



**ST. JOHN REGIONAL CATHOLIC SCHOOL  
PARENT STUDENT HANDBOOK  
2021-2022**

8414 OPPOSSUMTOWN PIKE  
FREDERICK, MD 21701  
(301) 662-6722

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## **Message to Our Families**

Dear Parents,

The faculty, staff, and administrators are looking forward to a fantastic year with your child(ren)! This Parent/Student Handbook serves as a guide to the SJRC expectations and policies for your family. As partners in education, let us continue to collaborate in supporting your child(ren) spiritually, academically, and social/emotionally throughout the school year. Please contact the school office (301-662-6722) if you have any questions.

In Christ,

**Dr. Annette Marie Jones**  
**Principal**

**Mrs. Kim Hanner**  
**Assistant Principal**



## **Regional Parishes**

### **St. John the Evangelist**

Father John Williamson  
112 East Second Street  
Frederick, MD 21701  
301 662-8288

### **St. Joseph-on-Carrollton Manor**

Father John Williamson  
5843 Manor Woods Road  
Frederick, MD 21703  
301 663-0907

### **St. Peter the Apostle**

Father Chuck Wible  
9190 Church Street  
Union Bridge, MD 21791  
301 898-5111

### **St. Timothy**

Father Juan Rubio  
200 Glade Boulevard  
Walkersville, MD 21793  
301-845-8043

### **St. Ignatius of Loyola**

Father Patrick Carrion.  
4103 Prices Distillery Rd.  
Ijamsville, MD 21754  
301-695-8845

### **St. Katharine Drexel**

Father Keith Boisvert  
8428 Opossumtown Pike  
Frederick, Maryland 21702  
301 360-9581

### **The Pastorate of St. Francis- St. Mary & Holy Family**

(Rev. Msgr.) Robert J. Jaskot,  
7321 Burkittsville Road  
Middletown, MD 21769  
301-473-4800



## **General Information**

St. John Regional Catholic School is a co-ed elementary school for grades Pre-Kindergarten 3 to Grade 8. The school does not discriminate in its educational programs and activities on the basis of race, color, sex, sexual orientation, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). This school is not required to adopt any rule, regulation, or policy that conflicts with the its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Karen Gawinske or Dr. Annette Jones. 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.

### **Attendance**

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. 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.

### **Right to Amend the Parent/Student Handbook**

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. The Parent/Student Handbook is an informative booklet for the parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract. Parents, guardians, and students are responsible for maintaining awareness of policies and regulations as stated within, including updates, to this Family Handbook.

### **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.

### **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 ensure 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 upon maintaining school order and discipline,



protecting the safety and welfare of others, or damaging the reputation of the school. The Principal or designee 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.

### **Partnership with St. John Regional Catholic School**

Enrolling your child in St. John Regional Catholic School (SJRCs), you agree to certain important responsibilities, including:

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

### **School Calendar**

The school calendar for the upcoming school year can be found at the back of this Parent/Student Handbook. Please note that the school calendar may be adjusted based on snow days, other emergencies, or unforeseen circumstances.

### **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 leaders for the 21<sup>st</sup> 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.

### **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, 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 were 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.



## **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.

## **United States Department of Education: National 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 non-public elementary, middle, and high schools that are either academically superior or that demonstrate dramatic gains in student achievement. In order to qualify for the National Blue Ribbon Schools Program, the students' assessments must score in the top 15% nationally. 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, which is now known as Cognia. 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. AdvancEd and Measured Progress have merged and are now known as Cognia.



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.

### **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, including 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 school community is grateful for the important work of the Home and School Association, such as:

- helps parents, school administration, and faculty develop a mutual understanding and appreciation of the mission of Catholic schools
- promotes education as lived in the local Catholic school within the Archdiocese of Baltimore.
- is rooted in prayer, discernment, and the contemporary vision of the Church for Catholic education.
- is accountable to the pastor of the parish and the principal of SJRCS.
- observes the school's mission and vision.
- develops supportive systems for communication and service to the local Catholic school.
- provides positive and energetic communication for the administration and school community.
- works with the principal to provide programs and processes that engage the school families in spiritual and educational, outreach,
- engages in social, legislative, public relations, service, and fundraising activities that advance the mission of SJRCS.
- collaborates with other parish, civic, and school organizations.
- communicates positive public relations and marketing (all media) on behalf of SJRCS.
- supports financial endeavors for the SJRCS.



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. All parents who attend or participate in the classroom or school events must be VIRTUS certified. Some parents serve as homeroom parents, assisting with the organization of classroom events and activities.

The H.S.A. sponsors many activities throughout the year including academic and cultural events for the students. H.S.A. dues are posted annually (per family). All families are encouraged to join and support the efforts of the H.S.A., including meetings, events, and fundraisers sponsored by the SJRCs Home and School Association. The meetings and events (posted on our website [www.sjrCs.org](http://www.sjrCs.org)) are a wonderful way for families to get to know each other as well as to promote good will and camaraderie among the school's faculty and staff, administrators, and families. Please note that some of these events may be altered, postponed, or canceled due to COVID-19 precautions.

- H.S.A. Fundraisers: Annual Scholastic Book Fair and Secret Santa Shop
- H.S.A. Special Events: Children's Bingo, Father/Daughter Dance, Breakfast with St. Nicholas, Catholic Schools Week Activities, Mother/Son Event
- Annual School Sponsored Events: Grandparents' Day, Monsignor Echle Golf Tournament, STEM Fair, Run 4 Technology and Recreation, Fine Arts Evening; Annual Gala and Auction, and Annual Spring Fair

## **Mission and Catholic Identity**

### **School Theme**

This year, all schools in the Archdiocese of Baltimore will be following the same theme: The Year of the Eucharist: Encountering Christ's Presence. As a Catholic school, we know that the Eucharist is "the source and summit of Christian life". The Eucharist is the sacrament of unity and charity. As we begin this new school year, we pray that we may be united in faith, love, hope, and Christian charity. For we know in Sacred Scripture, "For where two or three are gathered together in my name, there am I in the midst of them (Matthew 18:20)."

### **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, such as sharing their time, talent, and treasure and setting a Christian example to others.



### **Daily Prayer**

Our school day begins with school-wide prayer. Each class recites Grace before and after lunch. Prayers are also recited at the end of the school day prior to dismissal. Please ensure that your child knows the following prayers: Sign of the Cross, Lord's Prayer, Hail Mary, Grace before and after meals, and the Memorare. Additional prayers will be added during the school year.

### **Expectations for Participation**

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, whether they are Catholic or not, will attend the school's religion classes and participate in the religious activities, daily prayer, liturgies, prayer services, retreats, and service projects 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.

### **School Liturgy**

An appreciation of the liturgy is fostered through active participation in the Church year. Typically, students in kindergarten through grade 8 will attend monthly liturgies on the first Friday of the month. The school liturgy schedule may be altered for special liturgical celebrations, such as Holy Days and Ash Wednesday.

### **Catholic Religion Classes**

All students will receive instruction and grades in their Catholic religion classes.

### **Assessment of Catholic Religious Education (ACRE)**

In compliance with requirements of the Archdiocese of Baltimore, SJRCS administers the Assessment of Catholic Religious Education (ARCE), sponsored by the National Catholic Educational Association. The assessment is administered to students in grade 5 and 8. SJRCS receives the school report highlighting the areas of strength and opportunities for growth 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 Catholic perceptions.

### **Retreats**

Students are expected to fully participate in grade level retreats and the Day of Reflection (grade 8).

### **Class Chaplain**

Each grade from pre-Kindergarten through grade 8 is assigned a chaplain from one of the regional Catholic parishes. The class chaplain may visit the classrooms, discuss essential aspects of the Catholic faith with the students, and participate in the grade level



retreat, liturgies, or special classroom projects. We are grateful for the class chaplain's time and expertise in sharing the Catholic faith with our students and staff.

### **Family Life Program**

As an integral part of the religion curriculum, the Family Life program focuses on relationships and sexual education for students in grades 3-8. The planned curriculum which covers all dimensions of the topic, moral, spiritual, psychological, emotional, and physiological, is taught with reverence and respect and in the context of Catholic values. As parents are the primary educators on this topic, the Family Life packets will be distributed to parents, so they can converse with their children and answer their specific questions. Parents will be given a timeframe (typically in early spring) to review the Family Life Program with their child(ren).

### **Sacraments and Special Traditions**

Depending on COVID-19 guidelines, students may attend Reconciliation, participate in Stations of the Cross and prayer services, school-wide recitation of the Rosary, participate in the Living Rosary, and engage in Marian Devotions. Please see the Parent Letter for information regarding these specific Catholic traditions.

### **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 parents in their role.



## **Administrative Policies: Arrival and Dismissal**

### **School Hours**

Students in grades K-8 are not to arrive prior to 7:50 a.m.

- 7:50 a.m. Report to Homeroom
- 8:15 a.m. Morning Prayer & Announcements (Tardy Bell)
- 8:25 a.m. First period begins
- 2:33 p.m. Classes End
- 2:48 p.m. Afternoon Prayers & Announcements
- 2:30 p.m. Pre-Kindergarten 3 Dismissal
- 2:35 p.m. Pre-Kindergarten 4 Dismissal
- 2:50 p.m. Kindergarten- Grade 8 Dismissal

### **Arrival and Dismissal**

Students in grades Pre-Kindergarten-grade 8 should not be dropped off prior to 7:50 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. 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. 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.

### **Entrances**

Students in Pre-K through grade 1 will be dropped off near the primary wing. Students in grades 2-5 will utilize the side door between the primary wing and the front door. Students in grades 5-8 will enter through the front entrance. For dismissal, students in grades



PK-8 will be walked to the parking lot to meet their drivers. Regular dismissal is at 2:50 on full days and at 11:50 on noon dismissal days.

### **Parents**

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 tobacco products during arrival and dismissal. Please turn off your vehicle when students are walking among the vehicles.

### **Walkers**

Students who are walking across the sports 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.

### **Taxis and Ubers**

Students will only be released to custodial parents or those indicated on the emergency contact list. Students will not be released to taxi services or Uber drivers. Please ensure that your child’s emergency contact list is updated as needed.

### **Pre-Kindergarten**

Parents are discouraged from dropping off Pre-Kindergarten students prior to 7:50. Pre-Kindergarten students need to be dropped off at the entrance to the primary wing area. 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**

If a student needs to return to the building following dismissal, he or she must check-in at the office and be accompanied by an adult.

### **Closings and Delayed Openings**

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

- As of mid-August, SJRC will follow FCPS’s directives for weather and emergency closings. (The administrators will communicate if this procedure changes.) The information regarding the delay or closure will be posted on the school website and notifications will be sent to parents and staff via email and text.
- If there is a possibility of an early closing, please check the school’s website and know that the school will communicate via email and text with parents. If you cannot get here on time for early dismissal, please ask a friend or family member assist you





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

- For a one-hour delay, please be aware that SJRC expects students to arrive at school between 8:50 and 9:15 with prayers at 9:20. Students who arrive after 9:15 will be marked “tardy”.
- For a two-hour delay, please be aware that SJRC expects students to arrive at school between 9:50 and 10:15. Prayers are at 10:20. Students who arrive after 10:15 will be marked “tardy.”
- Pre-Kindergarten students who attend a half-day program have the option to attend school from 9:00-11:30 on a 1-hour delay days and 10:00-11:30 on two-hour delay days.

### **Parking Lot Maps**

Morning drop-off will begin at 7:50 a.m. until 8:15 a.m. when the tardy bell rings for morning announcements. Afternoon pick-up will begin at 2:30 p.m. for PreK3, 2:35 p.m. for PreK4, and 2:50 p.m. for grades K-8. Half-day noon dismissal pick-up will begin at 11:30 a.m. for PreK3, 11:35 a.m. for PreK4, and 11:50 a.m. for grades K-8. Grade levels will be assigned specific entry/exit doors to the building during drop-off and pick-up.

### **PK3 & PK4 SJRC Morning Drop Off and Afternoon Pick Up**

#### **Prekindergarten Morning Drop Off Procedures**

Between 7:50 – **8:15** a.m. cars will line up according to their **oldest** child’s grade level. Enter our campus using the main entrance and queue using our traditional stadium layout in the large parking lot.

- Please start queueing at the **TOP** of the parking lot and fill each row before starting a new queue. Begin with row S1, S2, S3, etc. (See diagram for reference)
- A staff member will dismiss each row, starting from the **TOP** of the lot.
- Each row will follow the traffic flow/directions proceeding to the primary wing entrance for drop off. Please follow the staff directions, stopping at the trashcan along the primary wing curb to allow many students to exit cars safely.
- Please stay in your vehicle and our faculty and staff will assist your child/children out of the vehicle on the **RIGHT** side.
  - Students will enter the primary wing entrance and proceed to their homeroom.

Please have masks, backpacks, and other items ready to exit the vehicle.



### Prekindergarten Afternoon Pick-Up Procedures

Half-day dismissal begins:

PreK3 @ 11:30 a.m.

PreK4 @ 11:40 a.m.

Afternoon pick-up begins:

PreK3 @ 2:30 p.m.

PreK4 @ 2:40 p.m.

Students will be dismissed at the Primary Entrance. Please enter our campus and create a single queue using only the main entrance.

- If you have children in other grade levels please join those respective queues before or after collecting your Pre-K student.



