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*St. John School is a co-ed elementary school for grades PreK3 through 8th. **St. John School reserves the right to amend the Parent/Student Handbook at any time, and parent(s)/legal guardian(s) will be notified of any changes made.***

***St. John Westminster does not discriminate 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).** The school is not required to adopt any rule, regulation, policy or personal accommodation that conflicts with its religious or moral teachings, and we will always teach and act consistent with the tenets of the Catholic Church.*

***\*Requests for reasonable accommodations for a student with a disability may be directed to the Learning Specialist or Principal.***

***\*Religion is required for each year a student attends St. John School School. All students enrolled in St. John School must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.***

## **Mission**

The mission of St. John Catholic School is to inspire all students to become Disciples of Christ through an engaging, nurturing and exemplary education- one student at a time.

### **History of St. John School**

St. John Catholic Church was established in the year 1866 in Westminster, Maryland. In the seven years that followed, the sacristy of the old brick church was utilized as a school. However, in 1872, the old church was torn down, and its bricks became the foundation for a new two-room school. Upon the passing of the decade and the arrival of a new pastor, the school was quickly enlarged to four rooms by 1882. After seven years of hard work, Fr. Joseph Cassidy finally succeeded in gaining the services of the School Sisters of Notre Dame in the year 1889. With the assistance of the School Sisters of Notre Dame, and the completion of construction on the school in 1917, Saint John School flourished.

In the year 1957, the original elementary school building was reconstructed as a high school. Although many young high school men and women were successfully educated in the tradition of Catholic values and morals, the demand for elementary education outweighed the need for a Catholic high school. By 1970, the school completed a transformation back from high school to elementary school.

In the spirit of continuous education and growth, Monsignor Joseph C. Antoszewski began the construction of a multi-purpose building in January of 1992. This addition to the old school building was completed in September 1992. The new wing allowed Saint John School to expand its horizons. Part of the multi-purpose building quickly became classrooms for grades one through four, and also provided space for the first kindergarten and the computer lab. In addition, rooms for the teaching of art and music, Spanish, and technology were added,

providing the students with a permanent place to pursue their creative talents. St. John School's commitment to nurture the students' spiritual lives and their intellectual and creative interests is evident throughout the school's history. Since its humble beginnings, St. John School has striven to become a leader in the catholic education of children. The school's obvious success can be seen in its endurance and in the accomplishments of generations of alumni for over 150 years.

## **Accreditation**

St. John School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, St. John School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement. St. John School also received STEM accreditation by Cognia in May 2022, and as of school year 2022-2023 is a STREAMS school (Science, Technology, Religion, Engineering, Art, Mathematics, Social Studies).

## **Administrative Policies**

### **STUDENTS**

By insisting that students perform to their full potential, the Archdiocese affirms its belief in the dignity of the individual. The role of the student is an active one. Participation in the learning process enables each student to grow and acquire the skills necessary to identify immediate and long-range goals. It is the student's responsibility to take advantage of opportunities, academic as well as co-curricular and extra-curricular activities. It is the student's obligation to meet the demands these activities require, keeping in mind that at this time the task is to be the best he or she can be.

### **PARENTS/GUARDIANS**

Parents/guardians are the primary educators who work in partnership with the school. Their involvement in their children's education is woven into the fabric of the education process. They support and assist teachers by placing academic and moral demands on students.

Parents/guardians of Catholic school students make a financial and philosophical commitment to their children's education. This creates a unique role which accents the parents'/guardians' responsibility to oversee their children's academic development while at home, by insisting that students perform to their potential.

Parents/guardians provide family listening, direction, and support.

Parents/guardians need to establish an environment at home for school work. It is the parent/guardian who must encourage the proper use of the student's time after school hours.

Furthermore, parents/guardians enhance academic and co-curricular and extra-curricular activity of the students through their guidance with and/or presence at these functions.

### **PARTNERSHIP WITH PARENTS**

St. John Faculty and Administration are committed to building positive partnerships with parents and all stakeholders. We believe positive communications between all stakeholders lead to effective outcomes; together, we can work to meet realistic, but challenging goals for student achievement. Our partnership is a two-way street. We share a vision for competent and confident St. John graduates to succeed in future academic and social endeavors as caring human beings, persistent scholars, community-minded individuals, and future Saints.

In order to achieve our mission, we are charged with hiring and maintaining an exceptional workforce. Faculty members who work in a respectful environment are more likely to invest fully in their jobs, extend themselves beyond basic job functions, and commit their skills and talents to St. John School for many years. A respectful environment can be achieved by parents/guardians and teachers seeing and treating one another as partners, and engaging in collaborative and positive interactions.

When parents/guardians and teachers function as partners in the educational process, the results for children are very optimal. We ask that parents/guardians choose to be very intentional about building positive, respectful interactions with their children's teachers by fostering trust, kindness, and open communication. By modeling effective problem-solving behaviors, parents/guardians and teachers are strengthening students' interpersonal and communication skills to prepare them to demonstrate personal and social integrity. Children are then able to apply these skills to their peer relationships, maintain a positive mindset, and increase their independence.

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include but are not limited to:

- *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 in person, word, and social media*
- *to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible*
- *to appreciate that Catholic education is a privilege that many persons do not have*

- *to appreciate Catholic education and the benefits of attending a school in a Christ-centered environment*

***Parent/Guardian, Visitor Code of Conduct and Communication***

St. John School is a place of academic, social, moral, and spiritual learning; therefore, there must be an atmosphere based on mutual respect and trust. All students, faculty members, parents/guardians, visitors need to be dedicated to creating an optimal learning and educational environment. We expect all stakeholders to adhere to the following behavior Code of Conduct:

1. Be courteous when communicating and always assume positive intention.
2. Recognize the value of instructional time and activities during the school day. Refrain from disruption of instruction and school activities.
3. Demonstrate respect for the learning environment and school property. (This includes the parish as well).
4. Promote the dignity and worth of others.
5. Demonstrate respect for the rights, property, and feelings of others.
6. Avoid confrontations, profanity, and aggressive behavior.
7. Avoid negative behaviors which detract from a productive and positive learning environment, which include but are not limited to:
  - a. Bullying, vandalism, slander, intimidation, and harassment. These are not acceptable and will not be tolerated.
  - b. Refrain from verbal harassment, the use of negative racial or ethnic or demeaning comments, and/or the use of profanity or obscene language.

***Annual Parent/Teacher Communication Commitments***

We believe in conducting positive communications that lead to effective outcomes. Therefore, we have instituted ways to provide regular communications about student performance to families.

- Returned school work
- Parent-Teacher conferences (1-2 per year)
- PowerSchool Gradebook
- Google Classroom and/or teacher webpages
- Teacher contact through personal communications (emails, phone calls, meetings, etc.)
- Student Progress Reports

***Respectful Use of Faculty Time***

Teachers have approximately 30-45 minutes per day for instructional planning and returning all parent/guardian communications (phone and email messages). We ask parents/guardians to consider these constraints when formulating their communications, so as not to take away from the instructional planning and communication with other families unnecessarily.

