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Principal

Mrs. Karen Smith

Assistant Principal

Mr. Ryan Hellem

School Board Executive Committee

Chairman – Mr. Kenny Meek

1st Vice-Chairman – TBA

2nd Vice-Chairman – TBA

Treasurer – Mr. Tim Rice

Secretary – TBA

H.S.A. Officers

President – Mrs. Molly Gilbreth

Vice-President – Mrs. Marcie Sprankle

Vice-President – Mrs. Kelly Weiner

Secretary – Mrs. Cathy Hinesley

Treasurer – Mrs. Belen Evans

School Office

Jennifer Eash – Receptionist

Betty Whitney – Administrative Assistant

Jill Buls – Business Manager

Carmella Stadter – Office Assistant

Jen Soller – Office Assistant

Kathy Kinsey – Admissions

Sheila Evers – Marketing/Development

IT Coordinator – Mrs. Kim Hanner

School Counselor

TBA

School Health Office

Mrs. Lisa Kaempfer, RN

Cafeteria Manager

Mrs. Tanya Schwartzbeck

Facilities

Mr. Lonnie Burrier

Mr. Gary Price

Extended Care

Mrs. Judy Williams

H: 301 698-8153

Pre-K 3

Miss Jenna Layden

Mrs. Sharon Connell – Aide

Pre-K 4

Mrs. Jennifer Rooney

Mrs. Emma Ryan – Aide

Mrs. Michele Kavanagh

Mrs. Donna Szalc – Aide

Miss Sarah Hickman – Aide

Kindergarten

Mrs. Lisa Garbowski

Mrs. Teresa Crissman – Aide

Ms. Ellen Santucci

Mrs. Cathy Grimes – Aide

1st Grade

Miss Meghan Holtz

Mrs. Ronda Bond Aide

Miss Natalie Theis

Mrs. Tracie Sedlock – Aide

2nd Grade

Mrs. Laura Kidd

Ms. Mirna Garcia – Aide

Miss Alicia Jenkins

Mrs. Carol Keenan – Aide

3rd Grade

Mrs. Colleen Manchester

Mrs. Alyssa Eichelberger – Aide

Mrs. Cheryl Churilla

Mrs. Sharon Weddle – Aide

4th Grade

Ms. Geri Gramil

Mrs. Kathy Calis (Shields)

Mrs. Sue Murr – Aide

5th Grade

Ms. Jill Lagana – 5th grade Language Arts & Religion

Mrs. Karen Roskowinski – 5th & 6th grade Science; 7th Grade Math, 6th Grade Religion

Mrs. Cindy Kiley – Aide

6th Grade

Mr. Vincent Rapposelli -6th & 7th Grade Language Arts

Mrs. Andrea Sommers – 5th & 6th grade Social Studies, 6th Grade Language Arts

Mrs. Judy Williams – Aide

7th Grade

Mr. Jim Nachtgall

6th, 7th, and 8th Grade Religion

Miss Alexandra Kuszniir – 6th, 7th, and 8th Grade Math

TBA – 5th, 7th, & 8th Grader Math

Mrs. Joy Afafe – Aide

8th Grade

Mrs. Amanda Cody – 7th & 8th grade Language Arts

Mrs. Julie Pessagno – 6th, 7th, & 8th Grade Social Studies

Mrs. Cindy Crow – Aide

Mrs. Susan Lakomy – 6th, 7th, & 8th Grade Science

PRIDE Program

Miss Julie Davis – Teacher, Grades 3-8

Mrs. Christine Cheli – Aide

Specialists

Mrs. Judy Ballenger – Art, FLEX, Quest

Mrs. Carrie Michaels – Technology, Quest

Mrs. Peggy Frazier – Music

Mrs. Jennifer Workman - PE

Mrs. Karen Gawinske – Media Center

Ms. Rebeca Ruiz – Spanish

Mrs. Denise Price – Makerspace & VIRTUS

Band

Miss Jackie Truitt



Dear Parents,

We hope that this Parent/Student handbook will serve as a guide for you and your student of our school policies and expectations during the school year.

Please remember that we are partners in education and that we need your support at home to help make this a great school year for your student.

We look forward to a wonderful year ahead!

Sincerely,

Mrs. Karen Smith

School Principal

Partnering with Parents

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your child
2. to understand and support the religious nature of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person (s) most directly involved prior to taking additional action
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many persons do not have

So, welcome to our Catholic school. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, "Suffer the children to come unto me" will bless the efforts in His name.



St. John Regional Catholic School is a co-ed elementary school for grades PK3 to Grade 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Requests for reasonable accommodations for a student with a disability may be directed to the school principal or Director of Enrollment. Religion is required for each year a student attends St. John Regional Catholic School. All students enrolled in St. John Regional Catholic School must attend religion classes and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

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

The policies formulated in the Handbook for Parents/Students should assist us in working together to achieve our objectives. Parents and students are responsible for maintaining awareness of policies and regulations as stated within this Handbook.

ADMINISTRATION

Mission Statement

The mission of St. John Regional Catholic School is to provide a Christ-centered environment and an exemplary education to each and every student within the framework of the Gospel and the traditions of the Catholic Church. The goal of our faith community is to develop future leadership for the 21st century through academic excellence, service to others, and a firm foundation of Christian virtues.

Belief Statements

1. Our Catholic identity is realized through a Christ-centered environment where we foster the growth and knowledge of our entire school community within the framework of the Gospel and the traditions of the Catholic Church.
2. Every student in our school is a child of God, a valued member of our community, with unique spiritual, physical, social, emotional, intellectual, and creative abilities and needs.
3. St. John Regional Catholic School ensures effective education through partnerships consisting of positive relationships and mutual respect among our parents, students, teachers, staff, and regional parishes and pastors.
4. Instruction and assessment must provide for the diverse needs and abilities of all students.
5. It is imperative that we continue to offer an exemplary education to our students. For this to occur, faculty and staff will work, learn, and grow together as a professional learning community.

Vision Statement

Rooted in the traditions of the Catholic faith, the vision of St. John Regional Catholic School is to be the school of choice in Frederick County and the surrounding area, through inspirational teaching, an innovative instructional program, and actively engaged students developing a love of learning.

STEM Mission Statement

We are pleased that SJRCS has been chosen as a STEM school by the Archdiocese of Baltimore Department of Catholic Schools. In 2018, we also received a STEM Endorsement from Notre Dame University of Maryland.

The mission of the SJRCS STEM program is to prepare and inspire all of our students to become critical thinkers through the use of problem-solving and project-based learning in order to develop students with confidence and aspirations in the areas of Science, Technology, Engineering, and Mathematics.



History of Our School

In 1822, a Jesuit priest, Father John McElroy, came to Frederick and served as pastor of St. John the Evangelist Church until 1845. In 1829, Father McElroy established St. John's Literary Institution for boys located on East Second Street in downtown Frederick. Father McElroy was also responsible for building the present St. John's Church next door, which was completed and consecrated in 1837. After he left Frederick, Father McElroy went on to found Boston College and was elected its first president in 1863. Catholic education for boys continued at St. John's Literary Institution by the Jesuits until 1902 when they left and the school and church property was turned over to diocesan priests from Baltimore.

In 1915, Father William Kane, the first diocesan pastor, persuaded the School Sisters of Notre Dame to staff the school. Eventually the original school building was torn down and a new building was built in 1925 to accommodate the school population which now enrolled girls. This building housed both elementary and high school students until 1958 when, due to crowded conditions, the high school moved to a historic mansion, called Prospect Hall.

In 1991, the elementary school was officially designated as a regional school to serve the educational needs of the Catholic parishes in Frederick. The School Sisters of Notre Dame continued teaching at St. John's on East Second Street until 1995.

Catholic education in Frederick began and continues today because of the ideals and dedication of strong individuals with a vision. St. John's has meant Catholic education for thousands of Frederick County residents for 180 years.

In 2005, SJRCS moved to our new school located at 8414 Opossumtown Pike in Frederick. Our school building is currently shared with the parish of St. Katharine Drexel.

National U.S. Department of Education Blue Ribbon Award

On September 15, 2009, the United States Secretary of Education, Arne Duncan, recognized St. John Regional Catholic School as a National Blue Ribbon School of Excellence. SJRCS received this designation for a second time in September, 2017.

The Blue Ribbon School Program honors public and private elementary, middle, and high schools that are either academically superior or that demonstrate dramatic gains in student achievement.

In order to qualify for the program, schools must meet one of two assessment criteria. National Blue Ribbon Schools recognizes schools having forty percent of their students from disadvantaged backgrounds that have dramatically improved student performance in accordance with assessment systems, and it rewards schools having scored in the top ten percent on assessments. St. John Regional Catholic School's eligibility was earned by achieving the assessment scores in the top fifteen percent of the nation.



Our school received a plaque and flag at an awards ceremony in Washington, D.C. Honored schools serve as models of excellence for other schools throughout the nation.

Maryland Certified Green School

In May, 2014, St. John Regional Catholic School was certified as a Maryland Green School. The Maryland Green School program was developed by a diverse team of educators representing the Maryland Association for Environmental and Outdoor Education (MAEOE), Office of the Governor, the Maryland Association of Student Councils, Maryland Department of Education, Department of Natural Resources and Maryland Department of the Environment. The program is administered through the Maryland Association for Environmental and Outdoor Education. In May, 2018, we were recertified as a Maryland Green School.

The Maryland Green Schools Award Program recognizes Maryland schools that include environmental education in the curricula, model best management practices at the school and address community environmental issues.



Accreditation

St. John Regional Catholic School is accredited by AdvancED. AdvancED was created through a 2006 merger of the Pre-K-12 divisions of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)—and expanded through the addition of the Northwest Accreditation Commission (NWAC) in 2011.

This tells the community our school has demonstrated to evaluators of the Accreditation Committee that St. John Regional Catholic School is effectively advancing the quality of educational experiences it offers its students and meets the responsibilities to the public and to the profession of education. Member schools have made a public commitment to upholding standards of educational quality and to continuous improvement designed to increase student performance.



PBIS

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-Bullying program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

As of the 2018-2019 school year, St. John Regional Catholic Schools holds GOLD recognition from the Maryland PBIS program for the second year in a row.

The motto for the SJRCS PBIS program is:

C ourageous
R esponsible
U nselfish
✠ Christlike

School Theme

This year, all schools in the Archdiocese of Baltimore will be following a theme for the year based on Isaiah 43:1, I have Called You by Name. A Year to Lead.

School Organizations

St. John Regional Catholic School Board

St. John Regional Catholic School is a regional school that represents the Catholic parishes of Frederick County. School board members come from all of the regional parishes, along with several of our regional pastors. The school is governed by a deliberative school board that is responsible for overseeing the finances and facilities of our school. The SJRCS School Board is not responsible for curriculum or personnel.

St. John Regional Catholic School is an Archdiocesan Collaborative School (ACS). An Archdiocesan Collaborative School utilizes a shared governance model that fosters unity through the collaboration of stakeholders in support of Catholic schools. The model allows decisions regarding day-to-day school operations to be made at the local level, while individual schools and school administrators are supported centrally in areas such as academics, financing, fundraising/development and marketing resources.

Home School Association (H.S.A.)

The welfare of the children attending St. John Regional Catholic School and the promotion of a close relationship between parents and teachers working together to give a total Catholic/Christian education to each child are the objectives of the H.S.A. St. John's H.S.A. endeavors to provide opportunities at its regular meetings for enriching parents about the school and to create opportunities for exchange of ideas regarding school programs.

The H.S.A. further supports the school by planning and conducting events to raise funds for school-related projects and by encouraging parents to voluntarily assist the school in a variety of capacities. The H.S.A. sponsors many activities through the year including academic/cultural events for the students. H.S.A. dues are \$30 per family. All families are encouraged to join and support the efforts of the H.S.A., and to attend meetings, events, and fundraisers sponsored by the SJRCS Home and School Association. The meetings and events (posted on our website) are a wonderful way for families to get to know each other as well as to promote good will and camaraderie among the school staff, administration, and families.

H.S.A. Fundraisers

Annual Scholastic Book Fair

Secret Santa Shop

H.S.A. Special Events

Children's Bingo

Halloween Event

Father/Daughter Dance

Breakfast with St. Nicholas

Catholic Schools Week Activities

Mother/Son Event

Annual School Sponsored Events

Grandparents' Day
iRun 4 Technology (biannually)
Annual Gala and Auction

Monsignor Echle Golf Tournament
Volunteer Luncheon
Annual Spring Fair

STEM Fair
Fine Arts Evening

Homeroom Parents

The volunteer coordinator for the H.S.A. will be responsible for assigning Classroom Parents for each homeroom. Classroom celebrations are the responsibility of the classroom parents in conjunction with the homeroom teachers. Classroom Parents will be responsible for providing sign-up sheets for parents to send in party supplies for each party. Classroom Parents are also responsible for running all parties unless additional help is needed.

Any parent who is invited to assist or attend a classroom party MUST be VIRTUS certified.

Classroom Parents are NOT responsible for planning classroom collections for homeroom teachers. In fact, this is discouraged, due to implications for keeping the necessary records for our financial audits.

General Regulations

All disciplinary regulations have been made in order to protect the rights of students and teachers and the reputation of the school and its property. The rules contained in this handbook will insure harmony and good order without which there can be no effective teaching or learning. These rules apply to any student: 1) who is on school property; 2) who is in attendance at school; 3) who is at any school sponsored activity; 4) whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the school.

The Principal reserves the right to institute any rule or policy at any time without amending the handbook in order to ensure the safety of the children, advance the academic mission of the school, or strengthen the children's religious formation.

Students should not arrive before 7:45 a.m. or remain after 3:00 p.m. There is no staffing before or after these times of day unless it is a special event. The school is not responsible for supervision of students before or after the times stated above, and the school is not liable for any injuries or accidents which may occur during unsupervised times. This is required by insurance coverage and is done for the safety of the children. Parents are advised, therefore, to follow the times as stated above.

Care of School Property: Students are expected to take proper care of all school texts and material. School textbooks are to be covered at all times. Students must carry their books in a lightweight book bag. **No rolling book bags, please!** If there is a medical reason that necessitates your child using a rolling backpack, a medical note from a doctor must be presented to the school nurse.

Loss of, or damage to, any school text or library book will be subject to replacement or a fine covering the cost of the book. Any fines that are owed must be paid in full prior to release of report cards, etc., at the end of the school year.

School furniture, equipment, and property are to be cared for responsibly and any damage or defacement will be penalized in addition to disciplinary action. Parents/ Guardians will be expected to assume the cost of necessary repairs or replacement. Potentially harmful and dangerous items will not be permitted on the premises at any time or at any school-related function. Possession of such an item may result in immediate suspension or expulsion.

ACADEMIC POLICIES

Academic Dishonesty

SJRCS will not excuse a lack of awareness or understanding of what constitutes academic dishonesty. The SJRCS school community expects a commitment of academic integrity from all students. Students should produce and submit their own work and refuse to allow or ignore when they are aware that others do not produce and submit their own work. Academic dishonesty includes but is not limited to:

- Plagiarism: Failure to acknowledge ideas, phrases, data, music, or images used in any paper, examination, quiz, report, presentation, exercise or project submitted in a course but gained from another person.
 - Misrepresentation or falsification of data in any coursework.
 - Cooperative or collaborative effort in coursework without the explicit permission of the instructor. Assume collaboration and/or cooperation are not permitted unless you are expressly informed that they are. This is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom.
 - Discussing test questions or answers with someone who has yet to take the test
 - Using unauthorized aides such as notes or a “cheat sheet” on a test or quiz
-
- Cheating on examinations or tests: to give or receive assistance from written material, another person, his or her paper, or any other source, including electronic sources, or to attempt to do so, during an examination or test. The only exceptions will be at the explicit instruction of the teacher of the course.
 - The submission of work as one's own that has been prepared by another person.
 - Stealing, altering, redirecting, or otherwise tampering with the form or content of digital media created or presented by another

person without explicit permission of that person.

- Forgery or falsification of academic documents
- Copying another student's work or allowing another student to copy your work

If a Middle School student is believed to have cheated or plagiarized, the student will be asked about the assignment in question. If a teacher is dissatisfied with the response the matter should be referred to the Assistant Principal. If academic dishonesty is determined, a zero will be given on the assignment and the student will receive a detention.

Accommodations for Students

St. John Regional Catholic School believes that all people are created in the image and likeness of God. Therefore, we welcome parents of students with disabilities, whether they may be academic or physical in nature, to engage in dialogue with the school administration as to what your child's needs might be. SJRCS will attempt to provide the modification of services that are recommended, dependent upon our personnel and facility restrictions.

SJRCS attempts to meet the educational needs of all students. If a student appears to have special educational needs, the parent is strongly encouraged to have professional educational assessments completed and to supply the documents to the administration of SJRCS. SJRCS will attempt to provide the modification of services that are recommended, dependent upon our personnel and facility restrictions.