## Grades K-4 SJRC Morning Drop Off and Afternoon Pick up

### Morning Drop Off Procedures

Between 7:50 – **8:15** a.m. cars will line up according to their **oldest** child's grade level.

Enter our campus using the main entrance and queue using our traditional stadium layout in the large SJRC parking lot.

- Please start queueing at the **TOP** of the parking lot and fill each row before starting a new queue. Begin with row S1, S2, S3, etc. (See diagram for reference)
- A staff member will dismiss each row, starting from the **TOP** of the lot.
- Each row will follow the traffic flow/directions proceeding to the primary wing entrance for drop off. Please follow the staff directions, stopping at the trashcan along the primary wing curb to allow many students to exit cars safely.
- Please stay in your vehicle and our faculty and staff will assist your child/children out of the vehicle on the **RIGHT** side.
- Students in Kindergarten to 1st-grade will enter the primary wing entrance and proceed to their homeroom.
- Students in Grades 2 - 4 will exit their vehicle at the primary wing entrance and walk along the sidewalk of the admin parking lot to enter the building in the green side door entrance and proceed to their homeroom.

Please have masks, backpacks, and other items ready to exit the vehicle.



### Afternoon Pick-Up Procedures

Dismissal begins at 2:50 p.m. Students will exit the same door into which they entered during arrival and meet their family pick up in the SJRC parking lot.

Families with children in more than one K-8 grade will only need to queue once and will collect all their children at the same time beginning with their **youngest**.

Enter our campus using the main entrance and queue using our traditional stadium layout in the large parking lot.

- Please start queueing at the **TOP** of the parking lot and fill each row before starting a new queue. Begin with row S1, S2, S3, etc. (See diagram for reference)
- A staff member will dismiss each row, starting at the **TOP** of the lot.



Please be patient and don't cut in car lines during arrival and dismissal routines.

## Grades 5-8 SJRCS Morning Drop Off and Afternoon Pickup

### Morning Drop Off Procedures

Between 7:50 – **8:15** a.m. cars will line up according to their **oldest** child's grade level.

Enter our campus using the main entrance and queue using our traditional stadium layout in the SKD parking lot.

- Please start the first lines at the SKD stop sign to merge into a single lane. Begin with rows C1, C2, C3, C4, etc.
  - Form line C3 when car lines C1 and C2 have reached the bend in the road in front of the SKD church.
  - Proceed filling in car lane rows until stadium parking is full before starting lanes C12.
- A staff member will dismiss each row starting at C1 and C2.
- Please proceed as far forward around the circle to allow many students to exit cars safely.
- Students will exit the vehicle on the RIGHT side, enter the Main Entrance, and proceed to their homeroom.

Please have masks, backpacks, and other items ready to exit the vehicle.



Please be patient and don't cut in car lines during arrival and dismissal routines.

### Afternoon Pick-Up Procedures

Dismissal begins at 2:50 p.m. Students will exit the same door into which they entered during arrival and meet their family pick up in the Saint Katherine Drexel (SKD) parking lot (or if they have younger siblings) meet in the SJRCS parking lot.

Families with children in more than one K-8 grade will only need to queue once and will collect all their children at the same time beginning with their **youngest**.

Enter our campus using the main entrance and queue using our traditional stadium layout in the SKD parking lot.

- Please start the first lines at the SKD stop sign.
  - Form line C3 when car lines C1 and C2 have reached the bend in the road in front of the church.
  - Proceed filling in car lane rows until stadium parking is full before starting lanes C12.
  - A staff member will dismiss each row starting at C1.



Please be patient and don't cut in car lines during arrival and dismissal routines.



## **Administrative Policies: Attendance**

Regular attendance is considered essential for the students' learning and managing their responsibilities at St. John Regional Catholic School. Students are expected to be in attendance, all day, every day, of the school year in order to receive credit for their classes.

### **Safety**

Students should not arrive before 7:50 a.m. or remain after 3:00 p.m. As there is no staffing before or after these times of day unless it is a special event or school activity, 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.

### **Notification**

- When a student is absent from school, a parent/legal guardian must telephone or email the school office prior to 8:00 a.m. to report the absence.

### **Communication**

- 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 of school. 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."
- 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.

### **Documentation**

- Maryland State Law requires that a student who is absent for three (3) consecutive days must obtain a doctor's release and present it to his/her homeroom 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.
- The school reserves the right to notify the Frederick County Department of Social Services in the event of excessive or unexcused absences from school.
- The school will maintain written documentation for all absences and tardies, which become part of a student's permanent record.



### **Early Pick-Up from School**

Early Dismissal will end at 2:30. No students will be permitted to be signed out after 2:30 p.m.

- 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. Please be prepared to show a photo identification.
- 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.
- If a child becomes ill at school, the parent(s) will be notified and are expected to come for the child. Students must be picked up if they are running a fever, have vomited, have had a urinary or fecal accident, or other medical issue as deemed by the school nurse.

### **Appointments**

- Please schedule dental and medical appointments after school hours if possible. In cases where a medical or dental appointment is necessary, the parent/guardian must send a note to the homeroom teacher indicating the pickup time.
- Please check the school calendar for days when school is not in session or when the school closes at noon.

### **Assignments**

- Students are required to make up all tests, class work, and homework after such absences in a timely fashion. It is the student's responsibility to obtain, complete, and submit missed work. All class work and homework from the absence must be completed within a reasonable amount of time. For example, if a student is absent one day, then he or she has two days to complete the required assignments.
- Homework requests can be made electronically on our website or by calling or emailing 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.

### **Return to School**

- When the student 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, injury, or need for an assessment or evaluation. A telephone call or email 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, including recess and physical education classes. Since there is no indoor monitor, a student must be well enough to fully participate in outdoor play.





### **Vacations**

- Absence from school during the academic year due to family vacations is strongly discouraged.
- No assignments will be given in anticipation of a vacation. Missed work and assignments may only be obtained upon return or via Google classroom.

### **Extracurricular Participation**

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

### **Tardiness**

- Students are expected to enter their homerooms by 8:15 a.m. as the school day begins with prayer by 8:17 a.m.
- Students who arrive after 8:15 are considered tardy and must report to the school office for a late slip before reporting to their homeroom. Teachers need to see the late slip before a student enters the classroom.
- An adult must accompany students in grades Pre-K through Grade 2 in order to receive a late slip. Please note that tardy students may NOT enter the building from the primary wing.
- Students who arrive between 8:15 and 10:30 are marked “tardy.” Students who arrive after 10:30 are marked half-day absent.”
- It is the responsibility of the student to check with the classroom teacher to receive the necessary communication or work that may be missed due to lateness. Students who are consistently tardy miss valuable instructional time which is difficult to make up.
- Tardiness is entered on a student’s permanent record. 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.
- As School Prayers and Announcements begin at 8:05 a.m, we would like all students and parents to stop, pray, and listen if they enter the building during morning announcements.

### **Unexcused Absences**

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

## **Administrative Policies: 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.
- Parents are asked to support this policy by not texting, calling, or otherwise electronically communicating with their child during the school day.
- 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.
- As deemed by the administrators, the consequences for violating these rules can include, but are not limited to: confiscation of the device, detention, community service, cleaning the school building, revocation of device privileges, suspension, expulsion.

### **Contact Information**

- Any change of phone number or home address is to be given to the school office and the homeroom teacher in writing within one day after the change occurs.
- 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 confidential information in case of an emergency.

### **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.
- Please notify the school office if you prefer not to be listed in the Family Directory.

### **Parent/Teacher Communication**

- Teachers may be contacted through voicemail and email. Please allow 24 hours for teachers to respond to your call or email.



- 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.
- Parents are given the opportunity to meet the teachers on “Back to School Night.” Please see the school calendar for designated dates and times.
- In the fall, school-wide parent teacher conferences occur. Parents will electronically schedule their conference(s). Please see the school calendar for the designated dates for parent-teacher conferences.
- Throughout the year, parents may schedule an in-person or virtual conference with their child’s teacher. Please contact the teacher by email or phone to schedule the conference.
- Please keep in mind that during arrival and dismissal time, teachers are actively involved with students and preparation for the day. Parents should refrain from interrupting teachers during these supervisory times.
- 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.
- Parents are asked not to contact teachers or instructional assistants on their home or cell phones.

### **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.

### **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.

### **Parent Letter**

- The SJRCs Parent Letter is the primary communication tool, which will be sent electronically on Fridays.
- Occasionally, an additional Parent Letter may be sent to parents on Tuesdays.

### **Alert Solutions Message System**

- 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.
- Submission requests for the Message System are due to the front office in a timely manner.



- 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.

### **Classroom Information**

- Teachers will communicate information via Classroom Letters and Google Classroom.

### **Friday Folders (Electronic Friday Folder and Flyers)**

As a “green” school the majority of communications will be online only. Please check the school website under the “Parents” tab for all Friday Folder information

- Teachers inform parents/guardians of children’s progress and school happenings via a large white envelope, which is sent home each Friday (called 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 may be sent through the “youngest or only” child in the family. News and updates can be sent home via Friday folders.
- Flyers should be submitted for approval to the School Principal a minimum of one week prior to the Friday it is to be sent home. All items to be sent home will be distributed at the discretion of School Administrators.

### **School Website**

- Information on our school website is updated on a regular basis. Please check <http://www.sjracs.org> often.
- Important family information can be found under the Parent Tab at the top of the webpage. The Parent tab is our primary means of communication with our parents. It contains information such as: school calendar, school lunches, absentee notification, etc.
- This page also provides information on the H.S.A., volunteering, VIRTUS certification, and PowerSchool training.

### **Homeroom Parents**

- Communication sent through homeroom parents must have the approval of the School Administration.
- The homeroom parent communication should pertain to information and activities pertaining to a particular class.



### **Social Media**

- St. John Regional Catholic School social media pages or groups will only be administered by an employee of the school.
- Groups using the SJRCS School name (including our SJRCS acronym) and/or logo (on social media sites or any other item) must register the group with the school and receive approval from School Administration. Postings relating to school classes or school sponsored activities and events, whether on site or off campus, must be approved by the school administration.

### **Parent Ambassadors**

- Parent Ambassadors assist new families with becoming acclimated with the school's procedures, events, and activities. We are grateful for the Parent Ambassadors' time and explanations to our new SJRCS families.

## **Administrative Policies: Discipline**

### **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 and 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, to protect the welfare of the individual, and 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 such as: 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 bullying of any kind is not acceptable behavior in St. John Regional Catholic School. Formal administrative actions are taken to address this issue.
- Students are not permitted to carry any type of personal electronic, digital or cellular phone, pager or any other device deemed inappropriate by the administrators.
- Chewing gum is not permitted on school premises or field trips.
- Possible Consequences include: warnings, written reflections, demerits, detentions, community service (at school or in the community), suspension (in school or out-of-school), expulsion, restitution, or other consequences deemed appropriate by the administrators.



## **Parents**

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 SJRC 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 SJRC premises. Should such behavior occur, parents may be forced to withdraw their children from the school.

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.

## **Academic Dishonesty**

SJRC will not excuse a lack of awareness or understanding of what constitutes academic dishonesty. The SJRC 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 point 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.
- 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 an administrator. If academic dishonesty is determined, a zero will be given on the assignment and the student will receive a detention.



- The submission of work as one's own that has been prepared by another person (including parents and siblings).
- 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.

### **Unacceptable Behaviors**

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, not an all-inclusive list, that are unacceptable:

- Bullying Behaviors
- Chewing Gum
- Dangerous Play
- Dishonesty
- Disrespect in Manner or Language
- Disruptive Behavior
- Dress Code Violations
- Fighting or threats of violence
- Harassment in Manner or Language
- Leaving School Property without Permission
- Possession or consumption of alcohol while at school, at a school function, or outside of school
- Possession or consumption of any drug or look-alike drug while at school, at a school function, or outside of school
- Possession of knives/weapons or look-alike knives/weapons at school, at a school function, or outside of school
- Possession of pornographic material
- Rowdiness
- Rudeness
- Smoking/using matches
- Tardiness
- Theft or extortion
- Unprepared for Class
- Using the property of others without permission
- Vandalism or the willful destruction of school property
- Vulgarity



### **Suspension**

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 action, such as suspension (in school or outside of school), or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

While on an in-school or out-of-school 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 Administrators for reinstatement. The Administrators reserve the right to determine the type of suspension, length of time, and conditions for reinstatement.

### **Expulsion**

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.

### **Positive Behavior Intervention Support (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 their 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.

The motto for the SJRCS PBIS program is:

C ourageous  
R esponsible  
U nselfish





## **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, intervention, and response.

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

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

- 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,
- is sexual in nature; or
  
- is 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.

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



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

Reporting forms are located on the school's website, in the counselor's office, or from the Assistant Principal.

School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

### **Harassment**

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.)

### **Scope**

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

### **Prohibited Conduct**

- 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.
- 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.

#### 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.

#### **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. The expectation is that all parents will support the decisions made by the school with regard to discipline policies.

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, community service (at school or in the community), reflection, parent conferences, restitution, creative and age-appropriate consequences per the administrators, in-school suspension, 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.

Personal disagreements and confrontations of any kind have no place on St. John Regional Catholic School premises, nor should anyone incite others to display inappropriate behavior. Parents are expected to address administration, faculty, staff, 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 St. John Regional Catholic School premises. Should parents engage in such behavior occur, then parents may be forced to withdraw their children from the school.