We ask parents/guardians to consider the following before reaching out to teachers:

1. Is this communication necessary? Has the information already been shared, or is it available on Google Classroom or the teacher's webpage?
2. Can the teacher respond to this email or phone inquiry in five minutes or less?
3. Have I sent an extraordinary number of emails, or are my emails so complex that they will require significant teacher's time in drafting a response?

We want all faculty members to manage time effectively, and we hope that parents/guardians will contribute to this goal. We ask parents/guardians to work with us to show care and appreciation to our faculty so that they return to school refreshed and energized each day.

Personal contact information of faculty should not be shared with parents/guardians. Exceptions to this rule are few, and they would only include events such as field trips where student safety depends on this information being shared. Exceptions must be approved by administration.

### ***Appropriate Conflict Resolution***

Parents/Guardians are encouraged to communicate with their child's teachers regarding all aspects of the school program. If a specific concern arises, it is required that the parent first discuss the concern with the teacher before approaching the administration. A time may come when a parent/guardian has concerns or questions related to a specific faculty member. On such occasions, parents/guardians must follow school policy related to communication as outlined below:

1. The first interaction must be directly with the individual faculty member in question with the goal of gathering additional information to ensure parents have all the information related to the situation in question. The discussion must be calm and respectful. Taking time to welcome input and gather the teacher's perspective before reacting will contribute to a positive resolution.
2. If the issue remains unresolved, the principal will be informed. The principal will refrain from meeting with parents/guardians regarding a classroom or teacher issue if the parent/guardian has failed to contact the teacher directly.
3. If the issue still remains unresolved, the principal will contact the Superintendent's office. Unresolved issues that have involved previous communication with the faculty member, may be taken for further review.

### ***Negative Behaviors***

Negative communication and conduct behaviors are counterproductive to the educational and moral formation at St. John, and they will not be tolerated. Negative behaviors include but are not limited to harassment, rudeness, intimidation, bullying, raised voices, disrespectful tones, untrue statements, unkind statements, careless gossip, slander, lies, and/or angry dialogue. Parents/Guardians are expected to refrain from speaking in a derogatory manner about faculty and/or in a manner that is harmful to their relationships with other families and faculty members. These behaviors set a poor example for children and create a harmful work environment, making teacher retention difficult.

Catholic education is a privilege, not a right. Parents/Guardians who engage in negative interactions (e.g. use of aggressive tones, unwillingness to listen with an attempt to resolve, pushing to get their way, demonstration of an agitated state, elevated voices, and/or other displays of anger) will experience student consequences that involve progressive discipline, including removal from programming. Disciplinary action may progress up to and including suspension. All persons on school and parish property (including social media and electronic outlets) and at school events must not engage in negative interactions with faculty, behave with discourteous manners, disrupt or adversely affect the functioning of the school environment. We ask that every parent/guardian and student commit to teamwork, honesty, and positive communication. Every person should commit to demonstrating S.O.A.R.

### ***Actions to Address Negative Behaviors***

Faculty deserve to be treated with respect during each and every encounter with parents/guardians, and parents/guardians deserve the same respect in return. As St. John School, we choose not to be detoured from our core mission, vision, values, and goals. We ask that parents/guardians seek to resolve problems that may arise in ways that encourage productive outcomes and a healthy work environment.

Much effort is taken to recruit the best teachers and administrators. We ask that parents/guardians understand and help us uphold a positive work environment so that retention of quality faculty is achieved. Teachers thrive when given the opportunity to work in harmony with parents/guardians; negative behaviors that tear down their reputation will not be tolerated. Parents/Guardians who choose to engage in harassing, intimidating and/or aggressive behaviors may be subject to being banned from school property, restricted in their future interactions with faculty, restricted from participating in school activities, removed from a leadership role (e.g. HSA office, room parent, etc.), and possibly withdrawing their child(ren) from St. John School due to serious and/or repeated noncompliance.

### ***Annual Commitment Process***

Parents/Guardians will sign an acknowledgement statement annually to designate willingness and commitment to accept and comply with the Code of Conduct. A parent's/guardian's failure to sign the acknowledgement statement does not restrict or prevent the school's ability to take responsive action if the parent/guardian engages in such behaviors or misconduct.

### ***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.*

## **Home and School Association**



The Home & School Association (HSA) promotes the mission of the school by providing a means for members of the school community to be of service to the school. The association promotes Catholic school education as it facilitates appropriate communication between the home and school community. A vital component of the success of the HSA is the committed people who join the association. The Executive Committee, elected by the parents/guardians and approved by the administration, can and does conduct the routine business of the association, but only the general membership can create the spirit of dynamic good will that the association seeks to establish and perpetuate. Members of the HSA are asked to attend general meetings, participate in the activities and fundraisers sponsored by the association, and strive to build up the St. John School community through words and actions.

### ***Volunteers***

ONLY persons who have completed the Archdiocesan requirements for the protection of children and youth (Virtus) may serve as volunteers.

- Each family is encouraged to commit to volunteering during the school year
- A total of 40 hours must be completed by the end of the school year for families receiving financial assistance
  - If a family receiving financial assistance does not meet the required 40 volunteering hours, financial assistance will be forfeited
- All school event chairpersons MUST make available a sign-in sheet for that event's volunteers. Once the event/program finishes, the sign-ins must be turned over to the Finance Director
- One service hour is given for attending HSA and sacramental prep meetings
- Field trips and class parties may be used for limited volunteer service
- Classroom special events, attending sports events, or other school/parish functions DO NOT count towards service hours
- Prior to volunteering, each volunteer MUST attend an orientation and sign a volunteer agreement form

\*Homeroom parents may serve per need of each classroom teacher and with administrative approval. We welcome parental volunteers to this role as they become a terrific asset to the educational experience of the students throughout the year. Activities may vary from teacher to teacher. Each homeroom parent must check with the classroom teacher prior to planning and execution of special functions.

### ***Crisis Management***

Staff members are informed on procedures for emergency situations including injuries, bomb threats, and intruder in the building, fire, and civil defense. Drills for fire, severe weather, and other potential threats are conducted during the school day following Carroll County regulations. Exit notices are posted in every room. Students and adults leave the building quickly and silently to a pre-designated area.

If there are extreme weather conditions at the time of dismissal, the students will remain in the building until it is safe to commence the dismissal procedure. Parents/guardians will be instructed on how dismissal will occur when they arrive in the driveway. If, during the course of the day, the school building is rendered unsafe for the students, the children will be taken to the church grounds or into the church until the building is once again safe or parents are notified, and students are picked up. The designated point for a full-campus evacuation, should one ever be needed, is the large athletic field. In case of an emergency, the AlertNow system will be used and parents will be notified via email and/ or phone message. Additionally, announcements will be posted on the website. A full copy of the school's crisis management plan is on file and available for review in the school office.

