the winter for eighth graders.
- While informal evaluations take place all year round, a formal evaluation is administered to the Junior Kindergarten children in the spring to determine the students' readiness for success in the formal Kindergarten school program.
- Junior Kindergarten children are given a test 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.
- As a rule, we do not accept new students in Grades 7 and 8. New students to St. John the Evangelist School in Grades 4 to 6 are administered 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. Students new to Grades 1 to 6 are admitted on the condition that they maintain the academic and discipline standards of this school.

## **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 Policy and Regulation Book available in the School Office.

### **Disciplinary Consequences**

Failure to live up to the Values Code and other infractions will result in the following procedures which have been established to help students focus on the importance of honor and respect. **Depending on the severity of the incident, one or several of the steps may be taken at any time.** 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. Conference with the Principal
3. Discipline notice mailed to parents
4. Call or email to parents
5. Repeated infractions will result in detention after school. Parents will be notified in advance of the date and time of the detention.
6. Physical fighting, stealing, proven bullying, and extreme insubordination or disrespect to teachers or staff will result in immediate suspension.

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



### **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' lockers or personal property (Public School Laws of MD - Article 77, Section 96A).*

# 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.*

## 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, their home and business telephone numbers, as well as permission for them to take full responsibility for any action to be taken in case of emergency.

### Safety Procedures

We follow Montgomery County's policies regarding Emergency Response Procedures:

- **Lockdown** by definition "is a term used to describe the existence of an emergency/crisis in the school or in the immediate vicinity. **Lockdown** alerts students and staff that imminent danger exists inside or outside the school and requires moving to an immediate lockdown mode." Lockdown means that all students and staff are secured in a locked room with the windows shut and blinds down. Teaching is suspended until the teachers are advised that the emergency has been cleared. Fire alarms and other bells are ignored.
- **Shelter-In-Place** by definition is a term "to alert students and staff that an emergency exists near the facility requiring an enhanced level of safety and security." In this case, because the emergency is outside the building, the shelter in place consists of being sure that no one enters or leaves the building and that all windows are closed. Teaching goes on as usual.
- Fire, Emergency Evacuation, and Severe Weather Safe Area drills are conducted.
- A complete Emergency Procedures Manual is available in the School Office.

## 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 Archdiocese 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. 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 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 from the last symptom occurring 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.

### **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.

If a child is injured or too ill to go outside, the child's parent must stay inside with him/her.

### **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.

### **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.

### **Social Worker**

St. John the Evangelist School has a Social Worker on staff part time. While a parent/guardian signed Permission Form is necessary for the Social Worker to meet with a student on a regular basis, in an emergency, or at the principal's or her designee's discretion, the social worker 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.

## **LUNCH AND RECESS**

### **Lunch Program**

The school has a Hot Lunch Program every Wednesday. Children must bring their lunches on all other days. As part of our Culture of Virtue Program, and since children eat their lunch in their respective classrooms, we require respect and order during this period. In order to achieve this, the following rules apply:

- Students usually remain in their assigned seats during lunch, talk quietly, and use proper manners;
- In Grades 1, 2, and 3, the lunch parent in charge will collect the trash. Students bring back the leftover milk to the kitchen. The person in charge lines up the students to go outside when it is time.
- In Grades 4, 5, 6, students dispose of their trash, take the leftover milk back to the kitchen, and use the bathroom facilities before they go out to recess. The lunch parent dismisses the students to go outside when it is time.
- In Grades 7 and 8, the lunch parent dismisses the students to go outside. When recess is over, the students have lunch in their classrooms, dispose of their trash, take the leftover milk to the kitchen, and use the bathroom facilities before classes resume.

### **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.

### **Recess**

While we have a Playground Monitor, there is need for additional supervision from our parents. In keeping with our Culture of Virtue Program, parents are asked to be alert in their supervision, especially making sure that all of the children are involved in the activities so that no child is left out or not felt accepted. Parents are to report to the homeroom teacher each time they are on duty if concerns arise that require teacher attention. The teacher will then deal with these concerns as necessary.

