



Parent/Student Handbook 2023-2024

8414 Opossumtown Pike
Frederick, MD 21702
(301) 662-6722

Inspiring One Child at a Time



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Message to Our Families

Dear SJRCS Families,

On behalf of the faculty and staff at SJRCS we warmly welcome you as we begin our new school year. We are excited to have you as part of our school community, and we hope that this Parent/Student Handbook provides valuable information and guidance regarding our expectations and policies.

As partners in education we believe open communication and collaboration are equally vital as we support your child's spiritual, academic, and social/emotional development. We encourage you to actively engage throughout the year, whether it be through parent-teacher conferences, school events, or volunteering opportunities, and together we'll create an enriching and nurturing environment.

Please familiarize yourself with this handbook; it outlines important information regarding school policies, procedures, and guidelines, and covers a range of topics, including academic expectations, discipline procedures, student safety, extracurricular activities, and more. Our dedicated faculty and staff are here to assist you with any questions or concerns, so please feel free to reach out.

Let us remember to approach each day with gratitude and embrace our opportunities for learning and personal growth. We believe with God's grace and blessings this will be a truly wonderful year.

In God's goodness and strength,

Mrs. Kim Hanner
Interim Principal, SJRCS



Regional Parishes

The Pastorate of St. Francis-
St. Mary & Holy Family
Father Michael Rubeling
7321 Burkittsville, Road
Middletown, MD 21769
301-473-4800

St. Ignatius of Loyola
Father Brian Nolan
4103 Prices Distillery Rd.
Ijamsville, MD 21754
301-695-8845

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. Katharine Drexel
Father Keith Boisvert
8428 Opossumtown Pike
Frederick, MD 21702
301 360-9581

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





General Information

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 contact the school office 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 Catholic mission and identity 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 SJRCS and to speak well of it to others to include, but not limited to, social media platforms.



- to meet your financial obligations in a timely manner and support the fundraising efforts of the school when possible.
- to appreciate that Catholic education and the benefits of attending a school in a Christ centered environment.
- to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property, or third-party sites, and including sports events.
- to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.

Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parent or other family members may be prohibited from entering the campus.

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 21st century through academic excellence, service to others, and a firm foundation of Christian virtues.

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 made Catholic education possible for thousands of Frederick County residents for 180 years. In 2005, SJRCs moved to our new school located at 84141. Opossumtown Pike in Frederick. Our school building is currently shared with the parish of St. Katharine Drexel.

Calendar for School Year

The school calendar (Appendix A) is updated regularly and available online at <https://www.sjrCs.org>

School Administration/ Faculty/ Staff

Administration:

Interim Principal	Mrs. Kim Hanner
Assistant Principal	Mrs. Kelly Weeks
Assistant Principal	Mrs. Christina Dabulskis
School Accountant	*
Advancement Director	Mrs. Lara Schumacher
Admissions Director	Mrs. Katharine Galvas
Technology Director	Mr. Michael Fairley

Student Support Services

Pathways Director	Mrs. Karen Gawinske
Counselor	Mrs. Beth Kopta
Nurse	Mrs. Kira Froude
Office Manager	Mrs. Jen Eash
Executive Assistant	Ms. Kathleen Eichelberger
Office Coordinator	Mrs. Christine Barbieri
Facilities Manager	Mr. Lonnie Burrier
Facilities	Mr. Gary Price
Cafeteria Manager	Mrs. Ulaft Sandhu
Cafeteria Kitchen Manager	Mrs. Karan Millberry
Cafeteria Staff	Mrs. Mary Smith
Cafeteria Staff	Mr. Mitchell Assurian
Cafeteria Staff	

Homeroom

PK-3A
PK-3B
PK-4A
PK-4B
PK-4C

Teachers

Mrs. Crystal Jones
Mrs. Michele Thomas
Mrs. Allison Duffy
Mrs. Jessica Study
Mrs. Sandra Doughty

Instructional Assistants

Ms. Gisela Guedez-Marrero
Mrs. Amanda Hayden
Mrs. Hana Schiavo
Ms. Hannah Barth
Ms. Brooke Markoe



Kindergarten A	Mrs. Monica Crone	Mrs. Kristyn Whitman
Kindergarten B	Mrs. Antonette Spatola	Mrs. Cynthia Jardine-McLister
Kindergarten C	Mrs. Lynsey Mullenholz	Mrs. Sharon Connell
Grade 1A	Ms. Meeghan White	Mrs. Sharon Weddle
Grade 1B	Ms. Kathy Hirsch	Ms. Ronda Bond
Grade 1C	Ms. Aubryanna Tayman	Mrs. Christine Henry
Grade 2A	Mrs. Amy Gutierrez	/Mrs. Denise Price
Grade 2B	Ms. Olivia Davis	/Mrs. Denise Price
Grade 2C	Ms. Sarah Kubie	/Mrs. Denise Price
Grade 3A	Ms. Kristen Musselman	Mrs. Janine Harr
Grade 3B	Mrs. Jessica Pease	Mrs. Janine Harr
Grade 3C	Mrs. Rosemary Dzodzomenyo	Mrs. Janine Harr
Grade 4A	Mrs. Katie Brigner	Mrs. Cindy Kiley
Grade 4B	Mrs. Alyssa Eichelberger	Mrs. Cindy Kiley
Grade 4C	Mrs. Noemi Soto	Mrs. Cindy Kiley
Grade 5A	Mr. Jason Kowalczk	Mrs. Judy Williams
Grade 5B	*	Mrs. Judy Williams
Grade 5C	Mrs. Melanie Rivera-Rivera	Mrs. Judy Williams
Grade 6A	Mrs. Karen Roskowsinski	Mrs. Judy Williams
Grade 6B	Mrs. Katherine Brenner	Mrs. Judy Williams
Grade 6C	Mr. Randy Lapceovich	Mrs. Judy Williams
Grade 7A	Mrs. Trina LaPier	Mrs. Cindy Crow
Grade 7B	*	Mrs. Cindy Crow
Grade 7C	Mr. Bill Kaloss	Mrs. Cindy Crow
Grade 8A	Mrs. Amanda Cody	Mrs. Cindy Crow
Grade 8B	Mrs. Julie Pessagno	Mrs. Cindy Crow
Grade 8C	Mrs. Marlene Seifert	Mrs. Cindy Crow

Specials

Art	Mrs. Jacqueline Sindall
Spanish/Tech.	Mrs. Anna Boscan
Music	Mrs. Peggy Frazier
Physical Ed/Health	Ms. Casey Davis
Spanish	Mrs. Maria Miller

School Board Members

Mrs. Toni Edwards	President
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Home School Officers

Zobe Albano	President
Maria Gonzalez	Vice President
Ariana Andrews	Vice President
Jenny Kline	Treasurer
Brittany Cavey	Secretary



Accreditation

St. John Regional Catholic School is accredited by Cognia through June 2027 and is a Candidate for Early Learning Accreditation with NCA CASI, NWAC, and SACS CASI. In accordance with standards set by the Archdiocese of Baltimore, St. John Regional Catholic School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

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 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), the Office of the Governor, the Maryland Association of Student Councils, the Maryland Department of Education, the 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.