### **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:

- Students are to be in their seats when class begins. They are not to leave their seats in the classroom without explicit permission.
- Each student is to have all necessary materials for class.
- 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.
- 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.
- Students are to avoid any action that is distracting to the learning procedure underway in the classroom, especially harassing other students.
- Students are responsible for the cleanliness around their desks and chairs.
- 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.
- The location of desks, the condition of windows, blinds, and lights, etc., are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
- Students should always enter and leave a classroom quietly.
- Per COVID guidelines, students will be eating lunch and having water bottles in their classrooms this year.
- Chewing gum is prohibited throughout the school at all times.

### **Discipline Guidelines: General Expectations**

- Students are to show respect and consideration for other students, those in authority – both adults and students, school property, and the property of others.
- Students will not throw inappropriate items, e.g., rocks, dirt, snowballs, clothing, books, supplies, etc., in the school building or on the school grounds.
- Students will not use inappropriate gestures, foul or abusive language.
- Candy or food is neither to be eaten during class nor outside. Chewing gum is not permitted on school property.
- Students may not leave the school property during the school day.
- Ball playing is not permitted before or after school.



- Running is not permitted in the school building or in the classroom.
- 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.
- Report cards per marking period will not be released until all library obligations are met.
- 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 accumulates 3 demerits in a trimester. After a student receives 5 demerits, the student will receive a detention. A letter will be sent to parents via email that includes information about detention.

All MAJOR and MINOR offenses are recorded using a Discipline Tracker system in PowerSchool. This is a system for collecting and summarizing office discipline referrals in schools. The purpose of the Discipline Tracker 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 may be subject to disciplinary action. Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the 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 in-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:



- The school administrators reserve the right to determine the degree of punishment (demerit, detention, community service, reflection, creative and age-appropriate consequences per the administrators, restitution, in-school suspension, out-of-school suspension, expulsion) depending on the circumstances and facts determined by an administrative investigation.
- 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.
- 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.
- The administration reserves the right to deny a student participation in any school-related activities.
- The administration reserves the right to request that a student's parent accompany him/her on a field trip.
- The principal reserves the right to require ongoing counseling or psychological testing in order for a student to remain at SJRCS.
- The principal reserves the right to deny renewal of registration (re-enrollment) 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, as well as other situations that may not be listed, 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 ten 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 suspend or expel 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 or her 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:

- Poor academic achievement.
- Educational needs or a learning disability that cannot be reasonably accommodated.
- Serious misbehavior which shows disregard for stated school policies and/or disrupts the teaching-learning process.
- 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.
- Parents' lack of communication or responsiveness, especially regarding serious matters, to the teachers or administrators.
- Parents' non-compliance with school policies or falsification of records, or withholding pertinent information regarding the child's past physical, emotional or academic problems.
- Parents not meeting financial obligations as detailed in their tuition contract.
- 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.), 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. Additionally, the principal or designee shall have the right to search areas under their control or on the 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.

## **Administrative Policies: Health**

### **Purpose**

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 a.m. to 2:30 p.m. 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, and monitors communicable disease in the school setting. Additionally, the nurse 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 (available from the school nurse). 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 1<sup>st</sup>. If the student carries an EPIPEN with them, the physician's order



must state this requirement. Please note that SJRCS intends to be a peanut free and tree nut free campus (NO Nutella products, peanut butter sandwiches, candy, crackers, etc.)

### **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 Nurse's 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 follows 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. The local police department and the Archdiocese of Baltimore leadership team may also be notified.

### **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, which are easily transmitted in school settings. It is, therefore, important that communicable diseases be reported to the school nurse, so that appropriate control measures may be taken to reduce the spread of infectious diseases to others. The school must notify the Health Department of communicable diseases in the school. All reports are confidential.

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.

The following communicable diseases/conditions are necessary to report:

- Adverse Reactions to Pertussis Vaccine
- Chicken Pox
- Conjunctivitis (Pink Eye)
- COVID-19
- Food Poisoning
- Hepatitis
- Human Immune Deficiency



- Impetigo
- Lyme Disease
- Measles, Regular or German
- Meningitis
- Pediculosis (Head Lice)
- Rocky Mountain Spotted Fever
- Tuberculosis (TB)
- Whooping Cough
- Virus Infection (AIDS and all other symptomatic infections)

### **Conjunctivitis (Pink Eye)**

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.

### **COVID-19**

St. John Regional Catholic School will follow all guidelines provided by the Archdiocese of Baltimore Department of Catholic Schools, the State of Maryland, and the Frederick Health Department. The administrators will continue to communicate updates to parents and students about policies, procedures, and restrictions. Please contact the school nurse if your child or a family member has contracted COVID-19 or has been exposed to it. Additionally, we will have an "isolation" room as part of the Health Suite in the event that a student started showing signs of serious illness during the school day. Parents would be immediately notified.

### **Pediculosis (Head Lice)**

Students who have contracted head lice are excluded from school. The student may return to school only after appropriate treatment and all lice and unhatched nits are removed. Please consult with the school nurse about the timeline and treatment.

### **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). Please contact the school nurse.
- The student has severe cold symptoms, upper respiratory infection, a persistent cough, a runny nose that 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 himself/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 individualized 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**

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 of 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 will be excluded from school if there is an outbreak of the disease for which they are not immunized.

- 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 two (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.



## **Insurance**

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

## **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.

- 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.
- 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 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 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.
- 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. 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.

## **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. The signed immunization 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 usually involves:

- All new students who have not provided documentation for screening in the past year.
- All students the year they enter the school in Grades Pre-K, Kindergarten, 1, and 8 or 9.
- Grade 3 or 4 if funding is available.
- Any students with a suspected hearing or vision problem as reported by school staff or parents/guardians.

### **Water Bottles**

Students have access to water stations throughout the school. PK3 and PK4 also have access to a sink in their classrooms. The school will provide paper cups for student use in those classes.

Students in Grades PreK-8 may bring a non-breakable bottle filled with water from home. The following guidelines apply in order for a student to have this privilege at school:

- Water bottles may be clear or colored (clear is preferred) and have a closable lid with a pushup top to prevent spills. Disposable water bottles are not permitted.
- The student's first and last name in permanent marker must be written on the water bottle.
- Water bottles must contain water only (NO juice, sports drinks, coffee, energy drinks, etc.).
- Water bottles are to be taken home daily by the student to be washed and refilled for the next school day.
- Students must carry the water bottles and store them in the outside pocket of their backpack.
- Water bottles may not be placed 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.
- 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.





## **Administrative Policies:**

### **Lunch and Recess**

#### **Cafeteria**

Cafeteria menus are pre-set, and will be posted in advance on the school website. 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](mailto: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.

#### **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/or snacks and clean the tables between groups. If lunch is in the classroom, then volunteers deliver the lunches to the classrooms. All cafeteria volunteers must be VIRTUS certified.



## **Lunch**

### **Lunch in the Classroom**

- Students will pray Grace before Meals in their classrooms prior to lunch.
- Due to COVID 19, students will be eating lunch in their classrooms.
- Purchased lunches will be delivered to the classrooms.

### **Lunch in the Cafeteria**

- 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.
- Students are to remain seated at all times unless they are buying milk, lunch, or snacks.
- 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."
- 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 process will be enforced by the teaching assistants.
- Students who are going to recess will be accompanied by a teaching assistant.
- 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.
- The teacher selects the choices for appropriate indoor recess activities, such as play board games, watch a movie, read, talk quietly, etc.

## **Outdoor Recess**

In addition to school staff, parent volunteers are utilized to supervise outdoor recess. A training of playground volunteers will be held at the beginning of each school year so they are aware of the expectations for all volunteers.

- Students will respect and obey the playground supervisors.
- In case of an accident, the student will report to a playground supervisor.
- 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.
- Food or chewing gum is not permitted on the playground.



- 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.
- 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.
- Students must stay within the designated play areas.
- 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.
- 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, 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.

During COVID-19, playground balls need to be disinfected regularly. Students should wash their hands/use hand sanitizer after recess.

### **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 school 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:

- 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.
- Possessing any item that could be used to commit a violent, dangerous, or threatening act.
- Possessing instructions on how to commit an act of violence.
- 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.
- 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 Areas**

- 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 or rooms 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.]

#### **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, and/or recommendations must make a five school-day request in writing to the School Office. Mailing that needs Special Handling will require that all postal fees be paid by the parents. Access to records is governed by the records policy. Financial obligations to SJRCS must be paid in full.

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

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 and on social media. Examples of such publications include, but are not limited to, publishing the honor roll or other recognition list, showing the student's role in a drama production, including photos in the annual yearbook, listing in graduation programs and events, and publishing in sports events and activities.

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 Mrs. Eash, Office Manager, in writing 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.

### **Divorced and Non-Custodial Parents**

Divorced parents must submit a copy of the divorce degree or court order regarding information about a student. 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. A copy of restraining orders must be submitted to the school counselor or administrators. In order to provide safety and care for your child, please contact the school counselor or administrators for assistance with these family situations.

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

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

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. Please submit a copy of the paperwork indicating the legal name change for the student's permanent file.



## **Administrative Policies: Safety**

### **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 minimally consists of these staff members: 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 must be given to the school office within 1 day after the change is effective.

### **Emergency Closing of School**

We will typically 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.

### **Emergency Drills**

To ensure an orderly and safe evacuation of the school in emergency situations, fire and crisis safety drills are conducted on a regular basis during the school year. Crisis safety drills include evacuation, reverse evacuation, lock-down, shelter-in-place, drop, cover, and hold, and other weather drills.

### **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 with their homeroom teachers and would proceed to the city park that is located in the Willowbrook subdivision across Opossumtown Pike. If necessary, parents would meet their student at the park and sign them out. Students will only be released to those whose names appear on their child's emergency card. In the event of inclement weather, students will be transported to the International Community Church on Byte Drive.

## **Student Services**

### **After School Care**

The 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 have time for a snack and homework. After school care will be available from dismissal until 6:00 p.m. Monday through Friday. Please note that After Care is NOT provided on scheduled half days or when school is closed early or all day due to inclement weather or emergency (power outage).

### **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, as well as activities and topics (such as friendship) in the classrooms.

### **Sports Program**

SJRC sponsors a comprehensive sports program through the dedication of our parent volunteers. The Mission of the SJRC 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.

- For the 2021-2022, athletic teams (coaches, players, parents) will be subject to follow COVID protocols.
- Please be advised, that the Mid-Maryland Basketball program has NO affiliation with St. John Regional Catholic School.
- Each child from grades 3-8 has an opportunity to participate in some or all of the offered activities. Depending upon parent volunteers, we intend to offer participation in the following sports: basketball, soccer, volleyball, golf, and lacrosse.
- In order to participate in the SJRC 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 (failure) 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 SJRC Student-Athlete Eligibility Policy. Copies of this policy are available through the Sports Committee or the front office.

### **Dress Code**

*Uniforms and Personal Appearance: Administrative Policies*

*Uniform Policy: School Board Approved, April 26, 2005 (Updated June 2014)*

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. SJRC 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. Students wear uniforms 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.



### **Purchasing Uniforms**

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

#### Summer and Winter Uniforms

The following dress code (winter uniform) is appropriate all year and is required from October 1 until April 30. The optional summer uniform may be worn in the fall, from the start of school until September 30, and in the spring, May 1 to the end of school. Uniforms must be purchased through Flynn and O'Hara or the uniform section of department stores. 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 the correct style/color, replacements will be expected to be purchased.

### **Uniform Required**

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). Gym uniforms may not be worn on Mass days.

#### Uniform Violations

We ask for 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. Administrators have the final determination of whether a student is dressed or groomed appropriately for attendance at St. John Regional Catholic School.

### **Uniforms and Personal Appearance: General Information**

#### **Grooming**

Proper grooming is expected of every student. Deodorant is recommended for students in grades 4-8.

#### **Hair**

Hairstyles for both boys and girls should be neat and appropriate to the spirit of the uniform code. Students' hair should not be dyed, color-treated, or highlighted with unnatural colors during the school year. No fad hairstyles are permitted. The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity, and practice. Accordingly, it is the policy of the School to permit individual families to decide the appropriate cared-for hairstyle for their children. AOB ADM 8.0



Boys' hair must be above the eyebrows, ears, and collar (no ponytails or "Mohawk" style haircuts). Boys must be clean-shaven (no facial hair and no sideburns below the middle of the ear). Girls may wear headbands or bows (uniform plaid, blue, green, or white). Bows may not be oversized (cheer bows) or overly embellished.

### **Hats**

No hats or visors may be worn in the building.

### **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 (worn in ear lobes only), 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, except one "support" bracelet and no smart watches. Any jewelry not approved will be taken away. Parents will need to pick up the jewelry at the front office.

### **Lost and Found**

Parents should label all sweaters, sweatshirts, coats, etc. with their students' names and grades. 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**

All make-up, including nail polish, French manicures, and artificial nails, are not permitted during school hours. Students will be asked to remove make-up and nail polish.

### **Polo Shirts**

Students have two options for polo shirts. White polo shirts may be worn. Also, students may wear an all-cotton light blue polo shirt (with the SJRC logo) from Flynn & O'Hara. If a student opts to wear a blue polo shirt, it must have the SJRC logo on it. Polo shirts should not have lace, stripes, or designs around the collar or sleeves. No "Under Armour" type of fabrics.

