



St. John School
W E S T M I N S T E R

45 Monroe Street

Westminster, MD 21157

410-848-7455

**PARENT AND STUDENT
HANDBOOK
2023 – 2024**

St. John Westminster Catholic School

45 Monroe Street

Westminster, MD 21157

www.sjwestschool.org

Dear St. John Families:

Welcome to St. John Westminster Catholic School. We are happy to support you as the primary educator of your child. In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

- To be a partner with the school in the education of your child
- To understand and support the Catholic mission and identity of the school
- To read all communications from the school and to request clarification when necessary
- To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- To discuss concerns and problems with the person (s) most directly involved
- To be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- To promote your school and to speak well of it to others to include, but not limited to, social media platforms.
- To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- To appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
- To behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party sites, and including sporting events.
- To follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.

Thank you for choosing to enroll your child in St. John School. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, "Suffer the children to come unto me" will bless the efforts made in his name.

Sincerely in Christ,

Stephanie Rattell

Stephanie Rattell, Principal

St. John School is a co-ed elementary school for grades Pre-3 - eighth. St. John School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

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:

Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

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

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

Requests for reasonable accommodations for a student with a disability may be directed to the Mrs. Rattell, Principal or Mrs. College, Assistant Principal.

Religion is required for each year a student attends St. John 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 Westminster 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 arrival of a new pastor in 1882, the school was quickly enlarged to four rooms. 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, St. John School flourished.

In the year 1957, the original elementary school building was reconstructed as a high school. Although many young 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 of 1992. The new wing allowed St. 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 through 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.

Administration

St. John School is a parish school. The school is led by the Principal and Assistant Principal under the guidance of the Pastor. The School Board is an advisory group who work with the Pastor and Principal in providing a quality Catholic education for St. John School students. Members who are appointed by the pastor serve a term of three years with the possibility of a second consecutive term. The St. John School Board, in consultation with the Principal, recommends policy to the pastor so that the school will be able to pursue its mission of education in the Catholic Church.

2023-2024 School Calendar

August	28	First Day of School (K-8)
September	1	Noon Dismissal
	4	School Closed/ Labor Day
	25	Noon Dismissal
October	6, 9	School Closed/ Professional Day
	20	Noon Dismissal
November	21	Grandparents Day/ Noon Dismissal
	22-24	School Closed/ Thanksgiving Break
	27	School reopens
	30	Noon Dismissal
December	1	School Closed
	20	Noon Dismissal
	21- January 2	School Closed/ Christmas Break
January	3	School Reopens
	12	Noon Dismissal
	15	School Closed
February	16	Noon Dismissal
	19	School Closed
March	1	School Closed
	15	Noon Dismissal
March	29-Apr 7	School Closed/ Easter Break
May	6	Noon Dismissal
	27	School Closed/ Memorial Day
June	6	Last Day of School

2023-2024 Faculty

Father Mark Bialek	Pastor
Stephanie Rattell	Principal
Lauren College	Assistant Principal
Gabrielle Peregoy	Finance Director
Mary Ann Saccone	Administrative Assistant
Melissa Beaghan	Advancement Director
Christopher Caracino	Director of Communications & Marketing
Mary Drummond	Pre-K3
Rosa Perez	Pre-K3
Megan Leister	Pre-K4A
Caitlin Randazzo	Pre-K4A Assistant
Lisa Bolt	Pre-K4B
Brenna Rice	Kindergarten
Sharon Daigle	Kindergarten Assistant
Emily Coakley	Grade 1
Tracie Amey	Grade 1 Assistant
Barbara Ott	Grade 2
Peyton Motter	Grade 3
Victoria Griffin	Grade 3
Laura Dorsey	Grade 4
Darlene Smith	Grade 4 Assistant
Julie Bowman	Grade 5
Peggy Warner	Grade 5
Alex Bracy	Grade 6