Academics

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

Retention

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.



Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan.

Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore will be awarded a diploma at the end of the school year. An 8th-grade student must be in good academic, financial, and behavior standing in order to participate in the end-of-the-year graduation activities.

Honor Roll for students in Grades 6-8 – Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

- **Principal's 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 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 Kindergarten through Grade 2 receive paper copies of Interim Reports. In grades 3-8, parents 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. 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. All parents, regardless of their child's academic performance, are strongly encouraged to attend.

Sign-ups are done online using the Pick-a-Time Web-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 in Grades PreK through 8 each trimester. 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. SJRCS uses the Archdiocesan Progress Report.

Archdiocesan Progress Report Grading Codes by Grade Level		
Course	PreK-2	Grades 3-8
Language Arts	Progress Codes	Letter Grade
Math	Progress Codes	Letter Grade
Religion	Progress Codes	Letter Grade
Science	Progress Codes	Letter Grade
Social Studies	Progress Codes	Letter Grade
Spanish	Progress Codes	Achievement
Art	Progress Codes	Achievement
Computer	Progress Codes	Achievement
Music	Progress Codes	Achievement
Physical Education	Progress Codes	Achievement
All Classes		Effort and Conduct

Grades K-2 Progress Codes

The following three codes will be used to indicate student progress toward 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.
- Concept mastery is consistently evident.

Progressing: 75-92

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



- 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.
- Students are being introduced to the skill and are beginning to use the skill in context with extensive instructional support. Student needs re-teaching/reinforcement.
- Student needs reinforcement or time to develop a new skill.

N/A: not assessed at this time

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

Grades 3-8 Progress Codes

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

Achievement Comments

Independent/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 Progress

- 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.

Progressing

- 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.

Needs Improvement

- 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.

Unsatisfactory/Not Progressing

- Does not demonstrate understanding of skills or processes 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 the level of expectation.
- Classwork/project/assignment criteria meet the highest standards.
- Immense amount of effort put forth.
- Highest level of class participation.

Conduct

- Always follows all school and classroom rules.
- Always exceeds the 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.
- Classwork/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, and rarely needs reminders.
- Makes good choices, and rarely needs redirection.
- Follows classroom rules, and 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.
- Classwork/project/assignment criteria meet standards.

Conduct

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

Needs Improvement

Effort

- Sporadically completes and turns in accurate classwork and homework.
- Below average amount of effort put forth.
- Below the average level of class participation - almost always called on, rarely volunteers.
- Classwork/project/assignment criteria sometimes meet standards/not all criteria met.

Conduct

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

Unsatisfactory

Effort

- Classwork and homework fail to meet the criteria.
- Little or no effort was 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, and needs constant reminders.
- Has difficulty following classroom rules, and needs constant reminders.
- Has difficulty making good choices, and needs constant redirection.



Testing Program

Standardized Testing

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades. Elementary school students in grades 2-8 are administered the MAP Growth Assessment three times a year to measure growth. Pre K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

- **NWEA Map Assessments:** Schools in the Archdiocese of Baltimore will administer the NWEA Map Assessments beginning in the 2022-2023 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 grades 5 and 8. SJRCS receives the school report which highlights 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 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 areas 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.

Instruction/Curriculum

The Archdiocese of Baltimore's leadership team establishes the curriculum for the teachers and staff. Additionally, the school complies with the directives from the Maryland State Department of Education for non-publics schools.

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 3-8 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, 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 Kindergarten-8th will be enrolled in Spanish classes.

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.

Textbooks					
Grade	Religion	Math	ELA	Science	Social Studies
K	Loyola Press	Sadlier	HMH Into Reading	Pearson	McGraw Hill
1st	Loyola Press	Sadlier	HMH Into Reading	Pearson	McGraw Hill
2nd	Loyola Press	Sadlier	HMH Into Reading	Pearson	McGraw Hill
3rd	Loyola Press	Sadlier	HMH Into Reading	Pearson	McGraw Hill
4th	Loyola Press	Sadlier	HMH Into Reading	Savaas Learning	Gibbs Smith
5th	Loyola Press	Sadlier	HMH Into Reading	Savaas Learning	TCI
6th	Loyola Press	McGraw Hill Reveal	HMH Into Reading	Savaas Learning	TCI
7th	Loyola Press	McGraw Hill Reveal	HMH Collections	Savaas Learning	Discovery Ed
8th	Loyola Press	McGraw Hill Reveal	HMH Collections	Savaas Learning	Discovery Ed



High School Admissions and Visitation Policy

7th and 8th grade students may visit or schedule a “shadow day” at prospective high schools. Students may visit a total of three schools and have their attendance coded as out of the building, but absences will not count in the total absences on their permanent record. Parent’s must provide the date and location of the visit to the front office for such visits.

Student Records

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (Family Educational Rights and Privacy Act)

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

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Mrs. Kim Hanner, 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 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.



- 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.

School Directory

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

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- 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. Kim Hanner, Principal, in writing by September 15, 2023.

Home and School Association

The purpose of a Home and School Association is to partner with the school in providing support for both the academic and social aspects of the school. The Archdiocese of Baltimore's Home and School Association Manual can be found here: <https://shorturl.at/cDGW2>

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.

Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parents or other family members may be prohibited from entering the campus.

Acceptable Use Policy for the Internet and Technology Tools

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

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

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

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

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

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

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

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

- Violating the rights or privacy of others, including by photographing or filming an individual without consent



- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else’s files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.
- Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School’s policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland’s law prohibiting the Misuse of Interactive Computer Service (“Grace’s Law”).

