

All policies follow Archdiocesan Guidelines which are in the School Office and available for examination upon request.

Opening Letter	i	Mission Statement	ii
Communications	iii	Student Letter	v
Code of Honor	v	Disciplinary Rules	vi

#### ADMINISTRATION

Absences	1
Archdiocesan Policy-Total School Hours	1
Discipline	1
Early Release	1
Emergency Procedures	2
Outside School Activities	2
Religious Activities	2
School Hours and Procedures	2
Announced Delayed Openings	3
Announced Early Dismissal-Any Emergency	4
Announced School Closing for the Total Day	4
Arrival Procedures for Inclement Weather	4
Late Policy	5
Search and Seizure	5
Visitors	5
Withdrawal of Student	5

#### CURRICULUM

Field Trips	6
Graduation	6
High School and Other Scholarships	7
Homework and Tests	7
Human Sexuality Program	8
Open House	8
Progress Reports	8
Promotion and Retention	8
Report Cards--Parent/Teacher Conferences	9
Spanish	9
Student Recognition	9
Testing Programs	10
Textbooks	10

#### EXTRA CURRICULAR ACTIVITIES

C.Y.O. (Catholic Youth Organization)	11
Eighth Grade Class Trip	11
Extended School Program (ESP)	11
Homework Skills Program--After School	11
Parties	12

FINANCES	
Tuition Rates	13
Entrance Procedures	14
Application, Testing, Registration Fees for New Families	14
Registration Policy for New Students	15
Re-registration for Current Students	15
Milk Program	16
Service Hours	16
GENERAL INFORMATION	
Lost/Stolen Articles	17
Lunch Program	17
Pictures	17
Stationery and Supplies	17
Student Records	17
Telephone Calls	18
Uniforms	18
HEALTH POLICIES AND PROCEDURES	
Children's Health	20
Health Emergency Card Information	20
Health Records	20
Maryland State Department of Health and Mental Health Hygiene Regulation 10.02.20	21
Social Worker	21
Vision and Hearing	21
SAFETY POLICIES AND PROCEDURES	
Fire Drills	22
Tornado/Hurricane Drills	22
SCHOOL ADVISORY BOARD	23
HOME SCHOOL ASSOCIATION	24
STATEMENT OF NONDISCRIMINATORY POLICY	25
APPENDIX	
Afternoon Pick Up Map	
Birthday Treat Form	
Computers and Internet Access Policy	
Discipline Notices	
Field Trip Permission Form (duplicate)	
Morning Drop Off Map	
S.T.A.R.T. Form	

August 15, 2004

Dear Parents / Guardians,

The policies contained in this Policy Book, while particular to St. John the Evangelist School, are in accord with Archdiocesan policies under which all the Catholic Schools of our Archdiocese are subject. Each year our Curriculum and Policy Committee of the School Advisory invite teachers, staff, and parents to evaluate our existing school's policies and make suggestions for new ones. In this respect, therefore, it is constantly being determined what policies are or are not relevant to the smooth running of our school. I thank each of you for your interest in helping us keep this book up-dated and for your cooperation in adhering to the policies contained therein.

Let me highlight some of the clarified, as well as, the new policies for this year.

Page V highlights the new Code of Honor called **Values Code**. In June of this past year we were privileged to participate in an in-service on how to make this **Values Code** an integral part of instructing our students to be more Christian in their behaviors inside and outside of the classroom. You will also be receiving information on how you can work with us in your own homes using the same universal values words.

Page 1 expands the total number of hours we are required to be in school Grades 1 – 8 to include Pre-Kindergarten, Jr. Kindergarten, and Kindergarten. These extended guidelines are intended to clarify and give more credence to the times these students are in school.

In the next paragraph, we are asking that if an emergency arises and you wish your child to leave school earlier than the usual time, to please call the school by 2:30 or by 12:00 on 12:30 dismissal days.

There are three new policies on Page 2. One is regarding inclement weather conditions that occur right at dismissal time. If it is deemed too dangerous for the safety patrol to be outside at dismissal time, parents are asked to come into the school to collect their children.

The second one deals with parents who leave their cars and do not get back in on time to move when the signal is given and consequently hold up the parents in the cars behind them.

Third: No animals are to be on the grounds during school hours except when they are blessed in October.

## MISSION STATEMENT

The mission of St. John the Evangelist School is to integrate Catholic philosophy and teaching with academic excellence. Our quality education in both academic subjects and Catholic doctrine is offered within a climate most conducive to learning. Our school is a welcoming community where the gospel message is internalized and proclaimed in a living, conscious and active manner and which is practiced through a service learning process. As faculty, we provide opportunities to foster a faith community with students and their families. St. John the Evangelist, like the church, is a sign of Christ in the world today and an instrument for bringing us to a closer union with God and God's family.

Education is primarily the responsibility of parents. Our intent is to assist the parents in this God-given mission. As teachers, we contribute our professional expertise to help children develop their individual potential and intellectual curiosity through a flexible and diversified curriculum. As we see the uniqueness of each child, we encourage all children to see the uniqueness of others and to celebrate the diversity in others in our school and in the larger community. We encourage our students to recognize their responsibility to apply Catholic values to the problems of today's society and to reach out to the many needs of our community and of the world. We strive to give students a firm foundation upon which they can succeed in future challenges in serving others as Christ instructed us to do.