Beth Kistler	Grade 7
Alina Cromer	Grade 8A
Audrey Bair	Grade 8B
Justin Pellicciotti	Middle School Science/STEM
Andy Palm	Physical Education
Janis Chilcoat	Library
Abigail Wist	Music
Heidi Wiggins	Art
Jennifer Hodapp	Spanish (K-Gr. 8)
Vicki Pellicciotti	STEM/Technology
Amy Lawson	Reading Specialist
Mary Steiber	Math Resource
Shelley Mitchell	Nurse
Beth Serio	Nurse
Kellyann Palm	Counselor

School Board Members

Father Mark Bialek	Pastor
Stephanie Rattell	Principal
Daniel Bowles	School Board Chair

Home School Officers

Jon Hill	President
Elizabeth Shaughney	Vice President
Bryan Kail	Treasurer

Jill McCormack

Secretary

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 of 2022.

Theme for the 23-24 School Year

“The joy of the Lord is your strength.” (Nehemiah 8:10)

School Office Information

The School Office is open for business from 8:00am to 4:00pm. School faculty, staff, and administration may be contacted through the school office or at their school email address. It is the administration’s policy that faculty are expected to answer emails within 24 hours of receiving the email. It is *not* the expectation that faculty reply to emails after 6:00pm or on weekends or holidays.

Academics

Promotion Requirements

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

Retention

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

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

Graduation Requirements

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

Honor Roll for students in Grades 6-8

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

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

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

Progress Reports and Interim Reports

Progress reports are distributed three times per year to students in grades PreK through 8. The progress report envelopes are to be returned promptly. Interim reports will be sent home at the midpoint of the trimester for students. Parents are encouraged to access their children's grades regularly through PowerSchool. Both teachers and parents may request conferences to discuss a student's academic progress.

It is the responsibility of the teacher to keep parents informed of a student's academic progress. It is the responsibility of the parent/guardian to cooperate with teachers in helping the student.

Testing Program

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. Grades 3,5 and 7 also take the Science Assessment each Spring.

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 and 8 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

St. John School delivers its instructional program and curriculum in concert with the Archdiocese of Baltimore curriculum standards and the regulations of the Maryland State Department of Education for non-public schools.

Textbooks

Textbooks are used to supplement the curriculum. Textbooks are the property of St. John School or the State of Maryland and must be protected from year to year. Therefore, they must be covered and kept free from unnecessary drawing or writing. If a textbook is lost, damaged, or has writing in it, the student will reimburse the school for the full cost of the textbook.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled in October. Parents and teachers may request conferences at any time by scheduling an appointment.

High School Admissions and Visitation Policy

Area high schools encourage prospective students to spend a shadow day attending freshman classes to experience the day to day atmosphere of the high school. Each eighth grade student is permitted 3 shadow days in the fall and each seventh grade student is permitted one shadow day in the spring. These will be considered excused absences. While it is important that students have this opportunity, it does not reduce the student's accountability for his/her class work here at St. John School. Therefore, the following efforts should be made when scheduling a shadow visit:

- Students should try to schedule shadow visits on days when St. John School is not in session
- At least 3 days' notice should be sent in writing to all of the teachers as to the date and school being visited. The note must be signed by a parent or guardian.
- Students are required to bring verification of the visit from the high school to St. John School
- If it is unavoidable that a student misses a day of classes at St. John School to shadow at a high school, make-up of all missed work is the responsibility of the student. Failure to follow this directive may adversely affect the student's grades. Work due on a shadowing day must be turned in the next school day. If a necessary concept was missed during a shadow day, the student must seek assistance from the teacher.

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
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the Principal in writing by October 1.

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.

Support, Partnership, and Compliance by Families

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

Home and School Association

All parents and guardians are members of the HSA. Parents are encouraged to attend and support the meetings, events, and fundraisers sponsored by the HSA. The meetings and events which are communicated via email and website postings are a way to get to know each other and promote good will between all stakeholders in the school community. Children do not attend the meeting unless noted or asked to attend.