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child’s technology use
- Modeling appropriate Internet behaviors for their child



- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

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

Web-based Services

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

Administration

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 Frederick County Public Schools (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 Swift K-12 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, tornado drills, fire drills, reverse evacuation, lock-down, shelter-in-place, earthquake, 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 located in the Willowbrook subdivision across Opossumtown Pike. If necessary, parents would meet their student(s) 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 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 that appears 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

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/or in connection with St. John Regional Catholic School. Any school property is considered to be a tobacco free zone.
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:
Warning will be given to cease immediately
 - a. Violator(s) will be asked to leave the event.
 - b. Violator(s) may be banned from participation in future events.

Change in Address

When there is a change in address, the school is to be notified immediately and that information is immediately changed in School Admin by the parents.

Change in Name or Family Status

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

Emergency & Weather related Closings/Delayed Openings

The school will follow Frederick County Public Schools for decisions regarding early dismissals, delayed openings and any other emergency and weather related closing.



Communication to Parents

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. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet.

Parent Letter

The SJRCs Parent Letter is the primary communication tool and will be sent electronically, weekly.

Parent/Teacher Communication

- Teachers may be contacted through voicemail and email. Please allow 24 business 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.

Classroom Information

Teachers will communicate information via Classroom Newsletters, Google Classroom, and 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 in grades PK-4 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.sjrCs.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 the guidance of our new SJRCs families.

Non-Custodial Parent

Emergency contact information for each child is to be kept current in School Admin. It is the parent's responsibility for keeping that information current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

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.

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.



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.

Harassment Policy

It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, 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.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

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, gender identity or expression, sexual orientation, or protected activity, that:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - b. Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
 - c. 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, gender identity or expression, or sexual orientation. "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. A bullying/harassment form should be filled out.
- 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.

Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of 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 bullying prevention, intervention, and response.

Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation 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:

- A. 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:
 - a. 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
 - b. Is sexual in nature; or



- c. Is threatening or seriously intimidating; and
- B. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the 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).

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported. **Reporting forms are located in the main office and on the school's website. [Bullying and Harassment Form](#) Refer to the bullying policy here [Bullying Policy SS 6.0](#)**

Admissions

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)

Interested families should contact the school office about starting the admissions process. An intake form will be completed by the SJRCS 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.sjrscs.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, SJRCS 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.

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the Federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;



- (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
- (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Gawinske and Mrs. Kopta.

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. We will always teach and act consistent with the tenets of the Catholic Church.

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.

Grade Placement

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

- SJRCS 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 administration makes the final determination of the appropriate grade level for an incoming student.

Students must be performing at or above grade level on standardized tests and on the SJRCS administered entrance test in order to be admitted to the grade for which they are applying. 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 SJRCS philosophy and to meet academic expectations and standards of behavior.

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 SJRCS during the probationary period.

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.

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. 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 1st 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.

Financial Obligations

Tuition Policy

At St. John Regional Catholic School, we understand the ever increasing cost of educating our children. At the same time, we have an obligation to educate our children in the best environment 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 expenses to a minimum.

Tuition Cost/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

Tuition for the 2023-2024 school year		
Pre K Program Only	Parishioner	Other Faiths
PK3 1/2 Day (3 days)	\$3,053	\$3,497
PK3 & PK4 1/2 Day (5 days)	\$5,088	\$5,828
K - 8th Grade		
1 Student	\$8,480	\$9,910
2 Students	\$7,632	\$8,919
3 Students	\$6,360	\$7,433
4 Students	\$3,392	\$3,964
5 Students	\$1,696	\$1,982
Re-Enrollment	\$350	1st Student
	\$275	additional students
Re-Enrollment after 02/29/2024	\$400	
International Tuition	\$350	
Referral Credit		

Sibling Discount

The sibling discount will be applied to all full 5 day students. Example; A family has 2 children enrolled, one in PK4 full 5 days and one in 2nd Grade. The PK4 student will receive a sibling discount (see table).



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 Finance Director.

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.sjrCs.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 Boost school assistance is April 28th.

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 friendsofcatholiceducation@gmail.com or at www.friendsofcatholiced.org.

SCRIP Program

Parents can also earn tuition credits by using the online SCRIP program. This program gives parents access to gift cards from a variety of stores and restaurants. Orders are placed online, and the gift cards are delivered directly to the school for parent pickup. Information on registering for this program is available on the 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

Students can be dismissed from school if parents do not meet financial obligations as detailed in the tuition contract. 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 PowerSchool 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

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

Any check written to SJRCS that is returned by your bank for any reason will result in a fee of \$30.00 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 Finance Director 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 SJRCS for any reason before the beginning of school or during the school year (other than moving out of the area), SJRCS will release the tuition obligation/refund tuition based on the following schedule:

- If a student withdraws on or before September 1st, 10% of the billed tuition is owed.



- If a student withdraws on or before November 15th, 40% of the billed tuition is owed.
- If a student withdraws on or before February 15th, 70% of the billed tuition is owed.
- If a student withdraws after February 15th, 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 prorated based on the student's departure month. 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. Progress Reports and school records may be withheld because of financial obligations.

Withdrawals

Families withdrawing students from school should notify the Finance Director 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.

Attendance

Absence

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.

Regular attendance is considered essential for learning at St. John Regional Catholic School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school, email the front office, or complete the Absence Notification Form found on our website. prior to 8:30am to report the reason for absence. All absences and tardiness become part of a student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents. Prolonged unauthorized absences can and does affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. Personal instruction delivered by the teacher cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the



nature of the work. Teachers are not responsible for creating alternative assignment or experiences for absent students.

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

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

Per the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained.

The administration reserves the right to request a conference with parents of students with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.

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 and may be reported to the Maryland State Department of Education.

Early Departure/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

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 2:20 and 2:45. Requests for early student release must be made prior to 2:20. 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."

- 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.
- All work is posted in Google Classroom. Please check Google Classroom for assignments.

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 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.
- A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.
- Per Student Policy 1.0: More than 20 days absent in one school year is considered excessive. When a student has a chronic or intermittent health problem, parents should contact administration.

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 tardiness.
- As School Prayers and Announcements begin at 8:18 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.