We welcome our parish's participation in policy formation through the School Advisory Board, and the Home and School Association. It is our belief that the parish community, at every level, also has a responsibility to foster a desire for genuine spirituality and academic excellence and Christ-like acceptance of each other.

Mindful of the past and looking to the future, we recognize the need for on-going evaluation in light of our mission.

## COMMUNICATIONS

Recent 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/value education
- 2) good academic education
- 3) good discipline

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
- parent/teacher conferences
- personal telephone calls
- 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 as a means of building a parent support system for identification and clarification of classroom issues.  
Parent class meetings are always held in the fall. Signed proposed agenda items from the parents must be submitted two weeks prior to the scheduled meeting. Since there will be agenda items necessary through the school itself, the fall meetings will always be held. Parent class meetings are held in the winter if there have been agenda items submitted at least two weeks prior to the scheduled date for them.
- b. holding an annual open policy meeting of the School Advisory Board.

### **Problem Resolution Process-Teacher Initiated**

- A. Teacher meets with student.
- B. Teacher calls parents.
- C. Teacher meets with principal.
- D. Teacher, parents and student meet.
- E. Teacher, principal, and student meet.
- F. Teacher, principal, parents and student meet.
- G. Principal/pastor
- H. Principal/pastor/parents/teacher/student

### **Problem Resolution Process-Parent Initiated**

- A. Parent notifies teacher of nature of problem.
- B. Teacher notifies principal if necessary.
- C. Parent/teacher conference--student optional
- D. Parent/principal
- E. Principal/teacher
- F. Parent/principal/teacher--student optional
- G. Parent/principal/teacher/pastor

The Problem Resolution Process may also involve the expertise of the school's social worker when the need arises.

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 and academic excellence. To make these top priorities we insist on the following:

### **CODE OF HONOR**

As a student of St. John the Evangelist School

- I respect myself, each adult and student.
- I respect my own, adult, other students' and school property.
- I strive to be honest in my dealings with others.
- I strive to get my own school work done.
- I strive to be conscious of Christian language and behavior in both curricular and extra curricular activities.

The acting out of the above **Code of Honor** will be evidenced in the following ways:

#### **Classroom**

1. Bring all necessary books and supplies to class daily.
2. Raise hand to be recognized before speaking.
3. Listen and show respect for other people's ideas and opinions.
4. Keep desk area neat and orderly.
5. Keep hands, feet and objects to yourself.
6. Follow the acceptable use guidelines for computers and the internet as explained in the appendix.

#### **Hall-Grades 4-8**

1. When leaving a classroom, bear to the right.
2. Walk in single file on the right side of the hall and go as far as Room 10 South or Room 1 North and complete the circle as far as your next classroom.
3. After you enter the classroom, be seated.

#### **Mass**

1. Enter the Church quietly.
2. Show proper respect during Mass.
3. Participate in the liturgy at the appropriate times.

**Lunchtime**

1. Say grace before meals.
2. Remain in assigned seat during lunch and talk quietly using appropriate manners while eating lunch.
3. Follow classroom directions regarding the disposal of trash and use of the lavatory.

**Library**

1. Use quiet library voice.
2. During a lesson, raise hand to be recognized before speaking or getting out of seat.
3. Independently read until class checkout time.

**Parties and Birthdays**

1. Students will behave in a Christian manner.
2. Include everyone in the activities.
3. Cooperate in restoring the room to its original order.
4. No birthday punches are allowed.

**Playground**

1. Students will act and speak in a Christian manner at all times.
2. Students will be on the playground during recess time. Only with a written excuse from a doctor or at a teacher's request may a student stay indoors.
3. Play the accepted recess games.

**Uniforms**

1. Appropriate, clean and neat uniforms will be worn at all times.
2. Shirts or blouses will be tucked in at all times.

**Disciplinary Consequences**

Failure to live up to this Code of Honor will result in the following procedures which have been established to help students focus on the importance of honor and respect:

1. Conference with student.
2. S.T.A.R.T. form will be given in Grades 4-8 (Start To Act Right Today).
3. Demerits given out – Grades 4 – 8.
  - a. Two demerits for disrespect/rudeness
  - b. Two demerits for disruptive talking in class
  - c. Two demerits for inappropriate behavior
4. An accumulation of six demerits will result in detention. Parents will be notified in advance of the date and time of the detention. (See discipline Notice in the appendix.)

We will follow the Archdiocesan regulations for all other disciplinary problems. Parents will be mailed a copy of each discipline notice that a student receives. If a student's behavior does not change after a detention is served, the teacher-initiated Problem Resolution Process will be put into effect beginning with part C.

**Consequences for Out-of-Uniform:**

1. If a belt is not on or socks are not correct, they will be provided and the parents will be billed accordingly.
2. Teacher will send student to the office with a uniform form first thing in the morning.
3. Parents will be notified.
4. After two infractions, the student will receive three demerits toward detention.
5. The next infraction will result in detention.

# **ADMINISTRATION**

## **ABSENCES**

If a child is going to be absent, please notify the school authorities between 8:00 and 9:00 A.M. **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! 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.

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, even though prior arrangements have been made. Teachers are under no obligation to alter assignments or tests or to provide advance assignments whatsoever.