\*Fire and safety drills are conducted monthly.

### ***Change in Address***

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

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

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

### ***Emergency & Weather related Closings/Delayed Openings***

St. John School follows the inclement weather policy for Carroll County Public Schools. Inclement weather conditions include snow, ice, tornadoes, hurricanes, and flooding. On days when inclement weather conditions warrant, the decision to close schools is made by the superintendent of Carroll County public schools, and announcements will be made no later than 7 a.m., if possible. This determination to close schools is made after consultation with the state police, highway departments, and other sources in the county.

1 Hour Delay 9:20am-3:00pm

2 Hour Delay 10:20am-3:00pm

All Carroll County public schools are air-conditioned. St. John School will make an independent call on closing the school when excessive heat/humidity conditions exist.

The official stations for carrying school closing announcements are:

### Radio Stations

WTTR (1470 AM and 102.3 FM) Westminster WAFY-KEY(103.1 FM) Frederick  
WBAL (1090 AM) Baltimore WCAO (600 AM) Baltimore  
Lite 102 (101.9 FM) Baltimore WGET (1320 AM) Gettysburg  
WTOP (1500 AM) Washington WYCR (98.5 FM) Hanover  
WPOC (93.1 FM) Baltimore

### Television Stations

Carroll Educational Television (Channel 21) - Westminster  
WMAR-TV Channel 2 - Baltimore WBAL-TV Channel 11 - Baltimore  
WJZ-TV Channel 13 - Baltimore Fox Channel 5 - Washington

\*Parents may also check the CCPS website, [www.carrollk12.org](http://www.carrollk12.org).

\*\*St. John School will communicate via SwiftReach and send a text and email with a change in schedule or emergency.

Carroll County Public Schools also sends a notice out on eschoolnews letter. All parents can sign up to receive this by going to [www.eschoolnewsletter.com](http://www.eschoolnewsletter.com) at no charge. If the opening of schools must be delayed or schools must be closed early, notification will be made through the stations listed. No announcement will be made when schools are on a regular schedule. Parents and pupils are urged not to call the stations, the Carroll County Board of Education office or Saint John School to inquire about school closings.

### ***Communication to Parents***

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.

### ***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-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 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.

## **Financial Obligations**

### ***Tuition Policies***

If the School, at any time during the school year, enters a period of remote learning for all students, due to a pandemic surge or inclement weather, there will be no tuition refunds, rebates or prorating of tuition. If a family has chosen to participate in remote learning rather than in-person, no tuition refunds, rebates or prorating of tuition will occur.

Upon acceptance of registration and completion of the Tuition Agreement, students are enrolled for the entire academic year.

For the convenience of school families, tuition may be paid according to three different payment plans.

At the time of acceptance or re-registration, one of the three payment plans must be selected.

To avoid late fees, school families are encouraged to have discussions regarding hardship before payments are past due. The principal has the discretion to consider requests for waiver of late fees in the event that prior notice has been given and a true hardship situation exists.

Students are entitled to begin classes only after all current financial responsibilities are fulfilled.

### ***Tuition Payment Plans***

Plan I: One payment of full tuition by July 20th, via check or FACTS.

Plan II: Two payments of one-half tuition by July 20th and by January 20th through pre-authorized transfer on your checking or savings account through FACTS.

Plan III: Ten equal payments of tuition on a monthly basis beginning in June and ending in March, through pre-authorized payment transfers on either the 5th or 20th of each month through FACTS for the 2019-2020 school year.

St. John Catholic School uses FACTS to manage the tuition collection process. All school families are required to pay tuition through FACTS. Payment Plans II and III may also be charge to an American Express, MasterCard, or Discover Cards (no Visa cards). Please note that there is an additional fee of 2.75% in addition to the FACTS fee, associated with this credit card option only.

A tuition payment is considered late on the 10th day after a payment due date. On the 10th day past due, a late fee of \$25.00 will be added to the tuition account. Late fees will continue to accrue each month for each payment that is past due.

### ***Outstanding Debts***

If there are any financial obligations, including late tuition payments, we reserve the right to apply the following procedures:

St. John Catholic School reserves the right to **refuse admittance to class, withhold Progress Reports and transcripts, and/or shut off PowerSchool parent access** when the family fails to meet payments satisfactorily or to conclude a financial arrangement mutually convenient to both parties. No Progress Reports or transcripts will be issued for any family whose financial obligations are not met.

Admission for each trimester is conditional on satisfactory compliance with all financial obligations. Failure to meet all financial obligations in a timely manner may result in a student being removed from his/her class list for the upcoming academic trimester. Once tuition obligations have been met, a student may be re-admitted on a space available basis.

We realize that extenuating circumstances may occur which would prevent you from paying your tuition in a timely manner or may necessitate a different payment arrangement. Please contact the finance department to establish a mutually satisfactory arrangement. The school principal must approve all special arrangements.

### ***Returned Checks***

Checks made payable to St. John School, or St. John HSA, that are returned for insufficient funds, will be assessed a \$25 fee. If a family continues to have checks returned for lack of funds, only cash, certified checks, or money orders will be accepted for any financial transactions.

### ***Tuition Assistance/Tuition Grants***

It is understood and appreciated the financial commitment and sacrifice families undertake in deciding to send their children to a Catholic school. And although paying for education is first and foremost the responsibility of a family, each school, parish and the Archdiocese of Baltimore devote significant funds each year to financial aid programs that help assist families. In turn, our school communities benefit by attracting students that otherwise would not be able to attend our schools.

### ***Financial Aid***

Families needing financial assistance may apply for aid. Receiving tuition assistance or a multi-child discount requires family to participate in the Gift Card Program and forty hours of volunteer service. Financial aid may also be available through your home parish if you are not a

St. John Parishioner.

*PROGRESS REPORTS AND SCHOOL RECORDS MAY BE WITHHELD BECAUSE OF FINANCIAL OBLIGATIONS.*

***Withdrawals***

If a student withdraws from St. John School, a percentage of the total tuition amount (for the payment plan selected) must be paid, according to the following schedule. **Once the tuition agreement is completed, students are enrolled and there is a financial responsibility to the school. ANNUAL FEES ARE NON-REFUNDABLE.**

*Withdrawal Date Percentage of Total Tuition Owed*

Prior to first day of school (20%)

First day of school to 9/30 (50%)

10/1 to 10/31 (60%)

11/1 to 11/30 (70%)

12/1 to 12/31 (80%)

1/1 to 1/31 (90%)

2/1 to end of the year (100%)

***Student Records***

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

***Records Policy (Family Educational Rights and Privacy Act)***

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

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to [insert title of appropriate school official] a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to **the Principal** and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
  - To other schools to which a student is transferring.
  - In connection with financial aid under certain circumstances.
  - To specified officials for audit or evaluation purposes.
  - To organizations conducting certain studies for or on behalf of the school.
  - To accrediting organizations.
  - In order to comply with a judicial order or lawfully issued subpoena.
  - To appropriate officials in cases of health and safety emergencies.

