



Parent/Student Handbook 2022-2023



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Message to Our Families

Dear Parents,

The faculty, staff, and administrators are looking forward to a fantastic year with your child(ren)! This Parent/Student Handbook serves as a guide to the SJRCS expectations and policies for your family.

As partners in education, let us continue to collaborate in supporting your child(ren) spiritually, academically, and social/emotionally throughout the school year. Please contact the school office (301-662-6722) if you have any questions.

In Christ,

Dr. Annette Jones
Principal



Regional Parishes

The Pastorate of St. Francis-
St. Mary & Holy Family
(Rev. Msgr.) Robert J. Jaskot
7321 Burkittsville, Road
Middletown, MD 21769
301-473-4800

St. Ignatius of Loyola
Father Patrick Carrion.
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, Maryland 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

St. John Regional Catholic School is a co-ed elementary school for grades Pre-K through 8th grade. SJRCS reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

Right to Amend the Parent/Student Handbook

St. John Regional Catholic School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. The Parent/Student Handbook is an informative booklet for the parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract. Parents, guardians, and students are responsible for maintaining awareness of policies and regulations as stated within, including updates, to this Family Handbook.

The Use of the School Name and/or Logo

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

General Regulations

All disciplinary regulations have been made in order to protect the rights of students and teachers and the reputation of the school and its property. The rules contained in this handbook will ensure harmony and good order without which there can be no effective teaching or learning. These rules apply to any student: 1) who is on school property; 2) who is in attendance at school; 3) who is at any school sponsored activity; 4) whose conduct at any other time or place has an effect upon maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the school. The Principal or designee reserves the right to institute any rule or policy at any time without amending the handbook in order to ensure the safety of the children, advance the academic mission of the school, or strengthen the children's religious formation.

Partnership with St. John Regional Catholic School

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

- to be a partner with the school in the education of your child via active communication and participation.
- to understand and support the religious nature of the school.
- to read all communications from the school and to request clarification when necessary.



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

History of Our School

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

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

In 1991, the elementary school was officially designated as a regional school to serve the educational needs of the Catholic parishes in Frederick. The School Sisters of Notre Dame continued teaching at St. John's on East Second Street until 1995. Catholic education in Frederick began and continues today because of the ideals and dedication of strong individuals with a vision. St. John's has meant Catholic education for thousands of Frederick County residents for 180 years. In 2005, SJRCS moved to our new school located at 8414 of St. Katharine Drexel. Opossumtown Pike in Frederick. Our School building is currently shared with the parish of St. Katharine Drexel.

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.



Belief Statements

Our Catholic identity is realized through a Christ-centered environment where we foster the growth and knowledge of our entire school community within the framework of the Gospel and the traditions of the Catholic Church.

Every student in our school is a child of God, a valued member of our community, with unique spiritual, physical, social, emotional, intellectual, and creative abilities and needs. St. John Regional Catholic School ensures effective education through partnerships consisting of positive relationships and mutual respect among our parents, students, teachers, staff, and regional parishes and pastors. Instruction and assessment must provide for the diverse needs and abilities of all students.

It is imperative that we continue to offer an exemplary education to our students. For this to occur, faculty and staff will work, learn, and grow together as a professional learning community.

Vision Statement

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

Mission and Catholic Identity

School Theme

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

Spiritual Life

The primary concern of St. John Regional Catholic School is the spiritual and intellectual development of the students. But first and foremost, this development begins at home. Parents are the first teachers for their children, and they must model a strong spiritual life, such as sharing their time, talent, and treasure and setting a Christian example to others.

Daily Prayer

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

Expectations for Participation

In an effort to live out the philosophy of our school, great emphasis is placed on both the formal and informal aspects of the religious education program. All students, whether they are Catholic



or not, will attend the school's religion classes and participate in the religious activities, daily prayer, liturgies, prayer services, retreats, and service projects in the Catholic faith. The Sacrament of Eucharist will not be administered to non-Catholic students. The non-Catholic student may receive a blessing during the Sacrament of Eucharist.

School Liturgy

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

Catholic Religion Classes

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

Assessment of Catholic Education (ACRE)

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

In compliance with requirements of the Archdiocese of Baltimore, SJRCS administers the Assessment of Catholic Religious Education (ARCE), sponsored by the National Catholic Educational Association. The assessment is administered to students in grade 5 and 8. SJRCS receives the school report highlighting the areas of strength and opportunities for growth in our religion program and instruction. No individual student scores are given. These results help the school and teachers to assess student understanding of basic Catholic truths, doctrines, understanding or perception of God, worship, sacraments, scripture, and Catholic perceptions.

Retreats

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

Class Chaplain

Each grade from pre-Kindergarten through grade 8 is assigned a chaplain from one of the regional Catholic parishes. The class chaplain may visit the classrooms, discuss essential aspects of the Catholic faith with the students, and participate in the grade level retreat, liturgies, or special classroom projects. We are grateful for the class chaplain's time and expertise in sharing the Catholic faith with our students and staff.

Family Life Program

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



Sacraments and Special Traditions

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

Sacramental Preparation

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

St. John Regional Catholic School Board

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

Following are the SJRCS School Board Members:

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

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

School Administration/ Faculty/ Staff

The administrative structure of SJRCS is principal and two assistant principals. Several directors contribute to the management of the school: Finance Director, Advancement Director, Admission Director, Technology Director and Pathways Director.

Additionally, the administrative team includes a counselor, nurse, office manager, executive assistant, office coordinator, facilities manager and cafeteria manager.

See Appendix A for a full listing of our faculty and staff.



Accreditation

St. John Regional Catholic School is accredited by AdvancED, which is now known as Cognia. AdvancED was created through a 2006 merger of the Pre-K-12 divisions of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)—and expanded through the addition of the Northwest Accreditation Commission (NWAC) in 2011. AdvancEd and Measured Progress have merged and are now known as Cognia.

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

SJRCS is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, SJRCS 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 that demonstrate dramatic gains in student achievement. In order to qualify for the National Blue Ribbon Schools Program, the students' assessments must score in the top 15% nationally. Our school received a plaque and flag at an awards ceremony in Washington, D.C. Honored schools serve as models of excellence for other schools throughout the nation.

Maryland Certified Green School

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



is administered through the Maryland Association for Environmental and Outdoor Education. In May 2018, we were recertified as a Maryland Green School. The Maryland Green Schools Award Program recognizes Maryland schools that include environmental education in the curricula, model best management practices at the school, and address community environmental issues.

Academic Excellence: Curriculum and Assessments

Curriculum and Instruction

The curriculum followed at St. John Regional Catholic School is the Course of Study prescribed by the Division of Catholic Schools of the Archdiocese of Baltimore. Textbooks are regularly reviewed and are updated on a five-year replacement cycle. Religion, Language Arts, Mathematics, Social Studies, and Science are taught daily. The length of time varies according to the subject and grade level. Art, Technology, Library, Music, Spanish, and Physical Education classes are also incorporated into the curriculum. Typically, students in PreK-Grade 4 are self-contained classrooms (with one teacher), whereas students in grades 5-8 have various teachers, depending on the subject and schedule.

Mathematics: Beginning with the 2021-2022 school year, the expectation is that all students should be on track to take algebra during their eighth grade year. Given this goal, the teachers are extensively collaborating to streamline the curriculum, reinforce essential skills, and prepare students for the academic rigor in mathematics. Please communicate with your child's math teacher if you have any questions about the SJRCS math program.

Spanish: Students in grades 4-8 will be enrolled in taking Spanish classes during the 2021-2022 school year.

Physical Education Program: Students present in school are to participate in all physical education classes unless a medical excuse from a doctor is submitted to the teacher. Students must also wear the approved physical education uniform. The teacher will address any student who is present in school but does not participate, or who does not have a complete gym uniform.

Assessments

- **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 grade 5 and 8. SJRCS receives the school report highlighting the obvious areas of strength and areas of concern in our religion program and instruction. No individual student scores are given. These results help the school and teachers to assess student understanding of basic



Catholic truths, doctrines, understanding or perception of God, worship, sacraments, scripture, and Catholic perceptions.

- Maryland’s Early Child Care & Education Developmental Screening Initiative: SJRCS utilizes a developmental screening instrument for Pre-K and Kindergarten students. Screening results will be used to identify children who may need further evaluation by Infants and Toddlers/Child Find based on concerns identified through screening in one or more area of development. The screening test identifies developmental needs quickly and accurately, which allows teachers to easily identify learning delays and giftedness in language, motor, self-help, social-emotional, and cognitive skills. Results of the initial screen will be shared with parents.
- Formative Assessments: All students in kindergarten through grade 8 take formative assessments, so that their progress can be monitored in the academic areas. Results of formative assessments will be used to provide targeted instruction in the assessed subject areas. Parents should consult with the teacher if they have any questions about the formative assessments.