The purpose of a Home and School Association is to partner with the school in providing support for both the academic and social aspects of the school.

Home and School Association Manual:

https://drive.google.com/file/d/1ULei_pUjrFF-g9VCPcFjGRBr-E7XyU8K/view?usp=sharing

Volunteers

St. John School encourages all parents to volunteer. All volunteers must be compliant with the Archdiocesan Virtus regulations prior to beginning any volunteer activities. Please call the school office for more information. Parents are not permitted to drive students other than their own children to and from school activities unless they have submitted the proper paperwork and received clearance from the AOB.

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 the 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(ren) as well as supporting the School in its enforcement.
- Partnering with the School in monitoring their child(ren)'s technology usage
- Modeling appropriate internet behaviors for their child(ren)
- Reporting any concerns regarding this policy or their child(ren)'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.

Technology/Cell Phones/Electronic Device Policy

Normally, students are not permitted to carry any type of personal electronic, digital or cellular phone, pager, or any device deemed inappropriate by the administration. This includes but is not limited to cell phones, iPods/MP3 players, Apple/Smart watches, etc.

Students may have an e-reader (Kindle, Nook, etc.) in class to be used for reading material only. Students may not use the device to access the internet, play games, etc. If a student chooses to use the e-reader for something other than reading, it will be taken from him/her. It will be returned to the child's parent/guardian.

Cell phones and other electronic devices will be confiscated if found during the school day or at any time the student is on the school property and under the supervision of school personnel, or on a field trip. The school reserves the right to search the call log, photo gallery, text message history, email, or any other data contained in the device. If confiscated, on the first offense, the device will be returned to the student at the end of the day. On subsequent offenses, the device will be returned to the student's parents.

Parents who wish their child to carry a cell phone or an e-reader to and from school must complete and sign the Permission to Carry a Cell Phone or Electronic Device Contract. The contract states that devices other than e-readers must be powered off during the school day or at any time the student is on school property and under the supervision of school personnel or on field trips. Teachers will collect student devices in morning homeroom and keep them securely locked during the school day. St. John School will not be responsible for loss, damage, or theft of any phone or electronic device brought to school.

Administration

Crisis/Emergency Plan

In the event of a crisis or emergency situation, St. John School will follow the established procedures of its Crisis/Emergency Plan which is on file in the Assistant Principal's office.

St. John School conducts fire and safety drills as required by the State of Maryland. These drills include evacuation, lock down, and shelter in place.

Change in Address

When there is a change in address, the school is to be notified immediately and parents are responsible for updating the address in School Admin (our registration and re-registration system).

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 will follow Carroll County Public Schools for decisions regarding early dismissals, delayed openings, and any other emergency and weather related closings.

St. John School will communicate via Swift K12 with a text message and email in the event of emergency and weather related closings. Closing announcements will also be made on local radio and television stations. Parents may also check the CCPS website, www.carrollk12.org.

Communication to Parents

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

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

Non-Custodial Parent

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

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

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.

Swift K12 Alerts

Swift K12 Alerts is our means of communication with parents. We use it to send important messages, both emergency and non-emergency. Please be sure your phone number and email addresses are up to date in Power School. You may add additional numbers and email addresses. If you want the messages to be sent to more than one number or email, please call the school office.

Harassment Policy

It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

A. Scope

- a. 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.

B. 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.

C. Procedure

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

Bullying Policy Statement

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

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

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

- A. Creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance or with a student’s physical or psychological well-being and:
 - a. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
 - b. Is sexual in nature; or
 - c. Is threatening or seriously intimidating; and
- B. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

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

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

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported

Reporting forms are located in the main office, the guidance counselor’s office and on the school’s website. (Please make sure that a link to the bullying form is posted both here and on your school website).