### **Lunch/Recess Times**

Grades 4-6	Lunch 11:35AM-11:55AM Recess 11:55AM-12:15PM
Grades 7-8	Recess 11:35AM-11:55AM Lunch 11:55AM-12:15PM
Grades 1-3	Lunch 12:00PM-12:25PM Recess 12:25PM-1:00PM
JrK	Recess 11:30AM-12:00PM Lunch 12:00PM-12:30PM
Kindergarten	Lunch 11:30AM-12:00PM Recess 12:00PM-12:30PM

### **Lunch/Playground Duty Grades K-8**

One area we really need to have everyone involved in is our lunch and playground times. To this end, we require the following:

FAMILIES WITH 1-2 STUDENTS: 12 LUNCH-RECESS DAYS ARE REQUIRED; 6 DAYS ARE REQUIRED FOR SINGLE PARENT FAMILIES.

FAMILIES WITH 3-4 STUDENTS: 15 LUNCH-RECESS DAYS ARE REQUIRED; 7 DAYS ARE REQUIRED FOR SINGLE PARENT FAMILIES.

FAMILIES WITH 5 OR MORE STUDENTS: 18 LUNCH-RECESS DAYS ARE REQUIRED; 8 DAYS ARE REQUIRED FOR SINGLE PARENT FAMILIES.

- Parents who are unable to satisfy their lunch/playground requirements will be charged \$10 per day according to obligations previously noted.
- A no-show fee of \$20 will be assessed for each scheduled day that is missed. Paid substitutes, including teachers, will be paid \$10 per lunch/recess duty.
- Each lunch/playground duty served over a family's requirement will be credited \$10 toward the family's fundraising obligation.

# 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.

## **Girls Grades K - 5**

### ***Spring/Summer: 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 more than 3 inches above the knee in length.
- 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.

## **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 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**

#### ***Spring/Summer: 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 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 (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. Boys' hair needs to be neatly trimmed off the forehead, cut around the ears, and cut above the ear lobes in the back.

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/NUT Cards**

On these specially designed days, students who have acquired a NUT card (No Uniform Today) may come to school out of uniform. NUT Cards are to be purchased prior to the Tag Day (*see Calendar for due dates and prices*). Tag Days are sometimes 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.

On Tag 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 sweats and jeans, halters, cropped tops, and all clothing that is printed with inappropriate language or messages. Leggings, tights, spandex pants, and yoga pants are acceptable ONLY when a top is worn that extends to mid-thigh. 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 with the uniform policy form.

Students in grades 4-8 receive the following consequences:

- Teacher will send student to the School Office with a uniform form whenever the student is not in compliance first thing in the morning.
- Parents will be notified.
- Repeated uniform violations will result in the child being sent home.

### **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 Jr K-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.

### **Clubs and Classes**

St. John the Evangelist School offers some club and class activities after school. Not every activity is offered every quarter, but notices of these activities will be sent to parents. Some examples of activities offered in the past include:

- Science Club
- Math Club
- Girls on the Run
- Art Horizons (fee-based art program)

### **C.Y.O. (Catholic Youth Organization)**

St. John the Evangelist Parish participates in C.Y.O. sponsored sports programs for Grades K-8 offering: soccer, basketball, baseball, softball, T-ball, and track. Children develop the athletic virtues of teamwork, self-discipline, good sportsmanship, and competitiveness in a positive, Catholic environment. Flyers will be sent home throughout the school year as each sport is preparing for its season. Some programs are in conjunction with other Archdiocesan schools' CYO programs.

### **Extended School Program (ESP)**

St. John the Evangelist School offers an Extended School Program for parents who may need this service. This program is available for all 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, *i.e.*, 2:55pm. Extended Care students will be provided with a snack and allotted time to begin their homework.

### **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 treats for the class (Grades K - 8) only on their own child's birthday. A form must be completed one week in advance and submitted to the office. These forms will be available from the homeroom teacher and are in the back of this Policy Book.

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.

## **FINANCES**

### **Tuition and Fees**

Families who are registered and contributing members of St. John the Evangelist Parish are eligible to receive the Catholic tuition rate. New families from other Catholic parishes who wish to be considered for the Catholic tuition rate must provide a statement from their Pastor verifying that they are a registered and contributing member of that parish.

#### **TUITION RATES FOR 2016-2017**

- Catholic Tuition for K - 8    \$7,750
- Non-Catholic Tuition K - 8    \$9,850
- Junior Kindergarten
  - Full day program            \$9,250
  - Half day 8:15-12:30        \$5,650 (includes lunch)

There is also a mandatory book/field trip/hot lunch 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, a letter is sent reminding the family of its financial obligation. If it happens a second time, a second letter is mailed to the delinquent family being advised that if the financial obligation is not met, a conference with the Pastor will need to be arranged.