Academic Communication and Honor Roll

Academic Grades

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

Interim Reports

Interim reports are available halfway through each trimester. All students in grades Kindergarten through Grade 2 receive paper copies of Interim Reports. In grades 3-8, parent review the interim report via PowerSchool. After reviewing the Interim Report, if parents feel that a conference is necessary, they should contact their child’s teacher.

Parent-Teacher Conferences

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

Sign-ups are done on-line using the Pick-a-Time Internet based program. Directions for accessing the website will be provided to parents a few weeks prior to conferences. Parents in the lower grades usually meet with their child’s homeroom teacher. Parents of students in grades 5-8 are allowed to schedule up to 3 conferences. Sign-ups are done on a “First-Come, First-Served” basis. Of course, parents are encouraged to schedule a conference with teachers throughout the year whenever they have a concern about their child’s progress.

Progress Reports (Report Cards)

Progress Reports will be issued to the students three times a year via an envelope. Grades are based on actual achievement of the student according to his/her grade level of instruction. These grades are based on the student’s daily performance, homework assignments, weekly tests, unit tests, projects, and papers. Parents who note a decline in any of the grades on these



reports should contact the teacher as soon as possible. Parents are asked to take an avid interest in test papers that they are asked to sign, in homework given, and any changes in their child's progress. All financial obligations to the school must be paid in full prior to the distribution of progress reports.

Grades K-2 Progress Codes

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

Independent: 93-100

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

Progressing: 75-92

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

Emerging: 74 and below

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

NA: not assessed at this time

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

Achievement

- Grade Description Cut Off Gradebook Value
- I Independent/Proficient 97 98
- V Very Good Progress 93 94
- P Progressing 85 87
- S Satisfactory 75 78
- N Needs Improvement 70 73
- U Unsatisfactory/Not Proficient 1 60
- NA Not Assessed at this Time 0 0

Effort/Conduct

- Grade Description Cut Off Gradebook Value
- Outstanding 93 93

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

Proficient

- Always applies skills or processes with ease and confidence in completing grade level and above academic performance tasks.
- Always demonstrates a thorough understanding of AOB grade level appropriate curriculum strands and objectives taught this trimester.
- Always uses knowledge to skillfully communicate complicated ideas and concepts within the content area.
- Always completes and turns in accurate classwork and homework.

Very Good

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

Good

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

Satisfactory

- Demonstrates average application of skills or processes required to complete grade level academic performance tasks.
- Demonstrates average understanding of AOB grade level appropriate curriculum strands and objectives taught this trimester.

- Demonstrate average knowledge of important information.
- Demonstrates average ability to use required knowledge to communicate ideas.
- Demonstrates meeting the level of expectation.
- Completes and turns in average classwork and homework.

Improvement Needed

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

Not Yet Demonstrating

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

Effort/Conduct

Outstanding Effort

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

Conduct

- Always follows all school and classroom rules.
- Always exceeds level of expectation.
- Demonstrates the highest level of self-control.
- Makes good choices.
- Role model to other students.

Good Effort

- Consistently completes and turns in accurate classwork and homework.



- Most of the time exceeds the level of expectation.
- Admirable amount of effort put forth.
- Above average level of class participation.
- Class work/project/assignment criteria meet above average standards.

Conduct

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

Satisfactory Effort

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

Conduct

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

Needs Improvement Effort

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

Conduct

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

Unsatisfactory Effort

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

Conduct

- Fails to meet all school and classroom rules.
- Has difficulty demonstrating self-control, needs constant reminders.



- Has difficulty following classroom rules, needs constant reminders.
- Has difficulty making good choices, needs constant redirection.

Honor Roll

Requirements for inclusion on the Honor Roll are defined by the Department of Catholic Schools of the Archdiocese of Baltimore.

- Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on the Honor Roll based on the following criteria:
- Principal's List Honor Roll – All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time
- Second Honors – All A's and B's (more A's than B's) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

Academic Excellence: Textbooks and Homework

Textbooks

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

Homework

Essential home study is an outgrowth of class work that is assigned as reinforcement or extension of what has already been taught in class. Students are expected to complete all assigned homework on time and in a careful manner. At all grade levels, homework may be included in determining the subject area grade on the progress report. Teachers update homework assignments using Google classroom.

- Assignments missed because of excused absences must be completed in the same amount of days that the student was absent.
- Students who do not turn in missed assignments within a reasonable amount of time (per the teacher/administrators) after the due date may receive a zero for the missed assignment. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions to remedy the situation.
- If home assignments cannot be completed because of home conditions, e.g., sickness in the family, death of a relative, etc., students may be permitted to defer doing the assigned work. A written explanation should be provided to the teacher in order to obtain this permission.
- Suggested time allotments for homework (written work, study work, review work, long-range papers or projects) per day range from 30 minutes at the primary level to 2-2.5 hours in the middle school.



Parental Responsibility for Homework

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

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

Absent Students and Make-up Work

All work is posted by the teacher in Good Classroom. Please check Google Classroom for assignments.

Late Work Policy (grades 5-8)

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

Summer School

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

Summer Skills Program

St. John Regional Catholic School has a summer reading program in which students are expected to participate. Teachers will distribute suggested reading lists to students entering grades K-8. Students may be required to complete a corresponding assignment after they read the assigned book. The summer reading program sponsored by the public library is also encouraged. Students are also encouraged to continue to practice their math skills using the math skills information posted on our website.

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 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. (Principals have the option of creating a third honor roll for student with all B's or more B's than A's).

Progress Reports and Interim Reports

Policy should clearly state the communication efforts of the school and the responsibility of parent/guardian to cooperate in remedying the situation. Policy should also include the responsibility of the teacher to keep parents informed of student's academic progress.

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 NWEA 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.

Students in grade 7 take the Pre-High School Placement Test. Eighth grade students have the option of taking the High School Placement Test.



ACRE

All students in grades 5, 8, 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given.

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.

Parent-Teacher Conferences

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

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

High School Admissions and Visitation Policy

7th and 8th grade students may visit or schedule a "shadow day" at perspective high schools. Students may visit a total of 3 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.

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

SJRCS 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 SJRCS are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the 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 Dr. Annette Jones 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 SJRCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Divorced and Non-Custodial Parents

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



Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records. St. John Regional Catholic School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented, or the school has a court order permitting access. Emergency information for each child must be kept current by the parent(s). Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian in writing.

Family Status or Name Change

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. Please submit a copy of the paperwork indicating the legal name change for the student's permanent file.

Home School Association (H.S.A.)

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

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

The H.S.A. further supports the school by planning and conducting events to raise funds for school-related projects and by encouraging parents to voluntarily assist the school in a variety of capacities. All parents who attend or participate in the classroom or school events must be VIRTUS certified. Some parents serve as homeroom parents, assisting with the organization of classroom events and activities.

The H.S.A. sponsors many activities throughout the year including academic and cultural events for the students. H.S.A. dues are posted annually (per family). All families are encouraged to join and support the efforts of the H.S.A., including meetings, events, and fundraisers sponsored by the SJRCS Home and School Association. The meetings and events (posted on our website



www.sjrsc.org) are a wonderful way for families to get to know each other as well as to promote good will and camaraderie among the school's faculty and staff, administrators, and families. Please note that some of these events may be altered, postponed, or canceled due to weather safety precautions.

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

Following is the list of the 2022-2023 H.S.A. Officers:

Zobe Albano	President
Maria Gonzalez	Vice-President
Jenny King Foy	Vice-President
Daisy Khouri Saba	Secretary
Brittany Clay	Treasurer

Partnership with Parents

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

- to be a partner with the school in the education of your child
- 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
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- to promote your school 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 to support the fundraising efforts of the school when possible
- to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.

Parental Support /Compliance

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



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 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.