Transportation Procedures

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.

Grades PK - 3rd Morning Drop Off

Morning Drop Off Procedures

Between 7:50 a.m. – 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 SJRCS parking lot.

Please start queueing at the **TOP** of the parking lot and fill each row before starting a new queue. Begin with row SI, 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 Pre-Kindergarten to 1st-grade will enter the primary wing entrance and proceed to their homeroom.

Students in Grades 2 - 3 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 backpacks, and other items ready to exit the vehicle.

Grades 4-8 Morning Drop Off

Between 7:50 a.m. – 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 backpacks and other items ready to exit the vehicle.
- Please be patient and don't cut in car lines during arrival and dismissal routines.



Prekindergarten Afternoon Pick-Up Procedures

Half-day dismissal begins:

Afternoon pick-up begins:

PreK3 @ 11:30 a.m.

PreK3 @ 2:30 p.m.





PreK4 @ 11:40 a.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-8 Afternoon Dismissal

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.

Families with students in grades 4-8 only may park in the SKD parking lot. Please form a single line 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.

Early Dismissal Days

Students are dismissed at the following times:

PreK3 @ 11:30 a.m.

PreK4 @ 11:40 a.m.

Grades K-8 @11:50am

Discipline

Statement on Philosophy of Discipline

St. John Regional Catholic School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.



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

Behavior

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

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment
- After school activities, while riding on buses to sports games or other such activities are included in the definition of on-campus conduct.
- When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action to support the school environment.

Parents and students will receive oral or written charges against [them].

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows: (review AOB policy 2.1 and 3.0)



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

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

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

Search and Seizure

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

Conflict Situations

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

Health and Safety

AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. 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 responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, 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.

Maryland School Immunization Requirements

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 and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

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 student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade. Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

- Measles – regular or German (Rubella)
- Tuberculosis
- Meningitis
- Whooping Cough (Pertussis)
- Hepatitis
- Rocky Mountain Spotted Fever
- Food Poisoning
- Human Immune Deficiency
- Mumps
- Virus Infection (AIDS and all other symptomatic infections)
- Adverse reactions to Pertussis Vaccine
- Lyme disease
- Animal bites / Rabies
- Chicken Pox (varicella)
- Influenza
- Covid 19

Any student with drainage from the eyes associated with conjunctivitis (pink eye) 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 chicken pox are excluded from school until all lesions are scabbed over.

Health Records



Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, then 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.

Insurance

The Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to cover co-pays, high deductibles, and may even provide accident coverage in the event that no other health coverage is available. If a family declines this coverage please be aware that any injuries sustained while at school or during school activities may not be covered by any Archdiocesan insurance policy. For more details regarding purchasing student accident insurance please visit www.archbalt.org/risk.

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. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

Vision/Hearing Screening

The school follows the directives of the Frederick county Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

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

Safety

Child Abuse and Neglect Reporting Policy Procedures

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



Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

Visitors

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

Playground/School Supervision Provisions

The playground is supervised by teachers and/or instructional assistants. Parents are welcome to assist with supervision of students at recess. Students are expected to comply with the rules and directives at recess

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 playing board games, watching a movie, reading, talking quietly, etc.

Outdoor Recess

In addition to school staff, parent volunteers may be used to supervise outdoor recess.

- 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 staff member 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, he or she will be corrected by the staff member 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 staff member 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.

Supervision Responsibilities Before and After the Official School Day

Students may arrive at 7:50 a.m. and are dismissed at 2:50 p.m. SJRC becomes responsible for supervision at 7:50 a.m. For those students not enrolled in after care until **3:00 p.m.**

Late Pick Up

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If you are unable to pick up your child on time from school, enrolling in our aftercare program would be a beneficial option. Consecutive instances of tardiness might lead to the application of Aftercare late pick-up rate.

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.

Please value and respect the school staff, teachers, and administration by being punctual and adhere to the designated drop-off and pick-up times.

Use of School Grounds

SJRC organizations and clubs may utilize the school grounds. Requests must be submitted in writing to both the Faculties Manager and Principal for approval.

Student Services

IEP Process

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 is 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 date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to 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 your child's Catholic School.

After School Care

For pricing and other information about this program, please contact Ms. Eichelberger at keichelberger@sjrcs.org in the school front office for details. Hours: 2:30 – 5:30 PM when school is typically in session (full day) per the school calendar.

Cafeteria/Lunch

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 manager. If you have any other questions or concerns, you may contact the cafeteria manager at 301-662-6722 or by email at asandhu@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 allows you to see what your child buys. You will be able to add money onto your child's 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 for a small fee.

Setting your family up with a My School Bucks account allows you to look at your child's purchases. The only time that isn't possible is when you send in cash with your child to buy snacks. Another useful feature of having a My School Bucks account is having the ability to set up an email notification to 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 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.
- 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 staff member.
- During lunch, students may use only the rest rooms in the cafeteria hallway.

School Activities/Organizations

Extra-curricular Activities

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. 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.

If, for some extraordinary reason, a student is unable to participate, the 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 teacher(s), and the student 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 on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete Virtus training.

Student Uniforms

Students dress in uniforms in order that their attire is in keeping with those attitudes necessary and helpful to foster an academic climate within the school. We take pride in the appearance of



our students. SJRCS students should wear their uniforms with pride. Their dress reflects the quality of the school, their conduct, and their schoolwork. Uniforms should be in good repair and fit properly. 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. They also have stores 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. Students who wear inappropriate clothing will be required to telephone their parents and have appropriate clothing brought to school. Additionally, a demerit will be issued to serve as a record of the student's infraction. This policy aims to enforce dress code standards and ensure that students come to school dressed appropriately. Administrators have the final determination of whether a student is dressed or groomed appropriately for attendance at St. John Regional Catholic School.

Smart Watches

- Students are not allowed to wear SmartWatches during the school day.
- Electronic health monitoring devices, such as a Fitbit or Apple Watch, 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.

Grooming

Proper grooming is expected of every student. Deodorant is recommended for students in grades 3-8.



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) There are still general guidelines in place to ensure the hairstyles are safe and maintain a conducive learning environment. These guidelines while respecting the cultural and individual choices of students and families are the following:

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. Hair grooming should not take place during school hours. Dyed hair or hair with tinsel is not permitted

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 removed. Parents will need to pick up the jewelry at the front office.