2.) Parents who have a child in Grade 8 and have not met their current financial obligations by January 19<sup>th</sup> will jeopardize their child's chance to get into a high school since materials due to be sent to the high school will be held. For 8<sup>th</sup> Grade parents who fail to pay tuition, fundraising, lost library books, lunch duty, and other financial obligations in full by May 14<sup>th</sup>, the results are as follows:

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

3) For grades K-7, financial obligations, including tuition, fundraising, lunch duty, lost library books, Before and After Care, and other financial obligations that are not paid in full will result in report cards and/or transcripts being held. If all financial obligations from the current school year are not met by August 1<sup>st</sup>, students will not be enrolled in the coming school year. If there are extenuating circumstances, please speak with the Principal or Pastor. The first, second, and third quarter report cards will be given 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**

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

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 2<sup>ND</sup> AND 3<sup>RD</sup> CHILD, ETC.

# **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.
- 4) To be able to continue to be a student at St. John's, all new students must meet the academic and disciplinary standards of our school

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

Application Fee JrK - 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 31<sup>st</sup> of the current school year.*

## **Registration Policy for All Junior Kindergarten Students**

Registration for Jr. Kindergarten (both for current and new families) opens in November. The process of registering student will be done online using TADS.

Preference for acceptance into the JrK 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 JrK.

A child entering Jr. Kindergarten 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..

**PLEASE NOTE:** It is our policy that whoever pays for tuitions and/or whomever the children live with will be given all materials. Parents who neither pay tuition nor live with the children, therefore, receive materials from the paying parent if they wish to share them.

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

## **ADMINISTRATION**

### **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 their best ability and 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 C.Y.O. 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 \$10 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. Writing 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**

Research has shown that good schools encourage and have the involvement of dedicated parents. There are so many needed activities that not only enhance a school but also are vital to the school's operation. At St. John the Evangelist, we are proud of our parental involvement, which has been given over the years in the true Christian spirit. We continue to encourage that spirit.

In order to meet the Home School Association's (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. In lieu of participating in these activities, we require a donation of \$370 per family.

## **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. The student must turn in the phone at the beginning of each school day to the School Office and may pick it 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.*

### **iPods and Other Electronic Devices**

No electronic devices are allowed in the school unless they are curriculum approved by the principal.

### **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.

### **Open House**

Open Houses are held twice a year. To maintain good order and to assure that classes are not disrupted, parents may visit our classrooms only at this set-aside time.

### **Pets on School Property**

Except on the First Friday 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. If parents do not wish their children's pictures to be used in any school publications or on the school's website, please inform the school in writing in September. Uniforms are not required for the school picture.

### **Stationery and Supplies**

Stationery and supplies may be purchased at school each morning from 8:05 to 8:15am.

### **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, parents must first fulfil their financial commitments. A fee of \$10 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.

### **Visitors**

A visitor is considered as anyone not paid by the school. When coming to our school for whatever purpose, visitors must sign in and out and wear a visitor's pass at all times, even when they are having a meeting with a teacher prior to school starting. For obvious safety reasons, visitors may never just go to a classroom and give a child a message or interrupt the class for any purpose. Teachers will be advised to deny access if this should happen.

## **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:*

- 1. Consult with the school's canonical administrator about the parent/guardian behavior;*
- 2. As approved and directed by the canonical administrator, inform the parent or guardian in writing that their behavior is not in compliance with school policy by citing the specific policy;*
- 3. Warn the parent or guardian in writing that their continued violation of school policy places their student's enrollment at risk;*
- 4. Offer to meet with the parent or guardian to address their 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 their 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:*

- 1. facts surrounding the parent/guardian policy violations;*
- 2. the school's communications to the parent/guardian stating that their behavior violated school policy, including a copy of the written warnings and invitation to meet; and*
- 3. 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 them of the need to withdraw the student, and have them provide a written letter documenting the withdrawal.*

*G. If the parent/guardian refuses to accept the mandated withdraw 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 members of 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.

Officers: President - Andrew Ortner

Vice President - Cathy Tramontana

Secretary - Carla Haywood.