Blogs and Chats

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

Laser Pointers or Similar Devices

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

Cell Phones, Pagers and Other Electronic Devices

- Normally, students are not permitted to carry any type of personal electronic, digital or cellular phone, pager or any other device deemed inappropriate by the administration. Students violating this policy may be subject to disciplinary action up to expulsion.
- Parents are asked to support this policy by not texting, calling, or otherwise electronically communicating with their child during the school day.
- Devices must be kept in the student's locker and powered off during the school day or at any time the child is on the school property (this includes the parking lot) or under the supervision of school personnel or on a field trip. St. John Regional Catholic School will not be responsible for loss, damage, or theft of any electronic device brought to school.
- The school reserves the right to search the call log, photo gallery, text message history, email or any other data contained in the device. The confiscated device will be returned the next day ONLY to the child's parent or guardian.
- As deemed by the administrators, the consequences for violating these rules can include, but are not limited to: confiscation of the device, detention, community service, cleaning the school building, revocation of device privileges, suspension, expulsion.



Safety

Crisis Intervention

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

Crisis Team

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

Emergency Information

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

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where parent(s) can be reached. It is essential that the school have this information in case of an emergency. It will be kept in the strictest confidence. Any change of phone number or home address must be given to the school office within 1 day after the change is effective.

Emergency Closing of School

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

Emergency Drills

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

Emergency Evacuation Procedures

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

In the event of an emergency where we would have to evacuate the building, all students would exit the building with their homeroom teachers and would proceed to the city park that is located in the Willowbrook subdivision across Opossumtown Pike. If necessary, parents would meet



their student at the park and sign them out. Students will only be released to those whose names appear on their child's emergency card. In the event of inclement weather, students will be transported to the International Community Church on Byte Drive.

AHERA Plan

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

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

Student Safety

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

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

Dogs on Campus

- For the safety of all students, NO DOGS ARE ALLOWED IN SCHOOL OR ON SCHOOL PROPERTY.
- Parents may not have dogs and/or other pets in their vehicles during drop off. If you have a dog in your car during drop-off, you will need to park in the lot and walk your child over to the arrival area.



Restricted Areas

- When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty member.
- The faculty lounge is a restricted area for all students.
- Empty classrooms or rooms are restricted areas.
- Corridors are to be generally clear of traffic except for movement at the change of class.

Alcohol/Drug Policy

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

Purpose:

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

Supportive Data

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

Procedures

1. The use, sale, or distribution of [illegal] controlled substances will be prohibited at any event sponsored by and in connection with St. John Regional Catholic School. Any school property is a considered to be a tobacco free zone.
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.
2. 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.
3. Failure to comply with procedure #2 will result in the following:
4. 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.

Communication

Change in Name or 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.



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

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

Parent Letter

The SJRCs Parent Letter is the primary communication tool, which will be sent electronically typically on Tuesday's and Friday's.

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.

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

Parent/Teacher Communication

- Teachers may be contacted through voicemail and email. Please allow 24 hours for teachers to respond to your call or email.
- All faculty and staff members can be reached via email. All email addresses are first initial followed by last name @sjrcs.org. Email address links are available on the school webpage.
- Parents are given the opportunity to meet the teachers on "Back to School Night." Please see the school calendar for designated dates and times.
- In the fall, school-wide parent teacher conferences occur. Parents will electronically schedule their conference(s). Please see the school calendar for the designated dates for parent-teacher conferences.
- Throughout the year, parents may schedule an in-person or virtual conference with their child's teacher. Please contact the teacher by email or phone to schedule the conference.



- Please keep in mind that during arrival and dismissal time, teachers are actively involved with students and preparation for the day. Parents should refrain from interrupting teachers during these supervisory times.
- In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose.
- Parents are asked not to contact teachers or instructional assistants on their home or cell phones.

Classroom Information

Teachers will communicate information via Classroom Letters and Google Classroom. Friday Folders (Electronic Friday Folder and Flyers). As a “green” school the majority of communications **will be online only**. **Please check** the school website under the “Parents” tab for all Friday Folder information.

Teachers inform parents/guardians of children’s progress and school happenings via a large white envelope, which is sent home each Friday (called the “Friday Folder”). Please read the contents of the folder carefully. Sign your name in the appropriate place and return the envelope to your child’s homeroom teacher on Monday. “Family” notices may be sent through the “youngest or only” child in the family. News and updates can be sent home via Friday folders.

Flyers should be submitted for approval to the School Principal a minimum of one week prior to the Friday it is to be sent home. All items to be sent home will be distributed at the discretion of School Administrators.

School Website

Information on our school website is updated on a regular basis. Please check <http://www.sjrccs.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 SJRC School name (including our SJRC acronym) and/or logo (on social media sites or any other item) must register the group with the school and receive approval from School Administration. Postings relating to school classes or school sponsored activities and events, whether on site or off campus, must be approved by the school administration.



Parent Ambassadors

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

Non-Custodial Parent

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

Non-Discrimination Statement

The State of Maryland requires the following statement in the Student Handbook:

- "It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:
- Title VI of the Federal Civil Rights Act of 1964; and
- Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
- 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;
- 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 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. Kelly Weeks and Mrs. Karen Gawinske.
- Religion is required for each year a student attends St. John Regional Catholic School. All students enrolled in SJRCS must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.

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



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.

Harassment Policy

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

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:

- Has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
 - Otherwise adversely affects an individual's educational opportunities.
-
- 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

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.

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.

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.

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:

- Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
- Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or Is sexual in nature; or Is threatening or seriously intimidating; and
- Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.
- Note: Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.
- Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).
- Reporting forms are located in the main office and on the school's website. (Please make sure that a link to the bullying form is on your school website).



Admissions and Enrollment Process

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.sjrccs.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.

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 principal 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 SJRC 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 SJRC during the probationary period.

Pre-Kindergarten 3 Program

The Pre-K 3 program serves as an introduction to school experience for students who turn three years of age by September 1st of the year the student wishes to start school. This full-year curriculum helps three-year-old children develop important readiness skills in ten critical learning domains while nurturing the child and encouraging cognitive, physical, and emotional growth. Play with a Purpose! Parents will receive progress reports on a trimester basis and receive interim reports halfway through the trimester.

Pre-Kindergarten 4 Program

The Pre-K 4 program serves a foundational experience for students who turn four years of age by September 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.

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.



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 that we can provide. In an attempt to keep a Catholic education within the means of as many families as possible, we have made every effort to keep tuition expense to a minimum.

Tuition 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

Grades	FY22-23	
	Parishioner	Other Faiths
Pre K Program Only		
PK3 1/2 Day (3 days)	\$2,927.00	\$3,373.00
PK3 Full Day (3 days)	\$4,878.00	\$5,622.00
PK3 & PK4 1/2 Day (5 days)	\$4,878.00	\$5,622.00
PK3 & PK4 Full Day (5 days)	\$8,130.00	\$9,560.00
 K - 8th Grade		
1 Student	\$8,130.00	\$9,560.00
2 Students	\$7,317.00	\$8,604.00
3 Students	\$6,098.00	\$7,171.00
4 Students	\$3,252.00	\$3,824.00
5 Students	\$1,626.00	\$1,912.00
Re-Enrollment	\$350.00	1st Student
	\$275.00	additional students
 Re-Enrollment after 02/28/2023	\$400.00	
 International Tuition		\$11,500.00
 Referral Credit	\$350.00	

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 day 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.sjr.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 foce@att.net or at www.friendsofcatholic.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 Power School information services and no report cards/interims will be released until the account is brought current. Accounts that remain delinquent past 90 days are considered to be in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expenses incurred as a result of the collection will become the responsibility of the parent or guardian. Re-enrollment will not be accepted for any student whose tuition account is 60 days or more past due. No student will be placed on a class list for the upcoming school year nor will records be released for any student whose tuition is not up to date.

Financial Requirements for Grade 8 Students

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

- Participate in the activities planned for the graduation class
- Participate in special grade 8 events and activities
- Attend the graduation ceremony as a graduate or guest
- Have the complete academic records transferred to the student's high school

Fees and Balances

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 pro-rated 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.

Attendance

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

Absence

Regular attendance is considered essential for learning at SJRC. 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 notify the school via phone call, email, or via the Absentee Notification form found on the SJRC website. All absences and tardy's become part of a student's permanent record.

Students should not arrive before 7:50 a.m. or remain after 3:00 p.m. As there is no staffing before or after these times of day unless it is a special event or school activity, the school is not responsible for supervision of students before or after the times stated above, and the school is not liable for any injuries or accidents which may occur during unsupervised times. This is required by insurance coverage and is done for the safety of the children. Parents are advised, therefore, to follow the times as stated above.

Notification

- When a student is absent from school, a parent/legal guardian must telephone or email the school office prior to 8:30 a.m. to report the absence or submit an absence notification found on the school website.