Guidelines for Documentation of Learning Needs:

At the time of application, the following information is required in addition to the regular application requirements:

- State the specific disability as diagnosed, using the most recent DSM classification.
- Current educational and cognitive testing with clinical diagnosis dated within the last two years
- Provide a complete educational, developmental, and relevant medical history.
- Describe the comprehensive testing and techniques used to arrive at the diagnosis.
- Provide the professional credentials of the evaluator(s).
- Describe the functional limitations supported by the test results and how these limitations affect learning and testing.
- Describe the specific accommodations recommended.
- Copy of grades for the past two years
- Most recent IEP (if applicable)
- Standardized test scores
- Letter of Recommendation from current teacher and/or principal

The admissions process also includes an interview and a shadow visit.

New students applying to the school must also take an admissions test. Accommodations for the admissions test will be provided as needed.

If an evaluation plan is developed and the test results determine that there is a need for implementation of a Student Service Plan or a 504 plan, St. John Regional Catholic School administrators and school counselor will consult with the parents to determine the most appropriate academic placement for their child.

Throughout the process to determine if a child is eligible for special education services, every effort will be made by St. John Regional Catholic School staff to complete the required paperwork, to attend Child Find meetings, and to support the parents. A school administrator or school counselor is responsible for the Child Find process at St. John Regional Catholic School. In order to facilitate this process, parents should inform the school administration prior to initializing the Child Find process on their own. The administration is responsible for making sure the student accommodations agreed upon in a Student Service Plan meeting with the parent/guardian are implemented by the teachers.

If accommodations are required due to a medically-treated issue [e.g. injury, vision impairment, deafness, paralysis, ADD or ADHD (treated with prescriptions), a psychological condition or a physical disability], a letter from a medical doctor must be submitted.

Students who are provided Accommodation plans or 504 Plans in order to assist with their educational success, will have that designated on their progress reports as “Receives Accommodations.”

Individualized Education Policy

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

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

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

Admission to the PRIDE Program

While the PRIDE program was new at SJRCS for the 2013-2014 school year, it has been in existence in the diocese for twenty years. It is an innovative program designed to meet the needs of students who learn differently. Students in the PRIDE program are of average to above average intelligence with mild to moderate learning disabilities.

Students in the PRIDE program receive small group instruction for math and language arts but remain with their grade level peers for the rest of the day.

At the time of application, the following information is required in addition to the regular application requirements:

- Current educational and cognitive testing with clinical diagnosis dated within the last two years.
- Copy of grades for the past two years
- Most recent IEP (if applicable)
- Standardized test scores
- Letter of recommendation from current teacher and/or principal

The admissions process for this program also includes an interview and shadow visit.

New students applying for this program must also take the admissions test. Final determination for acceptance into the program is made by the Principal in consultation with the school counselor.

There is an additional fee for the PRIDE program that is added to the standard tuition cost.

Students who are part of the PRIDE program, will have “PRIDE PROGRAM, Modified Curriculum” stamped on their progress reports

Curriculum and Instruction

The curriculum followed at St. John Regional Catholic School is the Course of Study prescribed by the Division of Catholic Schools of the Archdiocese of Baltimore. Textbooks are regularly reviewed and are updated on a five-year replacement cycle. Religion, Language Arts, Mathematics, Social Studies, and Science are taught every day. The length of time varies according to the subject and grade level. Art, Computer, Library, Music, FLEX (Foreign Language Experience), and Physical Education classes are offered. Accelerated Math 7 and Algebra I are offered to students in grades 7 & 8 respectively who meet the requirements.

Students in grades one to eight follow a schedule which allows sufficient flexibility during the school day and accentuates the professional strengths of the teacher.

Religion

In an effort to live out the philosophy of our school, great emphasis is placed on both the formal and informal aspects of the religious education program. All students are expected to participate in religion classes and related activities, including prayer and liturgical celebrations, and must successfully complete their courses in religious instruction.

All students, whether they are Catholic or not, will attend religion classes and participate in the religious activities of the school in the Catholic faith. The Sacrament of Eucharist will not be administered to non-Catholic students. The non-Catholic student may receive a blessing during the Sacrament of Eucharist.

All students in grades 5 and 8 are administered the ACRE Test to assess the students' knowledge of faith and their relationships with God, Church, family, and friends.

Family Life

Students will receive a program in family life as part of their religion studies. The planned curriculum covers all dimensions of the topic: moral, spiritual, psychological, emotional, and physiological. Sexuality education is given with reverence and respect and in the context of religious values. The role of parents in this area is carefully recognized. They are notified each year before the start of the program and have an opportunity to preview the text.

Mathematics

All sixth grade students are enrolled in Math 6, and use the Glencoe Course I textbook. At the end of sixth grade, a variety of assessments are used to determine class placement for the seventh grade year in math. Criteria used includes: timed facts test, year-end average, cumulative test, Orleans-Hanna Test for Algebra Prognosis. Parents will receive a letter letting them know which math track their student has qualified for.

Seventh grade students will be enrolled in either Math 7, Course II or Accelerated Math 7. In eighth grade, students who took Math 7, Course II in seventh grade will be enrolled in Introduction to Algebra and Geometry. Students who successfully complete Accelerated Math 7 will be enrolled in Algebra I. Eighth grade students who successfully complete Algebra I with an average of B or better during each trimester and a B on the final exam, can request high school credit for the course if they attend an FCPS high school for ninth grade.

FLEX (Foreign Language Experience)

Students in grades 5-8 will participate in a foreign language program. Students in Grades 5 and 6 will study Greek and Latin root words. Introducing students to Latin and Greek is important not so much so that they can learn the Latin and Greek as a spoken language, but so they can learn more about English since English literally has its roots in Latin and Greek. Over 60 percent of English words have Latin or Greek root words. In the realm of science and technology, that number increases to 90%!

Students in Grades 7 and 8 will study Spanish. This program will be provided by the Language Project. The Language Project prepares students with their innovative play-based methodology, creating a relaxed and fun environment where students acquire a new language in an easy and fun way: through games, songs and stories, as well as individual and collective activities.

Physical Education Program

Students present in school are to participate in all physical education classes unless a medical excuse from a doctor is submitted to the teacher. Students must also wear the approved physical education uniform. Any student who is present in school but does not participate, or who does not have a complete gym uniform will be marked as an unexcused absence from the class. Excessive absences throughout the year could result in a poor grade.

Graduation

All 8th grade students who have successfully completed the Archdiocesan course of study participate in graduation. This includes a Baccalaureate Mass followed by the graduation ceremony. A student in the 8th grade who earns an E in any of the Core Subjects during the first trimester will be subject to an academic review conference with the administration. The Core Subjects are math, language arts, science, social studies, and religion. The determination to have the student transfer to another school is a possible outcome of that conference.

Any 8th grader with a final average of E in math, language arts, science, social studies, or religion will not graduate with the class and may not repeat 8th grade at SJRCS. Students who have a final average of an E cannot attend the retreat, Hershey Park trip, Baccalaureate Mass, or graduation celebration.

Students wear caps and gowns for graduation. In January, eighth grade parents will receive a letter regarding the purchase of caps and gowns and tassels. All eighth graders will be assessed a graduation fee that includes a yearbook and class DVD. This will be added to their FACTS accounts on February 15th.

During graduation, awards are presented in each of the subject areas. A Class Valedictorian and Salutatorian are named based on the combined grade point average for grades 7 and 8. Qualified 8th grade students are eligible for consideration for the following end-of-year awards:

Presidential Award for Educational Excellence

The purpose of this award is to recognize and reward educational excellence. It is required that the student be in the 90th percentile or above in the standardized testing areas of Math or Reading. A student must also achieve an A average for all major subjects in 7th and 8th grades. Conduct and Effort grades must be “Satisfactory” for each academic and special area subject. The number and reason for missed attendance and tardy arrivals will also be considered.

Presidential Award for Educational Achievement

The purpose of this award is to recognize students who are making an outstanding effort to learn and improve in their academic subjects. These students must maintain a “B” or higher in each academic subject while in the 8th grade. They must earn an “S” or higher in Conduct and Effort for each academic and special area subject. The student’s attendance and punctuality are considered. This award can also recognize achievement in the arts such as music or theater.

If all financial obligations have not been met, eighth grade students will not be permitted to:

- Participate in the activities planned for the graduating class
- Attend the eighth grade field trip
- Attend the graduation ceremony as a guest or graduate
- Academic records will not be forwarded to the student’s high school.

High School Visitation Policy

Students in the eighth grade are allowed three days (marked as excused absences) to visit the high schools they are interested in attending. A note from a parent or guardian needs to be given to the homeroom teacher at least a day before the scheduled visit and the school office should be called on the day of the absence. It is the responsibility of the student to obtain any missed assignments and complete them within a reasonable amount of time. Your child’s teacher(s) should be consulted for that time frame.

Homework

Home study is a MUST. It is an outgrowth of class work that is assigned as reinforcement or extension of what has already been taught in class. Students are expected to complete all assigned homework on time and in a careful manner.

Students at all grade levels are expected to complete homework assignments. Assignments missed because of excused absences must be completed in the same amount of days that the student was absent.

Students who do not turn in missed assignments within a reasonable amount of time after the due date will receive a zero for the missed assignment. This will affect a child’s grades. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions to remedy the situation.

If home assignments cannot be completed because of home conditions, e.g., sickness in the family, death of a relative, etc., students may be permitted to defer doing the assigned work. A written explanation should be provided to the teacher in order to obtain this permission. At all grade levels, homework may be included in determining the subject area grade on the progress report. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions to remedy the situation.

Suggested time allotments for homework per day range from 30 minutes at the primary level to 2 hours in the middle school. This

allotment includes time for written work, study, review work and long-range projects or papers.

Parents/guardians are expected to see that children fulfill their homework responsibilities. They support the teachers and fulfill their supervisory responsibilities by attending to the following:

- reviewing the assigned work with the child
- providing a quiet, well-equipped study place
- providing the time required for completion
- providing assistance to the child as needed
- emphasizing with the child the need for study
- assuring the return of the homework to school
- helping their child plan their time as to complete long-term assignments by the due date

Each teacher updates homework on a daily or weekly basis using Google Classroom.

Internet Safety Policy

Technology Mission Statement

St. John Regional Catholic School (SJRCs) is committed to preparing students to be literate, responsible citizens in a technological society. The integration of technology within the classroom allows students to learn in a connected, online environment to become effective users and communicators of information in order to function as productive citizens of the twenty first century.

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

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

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

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

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

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

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

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

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

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

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

Parents are responsible for:

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

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

Web-based Services

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

Members of the SJRCS community will abide by all rules stated in the Parent/Student Handbook and the Archdiocese of Baltimore /SJRCS Internet Safety Policy. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges regardless of the success or failure of the attempt. In addition, school disciplinary actions, and/or appropriate legal action may be taken and the decision of SJRCS regarding inappropriate use of the technology or telecommunication resources is final.

SPECIFIC USE POLICY: St. John Regional Catholic School Computers

1. General settings on the computer must remain the same. Do not change backgrounds, move icons, change the names of the icons, delete icons or mute the sound.
2. You may only access your own folder. The teacher may at any time open any student's folder.
3. Before printing, you must preview and look for the "extra page." You must also have teacher permission to print.
4. Always use file/print to print a document so you will know where you are printing. Clicking the printer icon will not allow you to choose a printer. Always know which printer you are using.
5. We never print web pages to "read later" and "take notes from." We waste too much paper doing this. Learn to take notes.
6. Never download anything to a computer at SJRCS.
7. READ all message boxes while on the Internet. Never randomly click yes/no/download, etc. Pay attention and know what you're clicking. When in doubt, always ask an adult.
8. Permission will never be given to open personal email accounts on school computers: yahoo mail, g-mail, hotmail, etc.
9. The computers at SJRCS are for Educational purposes only. Games will never be accessed on school computers unless they are for Educational purposes. When in doubt, ask an adult. If an activity does not relate to the curriculum, you may not open it. When in doubt, ask an adult. Again, when in doubt, ask!
10. Chat rooms, blogs, and social networking sites are forbidden on school computers. (Examples of, but not limited to.... You Tube®, Facebook®, Instagram, and Twitter, etc.).
11. No information should be uploaded, added, or deleted to a teacher website unless a teacher specifically grants permission for you to do so. All responses or uploaded information should be appropriate.

Blogs

Engagement in online blogs/social networks such as, but not limited to, Twitter, Instagram, Facebook®, etc., will result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, or other students.

Chromebook 1:1 Computing Initiative

SJRCS is pleased to be able to offer our 7th & 8th grade students a 1:1 computing opportunity using Chromebooks purchased with funds from the iRun for Technology; as well as, parent donations and fundraising. At the beginning of the school year, a mandatory parent meeting will be held to explain the objectives of the program and expectations for student use of the electronic device here at school.

A copy of the Chromebook agreement that all parents and students must sign prior to being issued a Chromebook is available on the

SJRCS website.

All students at SJRCS have the opportunity to work with iPads and/or during the school day. Whenever students are using iPads, the usual policies for Acceptable Use are in effect.

Laser Pointers or Similar Devices

Students are not permitted to bring laser pointers into the school building. Laser pointers are prohibited and will be confiscated if brought onto school premises. The student will receive an automatic detention for this offense. Parents or guardians may retrieve the laser pointer from the school administrator.

Make-Up Work for Absent Students

When a student is absent from school, make-up work may be obtained from the homeroom and subject area teachers by calling the office by 9:00 a.m. and requesting that either it be sent home with a friend, or be made available for pickup by a family member. Homework requests can also be made electronically using the Parent Portal.

Make-up work can also be obtained when the student returns to school. Having a homework "buddy" helps the child who is absent keep up with missed work. It is the responsibility of the child to obtain, complete, and submit missed work. Teachers will not supply work prior to an absence.

Missed Work for Middle School Students

Assignments that are not turned in by the due date will receive a 5% grade reduction per day for up to two weeks. After two weeks, the student will no longer be able to turn in the assignment for credit, and a zero will be given for that assignment.

Parent-Teacher Conferences

Formal conferences are held midway through the first trimester after parents have received interim reports. Parents are requested not to use this time for family vacations since teachers are readily available on the two days set aside for this purpose each October. We cannot guarantee a conference for those parents who schedule a vacation at this time. Parents of students who have D's or E's in a major subject are required to schedule a conference with their child's teacher.

Sign-ups are done on-line using the Pick-a-Time Internet based program. Directions for accessing the website will be provided to parents a few weeks prior to conferences. Parents in the lower grades usually meet with their child's homeroom teacher. Parents of students in grades 5-8 are allowed to schedule up to 3 conferences. Sign-ups are done on a "First-Come, First-Served" basis.

Of course, parents are encouraged to schedule a conference with teachers throughout the year whenever they have a concern about their child's progress.

PowerSchool

PowerSchool is the Archdiocesan choice for tracking student information. It is an Internet-based student information system (SIS) and tracks a wealth of student information, including grades, attendance records, school schedules, class schedules, lunch balances and conduct. School administrators and teachers enter this data into PowerSchool where it is stored. The entire system can be accessed by those who are authorized anywhere at any time in the world through an Internet browser.

Parent Access to PowerSchool: <https://archbalt.powerschool.com>

The purpose of Parent Access to PowerSchool is to provide an additional means of communication about students' academic performance to parents/guardians in grades 3-8. It is not intended to replace other forms of communication or official student records.

Archdiocesan directives regarding who will be granted access to PowerSchool are as follows:

1. All parents/guardians who complete the online training that is accessible through the Parent Portal. Once you have completed the online training, print out the disclaimer form, sign, and return to the front office. You will then be assigned a username and password for PowerSchool access.
2. All parents/guardians who are current with tuition and other fees owed to the school.
3. Note: The technology provided by PowerSchool allows only one username and password to be assigned per student. Parents who are separated or divorced will each be issued a copy of this username and password individually once they have completed the online training.

Disclaimer: Parent access to PowerSchool is provided as a convenience. Grades and other information provided by this system are not official records and may or may not be accurate. Neither the school, the Archdiocese of Baltimore, nor Pearson Education accepts any responsibility for information provided by this system and/or any damages resulting from information provided by this system. To obtain official grades and student records, or to request correction of information on the system, please contact the school.

Pre-K 3 Program

The Pre-K 3 program serves as an introduction to school experience for students who turn three years of age by September 1st of the year the student wishes to start school.

Parents are discouraged from dropping off Pre-Kindergarten students prior to 8:00. They are to be dropped off at the entrance to the primary wing area.

During the Second Trimester, parents will be invited to come in to the Pre-K classes to observe. At the end of the second trimester, parents are invited to schedule an end of the year conference with their child's teacher by indicating the desire for a conference on the report card envelope. Your child's teacher will contact you to schedule an appointment.

The Pre-K 3 program uses the Our Sunday Visitor religion series, *Allelu*, and the *Investigator's Club* Just for Threes as their basic

curriculum. This full-year curriculum helps three-year-old children develop important readiness skills in ten critical learning domains while nurturing the child and encouraging cognitive, physical, and emotional growth. Play with a Purpose!