Members on the SAB: Chris Desrocher, Donald Hall, Mickey Manuel, Maureen Raines, Nigel Smith

**Home and School Association**

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

Officers: President - Mickey Manuel

Vice-President – Shaila Cordone

Communications - Rebecca Desrocher

Treasurer - Anji Johnston.

## **STATEMENT OF NONDISCRIMINATORY POLICY**

St. John the Evangelist School, a school in the Archdiocese of Washington, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of education policies, personnel policies, admission policies, loan programs, athletics, and other school-administered programs.

St. John the Evangelist School, a school in the Archdiocese of Washington, to the extent required by Title IX, does not discriminate against any applicant/employee because of sex. We do not discriminate against any student because of sex in any educational program and activity.

St. John the Evangelist School, a school in the Archdiocese of Washington, does not discriminate on the basis of race, color, age, sex, physical handicap, national and ethnic origin, or marital status in the administration of personnel and hiring policies.

For the safety of the children, please follow the procedures and rules below at morning drop off. These same procedures also apply on rainy days.

## **MORNING DROP OFF PROCEDURES**

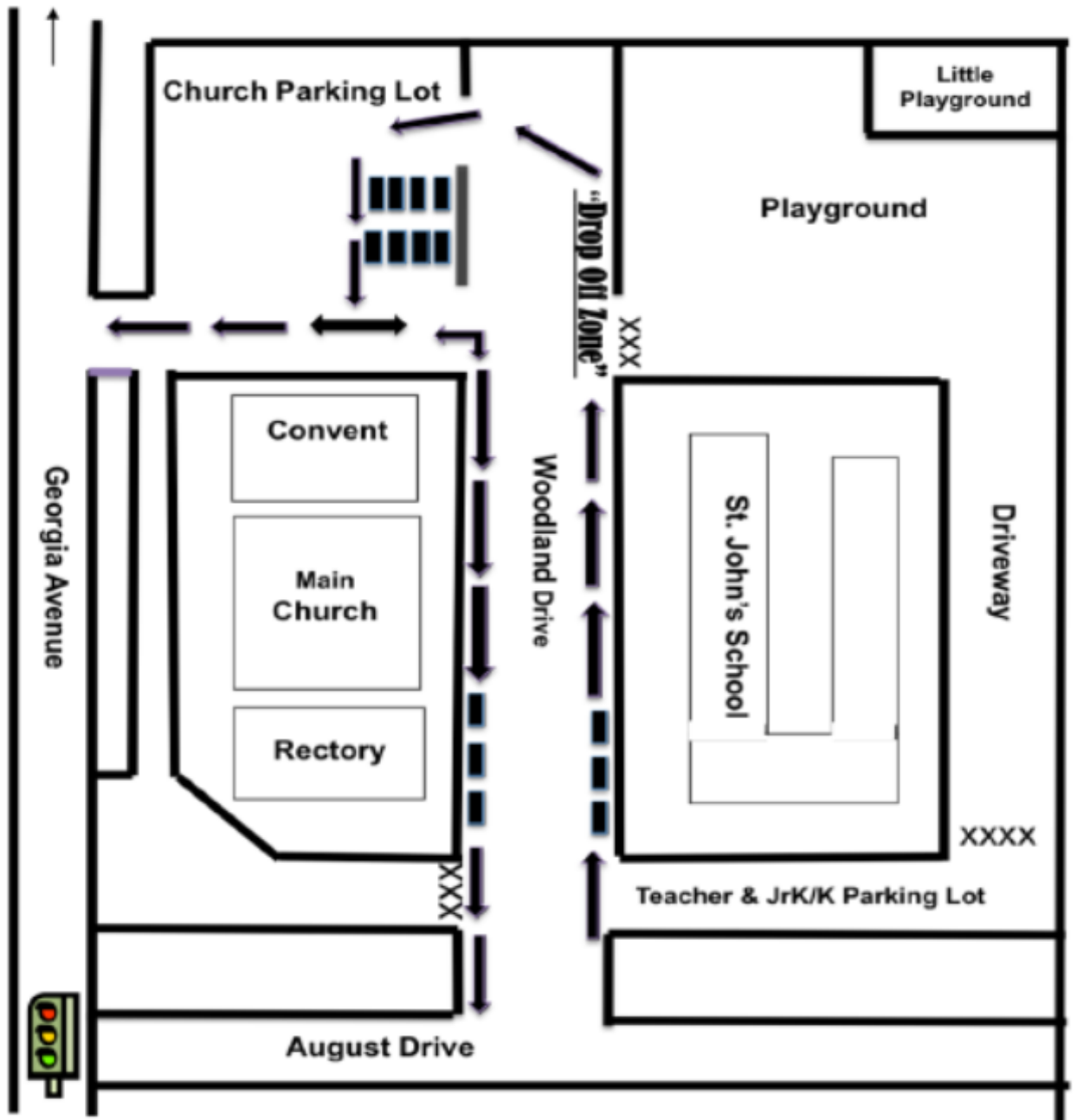
- Drop-off time: 7:50am-8:05am