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

The School has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports

- o Address
- o Telephone listing
- o Weight and height of members of athletic teams
- o Electronic mail address
- o Photograph
- o Honors and awards received
- o Date and place of birth
- o Dates of attendance
- o Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the school office in writing by **the second Friday in September**.

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. John School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

## **Student Policies**

### ***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:

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



of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

- (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

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

## **Academics**

### ***Promotion Requirements***

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

### ***Retention***

Students who do not successfully complete 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***

Students receive three progress reports during the course of the school year. These reports are delivered electronically. For the first progress report, the teacher may require (or the parent may request) a conference. The final year report card will be mailed home.

Letter grades are given based on the Archdiocesan policy as stated on the report. Upon request, teachers will review with parents the grades that led to a final average but will not change that average except for a mistake in mathematical calculations. That marking code for grades 3-8 are as follows:

<i>A+</i>	<i>97-100</i>
<i>A</i>	<i>93-96</i>
<i>B+</i>	<i>89-92</i>
<i>B</i>	<i>85-88</i>
<i>C+</i>	<i>80-84</i>
<i>C</i>	<i>75-79</i>
<i>D</i>	<i>70-74</i>
<i>E</i>	<i>69 and below</i>

*\*Students in grades K-2 receive more generally coded, non-numerical reports of 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 MAP 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.

### ***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 instructional program at St. John School has been developed in concert with the Archdiocesan Course of Study and regulations of the Maryland State Department of Education for Non-Public Schools. All students enrolled in St. John School will attend all classes offered in the instructional program.

### ***Parent / Teacher Conferences***

Parent/Teacher conferences are an important link in the educational process. A parent/guardian, teacher, or student can initiate conferences. Mandatory conferences will be scheduled in October/November. All parent conferences will be scheduled through the teacher. In order for a conference to be productive, teachers need adequate time to gather important information, and conferences must be scheduled during the teacher's conference period.

Students and parents may expect teachers to request a conference if: 1) the student is not maintaining passing grades or achieving the expected level of performance; 2) the student presents any other problem to the teacher; or 3) in any other case the teacher considers necessary.

### ***High School Admissions and Visitation Policy***

8th grade students are encouraged to visit high schools on days St. John School is not in session and are also encouraged to attend the high school open houses. Each 8th grade student is authorized to use TWO school days for a high school visit, which will result in an excused absence. The student is expected to get a high school visitation form from the office, take it to the high school for a signature, and return it to St. John School.

## **Admissions**

### ***Application Process***

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, and academic requirements are eligible for admission to St. John School. Saint John School follows the policies of the Archdiocese of Baltimore and does not discriminate on the basis of race, color, gender, and/or national or ethnic origin in the administration of educational policies, athletic and other school administration programs. Equal opportunity is provided for both students and employees.

- Students entering Pre-Kindergarten must be four/five 4-years of age by September 1st of the year of enrollment.
- Families and new students seeking admission to Grades 1-8 on a space available basis must submit all prior school records for evaluation and may be personally interviewed by the principal to determine if Saint John Catholic School can satisfy the academic needs of the students.
- The Birth Certificate and Baptismal Certificate must be presented at the time of registration.
- Registration is not complete until all the necessary paperwork and a non- refundable registration fee is submitted.

### ***Admission Priorities***

Candidates for admission to grades Pre-K through 8th grade will be granted admission based on following priorities (when there is a need due to a large pool of applicants)

1. The school will give preference to current students by allowing re-registration each year prior to registration for new students. Accordingly, first priority will be given to students currently enrolled in Saint John School, who successfully completed the Pre-Kindergarten Program or their previous year of school study, and who re-register.
2. Second priority will be given to children of families registered in the parish who regularly use the St. John parish envelope system and who will have another sibling attending Saint John School in the year the new student is admitted. Families should note that in order to enjoy priority status under this and all other priority provisions, they must be BAPTIZED CATHOLIC AND PROPERLY REGISTERED in the parish, by way of completion of the parish census card, use of the parish envelope system, and attendance at Saint John Catholic Church services.

### ***Review of Records***

In order to meet the individual needs of each student, we must first assess a student's level of academic development. If a child's record of academic achievement is incompatible with the program presently administered in the school, then it will be impossible to enroll that student.

It is important that all parents understand that the intent of testing / review of previous academic history is not only to determine the strengths and weaknesses of the student, but also to ascertain the school's ability to serve and educate according to the child's current stage of development. It is our sincere hope that this admissions policy will be fair and equitable to new students wishing to enter our school and to students presently enrolled.

**NOTE:**

To enable St. John School to perform an adequate record check, parents should provide any report cards and/or information from the prior school. Upon receiving an application for registration, Saint John School will send for the records of the student from the prior school. Admission is predicated upon receiving all previous school records prior to matriculation at St. John School.

*\*\*\*It is vital to the success of students that ALL necessary documentation of the student's needs be made known to St. John School prior to starting classes. Withholding information pertaining to a student's emotional, academic, social, physical needs can be detrimental long-range once a student has begun attending school.*

***Evaluation Period***

All enrolled students at St. John School begin each year with a 90-day probationary period. All new students accepted in Levels Pre-K through 8 are given a 2 - 4 month evaluation period. If, during this time, the principal determines that the school is unable to meet the needs of the student, the parents will be required to place their child in another school. Such a recommendation would occur after a conference with the parents.

***Admission to Class***

Any child who attends St. John School must meet the requirements of the school, the Maryland State Department of Education, the Carroll County Health Department, and the Archdiocese of Baltimore. Accordingly, the following requirements are necessary for attendance at St. John School:

- All medical records must be up to date as required by the Carroll County Health Department.
- Each student **MUST** have a completed emergency card on file in the school office by the second day of school. Parents' home telephone numbers as well as information on any health problems a child may have **MUST** be on file. This information must be updated when changes occur.
- All financial obligations, including the registration fee, cafeteria charges, library fees, PTO debts, and any prior-year tuition payments must be paid. Students are initially placed using the results of the following:

- School administered placement test
- Teacher recommendation (from sending school)
- Progress reports
- Standardized test results

### ***Application Process***

- Documentation needed for application
- Academic requirements for consideration
- Priority for admissions (i.e. siblings, parishioners, etc.)

