



St. John School
WESTMINSTER

45 Monroe Street

Westminster, MD 21157

410-848-7455

**PARENT AND STUDENT
HANDBOOK
2024-2025**

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

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St. John School is a co-ed elementary school for grades PreK 3 - 8. 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.

Overview

Vision Statement

St. John School provides an education rooted in the Roman Catholic faith. Our vision is to nurture students to become disciples of Christ grounded in faith, knowledge, and service. Through academic excellence and spiritual formation, we empower students to become responsible citizens who make positive contributions to our community. Guided by Catholic principles, we strive to cultivate a culture of respect, integrity, and love, fostering a lifelong journey of faith, service, and learning.

Mission Statement

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 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.

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.

Awards & Accolades

St. John School received STEM accreditation through Cognia in May of 2022.

Administrative Team

St. John School is a parish school. The school is led by the Principal, Stephanie Rattell, and Assistant Principal, Lauren College, under the guidance of the Pastor, Father Mark Bialek. 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.

Theme for the 24-25 School Year

Give thanks with a grateful heart (1 Thessalonians 5:18)

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.

2024-2025 Faculty and Staff

Father Mark Bialek	Pastor
Stephanie Rattell	Principal
Lauren College	Assistant Principal
Sheila Magin	Middle School/Academic Coordinator
Gabrielle Peregoy	Finance Director
Mary Ann Saccone	Administrative Assistant
Melissa Beaghan	Advancement Director
Mary Drummond	Pre-K3
Chrissy Quirk	Pre-K3
Matthew Saccone	Pre-K3 Assistant
Megan Leister	Pre-K4A
Caitlin Randazzo	Pre-K4A Assistant
Rochelle O'Connor	Kindergarten
	Kindergarten
Sharon Daigle	Kindergarten Assistant
Emily Coakley	Grade 1
Tracie Amey	Grade 1 Assistant
Barbara Ott	Grade 2
Victoria Griffin	Grade 2
Peyton Motter	Grade 3
Laura Dorsey	Grade 4
Amy Lawson	Grade 4
Darlene Smith	Elementary Assistant

Michael Bryant	Grade 5 Homeroom/Math
Sheila Magin	Grade 6 Homeroom/Math
Beth Kistler	Grade 7 Homeroom/ELA, Religion
Alina Tucker	Grade 8 Homeroom/Science
Audrey Bair	ELA
Alex Bracy	Social Studies
Andy Palm	Physical Education
Janis Chilcoat	Library Grades 5 - 8
Peggy Warner	Library Grades Pre-K - 4
Abigail Wist	Music
Heidi Wiggins	Art/STEM
	Spanish (K - Gr. 8)
Vicki Pellicciotti	Technology
Christine Smith	Reading Specialist
Mary Steiber	Math Resource
Shelley Mitchell	Nurse
Beth Serio	Nurse
Kellyann Palm	Counselor

School Board Members

Daniel Bowles
Teresa Richardson
Mary Mussari
Hanael Bianchi
Chris Stark
Bob Andrews
Steve Aquino
Brenda Whipkey
Christian Ahalt
Thomas Kowalczyk

School Calendar 2024-2025

New to the 2024/25 school year St. John School will be identifying 3 inclement weather days into the calendar. Please note that for each inclement weather day we need to use to close school from August-April, we will take away one of the 3 inclement weather (days off) identified in April-May. New to the 2024/25 school year are 2 asynchronous ½ days for students. Students will be responsible for completion of work posted to students, so that teachers will be given the time to input final grades for the trimester.