Students in the Pre-K 3 program will receive progress reports on a trimester basis. They will also receive interim reports halfway through the trimester.

Pre-K 4 Program

Parents are discouraged from dropping off Pre-Kindergarten students prior to 8:00. They are to be dropped off at the entrance to the primary wing area.

During the Second Trimester, parents will be invited to come in to the Pre-K classes to observe. At the end of the second trimester, parents are invited to schedule an end of the year conference with their child's teacher by indicating the desire for a conference on the report card envelope. Your child's teacher will contact you to schedule an appointment.

To supplement their religion program, Pre-K students participate in age-appropriate activities in the St. Katharine Drexel chapel with one of the parish deacons.

Splash into Pre-K is the curriculum used in the Pre-K 4 program. It is a multi-disciplinary curriculum that includes phonics, math, science, and social studies. They use the Our Sunday Visitor *Allelu* program for Religion. Students also receive instruction in music and PE and visit the library on a regular basis.

Students in the Pre-K 4 program will receive progress reports on a trimester basis. They will also receive interim reports halfway through the trimester.

Progress Reports

Progress Reports will be issued to the students three times a year. In order for a student to receive his/her progress report at the end of each trimester, all financial obligations to the school must be paid in full.

Students must return their signed envelope within a week after they are distributed. St. John Regional Catholic School uses the standard progress report of the Archdiocese of Baltimore which uses the academic achievement, conduct, and effort codes listed below:

Progress Codes: The following codes will be used to indicate student progress to meeting standards:

I = Independent/Proficient

- The student understands concept/skills and works with little or no reinforcement or assistance
- The student shows the ability to apply the knowledge or perform skill accurately without instructional support. Student is able to do more challenging work
- Always applies skills or processes with ease and confidence in completing grade level and above academic performance tasks
- Always demonstrates a thorough understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Always uses knowledge to skillfully communicate complicated ideas and concepts within the content area
- Always completes and turns in accurate class work and homework

V = Very Good Progress

- Consistently applies skills or processes with ease and confidence in completing grade level appropriate academic performance tasks
- Consistently demonstrates an above average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Consistently demonstrates the ability to use knowledge to effectively communicate difficult ideas and concepts within the content area
- Consistently completes and turns in above average class work and homework

P = Progressing

- The student's understanding of concepts/skills are developing and are in need of occasional reinforcement and assistance
- The student is retaining material and shows the ability to apply the knowledge or skill with little instructional support

S = Satisfactory

- Demonstrates average application of skills or processes required to complete grade level academic performance tasks
- Demonstrates average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates average knowledge of important information
- Demonstrates average ability to use required knowledge to communicate ideas
- Completes and turns in average class work and homework

N= Needs Improvement

- Makes many errors when applying skills or processes required to complete grade level academic performance tasks
- Demonstrates an incomplete understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester

- Demonstrates an incomplete knowledge of important information
- Unable to use acquired knowledge to correctly communicate important ideas
- Performance is markedly below grade level
- Class work and homework fail to meet teacher criteria

U = Unsatisfactory/Not Progressing

- Unable to perform any understanding of skills or processes required to complete grade level academic performance tasks
- Demonstrates no understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught during this trimester
- Demonstrates no knowledge of important information
- Unable to use acquired knowledge to correctly communicate ideas
- Class work and homework fail to meet teacher criteria

Academic Grades

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

Grades K-8

Effort and Conduct Codes are earned in effort, conduct, and unstructured time.

Effort Codes:

O= Outstanding

- Immense amount of effort put forth
- Highest level of class participation
- Class work/project/assignment criteria meets highest standards

V = Very Good Progress

- Admirable amount of effort put forth
- Above average level of class participation
- Class work/project/assignment criteria meet above average standards

S=Satisfactory

- Adequate amount of effort put forth
- Adequate level of class participation
- Class work/project/assignment criteria meets standards

N=Improvement Needed

- Below average amount of effort put forth
- Below average level of class participation- almost always called on, rarely volunteers
- Class work/project/assignment criteria sometimes meets standards/not all criteria met

U=Unsatisfactory

- Little or no effort put forth
- Little to no class participation- always called on, never volunteers
- Classwork/project/assignment criteria rarely meet standards/criteria barely met

Conduct Codes:

Outstanding

- Demonstrates highest level of self-control
- Follows classroom rules
- Makes good choices
- Role model to other students

Very Good Progress

- Demonstrates self-control, rarely needs reminders
- Follows classroom rules, rarely needs reminders
- Makes good choices, rarely needs redirection

Satisfactory

- Demonstrates self-control, sometimes needs reminders
- Follows classroom rules, sometimes needs reminders
- Makes good choices, sometimes needs redirection

Needs Improvement

- Has trouble demonstrating self-control, needs reminders
- Has trouble following classroom rules, need reminders
- Sometimes has trouble making good choices, needs redirection

Unsatisfactory

- Has difficulty demonstrating self-control, needs constant reminders
- Has difficulty following classroom rules, needs constant reminders
- Has difficulty making good choices, needs constant redirection

Progress Reports are distributed at the end of each trimester (please refer to the school calendar). Grades are based on actual achievement of the student according to his/her grade level of instruction. These grades are based on the student's daily performance, homework assignments, weekly tests, unit tests, projects and papers.

Cheating on any quiz, test, or examination will result in a zero for the student. This zero grade will be averaged in with the other grades and could cause a failure in that subject area. Students who are guilty of cheating will receive an automatic detention.

Parents who note a decline in any of the grades on these reports should contact the teacher as soon as possible. Parents are asked to take an avid interest in test papers that they are asked to sign, in homework given, and to note a child's progress. It is expected that parents will meet with the teacher at the midpoint of the first marking period and any time deemed necessary thereafter. It is only through such meetings that we really work best for the child's growth.

Parents will be contacted by the teacher by mid trimester for students, who are failing, are in danger of failing the trimester, or who have had a significant change in their academic status. In many cases, a conference will be requested and scheduled to help identify the support the student needs to meet with success. After this communication from the school, it is the responsibility of the parent/guardian to check with the teacher on their child's progress.

Honor Roll

Requirements for inclusion on the Honor Roll are defined by the Department of Catholic Schools of the Archdiocese of Baltimore. Students in grades six through eight are eligible for the Honor Roll. Students in Grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on the Honor Roll based on the following criteria:

Principal's List Honor Roll – All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

Second Honors – All A's and B's (more A's than B's) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

Interim Reports

Interim reports are available halfway through each trimester. All students in grades K-2 receive paper copies of Interim Reports. In grades 3-8, only students whose parents do not have Parent Access to PowerSchool receive paper copies of Interim Reports. After reviewing the Interim Report, if parents feel that a conference is necessary, they should contact their child's teacher.

Parents of students who are Unsatisfactory or Need Improvement in Conduct and/or Effort will also receive an Interim Deficiency Notice. This report will identify specific actions that need to be taken by the student. This report is to be signed and returned to the child's homeroom teacher within one week of it being issued.

Retention and Promotion

Supportive Data – Archdiocese of Baltimore Policy Manual

Advancement to the next grade in St. John Regional Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas in a given year.

Students who do not successfully complete required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents. The principal reserves the right to retain the student at the current grade level or recommend alternative placement.

Teachers, in consultation with the principal, will determine the retention or promotion status of each child. Parents will be notified by January if retention is being considered for their child. Discussion between the parents and the school is encouraged. Poor attendance may be a contributing factor to the retention of a student. Retention in grades 1 and 2 is normally dependent upon the development of skills in mathematics and language arts.

Retention in grades 3 and 4 is normally dependent upon the development of skills in mathematics and language arts. Students earning an achievement comment of N (Not Yet Demonstrating) in the reading skills area may be retained. Students earning a final grade of E in one of the major subject areas may be retained.

Retention in grades 5, 6, and 7 is normally dependent on achievement in the major subject areas. Students earning a final grade of E in any of the major subject areas of Religion, Language Arts, Science, Mathematics, and Social Studies may be retained.

The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when,

after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be TRANSFERRED to the next grade. A student who is transferred has not met the requirements for promotion to the next grade level; however, parents have requested that the student be moved on to the next grade. Students who are “transferred” to the next grade will not be allowed to continue as a student at SJRCS.

Sacramental Preparation

The Sacraments of Penance, Holy Eucharist, and Confirmation are administered by the parish which the family attends. Before any Sacrament is received, a child must be prepared through regular attendance in a religious education program. Parents are actively involved in the preparation process. The parish provides parent meetings to educate and assist them in their role.

Spiritual Life

The primary concern of St. John Regional Catholic School is the spiritual and intellectual development of the students. But first and foremost, this development begins at home. Parents are the first teachers for their children and they must model a strong spiritual life.

Our school day begins with prayer. Each class recites Grace before Meals before lunch. Prayers are also recited at the end of the school day prior to dismissal.

An appreciation of the liturgy is fostered through active participation in the Church year. Students in grades K-8 attend monthly liturgies. They also attend Reconciliation Services during the Advent and Lenten seasons. Students participate in Stations of the Cross during Lent and Marian Devotions are held in May. All families are cordially invited to attend and share in any of these services. All grades Pre-K-8 are assigned a chaplain from one of the regional parishes.

The school is obligated to teach the basic foundation of the Catholic faith. However, the greater obligation lies with the family to attend Mass regularly, to respect the Church by sharing their time and talent, and to set a Christian example to others.

Summer School

A student in any grade who has received an E in an academic subject area or skill area will be required to attend a summer program or receive thirty hours of tutoring at a tutoring center such as Sylvan Learning Center. Students can also receive thirty hours of tutoring from a certified teacher who has been pre-approved by the school administration. Written proof of attendance or tutoring and a passing grade received is required before promotion to the next grade in St. John Regional Catholic School.

Summer Skills Program

St. John Regional Catholic School has a summer reading program in which students are expected to participate. Suggested reading lists are given to students entering grades K-8. The summer reading program sponsored by the public library is also encouraged. Students are also encouraged to continue to practice their math skills using the math skills information posted on our website.

Testing Programs

ACRE Tests

In compliance with requirements of the Archdiocese of Baltimore, SJRCS administers the ACRE (Assessment of Catholic Religious Education). This test is written and published by the National Catholic Education Association. The assessment is administered in the fall to students in grade 8 and in the spring to students in grade 5.

The NCEA returns to the school a school report highlighting the obvious areas of strength and areas of concern in our religion program and instruction. No individual student scores are given. These results help the school and teachers to assess student understanding of basic Catholic truths, doctrines, understanding or perception of God, worship, sacraments, scripture, and Church. It also helps to determine some Christian and/or false attitudes of a percentage of students.

Standardized Tests

Schools in the Archdiocese of Baltimore administer the Iowa Test of Basic Skills (ITBS) each spring. Students in grades 2, 4, and 6 are also administered the CogAT which is a test of a student's cognitive ability. Parents are provided with copies of student results. School wide results are usually presented to parents at a meeting in the fall.

Maryland's Early Child Care & Education Developmental Screening Initiative

SJRCS will use a developmental screening instrument as the developmental screening instruments for Pre-K and Kindergarten students. Screening results will be used to identify children who may be in need of further evaluation by Infants and Toddlers/Child Find based on concerns identified through screening in one or more area of development. The screening test identifies developmental needs quickly and accurately, which allows teachers to easily identify learning delays and giftedness in language, motor, self-help, social-emotional, and cognitive skills. All children, Birth – Kindergarten entry, must be screened within 90 days of enrollment. Results of the initial screen will be shared with parents at Parent-Teacher Conferences in October.

Formative Assessments

Formative assessments will be given to all students in Grades K-8 so that their progress can be monitored in reading and mathematics. Results of formative assessments will be used to provide targeted instruction in the assessed subject areas.

Textbooks

Textbooks belong to the school and are used by the students. Any damage, defacement, or loss of a book will require a replacement by the family. Students are responsible for turning in the textbooks they have been assigned at the end of each year. All books must be covered at all times.

Textbooks Used

Religion:

Pre-K – *Allelu*, Our Sunday Visitor,

K- *Finding God*, Loyola Press

Grades 1-8 – *Christ Our Life*, Loyola Press

Grades K-8 RCL Benziger, *Family Life*

Mathematics:

Grades K-5 McGraw Hill, *My Math*

Grade 6 Glencoe, *Math Course I*

Grade 7 Glencoe *Math Course 2* OR *Math 7 Accelerated*

Grade 8 Glencoe, *Course 3* (Introduction to Algebra and Geometry) OR *Algebra I*

Science:

Grades 1, and 2 - Pearson *Elevate Science*

Grades 3-5 Pearson, *Interactive Science*

Grades 6, 7 & 8 Discovery Education eTechbook

Social Studies:

Grades 1 and 2 Houghton Mifflin Harcourt, *Social Studies*

Grade 3 Pearson, *Communities*

Grade 4 Gibbs-Smith, *The Maryland Adventure*

Grade 5 Houghton Mifflin, *United States: Making a New Nation*

Grades 6, 7, & 8 Discovery Education, eTechbook

Reading:/Language Arts

Pre-K 3 & 4 *Investigator's Club*

Kindergarten and Grade 1 – *SuperKids*

Grades 2-6 – Houghton Mifflin *Journeys*

Grades 7 & 8 Houghton Mifflin, *Collections*

Handwriting: Grades 2-4 Zaner-Bloser, *Handwriting*

Vocabulary:

Grades 7 & 8 Prestwick House, *Vocabulary Power*

Grammar:

Grades 3-8 Loyola Press, *Voyages in English*

Music:

All grades – McGraw Hill, *Share the Music*

Work Habits

- written assignments must be neat, legible, and complete
- books and notebooks must be free of scribbling inside and out
- notebooks, folders, and other supplies must be replaced when worn or depleted.

ADMINISTRATIVE POLICIES

Arrival and Dismissal

Students in grades K-8 should not be dropped off prior to 7:45 a.m. St. John Regional Catholic School does not provide supervision for students dropped off prior to this time. Likewise, we do not provide coverage for students who remain on the school grounds after 3:00 p.m., or beyond 15 minutes after dismissal on early dismissal days.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

Violation of this policy may result in disciplinary action up to and including suspension or dismissal of the student from the school. Pickup arrangements at the regular arrival and/or dismissal times must be made for siblings who do not participate in the same after school activity.

It is not the school's responsibility to provide supervision for any students participating in non-school sponsored extra-curricular activities. The school is not liable for any injuries or accidents that may occur before or after the times stated above. Parents who habitually drop students off early and/or pick them up late may be denied re-registration for repeated violations.

These policies are in effect to protect the students. If parents do not take this schedule seriously, students may be on the premises unsupervised without the knowledge of staff members. This policy is meant to provide the safest environment possible for our students

and is fair to all school families and staff.

Students in grades 4-8 will be dropped off near the front entrance of the school. Students in Pre-K through grade 3 will be dropped off near the primary wing. Students in grades K-8 will be walked to the parking lot at dismissal to meet their rides.

Parents are not to park or pick up or drop off students on the St. Katharine Drexel side of the building. Parents cannot take students out of line before reaching the parking lot. This is for the safety of all students.

Students will leave the building by assigned doors and stand in the designated waiting area until their ride arrives. Bus students will go directly to their assigned bus.

Regular dismissal is at 2:45 on full days and at 12:00 on noon dismissal days.

For the safety of all students, parents should not be using cell phones during arrival and/or dismissal. Also, please note, that we are a SMOKE-FREE campus. Parents should not be using cigarettes during arrival and dismissal.

Parents are not allowed to drop off or pick up students from the St. Katharine Drexel small parking lot, the larger parking lot near the church, OR the school administrative parking lot.

Students who are walking across the sport field to meet parents parked in the adjoining neighborhood are NOT considered to be “walkers” and will be dismissed with their homeroom each afternoon. Only students who live within walking distance of the school will be released with “walkers.” Parents who choose to park in the neighborhoods adjacent and across the street from the school are required to come to pick up their child from their homeroom lines before they will be released by the teacher.

Pre-K Arrival

Parents are discouraged from dropping off Pre-Kindergarten students prior to 8:00. They are to be dropped off at the entrance to the primary wing area.

Pre-K Dismissal

Parents of Pre-K students are to pick up at 11:30 (half-day) or 2:30 (full-day) by lining up outside the primary wing. Parents who have other students to pick up should then proceed to the large parking area. No parents should be parked in the primary wing lot at dismissal time.

Returning to School after Dismissal

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher. Students who choose to return to school after dismissal without a teacher, face detention, suspension, or expulsion.

School Hours

Grades K-8

Students in grades K-8 are not to arrive prior to 7:45 a.m.