### **Purses**

Students may not carry purses or "fanny packs".



### **Shoes**

Summer Uniform: White or gray sneakers (standard ankle tennis shoes, no mid-top or high-top shoes)

Winter Uniform: Dress shoes or Sperry shoes (navy blue, brown, black); No sneakers, platform shoes, or “clog” style shoes; Students may wear winter boots to school (no fashion boots), but must change into uniform shoes inside the building.

### **Skirts and Skorts**

Skirts and skorts must be no more than 2 inches above the middle of the knee.

### **Socks**

Summer Uniform: White socks, must be visible (crew length)

Winter Uniform (with Pants): Navy blue socks; must be visible (crew or calf length)

Winter Uniform (with Skirts): Navy Knee-High Socks; Navy Tights (no leggings or jeggings under skirts)

### **Sweatshirts and Jackets**

Non-SJRCS uniform sweatshirts or jackets are not permitted to be worn during class instruction.

Undershirts

Colored or printed t-shirts or those containing lettering or graphics should not be worn under uniform shirts (blouses or polo's). Girls should wear white undergarments that are not visible through their blouses or polo shirts.

### **Uniforms and Personal Appearance: 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:

- Male and female students are restricted from wearing clothing that is unduly revealing, such as:
  - Tops cut low at the neck or under the arms
  - Low cut blouses or tops
  - Clothes that expose bare midriff
  - Pants worn below the hips exposing skin or underwear
  - No spaghetti strap tops
  - Skirts, skorts, rompers, or shorts that are inappropriately short (including cheerleading type skirts). These items may not be more than 2” above the knee.



- Clothing must not have any rips or tears even if purchased in that condition.
  - Tank tops
  - Transparent clothing
  - Clothing that is extremely tight
- 
- Students may not wear clothes or items with messages (words or pictures) about drugs, alcohol, tobacco, political messages, weapons sexually offensive, or vulgar.
  - Make-up and/or nail polish is not to be worn.
  - Footwear must have closed toes and heels. Students may only wear sneakers, closed-toe shoes, or winter boots (no fashion boots. If boots are worn, the student must change into shoes before class (November-February only). Flip-flop type shoes, shoes with high heels, and “croc” are not permitted.
  - Hats, bandanas, sweatbands, caps, and visors may not be worn.
  - Chains attached to wallets, keys, or clothing may not be worn.
  - The following ARE permitted as part of the out-of-uniform days: a necklace (worn inside the shirt and not visible, no chokers), one pair of stud earrings (worn in ear lobes only), wristwatch (NO SMART watches), one ring (of reasonable size).
  - The following ARE NOT permitted as part of the out-of-uniform days: dangling or hoop earrings, bracelets, multiple rings, ankle bracelets, cartilage piercing, pearl necklaces, or chokers. No bracelets of any kind, except one “support” bracelet. Any jewelry not approved will be taken away. Parents will need to pick up the jewelry at the front office.
  - No pajama bottoms or sweats.
  - Leggings or “skinny” jeans must be worn with tops that cover the “bottom”.
  - Shorts may not be worn on non-uniform days during the months that winter uniforms are in effect.

### **Out-of-Uniform Day Violations**

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 into 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.

| <b>PK Girls and Boys</b>   |   |
|--|---|
| <b>Summer Uniform<br/>(August - September 30, May 1 - June)</b>  | <b>Winter Uniform<br/>(October 1 - April 30)</b>  |
| White short-sleeved polo shirt (logo optional) OR blue polo with SJRC logo   | White polo shirt; long sleeve polo shirts are acceptable for winter (logo optional) OR blue polo shirt with logo  |
| Navy blue micromesh nylon gym shorts.  | Navy blue sweatpants  |
| Girls in Pre-K have the option of wearing a navy blue skirt from Flynn & O'Hara in place of the shorts   | 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!) |
| White athletic CREW socks that come above the ankle; small logos are acceptable (no stripes).  | Navy blue cardigan sweater, Navy blue sweatshirt with logo over blouse OR Navy blue pullover sweater or navy blue pullover vest (This clothing is optional for grades Pre-K through 4)      |
| 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) |   |



Pre-K Boys Summer



Pre-K Boys Winter



Pre-K Girls Summer Uniform



Pre-K Girls Winter Uniform

| <b>Kindergarten Girl</b>   |   |
|--|---|
| <b>Summer Uniform<br/>(August - September 30; May 1 - June)</b>  | <b>Winter Uniform<br/>(October 1 - April 30)</b>  |
| Navy blue walking shorts (pant legs should be at the knee or slightly above) Must be PLAIN; NO cargo type shorts.  | White polo shirt (SJRC logo optional) or blue polo shirt with the logo; long sleeve polo shirts are acceptable for winter with navy blue pants<br>OR<br>A plaid jumper from Flynn & O'Hara Uniform Co. with a white Peter Pan collar blouse (no lace on collar) with navy blue knee socks or tights and dress shoes.<br>Girls should wear shorts under their jumpers. |
| Plain black, navy blue, or brown belts must be worn (grades 2-8).  |   |
| Girls in K -8 have the option of wearing a navy blue skirt from Flynn & O'Hara in place of the shorts.   |   |
| White polo shirt (logo optional) OR blue polo with SJRC logo   | Navy blue cardigan sweater, Navy blue sweatshirt with logo over blouse OR Navy blue pullover sweater or navy blue pullover vest (Optional for grades Pre-K through 4)   |
| 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!) | Navy blue knee-high socks or tights. Navy blue leggings may be worn instead of shorts under the jumper. Black, navy, or dark brown dress shoes, closed-toe, closed heels, no heels over one inch, no platform style shoes. No fashion boots.  |
| <b>Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day.</b>  | <b>Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day.</b><br><b>PE:</b> Gray t-shirt with school logo (purchase at Flynn O'Hara);   |





|   |   |
|---|---|
| <p><b>PE:</b> Gray t-shirt with school logo (purchase at Flynn O’Hara); Plain navy mesh gym shorts (No logos like Adidas, no stripes)</p>   | <p><b>PE:</b> Navy sweatpants with elastic around the ankle; Regular sweatpant fabric. (No yoga pants, no leggings, no straight legs); Navy blue crew-neck style sweatshirt (optional). No short October 1 – April 30.</p>  |
| <p><b>PE:</b> White athletic crew socks that come above the ankle; small logos acceptable (no stripes)<br/><b>PE:</b> White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)</p> | <p><b>PE:</b> White athletic crew socks that come above the ankle; small logos acceptable (no stripes)<br/><b>PE:</b> White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)</p> |
| <p>If girls choose to wear hair accessories, the hair accessory must be simple. (No oversized bows, such as cheer bows, large flowers, etc.)</p>  |   |

| <b>Kindergarten Boy</b>   |  |
|---|--|
| <b>Summer Uniform<br/>(August - September 30, May 1 - June)</b>   | <b>Winter Uniform<br/>(October 1 - April 30)</b>   |
| Navy blue walking shorts (pant legs should be at the knee or slightly above) Must be PLAIN; NO cargo type shorts!   | White polo shirt; long sleeve polo shirts are acceptable for winter (logo optional) OR blue polo shirt with logo.  |
| Plain black, navy blue, or brown belts must be worn (grades 2-8).   | Navy blue slacks.  |
| White polo shirt (logo optional) OR blue polo with SJRCS logo   | Navy blue or black socks.  |
| White athletic CREW socks that come above the ankle; small logos are acceptable! No stripes!  | Navy blue sweatshirt with logo over shirt (optional) OR Navy blue pullover sweater OR navy blue pullover vest (optional) No hoodies.   |
| 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!)  |  |
| <b>Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day.</b><br><b>PE:</b> Gray t-shirt with school logo (purchase at Flynn O'Hara); Plain navy mesh gym shorts (No logos like Adidas, no stripes) | <b>PE: Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day.</b><br><b>PE:</b> Gray t-shirt with school logo (purchase at Flynn O'Hara); Navy sweatpants with elastic around the ankle; Regular sweat pant fabric. (No yoga pants, no leggings, no straight legs); Navy |

|  |  |
|--|--|
|  | blue crew-neck style sweatshirt (optional). No PE shorts October 1 – April 30. |
|--|--|



Summer Boys & Girls Gym Uniform



Winter Boys & Girls Gym Uniform



Summer Boys Uniform K-8  
Belt required for 2-8  
Blue or White Polo



Winter Boys K-8  
Belt required for 2-8



| <b>Grades 1- 4 Girl</b>  |  |
|--|--|
| <b>Summer Uniform<br/>(August - September 30, May 1- June)</b>   | <b>Winter Uniform<br/>(October 1 - April 30)</b>   |
| Girls wear a navy blue skort from Flynn & O'Hara.  | A plaid jumper from Flynn & O'Hara Uniform Co. with a white Peter Pan collar blouse (no lace on collar) with navy blue knee socks or tights and dress shoes. Girls should wear shorts under their jumper.<br><br>OR<br>White polo shirt (SJRC logo optional) or blue polo shirt with logo; long sleeve polo shirts are acceptable for winter with navy blue pants. |
| Girls also have the option of navy blue walking shorts (pant legs should be at the knee or slightly above) Must have a plain front. Cargo-type shorts are not compliant. |  |
| Plain black, navy blue, or brown belts must be worn (grades 2-8) with walking shorts.  |  |
| White polo shirt (logo optional) OR blue polo with SJRC logo.  | Navy blue cardigan sweater, 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.)   |
| White athletic CREW socks that come above the ankle. Please no stripes.  | Navy blue knee-high socks or tights. Navy blue leggings may be worn instead of shorts under the jumper. Black, navy, or dark brown dress shoes, closed-toe, closed heels, no heels over one inch, no platform style shoes. No fashion boots.   |
| 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.)   | 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 the school logo.  |

|  |  |
|--|--|
| <p><b>Students wear their required gym uniforms (purchased through Flynn O’Hara) on their designated physical education day.</b><br/> <b>PE:</b> Gray t-shirt with school logo (purchase at Flynn O’Hara); Plain navy mesh gym shorts (No logos like Adidas, no stripes)</p>   | <p><b>PE: Students wear their required gym uniforms (purchased through Flynn O’Hara) on their designated physical education day.</b><br/> Gray t-shirt with school logo (purchase at Flynn O’Hara); Navy sweatpants with elastic around the ankle; Regular sweatpant fabric. (No yoga pants, no leggings, no straight legs); Navy blue crew-neck style sweatshirt (optional). No PE shorts Oct 1- April 30</p> |
| <p><b>PE:</b> White athletic crew socks that come above the ankle; small logos acceptable (no stripes)<br/> <b>PE:</b> White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)</p> | <p><b>PE:</b> White athletic crew socks that come above the ankle; small logos acceptable (no stripes)<br/> <b>PE:</b> White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)</p>   |
| <p>All make-up, including nail polish, French manicures, and artificial nails, are not permitted during school hours. If girls choose to wear hair accessories, the hair accessory must be simple. (No oversized bows, such as cheer bows, large flowers, etc.)</p>  |  |
|  |  |



Summer Girls Uniform K-8 with Blue Polo



Summer Girls Uniform K-8 with White Polo



Winter Girls Uniform K-4



Summer Boys & Girls Gym Uniform



Winter Boys & Girls Gym Uniform

| <b>Grades 1- 4 Boy</b>   |   |
|--|---|
| <b>Summer Uniform<br/>(August - September 30, May 1 - June)</b>  | <b>Winter Uniform<br/>(October 1 - April 30)</b>  |
| Navy blue walking shorts (pant legs should be at the knee or slightly above) Must have a plain front. Cargo-type shorts are not compliant.   | White polo shirt; long sleeve polo shirts are acceptable for winter (logo optional) OR blue polo shirt must have the logo OR Button down short or long sleeve shirt with tie  |
| Plain black, navy blue, or brown belts must be worn (grades 2-8).  | Navy blue slacks.   |
| White polo shirt (logo optional) OR blue polo with SJRCS logo  | A plain black or brown belt is required for grades 2-8.   |
| White athletic CREW socks that come above the ankle. Please no stripes.  | Navy blue sweatshirt with logo over shirt. No Spirit wear or non-SJRCS sweatshirts.   |
| 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.)   | Navy blue or black socks. Black or dark brown DRESS shoes are to be worn with the winter uniform. No black sneakers as dress shoes.   |
| <p><b>Students wear their required gym uniforms (purchased through Flynn O’Hara) on their designated physical education day.</b></p> <p><b>PE:</b> Gray t-shirt with school logo (purchase at Flynn O’Hara); Plain navy mesh gym shorts (No logos like Adidas, no stripes)</p> | <p><b>PE: Students wear their required gym uniforms (purchased through Flynn O’Hara) on their designated physical education day.</b></p> <p>Gray t-shirt with school logo (purchase at Flynn O’Hara); Navy sweatpants with elastic around the ankle; Regular sweat pant fabric. (No yoga pants, no leggings, no straight legs); Navy blue crew-neck style sweatshirt (optional)</p> |

**PE:** White athletic crew socks that come above the ankle; small logos acceptable (no stripes)  
**PE:** Summer Uniform: White or gray sneakers (standard ankle tennis shoes, no mid-top or high-top shoes)

**PE:** White athletic crew socks that come above the ankle; small logos acceptable (no stripes)  
**PE:** White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)