Transportation (Busing procedures, bus behavior if applicable)

Our highest priority is the safety of our children. For that reason, we ask that you follow all directions regarding drop off and pick up. The pattern for drop off and pick up has been developed with careful study to provide for the safety of our children and alleviate traffic backups. Please be patient and courteous if teachers or volunteers ask you to move your car or to wait before leaving. Students are only released to custodial parents or those adults listed on emergency contact forms.

Students are never allowed to leave school in an UBER, Lyft, or any private transportation company.

Drop Off Pattern

Students may begin entering their homerooms at 7:55 am. The school day begins at 8:15 am.

Arrival for grades 3 - 8 is around the circle in the front of the school. Please drop students off between the cones. **Do not try to pass another car in the circle during drop-off.** This is for the safety of our students.

Arrival for Grades PreK 3 through 2nd Grade is along Monsignor Art's Drive behind the school.

If your child needs assistance with car seats or unbuckling we ask that before you enter the drop-off car line you please pull into the **parking lot to the left of the church** to unbuckle your child. This keeps the car line moving quickly and efficiently. Please remember that the safety or teacher may only help your child out of your car. They may **not** unbuckle them.

Pick Up Pattern

Car dismissal begins at 3:00 pm. Early arrival is helpful; however, arrival before 2:45 pm is not recommended because the children use the parking lot to play. Cars are to park in rows in the parking lot behind the school.

1. When picking up a child in PreK3 - K please remember that the safety or teacher may only walk your child to the front of your car. They may **not put your child into your car or buckle them.**
2. If you have a child that needs assistance with car seats or buckling we ask that after your child is in your car you please **pull into the parking lot to the left of the church to buckle your child.** This keeps the car line moving efficiently.
3. When you have all of your children loaded into your car please **turn on your left-hand blinker.** This indicates to the dismissal team that you have all of your children. When all children are safely in their cars the staff member will begin dismissing that lane. **You must wait for the staff member to dismiss your lane.**

Bus Procedures

St. John School students residing within West Middle School and William Winchester School attendance areas may ride the Carroll County Public School's buses. All rules and regulations pertaining to the transportation of public school students shall apply to St. John School students. Buses are not rerouted to St. John School. A St. John School staff member will walk the students 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 school 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.

Conduct on School Buses - As stated in the Carroll County Public Schools 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 parents or guardians to provide supervision for their child(ren) while walking to, from, or waiting at the designated bus stop.

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:

- Be at the bus stop five minutes before pick up time
- Walk safely to the bus stop and wait in a safe, orderly manner
- Watch your step and use the handrail when getting on and off the bus
- Take your seat promptly and remain seated for your ride to and from school
- Sit in the seat facing front; keep your feet, books, and other articles out of the aisle
- Always keep your hands and head inside the bus
- Report any damage that you see to the driver
- Do not eat or use vulgar language on the bus
- Act quietly and orderly so the driver is not distracted from the important job of driving
- Listen to the driver and any other adult staff
- Wait until the bus has come to a complete stop before leaving your seat
- Cross ten feet in front of the bus with the red flashing lights when loading or unloading
- Check traffic both ways

Bus drivers will use a Behavioral Referral Form to report 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.

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. The administrator will talk with the student concerning the offense and will send a letter to the parents explaining the situation and return the driver's copy of the referral.
3. Third Offense: The bus driver will report the student to the principal. The principal may suspend the student for a period of time not to exceed one 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 will 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 for 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.
6. A student who damages a school bus in any manner shall be denied the privilege of riding a bus. Suspension of riding privileges shall be authorized by the principal. Riding privileges may be restored after restitution has been made.

Admissions

Application Process

Applications can be completed on SchoolAdmin through a link on St. John School website. Documentation needed for applications include:

Copy of Birth Certificate

Health forms completed along with a copy of immunization records

\$150 non-refundable application fee for each new student

Last two (2) years of report cards

Any recent standardized testing

Baptismal certificate (if applicable)

Certification of parishioner status if registering for the Catholic tuition rate

Priority for admissions will be given first to siblings of current students and parishioners of St. John Church, then to parishioners of other Catholic Churches, and then to those of other faiths.