- 8:00 a.m. Report to Homeroom
- 8:10 a.m. Morning Prayer & Announcements (Tardy Bell)
- 8:20 a.m. First period begins
- 2:35 p.m. Classes End
- 2:40 p.m. Afternoon Prayers & Announcements
- 2:45 p.m. Bus Riders Dismissal
- 2:48 p.m. Dismissal

Birthdays and Special Occasions

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for parties should be sent to the homes of students via the U.S. Post Office unless an invitation is being given to every student in the entire class.

Rather than sending in special snacks to celebrate birthdays, parents are asked to recognize their child's special day by sending in something to the school to honor their child. Suggestions include: donate a book in your child's name to the school library, donate a board game to be used in your child's classroom during indoor recess. Instead of snacks, students will have their birthdays recognized by having their name read with the morning announcements and being given a birthday memento. Students with summer birthdays will be recognized on their "half" birthdays.

Valentines distributed at classroom parties should include a Valentine for each student in the class.

Classroom Celebrations

Classroom celebrations for special holidays are planned by classroom parent volunteers in conjunction with the homeroom teachers. Dates and times for classroom parties will be announced beforehand.

Students in Pre-K and Kindergarten will hold classroom celebrations at times when all students can participate. At the beginning of the year, homeroom parents will ask for volunteers to provide paper goods, drinks, snacks, etc. for each party. In this way, no additional money will need to be collected for parties. Only parents who have been VIRTUS certified can volunteer to be class parents or to

attend class parties.

Students in grades 1-4 will have classroom celebrations that are approximately one hour long. At the beginning of the year, homeroom parents will ask for volunteers to provide paper goods, drinks, snacks, etc. for each party. Again, in this way, no additional money will need to be collected for parties.

Students in grades 5-8 will celebrate with a special treat served during their regular lunch period in the school cafeteria. Again, treats will be provided by parent volunteers who sign up ahead of time with the homeroom parents.

If parents do not volunteer to provide a special snack for students in grades 5-8, students will not receive a treat at lunch. It is not fair or appropriate that classroom parents are expected to provide these treats at their own expense.

ALL classroom celebrations must be coordinated with the classroom teacher.

Closings and Delayed Openings

Occasionally, inclement weather or other safety or health conditions require us to close or delay the opening of school.

As a rule, we follow Frederick County Public Schools for weather and emergency closings. If we close early due to specific reasons relating to just our school, we will advertise on radio stations WFMD 930AM, WFRE 99.9FM and WAFY 103.1FM. Additionally we will send a notice using the Connect 5 system.

On a scheduled 1/2 day of school for SJRCS, a delayed opening announced by Frederick County Public Schools will mean that SJRCS will be open for the whole day. Should emergency situations arise that would affect only SJRCS, you will be notified by listening to the radio stations mentioned or by email, text, or phone call via Connect 5.

If the weatherman is calling for a situation where there is a possibility of an early closing, please listen to the radio and if you cannot get here on time, have a friend or family member assist you by picking up your child(ren).

However, if someone else will be picking up your child(ren), we must be notified by telephone, email, or fax. The county will usually make the decision at 11:00 a.m. for a 1 or 2 hour early dismissal.

Please Note: When FCPS are calling for a two-hour delay, please be aware that SJRCS expects students to arrive at school between 9:45 and 10:00. Prayers are at 10:10. Students who arrive after 10:10 will be marked "tardy." A one-hour delay means arrival between 8:45 and 9:00 with prayers at 9:10. Pre-K students who attend a half-day program have the option to attend school from 10:00-11:30 on a two hour delay day.

Library/Media Center

All students are given the opportunity to visit the library and check out books. Students in grades K-4 receive formal instruction in library/ research skills that are appropriate to their grade level. Library books need to be returned on the due date or a fine of \$.10 per day will be imposed for each day the book is late. Books are checked out for one/two weeks. Students can return books first thing in the morning or right after dismissal until 3:15.

A lost or destroyed book must be paid for or replaced by the family. Children deliberately damaging visual aids, technology equipment, or books in the library will not be permitted to continue using them. Reference books are not to be taken from the library.

To ensure that all library books are returned before summer begins report cards will not be released until all library and general book fee obligations are met. This includes all past due late fees. All technology equipment in the Media Center comes under the rules included in our Acceptable Use Policy. Students are never allowed to bring food or drinks into the library.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. The outside of lockers cannot be decorated. Any unauthorized access to another student's locker will result in an automatic detention.

Middle School Dance Policy

School Board Approved, 2/11/2004

Purpose

This policy emerges from our shared mission in promoting the Catholic Christian values that recognize the dignity and self-worth of all people. Within this setting, dances and other school functions are viewed as an opportunity for students to socialize in a supervised and safe environment. Students' behavior and attire should reflect this guiding principle.

Supportive Data

Archdiocese of Baltimore Division of Catholic Schools School Policy Manual, Adm. 12.0: The School establishes appropriate dress standards for students and staff.

Procedures

1. At least one school administrator MUST be present at all dances.
2. At least three 6-8 grade teachers must attend the dance as chaperones. Teachers who act as chaperones will be at the dance for its entirety.
3. Dances are open to SJRCS students in grades 6-8 ONLY who are in good academic and behavioral standing at the time of the dance. Eligibility to attend will be determined by school administrators. No guests, former students, or older siblings are allowed to

attend.

4. Students who attend the dance must return a signed parental permission slip.
5. Students will not be allowed to leave the dance early unless a parent comes in to sign them out from the dance.
6. Students will not be allowed to leave the dance with another parent unless that is indicated on the permission slip.
7. Cell phones, cameras, MP3 players, etc., are not allowed to be used at dances without permission. Administrators or teacher chaperones reserve the right to confiscate and hold onto any of the above-mentioned items for the duration of the dance.
8. Any D.J. who is hired for a school dance will be provided with a list of songs/artists that are allowed to be played.

Dress Code

1. Pants must be worn at the waist. No sagging allowed.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.
3. Clothing and accessories (such as patches, jewelry, etc.) must not display (1) racial or ethnic slurs/symbols, (2) vulgar, subversive, or sexually suggestive language or images; nor should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
4. Skirts, dresses, and shorts must be beyond fingertip length, when arms are held at sides.
5. Any violation of the dress code will result in the student not being permitted to enter or remain at the dance. Asking a student to change his/her outfit is at the discretion of the administration.

Student Conduct

1. All dancing should allow for appropriate distances between partners and be conducted respectfully with no inappropriate touching.
2. Failure to comply with behavioral conduct will result in the following:
 - 1st Offense – Request to stop; warning given
 - 2nd Offense – Student removed from dance; parent called and student to await pickup with chaperone.

Parental Support/Compliance

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

School Pictures

School pictures are taken in the fall. Individual pictures are taken in "Sunday best"; class photos are taken in uniform. Eighth grade students can opt to have an individual photo taken out of uniform. Order forms are sent home prior to the picture date.

All 8th grade students will have a cap and gown picture taken that is used for the yearbook. Additionally, on the day of graduation, a group photo will be taken in caps and gowns.

Student Records

Student records are maintained in the school office. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Students requesting records/ /transcripts/ recommendations must make a five school-day request to the School Office. All forms should be submitted to the SJRCS School Office for distribution. Completed forms will be sent via the U.S. Mail. Mailing that needs Special Handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Access to records is governed by the records policy.

FERPA and PRIVACY POLICY

Records Policy (Family Educational Rights and Privacy Act)

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

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the School Principal, a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the School Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the

official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.

- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

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

The School has designated the following as directory information:

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

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the School Principal in writing by September 15th each school year.

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

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. John Regional Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family

Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Non-Custodial Parents

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

St. John Regional Catholic School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Change in Name of Family Status

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

Supplies

Students are required to purchase and replenish their own school supplies. Certain supplies are provided by the school. The supply list is provided on the last day of school for the following fall and will be posted on the website in the Parent Portal

Transportation

Families have the option to have their students ride the school bus and/or the shuttle from St. John Catholic Prep. Bus Contracts need to be signed with SJCP. Any questions regarding bus service need to be addressed with SJCP.

VISITORS/VOLUNTEERS

All parents and visitors to St. John Regional Catholic School must report directly to the office. If a parent must speak to a teacher, it should not be done in the context of the school day during class time. Without special permission from the office, teachers, students, and classes are not to be interrupted by anyone while school is in session. Please remember that teachers are "on duty" from 7:45 until 3:00 each day and time to communicate with parents during the school day differs with each teacher.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification tag before visiting other parts of the school building.

Visitors and Volunteers

We appreciate our volunteers. Cooperative assistance is required with student families in order to provide certain school functions. Volunteers contribute their time and talents to assist in the functioning of the school. Areas which are dependent on volunteers include: library, cafeteria, classrooms, playground, and office. Upon arrival, all volunteers must sign in with the front office and obtain a visitor's badge. Volunteers who work directly with our students will be given a Letter of Confidentiality to sign and return.

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. Visitors will be asked to wait in the reception area until the person they wish to see is available. All visitors must enter the building through the main, front doors and sign in to receive a visitor's pass.

The receptionist will make copies and distribute mail for all of our volunteer organizations. The Faculty Room is for the use of faculty and staff only. The Work Room area is for the use of faculty and staff ONLY.

ALL parent volunteers must be VIRTUS certified as mandated by the Archdiocese of Baltimore. All volunteers must have completed the Application for Volunteer Service, the Volunteer Criminal History Screening Consent Form and have completed the VIRTUS online training.

Parents in Partnership Volunteer Program for the 2018/2019 School Year

Parents and guardians of the students in St. John Regional Catholic School are encouraged to become actively involved by volunteering here at school. Parents may receive a discount off their tuition in the amount of \$10 an hour up to 30 hours per student. This can reduce each student's tuition by \$300 each. The Pre-K half day students can earn a \$150 reduction in tuition by volunteering 15 hours a year.

Example

Student 1	30 hours of volunteering equals \$300 reduction off tuition
Student 2	60 hours of volunteering equals \$600 reduction off tuition
Student 3	90 hours of volunteering equals \$900 reduction off tuition
½ day Students	15 hours of volunteering equals \$150 reduction off tuition

All volunteers must be VIRTUS certified when volunteering for any activity at the school.

VIRTUS Certification

The Archdiocese of Baltimore is committed to providing a safe environment for children entrusted to the Church's care.

St. John Regional Catholic School follows the policy of the Archdiocese of Baltimore regarding volunteer training and screening. The Archdiocese of Baltimore's policy for volunteers is as follows. Every individual who volunteers at the school is required to submit

a Volunteer Application form. Additionally, any person who comes into contact with children in the course of their volunteer service (i.e., field trips, lunch and recess duty, homeroom parents, sports coaching, Scouts, etc.) is required to complete a Consent Form for a background check and successfully complete an online training video.

If these steps are not completed, we regret that you will not be permitted to volunteer in the school. We greatly value and appreciate your contributions and would be very disappointed to lose your support. However, the welfare of our children must remain our highest priority.

ADMISSION POLICY and PROCEDURES

“Whereas: The Philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message...to love and to respect the right of all people.” It is the policy of the Department of Catholic Schools that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, ethnic, and national origin in the administration of their educational policies, scholarships and loan programs, athletics, and other school programs.

The school gives preference to current students and their siblings. Any openings for new students are offered to students who have successfully completed the school administered entrance exam with preference to Catholic students whose families are registered parishioners in good standing at our regional parishes; secondly, to other Catholics outside these parishes; and thirdly, to non-Catholics. Pupils from other schools, parochial or public, MUST have their latest report card and standardized test scores with them when they apply for acceptance.

Recommendation forms from the previous school must also be received prior to acceptance to St. John Regional Catholic School. Poor recommendations may result in a student not being admitted to SJRCS. Students must be performing at or above grade level on standardized tests and on the SJRCS administered entrance test in order to be admitted to the grade for which they are applying.

ALL new students are subject to a two-month evaluation period. If during this time the school is unable to meet the needs of the student(s), the parent(s) will be asked to place their child in another school. Such recommendations would only occur after conference(s) with the parent(s) and after exhausting all possible interventions on behalf of the student.

The school conforms to state guidelines with regard to age and immunization requirements for admission.

- A student entering Pre-K3 MUST be three (3) years old by September 1st.
- A student entering Pre-K4 MUST be four (4) years old by September 1st.
- A student entering Kindergarten MUST be five (5) years old by September 1st.

Students entering Pre-K must be toilet trained in order to be admitted to the program. Pre-K students must submit a Health Inventory prior to starting school.

Students who wish to be considered for early entry into Kindergarten whose birthdays fall between September 1st and October 15th must be administered an assessment and attain minimum scores in each test area as prescribed by the Archdiocese of Baltimore.

The following **MUST** be on file prior to students starting school:

- Birth certificate
- Baptismal certificate (if Catholic)
- Copies of all immunization records

Normally, new students are not accepted into Grade Eight. Exceptions may be made for active regional parishioners and children transferring from another Catholic school that meet all the requirements stated above. New 8th grade students must also go through an interview process with a school administrator.

Students who are accepted to St. John Regional Catholic School are initially placed using the results of the following:

School administered admissions/placement test
Teacher recommendations from sending school in Language Arts and Mathematics
Progress reports
Standardized test result

It is expected that new students will subscribe to the SJRCS philosophy and meet academic expectations and standards of behavior.

Probation Policy

ALL new students are subject to a two-month evaluation period. If during this time the school is unable to meet the needs of the student(s), the parent(s) will be asked to place their child in another school. Such recommendations would only occur after conference(s) with the parent(s) and after exhausting all possible interventions on behalf of the student.

FINANCIAL OBLIGATIONS

Tuition Policy

At St. John School, we are concerned with the ever increasing cost of educating our children. At the same time, we are concerned about our obligation to educate our children in the best environment that we can provide. In an attempt to keep a Catholic education within the means of as many families as possible, we have made every effort to keep tuition expense to a minimum.

In a further effort to accommodate our students and their families, St. John School offers three options for tuition payment. You may choose from the following options.

A. Payment Options:

- * One annual payment due August 1st or August 15th (4% discount)
- * Two bi-annual payments due August 1st or August 15th and December 1st or December 15th (2% discount on 2nd payment)
- * Ten monthly payments due August 1st or August 15th through May 1st or May 15th

ALL SJRCS families must register through FACTS for tuition payments. You will have access to your account balance, and payments status at any time simply by logging into your account.

Monthly payments are due by the 15th of each month. Your account is considered delinquent after the last working day of the month. In case of insufficient funds or credit card denial, your FACTS account will be charged \$30.00. If a family is unable to meet its financial obligations, the matter must be discussed promptly with the principal.

B. Tuition Assistance

To be considered for need-based Grants, Tuition Assistance, or Scholarships, families must apply through FACTS Grant and Aid. You can access the Grant & Aid application page by logging into your FACTS Tuition account and clicking on the link, “Start Application” in the FACTS Grant and Aid section on your homepage. If you are a new family and you do NOT have a FACTS Tuition account, go to the SJRCS website (www.sjrscs.org) and click on the FACTS Grant & Aid link (in the Quicklinks section) to set up an account.

Tuition assistance is available from the Archdiocese of Baltimore, the regional parishes (through the Frederick County Parish Tuition Assistance Fund), Friends of Catholic Education (FOCE), Catholic Family Grants, and St. John Regional Catholic School.

The Marion Burke Knott Scholarship Fund awards scholarships to students in the Archdiocese of Baltimore for grades four and eight. Applications will be sent to eligible students starting in March. The Friends of Catholic Education awards many merit-based scholarships., as well.

Deadlines: If you want to be considered for AOB tuition assistance, the FACTS Grant & Aid application must be completed by February 28th. The deadline for parish assistance is March 30th and school assistance is April 15th.

C. FOCE and Scrip Programs

Food Certificates:

Friends of Catholic Education (F.O.C.E.) supports a Food Certificate program. Families earn a percentage of their purchases as tuition credits that is applied to their tuition account. Credits are deducted at the beginning of each month for the previous month’s credits. For more information, please contact FOCE at foce@att.net or at www.friendsofcatholiced.org.

Scrip Program

Parents can also earn tuition credits by using the online SCRIP program. This program gives parents access to gift cards from a variety of stores and restaurants. Orders are placed online and the gift cards are delivered directly to the school for parent pickup. Information on registering for this program is available on the Parent Portal. These credits are deducted from your FACTS Tuition account at the beginning of each month.

If your FACTS Tuition account is paid in full, the school will add your FOCE/SCRIP credits to your credit balance for future use.