Summer Boys Uniform K-8  
 Belt required for 2-8  
 Blue or White Polo



Winter Boys K-8  
 Belt required for 2-8



| <b>Grades 5-8 Girl</b>   |   |
|--|---|
| <b>Summer Uniform<br/>(August - September 30- May 1- June)</b>   | <b>Winter Uniform<br/>(October 1- April 30)</b>   |
| Navy blue walking shorts (pant legs should be at the knee or slightly above) Must be PLAIN; NO cargo type shorts!  | Plaid skort from Flynn & O'Hara Uniform Co.   |
| Plain black, navy blue, or brown belts must be worn (grades 2-8).  | White oxford long/short sleeve blouse with button-down collar.  |
| Girls in K -8 have the option of wearing a navy blue skort from Flynn & O'Hara in place of the shorts.   | Navy blue sweatshirt with logo over blouse OR Navy blue pullover sweater or navy blue pullover vest.  |
| White polo shirt (logo optional) OR blue polo with SJRCS logo  | Navy blue knee-high socks or tights. Black, navy, or dark brown dress shoes, closed-toe, closed heels, no heels over one inch, no platform style shoes. No fashion boots.             |
| White athletic CREW socks that come above the ankle. Please no stripes.  | Navy blue knee-high socks or tights.  |
| 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.) | 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.  |
| <b>Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day.</b>  | <b>PE: Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day.</b><br>Gray t-shirt with school logo (purchase at Flynn |



|  |  |
|--|--|
| <p><b>PE:</b> Gray t-shirt with school logo (purchase at Flynn O'Hara); Plain navy mesh gym shorts (No logos like Adidas, no stripes)</p>  | <p>O'Hara); Navy sweatpants with elastic around the ankle; Regular sweatpant fabric. (No yoga pants, no leggings, no straight legs); Navy blue crew-neck style sweatshirt (optional). No PE shorts October 1 – April 30.</p>   |
| <p><b>PE:</b> White athletic crew socks that come above the ankle; small logos acceptable (no stripes)<br/> <b>PE:</b> White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)</p> | <p><b>PE:</b> White athletic crew socks that come above the ankle; small logos acceptable (no stripes)<br/> <b>PE:</b> White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)</p> |
| <p>All make-up, including nail polish, French manicures, and artificial nails, are not permitted during school hours.</p>  |  |
| <p>If girls choose to wear hair accessories, the hair accessory must be simple. (No oversized bows, such as cheer bows, large flowers, etc.)</p>   |  |



Summer Girls Uniform K-8 with Blue Polo



Summer Girls Uniform K-8 with White Polo



Winter Girls Uniform 5-8



Summer Boys & Girls Gym Uniform



Winter Boys & Girls Gym Uniform



| <b>Grades 5-8 Boy</b>  |  |
|--|--|
| <b>Summer Uniform<br/>(August - September 30· May 1 - June)</b>  | <b>Winter Uniform<br/>(October 1 - April 30)</b>   |
| Navy blue walking shorts (pant legs should be at the knee or slightly above) Must be PLAIN; NO cargo type shorts!  | White polo shirt; long sleeve polo shirts are acceptable for winter (logo optional) OR blue polo shirt must have the logo OR Button down short or long sleeve shirt with tie.  |
| Plain black, navy blue, or brown belts must be worn (grades 2-8).  | Navy blue slacks.  |
| White polo shirt (logo optional) OR blue polo with SJRCS logo  | Plain black or brown belt is required for grades 2-8.  |
| White athletic CREW socks that come above the ankle. Please no stripes.  | Navy blue or black socks. Black or dark brown DRESS shoes are to be worn with the winter uniform. No black sneakers as dress shoes.  |
| 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!)   | Navy blue sweatshirt with logo over shirt. No Spirit wear or non-SJRCS sweatshirts.  |
| <p><b>Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day.</b></p> <p><b>PE:</b> Gray t-shirt with school logo (purchase at Flynn O'Hara); Plain navy mesh gym shorts (No logos like Adidas, no stripes)</p> | <p><b>PE: Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day.</b> Gray t-shirt with school logo (purchase at Flynn O'Hara); Navy sweatpants with elastic around the ankle; Regular sweatpants fabric. (No yoga pants, no leggings, no</p> |



|  |  |
|--|--|
|  | straight legs); Navy blue crew-neck style sweatshirt (optional). No PE shorts October 1 – April 30.  |
| <p><b>PE:</b> White athletic crew socks that come above the ankle; small logos acceptable (no stripes)</p> <p><b>PE:</b> White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)</p> | <p><b>PE:</b> White athletic crew socks that come above the ankle; small logos acceptable (no stripes)</p> <p><b>PE:</b> White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)</p> |
| Boys' hair must be above the eyebrows, ears, and collar (no ponytails or "Mohawk" style haircuts). Boys must be clean-shaven (no facial hair and no sideburns below the middle of the ear).  |  |

## **Administrative Policies: Visitors**

### **Visitors**

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All parents and visitors to St. John Regional Catholic School must report directly to the office and receive an identification badge. If a parent must speak to a teacher, it should be done during the teacher's planning. 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.

## **Administrative Policies: Volunteers**

### **VIRTUS Certification, Volunteer Application, and Volunteer Criminal History Consent Form**

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 the Volunteer Criminal



History Consent Form (background check) and successfully complete the VIRTUS online training video. If these steps are not completed, we regret that you will not be permitted to volunteer in the school as the welfare of our children must remain our highest priority.

### **Opportunities**

We appreciate our volunteers who contribute their time and talents to assist in the functioning of the school. Cooperative assistance is required with student families in order to provide certain school functions. Volunteers are often needed in the library, cafeteria, classrooms, playground, and H.S.A. events. Thank you for sharing your time and talents with the school community!

### **Procedures**

- 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.
- All volunteers who assist at lunch or recess will be provided training at the beginning of the school year.
- In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must enter the building through the main, front doors and sign in to receive a visitor's pass. Visitors will be asked to wait in the reception area until the person they wish to see is available.
- The office staff will make copies and distribute mail for all of our volunteer organizations.
- The Faculty Room and the Work Room are used by the faculty and staff only.

### **Parents in Partnership Volunteer Program**

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

Examples:

|                   |   |
|-------------------|---|
| 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 |
| Half-day Students | 15 hours of volunteering equals \$150 reduction off tuition |



## **Academic Excellence: Curriculum and Assessments**

### **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 daily. The length of time varies according to the subject and grade level. Art, Technology, Library, Music, Spanish, and Physical Education classes are also incorporated into the curriculum. Typically, students in PreK 3- Grade 4 are self-contained classrooms (with one teacher), whereas students in grades 5-8 have various teachers, depending on the subject and schedule.

- **Mathematics:** Beginning with the 2021-2022 school year, the expectation is that all students should be on track to take algebra during their eighth grade year. Given this goal, the teachers are extensively collaborating to streamline the curriculum, reinforce essential skills, and prepare students for the academic rigor in mathematics. Please communicate with your child's math teacher if you have any questions about the SJRCS math program.
- **Spanish:** Students in grades 4-8 will be enrolled in taking Spanish classes during the 2021-2022 school year.
- **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. The teacher will address any student who is present in school but does not participate, or who does not have a complete gym uniform.

### **Assessments**

- **Scantron Assessment:** Schools in the Archdiocese of Baltimore will administer the Scantron assessments beginning in the 2020-2021 school year. Students in grades 2-8 will be administered this test three times during the year (fall, winter, spring). Upon receiving your child's results, please communicate with your child's teacher if you have any questions or concerns about your child's progress or assessment.
- **Assessment of Catholic Religious Education (ACRE):** In compliance with requirements of the Archdiocese of Baltimore, SJRCS administers the Assessment of Catholic Religious Education (ARCE), sponsored by the National Catholic Educational Association. The assessment is administered to students in grade 5 and 8. SJRCS receives the 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 Catholic perceptions.
- **Maryland's Early Child Care & Education Developmental Screening Initiative:** SJRCS utilizes a developmental screening instrument for Pre-K and Kindergarten students. Screening results will be used to identify children who may need 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. Results of the initial screen will be shared with parents.

- **Formative Assessments:** All students in kindergarten through grade 8 take formative assessments, so that their progress can be monitored in the academic areas. Results of formative assessments will be used to provide targeted instruction in the assessed subject areas. Parents should consult with the teacher if they have any questions about the formative assessments.

## Communication and Honor Roll

### 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 |

### 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, parent review the interim report via PowerSchool. After reviewing the Interim Report, if parents feel that a conference is necessary, they should contact their child's teacher.

### 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 fall. 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.

### Progress Reports (Report Cards)

Progress Reports will be issued to the students three times a year via an envelope. 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. 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 any changes in their child's progress. All financial obligations to the school must be paid in full prior to the distribution of progress reports.

### **Grades K-2 Progress Codes**

The following three codes will be used to indicate student progress towards meeting standards.

#### **Independent: 93-100**

- The student understands concepts/skills and works with little or no reinforcement or assistance.
- Students show the ability to apply the knowledge or perform the skill accurately without instructional support.
- Students are able to do more challenging work.
- Mastery: Concept is consistently evident.

#### **Progressing: 75-92**

- The student's understanding of concepts/skills are developing and are in need of occasional reinforcement and assistance.
- Students are retaining material and showing the ability to apply the knowledge or skill with little instructional support.
- Developing: Student needs more time and instruction to master concepts.

#### **Emerging: 74 and below**

- The student's understanding of the concept/skills are skills at the beginning level and/or need consistent reinforcement and assistance.
- Student is being introduced to the skill and is beginning to use the skill in context with extensive instructional support. Student needs re-teaching/reinforcement.
- Emerging: Students needs reinforcement or time to develop the new skill.

#### **NA: not assessed at this time**

- The standard has not been assessed during the current trimester.

#### **Achievement**

- Grade Description Cut Off Gradebook Value
- I Independent/Proficient 97 98



- V Very Good Progress 93 94
- P Progressing 85 87
- S Satisfactory 75 78
- N Needs Improvement 70 73
- U Unsatisfactory/Not Proficient 1 60
- NA Not Assessed at this Time 0 0

### **Effort/Conduct**

- Grade Description Cut Off Gradebook Value
- Outstanding 93 93
- G Good 85 87
- S Satisfactory 75 78
- N Needs Improvement 70 73
- U Unsatisfactory 0 60
- Achievement Comments
- Descriptions to indicate student progress towards meeting Archdiocesan Curriculum
- Standards on Progress Reports.

### **Proficient**

- Always applies skills or processes with ease and confidence in
- completing grade level and above academic performance tasks.
- Always demonstrates a thorough understanding of AOB 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 classwork and homework.

### **Very Good**

- Consistently applies skills or processes with ease and confidence in
- competing grade level appropriate academic performance tasks.
- Consistently demonstrates an above average understanding of AOB





- 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 classwork and homework.

### **Good**

- Demonstrates above average uses of skills or processes in completing required grade level and appropriate academic performance tasks.
- Demonstrates above average understanding of AOB grade level appropriate curriculum strands and objectives taught this trimester.
- Demonstrates above average understanding of important information.
- Demonstrates average ability to use required knowledge to communicate important information.
- Usually accomplishes purposes of academic tasks.
- Completes and turns in above average classwork and homework.

### **Satisfactory**

- Demonstrates average application of skills or processes required to complete grade level academic performance tasks.
- Demonstrates average understanding of AOB grade level appropriate curriculum strands and objectives taught this trimester.
- Demonstrate average knowledge of important information.
- Demonstrates average ability to use required knowledge to communicate ideas.
- Demonstrates meeting the level of expectation.
- Completes and turns in average classwork and homework.

### **Improvement Needed**

- Makes errors constantly when applying skills or processes required to



- complete grade level academic performance tasks.
- Demonstrates an incomplete understanding of AOB grade level appropriate curriculum strands and objectives taught this trimester.
- Demonstrate an incomplete knowledge of important information.
- Unable to use acquired knowledge to correctly communicate ideas.
- Performance is markedly below grade level.
- Classwork and homework fail to meet teacher criteria and AOB grade level appropriate curriculum strands and objectives taught this trimester.
- Demonstrates no knowledge of important information.
- Unable to use acquired knowledge to correctly communicate ideas.

#### **Not Yet Demonstrating**

- Does not demonstrate understanding of skills or process required to complete grade level academic performance tasks.
- Does not demonstrate understanding of AOB grade level appropriate curriculum strands and objectives taught this trimester.
- Does not demonstrate knowledge of important information.
- Unable to use acquired knowledge to correctly communicate ideas.

#### **Effort/Conduct**

##### **Outstanding Effort**

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

##### **Conduct**

- Always follows all school and classroom rules.
- Always exceeds level of expectation.
- Demonstrates the highest level of self-control.



- Makes good choices.
- Role model to other students.

### **Good Effort**

- Consistently completes and turns in accurate classwork and homework.
- Most of the time exceeds the level of expectation.
- Admirable amount of effort put forth.
- Above average level of class participation.
- Class work/project/assignment criteria meet above average standards.

### **Conduct**

- Consistently follows all school and classroom rules.
- Most of the time exceeds the level of expectation.
- Demonstrates self-control, rarely needs reminders.
- Makes good choices, rarely needs redirection.
- Follows classroom rules, rarely needs reminders.