Tattoos are not allowed. Nothing that gives the appearance of tattoos or tattoo-like markings may be worn on arms, legs, faces, etc.

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 may wear a light blue SJRCS polo or a plain white polo shirt. 2023-2024 is the last year that students will have two options for polo shirts. White polo shirts are being phased out but may be worn for the 2023-2024 school year. Students may wear an all-cotton light blue polo shirt (with the SJRCS logo) from Flynn O'Hara. If a student opts to wear a blue polo shirt, it **must have** the SJRCS logo on it. Polo shirts should not have lace, 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 shorter 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-SJRC 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 to come 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
 - 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, vulgarity, or that are sexually offensive.
- 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:

- No make-up or nail polish is permitted.
- 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. Students will be required to telephone their parents and have appropriate clothing brought to school. Additionally, a demerit will be issued to serve as a record of the student's infraction. Students who violate the out-of-uniform dress code will be excluded from participating in the next out-of-uniform day.

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.

Pre-K Girls and Boys	
<i>White polo shirts are being phased out but may be worn for the 2023-2024 school year.</i>	
Summer Uniform (August - September 30, May 1 - June)	Winter Uniform (October 1 - April 30)
<ul style="list-style-type: none"> • White short-sleeved polo shirt (logo optional) • Blue polo with SJRCS logo 	<ul style="list-style-type: none"> • White short-sleeved polo shirt (logo optional) • Blue polo with SJRCS logo • Optional: Long sleeve white polo shirt or blue polo shirt with logo
<ul style="list-style-type: none"> • Navy blue micromesh nylon gym shorts • Girls optional: navy blue skort from Flynn O'Hara 	<ul style="list-style-type: none"> • Navy blue sweatpants
<ul style="list-style-type: none"> • White or gray, flat-soled athletic shoes with a minimal amount of colored trim. <ul style="list-style-type: none"> o Velcro closures are required in Pre-K. o No fad shoes, bright colors, characters, or lights. No High Tops or mid-high sneakers • White athletic CREW socks that come above the ankle; small logos are acceptable (no stripes). 	<ul style="list-style-type: none"> • White or gray, flat-soled athletic shoes with a minimal amount of colored trim. <ul style="list-style-type: none"> o Velcro closures are required in Pre-K. o No fad shoes, bright colors, characters, or lights. No High Tops or mid-high sneakers • White athletic CREW socks that come above the ankle; small logos are acceptable (no stripes).
<ul style="list-style-type: none"> • Optional: <ul style="list-style-type: none"> o Navy blue cardigan sweater o Navy blue sweatshirt with logo over polo o Navy blue pullover sweater o Navy blue pullover vest 	<ul style="list-style-type: none"> • Optional: <ul style="list-style-type: none"> o Navy blue cardigan sweater o Navy blue sweatshirt with logo over polo o Navy blue pullover sweater o Navy blue pullover vest



Grades K-4 Girls	
White polo shirts are being phased out but may be worn for the 2023-2024 school year.	
Summer Uniform (August - September 30; May 1 - June)	Winter Uniform (October 1 - April 30)
<ul style="list-style-type: none"> • Navy blue walking shorts <ul style="list-style-type: none"> o pant legs should be at the knee or slightly above o must be PLAIN o NO cargo type shorts • Navy blue skort from Flynn O'Hara 	<ul style="list-style-type: none"> • Plaid jumper from Flynn O'Hara <ul style="list-style-type: none"> o Girls should wear shorts under their jumpers • Navy Blue Pants
<ul style="list-style-type: none"> • White short-sleeved polo shirt (logo optional) • Blue polo with SJRCS logo 	<ul style="list-style-type: none"> • To Be Worn with Plaid Jumper <ul style="list-style-type: none"> o White Peter Pan collar blouse (no lace on the collar) • To Be Worn with Pants: <ul style="list-style-type: none"> o White short-sleeved polo shirt (logo optional) o Blue polo with SJRCS logo o Optional: Long sleeve white polo shirt or blue polo shirt with logo
<ul style="list-style-type: none"> • White or gray, flat-soled athletic shoes with a minimal amount of colored trim. <ul style="list-style-type: none"> o No fad shoes, bright colors, characters, or lights. o No High Tops or mid-high sneakers • White athletic CREW socks that come above the ankle; small logos are acceptable (no stripes). 	<ul style="list-style-type: none"> • Black, navy, or dark brown dress shoes <ul style="list-style-type: none"> o Closed-toe, closed heels, no heels over one inch, no platform style shoes, no fashion boots. • To Be Worn with Plaid Jumper <ul style="list-style-type: none"> o Navy blue knee-high socks or tights o Navy blue leggings may be worn instead of shorts under the jumper • To Be Worn with Pants: <ul style="list-style-type: none"> o Navy blue or black socks
	<ul style="list-style-type: none"> • A plain black or brown belt is required for grades 2-8 if wearing pants
<ul style="list-style-type: none"> • Optional: <ul style="list-style-type: none"> o Navy blue cardigan sweater o Navy blue sweatshirt with logo over polo o Navy blue pullover sweater o Navy blue pullover vest 	<ul style="list-style-type: none"> • Optional: <ul style="list-style-type: none"> o Navy blue cardigan sweater o Navy blue sweatshirt with logo over polo o Navy blue pullover sweater o Navy blue pullover vest



Grades K-4 Girls

PE Uniform

Students are required to wear PE uniform on their designated PE class day

<ul style="list-style-type: none"> Gray t-shirt with school logo from Flynn O'Hara Plain navy mesh gym shorts (no logos like Adidas, no stripes) 	<ul style="list-style-type: none"> Gray t-shirt with school logo from Flynn O'Hara Navy sweatpants with elastic around the ankle <ul style="list-style-type: none"> No yoga pants, no leggings, no straight legs Optional: Navy blue crew-neck style sweatshirt from Flynn O'Hara
<ul style="list-style-type: none"> White athletic crew socks that come above the ankle; small logos acceptable (no stripes) White or gray, flat-soled athletic shoes with minimal amount of colored trim <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> White athletic crew socks that come above the ankle; small logos acceptable (no stripes) White or gray, flat-soled athletic shoes with minimal amount of colored trim <ul style="list-style-type: none"> 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.