Students are initially placed using the results of the following:

School administered placement test

Teacher recommendation from sending school

Progress reports

Standardized test results

Financial Obligations

The tuition rates are published annually. The non-refundable re-enrollment fee of \$150 per new student is due in January. Open enrollment begins February 1st. Since tuition income does not cover the full cost of educating your child, parents are asked and encouraged to lend their support to all fundraising efforts on behalf of the school.

Late Fees and Returned Checks

A \$30 processing charge will be assessed by FACTS for any check returned by a bank. The Business Office reserves the right to require individuals issuing returned checks to make all subsequent payments by cash or money order.

Failure to Meet Financial Obligations

St. John School reserves the right to refuse to provide any official school records, including report cards and diplomas, to parents or guardians or to other educational institutions until tuition, fees, and other financial obligations are fully satisfied. A student may not begin a new school year unless prior financial obligations have been met and tuition payments due in the summer are up to date. If tuition falls two months in arrears, the school reserves the right to block a student from attendance on the 15th of the current month for a period of five school days. During the course of this period, parents and guardians have the responsibility to make immediate contact with the Business Office to make arrangements for payment. If, at the end of this period, financial obligations have not been met, the student may be asked to withdraw from the school.

Tuition Schedule

If a student withdraws from St. John School, a percentage of the total tuition amount 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 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%

Attendance

Absence

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

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

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

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for the absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities.

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

Per the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of students with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.

Truancy

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

Lateness/Assignments

Students may enter their homerooms at 7:55 am. The school day begins at 8:15 am. Any student arriving after 8:14 am 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 Departure/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session. 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/legal guardian. The student must make up any missed classwork 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.

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.

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 it creates a substantial disruption, the school can take action to support the school environment. Parents and students will receive oral or written charges against them.

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

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. In some cases, parents are given the option to withdraw the student in lieu of expulsion.

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

Search and Seizure

St. John 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.

Behavioral Consequences

Teachers use a system of demerits and detentions in order to communicate with parents that there is a problem. Parents are expected to acknowledge the receipt of the demerit or detention to the person issuing the demerit or detention the following day. This does not indicate agreement with the demerit or detention but only acknowledges receipt of such. If there is a question regarding the action, please contact the teacher/person who issued it. Three demerits will result in an automatic detention.

Consequences given by teachers and administrators to students will only be shared with that student and his/her parents. Disciplinary action will be kept confidential.

Detention will be held on Wednesdays for one hour after school. A first or second detention will be served on Wednesdays from 3:00 until 4:00. The detention date will be included in the correspondence. Teachers have the discretion of using their judgment in the use of a lunch detention if deemed appropriate.

A third detention is served as an in-school suspension and a parent conference is held with the teacher issuing the detention, an administrator, and others as deemed necessary by the administrator. Restricted access to non-curricular activities may be an additional consequence.

Parents will be notified by phone or conference if a suspension is assigned. In-school suspensions are held in the office of the principal or assistant principal and the student is expected to attend in uniform and to do his or her class work for the day.

A fourth detention is served as an out of school suspension. Restricted access to non-curricular activities may be an additional consequence. At this point, the student is at risk of being dismissed from St. John School.

The Student Advocacy Team will review each case after an in-school suspension and make a plan for the student to remain and be successful in the school.

Chart of Consequences

The chart on the following page is designed to define the consequences that may result if a student engages in inappropriate behavior. While we do not anticipate that any of these actions will occur, we want to be clear and consistent in our responses.

Loss of credit for an assignment or course may also be appropriate in addition to the consequences below. Restitution for loss or damage may be requested in addition to any of the consequences. If appropriate, law enforcement officials will be involved.

Along with the consequences given, a restorative approach may be considered and utilized for disciplinary matters. The Administration, in consultation with the pastor, has the discretion to enforce the School's Standards of Conduct and determine final disciplinary action.