### **Satisfactory Effort**

- Meets level of expectation.
- Adequate amount of effort put forth.
- Adequate level of class participation.
- Completes and turns in accurate classwork and homework as expected.
- Class work/project/assignment criteria meets standards.

### **Conduct**

- Follow all school and classroom rules.
- Meets level of expectation.
- Demonstrates self-control, sometimes needs reminders.
- Makes good choices, sometimes needs redirection.

### **Needs Improvement Effort**

- Sporadically completes and turns in accurate classwork and homework.



- 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.

### **Conduct**

- Inconsistently follows all school and classroom rules.
- Has trouble demonstrating self-control, needs reminders.
- Has trouble following classroom rules, and needs reminders.
- Sometimes has trouble making good choices, and needs redirection.

### **Unsatisfactory Effort**

- Classwork and homework fails to meet criteria.
- 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**

- Fails to meet all school and classroom rules.
- Has difficulty demonstrating self-control, needs constant reminders.
- Has difficulty following classroom rules, needs constant reminders.
- Has difficulty making good choices, needs constant redirection.

### **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 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



## **Academic Excellence: Textbooks and Homework**

### **Textbooks**

Textbooks belong to the school and are used by the students throughout the school year. 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.

### **Homework**

Essential home study 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. At all grade levels, homework may be included in determining the subject area grade on the progress report. Teachers update homework assignments using Google classroom.

- 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 (per the teacher/administrators) after the due date may receive a zero for the missed assignment. 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.
- Suggested time allotments for homework (written work, study work, review work, long-range papers or projects) per day range from 30 minutes at the primary level to 2-2.5 hours in the middle school.

### **Parental Responsibility for Homework**

Parents/guardians are expected to see that children fulfill their homework responsibilities by working with their children and communicating with their child's teachers. Please assist your child by:

- 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



### **Absent Students and Make-up Work**

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.

If a student is absent two days from school days, then she or she has two days to complete the assignments. 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 student's responsibility to obtain, complete, and submit missed work. Teachers will not supply work prior to an absence.

### **Late Work Policy (grades 5-8)**

To stress the importance of turning work in on time, late work will result in the loss of 5% of the value of the grade each day for up to two weeks. Late work will be accepted for TWO WEEKS (10 school days.) After this time, late work will not be accepted. A zero will be recorded in PowerSchool along with the missing icon when a student fails to turn in an assignment. The purpose of this is to bring to attention that the student missed submitting an assignment. Teachers are expected to update PowerSchool to replace zeros with grades if students turn in missing work within two weeks. The purpose of this policy is to create accountability for middle school students. Students that are absent one day will have two days to make up their work. The student will be granted one additional day to make up work for each additional day of absence. This policy includes missed tests, quizzes, and projects. It is our policy not to provide work for students in anticipation of an absence, including vacations or travel sports.

### **Summer School**

A student in any grade who has received an E in an academic subject area or skill area may 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. Teachers will distribute suggested reading lists to students entering grades K-8. Students may be required to complete a corresponding assignment after they read the assigned book. 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.



## **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 disciplinary action.

## **Supplies**

Certain supplies are provided by the school and some supplies are purchased by the parents. The supply list (purchased by parents) is located on the school's website ([www.sjr.cs.org](http://www.sjr.cs.org)) in the Parent Portal. Please contact your child's teacher if you have any questions about the supply list.

## **School pictures**

Pictures are taken in the fall. Individual pictures are taken in "Sunday best"; class photos are taken in uniform. Order forms are sent home electronically prior to the picture date. All 8th grade students will have picture (wearing their cap and gown) that is used for the yearbook.

## **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. 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, instead of snacks. 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. For Valentine's Day, each student should prepare a valentine for each student in the class. Thoughtfulness is much appreciated for birthdays and special occasions.

## **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.

## **Administrative Policies: Field Trips and Extracurricular Activities**

### **Extracurricular Activities**

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

#### **Band Program**

Band is open to students in 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.

#### **Bell Choir**

Bell Choir is open to students in grades 5-8. (Limited spots available)

#### **Chorus**

Chorus is open to students in grades 4-8.

#### **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 leaders of the NJHS for more detailed information on the Selection Process and the NJHS By-Laws.)

#### **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.





## **Sports Program**

Students may participate in sports programs organized by parent volunteers. Information regarding registration and grade levels is on the SJRCS website. Information will go home with students prior to and during the season.

## **Dance Policy (Middle School)**

*School Board Approved, 2/11/2004*

Due to COVID-19 guidelines, middle school dances have been postponed.

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

### Procedures

- At least one school administrator **MUST** be present at all dances.
- 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.
- Dances are open to SJRCS students in grades 6-8 **ONLY** who have not received **ANY** detentions. No guests, former students, or older siblings are allowed to attend.
- Students who attend the dance must return a signed parental permission slip.
- Students will not be allowed to leave the dance early unless a parent comes in to sign them out from the dance.
- Students will not be allowed to leave the dance with another parent unless that is indicated on the permission slip.
- Cell phones, cameras, electronic devices, 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.
- 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 for Dances

- Pants must be worn at the waist. No sagging allowed.



- 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.
- 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.
- Skirts, dresses, and shorts must be beyond fingertip length, when arms are held at sides.
- 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 at Dance4s

- All dancing should allow for appropriate distances between partners and be conducted respectfully with no inappropriate touching.
- 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

#### **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.)

If for some extraordinary reason, a student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the classroom teacher(s) and the students will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the



trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones for the field trip as the need arises. However, because of safety and liability factors, siblings are not allowed on the trip. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion. Since the purpose of chaperoning is to supervise our students, parent chaperones should refrain from using cell phones while supervising students. This Archdiocesan policy protects the safety of all students. Parent's failure to adhere to this policy could result in their children not being allowed to participate in future field trips.

All chaperones are required to complete VIRTUS training. 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.

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.

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.

## **Academic Excellence: Grade Placement**

### **Promotion**

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 (Archdiocese of Baltimore Policy Manual).

### **Retention**

- If a student fails to complete successfully the required educational program after appropriate interventions have been provided, the principal reserves the right to retain the student at the current grade level or recommend alternative placement. Parents will be notified in writing by Trimester 3 if a student is in danger of being retained.
- 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.

### **Transferred to 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 SJRC.

## **Academic Excellence: Special Needs**

### **The Pathway Program**

At SJRC, the Pathways Program will include resources and instruction for students with learning disabilities, medical diagnoses, social/emotional/behavioral challenges, and student organizational skills. The Pathways Program is comprised of a director, administrator(s), teachers, and instructional assistants who support the students’ learning needs. The Pathways Program director or designee will attend essential meetings with professional educators, evaluators, and parents to ensure a productive and reasonable plan for each student.

The Pathways Program director and the designated team’s duties and responsibilities include, but are not be limited to:

- support for the students, in and out of the classroom, whether it be working in small groups or individually
- support for teachers in helping develop lesson plans, strategies and providing resources
- support and outreach for parents as a point of contact for their child
- ability to make observations as needed for any student issues
- handle of any IEP's (Service Plans), medical accommodations, or Behavioral Intervention Plans (BIP).
- work collaboratively with the classroom teachers to assist the student.



### **Academic Accommodations**

SJRC 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 administrators at SJRC. SJRC will attempt to provide the modification of services that are recommended, dependent upon our personnel and facility restrictions.

### **Guidelines for Documentation of Learning Needs**

Documentation to support the need for requested accommodations must:

- State the specific disability as diagnosed, using the most recent DSM classification.
- Be current (in most cases the psycho-educational evaluation, IEP or 504 Plan should be no older than three 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.
- 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 in order to assist with their educational success, will have that designated on their progress reports, report cards, and academic records as “Receives Accommodations.”

### **Individualized Education Plan (IEP)**

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process generally called the IEP Process (Individual Educational 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, typically within thirty days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student’s teacher, are a vital part of the process.
- If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.



- If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at the student's Catholic School.
- Throughout the process to determine if the 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 the meetings, and to support the parents. A school administrator or school counselor is responsible for the accommodation process at St. John Regional Catholic School. In order to facilitate this process, parents should inform the school administration prior to initiating this process on their own. The Director of the Pathways Program is responsible for ensuring that the student accommodations agreed upon in the IEP meeting with the parent/guardian are implemented by the teachers.

### **Academic Excellence: Grade 8**

#### **Graduation**

All 8th grade students who have successfully completed the Archdiocesan course of study participate in the Baccalaureate Mass and 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 may not attend the special eight grade events, such as the class retreat, special activities, or graduation celebration.
- Students wear caps and gowns for graduation. 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, which will be added to their FACTS accounts on February 15<sup>th</sup>.
- 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. 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. The student 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, such as the Day of Service, the Day of Reflection, the graduation ceremony or festivities. The transfer of academic records to the student's high school may be impacted due to delinquent tuition accounts.

## **High School Visitation Policy**

Keeping COVID safety regulations in mind, eighth grade students are permitted three days (marked as excused absences) to visit the high schools that they are interested in attending for the 2022-2023 school year. 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 student's responsibility 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.

## **Academic Excellence: Technology**

### **Chromebook 1:1 Computing Initiative**

For students in grades 2-8, SJRC is pleased to be able to offer 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 and/or video 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 SJRC website. All students at SJRC have the opportunity to work with iPads and/or Chromebooks during the school day. Whenever students are using devices, the usual policies for Acceptable Use are in effect.

### **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**

The website is: <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:

- 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.
- All parents/guardians who are current with tuition and other fees owed to the school.
- 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 office.

### **Technology Mission Statement**

St. John Regional Catholic School (SJRC) 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.

### **Internet Safety Policy**

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.

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.

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 and communicating 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.

### **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 Family 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 SJRC community will abide by all rules stated in this Family Handbook and the Archdiocese of Baltimore /SJRC 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 SJRC regarding inappropriate use of the technology or telecommunication resources is final.

### **Specific Use Policy for SJRC Computers and Devices**

- 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.
- You may only access your own folder. The teacher may at any time open any student's folder.
- Before printing, you must preview and look for the "extra page." You must also have teacher permission to print.
- 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.
- We never print web pages to "read later" and "take notes from." We waste too much paper doing this. Learn to take notes.
- Never download anything to a computer at SJRC.
- 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.
- Permission will never be given to open personal email accounts on school computers: yahoo mail, g-mail, hotmail, etc.
- The computers at SJRC 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, please ask an adult. Again, when in doubt, ask!
- 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.).
- 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 and Chats**

Engagement in online blogs, chats, and 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.

### **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 a school administrator.

## **Operational Vitality: Admission Policy and Enrollment Procedures**

### **Non-Discrimination Policy**

"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 Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, 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. This policy does not prohibit Catholic schools from giving priority consideration to Catholics (over non-Catholics) in the admissions process. Catholic schools are not required to adopt any rule, regulation or policy that conflicts with their religious or moral teachings (AOB Policy Manual ADMIN 2.0)

### **Order of Admissions**

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 families of other faiths.



### **Admissions and Enrollment Process**

Interested families should contact the school office about starting the admissions process. An intake form will be completed by the SJRC staff. Parents will continue with the application process, completing forms, submitting required information, and submitting the application fee. The application form can be accessed on the school's website, [www.sjr.org](http://www.sjr.org), under admissions. Some examples of the paperwork (not a complete list) include the application form, copy of the birth certificate, copy of the baptismal certificate, transcripts, SJRC assessment, standardized test scores, formal assessments (such as an IEP or medical diagnosis), any academic or behavioral records, recommendations from previous school, and parent observations form.

Students must be performing at or above grade level on standardized tests and on the SJRC administered entrance test in order to be admitted to the grade for which they are applying. Requests for reasonable accommodations for a student with a disability may be directed to the school principal (see section in Academic Policies). Please check with the principal about admission for new eighth grade students as normally eighth grade students are not accepted into the school. The school reserves the right to deny attendance to prospective students or exclude enrolled students 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.

Once the application has been completed, the student's file moves to the principal's office. After the principal decides to accept the student for admission, the parents complete the requirements for enrollment. Some examples on the enrollment checklist (not a complete list) include the FACTS tuition contracts, immunization information, emergency contact information, and the enrollment fee. New students and parents are expected to subscribe to the SJRC philosophy and to meet academic expectations and standards of behavior.

### **Grade Placement**

Students who are accepted to St. John Regional Catholic School are initially placed in a grade level using the following benchmarks:

- SJRC administered admissions/placement test
- Teacher recommendations from previous school
- Progress reports and report cards
- Standardized test result
- Other information from the student's application file

The principal makes the final determination of the appropriate grade level for an incoming student.



### **Probationary Period**

All students are subject to a six-month evaluation period. During this time the teachers and administrators will assess the student's academic, social, emotional, and behavioral performance. The school staff will be in communication with the parents should any areas of concern arise. The course of action can include, but is not limited to meetings, behavioral plans, assessments, counseling, other interventions, and exclusion from the school. The principal determines the course of action and makes the final determination of a student's continued attendance at SJRC during the probationary period.

### **Pre-Kindergarten 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. 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! Parents will receive progress reports on a trimester basis and receive interim reports halfway through the trimester.

### **Pre-Kindergarten 4 Program**

The Pre-K 4 program serves a foundational experience for students who turn four years of age by September 1<sup>st</sup> of the year the student wishes to start school. The full-year curriculum is a multi-disciplinary curriculum that includes religion, phonics, pre-reading skills, math, science, and social studies. Parents will receive progress reports on a trimester basis and receive interim reports halfway through the trimester.