D. Delinquent Tuition Accounts

- Accounts are considered delinquent after the last working day of the month.
- Accounts that remain delinquent past 60 days will result in termination of access to PowerSchool information services until the account is brought current. Report cards will also be held until the account is brought current.
- Accounts that remain delinquent past 90 days are considered to be in default of contract and may be turned over to the school's Collection Agency for final resolution. Any additional expenses incurred as a result of the collection will become the responsibility of the parent or guardian.
- Re-registration will not be accepted for any student whose tuition account is two or more months past the due date.
- No student will be placed on a class list for the upcoming school year nor will records be released for any student whose tuition account is not up to date. *
- A check that is returned by your bank for any reason will result in a fee of \$25 to your account.
- Report cards and student records (including test scores and transcripts) will not be distributed to students whose accounts are not paid at the end of the year. This includes library fees, monies owed to the cafeteria, and/or bus fees owed to SJRCS or SJCP. The school reserves the right to withhold all school records (with the exception of health records) until past due accounts have been paid in full.
- Upon acceptance of a student by St. John Regional Catholic School and execution of a tuition contract, the full year's tuition shall be considered payable and nonrefundable. If a student should leave St. John Regional Catholic School for any reason during the school year (other than moving out of the area), St. John Regional Catholic School may, at their discretion, refund tuition based on the following schedule:

Date of Departure From Beginning of School	
Academic Year	% of Tuition Refund
Prior to Beginning of School Year	100% (Less Non-Refundable Deposit)
1-30 Calendar Days	75%
31-60 Calendar Days	50%
61-90 Calendar Days	25%
After 90 Days	0%

- All tuition refunds are contingent upon St. John Regional Catholic School receiving 30 days' notice prior to the student's actual departure date and the refund amount will be determined based on the actual departure date.

- If a family has chosen the monthly payment option, and based on the above schedule, owes more than what has been collected from their FACTS Tuition account, a final payment will be scheduled in FACTS to cover the difference. The refund amount or amount owed will be determined based on the above schedule and the amount of tuition already paid through a family's FACTS tuition account.
- If a family is leaving SJRCS due to moving out of the area, the amount refunded or owed to the school will be pro-rated based on the actual departure date. If a family owes more than what has been collected in their FACTS tuition account based on their departure date, a final payment will be scheduled in FACTS to cover the difference.
- Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family (If an out-going student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full.)
- After May 30, certified check or money order is required.

* As per the policy of the Archdiocese of Baltimore, no enrollment will be permitted in any other Archdiocesan school while there are tuition and/or fees outstanding to another school within the Archdiocese.

Admission for each trimester is conditional on the satisfactory compliance with all financial obligations.

Registration Fees

Registration forms must be completed before testing of new students occurs. In order to reserve a place in the class, the registration fee for returning students is due at the time of re-registration. In the event that a class is filled, non-registered students or students whose registration fee is unpaid will not be guaranteed placement. Registration fees are not refundable unless a family moves out of the area prior to the opening of school or the school is not able to place the student. Registration is not complete until the fee is paid.

Withdrawal

Families withdrawing students from school should notify the principal in writing as soon as possible. Once all financial obligations are met and a Release of Records Form is received from the new school, official school records will be mailed directly to the new school.

ATTENDANCE POLICIES

Regular attendance is considered essential for learning at St. John Regional Catholic School. Students need to develop work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school office prior to 9:00 a.m. to report the absence. All absences and tardies become part of a student's permanent record. Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

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

Absences

1. The school reserves the right to call the home and/or the parent's place of employment if the child is absent and we have not received a call. Please remember that parents must call the school each day that your child will be out. Parents may also submit absences electronically using the Parent Portal site. Please note that the front office must be notified if your child will not be in school. Notifying your child's teacher will not guarantee that your child's absence will be coded "excused."
2. On the day the child returns to school, a note signed by a parent or guardian must be presented to the homeroom teacher stating the reason for the absence and validated by a doctor, if applicable. A telephone call to the front office does not replace a written note. A child may not be permitted to return to school until he/she is well enough to participate in all school activities. This includes recess and physical education classes. Since there is no indoor monitor, a student must be well enough to fully participate in outdoor play.
3. Maryland State Law requires that students absent for three (3) consecutive days must obtain a doctor's release and present it to their teacher. As soon as a student has been absent for ten (10) days, either consecutively or non-consecutively, a parent or guardian will be notified by letter. A conference may be set by an administrator with the student and parent or guardian to discuss the effects of absence on the student's academic performance. A student may be denied promotion if absences are in excess of twenty (20) days unless homebound tutoring by a certified teacher has been received.
4. The school reserves the right to notify the Frederick County Department of Social Services in the event of excessive or unexcused absences from school.
5. The school discourages late arrivals and early departures and requests that parents make arrangements for medical and dental appointments after school hours. In cases where this is necessary, the parent(s) must send a note to the homeroom teacher indicating the pickup time. The parent MUST report to the school office prior to the child leaving. Under no circumstances will a child be permitted to leave the school without the parent's signature in the sign-out book.
6. If a child becomes ill at school, the parent(s) will be notified and expected to come for the child. Be sure that all information on your child's emergency card is accurate and current enabling either the parents or designated persons to be reached. Students must be picked up if they are running a fever, have vomited, or have had a fecal accident.
7. Many families have unique arrangements for custody and guardianship of their children. Unless legal notification has been given to

- the office, it is assumed that both parents are permitted to pick children up and to have access to school-related information.
8. In case of absence, it is the responsibility of the child to obtain, complete, and submit missed work. All class work and homework from the absence must be completed within a reasonable amount of time. Your child's teacher (s) should be consulted for that time frame.
 9. Homework requests can be made electronically on our website or by calling the front office. Any requests made after 9:00 a.m. may not be honored. The work must be picked up after 2:30 p.m. Whenever possible, a sibling or student who lives nearby may obtain the homework directly from the homeroom teacher. Homework will not be sent home unless a formal request is made.
 10. The school will maintain written documentation for all absences.
 11. Students who arrive after 8:15 are considered tardy. They must report to the school office for a late slip before reporting to their homeroom. An adult must accompany students in grades Pre-K through 1 in order to receive a late slip. Tardiness is entered on the student's permanent record. Students who arrive after 8:15 may NOT enter the building from the primary wing.
 12. Absence from school during the academic year due to family vacations is discouraged. No assignments will be given in anticipation of a vacation. Missed work and assignments may only be obtained upon return.
 13. Students are required to make up all tests, class work, and homework after such absences in a timely fashion.
 14. Students are expected to be in attendance, all day, every day, of the school year in order to receive credit for classes they are enrolled in. They should not be enrolled in extracurricular activities or other academic environments during the school day.
 15. All student absences and tardiness become part of a student's permanent record.
 16. Students who are absent from school may not participate in any after school or evening school-sponsored activities such as sports, dances, or special events.

Excused Absence

Any absence where the school has been notified by parent/guardian within three days of absence by written notification, note, email, or submission of the Absentee Notification Form on the Parent Portal. A phone call is also acceptable.

Unexcused Absence

Any absence where there has been no notification by parent/guardian or when notification is three days past the absence.

Early Departure

Students leaving early and coming into classes late are distractions to the learning process. Therefore, we discourage students from leaving school during the day and request that families arrange medical and dental appointments, etc. either after school hours, on Saturdays, or during vacation periods. Please check the school calendar for days when school is not in session or when the school closes at noon.

When necessary for a student to be dismissed during the school day, the parent/guardian must come to the school office to sign the student out. Students will only be dismissed to the parent/guardian, those adults listed on the emergency card or an adult designated by

the parent in writing, electronic mail, or by a verified phone call.

Requests for early departure must be submitted in writing or by electronic mail. Notes should include the reason for the request and the time the student must leave school. Students will not be released for early dismissal between 2:15 and 2:45. Requests for early student release must be made prior to 2:15. Students who are taken out of school for an early departure will have this noted on their attendance record. The student is counted absent from classes missed and must make up the work at the discretion of the teacher. Early departure for a day preceding a holiday must be requested a day in advance.

The student is counted absent from classes missed and must make up the work at the discretion of the teacher. Students who leave before 12:30 are marked as "1/2 day absent." Students who leave between 12:30 and 2:35 are marked as "leaving early."

Lateness

Students are expected to enter their homerooms by 8:10. The school day begins with prayer at 8:10. Any student arriving after 8:10 is considered late and must report to the office for a late slip. Teachers will not admit students to their homerooms without this pass. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may be missed due to lateness.

Students who arrive between 8:10 and 10:30 are marked "tardy." Students who arrive after 10:30 are marked "1/2 day absent."

Students who are consistently tardy miss valuable instructional time which is difficult to make up. If a student is chronically tardy, a letter will be sent home to the parents enlisting their aid in improving the situation. If this does not work, a second letter will be sent home being more specific about the consequences of chronic tardies.

School Prayers and Announcements begin at 8:10 a.m. We want to thank all parents and students for stopping and listening as they enter the building if they hear that prayers and announcements have started.

Vacations

We realize that sometimes it is unavoidable for students to miss school due to family vacations. However, parents must also realize that while they are away students are missing valuable instruction time. Therefore, parents are strongly encouraged NOT to plan family vacations during scheduled school time. No assignments will be given in anticipation of the vacation.

COMMUNICATION

Cell Phones, Pagers and Other Electronic Devices

Normally, students are not permitted to carry any type of personal electronic, digital or cellular phone, pager or any other device deemed inappropriate by the administration. Students violating this policy may be subject to disciplinary action up to expulsion.

Devices must be kept in the student's locker and powered off during the school day or at any time the child is on the school property (this includes the parking lot) or under the supervision of school personnel or on a field trip. St. John Regional Catholic School will not be responsible for loss, damage, or theft of any electronic device brought to school.

The school reserves the right to search the call log, photo gallery, text message history, email or any other data contained in the device. The confiscated device will be returned the next day ONLY to the child's parent or guardian.

Consequences for violating these rules are:

- First offense: The cell phone/device will be confiscated and may be picked up by the parent the next day. The child will receive a detention.
- Second offense: The cell phone/device will be confiscated and may be picked up by the parent the next day. The child will receive a detention. The privilege to bring a cell phone will be revoked for the remainder of the school year.

Any subsequent offenses will be punishable with consequences up to and including suspension and expulsion. Students are not permitted to use these or have these items on their persons during the school day (7:45 a.m. – 3:00 p.m.). Cell phones may only be used after 3:00 in the case of an emergency or when a student is still waiting to be picked up. Students must receive permission from an adult to use a cell phone at this time.

Parents are asked to support this policy by not texting, calling, or otherwise electronically communicating with their child during the school day.

Smart Watches

Students are not allowed to wear Smart Watches during the school day. Electronic health monitoring devices, such as a *Fitbit*, will not be permitted if the device has the capability of accessing the Internet, text messaging capability, or has a camera, video, microphone, or wi-fi capability.

E-Readers

Students in grades 4-8 are allowed to bring their e-readers to school as long as they have returned the signed paperwork indicating that they are aware of all policies in place regarding these devices.

Family Directory

A Family Directory that includes names, addresses, and phone numbers for SJRCS families is posted on the SJRCS website in the Parent Portal.

Friday Folders

In an effort to keep parents/guardians informed of children's progress and school happenings, a large white envelope is sent home each Friday, which we call the "Friday Folder." Please read the contents of the folder carefully. Sign your name in the appropriate place and return the envelope to your child's homeroom teacher on Monday. "Family" notices are sent through the "youngest or only" child in the family. News and updates will be sent home via Friday folders. Flyers will also be available online through the parent section of the website.

There is a \$2.00 replacement charge for Friday folders that are lost or for an additional folder for families who require duplicate folders. Information will not be sent home the following week if the Friday folder has not been returned.

Teachers can be contacted through voicemail and email. Please allow 24 hours for teachers to get back to you with any concerns.

Parent/Teacher Communication

Parents are given the opportunity to meet the teachers on "Back to School Night." Throughout the year, parents may request conferences with teachers. Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet. All parents can schedule conferences with teachers during our annual Parent-Teacher Conferences that are held midway through the first trimester of the year.

Conferences may be arranged with teachers or the administration by calling the school office, through a written request, or by email. We welcome and highly encourage conferences with you.

Please keep in mind that during arrival and dismissal time, teachers are actively involved with students and preparation for the day. Therefore, parents are not permitted to interrupt teachers immediately before school, during dismissal, or during class hours. Teachers should be seen by appointment only.

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after change is effective.

To encourage constructive dialogue with our parents and teachers, the SJRCS administration asks that the following five-steps be followed in addressing serious concerns:

1. The parent should request a conference with the teacher to discuss the matter of concern and the teacher should meet with the parent within 5 days of the request to identify the problem and plan an appropriate course of action.
2. The teacher and parent agree upon a date for a follow-up meeting or phone call to review the progress concerning the problem. This follow-up date should take place within 3 weeks after the initial meeting.
3. If, after the follow-up, either the parent or the teacher is not satisfied with the disposition of the problem, both teacher and parent should request separate interviews with the principal.
4. After conducting separate interviews, the administration will chair a meeting with the parent and the teacher to agree upon an acceptable plan of action and set a date for an evaluation meeting concerning resolution.
5. At the evaluation meeting, parties should be satisfied with the resolution. Hopefully, the teacher and the parent will have a deeper understanding of each other's needs and a purposeful line of communication.

All faculty and staff members can be reached via email. All email addresses are first initial followed by last name @sjrcs.org. Email address links are available on the school webpage.

COMMUNICATION GUIDELINES

The following guidelines have been established to ensure that the transmission of information to the St. John Regional Catholic School community is effective, efficient, and disseminated in a timely manner.

Guidelines for Communication Methods

For the purposes of this policy, communication methods are grouped as the School Newsletter, the Alert Solutions message system; the Friday Folders, Fliers, Letters, Room Parents, and Social Media.

A. The School Newsletter

- a. The SJRCS newsletter is the primary communication tool. Newsletters will be available online on the First and Third Fridays of the month. An announcement will be made via Alert Solutions letting parents know that the newsletter is ready to be viewed online. Parents who do not have Internet access who need to receive paper copies of the newsletter should contact the front office. The newsletter will also be posted on the school website.
- b. Topics submitted to the newsletter should only be run one time to ensure the timing of the information is relevant.

B. SWIFT K-12 Message System

- a. The SWIFT K-12 Message System is our vehicle to send emails and automated voice messages. It will be used at the discretion of School Administration to communicate notices or reminders that cannot wait for the Friday Folder.
- b. Submission requests for the Message System are due to the front office in a timely manner.

C. Friday Folders, Fliers, Letters

- a. Friday Folders, that contain the school newsletter, will go home with the youngest and only child twice a month.
- b. Every student will have a Friday Folder for classroom communication, chaperone forms, permission slips, etc.
Teachers will communicate whether or not the school work contained in the folders needs to be returned or kept at home.
- c. Fliers for special events will be sent home one time. Online fliers will be mentioned in the Friday Folder. Fliers for special events, major announcements, lengthy information or information requiring a form to be returned to an individual or group may be sent home in Friday Folders.
- d. Spirit Night fliers will be sent home the week before the event.
- e. Fliers should be submitted for approval to the School Principal a minimum of one week prior to the Friday it is to be sent home.
- f. All items to be sent home will be distributed at the discretion of School Administration.

D. School Website

- a. Information on our school website is updated on a regular basis. Please check <http://www.sjrccs.org> often.
- b. The school website includes a private site, the Parent Portal, that all parents and guardians will be assigned a username and password that allows them access to this secure site. The Parent Portal is our main means of communication with our parents. It has all information from school calendar to school lunches to absentee notification, etc., all available in one spot. The Parent Portal is accessible through <http://www.sjrccs.org>. The Parent Portal also provides information on the H.S.A., volunteering, VIRTUS certification, Sports, and PowerSchool training.
- c. The Parent Portal section of the school website includes information that is for private access for our school families only and login will be managed by St. John Regional Catholic School.

E. Homeroom Parents

- a. Communication sent through homeroom parents must have the approval of the HSA Room Parent Coordinator and/or the School Administration.
- b. The homeroom parent communication should pertain to that particular class.

F. Social Media

- a. St. John Regional Catholic School social media pages or groups will only be administered by an employee of the school.
- b. Groups using the SJRCS School name (including our SJRCS acronym) and/or logo must register the group with the

school and receive approval from School Administration. starting with the 2016-2017 school year. Postings relating to school classes or school sponsored activities and events, whether on site or off campus, must be approved by the school administration.

The Use of the School Name and/or Logo

The use of the school name and/or logo in association with either a school-sponsored organization or an organization with which members of the SJRCS school community participate is strictly prohibited unless permission from the School Administration is obtained. To use any version of the school logo, the responsible party must complete and return the official request form and supply a sample of how the logo is to be used. If it is not possible to supply the school with a sample of how the logo is to be used, permission will be decided on a case-by-case basis.

Telephone

It is requested that personal calls between parents and children not occur during the school day. Only emergency messages will be forwarded to the child. Student outgoing messages will also be limited to emergency messages. Forgetting a book, a homework assignment, or materials for an out of school activity will not be regarded as an emergency.

Teachers are not available for calls during the school day. You may leave them a message on their voice mail and they can return your call. It is School Policy that teachers' home phone numbers are not given out on parent request. Parents are asked not to contact teachers or teaching assistants on their home or cell phones.

Students are not allowed to use the school phone to make outgoing calls except in cases of extreme emergency and with prior permission from a school administrator.

Telephone Numbers and Addresses

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of an emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and the homeroom teacher in writing within a one-week period after the change occurs.