I	II	III	IV	V
Staff/Administrative Response	Parent/Guardian Involvement	Reallocation of Student's Time	Exclusion from Normal School Activities	Expulsion
Options <ul style="list-style-type: none"> • Verbal Reprimand • Time out or out of classroom • Loss of privileges • Teacher/administrator conference with student • Contact with parent • Demerit 	Options <ul style="list-style-type: none"> • Phone call to parent/guardian • Written notification • Conference with teacher/administration • Conference with parent/guardian • Demerit/Detention 	Options <ul style="list-style-type: none"> • Detention • Campus cleanup • In school suspension • Parent/guardian in-school conference 	Options <ul style="list-style-type: none"> • Restricted access • Suspension • Alternative placement • Parent/guardian notifications required • Acceptance of make-up work is determined on an individual basis. 	Options <ul style="list-style-type: none"> • Parent/guardian notification required • Superintendent of Schools notified and pastor notified

Offense	Definition	Range
Alcohol Violation	Possession or use of any alcoholic substance.	IV to V
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.	V
Bullying	See policy	
Bus Misbehavior on Field trips	Any violation of school or bus driver rules, or interfering with the safe transportation of students on a bus.	I to IV Parent may be called to pick up
Cheating/Academic Dishonesty	Dishonesty on tests, exams, projects, homework, or in conversation (i.e. no discussing tests or answers for homework in the hallways while	II to V

	changing classes or at any other time) including cheating, forgery, plagiarism.	Loss of /or failing Grade.
Computer/ Electronic	Any unauthorized use of computers, software, or internet account to access internet. See acceptable use policy.	I to V
Cutting Class	Unlawful absence from a class or school activity.	II to IV
Defamation Written or Verbal	The action of damaging the good reputation of another.	II to V
Destruction of Property/ Vandalism	Attempted to actual damage, destruction or defacement of property belonging to the school or others.	III to V
Discrimination	Use of race, color, creed, national origin, religion, physical or mental disability age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	II to V
Disrespect Towards Teachers, Parents, Students	Inappropriate comments or physical gestures towards others.	I to V
Dishonesty	Deception regarding violation of school regulations, or withholding of information when asked by a teacher or administrator, or making false accusations about another person.	I to V
Disruption	Behavior that interferes with the learning of others in any learning environment or the safe and orderly environment of the school or school activity.	I to IV
Drug Violation	Possession or use including constructive possession and possession with the intent to sell, give, or distribute any inhalants or other intoxicants; controlled dangerous substances including prescription drugs, or over the counter medicines, look-a-like, and substance represented as controlled dangerous substance; or drug paraphernalia.	IV to V
False Alarms/ Bomb Threats	Initiating a report warning of fire, or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.	IV to V
Fighting	A confrontation with physical contact involving two or more individuals.	IV to V

Fireworks or Explosives	Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances or combination of substances or articles.	V
Forgery	To use, make, or reproduce another's signature for deceptive purposes.	I to IV
Gambling	Wagering money or property.	I to IV
Harassment	A sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive, as ridiculing or demeaning.	IV to V
Indecent Exposure	Intentional exposure to sight of the private parts of the body in a lewd or indecent manner.	V
Insubordination	Refusing to follow reasonable directions of teachers, staff, administrators, including failure to identify self.	II to V
Intimidation	Engaging in actions or statements that put an individual in fear of bodily harm.	IV to V
Leaving school grounds without permission	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.	II to V
Plagiarism	The practice of taking someone else's work or ideas and passing them off as their own.	III to V Failing Grade
Physical Attack on Staff or Student	Aggressive action directed at school staff, with physical contact, while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or other activity.	IV to V
Profanity or Inappropriate Language	Any written or vocal use of vulgar or abusive language; cursing, swearing, vulgar gestures.	I to IV
Sexual Harassment	Unwelcome conduct of a sexual nature that interferes with another individuals' enrollment, employment, or other privilege of the individual's relationship with the school system.	IV to V
Stalking	A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in a reasonable fear of serious bodily injury, or death to self or others.	IV to V