### ***Students are initially placed using the results of the following:***

- School administered placement test
- Teacher recommendation (from sending school)
- Progress reports
- Standardized test results

## **Attendance**

### ***Absence***

Regular attendance is considered essential for learning at St. John School. Students need to be present for class on a daily basis. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school between 8:30 a.m. and 9:30 a.m. to report the reason for absence. All absences and tardiness become part of a student's permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

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

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

## ***Lateness/Assignments***

Students may enter their homerooms at 7:55 a.m.. The school day begins at 8:15 a.m. Any student arriving after 8:14 a.m. is considered late and must report to the office for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

## ***Early Departures/Late Arrivals***

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

The school discourages early departures and requests that families arrange medical appointments, dental appointments, (etc.) either after school hours, on days when school is not in session, on Saturdays, or during vacation periods. For an emergency early dismissal, the student, if possible, must submit a note to the office signed by the parent / legal guardian. The note should include the reason for the request and the time the student must leave school. When the parent arrives at the office, the child will be dismissed from the classroom and must be signed out by the parent / guardian. The student must make up the classroom work at the discretion of the teacher.

- If a student arrives at school between 8:15 am and 9:15 am, the student is marked late.
- If the student is absent from the building for 1 to 4 hours, the student is marked ½ day absent.
- If the student is absent from the building for more than four hours, the student is marked absent for the whole day.
- If a student leaves between 2 and 3 pm, he/she must report to the office before leaving to sign out. A parent or guardian is required to sign the student sign out sheet noting departure time.

## ***Afternoon Car Dismissal***

Car dismissal begins at 3:00 p.m. Cars should not arrive prior to 2:45 p.m. **All cars must**

**have a READABLE sign in the window listing all students in the car pool. (Heavy dark letters on an 8x10 poster or paper are ideal.)**

Enter St. John property by way of either St. Joe's Way or Wimert Ave. Proceed to the driveway near Wimert Ave. Go between the church and the Portico, then into the first entrance parking lot. Pull all the way down to the first lane. After spaces in the first lane are filled, begin the second lane and so forth. Cars remain stationary until all children are safely in cars and then the entire lane exits one after the other.

Cars exit by going to the far end of the parking lot and back to the way they entered, between the church and the Portico. After all cars in that lane exit, the next lane of children begins to proceed to cars and the process repeats itself. **Cars will remain stationary until their child/children are in the car and their lane is dismissed.**

**\*No cars should be left unoccupied, and all younger children must remain inside their cars while parents are waiting. Engines should be turned off at arrival to avoid the possibility of a car inadvertently moving.**

The students are to listen quietly for their names to be called and quickly exit to the parking lot. If the lane is ready to dismiss and the children have not come to their cars, it will be necessary for the parent to dismiss with the rest of your lane and then proceed to the front of the school and go inside to have the child paged to the office. **Parents MUST sign the child out at the office.**

Neither parents, students, nor siblings are to enter the building from the car rider area to retrieve missing car pool members or forgotten books or belongings. **If something is forgotten, it will be necessary to go the front of the school to reenter.**

**Drivers are not permitted to use cell phones while their cars are moving on school property.**

**Please remember that the main purpose of this dismissal system is to keep children safe.**

Do not pre-park your car in the dismissal lane on days you will be returning from a field trip or activity. If your return is delayed, your car becomes an obstacle for others. You may park your car in the front of the school in the far parking spaces.

No child may be picked up anywhere other than the car rider line or front office, unless this has been authorized by the office. This also applies to our safeties.

After your children are in the vehicle, please put your left blinker on to indicate to the dismissal team that you are ready to be dismissed.



**Please do not try to back out of your parking space.**

All children are expected to be picked up by 3:20 p.m. St. John does not provide supervision for students who remain on the school grounds after 3:20. At 3:20 all children not yet picked up will be sent to the front lobby to wait for their ride. If there is an emergency, the parent or driver must contact the main office to make separate arrangements. If students are repeatedly not picked up by **3:20**, parents will be contacted by the school. **The third time a student is picked up after 3:20 in a trimester, the parents will be called to for a conference to discuss viable alternatives. Registering with ABC may be required.**

\*\*\*Parents are required to follow the times stipulated when dropping off or picking up students. St. John 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.

### ***Early Dismissal Days***

On early dismissal days, car dismissal will begin promptly at 12:00. **LUNCH WILL NOT BE SERVED ON EARLY DISMISSAL DAYS.** Students need to be picked up by 12:15.

## **STUDENT SERVICES**

### ***IEP Process (Student Advocacy Team)***

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 (SAP) is developed at St. John School.

The SAP will be drafted by the Student Advocacy Team (SAT). Special education is not a legal requirement for Catholic schools, or any private educational institution. SAT services are a

privilege, not a right, to students and their families. Because of our beliefs in human dignity and our passion for educating every student, St. John School works hard to provide students with excellent professional assistance. We promise to do all we can to help our students achieve their fullest potential. Parents/Guardians are asked to remember that the SAT is not equivalent to the special education program of a public school. Faculty involved abide by the guidelines set forth by the Department of Catholic Schools in *Call to Inclusion*. Parent/Guardians are to abide by Code of Conduct listed under the section “Partnership with Parents” in the Parent-Student Handbook.

### ***Before and After School Care***

Before and After School Care is provided by ABC care. [www.abccareinc.com](http://www.abccareinc.com) 410-751-3700

### ***Cafeteria/Lunch/Milk***

Every Friday will be pizza day. Pizza will need to be ordered and paid for every month. Milk will need to be ordered and paid for each trimester. Beginning school year ‘22-’23, St. John School will be partnering with Yay Lunch to provide an ordering service for students. Families can create their own accounts with Yay Lunch to arrange for a selection of meals during each school week of the year.

### ***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.

#### ***I. Scope***

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

#### ***II. Prohibited Conduct***

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

### III. Procedure

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

appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

### ***Bullying Policy Statement***

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

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

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

- A. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
  - i. 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
  - ii. Is sexual in nature; or
  - iii. Is threatening or seriously intimidating; and
- B. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

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

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

Reporting forms are located in the main office and on the school's website.

## ***Discipline***

### Statement on Philosophy of Discipline

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

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

## ***Behavior***

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

*Disrespect in manner and/or language*

*Rowdiness*

*Using the property of others without permission*

*Dishonesty*

*Disruptive Behavior*

*Failure to have necessary supplies for class work*

*Dangerous Play*

*Rudeness*

*Vulgarity*

*Dress code violations*

*Gum*

*Harassment of any kind by word or manner*

*Possession or consumption of any drug or look-alike drug while at school or while attending a school function*

*Possession or consumption of alcohol while at school or while attending a school function*

*Possession of knives/weapons or look-alike knives/weapons*

*Possession of pornographic material(s)*

*Smoking/using matches/vaping/gummies*

*Willful destruction of school property*

*Leaving school property without permission*

*Theft or extortion*

*Fighting or threats of violence*

*Harassment*

After school activities, while riding on buses to sports games or other such activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if 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 the St. John School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

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

***Search and Seizure***

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

***Conflict Situations***

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

**PBIS (S.O.A.R.)**

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.