### **Age Requirements**

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.



## **Operational Vitality: Financial Obligations**

### **Tuition Policy**

At St. John Regional Catholic 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.

### **Tuition Payments**

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

### **FACTS Tuition Management**

- ALL SJRCS families must register through FACTS Tuition Management for tuition payments. You will have access to your account balance and payments status at any time by logging into your FACTS 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 Business Manager.

### **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.sjrsc.org](http://www.sjrsc.org)) and click on the FACTS Grant & Aid link to set up an account.

- Tuition assistance is available from the Archdiocese of Baltimore (AOB), the regional parishes (through the Frederick County Parish Tuition Assistance Fund), Friends of Catholic Education (FOCE) 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 15<sup>th</sup>.

### **FOCE Food Gift Card Program**

Friends of Catholic Education (F.O.C.E.) supports a Food Gift Card program. Families earn a percentage of their purchases using the pre-purchased gift cards as a tuition credit that is applied to their FACTS tuition account. Credits are applied at the beginning of each month for the previous month's credits. For more information, please contact FOCE at [foce@att.net](mailto:foce@att.net) or at [www.friendsofcatholiced.org](http://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 SJRCS website. These credits are deducted from your FACTS Tuition account at the beginning of each month for the previous month's credits. If your FACTS Tuition account is paid in full, the school will add your FOCE/SCRIP credits to your credit balance for future use.

### **Delinquent Tuition Accounts**

Accounts are considered delinquent after the last working day of the month. In the case of insufficient funds or credit card denial, your FACTS Tuition account will be charged a \$30.00 fee. Accounts that remain delinquent past 60 days will result in termination of access to Power School information services and no report cards/interims will be released 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 an attorney or 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-enrollment will not be accepted for any student whose tuition account is 60 days or more past due. No student will be placed on a class list for the upcoming school year nor will records be released for any student whose tuition is not up to date.

### **Financial Requirements for Grade 8 Students**

For any grade 8 student whose financial obligations have not been met in a timely manner will not be permitted to:

- Participate in the activities planned for the graduation class
- Participate in special grade 8 events and activities





- Attend the graduation ceremony as a graduate or guest
- Have the complete academic records transferred to the student's high school

### **Fees and Balances**

Students can be dismissed from school if parents do not meet financial obligations as detailed in the tuition contract. Any check written to SJRC that is returned by your bank for any reason will result in a fee of \$25.00 to your account. Report cards and student records (including test scores and transcripts) will not be distributed to students whose accounts are not paid in full at the end of the year. This includes library fees, lost textbook fees or monies owed to the cafeteria. 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. 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.)

### **Withdrawal**

Families withdrawing students from school should notify the Business Manager in writing immediately. 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.

### **Tuition Contracts and Refund Policy**

Upon acceptance of a student and execution of a tuition account, the full year's tuition shall be considered payable. If a student should leave SJRC for any reason before the beginning of school or during the school year (other than moving out of the area), SJRC will release the tuition obligation/refund tuition based on the following schedule:

- If a student withdraws on or before September 1<sup>st</sup>, 10% of the billed tuition is owed.
- If a student withdraws on or before November 15<sup>th</sup>, 40% of the billed tuition is owed.
- If a student withdraws on or before February 15<sup>th</sup>, 70% of the billed tuition is owed.
- If a student withdraws after February 15<sup>th</sup>, 100% of the billed tuition is due
- If a family has chosen the monthly payment plan and has not paid the required amount of tuition prior to their withdrawal date, a final payment will be scheduled in FACTS to cover the difference.

If a student is moving out of the area the tuition owed/refunded will be pro-rated based on the student's actual departure date. If a family has paid more than is owed, a tuition refund will be determined. If a family owes more than what has been collected, a final payment will be scheduled in FACTS to cover the difference. As per the Archdiocese of Baltimore, enrollment will NOT be permitted in any other Archdiocesan school while there is outstanding tuition and/or other fees due.



### Re-Enrollment Fees

To reserve a place in the class, the enrollment fee for returning students is due at the time of re-enrollment. In the event that a class is filled, non-enrolled students or students whose enrollment fee are not paid will not be guaranteed placement. Enrollment fees are non-refundable unless a family moves out of the area prior to the opening of school. Re-enrollment is not complete until the fee is paid.

### Faculty and Staff Directory

| Homeroom       | Teachers                 | Assistants                          |
|----------------|--------------------------|-------------------------------------|
| PK3A           | Mrs. Monica Crone        | Mrs. Denise Price                   |
| PK 3B          | Ms. Caroline Pefley      | Mrs. Sharon Connell                 |
| PK-4A          | Mrs. Michele Kavanagh    | Mrs. Donna Szelc/ Ms. Sarah Hickman |
| PK-4B          | Mrs. Caroline McHugh     | Mrs. Katharine Galvas               |
| PK-4C          | Mrs. Sandra Doughty      | Mrs. Emma Ryan                      |
| Kindergarten A | Mrs. Holly Potter        | Ms. Lindsay Massuda                 |
| Kindergarten B | Mrs. Christina Dabulskis | Mrs. Karen Gaydosh                  |
| Kindergarten C | Mrs. Julie Swope         | Mrs. Ronda Bond                     |
| Grade 1A       | Ms. Jenna Layden         | Mrs. Christine Henry                |
| Grade 1B       | Mrs. Tracie Sedlock      | Mrs. Tamara Saylor                  |
| Grade 1C       | Mrs. Kelly Weeks         | Mrs. Michele Thomas                 |
| Grade 2A       | Ms. Bridget McNamara     | Mrs. Alyssa Eichelberger            |
| Grade 2B       | Mrs. Sadie Homick        | Mrs. Alyssa Eichelberger            |
| Grade 2C       | Ms. Sarah Kubic          | Mrs. Alyssa Eichelberger            |
| Grade 3A       | Ms. Meeghan White        | Mrs. Sharon Weddle                  |
| Grade 3B       | Ms. Jordan Hasle         | Mrs. Sharon Weddle                  |
| Grade 3C       | Mrs. Katie Serafin       | Mrs. Sharon Weddle                  |
| Grade 4A       | Mrs. Deborah Carroll     | Mrs. Cindy Crow                     |
| Grade 4B       | Ms. Alexandra Kay        | Mrs. Cindy Kiley                    |



|                           |                         |                    |
|---------------------------|-------------------------|--------------------|
| Grade 4C                  | Mrs. Nicole Rose        | Mrs. Judy Williams |
| Grade 5A                  | Mr. Jason Kowalczk      | Mrs. Cindy Crow    |
| Grade 5B                  | Ms. Kathleen Kunzman    | Mrs. Cindy Kiley   |
| Grade 5C                  | Mr. Conor Prachar       | Mrs. Judy Williams |
| Grade 6A                  | Mrs. Karen Roskowsinski | Mrs. Cindy Crow    |
| <b>Homeroom</b>           | <b>Teachers</b>         | <b>Assistants</b>  |
| Grade 6B                  | Mr. Mike Saiani         | Mrs. Cindy Kiley   |
| Grade 6C                  | Mrs. Beth Celeste       | Mrs. Judy Williams |
| Grade 7A                  | Mrs. Trina LaPier       | Mrs. Cindy Crow    |
| Grade7B                   | Mr. Jim Nachtgall       | Mrs. Cindy Kiley   |
| Grade 7C                  | Mrs. Theresa Ramirez    | Mrs. Judy Williams |
| Grade 8A                  | Mrs. Amanda Cody        | Mrs. Cindy Crow    |
| Grade 8B                  | Mrs. Julie Pessagno     | Mrs. Cindy Kiley   |
| Grade 8C                  | Mrs. Marlene Seifert    | Mrs. Judy Williams |
| Pathways Director         | Mrs. Karen Gawinske     |                    |
| Art & Flex                | Mrs. Jacqueline Sindall |                    |
| Library/ Technology       | Mrs. Rosemay Atepor     |                    |
| Music                     | Mrs. Peggy Frazier      |                    |
| Physical Education/Health | Ms. Casey Davis         |                    |
| Spanish                   | Mrs. Maria Miller       |                    |
| <b>Office Staff</b>       |                         |                    |
| Principal                 | Dr. Annette Jones       |                    |
| Assistant Principal       | Mrs. Kimberly Hanner    |                    |
| Sr. Executive Assistant   | Ms. Kathleen Crosby     |                    |
| Office Manager            | Mrs. Jen Eash           |                    |
| Office Coordinator        | Mrs. Joy Afable         |                    |
| Admissions Director       | Katharine Galvas        |                    |



|                        |                         |  |
|------------------------|-------------------------|--|
| Business Manager       | Mrs. Jill Buls          |  |
| Advancement Director   | Mrs. Lara Schumacher    |  |
| Counselor              | Ms. Carley Weber        |  |
| School Nurse           | Mrs. Lisa Kaempfer      |  |
| Information Technology | Mr. Michael Fairley     |  |
| <b>Support Staff</b>   |                         |  |
| Facilities Manager     | Mr. Lonnie Burrier      |  |
| Facilities Staff       | Mr. Gary Price          |  |
| Cafeteria Manager      | Mrs. Tanya Schwartzbeck |  |
| Cafeteria Manager      | Mrs. Suyapa Gwozdecki   |  |
| Cafeteria Staff        | Mrs. Evelyn Cruz        |  |
| Extended Care:         | Mrs. Judy Williams      |  |

## **School Board Officers**

|                          |               |
|--------------------------|---------------|
| Mr. Kenny Meek           | Chairman      |
| TBD                      | Vice-Chairman |
| Mr. Tim Rice             | Treasurer     |
| Mrs. Christine Hallowicz | Secretary     |

## **Home and School Association**

|                       |                |
|-----------------------|----------------|
| Mrs. Molly Gilbreth   | President      |
| Mrs. Lauren Ausherman | Vice-President |
| Mrs. Allison St. John | Vice-President |
| Mrs. Megan Putman     | Secretary      |
| Mrs. Megan Ehret      | Treasurer      |



# **St. John Regional Catholic School 2021 - 2022 Calendar**



# August 2021





| July '21 |    |    |    |    |    |    | September '21 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |               |    |    | 1  | 2  | 3  | 4  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 | 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 | 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 | 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 | 26            | 27 | 28 | 29 | 30 |    |    |

| Sunday | Monday  | Tuesday   | Wednesday | Thursday | Friday                            | Saturday |
|--------|---|---|-----------|----------|-----------------------------------|----------|
| 1      | 2   | 3   | 4         | 5        | 6                                 | 7        |
| 8      | 9   | 10  | 11        | 12       | 13                                | 14       |
| 15     | 16  | 17  | 18        | 19       | 20                                | 21       |
| 22     | 23  | 24  | 25        | 26       | 27<br>Meet the Teachers<br>PK - 8 | 28       |
| 29     | 30<br>First Day Grade 1-8<br>Noon Dismissal<br>Back to School | 31<br>First Day PK3, PK4, K<br>Full Day Grade 1-8<br>Back to School 5 & 6 | 1         | 2        | 3                                 | 4        |
| 5      | 6   | Notes   |           |          |                                   |          |



# September 2021

| August '21 |    |    |    |    |    |    | October '21 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  | S           | M  | T  | W  | T  | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |             |    |    |    |    | 1  | 2  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 | 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 | 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 | 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 29         | 30 | 31 |    |    |    |    | 24          | 25 | 26 | 27 | 28 | 29 | 30 |
|            |    |    |    |    |    |    | 31          |    |    |    |    |    |    |

| Sunday                | Monday  | Tuesday  | Wednesday   | Thursday   | Friday   | Saturday |
|-----------------------|---|--|---|--|--|----------|
| 29                    | 30  | 31   | 1<br>1st Day for PK3 (M/W/F)  | 2<br>Back to School Night<br>Grades 1, 2, 3, 4                       | 3<br>First Friday Mass<br>Blessing of the<br>Backpacks (10 AM) | 4        |
| 5                     | 6<br>School Closed<br>Happy Labor Day!  | 7  | 8   | 9<br>Back to School Night<br>Grades 1-4                              | 10   | 11       |
| 12                    | 13<br>Story Time Tots<br>           | 14   | 15  | 16   | 17<br>Band Presentation  | 18       |
| Fall Scantron Testing |   |  |   |  |  |          |
| 19                    | 20  | 21   | 22  | 23   | 24<br>Noon Dismissal   | 25       |
| Fall Scantron Testing |   |  |   |  |  |          |
| 26                    | 27<br>Photo Day :K3,PK4, K 1st<br> | 28<br>Photos Grades 2-5<br> | 29<br>Photos Grades 6-8<br> | 30<br>Noon Dismissal<br>Parent Teacher<br>Conferences<br>(1-4 & 5-7_ | 1  | 2        |
| H.S.A. Book Fair      |   |  |   |  |  |          |
| 3                     | 4   | Notes  |   |  |  |          |