Crisis Intervention

St. John Regional Catholic School has a Crisis Management Plan that is followed by all faculty and staff.

Crisis Team

In the event of an emergency, the SJRCS Crisis Team consists of: the School Principal, Assistant Principal, School Counselor, School Nurse, and Facilities Manager.

Emergency Information

It is imperative that every child have up-to-date emergency information on file with the school. Parents will be asked to verify emergency contact information and alternate contact information for each student in the school. This information for each child is to be kept current. It is imperative that the school know immediately of any change in address or telephone number. Students will only be dismissed to the parent/guardian or those adults designated by the parent in writing, fax, email, or verified phone call.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where parent(s) can be reached. It is essential that the school have this information in case of an emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office or the homeroom teacher in writing within one week after the change is effective.

Emergency Closing of School

We usually follow the decision of FCPS as to whether or not we will close school or have a delayed opening. Once FCPS has made a decision, SJRCS will post the information on our website and will send out an announcement using the Alert Solutions Message System.

Should emergency situations arise that would affect only SJRCS, we will announce it on radio stations WFMD 930AM, WFRE 99.9FM and WAFY 103.1FM. Additionally we will place a notice on the Alert Solutions Message System. A notice will also be posted on the front page of the SJRCS website.

Emergency Drills

To ensure an orderly and safe evacuation of the school in emergency situations, regular fire drills are held. Emergency drills are conducted in silence and good order. After the emergency signal is sounded, students are to immediately leave all classrooms in a quiet, orderly manner; the return to the classroom also requires these behaviors. Students will also practice our evacuation procedures.

Emergency Evacuation Procedures

Staff members are informed of procedures for emergency situations including injuries, fires, and tornadoes. Fire drills and emergency evacuation procedures are practiced during the school year. Fire exit notices are posted in every room. Students and adults are instructed to leave the building quickly and silently and to report to a pre-designated area.

In the event of an emergency where we would have to evacuate the building, all students would exit the building and would proceed to a designated area. SJRCS would follow all instructions given by local Emergency Management personnel.

DISCIPLINE POLICY

General Conduct

SJRCS strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years.

Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

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

The school reserves the right to exclude from special school events – field trips, field days, school dances, school sports teams, etc. – those students whose conduct or grades throughout the school year do not reflect acceptable school behavior.

To ensure that all people are treated with Christian dignity, harassment or abuse of any kind is not acceptable behavior in St. John Regional Catholic School. Formal administrative actions are taken to address this issue.

It is our responsibility to provide children with the best possible education, as well as, a structured and safe environment in which to function and grow. From the time the children are brought to school until the time they are dismissed, they are expected to follow certain rules and regulations, a responsibility that parents also share when it comes to children's safety.

Personal disagreements and confrontations of any kind have no place on SJRCS premises, nor should anyone incite others to display inappropriate behavior. Parents are expected to address administration, faculty, staff, students, and each other in a civil manner. Inappropriate and abusive language, intimidating gestures, and behavior which the administration believes to be threatening, disruptive, or harassing will not be tolerated on SJRCS premises. Should such behavior occur, parents may be forced to withdraw their children from the school.

Students are not permitted to carry any type of personal electronic, digital or cellular phone, pager or any other device deemed inappropriate by the principal.

Chewing gum is not permitted on school premises or field trips.

Behavior

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

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

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

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

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

Assemblies

Students are expected to be courteous and attentive during all types of assembly programs. We have a school-wide signal for “silence” which all students are expected to recognize. When the hand of an adult is raised, each student is expected to raise his or her hand and become silent. Students who are disruptive during assembly programs will be removed from the program immediately so as not to affect the enjoyment of the rest of the audience. Assembly programs are provided in conjunction with funding from the H.S.A.

Bullying

(Policy provided by Archdiocese of Baltimore, Department of Catholic Schools; Effective July 1, 2012)

Policy Statement: Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all God’s children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention and intervention.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. A standardized reporting form is available from the School Office. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,

- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

Expanded policy statement and reporting documents are available on the Archdiocesan and school website.

Harassment

Harassment Policy

Harassment or abuse of any kind is not acceptable behavior in St. John Regional Catholic School and will result in disciplinary action up to and including suspension/expulsion.

Policy

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

I. **Scope**

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

II. **Prohibited Conduct**

- A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:
 - (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
 - (iii) Otherwise adversely affects an individual's educational opportunities.
 - (iv)
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening,

intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. “Sexual” harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive environment.

III. Procedure

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student’s teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation’s findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

Bus Discipline Policies

These policies apply to those who ride the SJCP school bus to and from school and bus behavior on field trips or any other bus companies that parents have agreements with.

All students are expected to behave appropriately on the bus to insure the safety of all students. Therefore, we cannot permit any child to make it difficult for the driver to concentrate on the road and on the safety of all students. Unruly bus behavior will not be tolerated.

All students will:

- 1. Follow the directions of the bus driver the first time they are given.
- 2. Stay in their seats while the bus is moving.
- 3. Not put arms or heads out of the window.
- 4. Use inside voices.
- 5. Not eat on the bus at any time.

If these rules are not followed, the bus driver has the right to ask that the student be assigned to a front seat for one week. If this does

not improve behavior, the student will not be allowed to ride the bus.

Conflict Resolution

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

Discipline Code

The principal is the final recourse in all-disciplinary matters and may waive any disciplinary rule for just cause at his discretion.

St. John Regional Catholic School is a Catholic community, which thrives on the Christian principles of respect and love. A firm commitment to individual responsibility is necessary for all students. It is expected that all students will act honorably and will obey all the rules of courtesy and good behavior. Any direction given to a student by any teacher, teaching assistant, or member of the administration or staff of the school is to be followed. Failure to do so may warrant a detention or more serious action. Dishonorable behavior and acts of violence directed toward persons and/or property do not have a place in our school.

The policies of Saint John Regional Catholic School will help the students assume responsibilities for their actions as members of the community. Whenever all individuals freely accept this responsibility, then discipline exists. Good discipline, impartially administered is not an end in itself. Its ultimate goals are to:

- Develop true Christian character and a sense of responsibility.
- Establish an atmosphere conducive to academic excellence.
- Protect the welfare and reputation of the individual and the school community as a whole.

In order for these purposes to be fulfilled, it is imperative that all individuals involved understand the rules and regulations. Students are expected to conduct themselves in a respectful, courteous and orderly manner, and are not to be a source of disruption during class time or at any other times while on school grounds. It is the responsibility of the teachers to correct students whose behavior is inappropriate. The student and teacher should work together to develop a plan that will assist the student in developing appropriate responses to situations, thereby improving behavior. If a child responds positively to a teacher's corrective action, parent contact will not always be required. However, teachers are always encouraged to inform parents of their children's progress. Open communication fosters an attitude of mutual trust, and often enables the parents and school to work together for the good of the child.

Students who do not respond positively to the action taken by the teacher to correct disruptive behavior will be issued a conduct referral. This requires that the principal or assistant principal become involved in the discipline of the student.

The consequences of recurring incidents that result in a child receiving additional conduct referrals are serious. The consequences include detentions, parent conferences, out-of-school suspension, and possible expulsion.

It is our responsibility to provide children with the best possible education, as well as a structured and safe environment in which to function and grow. From the time the children are brought to school until the time they are dismissed, they are expected to follow certain rules and regulations, a responsibility that parents also share when it comes to children's safety.

It is expected that all parents will support the decisions made by the school with regard to discipline policies.

Discipline Guidelines

Expected Classroom Behavior

The following are the standard classroom policies. Teachers may have other regulations not listed here. Students are bound by both the following rules and the teacher's rules:

1. Students are to be in their seats when class begins. They are not to leave their seats in the classroom without explicit permission.
2. Each student is to have all necessary materials for class.
3. Students are to be attentive to the teachers and to participate actively in all class activities assigned by the teachers. They are not to do work for another class or read other-than-class materials, unless given permission to do so by the teacher. Materials for another class or for non-class activities should not be on a student's desk.
4. Each student is to refrain from talking out without permission and from talking to others while instruction is going on or while tests or quizzes are under way.
5. Students are to avoid any action that is distracting to the learning procedure underway in the classroom, especially harassing other students.
6. Students are responsible for the cleanliness around their desks and chairs.
7. Students are to refrain from insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation: they are not to argue about tests, grades, and punishments during the class, but rather should see the teacher after class in order to resolve such difficulties.
8. The location of desks, the condition of windows, blinds, and lights, etc., are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
9. Students should always enter and leave a classroom quietly.
10. Eating or drinking must take place in the cafeteria only.
11. Chewing gum is prohibited throughout the school at all times.

General

1. Students are to show respect and consideration for other students, those in authority – both adults and students, school property, and the property of others.
2. Students will not throw inappropriate items, e.g., rocks, dirt, snowballs, clothing, books, supplies, etc., in the school building or on

the school grounds.

3. Students will not use inappropriate gestures, foul or abusive language.
4. Candy or food is neither to be eaten during class nor outside. Chewing gum is not permitted on school property.
5. Students may not leave the school property during the school day.
6. Ball playing is not permitted before or after school.
7. Running is not permitted in the school building or in the classroom.
8. Students are to be quiet and orderly in the halls at all times. Students who do not adhere to the posted QUIET ZONES can receive a demerit.
9. Report cards per marking period will not be released until all library obligations are met.
10. Students may not enter the building before school, during lunchtime or recess unless they have a pass from a teacher.

Discipline Policy for Grades 5-8

Demerits are issued for MINOR OFFENSES.

Parents are notified via email when a demerit has been issued.

If a student accumulates 3 demerits the assistant principal will send the parents a warning letter via email. After a student receives 5 demerits, the student will receive an after-school detention. A letter will be sent to parents via email that includes information about detention.

All MAJOR and MINOR offenses are recorded. The purpose of keeping track of discipline offenses is to provide teachers and school administrators with accurate, efficient, practical information for decision-making not only about individual students, but also school-wide discipline.

Any other types of behavior, not specifically stated in this handbook, but which the administration considers to be acts of serious disruptive behavior. Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or Administration involved will be consulted.

Detention

If a student receives three (3) detentions during the course of the school year, a parent/teacher/student conference will be held.

A fourth detention will warrant a parent/teacher/student/administrator pre-suspension conference and the student will serve an out-of-school suspension.

The fifth detention will result in an out-of-school suspension. Parents and school administrators will meet for a pre-expulsion conference. Students earning a fifth detention and an out of school suspension will be placed on disciplinary probation for the following school year with a behavior modification plan in place prior to the student being allowed to return to SJRCS.

Based on the severity of a student's action and/or the number of detentions earned, the school administration reserves the right to deny the student participation in extracurricular activities, i.e., dances, field trips, etc.

Detention will be held each Thursday from 2:45-3:45 in the room of the teacher in charge.

The school reserves the right to employ the following procedures in dealing with instances of inappropriate behavior:

1. The school administrators reserve the right to determine the degree of punishment (demerit, detention, suspension, expulsion) depending on the circumstances and facts determined by an administrative investigation.
2. The school administration has the right to request full payment for total replacement and/or monetary reimbursement for broken or defaced property resulting from a deliberate act.
3. Field trips and other school activities are privileges afforded to students, not absolute rights. Students may jeopardize their privileges if they do not conform to the academic and/or behavioral expectations of SJRCS.
4. The administration reserves the right to deny a student participation in any school related activities.
5. The administration reserves the right to request that a student's parent accompany him/her on a field trip.
6. The principal reserves the right to require ongoing counseling or psychological testing in order for a student to remain at SJRCS.
7. The principal reserves the right to deny renewal of registration for the subsequent school year.

Suspension

Certain actions may result in an automatic detention or suspension of a student. While it is not possible to list all cases that could arise, several categories are listed for guidance. Other problems of equal seriousness may arise and will be treated similarly.

A student involved in any of the following situations may be subject to suspension and/or expulsion:

- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school [or while attending a school function]
- Possession of knives/weapons or look-alike knives/weapons Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence

- Harassment (Sexual or otherwise)

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement.

Any student suspended for any reason will be excluded from participation in special school activities at the discretion of the administration.

Students will be expected to make up all missed work, homework, and/or tests and quizzes that are given while under suspension. Not completing missed work due to suspension will result in failing grades for all missed assignments.

A suspension shall not exceed three consecutive school days. A suspension may require as a condition of continued enrollment, a psychological examination in appropriate cases, based on the student's behavior.

A child who is suspended may only be reinstated after the parents have a conference with the principal. Corrective measures must be taken in order for the student to remain at SJRCS.

If a student continues to receive discipline notices and there is no cooperation or effort to correct the behaviors, proceedings will be initiated to remove the student from St. John Regional Catholic School.

The principal reserves the right, at any point in the discipline cycle, to expel or suspend a student from the school for serious disruptive behavior. For any cases dealing with request for expulsion, due process will be handled through the Archdiocesan Superintendent of Schools or his designee.

Expulsion

The school reserves the right to expel any student in cases of serious or repeated violation(s) of school rules and regulations or policies. Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. Any expelled student forfeits all privileges of the St. John Regional Catholic School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Please note: All disciplinary regulations have been made in order to protect the rights of students and teachers and the reputation of the school and its property. The rules will ensure harmony and good order without which there can be no effective teaching or learning.

The Discipline Code applies to any student: 1) who is on school property; 2) who is in attendance at school; 3) who is at any school sponsored activity; 4) whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the school.

Any expelled student forfeits all privileges of the SJRCS student. The administrator reserves the right not to re-admit an expelled student at a later date.

Grievance Policy

All grievances are handled at the local level. Parents should first meet with the teacher whom the student was with at the time of the incident. If necessary, the parent and teacher can meet with the school administration. The school board is not included in the grievance process.

Off-Campus Conduct

The administration of St. John Regional Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

Reasons for Dismissal from School or Non-Renewal of Enrollment

While it is not possible to list all reasons for dismissal or nonrenewal of enrollment that could arise, several examples are listed of equal seriousness may arise and will be treated similarly:

1. Poor academic achievement.
2. Educational needs or a learning disability that cannot be reasonably accommodated.
3. Serious misbehavior which shows disregard for stated school policies and/or disrupts the teaching-learning process.
4. Parents' non-compliance with the teacher's and/or principal's recommendation regarding referrals to the Health Department and/or other agency deemed necessary for a more thorough evaluation of the child.
5. Parents' non-compliance with school policies or falsification of records, or withholding pertinent information regarding the child's past physical, emotional or academic problems.
6. Parents not meeting financial obligations as detailed in their tuition contract.
7. Parents' or family members' disrespect of school staff or any other behavior deemed by the principal to be unbecoming an adult in the St. John Regional Catholic School community.

Search and Seizure

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

Failure of the student to give consent may result in automatic suspension and/or expulsion from the school depending upon the circumstances. Regardless of consent, the principal or designee shall have the right to search areas under their control or in property belonging to the school or parish.

Truancy

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

HEALTH & SAFETY

The Health Room is available to students, staff, and visitors in the school who become ill or require first aid. A registered nurse is available daily from 8:30 AM to 2:30 PM. The school nurse provides routine care and first aid, maintains individual student health records, follows state requirements for immunization and health screenings, plans and monitors care for students with chronic health conditions, administers student medication when required, monitors communicable disease in the school setting, provides health training for school personnel, communicates and collaborates with students, school personnel, parents and community health care providers to coordinate school health and participates in planning for school safety.

Activity Restriction

St. John Regional Catholic School is committed to providing a safe and healthy environment for all students and staff. We understand there may be times when a student has a temporary or extended physical condition due to an injury or a chronic health issue, which may impact physical activity during the school day (mobility to/from class, physical education, recess, etc). The health room and school staff should be aware of the limitations of the student to be able to provide alternate activities and provide safe accommodations for the student while at school. For the parent and/or health care provider to communicate the extent of the physical activity restriction, the Activity Restriction Form should be completed. This form can be found in the Important Documents section of the school website. This form should also be completed, if a student needs to use the elevator due to an injury.

Allergies

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

Blood Borne Pathogens

A complete Blood borne Pathogens Standard Exposure Control Plan has been established by the school and can be found on file in the Office.

Child Abuse and Neglect

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

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. Communicable diseases are infectious diseases transmitted from person to person by direct contact with the infected person or contact with infected bodily discharges. Such diseases are easily transmitted in school settings. It is, therefore, important that communicable diseases be reported to school so that appropriate control measures may be taken to reduce the spread of infectious diseases to others. The school must notify the Health Department. All reports are confidential.

The following communicable diseases/conditions are necessary to report:

Measles – Regular or German	T.B
Meningitis	Whooping Cough
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Pediculosis (head lice)	Virus Infection (AIDS and all other symptomatic infections)
Adverse Reactions to Pertussis Vaccine	Lyme Disease
Impetigo	Chickenpox

Any student with drainage from the eyes associated with conjunctivitis (pinkeye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chickenpox are excluded from school until all lesions are scabbed over.

Students are excluded from school for head lice. A child may return to school only after appropriate treatment and all lice and unhatched nits are removed.