## **\*ARCHDIOCESAN POLICY-TOTAL SCHOOL HOURS**

The new Archdiocesan policy mandates that each school in the Archdiocese have 979 hours of instruction for the year or 5.5 hours per day. Fifty-five (55) hours for professional development for our teachers are also required.

St. John the Evangelist School calendar has exceeded these requirements with another 11.2 days built in for grades 4-8 to use for emergencies and an extra 3.76 days built in for grades 1-3. The difference here is because the primary grades have 60 minutes for lunch and recess while grades 4-8 have 40 minutes. We, therefore, have 3.76 more days for the total school over and above the three (3) emergency days provided by the Archdiocese.

## **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.

## **EARLY RELEASE**

Children who must leave school early to keep doctors' appointments or for any other legitimate reason are required to bring an excuse to that effect to the principal. Children leaving school early must wait inside the front door for their ride.

**\*New Policy**

## **EMERGENCY PROCEDURE**

In the event that parents go away and leave their child/children in the care of someone else, the 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.

## **OUTSIDE SCHOOL ACTIVITIES**

Any activities held outside the school that are considered detrimental to the reputation of our school will be handled as school issues.

## **RELIGIOUS ACTIVITIES**

Since St. John's is a Catholic school, students not of our faith will be expected to participate in our religious activities to the extent appropriate.

## **SCHOOL HOURS AND PROCEDURES**

### **Grades One-Eight**

First Bell - 8:05 A.M.

Dismissal - 2:55 P.M.

Children should not arrive at school before 8:00 A.M. Since the school has no way of supervising students before that time, it cannot be held responsible for children who come before the appointed time. Students are to wait on the playground until the bell rings. At that time, they form lines and enter the building by means of the classroom doors. Students not on the playground when the bell rings at 8:05 are tardy and must report to the office for a late slip.

**A.M.** 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 child(ren) is safely onto the playground, drive up and around the convent parking lot and exit back out to Woodland Drive. NEVER make a u-turn on Woodland Drive. If you want to park your car, go to the convent parking lot and walk your child over to the playground.

**P.M.** When picking up your children go slowly up the back driveway to the large playground. To pick up your children safely, parents of the Pre-K and Kindergarten classes are asked to park at the back of the large playground away from the main traffic flow area and then go and get your child(ren) who will be waiting with their teacher at the far back hall doors. All other cars are to line up in order until the teachers see it is safe to let the other grades go to their cars. For safety reasons, parking anywhere else to pick up your child(ren) is highly discouraged.

## **KINDERGARTEN, JR. KINDERGARTEN & PRE K 3 YEAR OLDS**

A.M. Session	8:15 A.M. - 11:00 A.M.
P.M. Session	12:15 P.M. - 2:55 P.M.

### **KINDERGARTEN 12:30 DISMISSAL**

On half day dismissals, Kindergarten students will remain in school until the dismissal time of 12:30 P.M.

### **DROP OFF**

Students for Pre K 3, Jr. Kindergarten, and Kindergarten are to be **walked to their back outside classroom door** - #27 for Pre K 3 and Jr. Kindergarten and #28 for Kindergarten. **NEVER** drive in the back driveway at Drop Off. If you walk your child to school, go in the back outside classroom door, also. In inclement weather, still park in the small lot and still walk your child, but to the side hall door which is closer.

### **PICK UP**

**A.M.** Park car in small lot and go meet your child at the end of the small enclosed playground. Leave the parking lot carefully.

**P.M.** (see above--Grades 1-8 P.M. section)

Parents need to advise their children ahead of time what to do should their rides be delayed for any reason. Parents are to call the school if they know in advance that they will not be able to pick up their children on time. In an emergency and you are not able to call, we will tell your child to go into the school and try to call you to verify pick up. The children not picked up immediately after school will be instructed to go to Room 2, the Music Room to wait for their rides.

Occasionally being late either in the mornings or afternoons can be excused. However, day in and day out being late is inexcusable, inconvenient, and a bad habit. **Any students remaining on the school premises after 3:15 or 12:45 on half days will be supervised in Room 2 by one of our school personnel. After two such occurrences, a fee of \$10.00 will be charged per hour or fractional part thereof--which means, if they are picked up at 3:20 for instance or 4:00, the fee will be \$10.00. If picked up at 4:15, it will be \$20.00. Policy regarding consistent late pick up will be enforced.**

### **ANNOUNCED DELAYED OPENINGS**

St. John the Evangelist School, Grades Pre K-8, will always be **one hour** delayed for any Montgomery County's announced late openings. All students, therefore, should be here by 9:00.

## **ANNOUNCED EARLY DISMISSAL--ANY EMERGENCY**

If Montgomery County announces that their schools will be dismissing at noon, we will dismiss at 12:30.

If Montgomery County announces that their schools will be dismissed two hours early, we will dismiss at 2:55.

## **ANNOUNCED SCHOOL CLOSING 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.

## **ARRIVAL PROCEDURES FOR INCLEMENT WEATHER**

On inclement weather days or delayed openings, any parent who needs or wishes to have their child(ren) come in early for our regular early morning care program, are always welcomed to do so. This program is under the paid supervision of Miss Smith and is held in Room 8. You will, therefore, be billed for this service as are those families who regularly attend this program.