At St. John School, all faculty, students, and families are committed to SOAR:

- be Safe
- encourage Others
- Act responsibly
- Respect others and self

**GRADES 3 through 5 PROCEDURES for VIOLATIONS**

<p><b>Level One</b> Behaviors that do not appear chronic or significantly violate the rights of others</p>	<p><b>Level Two</b> Behaviors that put others at risk: chronic Level One infractions; significant violation of rights of others</p>	<p><b>Level Three</b> Behaviors that violate St. John School policy, chronic Level Two infractions will require administrator involvement</p>
<p><b>Behaviors</b></p> <ul style="list-style-type: none"> <li>- Uniform violations (hair, belts, shoes, socks, untucked shirts, proper</li> </ul>	<p><b>Behaviors</b></p> <ul style="list-style-type: none"> <li>- Failure to keep hands to yourself</li> <li>- Minor aggressions</li> </ul>	<p><b>Behaviors</b></p> <ul style="list-style-type: none"> <li>- Aggressive behavior</li> <li>- Bullying/Harassment</li> <li>- Repeated dishonesty</li> </ul>

<ul style="list-style-type: none"> <li>- sweatshirts)</li> <li>- Calling out</li> <li>- Refusing to work</li> <li>- Non-compliance</li> <li>- Running</li> <li>- Minor disruption</li> <li>- Patter of not completing homework</li> <li>- Cheating, lying</li> <li>- Using electronic devices at inappropriate times</li> </ul>	<ul style="list-style-type: none"> <li>- Unsafe or rough play</li> <li>- Disrespectful tone, actions, body language</li> <li>- Disrespectful behavior toward teachers/authority figures</li> <li>- Searching for inappropriate things on web</li> </ul>	<ul style="list-style-type: none"> <li>- Chronic refusal to follow school rules, major classroom disruptions, major disrespect toward others and property</li> </ul>
<p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>- Verbal Warning</li> <li>- Behavioral Reflection form may be used</li> </ul>	<p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>- Incident Report</li> <li>- Record in Behavior xls</li> <li>- 3 incident reports require a Principal Referral</li> </ul>	<p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- Record in Behavior xls</li> </ul>

- *The lists above are a partial list and is not exhaustive. There may be other inappropriate behavior for which a student may be disciplined.*
- *Students with 5 or more violations during the school year will not be allowed to go on field trips or participate in special activities such as Field Day.*
- *Principal Referral may result in lunch, recess, or after-school detention.*
- *Level Two violation may result in suspension or repeated Level Two may result in expulsion.*
- *Level Three violation may result in expulsion.*

**GRADES 6 through 8 PROCEDURES for VIOLATIONS**

<p><b>Level One</b> Behaviors that do not appear chronic or significantly violate the rights of others</p>	<p><b>Level Two</b> Behaviors that put others at risk: chronic Level One infractions; significant violation of rights of others</p>	<p><b>Level Three</b> Behaviors that violate St. John School policy, chronic Level Two infractions will require administrator involvement</p>
<p><b>Behaviors</b></p> <ul style="list-style-type: none"> <li>- Uniform violations (Hair, belts, shoes, socks, untucked shirts, proper sweatshirts)</li> <li>- No homework or class supplies</li> <li>- Tardy to class</li> <li>- Disruptive behavior</li> <li>- Disrespectful behavior</li> <li>- Disrespect school property</li> </ul>	<p><b>Behaviors</b></p> <ul style="list-style-type: none"> <li>- Aggressive behavior in the classroom or anywhere at school</li> <li>- Dishonest behavior such as cheating, stealing, lying, plagiarism</li> <li>- Inappropriate use of technology</li> <li>- Familiar to follow directions given by authorized personnel</li> </ul>	<p><b>Behaviors</b></p> <ul style="list-style-type: none"> <li>- Bullying/Harassment</li> <li>- Verbal/written threat or assault</li> <li>- Vandalism</li> <li>- Possession of drugs, weapons, tobacco</li> <li>- Use or misuse of any iteams with intention to cause bodily harm to self or others</li> </ul> <p>(School Handbook page 23)</p>



	<ul style="list-style-type: none"> <li>- Any cellphone use without authorization</li> <li>- Failure to abide by school rules while on school property</li> <li>- Inappropriate language/gestures (see School Handbook)</li> </ul>	
<p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>- Verbal Warning</li> <li>- Behavioral Reflection form may be used</li> </ul>	<p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>- Incident Report</li> <li>- Record in Behavior xls</li> <li>- 3 incident reports require a Principal Referral</li> </ul>	<p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>- Principal Referral</li> <li>- Record in Behavior xls</li> </ul>

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***Guidance & Counseling***

Counselling through the school guidance counselor is available to help students navigate friendship issues, family issues, school issues as well as everyday stress and anxiety.

***School Programs***

The following are also provided to the students of St. John Catholic School:

- Periodic school-wide prayer services
- Weekly liturgies
- Periodic cultural events
- Field trips
- River Valley Ranch – outdoor school for grade 6
- Grade 7 and Kindergarten Partnership Program (Prayer Partners)
- Grade 8 and Grade 1 Partnership Program (Prayer Partners)
- The Johns Hopkins University CTY Talent Search for grades 4 through 8
- Academic Tournament Meets, for students in grades 6-8 who usually meet requirements for Principal’s Honors and First Honors

- Contests for speaking, writing, and art
- Running club
- Choir
- Instrumental Band
- Student council
- Various age-appropriate safety programs sponsored by our county police force
- Scouts (through the parish)
- Basketball Program (through the parish)

### **Student Uniforms**

#### **UNIFORM REGULATIONS (GRADES K-8)**

Students are expected to be well groomed and in proper uniform every school day. The purpose of uniforms is to minimize distraction so that an atmosphere conducive to learning is fostered. There are to be no deviations from, or additions to, the following regulations. Shoes with wheels in them and flip flops ARE NOT PERMITTED IN SCHOOL AT ANY TIME FOR ANY REASON. Sweat shirts should not be torn and are not be permitted in church. Spirit Wear is to be worn only on special days and will be announced ahead of time.

#### **HOODED SWEATSHIRTS WILL ONLY BE PERMITTED ON**

#### **GYM DAYS. Boys, Grades K-8**

- Navy blue trousers – no jean cut or corduroy, with cuffs to be worn to the tops of the shoes
- Logo white knit, short-sleeve polo 3-button shirt
- Logo white knit, long-sleeve polo 3-button shirt
- Navy blue sweater (no monogram or appliqués) St. John School sweatshirt – only on cold weather days
- Dark socks (Must be solid color – free of graphics or writing) • Brown tie, soft-sole shoes (Must be solid brown, not tri-colored) • Brown or black belt with inconspicuous buckle
- Solid white undershirt (if worn)
- Kindergarten students have the option to wear athletic shoes as part of the uniform.