* Certain communicable diseases necessitate a 24-hour treatment with an antibiotic before returning to school. In these cases, we require a physician's notification of approval for the patient's return to school.

If you are unsure if an illness should be reported to school, please consult your child's physician or the school health office. All reports are confidential.

Head Injury

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

Illness

Students should not attend school if:

- The student has a temperature. The student may return to school after having a normal temperature for at least 24 hours while not taking any fever reducing medications (ex. Tylenol or Motrin)
- Antibiotics are prescribed. The student may return to school after taking antibiotics for a minimum of 24 hours and without a temperature over 100 degrees F for at least 24 hours without taking any fever reducing medications.
- The student is vomiting. The student may return to school approximately 24 hours after symptoms resolve, and is able to tolerate a normal diet.
- The student has diarrhea. The student may return to school approximately 24 hours after symptoms resolve, and is able to tolerate a normal diet.
- The student is diagnosed with a communicable disease or illness. (ex: conjunctivitis, influenza, pneumonia, strep throat, pertussis, head lice, chicken pox (Varicella), impetigo, scabies).
- The student has severe cold symptoms, upper respiratory infection, a persistent cough, a runny nose they cannot manage by themselves and/or contain with tissues, or other symptoms that would interfere with effective school participation.
- They seem tired/lethargic, pale, with little appetite, and generally “not him/herself.”

If a child becomes ill at school, it is at the discretion of the school health office and/or teacher as to whether a student needs to be sent home. It is the responsibility of the parent, once notified, to pick up the student in a timely manner (at least within an hour of notification). If a child has a fecal accident, the parent will be called and the child must be picked up.

Children who are ill enough to be kept in during recess periods should be kept at home until they can follow the regular school schedule. The school does not have adequate personnel for individual supervision.

Maryland School Immunization Requirements

The following are the immunization requirements for students entering any grade, Kindergarten through the twelve in a Maryland public or private school. A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination, be signed by a physician or health department official, and be approved by the school. In the case of religious objection or medical contraindication,

form DHMH 896 must be submitted and kept on file. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

State of Maryland vaccine requirements for school age children are as follows:

- Diphtheria, tetanus, and pertussis (whooping cough), (DTaP, DTP): 4 doses of DTaP, DTP vaccine for all students entering PK-8th grade. If DT is given in place of DTP or DTaP, a physician-documented medical contraindication is required.
- Polio: 3 doses of polio vaccine for all students or proof of immunity by positive blood test.
- Measles, Mumps, Rubella (MMR): 2 doses of MMR required for entry into K-8th grade. 1st dose must be administered on or after students 1st birthday. Preschool students under 60 months require one dose of MMR; preschool students over 60 months require 2 doses of MMR vaccine.
- Varicella: 2 doses of varicella vaccine required for entry into Kindergarten, 1st AND 2nd grade. 1st dose must be administered on or after student's first birthday. History of chicken pox documented by a health care provider including month and year of disease or a positive blood test will be accepted as proof in lieu of vaccination. Pre-K students are required to have 1 dose of varicella.
- Hepatitis B: 3 doses of hepatitis B vaccine for all students PK-8th grade or proof of immunity by a positive blood test.
- 1 dose of Tdap vaccine for entry into 7th AND 8th grades
- 1 dose of Meningococcal vaccine for entry into 7th AND 8th grades
- Students enrolled in Pre-K programs must also:
 - ☐ Have received one dose of Pneumococcal vaccine (PCV7, PCV 13, Prevnar) if they are under 60 months of age.
 - ☐ Have received Haemophilus influenza, type b vaccine (HIB) if they are under 60 months of age. At least 1 dose of HIB must be administered on or after the first birthday.

Immunization Exceptions:

- A medical contraindication (exemptions for specific immunizations) signed by a physician.
- A lost or destroyed record statement signed by a parent and physician. Proof of measles and rubella immunization by a blood test must be presented. Revaccination may be required.
- A religious exemption statement signed by a parent.

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

Dispensing of Medication at School

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

Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a sealed plastic bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the nurse's office.

Medication:

All nonprescription medication must be in the original bottle/package. All prescription medication must be in the original pharmacy container labeled by the pharmacist with the student's name, name of medication, dosage, route, and directions for administration, conditions for storage, prescription date and expiration date. A new medication administration form must be completed at the beginning of each school year, for each medication and each time there is a change in dosage or time of administration. Students may not possess, dispense, or distribute medication on their own unless authorized to self-carry. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a Ziploc bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the Nurse's office.

The health care provider and parent must indicate whether the student is competent to self-administer and/ or self-carry on the Medication Authorization form.

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

Insurance

The school provides the option for parents to purchase student health insurance for their children. This is available through the Archdiocese of Baltimore.

Student Health Records

Parents are required to complete a confidential Health/Emergency Information Form listing any allergies, serious medical conditions, medications, and emergency contact information. All students, in accordance with state law, are required to have an immunization form turned in to the school office by the first day of school. This form will be kept in the permanent record file folders in the school office.

The school must be notified of changes that occur during the school year.

Vision/Hearing Screening

The school follows the directives of the Frederick County Health Department and responds to parent's requests for individual testing. This testing is usually done for all students in Grades kindergarten, 3, 5, 7, and 8 as well as for new students in all other grades.

Water Bottles

Students may access water from the drinking fountains located in the school throughout the school day. Students in grades PK through Grade 4 also have access to a sink and water fountain in their classrooms. The school will provide paper cups for student use in those classes.

Students in Grades 5-8 may bring a non-breakable bottle filled with water from home. The following guidelines apply:

- Water bottles must be clear and have a closable lid with a pushup top to prevent spills. **Disposable water bottles are not permitted.**
- Water bottles must be clearly labeled with the student's first and last name in permanent marker.
- Water bottles must contain water only: NO juice, sports drinks, or energy drinks.
- Water bottles are to be taken home daily by the student to be washed and refilled for the next school day.
- Water bottles must be carried and left in the outside pocket of a student's backpack.
- Water bottles cannot be on the desk.
- Water can only be consumed at the beginning of class or the end of the class at the discretion of the teacher.
- Students may not refill their water bottles during the day.
- Water bottles are not to be in close proximity to technology equipment (including iPads) and are not permitted in the computer lab or media center.
- Water bottles are not permitted during science labs or other activities where student safety is a concern.
- Water bottles are not to be taken to recess

Failure to abide by any of the above guidelines will result in the loss of the student's water bottle privilege.

STUDENT SERVICES

After School Care

An After School Care Program is provided only for students of St. John Regional Catholic School by the Judy Williams School Age Child Care LLC. Registration for this program and all payments are made directly to the child care provider.

Children in the after school care program will participate in outdoor activities, indoor games, arts and crafts, and time for homework. A snack is provided. After school care will be available from dismissal until 6:00 p.m. Monday through Friday with no provision made on scheduled half days or when school is closed early due to weather.

Before School Care

A Before School Care Program is provided for students of St. John Regional Catholic School by the Judy Williams School Age Child Care LLC. Registration for this program and all payments are made directly to the child care provider.

Building Use

Various groups (i.e., Scouts, sports, music, etc.) use the school building after school hours. A request must be submitted in writing to the administrative office prior to use.

When using rooms or fields, the group is responsible for: cleaning up after themselves, returning furniture or equipment to original positions, respecting classroom displays, cleaning chalkboards, and controlling the children within the group. Students are not to run through the building unsupervised. Supervision must also be given when children are waiting for parent pickup. Siblings not involved in the activity must also be under direct supervision of the adults in charge of the activity.

Negligent care of the facilities will result in refusal for future use. This includes sports teams and Scout groups.

Counselor

SJRCS has a full-time school counselor. Students may refer themselves for counseling services or they may be referred by their teacher, school administrator, or parent.

The first visit may be done without specific parental permission. The referral source is contacted with a recommendation. If the recommendation includes further counseling, the student's parents are contacted to request permission and cooperation. Counseling will be done at school.

The confidentiality of information shared is respected by the counselor within personal and legal limits. If a referral is made to an outside health professional; expenses for this will be handled by the parent. In situations where it is deemed appropriate, students may be asked not to return to school until counseling has been completed. To facilitate positive school behaviors, the school counselor will

provide scheduled guidance activities with small and large groups of students.

Extracurricular Activities

St. John Regional Catholic School offers a variety of after school activities that include, but are not limited to:

BAND PROGRAM – Grades 4-8. SJRCS is very proud of the accomplishments of our school band. Students in grades 4-8 may enroll in the Instrumental Music Program. Lessons are held during school hours, once a week, for 30 minutes on a rotating basis so students do not miss the same class each week. Specifics for this program, including fees and additional information will be forwarded to the parents in September. **STUDENTS ARE ACCOUNTABLE FOR ANY MISSED WORK.** Full band practice is held one day a week after school.

SCOUTING PROGRAM – Parents organize and operate this activity. When Scout meetings are scheduled after school, Scout uniforms are permitted in place of the school uniform on that day.

SAFETY PATROL – Students of grades 6, 7, and 8 perform all safety duties.

SPORTS PROGRAMS – All grades participate. Information regarding registration is on the SJRCS web site and information will go home with students during the season. Organized by parent volunteers.

NATIONAL JUNIOR HONOR SOCIETY – Open to students entering grade 8. Students must meet academic and character requirements in order to be invited to participate at the end of grade 7. (Please see the school website for more detailed information on the Selection Process and the NJHS By-Laws.)

STUDENT COUNCIL – Open to 7th and 8th grade students. Elections for officers are held on an annual basis at the beginning of each school year. (Please see the school website for more detailed information on the Election Process and the Student Council By-Laws.)

LIGHT OF HOPE STUDENT SERVICE CLUB – Open to 6th-8th grade students who are interested in providing community service.

CHORUS – Open to students in grades 4-8.

BELL CHOIR – Open to students in grades 5-8. (Limited spots available)

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. After conferring with the principal, teachers will supply information regarding date, dress, time and other information. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. (Telephone permission is not accepted. Any child who has not returned the permission slip and attends school on the scheduled date will be given class work and remain in the building.)

The field trip day is considered a school day. No electronic devices are allowed to be brought on field trips. This includes MP3 players, CD players, video games, cell phones, etc. If a student is not able to attend because of illness, we cannot provide a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

The principal reserves the right to exclude from these events those students whose conduct or grades throughout the school year do not reflect acceptable school behavior. This policy also applies to field days, school sports teams, and special activities.

In the event that additional chaperones are needed, teachers will ask for parent volunteers. In order to chaperone for a field trip, parents must be VIRTUS certified. This includes completing the Application for Volunteer Service, the Volunteer Criminal History Screening Consent Form and having successfully completed the VIRTUS online training. There are NO exceptions to this policy. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day. Parent chaperones must travel to and from the field trip on the bus with students. Since the purpose of chaperoning is to supervise our students, parent chaperones should refrain from using cell phones while supervising students. This is an Archdiocesan policy that is in place for the safety of all students. Parent failure to adhere to this policy could result in their children not being allowed to participate in future field trips.

Lunch and Recess

Cafeteria

Cafeteria menus are pre-set and are posted monthly. They can be found on the Parent Portal. The design of our menu follows a basic 5/3 plan. That means we offer 5 main food groups (protein, bread, vegetable, fruit, and dairy) in every hot lunch. The student is encouraged to take all of these but, at the very least, 3 of them. These choices are left up to each student according to their preference.

If you have a child with a food allergy, please forward any information to the cafeteria staff. If you have any other questions or concerns, you may contact the cafeteria manager at 301-662-6722 or by email at tschwartzbeck@sjrcs.org.

Any forgotten lunches may be left at the office. Be sure the child's name and grade are written on the lunch container. No carbonated beverages or glass containers are allowed in the cafeteria. Parents should not bring lunches or drinks from carry-out restaurants. Additionally, due to time and space constraints, parents or other family members are not permitted to join students during lunch.

Cafeteria Purchases

We use an automated system as an option for purchasing lunch and snacks. This is a very easy system. It eliminates lost tickets and allows you to see what your child buys. You will be able to add money onto your account as needed. This allows more flexibility and accountability for you and your children. Setting up an account through My School Bucks is free. You can use the link on the school's web-site. Once your family account has been set up, you can add money to your child's account by using a credit card, cash, or a check. If you choose to use a credit card, there is a small fee. If you decide to use cash or a check, you just need to send it in with your child and it will be applied to their account. There is no fee to do this.

Setting your family up with a My School Bucks account allows you to look at what your child purchases. The only time that isn't possible is when you send in cash with your child to buy snacks. Another useful feature is the ability to set up an e-mail notification that will tell you when your child's funds are running low, thus eliminating a negative balance.

Please Note: Students are not allowed to purchase snacks at any time during the day other than at their assigned lunch time.

Cafeteria Volunteers

We have many volunteer opportunities in the cafeteria and we welcome your help. We need volunteers every day from 11:00 a.m. to 1:15 p.m. Our volunteers help the children get their drinks and snacks. They also help with wiping down the tables in between the shifts to ensure that it is clean for the next group of students. All cafeteria volunteers must be VIRTUS certified.

Lunch

1. Students will pray Grace before Meals in their classrooms prior to entering the cafeteria.
2. Students are brought into the cafeteria by classroom teachers or teaching assistants. Walking in an orderly manner, students will

- enter the cafeteria, proceed to their assigned tables, and eat in a mannerly fashion.
3. Students are to remain seated at all times unless they are buying milk, lunch, or snacks.
 4. Three minutes prior to dismissal a whistle will be blown by one of the teaching assistants and the students will be asked to return "Grace."
 5. Each table will be dismissed individually and the students will clean up after themselves and, using the designated exit, they will go to their classroom or the play area. Students will be expected to line up silently. Individual lunch tables will not be dismissed until all trash from that table has been discarded and the area is clean. This will be enforced by the teaching assistants.
 6. Students who are going to recess will be accompanied by a teaching assistant.
 7. During lunch, students may use only the rest rooms in the cafeteria hallway.

Indoor Recess

On inclement weather days, students will remain in their homerooms during indoor recess. Teaching assistants and parent volunteers will help with classroom supervision.

In grades 4-8, if there are not enough parent volunteers available to assist with student supervision, students will have an appropriate indoor activity; i.e.: study hall, watch a movie, read, talk quietly, etc. as chosen by the teacher in charge.

Outdoor Recess

1. Students will respect and obey the playground supervisors.
2. In case of an accident, the student will report to a playground supervisor.
3. Fighting or rough games (dodge-ball, keep-away, tackle football, etc) are not permitted. No kicking, punching, pushing, shoving, pulling on clothes, etc. is allowed.
4. Food or chewing gum is not permitted on the playground.
5. The teacher assistant on lunch duty will be present to bring students inside after lunch. The students will line up quietly before entering the building.
6. Recess will be held in the playground area behind the school, weather permitting. In the event of snow or muddy conditions, recess may be moved to the parking area.
7. Students must stay within the designated play areas.
8. If a student does not follow the above guidelines, then he or she will be corrected by the teaching assistant or parent volunteer on duty and given a warning. If the student needs to be corrected again, the student will be asked to sit down for the remainder of the recess period and the homeroom teacher will be informed.
9. Any child who is disrespectful to a teaching assistant or parent volunteer will be sent directly to a school administrator.

Playground Safety and Equipment

The proper use of the playground and all athletic equipment is necessary. Improper use of playground equipment is not permitted. Each department in school sets guidelines for equipment usage. A bell rung or a whistle blown means that all activity stops and students direct their attention to the adult in charge.

Any student who is not able to conduct himself or herself according to school-wide rules and playground safety/courtesy guidelines will "sit out" during this time. All electronic devices; i.e., stereos, tape recorders, MP3 players, and computer games may not be brought to school. If a piece of equipment or toy is needed at school, the teacher will notify parents. Any equipment that is brought to school without permission of the teacher will be taken to the administration and a parent will need to pick it up.

Sports Program

SJRCS sponsors a comprehensive sports program through the dedication of our parent volunteers. The Mission of the SJRCS Sports Program is to provide quality sports programs which include the development of teams that demonstrate, in practice and in play, the honor, respect and understanding demonstrated in the Catholic faith. Please be advised, that the Mid-Maryland Basketball program has NO affiliation with St. John Regional Catholic School.

Each child from grades K-8 has an opportunity to participate in some or all of the offered activities. Currently, we offer participation in the following sports: basketball, soccer, cheerleading, and lacrosse. In order to participate in the SJRCS Sports Program, a family must have no outstanding financial obligations to the school.

Students must pre-register for sports they wish to participate in. Completed registration forms and fees must be submitted to the Registrar before a student is eligible to play. Additionally, a student in grades 5-8, must maintain a 2.0 GPA with no E's in a major subject to be eligible to play. Students may also be deemed ineligible to play due to their behavior record.

Coaches will be given eligibility forms to complete. Eligibility decisions are based upon the SJRCS Student-Athlete Eligibility Policy. Copies of this policy are available through the Sports Committee or the front office.