### **Students Grades 4-8**

Since students in Grades 4-8 begin their first class period before the primary students, their arrival time on inclement weather days is between 8:00 and 8:15 when students enter in order through the main doors or just walk in through the hall doors by the first driveway entrance to the large playground.

While students may come in through the main doors, we ask that you consider driving up to the first entrances to the large playground and let your child(ren) enter through those hall doors rather than crowd the main entrance. Doing this will eliminate some of the backup on August Drive and Georgia Avenue.

A student in Grades 4-8 will be considered late after 8:15.

### **Students Grades 1-3**

Students in Grades 1-3 arrive between 8:15 and 8:30 on inclement weather days. These students enter through the main doors only.

A student in grades K-3 will be considered late after 8:30.

## **LATE POLICY**

If a student is late for school, he/she must report to the school office and obtain an **ADMIT TO CLASS SLIP**. It is the responsibility of the parents/guardians to be sure that the child(ren) is on time for school. Excessive lateness (more than 10 times a quarter) will be questioned not only by us but by the high school to which a student may be applying. 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 this habit continues to be excessive, recess will be denied each time the student is later thereafter.

## **SEARCH AND SEIZURE**

Every principal and assistant principal may conduct a search of the physical plant of the school and every appurtenance thereof, including students' lockers. Public School Laws of Maryland - Article 77, Section 96A.

## **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 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.

## **WITHDRAWAL OF STUDENT**

Under ordinary circumstances we do not allow a student to re-enter our school who has been withdrawn by the parents and placed in a local area school.

## CURRICULUM

**We follow the Archdiocese of Washington's curriculum guidelines in all subjects. At parent meetings in the primary grades and Back-To-School Night in the upper grades at the beginning of the school year, teachers go over these guidelines and their own classroom policies with the parents.**

### **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 before hand, and follow-up activities may also be required.

Buses are usually used for these trips and written permission must be given by parents. Proper supervision is provided with the help of parents who accompany teachers and students on these trips. Field trip costs are kept to a minimum. **IT IS NOT POSSIBLE TO REFUND FIELD TRIP MONEY SINCE THE COST IS BASED ON THE TOTAL NUMBER OF STUDENTS IN THE CLASS.**

Since field trips are considered to be a part of the school day, **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. If a student misbehaves on a field trip, it is Archdiocesan policy to require that the parent of that child go on the next field trip as a chaperone or the child may not go on the field trip. Uniforms will be worn unless otherwise stated on the permission form.

In the event the original field trip permission form is misplaced, you will find a substitute form in the back of this book which must be duplicated word for word and returned before the announced trip.

### **\*Kindergarten and Pre-Kindergarten Field Trips**

In the event that it is necessary to cancel a Pre-K or Kindergarten 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 e-mail the cancellation to the parents as well.

Always keep in mind that the parents make the final decision regarding their child's safety.

### **GRADUATION**

A diploma will be granted to all students fulfilling the criteria for graduation as set by the Archdiocese of Washington. Those students not fulfilling these requirements will be issued a Certificate of Attendance.

### **\* New Policy**

## HIGH SCHOOL AND OTHER SCHOLARSHIPS

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. A follow-up thank you by the student regardless of whether or not the scholarship was awarded is most appropriate.

**An Archdiocesan Fee is charged for processing the High School Applications. There will be an additional \$5.00 fee for our school processing applications for those high schools that do not participate in the Archdiocesan Process.**

## HOMEWORK & TESTS

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(s).

A **Homework Skills Program** is offered after school for those students in Grades 4 – 8 who wish to do it then or who may be having difficulty getting it done.

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 the last minute. Quality of work is the goal of these projects. This is achieved by developing the student's 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.

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 have them corrected and then signed by their parents and returned to the teacher as a 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 staff 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.

## **HUMAN SEXUALITY PROGRAM**

We follow the Archdiocesan Guidelines regarding our Human Sexuality Program. Parents / Guardians and students in Grade 6 are expected to attend an orientation meeting held at the beginning of the school year and to attend the follow-up meeting(s) specific for each grade level. A copy of the Human Sexuality Guidelines are available in our School Library. A copy of them will also be distributed at the first orientation meeting in the fall.

## **OPEN HOUSE**

Open House is held annually in the winter. To maintain good order and to assure that classes are not disrupted, parents may visit our classrooms only at this set aside time.

## **PROGRESS REPORTS**

**After review by the principal**, Progress Reports are mailed four times a year to either affirm student's progress or to alert parents of potential problems. In the latter case it is potential 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 **U** in the remark section of the report card, to get a **D** or **F** on his/her next report card, or to drop two or more full grades from the last report card. **Parents who receive the latter are asked to call the school to make arrangements to discuss these concerns with the teacher.**

## **PROMOTION & 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

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** repeat 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.

## **REPORT CARDS / PARENT / TEACHER CONFERENCES**

**After review by the principal,** Report Cards are given quarterly to the parents. Student evaluation conferences between teachers and parents are held as follows:

- |          |  |
|----------|--|
| November | Parent / Teacher meetings, by appointment are at the discretion of the Parent and/or teachers involved.  |
| February | Parent / Teacher meetings, by appointment, while at the discretion of the parent and/or teachers involved, are also set up to discuss possible need to attend Summer School or the need to re-enter a grade. |

**Appointments will be made up to 24 hours of conference day.**

Other conferences may be held at the convenience of teachers and parents. Teachers may be contacted by a note or telephone call to the office. The principal's secretary or receptionist will take your number and have the teacher call when their schedule permits. **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 tuition and church contributions are made for the respective quarters. Parent / Teacher conferences will be arranged provided the same financial obligation is honored.