If girls choose to wear hair accessories, the hair accessory must be simple. (No oversized bows, such as cheer bows, large flowers, etc.) Dyed hair or hair with tinsel is not permitted
All make-up, including nail polish, French manicures, and artificial nails, are not permitted during school hours.

Grades K- 4 Boys

White polo shirts are being phased out but may be worn for the 2023-2024 school year.

Summer Uniform (August - September 30, May 1 - June)	Winter Uniform (October 1 - April 30)
<ul style="list-style-type: none"> Navy blue walking shorts <ul style="list-style-type: none"> pant legs should be at the knee or slightly above must be PLAIN NO cargo type shorts 	<ul style="list-style-type: none"> Navy blue slacks.
<ul style="list-style-type: none"> White short-sleeved polo shirt (logo optional) Blue polo with SJRCS logo 	<ul style="list-style-type: none"> White short-sleeved polo shirt (logo optional) Blue polo with SJRCS logo Optional: Long sleeve white polo shirt or blue polo shirt with logo Optional: Button down shirt with SJRCS tie
<ul style="list-style-type: none"> A plain black or brown belt is required for grades 2-8. 	<ul style="list-style-type: none"> A plain black or brown belt is required for grades 2-8.
<ul style="list-style-type: none"> White or gray, flat-soled athletic shoes with a minimal amount of colored trim. 	<ul style="list-style-type: none"> Black or dark brown dress shoes <ul style="list-style-type: none"> No black sneakers



<ul style="list-style-type: none"> o No fad shoes, bright colors, characters, or lights. No High Tops or mid-high sneakers • White athletic CREW socks that come above the ankle; small logos are acceptable (no stripes). 	<ul style="list-style-type: none"> • Navy blue or black socks
	<ul style="list-style-type: none"> • Optional: <ul style="list-style-type: none"> o Navy blue cardigan sweater o Navy blue sweatshirt with logo over polo o Navy blue pullover sweater o Navy blue pullover vest
<p style="text-align: center;">Grades K- 4 Boys PE Uniform Students are required to wear PE uniform on their designated PE class day.</p>	
<ul style="list-style-type: none"> • Gray t-shirt with school logo from Flynn O’Hara • Plain navy mesh gym shorts (no logos like Adidas, no stripes) 	<ul style="list-style-type: none"> • Gray t-shirt with school logo from Flynn O’Hara • Navy sweatpants with elastic around the ankle <ul style="list-style-type: none"> o No yoga pants, no leggings, no straight legs • Optional: Navy blue crew-neck style sweatshirt from Flynn O’Hara
<ul style="list-style-type: none"> • White athletic crew socks that come above the ankle; small logos acceptable (no stripes) • White or gray, flat-soled athletic shoes with minimal amount of colored trim <ul style="list-style-type: none"> o Shoelaces must be tied o No fad shoes, bright colors, characters, or lights o No high tops or mid-high sneakers o Shoes may not have drawings on them. 	<ul style="list-style-type: none"> • White athletic crew socks that come above the ankle; small logos acceptable (no stripes) • White or gray, flat-soled athletic shoes with minimal amount of colored trim <ul style="list-style-type: none"> o Shoelaces must be tied o No fad shoes, bright colors, characters, or lights o No high tops or mid-high sneakers o Shoes may not have drawings on them.
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).	

Grades 5-8 Girls

White polo shirts are being phased out but may be worn for the 2023-2024 school year.

Summer Uniform (August - September 30- May 1- June)	Winter Uniform (October 1- April 30)
<ul style="list-style-type: none"> • Navy blue walking shorts <ul style="list-style-type: none"> o pant legs should be at the knee or slightly above o must be PLAIN o NO cargo type shorts • Navy blue skort from Flynn O'Hara 	<ul style="list-style-type: none"> • Plaid skort from Flynn O'Hara • Navy Blue pants
<ul style="list-style-type: none"> • Plain black, navy blue, or brown belts must be worn with shorts 	<ul style="list-style-type: none"> • White short-sleeved polo shirt (logo optional) • Blue polo with SJRCS logo • White oxford long/short sleeve blouse with button-down collar.
<ul style="list-style-type: none"> • White short-sleeved polo shirt (logo optional) • Blue polo with SJRCS logo 	<ul style="list-style-type: none"> • Black, navy, or dark brown dress shoes <ul style="list-style-type: none"> o Closed-toe, closed heels, no heels over one inch, no platform style shoes, no fashion boots. • To Be Worn with Plaid Skort <ul style="list-style-type: none"> o Navy blue knee-high socks or tights • To Be Worn with Pants: <ul style="list-style-type: none"> o Navy blue or black socks
<ul style="list-style-type: none"> • White or gray, flat-soled athletic shoes with a minimal amount of colored trim. <ul style="list-style-type: none"> o No fad shoes, bright colors, characters, or lights. o No High Tops or mid-high sneakers • White athletic CREW socks that come above the ankle; small logos are acceptable (no stripes). 	<ul style="list-style-type: none"> • A plain black or brown belt is required for grades 2-8 if wearing pants
	<ul style="list-style-type: none"> • Optional: <ul style="list-style-type: none"> o Navy blue cardigan sweater o Navy blue sweatshirt with logo over polo o Navy blue pullover sweater o Navy blue pullover vest



Grades 5-8 Girls

PE Uniform

Students are required to wear PE uniform on their designated PE class day.

<ul style="list-style-type: none"> Gray t-shirt with school logo from Flynn O'Hara Plain navy mesh gym shorts (no logos like Adidas, no stripes) 	<ul style="list-style-type: none"> Gray t-shirt with school logo from Flynn O'Hara Navy sweatpants with elastic around the ankle <ul style="list-style-type: none"> No yoga pants, no leggings, no straight legs Optional: Navy blue crew-neck style sweatshirt from Flynn O'Hara
<ul style="list-style-type: none"> White athletic crew socks that come above the ankle; small logos acceptable (no stripes) White or gray, flat-soled athletic shoes with minimal amount of colored trim <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> White athletic crew socks that come above the ankle; small logos acceptable (no stripes) White or gray, flat-soled athletic shoes with minimal amount of colored trim <ul style="list-style-type: none"> 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.

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.) Dyed hair or hair with tinsel is not permitted.

Grades 5-8 Boy

PE Uniform

Students are required to wear PE uniform on their designated PE class day.