Theft	Taking or obtaining property of another without permission or knowledge of the owner.	II to V
Threat to Staff, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a staff member.	IV to V
Threat to Student, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a student.	IV to V
Tobacco	Possession or use of any tobacco or tobacco products including e-cigarettes.	III to V
Trespassing	Unauthorized presence on school property.	IV to V
Uncooperative Behavior	Intentional failure to follow reasonable directions of staff members or to participate cooperatively in a school or class activity.	I to IV
Weapons Violations	Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns including pellet and BB guns, knives and any implement, visible or concealed, possessed under a circumstance that would reasonably lead a person to believe it was a weapon.	V

Health and Safety

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

Tuberculosis

Meningitis

Whooping Cough (Pertussis)

Hepatitis

Rocky Mountain Spotted Fever

Food Poisoning

Human Immune Deficiency

Mumps

Virus Infection (AIDS and all

Adverse reactions to Pertussis Vaccine

other symptomatic infections)

Lyme disease

Animal bites / Rabies

Chicken Pox (varicella)

Influenza

Covid 19

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

Health Records

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information.

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

Head Injury

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

Insurance

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

Allergies

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

Bloodborne Pathogens

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

Vision/Hearing Screening

The school follows the directives of 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; or 4) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

Federal Drug-Free Workplace Act's Applicability to Cannabis Use in Schools

There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule 1 controlled substance under federal law, and its use remains illegal under federal law.

The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities.

Safety

Child Abuse and Neglect Reporting Policy Procedures

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

Visitors

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

Playground/School Supervision Provisions

Students will have recess daily and will be supervised by 2 staff members. We encourage parents to volunteer to help monitor students at recess. Please dress appropriately for the weather.

Supervision Responsibilities Before and After the Official School Day

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated. The school is not liable for any injuries or accidents which may occur before or after the times stated in this handbook. If the student is participating in a scheduled, supervised activity before or after the school hours, 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.

All children are expected to be picked up by 3:20. At 3:20, all children not yet picked up will be sent to the front lobby to wait for their rides. If there is an emergency, please contact the front office to make separate arrangements. If students are repeatedly not picked up by 3:20, registering with ABC Care may be required.

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

Student Services

Student Advocacy Team Process

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

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

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

Before and After School Care

Before and After school care is provided by ABC Care, from 6:30 am to 8:00 am, and 3:00 pm to 6:15 pm. To contact ABC Care please call the center at 410-751-3700.

Cafeteria/Lunch

St. John School has partnered with Yay Lunch to provide a lunch ordering service for students. Families create their own accounts with Yay Lunch to choose from a selection of meals each week.

Pizza will be served on Tuesdays. Pizza will be ordered and paid for every trimester.

Energy drinks and sodas are not permissible during the school day or at lunch.

Please remember to send water in a wide mouth refillable leakproof insulated thermos. We have water coolers around the school for them to be refilled. Only water is permitted in the classrooms.

School Activities/Organizations

St. John School has several opportunities for students to participate in after school activities such as clubs and sports programs.

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and

other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete Virtus training.

Student Uniforms

Students are expected to be well groomed and in proper uniform every school day. The purpose of uniforms is to minimize distractions 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. Spirit Wear is to be worn on special days and will be announced ahead of time.