## **SPANISH**

While Spanish is not officially an Archdiocesan mandated program, all students are expected to participate in taking this class unless they have been officially documented as having a learning disability.

## **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 child achieve to his or her best ability and by helping them build good, solid relationship especially with their peers. While competition outside oneself serves a good purpose for the most part, we believe at this sensitive time of development emphasis should be placed on competition within oneself. Throughout the course of the year, teachers take opportunities both formally and informally to affirm this healthy self-image or to assist the child in building one.

At our annual CYO Awards Program and our School Awards Program, we recognize, also, the whole range of performances that make up the total child.

## **TESTING PROGRAMS**

Diagnostic tests or achievement tests which accompany textbooks are given in connection with each level or unit. Learning Styles Inventory Test is administered to 4<sup>th</sup> Grade students. A Religion Inventory Test is administered in Grades 5 and 8 in the Spring.

Standard Achievement Tests are administered in the Winter in Grade 8 and in the Spring to Grades 3, 5 & 7.

Students entering our Kindergarten are administered the Early Prevention of School Failure Test. New students to St. John the Evangelist School – Grades 4 to 8 are administered a standardized reading and math test. Grades 1, 2 & 3 are evaluated by the teacher whose room the child visits for a day.

Formal conference with the parents is also held for these students. Furthermore, students new to Grades 1 to 6 when admitted, are done so on the condition that they maintain the academic and discipline standards of this school.

## **TEXTBOOKS**

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

Textbooks or library books which are lost or mutilated must be repaired or reimbursement made. Lost or mutilated hard covered books will be \$40.00 and lost of workbooks will be \$20.00 Replacement will be made when payment is received. 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(ren) are officially documented to have a learning disability. The documentation must state that this service is necessary. In this case, **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 Archdiocesan Library Association will be used.

## **\*New Policy**

## **EXTRA CURRICULAR ACTIVITIES**

### **C.Y.O. (CATHOLIC YOUTH ORGANIZATION)**

St. John the Evangelist School participates in C.Y.O. sponsored sports programs for Grades 5 through 8. Children in Grades 1 & 2 and girls in Grades 1 – 4 may participate in intramural basketball and softball. Boys in Grades 3 & 4 may participate in C.Y.O. competitive baseball or intramural softball. Children in all grades may participate in track and MSJ or C.Y.O. soccer.

### **EIGHTH GRADE CLASS TRIP**

This class trip is a special privilege for the members of the graduating class. It is considered for its educational – recreational value. All students are expected to participate since it is part of the school day.

### **EXTENDED SCHOOL PROGRAM (ESP)**

St. John the Evangelist School offers an Extended School Program for parents who may need this service. This program is for Kindergarten to Grade Six students; operates under the direction of certified personnel; and operates whenever school is open.

The time schedule for this program is as follows:

11:00 A.M. – 3:00 P.M. or up to 6:00 P.M. (for A.M. Kindergarten students)  
3:00 P.M. – or up to 6:00 P.M. (P.M. Kindergarten to Grade Six students)

Furthermore, when school is dismissed at 12:30, the service is available:

12:30 P.M. – 3:00 P.M., 4:00 P.M., 5:00 P.M., 6:00 P.M.

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., 2:55 P.M.

### **HOMEWORK SKILLS PROGRAM – AFTER SCHOOL**

The Homework Skills Program is conducted for students in Grades 4 through 8. The purpose for this program is to assist students in organizational skills, in completing homework assignments or preparing for tests, and doing long range projects. The program is held for approximately six weeks in each quarter.

All students new to Grades 4 – 8 are expected to be in at least the first session of this program.

## **PARTIES**

Invitations to individual parties are not to be given out during school time or on school property. In the event that an entire class will be invited to a party, parents must obtain permission beforehand from the administration to distribute invitations.

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

Parents may bring in treats for the class (Grades 1 – 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 (see copy of form in the appendix).

Special concern must be made for students with food allergies especially peanut butter.

Halloween, Christmas, Valentine, and end of the year parties may be held during the school day. These parties are coordinated by the Room Mothers. The treats, therefore, are only what the Room Mothers determine. No other treats should be brought in.

## FINANCES

To receive the in-parish tuition rate, all school families must be attending St. John the Evangelist Church as registered and contributing members of the Parish each fiscal year. For example, a parishioner who has contributed from July 1, 2002 through June 30, 2003 is eligible for the in-parish tuition rate for the 2003 – 2004 school year. New school families, in order to be considered that first year for the in-parish tuition rate, must 1) provide a statement of contribution from their former parish and 2) register with St. John the Evangelist Church and state their intended commitment to the Parish. Contributions are to be made on a regular basis using the parish offertory envelopes. This will be monitored quarterly.