Communication

The school reserves the right to call the home and/or the parent's place of employment if the child is absent and we have not received a call. Please remember that parents must call the school each day that your child will be out of school. Parents may also submit absences electronically using the Absentee Notification form found on the SJRC website under the Parent's tab. Please note that the front office must be notified if your child will not be in school. Notifying your child's teacher will not guarantee that your child's absence will be coded "excused."



If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements, such as home and hospital services through the local public school district.

Documentation

- Maryland State Law requires that a student who is absent for three (3) consecutive days must obtain a doctor's release and present it to his/her homeroom teacher. As soon as a student has been absent for ten (10) days, either consecutively or non-consecutively, a parent or guardian will be notified by letter. A conference may be set by an administrator with the student and parent or guardian to discuss the effects of absence on the student's academic performance. A student may be denied promotion if absences are in excess of twenty (20) days unless homebound tutoring by a certified teacher has been received.
- The school reserves the right to notify the Frederick County Department of Social Services in the event of excessive or unexcused absences from school.
- The school will maintain written documentation for all absences and tardies, which become part of a student's permanent record.

Early Pick-Up from School

Early Dismissal will end at 2:20 PM. No students will be permitted to be signed out after 2:20 p.m.

- The parent MUST report to the school office prior to the child leaving. Under no circumstances will a child be permitted to leave the school without the parent's signature in the sign-out book. Please be prepared to show a photo identification.
- Be sure that all information on your child's emergency card is accurate and current enabling either the parents or designated persons to be reached.
- If a child becomes ill at school, the parent(s) will be notified and are expected to come for the child. Students must be picked up if they are running a fever, have vomited, have had a urinary or fecal accident, or other medical issue as deemed by the school nurse.

Appointments

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

Assignments

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

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.

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."

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 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.

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.

Discipline

Statement on Philosophy of Discipline

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

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



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 creates a substantial disruption, the school can take action relative to in-school discipline. 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 an SJRC student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

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

SJRC 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

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 principal's office and may be viewed upon request during normal business hours.

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

For the 2022-2023 school year, St. John Regional Catholic School has adopted a policy allowing the availability of stock epinephrine in the health suite for the use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

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
- Adverse reactions to Pertussis Vaccine other symptomatic infections)
- 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 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 school provides the option for parents to purchase health insurance for their children.

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.

Blood borne Pathogens

A complete Blood borne 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:

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

Hearing and vision screening is provided by the Frederick County Health Department School Health Program each school year. This is a Maryland State mandated screening for all Pre-K4, K (if not previously screened in Pre-K), 1st graders, 8th graders and all students new to Maryland schools. The purpose of this screening is to identify hearing and vision difficulties that may require evaluation by a health care provider.

Water Bottles

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

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

- Water bottles may be clear or colored (clear is preferred) and have a closable lid with a pushup top to prevent spills. Disposable water bottles are not permitted.
- The student's first and last name in permanent marker must be written on the water bottle.



- Water bottles must contain water only (NO juice, sports drinks, coffee, energy drinks, etc.).
- Water bottles are to be taken home daily by the student to be washed and refilled for the next school day.
- Students must carry the water bottles and store them in the outside pocket of their backpack.
- Water bottles may not be placed on the desk.
- Water can only be consumed at the beginning of class or the end of the class at the discretion of the teacher.
- Water bottles are not to be in close proximity to technology equipment (including iPads) and are not permitted in the computer lab or media center.
- Water bottles are not permitted during science labs or other activities where student safety is a concern.

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.

Volunteers

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All parents and visitors to St. John Regional Catholic School must report directly to the office and receive an identification badge. If a parent must speak to a teacher, it should be done during the teacher's planning. Please remember that teachers are "on duty" from 7:45 until 3:00 each day and have limited time to communicate with parents during the school day differs with each teacher.

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

The Archdiocese of Baltimore is committed to providing a safe environment for children entrusted to the Church's care. St. John Regional Catholic School follows the policy of the Archdiocese of Baltimore regarding volunteer training and screening. The Archdiocese of Baltimore's policy for volunteers is as follows. Every individual who volunteers at the school is required to submit a Volunteer Application form. Additionally, any person who comes into contact with children in the course of their volunteer service (i.e., field trips, lunch and recess duty, homeroom parents, sports coaching, Scouts, etc.) is required to complete the Volunteer Criminal History Consent Form (background check) and successfully complete the VIRTUS online training video. If these steps are not completed, we regret that you will not be permitted to volunteer in the school as the welfare of our children must remain our highest priority.



Opportunities

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

Procedures

Upon arrival, all volunteers must sign in with the front office and obtain a visitor's badge. Vision Volunteers who work directly with our students will be given a Letter of Confidentiality to sign and return.

All volunteers who assist at lunch or recess will be provided training at the beginning of the school year.

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

Parents in Partnership Volunteer Program

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

Examples:

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

Supervision Responsibilities Before and After the Official School Day

Students may arrive at 7:50 AM and are dismissed at 2:50 PM. SJRCS becomes responsible for supervision at 7:50 AM.

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



Use of School Grounds

The SJRCs organizations and clubs may utilize the school grounds. Request 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.

Wildcat After School Care

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

Cafeteria/Lunch/Milk

Cafeteria

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

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



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

Cafeteria Purchases

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

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

Cafeteria Volunteers

We have many volunteer opportunities in the cafeteria and we welcome your help. We need volunteers every day from 11:00 a.m. to 1:15 p.m. Our volunteers help the children get their drinks and/or snacks and clean the tables between groups. If lunch is in the classroom, then volunteers deliver the lunches to the classrooms. All cafeteria volunteers must be VIRTUS certified.

Lunch in the Cafeteria

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

Recess

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 play board games, watch a movie, read, talk quietly, etc.

Outdoor Recess

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

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

Playground Safety and Equipment

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

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

School Activities/Organizations

SJRCS has several school activities which include:

- Sports – lacrosse, golf, basketball, soccer, volleyball
- Music – bells, choir, band
- Clubs – various clubs and activities



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.

Guidance and Counseling

School Counseling Services at St. John Regional Catholic School strive 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.

Uniforms and Personal Appearance

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

Dress Code

Students dress in uniforms in order that their attire is in keeping with those attitudes necessary and helpful to foster an academic climate within the school. We take pride in the appearance of our students. SJRCS students should wear their uniforms with pride. Their dress reflects the quality of the school, their conduct, and their schoolwork. Uniforms should be in good repair and fit properly. 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 a store located in Rockville and Parkville, Maryland. Their phone number is (800) 441-4122. Parents may also purchase pre-owned uniforms at our Used Uniform Sale that is sponsored usually twice a year (usually late summer and winter) by our Home and School Association.

Summer and Winter Uniforms

The following dress code (winter uniform) is appropriate all year and is required from October 1 until April 30. The optional summer uniform may be worn in the fall, from the start of school until September 30, and in the spring, May 1 to the end of school. Uniforms must be purchased through Flynn and O'Hara or the uniform section of department stores. Items with plaid or with a school logo must be purchased through Flynn & O'Hara. All uniform components that are not purchased through Flynn & O'Hara must match the style, fabric, and color of the Flynn & O'Hara regulation uniform. Uniforms will be monitored closely for adherence to correct styles and colors. If uniform components do not adhere to the correct style/color, replacements will be expected to be purchased.

Uniform Required

During specific celebrations such as Catholic Schools Week Open House, First Friday Mass, etc., students will be required to wear their full winter or summer uniform (i.e., skirt, jumper). Gym uniforms may not be worn on Mass days.

Uniform Violations

We ask for your cooperation in adhering to the school uniform code. Parents will be contacted by the school if violations of this code occur. Accumulating three uniform violations per trimester equals a detention. Administrators have the final determination of whether a student is dressed or groomed appropriately for attendance at St. John Regional Catholic School.

Smart Watches

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

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

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

Hats

No hats or visors may be worn in the building.

Jewelry

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

The following ARE NOT permitted as part of the uniform: dangling or hoop earrings, bracelets, multiple rings, ankle bracelets, cartilage piercing, pearl necklaces, or chokers. No bracelets of any kind, except one "support" bracelet and no smart watches. Any jewelry not approved will be removed. Parents will need to pick up the jewelry at the front office.

Make-Up

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

Polo Shirts

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

Purses

Students may not carry purses or "fanny packs".