- Drop-off Zone: Begins at the FIRST driveway of the school playground and ends at the beginning of the SECOND driveway of the school playground. There will be NO parking and ONLY students will get out of the vehicle in the Drop-off Zone.
- Curbside Safety Team: Faculty members will enforce morning curbside drop-off procedures to promote safe behavior by keeping the flow of traffic moving, opening car doors, and assisting students (if necessary) to exit cars on the curbside in the drop-off zone. All students must exit from their vehicle ONLY from the right side (CURBSIDE) onto the School playground. (Please adjust car seats accordingly.)
- Do not at any time pass the vehicle in front of you. Please be patient and keep the traffic moving.
- Do NOT make a U-turn on Woodland Drive.
- Park ONLY in designated parking spaces in the church parking lot.
- If you arrive earlier than 7:50am and wish to park, please do not do so in the drop-off zone.
- Drop student(s) off first and park in a designated parking space if you need to come into the school for any reason; this includes anything requiring the driver to exit the vehicle for any period of time, the transfer of children to another vehicle, unloading of supplies/materials, etc.
- Once traffic allows, you may exit Woodland Drive at the far north end, turning left into the Church parking lot. Continue out to Georgia Avenue or re-enter Woodland Drive through the Church driveway to exit on to August Drive.
- Morning supervision of students on playground: Teachers will be assigned morning playground duty from 7:50am –8:05am to supervise students.