**Tuition rates for 2003 – 2004 are as follows:**

First child	\$ 3,450.00	Second and each additional child	\$ 2,420.00
Kindergarten		If Kindergartner is new child in	
Each child	\$ 2,690.00	family	\$ 2,420.00
Jr. Kindergarten		Pre K 3 Year Olds	
Each child	\$ 2,190.00	Each child	\$ 1,460.00

**Non-members of the Parish:**

Each child – Grades 1 – 8	\$ 5,750.00	Kindergarten – Each child	\$ 3,650.00
Jr. Kdg. – Each child	\$ 3,040.00	Pre K 3 Year Olds “	\$ 2,190.00

Tuition payments may be made monthly, quarterly, semi-annually, annually. Payments are due Monthly by the 15<sup>th</sup> of each month beginning August 15 through the 30<sup>th</sup>.  
 Quarterly payments are due August 15, November 15, February 15, May 15.  
 Semi-annual payments are due August 15, February 15.  
 Annual payment is due August 15.

**\*Late payment policy:**

- 1) A \$20.00 fee will be assessed for all returned checks.
- 2) When tuition is 14 days late, a \$10.00 delinquent charge will be added to the amount past due.
- 3) One half of tuition must be paid by December 31<sup>st</sup>. Failure to comply may result in the following:
  - a) student(s) not being readmitted on January 5, 2004;
  - b) Eighth grade student application forms to Catholic high schools will not be sent.
- 4) Failure to pay tuition in full by May 15<sup>th</sup> 2004 may result in the following:
  - a. Student(s) may not re-enroll for the school year 2004-2005.
  - b. Final grades will not be released.
  - c. Transcripts will not be sent to a new school.
  - d. 8<sup>th</sup> graders will not be eligible at graduation to receive a diploma or receive any awards. Furthermore, diploma and report card will be withheld until all financial obligations are met.

**\*New Policy**

- e. Families determined to be consistently late in payment of tuition will be required to pay the full tuition prior to the beginning of the school year.

The first, second and third report card will be given to those parents whose tuition is paid for the respective quarters and who have given evidence of being contributing members. **The fourth report card will be given to those parents whose tuition, School Service / Financial Obligations, and all other outstanding fees are paid in full, and have given evidence of being contributing members of the parish.**

**No postdated checks will be accepted and checks must wait one week to clear the bank.**

Parish families of students in Grades Kindergarten through Eight who are not able to meet the tuition requirements should **first apply for Archdiocesan Tuition Assistance.** After a determination is made for that request and if more assistance is needed, then the family applies through the school's financial aid program. In the event that a parish family cannot meet the above requirements, they are to call the parish rectory office (301-681-7663) and request an appointment with the pastor.

#### **ENTRANCE PROCEDURES FOR NEW STUDENTS**

- 1) Official application form must be completed including payment.
- 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.
- 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 – 2003-2004**

<b>Application Fee Pre K 3 – Grade 6 (per child)</b>	<b>\$ 75.00</b>
Non-refundable / not applicable to other fees	
<b>Testing Fee Jr. Kdg. – Grade 6 (per child)</b>	<b>\$ 100.00</b>
This fee is for each child who will be entering the Jr. Kdg. through Grade 6	
Non-refundable / not applicable to other fees.	
<b>Registration Fee – Kindergarten – Grade 6 (per family)</b>	<b>\$ 150.00</b>
This fee is payable at the time of acceptance and refundable through August 30 <sup>th</sup> but not applicable to any other sources.	

## **REGISTRATION POLICY FOR NEW STUDENTS TO ST. JOHN THE EVANGELIST SCHOOL**

The first two weeks of February, registration is opened to the families according to the following priorities:

- 1) Registered/Contributing members to our parish who have other children in our school
- 2) Non-members of our parish who currently have children in our school.
- 3) Registered/Contributing members of our parish with **NO** children in our school.

Preference for acceptance into the Pre K 3, Jr. K, Kindergarten A.M. Program is as follows:

- 1) Parents with other children in our school who need our Extended School Program;
- 2) Parents with other children in our school;
- 3) Parents new to our school program.

Registration is open after the first two weeks of registration for the following:

Non-parishioners who have no children in our school.

**A child entering Pre K 3 must be 3 by September 1 and completely toilet trained; Jr. K (4 year olds) must be 4 by September 1 and a child entering Kindergarten must be 5 years of age by November 30<sup>th</sup>. Ages must be verified by a birth or baptismal certificate. 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**

Students are required to re-register annually. Re-registration must be completed before February 28, 2004 in order to ensure placement for the subsequent school year. **Failure to return the Re-Registration form and fee by the appointed time will relinquish your place to a new student. Also refer to Late Payment Policy.**

**Re-registration fee per family** **\$ 200.00**  
**Non-refundable and not applicable to any other sources.**

**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.

The Church/School Fiscal Year is July 1, 2003 to June 30, 2004. In order to obtain credit for contributions made, the weekly, white offertory envelope should be used.

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

## MILK PROGRAM

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

## SERVICE HOURS – KINDERGARTEN THROUGH GRADE EIGHT

While this policy effects Kindergarten – Grade Eight parents, parents of children in the Pre K and Jr. K programs are encouraged to participate to the extent possible. 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 are also 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. One area we really need to have everyone involved in is at our lunch and playground times. To this end, we need the following:

- 1) For families with children in Grades 1 – 8, this service **must** include eight sessions of lunch/playground duty. Single parent families are required to fulfill four lunch duty hours. Parents who are unable to satisfy the lunch/playground duty requirement must pay \$80.00 or \$40.00 if a single parent, **at the beginning of the school year** to cover the cost of a paid substitute. Unfulfilled lunch duty hours will be billed at a rate of \$10.00 per hour. Paid substitutes, including teachers, will then be paid **\$6.00** per lunch period. We ask that these eight or four sessions be spread over the year if at all possible.