Shoes

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

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

Skirts and Skorts

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

Socks

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



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

Sweatshirts and Jackets

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

Undershirts

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

Uniforms and Personal Appearance: Out-of-Uniform Dress Code

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

- Male and female students are restricted from wearing clothing that is unduly revealing, such as:
 - Tops cut low at the neck or under the arms
 - Low cut blouses or tops
 - Clothes that expose bare midriff
 - Pants worn below the hips exposing skin or underwear
 - No spaghetti strap tops
 - Skirts, skorts, rompers, or shorts that are inappropriately short (including cheerleading type skirts). These items may not be more than 2" above the knee.
 - Clothing must not have any rips or tears even if purchased in that condition.
 - Tank tops
 - Transparent clothing
 - Clothing that is extremely tight
- Students may not wear clothes or items with messages (words or pictures) about drugs, alcohol, tobacco, political messages, weapons sexually offensive, or vulgar.
- Make-up and/or nail polish is not to be worn.
- Footwear must have closed toes and heels. Students may only wear sneakers, closed-toe shoes, or winter boots (no fashion boots. If boots are worn, the student must change into shoes before class (November-February only). Flip-flop type shoes, shoes with high heels, and "croc" are not permitted.
- Hats, bandanas, sweatbands, caps, and visors may not be worn.
- Chains attached to wallets, keys, or clothing may not be worn.
- The following ARE permitted as part of the out-of-uniform days: a necklace (worn inside the shirt and not visible, no chokers), one pair of stud earrings (worn in ear lobes only), wristwatch (NO SMART watches), one ring (of reasonable size).



The following ARE NOT permitted as part of the out-of-uniform days:

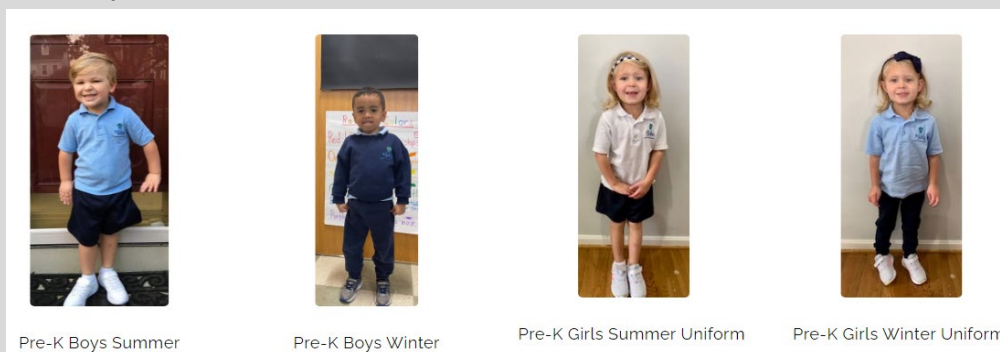
- dangling or hoop earrings, bracelets, multiple rings, ankle bracelets, cartilage piercing, pearl necklaces, or chokers. No bracelets of any kind, except one “support” bracelet. Any jewelry not approved will be taken away. Parents will need to pick up the jewelry at the front office.
- No pajama bottoms or sweats.
- Leggings or “skinny” jeans must be worn with tops that cover the “bottom”.
- Shorts may not be worn on non-uniform days during the months that winter uniforms are in effect.

Out-of-Uniform Day Violations

Consequences for not following the above guidelines may include having to wear a school sweatshirt or clothing from our used uniform supply. Phone calls may be made to parents to bring appropriate clothing into school and a uniform violation note will be sent home to parents. Students who violate the out-of-uniform dress code will be excluded from participating in the next out-of-uniform day.

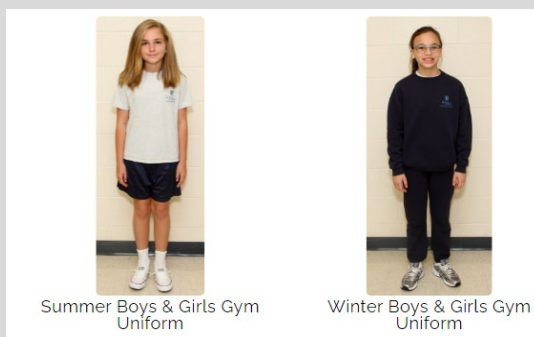
Examples of the various uniforms are on the following pages.

PK Girls and Boys




Summer Uniform (August - September 30, May 1 - June)	Winter Uniform (October 1 - April 30)
White short-sleeved polo shirt (logo optional) OR blue polo with SJRC logo	White polo shirt; long sleeve polo shirts are acceptable for winter (logo optional) OR blue polo shirt with logo
Navy blue micromesh nylon gym shorts.	Navy blue sweatpants
Girls in Pre-K have the option of wearing a navy blue skirt from Flynn & O'Hara in place of the shorts	White or grey, flat-soled athletic shoes with a minimal amount of colored trim. Velcro closures are required in Pre-K. (No fad shoes, bright colors, characters, or lights. (No High Tops!))
White athletic CREW socks that come above the ankle; small logos are acceptable (no stripes).	Navy blue cardigan sweater, Navy blue sweatshirt with logo over blouse OR Navy blue pullover sweater or navy blue pullover vest (This clothing is optional for grades Pre-K through 4)
White or grey, flat-soled athletic shoes with minimal amount of colored trim. Velcro closures are required in Pre-K. (No fad shoes, bright colors, characters, or lights. No High Tops or mid-high sneakers)	

Kindergarten Girl



Summer Uniform (August - September 30; May 1 - June)	Winter Uniform (October 1 - April 30)
<p>Navy blue walking shorts (pant legs should be at the knee or slightly above) Must be PLAIN; NO cargo type shorts.</p>	<p>White polo shirt (SJRC logo optional) or blue polo shirt with the logo; long sleeve polo shirts are acceptable for winter with navy blue pants</p>
<p>Plain black, navy blue, or brown belts must be worn (grades 2-8).</p>	<p>OR A plaid jumper from Flynn & O'Hara Uniform Co. with a white Peter Pan collar blouse (no lace on collar) with navy blue knee socks or tights and dress shoes.</p>
<p>Girls in K -8 have the option of wearing a navy blue skort from Flynn & O'Hara in place of the shorts.</p>	<p>Girls should wear shorts under their jumpers.</p>
<p>White polo shirt (logo optional) OR blue polo with SJRC logo</p>	<p>Navy blue cardigan sweater, Navy blue sweatshirt with logo over blouse OR Navy blue pullover sweater or navy blue pullover vest (Optional for grades Pre-K through 4)</p>
<p>White athletic CREW socks that come above the ankle; small logos are acceptable. No stripes.</p>	
<p>White or grey, flat-soled athletic shoes with minimal amount of colored trim. (No fad shoes, bright colors, characters, or lights. No High Tops or mid-high sneakers!)</p>	<p>Navy blue knee-high socks or tights. Navy blue leggings may be worn instead of shorts under the jumper. Black, navy, or dark brown dress shoes, closed-toe, closed heels, no heels over one inch, no platform style shoes. No fashion boots.</p>
<p>Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day. PE: Gray t-shirt with school logo (purchase at Flynn O'Hara); Plain navy mesh gym shorts (No logos like Adidas, no stripes)</p>	<p>Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day. PE: Gray t-shirt with school logo (purchase at Flynn O'Hara); PE: Navy sweatpants with elastic around the ankle; Regular sweatpants fabric. (No yoga pants, no leggings, no straight legs); Navy blue crew-neck style sweatshirt (optional). No short October 1 – April 30.</p>

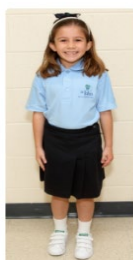
<p>PE: White athletic crew socks that come above the ankle; small logos acceptable (no stripes)</p> <p>PE: White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)</p>	<p>PE: White athletic crew socks that come above the ankle; small logos acceptable (no stripes)</p> <p>PE: White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)</p>
<p>If girls choose to wear hair accessories, the hair accessory must be simple. (No oversized bows, such as cheer bows, large flowers, etc.)</p>	

Kindergarten Boy	
	
Summer Uniform (August - September 30, May 1 - June)	Winter Uniform (October 1 - April 30)
Navy blue walking shorts (pant legs should be at the knee or slightly above) Must be PLAIN; NO cargo type shorts!	White polo shirt; long sleeve polo shirts are acceptable for winter (logo optional) OR blue polo shirt with logo.
Plain black, navy blue, or brown belts must be worn (grades 2-8).	Navy blue slacks.
White polo shirt (logo optional) OR blue polo with SJRCS logo	Navy blue or black socks. Black or dark brown DRESS shoes are to be worn with the winter uniform. No black sneakers as dress shoes.
White athletic CREW socks that come above the ankle; small logos are acceptable! No stripes!	Navy blue sweatshirt with logo over shirt (optional) OR Navy blue pullover sweater OR navy blue pullover vest (optional). No hoodies.
White or grey, flat-soled athletic shoes with minimal amount of colored trim. (No fad shoes, bright colors, characters, or lights. No High Tops or mid-high sneakers!)	
Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day.	PE: Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day.