White polo shirts are being phased out but may be worn for the 2023-2024 school year.

Summer Uniform (August - September 30 May 1 - June)	Winter Uniform (October 1 - April 30)
<ul style="list-style-type: none"> Navy blue walking shorts <ul style="list-style-type: none"> pant legs should be at the knee or slightly above must be PLAIN NO cargo type shorts 	<ul style="list-style-type: none"> Navy blue slacks.
<ul style="list-style-type: none"> White short-sleeved polo shirt (logo optional) Blue polo with SJRCS logo 	<ul style="list-style-type: none"> White short-sleeved polo shirt (logo optional) Blue polo with SJRCS logo Optional: Long sleeve white polo shirt or blue polo shirt with logo



	<ul style="list-style-type: none"> Optional: Button down shirt with SJRC tie
<ul style="list-style-type: none"> A plain black or brown belt is required for grades 2-8. 	<ul style="list-style-type: none"> A plain black or brown belt is required for grades 2-8.
<ul style="list-style-type: none"> White or gray, flat-soled athletic shoes with a minimal amount of colored trim. <ul style="list-style-type: none"> No fad shoes, bright colors, characters, or lights. No High Tops or mid-high sneakers White athletic CREW socks that come above the ankle; small logos are acceptable (no stripes). 	<ul style="list-style-type: none"> Black or dark brown dress shoes <ul style="list-style-type: none"> No black sneakers Navy blue or black socks
	<ul style="list-style-type: none"> Optional: <ul style="list-style-type: none"> Navy blue cardigan sweater Navy blue sweatshirt with logo over polo Navy blue pullover sweater Navy blue pullover vest
<p style="text-align: center;">Grades 5-8 Boy PE Uniform Students are required to wear PE uniform on their designated PE class day.</p>	
<ul style="list-style-type: none"> Gray t-shirt with school logo from Flynn O'Hara Plain navy mesh gym shorts (no logos like Adidas, no stripes) 	<ul style="list-style-type: none"> Gray t-shirt with school logo from Flynn O'Hara Navy sweatpants with elastic around the ankle <ul style="list-style-type: none"> No yoga pants, no leggings, no straight legs Optional: Navy blue crew-neck style sweatshirt from Flynn O'Hara
<ul style="list-style-type: none"> White athletic crew socks that come above the ankle; small logos acceptable (no stripes) White or gray, flat-soled athletic shoes with minimal amount of colored trim <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> White athletic crew socks that come above the ankle; small logos acceptable (no stripes) White or gray, flat-soled athletic shoes with minimal amount of colored trim <ul style="list-style-type: none"> 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).</p>	



Student Services

Guidance and Counseling

School Counseling Services at St. John Regional Catholic School strives to put Jesus Christ and His teachings at the center as we assist students to reach their greatest potential - spiritually, intellectually, physically, socially, emotionally and morally. The School Counselor provides individual counseling, crisis intervention, small group intervention, and monthly classroom Social Emotional Learning lessons. The School Counselor coordinates the Student Accommodation Plans for students who have an identified need and the necessary supporting documentation. The School Counselor helps to implement the Positive Behavior Interventions and Supports program.

PBIS

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

I am not afraid to ask questions
And do the right thing because
I am **COURAGEOUS**.

I always do my best
And I never give up because
I am **RESPONSIBLE**.

I put Jesus and others before myself
And I use empathy because
I am **UNSELFISH**.

I do on to others as
I would have done to me because
WE are made in the image and likeness of **CHRIST**.

PBIS Mission Statement at St. John Regional Catholic School

SJRCS Students are:

Courageous

Responsible

Unselfish

Christlike

St. John
REGIONAL CATHOLIC SCHOOL
Inspiring One Child at a Time



Appendix A - 2023-2024 Calendar

Dates are subject to change.

Please check school newsletters and alerts for updates.

Early Dismissal (PK 3=11:30 AM; PK 4= 11:40 AM; K-Grade 8= 11:50 AM)

August

7-10 (M-Thu)	Welcome to SJRCS Events
10 (Thu)	H.S.A. Used Uniform Sale 9:00 AM – 1:00 PM
21-25 (M-Fri)	Faculty and Staff Professional Days
24 (Thu)	Office Closed; AOB Convocation
25 (Fri)	Meet the Teacher Event
	Last name begins with Q-Z 8:30 AM-9:15 AM
	Last name begins with I-P 9:30 -10:15 AM
	Last name begins with A-H 10:30 AM - 11:15 AM
27 (Sat)	Back to School Baseball game Nymeo Field at Harry Grove Stadium
28 (Mon)	Early Dismissal; First Day of School: Kindergarten, Grades 1-8
28 (Mon)	PreK Orientation (8:30 - 9:30 AM)
29 (Tue)	First Day of School: PK3 & PK4
29 (Tue)	Full Day of School: Kindergarten; Grades 1-8
29 (Tue)	Back to School Night:, Grades 1, 3, 5, & 6 6:00 PM
30 (Wed)	First Day of School for PK3 who attend M, W, F
30 (Wed)	Back to School Night: Grades K, 2, 4, 7, & 8 6:00 PM

September

1 (Fri)	H.S.A. Blessings of the Backpack
4 (Mon)	No School; Labor Day
5 (Tue)	First Day Wildcat Care (After Care Program)
8 (Fri)	Mass (10:00 AM)
8 (Fri)	H.S.A. Movie Night
11 (Mon)	Story Time Tots (8:30 AM)
11-22 (M-F)	MapGrowth Testing Week
13 (Wed)	H.S.A. General Meeting
21 (Thu)	Mass (10:00 AM)
29 (Fri)	Golf Tournament

October

2 (Mon)	Winter Uniform Begins
2-13 (M-Fri)	H.S.A. Book Fair (October 5-13)
5 (Thu)	Early Dismissal; No Wildcat Care; Parent/Teacher Conferences (1-4 PM; 5-8 PM)
6 (Fri)	No School; No Wildcat Care; AOB Professional Development Day
7 (Sat)	H.S.A. Fall Fest at Summer's Farm
9 (Mon)	Story Time Tots (8:30 AM)
10 (Tue)	Open House
12 (Thu)	Early Dismissal; No Wildcat Care; Parent/Teacher Conferences (1-4 PM; 5-7 PM)
13 (Fri)	Mass (10:00 AM)
20 (Fri)	Early Dismissal; No Wildcat Care; Grandparents' & Special Guests' Day
26 (Thu)	Mass (10:00 AM)
27 (Fri)	Race for Technology
27 (Fri)	H.S.A. Trunk or Treat
31 (Tue)	Halloween Parade: PK3 & PK4 & K (8:30 – 9:30 AM)
31 (Tue)	Halloween Class Parties: PK3 & PK4 (10:15 – 11:15 AM)
31 (Tue)	Halloween Class Parties: Kindergarten – Grade 4 (1:30-2:30 PM)