#### **Girls, Grades K-4**

- Plaid St. John jumper
- Plain white short-sleeve, rounded-collar blouse
- Navy blue sweater (no monogram or appliqués) **OR** the St. John School

sweatshirt (Cold weather only)

- Navy blue knee-high socks or tights (must be free of graphics or writing)
- Brown tie, soft-sole shoes (Must be solid brown, not tri-colored) • Kindergarten students have the option to wear athletic shoes as part of the uniform.

### **Girls, Grades 5-8**

- Plaid St. John skirt – must be no more than three inches above the knee
- Plain short-sleeve, rounded collar blouse
- Logo white knit, short-sleeve polo 3-button shirt
- Logo white knit, long-sleeve polo 3-button shirt
- Navy blue sweater (no monograms or appliqués) **OR** the St. John School sweatshirt (Cold weather only)
- Navy blue knee-high socks\* or tights (must be free of graphics or writing)
- Brown tie, soft-sole shoes (Must be solid brown, not tri-colored) • **\*If white socks are necessary for medical reasons, please submit a note to the office.**

### ***GYM ATTIRE***

#### **Grades K-8**

- gold T-shirt with St. John Eagle logo (undershirts if worn **must** be solid white).
- green shorts with St. John Eagle logo – Must be no more than 3 inches above the knee
- solid white above-ankle athletic socks (No writing or graphics) • sneakers(athletic shoes) – any color
- green cotton sweat pants are to be worn over the gym uniform during colder months (Nov – March).
- green cotton sweat shirt can be worn over the gym uniform during colder months (Nov. – March).
- **Gym shorts must be unrolled and worn at the waist.**
- Students are expected to wear the gym uniform with St. John Eagle logo for all gym classes. Students may wear that uniform all day rather than change back into the regular school uniform.

### ***ALTERNATE SUMMER UNIFORM***

The attire listed below may be worn from the beginning of the school year until the last Monday of October and from return of Easter break until the end of the school year.

#### **Girls K-8**

- navy uniform skort – must be no more than 3 inches above the knee
- white uniform shirt with rounded collar or white St. John logo polo shirt
- solid white above-ankle length athletic socks (Must be free of graphics and writing)
- athletic shoes – tie or Velcro, no high tops

### **Boys K-8**

- navy uniform walking shorts
- white St. John Logo polo shirt
- solid white above-ankle length athletic socks (Must be free of graphics and writing)
- athletic shoes – tie or Velcro; no high tops

### **All Pre-Kindergarten students**

- gold St. John Eagle T-shirt
- green shorts with St. John eagle logo
- white, above-ankle socks
- athletic shoes, tie or Velcro
- green St. John Eagle sweat shirt (colder months – Nov. to March) • green St. John Eagle sweat pants (colder months – Nov. to March)

### ***ADDITIONAL CODE REGULATIONS:***

#### ***a) General Appearance***

- Nails must be an appropriate length.
- No hats may be worn in the building.
- Bottoms of pants must touch the tops of the shoes.
- Slacks must be belted at the waist.
- Gym shorts must be unrolled and worn at the waist.

#### ***b) Jewelry***

- No jewelry may be worn in Physical Education class.
- A wrist watch is the only jewelry permitted on the arm. **(NO SMART WATCHES)**

- Only one small earring per ear (in the earlobe only) may be worn with the uniform. No dangling earrings and no hoop earrings. Boys are NOT permitted to wear earrings. No additional body piercing is permitted.

- Only a religious necklace or bracelet is permitted

### **c) Hair**

- As with clothing, hair also displays the integrity of the school and the individual.

- Haircuts must be neat and clean and should not obstruct the child's vision/eyebrows. Boys' hair may not be longer than the natural hair line in the back, eyebrows in the front, and tops of the ears on the sides.

- Radical hairstyles are not permitted.

- Hair color and style must be natural, with no tinting, highlighting, spiking, etc.

- Only plain headbands are permitted. (No animal ears, or decorative headbands 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 (ADM 8.0). In this event, families must receive administrative approval prior to the hairstyle.

### **d) Make-up**

- No make-up, colored nail polish, lipstick, eye make-up, or other cosmetics may be worn.

*THE SCHOOL RESERVES THE RIGHT TO DETERMINE IF THE STUDENT'S APPEARANCE AND DRESS ARE APPROPRIATE FOR SCHOOL. THIS DECISION RESTS WITH THE SCHOOL ADMINISTRATION.*

### **OUT-OF-UNIFORM DAYS**

Throughout the school year, there are designated days when students may be out of uniform. On these days students are expected to dress in a proper, respectable way, including no clothes that are too short, too tight, or too revealing. Students should not wear leggings, yoga pants or skinny jeans. If shorts are worn, they need to be no more than **3 inches above the knees**. Sleeveless or midriff shirts are not permitted. ***Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.*** If a student's clothes are deemed not proper, the student will be expected to call home for a change of clothes. Any student who has to call home **WILL NOT** be permitted to participate in the next out-of-uniform days. **NO MAKE-UP OR NAIL POLISH MAY BE**

**WORN ON ANY OUT-OF-UNIFORM DAYS.** It is the responsibility of the parents to make sure their child/children are dressed appropriately for school.

### ***Birthdays***

A student may choose a day in the month of his/her birthday to be out of uniform for the day. Clothes must be appropriate for school. Students with summer birthdays (June, July, August) may choose any day during the school year to be out of uniform. Must follow criteria for out-of-uniform days.

### ***Lost & Found***

Articles may be claimed by checking the “Lost and Found” bin located in the cafeteria. Children are encouraged to check daily for lost articles and to place found items in the bin marked “Lost and Found.” This may be found in the cafeteria. Every two months, unclaimed items will be given to the poor. **A STUDENT’S NAME SHOULD BE ON ALL BELONGINGS.**

## **Transportation**

St. John School students residing within West Middle School attendance areas may ride the Carroll County Public Schools buses. All rules and regulations pertaining to the transportation of public school students shall apply to St. John students. Buses are not rerouted to Saint John School. A St. John staff member will walk the students over to St. John School once all of the riders have arrived. In the afternoon, a teacher walks the students across Monroe Street to West Middle School and waits until the students board the buses.

The Carroll County Public Schools student transportation office must be contacted if a student wishes to ride the bus at any time during the year. A non-bus-riding student may not use the bus service to go to another student’s house, including that of a regular bus-rider. In an emergency situation, permission may be given for a child to ride the bus. A parent must write a note requesting permission, and permission must be granted by the principal of St. John School.

The administration of St. John School supports the following policy of the Board of Education of Carroll County Public Schools. St. John School students are expected to abide by this policy.

### **I. Eligibility**

A. Pupils who attend parochial or private schools may ride the public school buses under the following conditions:

- All rules and regulations pertaining to the transportation of public school pupils shall apply.
- Buses shall not be rerouted to go by a private or parochial school.