<p>PE: Gray t-shirt with school logo (purchase at Flynn O'Hara); Plain navy mesh gym shorts (No logos like Adidas, no stripes)</p>	<p>PE: Gray t-shirt with school logo (purchase at Flynn O'Hara); Navy sweatpants with elastic around the ankle; Regular sweat pant fabric. (No yoga pants, no leggings, no straight legs); Navy blue crew-neck style sweatshirt (optional). No PE shorts October 1 – April 30.</p>
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Winter Girls Uniform K-4



Summer Girls Uniform K-8 with Blue Polo



Summer Girls Uniform K-8 with White Polo



Summer Boys & Girls Gym Uniform

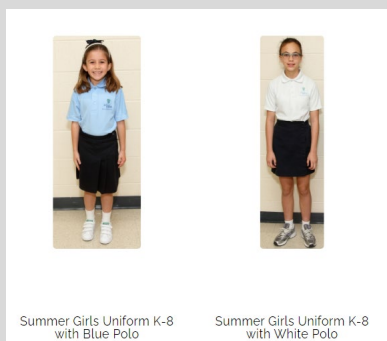


Winter Boys & Girls Gym Uniform



Grades 1- 4 Boy	
Summer Uniform (August - September 30, May 1 - June)	Winter Uniform (October 1 - April 30)
Navy blue walking shorts (pant legs should be at the knee or slightly above) Must have a plain front. Cargo-type shorts are not compliant.	White polo shirt; long sleeve polo shirts are acceptable for winter (logo optional) OR blue polo shirt must have the logo OR Button down short or long sleeve shirt with tie
Plain black, navy blue, or brown belts must be worn (grades 2-8).	Navy blue slacks.
White polo shirt (logo optional) OR blue polo with SJRCS logo	A plain black or brown belt is required for grades 2-8.
White athletic CREW socks that come above the ankle. Please no stripes.	Navy blue sweatshirt with logo over shirt. No Spirit wear or non-SJRCS sweatshirts.
White or grey, flat-soled athletic shoes with minimal amount of colored trim. (No fad shoes, bright colors, characters, or lights. No High Tops or mid-high sneakers.)	Navy blue or black socks. Black or dark brown DRESS shoes are to be worn with the winter uniform. No black sneakers as dress shoes.
Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day. PE: Gray t-shirt with school logo (purchase at Flynn O'Hara); Plain navy mesh gym shorts (No logos like Adidas, no stripes)	PE: Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day. Gray t-shirt with school logo (purchase at Flynn O'Hara); Navy sweatpants with elastic around the ankle; Regular sweat pant fabric. (No yoga pants, no leggings, no straight legs); Navy blue crew-neck style sweatshirt (optional)
PE: White athletic crew socks that come above the ankle; small logos acceptable (no stripes) PE: Summer Uniform: White or gray sneakers (standard ankle tennis shoes, no mid-top or high-top shoes)	PE: White athletic crew socks that come above the ankle; small logos acceptable (no stripes) PE: White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)



Grades 5-8 Girl



Summer Uniform (August - September 30- May 1- June)	Winter Uniform (October 1- April 30)
Navy blue walking shorts (pant legs should be at the knee or slightly above) Must be PLAIN; NO cargo type shorts!	Plaid skort from Flynn & O'Hara Uniform Co.
Plain black, navy blue, or brown belts must be worn (grades 2-8).	White oxford long/short sleeve blouse with button-down collar.
Girls in K -8 have the option of wearing a navy blue skort from Flynn & O'Hara in place of the shorts.	Navy blue sweatshirt with logo over blouse OR Navy blue pullover sweater or navy blue pullover vest.
White polo shirt (logo optional) OR blue polo with SJRCS logo	Navy blue knee-high socks or tights. Black, navy, or dark brown dress shoes, closed-toe, closed heels, no heels over one inch, no platform style shoes. No fashion boots.
White athletic CREW socks that come above the ankle. Please no stripes.	Navy blue knee-high socks or tights.
White or grey, flat-soled athletic shoes with minimal amount of colored trim. (No fad shoes, bright colors, characters, or lights. No High Tops or mid-high sneakers.)	Girls may opt to wear navy blue pants during the cold winter months. These can be worn with a white polo or blue polo with logo.
Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day. PE: Gray t-shirt with school logo (purchase at Flynn O'Hara); Plain navy mesh gym shorts (No logos like Adidas, no stripes)	PE: Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day. Gray t-shirt with school logo (purchase at Flynn O'Hara); Navy sweatpants with elastic around the ankle; Regular sweatpants fabric. (No yoga pants, no leggings, no straight legs); Navy blue crew-neck style sweatshirt (optional). No PE shorts October 1 – April 30.
PE: White athletic crew socks that come above the ankle; small logos acceptable (no stripes) PE: White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops	PE: White athletic crew socks that come above the ankle; small logos acceptable (no stripes) PE: White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or



or mid-high sneakers. Shoes may not have drawings on them.)	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.)	

Grades 5-8 Boy	
  <p>Summer Boys & Girls Gym Uniform Winter Boys & Girls Gym Uniform</p>	
Summer Uniform (August - September 30, May 1 - June)	Winter Uniform (October 1 - April 30)
Navy blue walking shorts (pant legs should be at the knee or slightly above) Must be PLAIN; NO cargo type shorts!	White polo shirt; long sleeve polo shirts are acceptable for winter (logo optional) OR blue polo shirt must have the logo OR Button down short or long sleeve shirt with tie.
Plain black, navy blue, or brown belts must be worn (grades 2-8).	Navy blue slacks.
White polo shirt (logo optional) OR blue polo with SJRCS logo	Plain black or brown belt is required for grades 2-8.
White athletic CREW socks that come above the ankle. Please no stripes.	Navy blue or black socks. Black or dark brown DRESS shoes are to be worn with the winter uniform. No black sneakers as dress shoes.
White or grey, flat-soled athletic shoes with minimal amount of colored trim. (No fad shoes, bright colors, characters, or lights. No High Tops or mid-high sneakers!)	Navy blue sweatshirt with logo over shirt. No Spirit wear or non-SJRCS sweatshirts.
Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day. PE: Gray t-shirt with school logo (purchase at Flynn O'Hara); Plain navy mesh gym shorts (No logos like Adidas, no stripes)	PE: Students wear their required gym uniforms (purchased through Flynn O'Hara) on their designated physical education day. Gray t-shirt with school logo (purchase at Flynn O'Hara); Navy sweatpants with elastic around the ankle; Regular sweatpants fabric. (No yoga pants, no leggings, no straight legs); Navy blue crew-neck style sweatshirt (optional). No PE shorts October 1 – April 30.
PE: White athletic crew socks that come above the ankle; small logos acceptable (no stripes) PE: White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)	PE: White athletic crew socks that come above the ankle; small logos acceptable (no stripes) PE: White or gray, flat-soled athletic shoes with minimal amount of colored trim; Shoelaces must be tied. (No fad shoes, bright colors, characters, or lights. No high tops or mid-high sneakers. Shoes may not have drawings on them.)
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).	



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.

Arrival and Dismissal

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

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

Students in grades Pre-Kindergarten-grade 8 should not be dropped off prior to 7:50 a.m. St. John Regional Catholic School does not provide supervision for students dropped off prior to this time. Likewise, we do not provide coverage for students who remain on the school grounds after 3:00 p.m., or beyond 15 minutes after dismissal on early dismissal days.

Parents are required to follow the times stipulated when dropping off or picking up students. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up. Pickup arrangements at the regular arrival and/or dismissal times must be made for siblings who do not participate in the same after school activity.

It is not the school's responsibility to provide supervision for any students participating in non-school sponsored extra-curricular activities. The school is not liable for any injuries or accidents that may occur before or after the times stated above. Parents who habitually drop students off early and/or pick them up late may be denied re-registration for repeated violations. These policies are in effect to protect the students. If parents do not take this schedule seriously, students may be on the premises unsupervised without the knowledge of staff members. This policy is meant to provide the safest environment possible for our students and is fair to all school families and staff.

Entrances

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



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

Parents

For the safety of all students, parents should not be using cell phones during arrival and/or dismissal. Also, please note, that we are a smoke-free campus. Parents should not be using tobacco products during arrival and dismissal. Please turn off your vehicle when students are walking among the vehicles.