November

1 (Wed)	Mass (10:00 AM)
6-30 (M-Thu)	H.S.A. Poinsettia Sale
10 (Fri)	Veterans Day Program
13 (Mon)	Story Time Tots (8:30 AM)
16 (Thu)	Mass (10:00 AM)
17 (Fri)	Reconciliation (8:30 AM-12:30 PM)
17 (Fri)	Dance; Grades 7 & 8 (6:30 – 8:30 PM)
22 (Wed)	End Trimester 1
22-24	No School, No Wildcat Care; Thanksgiving Break
27-30	H.S.A. Secret Santa Workshop
29 (Wed)	HSPT Test 8 th Grade

December

1 – 8 (F- Fri)	H.S.A. Secret Santa Workshop
2 (Sat)	H.S.A. Breakfast with St. Nicholas
5-7 (T-TH)	Christmas Concerts
8 (Thu)	Mass (10:00 AM)
11 (Mon)	Story Time Tots (8:30 AM)
18 (Mon)	Christmas Parties: Grades PK (10:15 - 11:15 AM) and 5 - 8 (1:30 - 2:30 PM)
19 (Tues)	Christmas Parties: Grades K - 4 (10:15 - 11:15 AM)
19 (Tue)	Early Dismissal; No Wildcat Care; Christmas Break
20-31	No School, No Wildcat Care; Christmas Break

January

1 (Mon)	No School, No Wildcat Care; Christmas Break
2 (Tue)	School Resumes
5 (Fri)	Mass (10:00 AM)
8 (Mon)	Story Time Tots (8:30 AM)
8-19(M-F)	MapGrowth Testing Starts
15 (Mon)	No School, No Wildcat Care; Dr. MLK Jr. Birthday
17 (Tue)	H.S.A. General Meeting
18 (Thu)	Mass (10:00 AM)
19 (Fri)	Dance: Grades 7 & 8 (6:30 PM – 8:30 PM)
23 (Tue)	Early Dismissal, No Wildcat Care; Parent/Teacher Conferences (12:30-4:30 PM)
26 (Fri)	H.S.A. Children's Bingo
28-2/2 (S-Fri)	Catholic Schools Week
31(Wed)	The Fund for St. John Annual Day of Giving

February

2 (Fri)	Early Dismissal, No Wildcat Care; Mass (10:00 AM)
10 (Sat)	H.S.A. Father & Daughter Dance
12 (Mon)	Story Time Tots (8:30 AM)
13 (Tues)	Valentine Class Parties: PK3 & PK4 (10:15 – 11:15 AM)
13 (Tue)	Valentine Class Parties: Kindergarten – Grade 4 (1:30-2:30 PM)
14 (Wed)	Ash Wednesday Mass (10:00 AM)
16 (Fri)	No School; No Wildcat Care
19 (Mon)	No School; No Wildcat Care; Presidents' Day

March

1 (Fri)	No School, No Wildcat Care; AOB Professional Development Day
4 (Mon)	ACRE Testing for Grades 5 th and 8 th



8 (Fri)	Mass (10:00 AM)
8 (Fri)	End of Trimester 2
11 (Mon)	Story Time Tots (8:30 AM)
14 (Thu)	Early Dismissal, No Wildcat Care; H.S.A Used Uniform Sale
15 (Fri)	No School, No Wildcat Care; Faculty & Staff Retreat
21 (Thu)	Mass (10:00 AM)
27 (Wed)	NJHS Easter Egg Hunt: PK3, PK4, Kindergarten
29 (Fri)	No School, No Wildcat Care; Good Friday

April

1 – 5 (M-Fri)	No School, No Wildcat Care; Easter Break
8 (Mon)	School Resumes
8 (Mon)	Story Time Tots (8:30 AM)
12 (Fri)	Mass (10:00 AM)
12 (Fri)	H.S.A. Mother & Son Event
17 (Wed)	H.S.A. General Meeting
19 (Fri)	Reconciliation (8:30-12:30 PM)
22-3(M-F)	MapGrowth Testing Starts
25 (Thu)	Mass (10:00 AM)
26 (Fri)	No Wildcat Care; Gala & Auction Set-Up
27 (Sat)	Gala & Auction
30 (Tues)	PreHSPT for 7 th Grade

May

1 (Wed)	Summer Uniform Begins
3 (Fri)	Mass – May Crowning (10:00 AM)
3 (Fri)	8th Grade Semi Formal Dance (6:30 PM – 8:30 PM)
8 (Wed)	Early Dismissal; No Wildcat Care; Professional Development
13 (Mon)	Story Time Tots (8:30 AM)
16 (Thu)	Mass (10 AM)
21 (Tue)	Spring Concert & Art Fair
27 (Mon)	No School; No Wildcat Care; Memorial Day
30 (Thu)	Day of Reflection: Grade 8
31 (Fri)	Day of Service: Grade 8

June

1 (Sat)	H.S.A. Spring Fair
3 (Mon)	End of Year Party: PK3 & PK4 (10:15-11:15 AM)
3 (Mon)	End of Year Party: Grades 1, 3, 5, & 7 (1:30-2:30 PM)
3 (Mon)	Early Dismissal for Grade 8 ONLY; Graduation Practice: Grade 8
3 (Mon)	Last day for Wildcat Care (After Care Program)
4 (Tue)	End of Year Party: Kindergarten, Grades 2, 4, & 6 (10:15-11:15 AM)
4 (Tue)	Early Dismissal; No Wildcat Care; Graduation Ceremony: Grade 8
5 (Wed)	Early Dismissal; No Wildcat Care; Field Day
6 (Thu)	Early Dismissal; No Wildcat Care; Mass (10:00 AM); Last Day for Students
7 (Fri)	Last Day for Faculty