## **"EMERGENCY OR NECESSITY-PARK & WALK" MORNING DROP OFF**

- If it is absolutely necessary to accompany your child to the playground, vehicles may ONLY park in designated parking areas. Once vehicle is parked, parents/guardians MUST personally escort their student(s) by taking them by the hand and walking them across Woodland Drive.
- Designated parking spaces include: (1) Church Parking Lot, eight designated spaces, and (2) Church-side of Woodland Drive.
- Cars MUST follow the flow of traffic if parking on the Church side or in Church parking lot.
- DO NOT pass any cars at any time. (This could mean you wait in the Drop-off Zone until the line of cars moves forward.)

North to  
Wheaton

## AM DROP OFF PROCEDURES



■ = parking

➔ = one way traffic

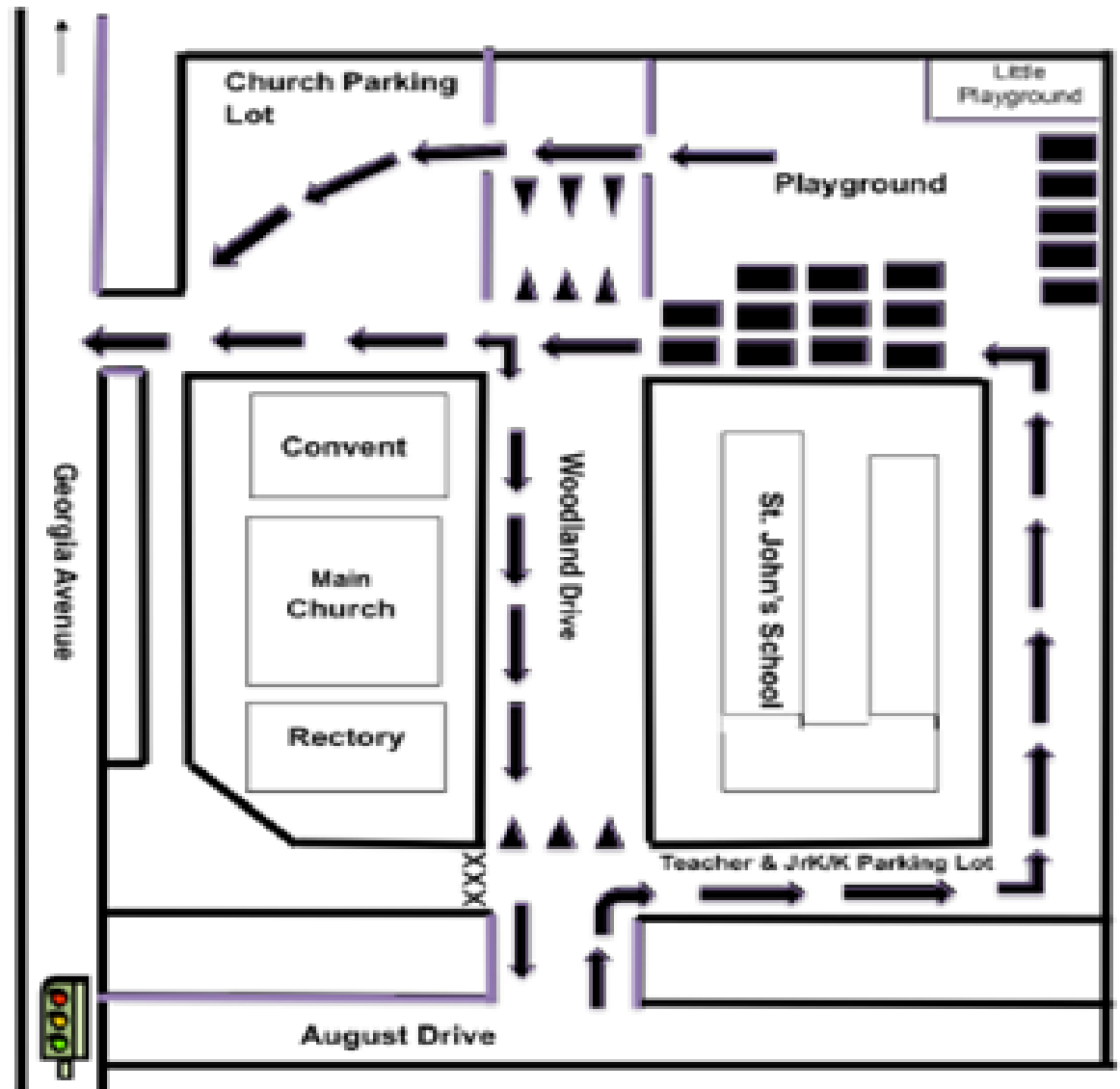
X = Blocked access

**PLAYGROUND SUPERVISION BEGINS AT 7:50AM**

**DROP OFF WINDOW: 7:50am – 8:05am**

North to  
Wheaton

## PM PICK-UP PROCEDURES



■ = Parking      → = one way traffic      X = Blocked access

### PATROLS AND TEACHERS WILL DIRECT TRAFFIC

- DO:** Turn right into the first driveway. Go LESS than 10mph on school grounds at ALL times. Proceed around to back of school or playground. Pull all the way up to the car line, leaving enough space at the end of the line for cars to pass.
- DON'T:** Enter playground when students are on it.  
Linger outside cars once you have your student(s).  
No cars are permitted to move until everyone is in a car or against the side of the school building.  
Leave or enter lots until the traffic cones are moved.
- EXIT:** Exit Woodland Drive by turning left from school parking lot, going straight across through Convent driveway or at the far North end through the Church parking lot.

**ST. JOHN THE EVANGELIST SCHOOL  
10201 WOODLAND DRIVE  
SILVER SPRING, MD 20902  
301-681-7656**

**BIRTHDAY TREAT FORM**

**TO BE COMPLETED AND TURNED INTO THE  
SCHOOL OFFICE ONE WEEK PRIOR TO TREAT DAY**

**NAME OF CHILD \_\_\_\_\_ GRADE \_\_\_\_\_**

**TREAT \_\_\_\_\_ DATE OF TREAT \_\_\_\_\_**

**TEACHER'S SIGNATURE \_\_\_\_\_**

**PRINCIPAL'S SIGNATURE \_\_\_\_\_**

**PLEASE BE SENSITIVE TO ANY CHILD'S FOOD ALLERGY IN THE CLASS**