Walkers

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

Taxis and Ubers

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

Pre-Kindergarten

Parents are discouraged from dropping off Pre-Kindergarten students prior to 7:50. Pre-Kindergarten students need to be dropped off at the entrance to the primary wing area. Parents of Pre-K students are to pick up at 11:30 (half-day) or 2:30 (full-day) by lining up outside the primary wing. Parents who have other students to pick up should then proceed to the large parking area. No parents should be parked in the primary wing lot at dismissal time.

Returning to School after Dismissal

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

Closings and Delayed Openings

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

SJRCS will follow FCPS’s directives for weather and emergency closings. The information regarding the delay or closure will be posted on the school website and notifications will be sent to parents and staff via email and text.

If there is a possibility of an early closing, please check the school’s website and know that the school will communicate via email and text with parents. If you cannot get here on time for early



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

For a one-hour delay, please be aware that SJRC expects students to arrive at school between 8:50 and 9:15 AM with prayers at 9:20 AM. Students who arrive after 9:15 will be marked “tardy”.

For a two-hour delay, please be aware that SJRC expects students to arrive at school between 9:50 and 10:15 AM. Prayers are at 10:20 AM. Students who arrive after 10:15 AM will be marked “tardy.”

Pre-Kindergarten students who attend a half-day program have the option to attend school from 9:00-11:30 AM on a 1-hour delay days and 10:00-11:30 AM on two-hour delay days

Parking Lot Maps

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

PK3 & PK4 SJRC Morning Drop Off and Afternoon Pick Up

Prekindergarten Morning Drop Off Procedures

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



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

Each row will follow the traffic flow/directions proceeding to the primary wing entrance for drop off. Please follow the staff directions, stopping at the trashcan along the primary wing curb to allow many students to exit cars safely.

Please stay in your vehicle and our faculty and staff will assist your child/children out of the vehicle on the RIGHT side.
 Students will enter the primary wing entrance and proceed to their homeroom.
 Please have backpacks and other items ready to exit the vehicle.

Prekindergarten Afternoon Pick-Up Procedures

Half-day dismissal begins:
 PreK3 @ 11:30 AM
 PreK4 @ 11:40 AM

Afternoon pick-up begins:
 PreK3 @ 2:30 PM
 PreK4 @ 2:40 PM

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

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



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

Morning Drop Off Procedures

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

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

Each row will follow the traffic flow/directions proceeding to the primary wing entrance for drop off. Please follow the staff directions, stopping at the trashcan along the primary wing curb to allow many students to exit cars safely.
 Please stay in your vehicle and our faculty and staff will assist your child/children out of the vehicle on the RIGHT side.

Students in Kindergarten to 1st-grade will enter the primary wing entrance and proceed to their homeroom.

Students in Grades 2 - 4 will exit their vehicle at the primary wing entrance and walk along the sidewalk of the admin parking lot to enter the building in the green side door entrance and proceed to their homeroom.

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



Afternoon Pick-Up Procedures

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

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

Enter our campus using the main entrance and queue using our traditional stadium layout in the large parking lot. Please start queuing 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 at the **TOP** of the lot. Please be patient and don't cut in car lines during arrival and dismissal routines.

Grades 5-8 SJRCS Morning Drop Off and Afternoon Pickup

Morning Drop Off Procedures

Between 7:50 – 8:15 AM 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.

Afternoon Pick-Up Procedures

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

Families with children in more than one K-8 grade will only need to queue once and will collect all their children at the same time beginning with their youngest. Enter our campus using the main entrance and queue using our traditional stadium layout in the SKD parking lot.



Please start the first lines at the SKD stop sign.

Form line C3 when car lines C1 and C2 have reached the bend in the road in front of the church.

Proceed filling in car lane rows until stadium parking is full before starting lanes C12.

A staff member will dismiss each row starting at C1. Please be patient and don't cut in car lines during arrival and dismissal routines.



Appendix A – Faculty & Staff Listing

Teachers/Aides

Homeroom

PK3A
PK 3B
PK-4A
PK-4B
PK-4C
Kindergarten A
Kindergarten B
Kindergarten C
Grade 1A
Grade 1B
Grade 1C
Grade 2A
Grade 2B
Grade 2C
Grade 3A
Grade 3B
Grade 3C
Grade 4A
Grade 4B
Grade 4C
Grade 5A
Grade 5B
Grade 5C
Grade 6A
Grade 6B
Grade 6C
Grade 7A
Grade 7B
Grade 7C
Grade 8A
Grade 8B
Grade 8C

Teachers

Mrs. Crystal Jones
Mrs. Michele Thomas
Mrs. Allison Duffy
Mrs. Jessica Study
Mrs. Sandra Doughty
Mrs. Monica Crone
Mrs. Antonette Spatola
Mrs. Lynsey Mullenholz
Ms. Jenna Layden
Ms. Kathy Hirsch
Mrs. Kristie Lofland
Mrs. Amy Gutierrez
Mrs. Sadie Homick
Ms. Sarah Kubic
Ms. Meeghan White
Mrs. Jessica Pease
Mrs. Kristen Musselman
Mrs. Katie Brigner
Mrs. Alyssa Eichelberger
Mrs. Noemi Soto
Mr. Jason Kowalczyk
Ms. Kathleen Kunzman
Mrs. Melanie Rivera-Rivera
Mrs. Karen Roskowsinski
Mrs. Katherine Brenner
Mr. Randy Lapcevich
Mrs. Trina LaPier
Mr. Jim Nachteggall
Mrs. Theresa Ramirez
Mrs. Amanda Cody
Mrs. Julie Pessagno
Mrs. Marlene Seifert

Instructional Assistants

Ms. Gisela Guedez-Marrero
Mrs. Sharon Connell/ Ms. Sarah Hickman
Ms. Hannah Barth/Ms. Sarah Hickman
Ms. Veronica James
Ms. Brooke Markoe
Ms. Kendra Maurer
Mrs. Ronda Bond
Mrs. Anna Boscan
Mrs. Christine Henry
Ms. Olivia Davis
Mrs. Sharon Weddle
Mrs. Jessica Skaare
Mrs. Jessica Skaare
Mrs. Jessica Skaare
Mrs. Janine Harr
Mrs. Janine Harr
Mrs. Janine Harr
Mrs. Cindy Kiley
Mrs. Cindy Kiley
Mrs. Cindy Kiley
Mrs. Denise Price
Mrs. Denise Price
Mrs. Judy Williams
Mrs. Judy Williams
Mrs. Judy Williams
Mrs. Judy Williams
Mrs. Cindy Crow
Mrs. Cindy Crow
Mrs. Cindy Crow
Mrs. Cindy Crow
Mrs. Cindy Crow
Mrs. Cindy Crow

Specials

Art
Library/Tech.
Music
Physical Ed/Health
Spanish

Mrs. Jacqueline Sindall
Mrs. Rosemary Dzodzomenyo
Mrs. Peggy Frazier
Ms. Casey Davis
Mrs. Maria Miller



Office Staff

Principal	Dr. Annette Jones
Assistant Principal	Mrs. Christina Dabulskis
Assistant Principal	Mrs. Kelly Weeks
Admissions Director	Mrs. Katharine Galvas
Advancement Director	Mrs. Lara Schumacher
Finance Director	Mr. Serge Homma
Counselor	Mrs. Beth Kopta
Executive Assistant	Ms. Kathleen Crosby
Office Coordinator	Mrs. Joy Afable
Office Manager	Mrs. Jen Eash
Pathways Director	Mrs. Karen Gawinske
School Nurse	Mrs. Kira Froude
Technology Director	Mr. Michael Fairley

Support Staff

Cafeteria Manager	Mrs. Denise Murphy
Kitchen Manager	Mrs. Karan Millberry
Cafeteria Staff	Mrs. Mary Smith
Cafeteria Staff	Mr. Mitchell Assurian
Wildcat Care Director	Dr. Annette Jones
Facilities Manager	Mr. Lonnie Burrier
Facilities Staff	Mr. Gary Price
VIRTUS Coordinator	Mrs. Denise Price
Yearbook	Mrs. Cindy Kaarid
Band	Mr. Trey Pope



Appendix B – 2022 – 2023 School Calendar

Below is the 2022-2023 School Calendar listing key dates. **Please note the calendar is subject to change as needed.** A real-time calendar can be viewed and printed from our website at:

<https://www.sjrCs.org/calendar>

August

08 (Mon)	Popsicles on the Playground: PK3-PK4 (8:30 AM)
08 (Mon)	Popsicles on the Playground: Kindergarten (11:30 AM)
09 (Tues)	Popsicles on the Playground: Grades 2 & 3 (8:30 AM)
09 (Tues)	Picnic & Water Balloon Toss on the Playground: 3 rd & 4 th Grades (11:30 AM)
10 (Wed)	Picnic & Water Balloon Toss on the Playground: 5 th & 6 th Grades (11:30 AM)
11 (Thur)	Picnic & Water Balloon Toss on the Playground: 7 th & 8 th Grades (11:30 AM)
11 (Thur)	Used Uniform Sale - Cafeteria (8:00 – 11:00)
19 (Fri)	SJRCS Summer Bash at NYMEO Field at Harry Grove Stadium (6:00 PM)
22 (Mon)	Faculty and Staff Returns
25 (Thur)	AOB Convocation – Office Closed
26 (Fri)	Meet the Teachers (9:00 – 11:30 AM) Families A-L (9-10:15 AM) M-Z (10:15-11:30)
29 (Mon)	1 st Day of School for Students (Grades 1-8 only) Half Day (pickup 11:50 AM)
30 (Tue)	1 st Day of School PK3 (5 days/wk), PK4 and Kindergarten
30 (Tue)	Grades 1-8 Full Day
31 (Wed)	First Day PK3 (M/W/F)

September

02 (Fri)	Blessing of Backpacks
05 (Mon)	No School – Labor Day
09 (Fri)	Mass (10:00 AM)
12 (Mon)	Story Time for Tots (8:30 – 9:30 AM)
12-30	MapGROWTH Testing
15 (Thur)	Mass (10:00 AM)
23 (Fri)	Grandparents Day

October

03 (Mon)	Winter Uniform Begins
03-14	Book Fair
06 (Thur)	Noon Dismissal - Parent/Teacher Conferences (1:00-4:00 PM; 5:00-7:00 PM)
07 (Fri)	School Closed – AOB Professional Day
10 (Mon)	Story Time for Tots (8:30 – 9:30 AM)
12 (Wed)	H.S.A. Meeting – Cafeteria (6:00 PM)
13 (Thur)	Noon Dismissal - Parent/Teacher Conferences (1:00-4:00 PM; 5:00-7:00 PM)
14 (Fri)24 th	Annual Msgr. Echle Golf Tournament – Musket Ridge Golf Course
14 (Fri)	Mass – (10:00 AM)
17 (Mon)	Rosary Grades 1-4 (10:00 -10:30 AM – Mary Garden)
18 (Tues)	Rosary Grades 5-8 (1:05 – 1:35 PM – Mary Garden)
21 (Fri)	H.S.A. Trunk or Treat
27 (Thur)	Race for Technology



- 31 (Mon) **Happy Halloween!**
Parade (PK3, PK4, Kindergarten) (8:30-9:30 AM)
PK3 & PK4 Party (10:15-11:15 AM)
Kindergarten & Grades 1-4 (1:30-2:30 PM)

November

- 01 (Tue) All Saints' Day
01 (Tue) Mass (10:15 AM)
11 (Fri) Veteran's Day Program (more details to come)
14 (Mon) Story Time for Tots (8:30 – 9:30 AM)
17 (Thu) Mass (10:00 AM)
18 (Fri) Reconciliation
23-25 (W-F) **School Closed - Thanksgiving Break** (No Wildcat Care)
23 (Wed) T1 Ends
28-Dec 9 Secret Santa Shop

December

- 01 (Thurs) Staff Christmas Party at the Frederick Ballroom—see invitation for details!
No Wildcat Care 4:30-6:30
02 (Fri) **Christmas Program Practice Grades 1-3 Time TBD**
03 (Sat) Breakfast with St. Nick - Cafeteria (8:00 AM)
05 (Mon) **Christmas Program Practice Grades 4-8 Time TBD**
05 (Mon) **Christmas Program Grades 1-3 (7:00-8:00 PM)**
06 (Tue) **Christmas Program Practice Band, Bells and Chorus Time TBD**
06 (Tue) **Christmas Program Grades 4-8 Band, Bells and Chorus (7:00 - 8:00 PM)**
07 (Wed) **Christmas Program Practice PK and Kindergarten Time TBD**
08 (Thu) Mass (10:00 AM)
09 (Fri) **Christmas Program PK3, PK4 & K (9:00-10:00 AM)**
12 (Mon) Story Time for Tots (8:30 – 9:30 AM)
16 (Fri) Race for Recreation Out of Uniform Day
19 (Mon) Christmas Parties
PK3 & PK4 (10:15 -11:15 AM); Kindergarten & Grades 1-8 (1:30 - 2:30)
20 (Tue) **Half-day Dismissal**
21–Jan. 2 **School Closed – Christmas Break**

January

- 03 (Tue) School Resumes
06 (Fri) Mass (10:00 AM)
09 (Mon) Story Time for Tots (8:30 – 9:30 AM)
09-27 MapGROWTH Testing
11 (Wed) H.S.A. Meeting/Children's Bingo – Cafeteria (6:00 PM)
16 (Mon) **School Closed - Dr. Martin Luther King, Jr. Day** (No Wildcat Care)
19 (Thu) Mass (10:00 AM)
29 – Feb. 3 Catholic Schools Week

February

- 03 (Fri) Mass (10:00 AM)
Noon Dismissal (No Wildcat Care)
13 (Mon) Story Time for Tots (8:30 – 9:30 AM)



- 14 (Tue) Valentine's Day Parties ♥
PK3 & PK4 (10:15 -11:15 AM)
Kindergarten & Grades 1-4 (1:30 - 2:30)
20 (Mon) **School Closed** - Presidents' Day (No Wildcat Care)
22 Wed Ash Wednesday Mass – (10:00 AM)

March

- 03 (Fri) **School Closed** – AOB Professional Day (No Wildcat Care)
03 (Fri) T2 Ends
10 (Fri) Mass (10:00 AM)
13 (Mon) Story Time for Tots (8:30 – 9:30)
23 (Thu) Mass (10:00 AM)
24 (Fri) **School Closed** – Faculty Retreat (No Wildcat Care)

April

- 7-16 **School Closed** – Spring Break (No Wildcat Care)
19 (Wed) H.S.A. Meeting – Cafeteria (6:00 PM)
21 (Fri) Mass (10:00 AM)
24-May 12 MapGROWTH Testing
28 (Fri) Reconciliation
29 (Sat) Gala & Auction

May

- 01(Mon) Summer Uniform Begins
05 (Fri) Mass (10:00 AM)
08 (Mon) Story Time for Tots (8:30 – 9:30 AM)
15 (Mon) Rosary (Grades 1-4)
16 (Tue) Rosary (Grades 5-8)
17 (Wed) NJHS Induction (9:00-11:00 AM)
18 (Thu) Mass (10:00 AM)
26 (Fri) Grade 8 Day of Reflection
29 (Mon) **School Closed** – Memorial Day
30 (Tue) Grade 8 Day of Service
31 (Wed) Grade 8 Graduation Practice (Noon Dismissal for Grade 8 only)

June

- 01 (Thu) Grade 8 Award Ceremony
01 (Thu) Grade 8 Graduation Mass (3:00 PM)
03 (Sat) H.S.A. Fair
05 (Mon) Parties - PK3 & PK4, (10:15-11:15 AM); Grades 1, 3, 5, 7 (1:30-2:30 PM)
06 (Tue) Parties - K, Grades 2, 4, 6 (1:30-2:30 PM)
07 (Wed) Field Day, **Noon Dismissal** (No Wildcat Care)
08 (Thu) **Last day of School for Students**, Mass (10:00 AM), **Noon Dismissal**;
(No Wildcat Care)
09 (Fri) Last day of School for Faculty & Staff

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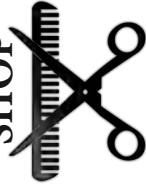
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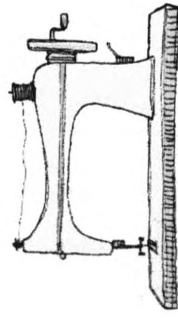
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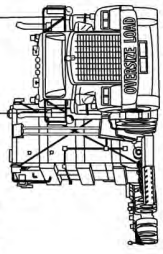
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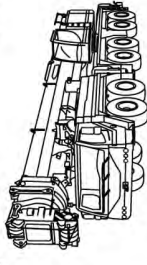


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