In order to meet the Home School Association's annual fundraising goal, we ask each family to participate in whichever fundraising activity they choose in order to contribute a minimum of **\$225.00 per year**. These fundraising activities will be outlined at the first Home School Association Meeting of the year. In lieu of participating in these activities, we ask a donation of \$225.00 per family.

## **GENERAL INFORMATION**

### **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.

### **LUNCH PROGRAM**

The school has a Hot Lunch Program every Wednesday. Children must bring their lunches on all other days.

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:

1. Students must remain in their assigned seats during lunch, talk quietly, and use appropriate manners while eating lunch;
2. In Grades 1, 2 and 3 the person in charge will collect the trash;
3. In Grades 4-8 students are assigned to pick up the milk and to collect trash;
4. In Grades 6, 7 and 8 use of the lavatory facilities will be determined by the homeroom teacher.

Non-adherence to these guidelines will result in the parents being called and requiring their presence at the next day's lunch period. In the event that the parent cannot come, the student will be asked to remain home.

### **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 publication, 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 8:30 A.M. Prices for each item are listed on the last page of the school calendar.

### **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.

Furthermore, when copies of student records are requested to be sent to another school, there will be a fee of \$6.50 for this service.

## TELEPHONE CALLS

Emergency messages ONLY will be delivered by the office staff. Please do not call to leave messages after 2:30. Since the office phone must be kept free for incoming calls, your child should use the pay phone in the hall. Permission slips are available from classroom teachers.

Students are not permitted to have cell phones in school.

## 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 1-5

#### **Regular Fall/Winter--November through March**

Green/blue/yellow plaid jumper with white polo shirt with school logo; \*hunter green cardigan sweater with logo; green or white knee socks or tights; crew socks; black or brown shoes. **Low cut sneaker socks are not allowed.** Sneakers are worn on gym days.

**Gym:** Mesh shorts with the regular uniform polo shirt; sneakers, crew socks..

#### **Summer: September, October, April, May, June**

White polo shirt with logo; khaki shorts; mandatory socks; black or brown shoes; sneakers on gym days.

### GIRLS GRADES 6-8

#### **Regular Fall/Winter--November through March**

Plaid kilt (same fabric as primary jumper) with white polo shirt with school logo; \* hunter green v-neck pullover sweater with logo; green or white knee socks or tights; crew socks; black or brown shoes. **Low cut sneaker socks are not allowed.** Sneakers are worn on gym days.

#### **Summer and Gym Uniforms Same as Stated Above**

\*Because of some safety reasons especially at recess and during Physical Education classes, we do not encourage wearing any jewelry at all. With this in mind, the only jewelry students may wear is a small cross and chain, a wrist watch, one ring, and for the girls, a pair of small earrings.

\*We do not encourage the wearing of nail polish and never may it be brought to school along with any other cosmetics or put on in school.

#### **\*New Policy**

\*Dyed/streaked hair is distracting to the real purpose for coming to school and is, therefore, not allowed.

Making any fashion statement should be left to the summer months or any other extended vacation times, not when school is in session.

### **BOYS GRADES 1-8**

#### **Regular Fall/Winter--November through March**

Forest green polo shirt with logo; khaki pants with belt; white or khaki colored crew socks; black or brown dress shoes. **No low cut sneaker socks are allowed.** The St. John's green sweatshirt with logo may also be worn. Plain white short-sleeved undershirts may be worn under the polo shirt, but no longer than the shirt sleeve. Sneakers are worn on gym days.

**Gym:** Mesh shorts with green polo shirt; sneakers, crew socks.

#### **Summer September, October, April, May, June**

Forest green polo shirt with logo; khaki shorts with belt; mandatory socks; black or brown shoes; sneakers on gym days.

### **UNIFORM TAG DAYS**

On these specially designed days, students may come to school out of uniform. Tag days are sometimes used as fundraisers by school clubs or as holiday recognition. For example, students may wear red/pink on Valentine's Day; green on St. Patrick's Day. Tag day attire for any specified occasion should be clean and modest.

### **UNIFORMS ARE TO BE PURCHASED FROM:**

**FLYNN & O'HARA UNIFORMS  
TWINBROOK SHOPPING CENTER  
2208 B VIERS MILL ROAD  
ROCKVILLE, MD 20851  
301-838-8958**

**\*New Policy**

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

All medications, prescribed or not prescribed, must be turned into the school office. This includes cough drops, inhalers, and epipen. In the case of prescribed medication, we must have a note from the doctor indicating the medication and the amount to be taken. For non-prescribed medication, we need a signed note from the parent/guardian, stating that the child needs to take this medication and how often during the school day.

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.

\*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 to schools regarding our responsibility, and within reason, follow what the physician may prescribe.

### **HEALTH EMERGENCY CARD INFORMATION**

An emergency information card must be on file for each family. When there is a change of address, phone number or a change in the child's medical history, the parent should inform the school office immediately so that the changes may be made on the information card.