Please note: The two forms can be downloaded from the school web site.

STUDENT SAFETY

AHERA Plan

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

Please note that the Archdiocese of Baltimore maintains a list of approved Asbestos/Lead removal and abatement contractors and a copy of these contractors can be sent to our school upon request. To review the asbestos management plan or if you have any questions, please contact the administration.

Student Safety

All members of the school community are responsible for working together to help make our school safe for all. Each student is prohibited in engaging in any conduct that jeopardizes the safety of any member of the school community including, but not limited to, the following:

1. Discussing the commission of an act of violence or aggression, threatening to commit an act of violence or aggression, joking about committing an act of aggression or violence, or actually committing an act of violence or aggression.
2. Possessing any item that could be used to commit a violent, dangerous, or threatening act.
3. Possessing instructions on how to commit an act of violence.
4. Drawing pictures of, or writing stories about, violent or sexually suggestive situations. Students will immediately report to a school administrator any behavior or that appear to be violent, dangerous, or threatening.

Dogs on Campus

For the safety of all students, NO DOGS ARE ALLOWED IN SCHOOL OR ON SCHOOL PROPERTY.

Additionally, since we use student safety patrols to assist with arrival at the Primary Wing, parents may not have dogs and/or other pets in their vehicles during drop off. If you have a dog in your car during drop-off, you will need to park in the lot and walk your child over to the arrival area.

Restricted Area

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty member. The faculty lounge is a restricted area for all students. Empty classrooms are restricted areas.

Corridors are to be generally clear of traffic except for movement at the change of class.

Alcohol/Drug Policy

Board of Directors' Policy on Alcohol/Drug Use During School Sponsored Activities

Purpose:

To promote an alcohol/drug free environment for events sponsored by St. John Regional Catholic School and in support of Archdiocesan guidelines regarding board responsibility of overseeing operations of the school in the area of faith and morals.

Supportive Data:

By-laws of St. John Regional Catholic School, Inc.: "The board is accountable to the Archbishop for overseeing the operation of the school, and in the area of faith and morals."

Procedures:

1. The use, sale, or distribution of [illegal] controlled substances will be prohibited at any event sponsored by and in connection with St. John Regional Catholic School.
2. The use, sale, or distribution of alcohol will be prohibited at any event sponsored by and or in connection with St. John Regional Catholic School where children are present.
3. Failure to comply with procedure #1 will result in the notification of proper authorities to have the violator(s) removed from the sponsored event and face prosecution by said authorities.
4. Failure to comply with procedure #2 will result in the following:
 - a. Warning will be given to cease immediately
 - b. Violator(s) will be asked to leave the event.
 - c. Violator(s) may be banned from participation in future events. [Any school property is a tobacco free zone.]

SWIFT K-12 Message System

In the event of an emergency that would impact the health safety and/or welfare of our students or a situation that compromises the safety of our school facility or grounds, the school will notify parents through the SWIFT K-12 system. Parents will simultaneously receive a text message, a phone call to their home, and an email alert to the phone numbers and email addresses that are on file.

Safety Patrols

The principal, assistant principal, and teacher moderator work with our safety patrols on providing maximum safety for our children as they come to and from school. A very well-organized safety patrol protects the students of our school. Sixth, seventh, and eighth grade students are eligible for the safety patrol. They attend regular meetings and assume leadership responsibilities for the safety of the school children.

All students and parents are expected to obey the patrols. Any misconduct on the part of students is reported to the patrol moderator or assistant principal.

UNIFORMS and PERSONAL APPEARANCE

Uniform Policy: School Board Approved, April 26, 2005 (Updated May, 2019)

SJRCS school uniforms are purchased through the Flynn & O'Hara Uniform Company. Uniforms can be purchased on their website: www.flynnohara.com. They also have a store located in Rockville, Maryland. Their phone number is (800) 441-4122. Parents may also purchase pre-owned uniforms at our Used Uniform Sale that is sponsored twice a year by our Home School Association.

Please Note: Apparel items purchased through the St. John Regional Catholic School official Sidelines store are to be used as Spirit Wear only and cannot be substituted for the official SJRCS uniform

Dress Code

Students dress in uniforms in order that their attire is in keeping with those attitudes necessary and helpful to foster an academic climate within the school. We take pride in the appearance of our students. SJRCS students should wear their uniforms with pride. Their dress reflects the quality of the school, their conduct, and their schoolwork. Uniforms should be in good repair and fit properly. Colored t-shirts or those containing lettering or graphics should not be worn under uniform shirts. Uniforms are worn by students beginning the first day of school. Students are required to arrive and leave school in complete uniform. Parents are encouraged to contact the school if clarification of any part of the dress code is needed. Parents should label all sweaters, sweatshirts, coats, etc. with their student's name and grade. Skirts and skorts must be no more than 3 inches above the middle of the knee.

The following dress code (winter uniform) is appropriate all year and is required from a designated October date until an appropriate spring date that will be announced each year. The optional summer uniform is listed at the end of this policy. We ask your cooperation in adhering to the school uniform code. Parents will be contacted by the school if violations of this code occur. Accumulating three uniform violations per trimester equals a detention.

Uniforms must be purchased through Flynn and O'Hara, the uniform section of the JC Penney Department stores, or through the JC Penney uniform catalog. Items with plaid or with a school logo must be purchased through Flynn & O'Hara. All uniform components that are not purchased through Flynn & O'Hara MUST MATCH the style, fabric, and color of the Flynn & O'Hara regulation uniform. Uniforms will be monitored closely for adherence to correct styles and colors. If uniform components do not adhere to correct style/color, replacements will be expected to be purchased.

During specific celebrations such as Catholic Schools Week Open House, First Friday Mass, etc., students will be required to wear their full winter or summer uniform (i.e., skirt, jumper, ties). NO GYM SUITS are to be worn on Mass days.

Jewelry

The following ARE permitted as part of the uniform: a necklace (worn inside the shirt and not visible, no chokers), one pair of stud earrings (Girls only) – worn in ear lobes, wristwatch (NO SMART watches), one ring (of reasonable size).

The following ARE NOT permitted as part of the uniform: dangling or hoop earrings, bracelets, multiple rings, ankle bracelets, cartilage piercing, pearl necklaces or chokers.

NO BRACELETS OF ANY KIND! One “support” band is allowed around the wrist.

Any jewelry not approved will be taken away. It will be returned when a note from the parent is received requesting that the jewelry be returned. No purses are to be carried!

Lost and Found

All articles found are to be taken to the office. If the article is marked with a name, it will be returned to its owner. If there is no marking, it will be held for several weeks and then donated to an organization assisting the poor. PLEASE label all clothing items – uniforms and outerwear – before allowing your child to wear them to school.

Make-Up & Grooming

All make-up, including nail polish, French manicures, and artificial nails, are not permitted during school hours. Proper grooming is expected of every student. Students will be asked to remove make-up and nail polish if worn to school.

Hair should be neatly styled. Fad haircuts, artificially dyed hair, highlighted hair, and radically styled hair are inappropriate for school. It is at the sole discretion of the school administration to determine the appropriateness of a particular hairstyle. Hairstyles for both boys and girls should not hamper their vision. Boys' hair should not be longer than the top of the shirt collar.

Boys' haircuts need to be an appropriate length and kept in a clean-cut fashion (cut above the ears). Boys may not have ponytails. No “Mohawk” style haircuts.

Students who need haircuts will be given a written notification and will have one week to rectify the situation. No hats are to be worn in the building, including non-uniform days.

Girls should wear white undergarments that are not visible through their blouses or polo shirts. NO Neon colored or animal print

undergarments are allowed to be worn under blouses or polo shirts.

Boys should be clean-shaven. No facial hair permitted. No sideburns below the ear lobe are permitted.

If girls choose to wear headbands or bows, they cannot be overly embellished with large flowers, etc. or oversized.

Out of Uniform Dress Code

Even though students occasionally have the opportunity of coming to school out of uniform, it is still necessary to maintain an appropriate learning environment. Therefore, the following rules must be established:

1. Male and female students are restricted from wearing clothing that is unduly revealing:
 - a. Tops cut low at the neck or under the arms
 - b. Low cut blouses/tops
 - c. Clothes that expose bare midriff
 - d. Pants worn below the hips exposing skin or underwear
 - e. Spaghetti strap tops must be covered by another shirt or sweater.
 - f. Skirts, skorts, rompers, or shorts that are inappropriately short (including cheerleading type skirts). These items may not be more than 3” above the middle of the knee.
 - g. Clothing must not have any rips or tears even if purchased in that condition.
 - h. Tank tops
 - i. Transparent clothing
 - j. Clothing that is extremely tight
2. Students are not to wear clothes or items that advertise drugs, alcohol, tobacco, or weapons.
3. Students are not to wear clothes or items with sexually offensive or vulgar words or pictures.
4. Make-up and/or nail polish is not to be worn.
5. Footwear must have closed toes and heels. No flip-flop type shoes! No shoes with high heels. No “cros.” Uggs or other types of boots can only be worn on Fridays. Students may only wear sneakers or closed toe shoes.
6. Hats, bandanas, sweatbands, caps, and visors may not be worn.
7. Chains attached to wallets, keys, or clothing may not be worn.
8. No additional earrings or rings may be worn.
9. No pajama bottoms!
10. Leggings or “skinny” jeans must be worn with tops that cover the “bottom.”
11. Shorts may not be worn on non-uniform days during the months that winter uniforms are in effect.

Good Rule: If you think you shouldn't wear it, you probably shouldn't!

Consequences for not following the above guidelines may include having to wear a school sweatshirt or clothing from our used

uniform supply. Phone calls may be made to parents to bring appropriate clothing in to school and a uniform violation note will be sent home to parents. Students who violate the out-of-uniform dress code will be excluded from participating in the next out-of-uniform day.

Polo Shirts

Students have two options for polo shirts. They can wear an all-cotton white polo shirt (with or without the SJRCS logo). They can also choose to wear a blue polo shirt from Flynn & O'Hara. If a student opts to wear a blue polo shirt, it must have the SJRCS logo on it. Polo shirts should not have lace around the collar or sleeves. No "Under Armour" type fabrics.

Please see a school administrator if you have any questions or are unsure if your shoes are acceptable. Final approval on the appropriateness of a school shoe, whether it is a dress shoe or sneaker, lies with the school administration and their decision supersedes the handbook.

School Shoes

Sneakers are to be worn with the school gym uniform on the day that students are scheduled for their physical education class. Sneakers are not to be worn with the winter uniform.

With the winter uniform, students are required to wear a dress shoe. Sperry shoes are permitted in the appropriate color. Clog type shoes or shoes with heels or platforms are prohibited.

Uniforms

All students are to be in complete uniform at all times for class and physical education. Only a parental note will excuse a student. Students who are out of uniform or not in compliance with uniform policies will receive a uniform violation.

Uniform Violations will be given to students who are not in compliance with our uniform policy. Uniforms must match the specifications of the SJRCS uniform policy. No exceptions will be made.

Boys Winter Uniform Requirements

Pre-K

- White polo shirt; long sleeve polo shirts are acceptable for winter (logo optional) OR blue polo shirt with logo.
- Navy blue sweatpants
- White or grey, flat-soled athletic shoes with a minimal amount of colored trim. Velcro closures are required in Pre-K. (No fad shoes, bright colors, characters, or lights. No High Tops!)

Kindergarten

- White polo shirt. Long sleeve polo shirts are acceptable for winter (logo optional); as well as, the blue polo shirt with logo.
- Navy blue slacks
- Navy blue or black socks
- Navy blue sweatshirt with logo over shirt (optional) OR navy blue pullover sweater OR navy blue pullover vest (optional)
- No hoodies!

Grades 1-8

- White oxford long/short sleeve shirt with the Flynn & O'Hara plaid tie. SHIRTS MUST BE TUCKED IN AND TOP BUTTON BUTTONED! LONG SLEEVE SHIRTS MUST BE BUTTONED, NOT ROLLED UP! or white polo shirt; long sleeve polo shirts are acceptable for winter (logo optional) OR blue polo shirt with logo.
- Navy blue pants
- Plain black or brown belt is required for grades 2-8
- Navy blue or black socks
- Navy blue sweatshirt with logo over shirt & tie (optional) OR
- Navy blue pullover sweater or navy blue pullover vest (optional)

Black or dark brown DRESS shoes are to be worn with the winter uniform. ALL black sneakers are not to be worn as dress shoes with the winter uniform. No boots!

Girls Winter Uniform Requirements

Pre-K

- White polo shirt (SJPCS logo optional) or blue polo shirt with logo; long sleeve polo shirts are acceptable for winter (logo optional) OR blue polo shirt with logo.
- Navy blue sweatpants
- White, or light grey, flat-soled athletic shoes with a minimal amount of colored trim. Velcro closures are required in Pre-K. (No fad shoes, bright colors, characters, or lights. No High Tops!)

Kindergarten

- White polo shirt (SJPCS logo optional) or blue polo shirt with logo; long sleeve polo shirts are acceptable for winter (logo optional) OR blue polo shirt with logo with navy blue pants OR
- Plaid jumper from Flynn & O'Hara Uniform Co. with white Peter Pan collar blouse (no lace on collar) with navy blue knee socks or tights and dress shoes.

Grades 1-4

- White polo shirt (SJPCS logo optional) or blue polo shirt with logo; long sleeve polo shirts are acceptable for winter (logo optional)

- OR blue polo shirt with logo with navy blue pants OR
- Plaid jumper from Flynn & O'Hara Uniform Co. with white Peter Pan collar blouse (no lace on collar) with navy blue knee socks or tights and dress shoes.

Grades 5-8

- Plaid skort or kilt from Flynn & O'Hara Uniform Co.
- White oxford long/short sleeve blouse
- Navy blue sweatshirt with logo over blouse OR navy blue pullover sweater or navy blue pullover vest.

ALL Girls

- Navy blue sweatshirt with logo over blouse OR
- Navy blue pullover sweater or navy blue pullover vest (This is optional for grades Pre-K through 4; MANDATORY FOR GIRLS GRADES 5-8.)
- Girls in Pre-K through grade 4 may wear a navy blue cardigan sweater (optional).
- Black, navy, or dark brown dress shoes, closed toe, closed heels, no heels over one inch, NO platform style shoes
- Navy blue knee high socks or tights.

Girls may opt to wear navy blue pants during the cold winter months. These can be worn with a white polo or blue polo with logo.

SKIRTS AND JUMPERS MAY NOT BE ANY SHORTER THAN THREE INCHES ABOVE THE MIDDLE OF THE KNEE.

Gym Days for both Girls and Boys – Grades K-8

(Students wear PE clothes all day on their designated PE day).

REQUIRED Flynn & O'Hara gym uniform:

- Navy sweatpants with elastic around the ankle (winter, October 1st- spring date as announced) NO Yoga pants, No leggings, No straight legs. Regular sweatpant fabric is required.
- Plain navy mesh gym shorts (summer uniform) , No logos like Nike or Adidas, and no stripes!
- Gray t-shirt with school logo
- Navy blue sweatshirt (optional)
- White athletic CREW socks that are above the ankle; small logos are acceptable! No stripes!
- White or **grey**, flat-soled athletic shoes with minimal amount of colored trim. (No fad shoes, bright colors, characters, or lights. No High Tops OR mid-high sneakers!) Shoes drawn on with pens or markers are not permitted. Sneakers with shoelaces must be tied at ALL times.

If components of the gym uniform are not purchased directly from Flynn & O'Hara, the gym uniform must match the style, fabric, and color of the Flynn & O'Hara uniform.

Summer Uniform for Girls and Boys, Pre-K

- Navy blue micromesh nylon gym shorts (NOT walking shorts)
- White short-sleeved polo shirt (logo optional) OR blue polo with SJRCS logo
- White athletic CREW socks that come above the ankle; small logos are acceptable! No stripes!
- White or grey, flat-soled athletic shoes with minimal amount of colored trim. Velcro closures are required in Pre-K. (No fad shoes, bright colors, characters, or lights. No High Tops OR mid-high sneakers!)
- Girls in Pre-K have the option of wearing a navy blue skort from Flynn & O'Hara in place of the shorts.

Summer Uniform for Girls and Boys, K-8

- Navy blue walking shorts (pant legs should be at the knee or slightly above) Must be PLAIN; NO cargo type shorts!
- Plain black, navy blue, or brown belt must be worn (grades 2-8).
- Girls in K -8 have the option of wearing a navy blue skort from Flynn & O'Hara in place of the shorts.
- White polo shirt (logo optional) OR blue polo with SJRCS logo
- White athletic CREW socks that come above the ankle; small logos are acceptable! No stripes!
- White or grey, flat-soled athletic shoes with minimal amount of colored trim. (No fad shoes, bright colors, characters, or lights. No High Tops or mid-high sneakers!)

SJRCS reserves the right to determine whether the student's appearance and dress are appropriate for school. This final decision rests with the school administration. **ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.**

Right to Amend the Handbook

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