# October 2021

| September '21 |    |    |    |    |    |    | November '21 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  |
|               |    |    |    | 1  | 2  | 3  | 4            |    |    |    |    |    |    |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 | 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 | 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 | 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 26            | 27 | 28 | 29 | 30 |    |    | 28           | 29 | 30 |    |    |    |    |

| Sunday | Monday   | Tuesday | Wednesday   | Thursday   | Friday  | Saturday |
|--------|--|---------|---|--|---|----------|
| 26     | 27   | 28      | 29  | 30<br>First Friday Mass<br>(10:00 AM)                                | 1   | 2        |
|        |  |         |   | H.S.A. Book Fair   |   |          |
| 3      | 4  | 5       | 6   | 7  | 8   | 9        |
|        | H.S.A. Book Fair   |         |   | Noon Dismissal<br>Parent/Teacher<br>Conferences<br>(1-4 PM & 5-7 PM) | School Closed<br>AOB Professional Day   |          |
| 10     | 11<br>Story Time Tots<br>(8:30 AM)<br> | 12      | 13<br>H.S.A. General Meeting<br>With Parents<br>(7:00 - 8:30PM) | 14   | 15 Interims<br><br>Golf Tournament  | 16       |
| 17     | 18   | 19      | 20  | 21<br>Race for Technology  | 22<br>Reconciliation<br>Grades 3-8<br>(9 - noon)  | 23       |
| 24     | 25   | 26      | 27  | 28   | 29<br><br>Halloween Festivities<br>Parade (PK & K 8:30-9:30)<br>PK Party (10:15-11:15))<br>K-4 Parties (1:30 - 2:30) | 30       |
| 31     | 1  | Notes   |   |  |   |          |





# November 2021

| October '21 |    |    |    |    |    |    | December '21 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    | 1  | 2  |              |    |    | 1  | 2  | 3  | 4  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  | 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 | 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 | 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 | 26           | 27 | 28 | 29 | 30 | 31 |    |
| 31          |    |    |    |    |    |    |              |    |    |    |    |    |    |

| Sunday | Monday   | Tuesday        | Wednesday                                | Thursday  | Friday   | Saturday |    |
|--------|--|----------------|--|---|--|----------|----|
| 31     | 1  | 2              | 3  | 4   | 5<br>First Friday Mass<br>(10 AM)  | 6        |    |
| 7      | 8<br>Story Time Tots<br>(8:30 AM)<br> | 9              | 10                                       | 11<br>Veterans Day<br> | 12<br>Photo Make up Day<br> | 13       |    |
| 14     | 15   | 16             | 17                                       | 18<br>All School Mass<br>(10:00 am)   | 19   | 20       |    |
| 21     | 22   | 23<br>T-1 Ends | 24<br>School Closed - Thanksgiving Break |   |  | 26       | 27 |
|        |  |                |  |                      |  |          |    |
| 28     | 29   | 30             | 1  | 2   | 3  | 4        |    |
| 5      | 6  | Notes          |  |   |  |          |    |

Calendar Templates by Vertex42  
<https://www.vertex42.com/calendars/>



# December 2021

| November '21 |    |    |    |    |    |    | January '22 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  | S           | M  | T  | W  | T  | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |             |    |    |    |    |    | 1  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 | 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 | 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 | 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 28           | 29 | 30 |    |    |    |    | 23          | 24 | 25 | 26 | 27 | 28 | 29 |
|              |    |    |    |    |    |    | 30          | 31 |    |    |    |    |    |

| Sunday | Monday   | Tuesday              | Wednesday   | Thursday                            | Friday                | Saturday  |
|--------|--|----------------------|---|-------------------------------------|-----------------------|---|
| 28     | 29   | 30                   | 1<br>HSPT Testing -<br>8th Grade                  | 2                                   | 3<br>Progress Reports | 4   |
| 5      | 6  | 7                    | 8<br>Mass of the Immaculate<br>Conception (10 AM) | 9                                   | 10                    | 11  |
| 12     | 13<br>Story Time Tots<br>(8:30 AM)<br>  | 14                   | 15  | 16<br>All School Mass<br>(10:00 am) | 17                    | 18  |
| 19     | 20<br>Christmas Festivities<br>PK3 & PK4 (10:15-11:15)<br>K - 8 (1:30-2:30)<br> | 21<br>Noon Dismissal | 22-24<br>School Closed - Christmas Break          |                                     |                       | 25<br><br>MERRY<br>CHRISTMAS |
| 26     | 27-31<br>School Closed - Christmas Break   |                      |   |                                     |                       | 1   |



# January 2022

| December '21 |    |    |    |    |    |    | February '22 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |              |    | 1  | 2  | 3  | 4  | 5  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 | 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 | 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 | 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 26           | 27 | 28 | 29 | 30 | 31 |    | 27           | 28 |    |    |    |    |    |

| Sunday                                      | Monday   | Tuesday                 | Wednesday   | Thursday  | Friday                 | Saturday   |
|---|--|-------------------------|---|---|------------------------|--|
| 26  | 27   | 28                      | 29  | 30  | 31                     | 1<br> |
| 2   | 3<br>School Resumes  | 4                       | 5   | 6   | 7<br>First Friday Mass | 8  |
| 9   | 10<br>Story Time Tots<br>(8:30 AM)<br> | 11                      | 12  | 13  | 14                     | 15   |
|   |  | Winter Scantron Testing |   |   |                        |  |
|   |  |                         | Financial Aid Night<br>(6-7PM)                                    | H.S.A. General Meeting<br>with Parents<br>(7-8:30 PM) |                        |  |
| 16  | 17   | 18                      | 19  | 20  | 21                     | 22   |
|   |  | Winter Scantron Testing |   |   |                        |  |
| School Closed<br>Dr. Martin Luther King Day |  |                         | North Bay Parent<br>Meeting<br>Parents only; Grade 6-7<br>(6-7PM) |   | Interims               |  |
| 23  | 24   | 25                      | 26  | 27  | 28                     | 29   |
| 30  | 31   | Notes                   |   |   |                        |  |
| Catholic Schools Week                       |  |                         |   |   |                        |  |



# February 2022

| January '22 |    |    |    |    |    |    | March '22 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    |    | 1  |           |    | 1  | 2  | 3  | 4  | 5  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  | 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 | 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 | 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 | 27        | 28 | 29 | 30 | 31 |    |    |
| 30          | 31 |    |    |    |    |    |           |    |    |    |    |    |    |

| Sunday | Monday  | Tuesday               | Wednesday | Thursday | Friday                          | Saturday                                    |  |
|--------|---|-----------------------|-----------|----------|---------------------------------|---|--|
| 30     | 31  | 1                     | 2         | 3        | 4                               | 5   |  |
|        |   | Catholic Schools Week |           |          |                                 | Friday First Mass (10 am)<br>Noon Dismissal |  |
| 6      | 7   | 8                     | 9         | 10       | 11                              | 12  |  |
| 13     | 14<br>Story Time Tots 8:30<br>Valentines Day Festivities<br>PK (10:15 - 11:15)<br>K - 4 (1:30 - 2:30) | 15                    | 16        | 17       | 18<br>School Closed<br>Flex Day | 19  |  |
| 20     | 21<br>School Closed<br>President's Day  | 22                    | 23        | 24       | 25                              | 26  |  |
| 27     | 28  | 1                     | 2         | 3        | 4                               | 5   |  |
| 6      | 7   | Notes                 |           |          |                                 |   |  |



# March 2022




| February '22 |    |    |    |    |    |    | April '22 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |           |    |    |    |    | 1  | 2  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 | 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 | 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 | 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 27           | 28 |    |    |    |    |    | 24        | 25 | 26 | 27 | 28 | 29 | 30 |

| Sunday | Monday  | Tuesday | Wednesday                          | Thursday                               | Friday                                      | Saturday |
|--------|---|---------|------------------------------------|--|---|----------|
| 27     | 28  | 1       | 2<br>Ash Wednesday Mass<br>(10 AM) | 3                                      | 4<br>T-2 Ends                               | 5        |
| 6      | 7   | 8       | 9                                  | 10                                     | 11<br>Progress Reports                      | 12       |
|        | North Bay Grade 6   |         |                                    |  | Reconciliation<br>Grades 3-8<br>(9:30-Noon) |          |
| 13     | 14<br>Story Time Tots<br> | 15      | 16                                 | 17                                     | 18<br>School Closed<br>AOB Professional Day | 19       |
| 20     | 21  | 22      | 23                                 | 24                                     | 25  | 26       |
|        | North Bay - Grade 7   |         |                                    |  |   |          |
| 27     | 28  | 29      | 30                                 | 31<br>School Closed<br>Faculty Retreat | 1   | 2        |
| 3      | 4   | Notes   |                                    |  |   |          |



# April 2022

| March '22 |    |    |    |    |    |    | May '22 |    |    |    |    |    |    |   |   |
|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|---|---|
| S         | M  | T  | W  | T  | F  | S  | S       | M  | T  | W  | T  | F  | S  |   |   |
|           |    | 1  | 2  | 3  | 4  | 5  |         |    | 1  | 2  | 3  | 4  | 5  | 6 | 7 |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 | 8       | 9  | 10 | 11 | 12 | 13 | 14 |   |   |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 | 15      | 16 | 17 | 18 | 19 | 20 | 21 |   |   |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 | 22      | 23 | 24 | 25 | 26 | 27 | 28 |   |   |
| 27        | 28 | 29 | 30 | 31 |    |    | 29      | 30 | 31 |    |    |    |    |   |   |

| Sunday   | Monday | Tuesday | Wednesday   | Thursday | Friday   | Saturday   |
|--|--------|---------|---|----------|--|--|
| 27   | 28     | 29      | 30  | 31       | 1<br>School Closed<br>Flex Day   | 2  |
| 3  | 4      | 5       | 6   | 7        | 8<br>First Friday Mass<br>(10 AM)<br><br>Interims  | 9<br><br>SJRCs Gala |
| 10   | 11     | 12      | 13  | 14       | 15<br>School Closed<br>Good Friday<br> | 16   |
| 17<br>HAPPY EASTER!<br> | 18     | 19      | 20  | 21       | 22   | 23   |
| School Closed - Easter Break   |        |         |   |          |  |  |
| 24   | 25     | 26      | 27  | 28       | 29   | 30   |
| Spring Scantron Testing  |        |         |   |          |  |  |
|  |        |         | H.S.A. General Meeting<br>With Parents<br>(7-8:30 PM) |          |  |  |
| 1  | 2      | Notes   |   |          |  |  |



# May 2022

| April '22 |    |    |    |    |    |    | June '22 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    | 1  | 2  |          |    |    | 1  | 2  | 3  | 4  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  | 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 | 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 | 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 | 26       | 27 | 28 | 29 | 30 |    |    |

| Sunday | Monday   | Tuesday   | Wednesday  | Thursday | Friday   | Saturday |
|--------|--|---|--|----------|--|----------|
| 1      | 2<br>Summer Uniforms   | 3<br>Spring Scantron Testing  |  |          | 6<br>First Friday Mass<br>(10 AM)<br> | 7        |
| 8      | 9<br>Story Time Tots (8:30)<br> | 10  | 11   | 12       | 13   | 14       |
| 15     | 16   | 17<br>Fine Arts Night<br>(6 - 7 PM)<br> | 18<br>NJHS Breakfast &<br>Induction<br>(9-10 AM) | 19       | 20   | 21       |
| 22     | 23   | 24  | 25   | 26       | 27<br>Day of Reflection<br>Grade 8   | 28       |
| 29     | 30<br>School Closed<br>       | 31<br>Day of Service<br>Grade 8   | 1  | 2        | 3  | 4        |
| 5      | 6  | Notes   |  |          |  |          |



# June 2022

| May '22 |    |    |    |    |    |    | July '22 |    |    |    |    |    |    |   |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---|
| S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |   |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |          |    |    |    |    |    | 1  | 2 |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 | 3        | 4  | 5  | 6  | 7  | 8  | 9  |   |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 | 10       | 11 | 12 | 13 | 14 | 15 | 16 |   |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 | 17       | 18 | 19 | 20 | 21 | 22 | 23 |   |
| 29      | 30 | 31 |    |    |    |    | 24       | 25 | 26 | 27 | 28 | 29 | 30 |   |
|         |    |    |    |    |    |    | 31       |    |    |    |    |    |    |   |

| Sunday | Monday  | Tuesday  | Wednesday   | Thursday   | Friday                                  | Saturday                                    |
|--------|---|--|---|--|---|---|
| 29     | 30  | 31   | 1<br>Noon Dismissal -<br><b>Grade 8 Only</b><br>Graduation Practice | 2<br>Grade 8 Awards (AM)<br>Noon Dismissal - All<br>Baccalaureate &<br>Graduation (PM)<br>CONGRATS GRADS!! | 3<br><br>T-3 Ends                       | 4<br><br>H.S.A. Event:<br>SJRCs Fair at<br> |
| 5      | 6<br>End of School Parties<br>PK (10:15-11:15)<br>Grades 1, 3, 5 & 7<br>(1:30-2:30) | 7<br>End of School Parties<br>Grades: K, 2, 4 & 6<br>(1:30-2:30) | 8<br><br>Field Day<br>Noon Dismissal                                | 9<br>Mass (10 AM)<br>Noon Dismissal<br>  | 10<br><br>Last Day for all Staff        | 11  |
| 12     | 13  | 14   | 15  | 16   | 17<br>Progress<br>Reports<br>Mailed<br> | 18  |
| 19     | 20  | 21   | 22  | 23   | 24                                      | 25  |
| 26     | 27  | 28   | 29  | 30   | 1                                       | 2   |
| 3      | 4   | Notes  |   |  |   |   |