- Private or parochial students riding public school buses may only be transported from designated route stops to the public school for which the bus is routed.
- Parents of private or parochial students may take their child to the nearest bus stop to be transported to the public school for which the bus is routed.
- Parochial and private school students transported on public school buses shall be loaded and unloaded at the public school for which the bus is routed
- Friends of regular school bus riders are only permitted to accompany a friend home with prior permission from the Carroll County Public school bus transportation authority.

## II. Conduct on School Buses - Suspension of Bus Riding Privileges

### A. As stated in the Carroll County Public School handbook:

- Students are expected to be at the bus stop five minutes before the bus arrives and to wait in a reasonable and safe manner. Parents are urged to teach safe pedestrian habits to their children, as well as to follow the School Bus Stop Law for loading and unloading buses.
- It is the responsibility of the parent or guardian to provide supervision for their child(ren) while walking to, from, or waiting at the designated bus stop, or while walking to and from school (if they reside in the designated non-transported area).
- One A.M. and one P.M. stop location shall be allowed for each transported student. A student may be denied the privilege of riding a bus when the behavior of the student is in violation of regulations, or is such that it endangers the safety of other students on the bus.
- These rules must be followed to maintain a safe and orderly environment on the school bus:
  - o Be at the bus stop five minutes before pick-up time
  - o Walk safely to the bus stop and wait in a safe, orderly manner
  - o Watch your step and use the handrail when getting on and off the bus
  - o Take your seat promptly and remain seated for your ride to and from school
  - o Sit in the seat facing front; keep your feet, books, and other articles out of the aisle
  - o Always keep your hands and head inside the bus

- o Report any damage that you see to the driver
- o Do not eat or use vulgar language on the bus
- o Act quietly and orderly so the driver is not distracted from the important job of driving
- o Listen to the driver and any other adult staff. The driver is responsible for the safe operation of the bus. Wait until the bus has come to a complete stop before leaving your seat
- o Cross ten feet in front of the bus with the red flashing lights when loading or unloading. Be sure you check traffic both ways.

Bus drivers will use a Behavior Referral Form to report a student's inappropriate behavior to the school administration. Consequences may include a written warning, a temporary suspension of bus riding privileges, or in cases of severe or repeated unacceptable behavior, revocation of bus riding privileges for an indefinite length of time.

### ***Consequences***

1. First Offense: The bus driver will warn the student
2. Second Offense: The bus driver will utilize the Behavior Referral Form in reporting a student to the appropriate school administrator of the school concerned. The administrator will talk with the student concerning the offense and will send a letter to the parents explaining the situation and return driver's copy of referral.
3. Third Offense: The bus driver will report the student to the principal. The principal may suspend the student's bus riding privilege for a period of time not to exceed one (1) week. A letter shall be sent to the parents advising them of the action taken with notification to the driver.
4. Fourth Offense: The bus driver will report the student to the principal. The principal may suspend the student for an indefinite length of time. A letter explaining the situation and action taken shall be sent home to the parents with notification to the driver.
5. There may be a case when the conduct of a student is such that denial of riding privileges will be necessary on the first offense. However, this is not for the bus driver to decide. The bus driver should report the student to the principal and the principal makes the decision. A suspension of regular route bus riding privileges will be for all regular route buses. A suspension for a bus riding privilege from other than a regular route will be only for those non-regular route buses



### III. Vandalism

1. A pupil who damages a school bus in any manner shall be denied the privilege of riding a bus.
2. Suspension of riding privileges shall be authorized by the principal.
3. Riding privileges may be restored to the pupil after restitution has been made.

*\*\*Students are only to be released to custodial parents or those adults listed on emergency contact forms. Students should never be allowed to leave school in an UBER, Lift, or any private transportation company.*

### **Health & Safety**

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

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

**Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.**

## ***Communicable Diseases***

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

*Measles – regular or German (Rubella)*

*Meningitis*

*Hepatitis*

*Food Poisoning*

*Mumps*

*Adverse reactions to Pertussis Vaccine*

*Lyme disease*

*Chicken Pox (varicella)*

*Covid 19*

*Tuberculosis*

*Whooping Cough (Pertussis)*

*Rocky Mountain Spotted Fever*

*Human Immune Deficiency*

*Virus Infection (AIDS and all other symptomatic infections)*

*Animal bites / Rabies*

*Influenza*

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.

### ***Bloodborne Pathogens***

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

### ***Vision/Hearing Screening***

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

This testing is usually done for:

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

### ***Child Abuse and Neglect Reporting Policy Procedures***

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

### ***Visitors***

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building. Visitors may only travel to their designated location. Visitors wishing to travel to other areas of the school must first check with the school office.

### ***Playground/School Supervision Provisions***

We have two teachers on duty and parents are encouraged to volunteer to monitor students at recess. This goes towards the required 40 volunteer hours if you received financial aid.

### ***Use of School Grounds***

Anyone who would like to use the school facilities and/or grounds, please contact the Parish Center at 410-848-4744.

### ***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.

### **Acceptable Use Policy for the Internet and Technology Tools**

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

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

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

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

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

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

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

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

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)

- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

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

Parents are responsible for:

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

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

### ***Web-based Services***

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

### ***Cell Phone/Smart Devices Policy***

Cell phones and any smart devices (i.e. smart watches, etc.) are not permissible for students PreK through 5th Grade to have on campus. Students in grades 6, 7, or 8 may use the privilege of bringing their devices to school. A device agreement must be signed by the student's parent/guardian, and the device must be stored in the designated area in the school office before classes begin each day. At the end of the day, students are able to retrieve their devices. Usage of devices on campus are prohibited except in the case of administrative approval. St. John school is not held responsible or liable for any damage caused to a student's device, and the school reserves the right to revoke this privilege at any time.

Internet safety is a primary concern for our students, and the school works in conjunction with Westminster Police Department to assist students and families in our ever-changing and unpredictable social media driven environment.

# Parental/Guardian & Student Acknowledgement

Upon reading the 2022-2023 St. John School Parent-Student handbook, please sign to show your acknowledgement and agreement of all policies of St. John School and the Archdiocese of Baltimore Department of Catholic Schools. **This acknowledgement must be signed and returned to St. John School by September 6, 2022.** Parents/Guardians can sign for their students who are too young or unable to sign at the given time; their signature counts for their agreement.

**I hereby have read and understand the Parent-Student Handbook, and I agree to abide by the policies set forth and to uphold and build up the integrity of St. John School to the best of my ability.**

_____ <b>Parent/Guardian</b>	_____ <b>Date</b>
_____ <b>Parent/Guardian</b>	_____ <b>Date</b>
_____ <b>Student</b>	_____ <b>Date</b>
_____ <b>Student</b>	_____ <b>Date</b>
_____ <b>Student</b>	_____ <b>Date</b>
_____ <b>Student</b>	_____ <b>Date</b>
_____ <b>Student</b>	_____ <b>Date</b>
_____ <b>Student</b>	_____ <b>Date</b>