### **HEALTH RECORDS**

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

### **MARYLAND STATE DEPARTMENT OF HEALTH AND MENTAL HEALTH HYGIENE REGULATION 10.02.20**

"No school principal or other person in charge of a school shall knowingly admit any pupil to or retain any pupil in a public or private Nursery, Kindergarten or Elementary School who has not had furnished evidence of primary immunizations against TETANUS, DIPHTHERIA, PERTUSSIS, POLIOMYELITIS, MEASLES (RUBEOLA) AND RUBELLA (GERMAN MEASLES) in a manner approved by the local Deputy State Health Office." 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.

**\*New Policy**

## **SOCIAL WORKER**

While a parent/guardian signed Permission Form for the Social Worker to meet with a student is necessary, in an emergency, or at the principal's or his/her designee's discretion, the social worker may meet with a student on a one time only basis without the parent/guardian signed permission.

## **VISION AND HEARING**

Vision and hearing screening tests are administered each year by the Public Health Department and volunteer helpers. Notice of students to be tested will be sent home before the testing date. If your child is not in a grade scheduled for testing, you may ask to have him/her referred for testing.

According to Montgomery County Health regulations, **NO SMOKING** is allowed in the school during school hours.

## **SAFETY POLICIES AND PROCEDURES**

\*We will follow Montgomery County's regulations regarding Code Orange and Biological Threats. To this end and in these cases, students and staff are aware of, and practice getting to the areas that have been determined by administration, staff and maintenance personnel to be the safest.

Students from Grades 6, 7 and 8 along with the staff are assigned to Safety Teams that secure the designated areas.

Except for using the computer room and the auditorium, we will continue our regular Tuesday schedule since this is the only full day without physical education classes.

Parents/guardians need to be aware of our procedures and their role in assuring that the procedures are carried out safely. In these cases of Code Orange or Biological Threats, we will lock down the school which means no one from the outside will be allowed to enter lest the safe areas become contaminated. Persons will only be allowed into the school via the kitchen back door. The kitchen will serve as a decontamination room and the auditorium will serve as a holding room. These persons will not be allowed to go to any other areas, however, for the same safety reason. Our Chief Maintenance Engineer, protected in a decontamination suit and using his cell phone, will act as our liaison between the outside and inside of the school.

Parents/guardians need to make sure that they have supplied their child(ren) with a large zip lock baggie with their child's name marked clearly on the front. In the baggie should be: one bottle of water, a sip-up drink, a power snack-not containing peanut butter because of allergies, and some wet ones. These baggies are kept in the classroom and along with the unused contents given back to the child at the end of the school year.

Communications with parents will be on as much a regular basis as possible by e-mail, TV and radio. When the all clear signal is received, we will unlock the school.

### **FIRE DRILLS**

Fire drills are practiced at least ten (10) times a year, at different times of the day and under various circumstances.

Everyone exits the building through the closest exit quickly and quietly, goes to the farthest part of the large playground that is fenced in, and lines up in single file. Students from Grade 8 are assigned to assist some of our smaller children in getting out quickly and safely.

Bathrooms and the Health Room are checked.

Teachers take roll which is verified by the administrative staff.

When all is clear, a signal is given that it is safe to go back into the building.

### **\*TORNADO/HURRICANE DRILL**

Tornado and hurricane drills are practiced. Students proceed to the areas in the halls and bathrooms that are away from windows. Students practice this drill by facing the wall in a crouched position with their hands over their heads to protect them. Students in Grade 6 have a buddy system with the Pre K students for this drill.

### **\*New Policy**

# **SCHOOL ADVISORY BOARD**

## **PURPOSE**

The purpose of the School Advisory Board is to provide advice and assistance to the school's Administrative Team, to aid in its mission on behalf of St. John the Evangelist School, to integrate Catholic philosophy and teaching with academic excellence. In performing its advisory function, the Board will respect the established policies and practices as set forth by the Archdiocesan Office of Education, the Pastor and School Principal.

## **MEMBERS OF THE SCHOOL ADVISORY BOARD**

### **Administrative Team**

Rev. Monsignor William English, Pastor  
Sister Kathleen Lannak, I.H.M., Principal

### **Members**

Kate Champion	Ann Suplee
Theresa Deere	Pete Caffes
Meg Lupin	Tom Rogers
Sister Daniel Mary	

### **Parish at Large Representatives**

Ann Morris	John Polletto	William Leahy
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### **Pastor's Advisory Council Representative**

Marian McClellan

The School Advisory Board holds its monthly meetings on the third Tuesday of the month. There are four standing committees:

Curriculum and Policy	Planning
Finance	Communication

An Open Policy meeting is held annually.

# HOME SCHOOL ASSOCIATION

The purpose of this Association is:

- To help parents and teachers acquire a profound appreciation for the ideals of Catholic education;
- To promote clearer understanding of the mutual educational responsibilities of parents and teachers;
- To encourage the home and the school to a greater degree of cooperation in discharging their responsibilities;
- To correct and improve the environmental conditions which influence children's behavior;
- To help parents reach agreement on the best solution of common problems of children's behavior.

## MEMBERS

President	Theresa Deere
Vice-President	Kathy Whalen
Recording Secretary / Treasurer	Marilyn Whitney
Corresponding Secretary	Christina Incognito

Home and School Association Meetings are held four times a year:

September, November, March, May

## **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, or national and ethnic origin, or marital status in the administration of personnel and hiring policies.