Boys, Grades K-8

- Navy blue trousers- no jean cut or corduroy, 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
- St. John sweatshirt
- Dark socks (Must be solid color- free of graphics)
- Brown tie leather shoes (must be solid brown, not tri-colored)
- Kindergarten and First grade students have the option to wear athletic shoes as part of the uniform
- Brown or black belt with inconspicuous buckle
- Solid white undershirt (if worn)

Girls, Grades K-4

- Plaid St. John jumper
- Plain white short-sleeve, rounded-collar blouse, white turtleneck, white mock neck, or white polo.
- Navy blue sweater (no monogram or appliques) OR the St. John School sweatshirt
- Navy blue knee-high socks, tights, or leggings (must be free of graphics or writing)
- Brown leather tie shoes (must be solid brown, not tri-colored)
- Kindergarten and first grade 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 appliques) or the St. John School sweatshirt
- Navy blue knee-high socks, tights, or leggings (must be free of graphics or writing)

- Brown leather tie shoes (must be solid brown, not tri-colored)

Physical Education Uniform

Grades K-8

- Gold T-shirt with St. Jon Eagle logo (undershirts must be solid white)
- Green shorts with St. John Eagle logo (no more than three inches above the knee)
- Solid white above-ankle athletic socks (no writing or graphics)
- Sneakers, athletic shoes - any color
- Green cotton St. John sweatpants are to be worn over the gym uniform during colder months
- Green cotton St. John sweatshirt can be worn over the gym uniform
- Gym shorts must be unrolled and worn at the waist

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 (no more than three inches above the knee)
- White uniform shirt with rounded collar of 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 short or long-sleeve St. John polo shirt
- Solid white above-ankle length athletic socks (must be free of graphics and writing)
- Athletic shoes- tie or Velcro, no high tops
- Brown or black belt with inconspicuous belt (1st-8th only)

All Pre-Kindergarten Students

- Gold St. John T-shirt
- Green St. John shorts
- White above-ankle socks
- Athletic shoes, tie or Velcro
- Green St. John sweatshirt
- Green St. John sweatpants

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 stud earring per earlobe may be worn with the uniform. Boys are NOT permitted to wear earrings. No additional body piercing is permitted.
- Only religious or medical alert bracelets and necklaces are permitted.

Make-Up

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

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

Out-of-Uniform Days

On occasion, there may be out –of- uniforms days scheduled. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.

Uniform Swap

St. John School has a uniform swap. For more information, call the school office.

Hairstyles

St. John 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 hairstyles for their children. Hair color and style must be natural with no tinting, highlighting, spiking, etc.

Lost and Found

Please have all clothing marked with your students' names. Lost items will be placed in a "Lost and Found" bin located in the cafeteria. Every two months, unclaimed items will be donated.

PBIS

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

At St. John School, our expectations are anchored using our mascot, the eagle.

Our foundation for PBIS is:

St. John Eagles Soar! We will

Be Safe

Encourage Others

Act Responsibly

Be Respectful of ourselves and others.

Our PBIS program will clearly identify our expectations for our students while in class as well as in other areas of the school. We hope our PBIS program can be a partnership between home and school. Throughout the year, we will be highlighting and celebrating the success of all of our students.

Guidance and Counseling

St. John School has a full time counselor who is part of the PBIS team, facilitates lunch bunch meetings with small groups of students, acclimates new students to the school, delivers classroom guidance lessons, presents related professional development for teachers and staff, works with students on conflict resolution, and tracks attendance as well as incidents of bullying.

Dear Parents,

Please read and discuss the contents of the St. John School Parent/Student Handbook with your child (ren). Please sign and return this sheet to the school with your youngest child. Thank you. ALL SIGNED HANDBOOK ACKNOWLEDGEMENTS ARE DUE WITHIN TWO WEEKS OF RECEIPT OF HANDBOOK. Unsigned Receipt of Handbook Acknowledgements will be assumed as “received” and “read” as of September 30, 2023.

RECEIPT OF HANDBOOK ACKNOWLEDGEMENT

I, _____, have read and discussed the contents of the St. John School Parent/Student Handbook with my child(ren), and we are aware of its policies, procedures, rules and consequences. I understand that the provisions of the Parent/Student Handbook are guidelines only, and do not constitute a contract, either express or implied. I further understand that the Administration, in consultation with the Pastor, has the discretion to enforce the School’s Standards of Conduct and determine final disciplinary action.

Parent Signature

Date

Name of Student(s) – please print: _____