August	26	First Day of School (K-8)
	30	Noon Dismissal
September	2	School Closed/ Labor Day
October	4	School Closed/ Professional Day
	18	Noon Dismissal
	21	School Closed/ Faculty Retreat
November	15	Noon Dismissal-Asynchronous Day/Faculty Workday
	26	Grandparents Day/ Noon Dismissal
	27-29	School Closed/ Thanksgiving Break
December	2	School Reopens
	5	Noon Dismissal
	6	School Closed/Christmas Bazaar Set-up
	20	Noon Dismissal
	21-January 1	School Closed/ Christmas Break
January	2	School Reopens
	20	School Closed
	31	Noon Dismissal
February	14	Noon Dismissal
	17	School Closed/Presidents' Day
	28	Noon Dismissal-Asynchronous Day/Faculty Workday

March	21	School Closed/Professional Day
	24	Inclement Weather Day
April	17	Noon Dismissal/Inclement Weather Day
April	18-27	School Closed/Easter Break
	28	School Reopens
May	5	Inclement Weather Day
	6	Noon Dismissal
	22	Noon Dismissal
	23 and 26	School Closed/Memorial Day
June	5	Noon Dismissal/Last Day of School

Campus Map



Academics

Curriculum

St. John School follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis every 5 years.

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.

Other Student Services

St. John School offers ELA and Math resource services for students in grades 1- 5. Resource teachers work closely with classroom teachers to provide individualized assistance.

Individualized Education Plan (IEP) and Process

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

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

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

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. Parents must notify the teacher 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.

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. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.

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.

Report Cards and Interim Reports

Archdiocese of Baltimore report cards will be sent digitally 3 times a year at the conclusion of each trimester. In addition, the school will send interim reports digitally for grades PreK-8 at the middle of each trimester. It is also the responsibility of parents to obtain their passwords for PowerSchool and monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

Students in Pre-Kindergarten through grade 8 will receive Report Cards each trimester. Marks are based on actual achievement of the student according to his/her grade level of instruction. These grades are based on the student’s daily performance, homework assignments, weekly tests, unit tests, projects, and papers.

Archdiocesan Progress Report Grading Codes by Grade Level			
Course	PreK – 2	Grades 3-5	Grades 6-8
Language Arts	Progress Codes	Letter Grade	Letter Grade
Math	Progress Codes	Letter Grade	Letter Grade
Science	Progress Codes	Letter Grade	Letter Grade
Social Studies	Progress Codes	Letter Grade	Letter Grade
Religion	Progress Codes	Letter Grade	Letter Grade
Spanish	Progress Codes	Achievement Comments	Achievement Comments
Technology	Progress Codes	Achievement Comments	Achievement Comments
Physical Education	Progress Codes	Achievement Comments	Achievement Comments
Art	Progress Codes	Achievement Comments	Achievement Comments
Music	Progress Codes	Achievement Comments	Achievement Comments
All Classes		Effort and Conduct	Effort and Conduct

Letter Grades:

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

PreK-Grade 2 Progress Codes		
Grade	Description	Comments
I	Independent/Proficient	The student understands the concept/skills and works with little or no reinforcement or assistance. The student shows the ability to apply the knowledge or perform skills accurately without instructional support. Student is able to do more challenging work.
P	Progressing	The student's understanding of concepts/skills are developing and are in need of occasional reinforcement and assistance. The student is retaining material and shows the ability to apply the knowledge or skill with little instructional support.
E	Emerging	The student's understanding of the concepts/skills are still at the beginning level and/or need reinforcement and assistance. The student is being introduced to the skill and is beginning to use the skill in context with extensive instructional support. The student needs re-teaching/reinforcement.
NA	Not assessed at this time	

Grades 3-8 Core Subject Subcategories and Specials Classes Achievement Comments		
Grade	Description	Grade
I	Independent/Proficient	97-100
V	Very Good Progress	93-96
P	Progressing	85-92
S	Satisfactory	75-84
N	Needs Improvement	70-74
U	Unsatisfactory/Not Proficient	1-69
NA	Not Assessed at this Time	0

Achievement Comment

I=Independent/Proficient

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

V= Very Good Progress

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

G= Good Progress

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

S=Satisfactory

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

N= Needs Improvement

- Makes many errors when applying skills or processes required to complete grade level academic performance tasks
- Demonstrates an incomplete understanding of Archdiocese of Baltimore grade level

- appropriate curriculum strands and objectives taught this trimester
- Demonstrates an incomplete knowledge of important information
- Unable to use acquired knowledge to correctly communicate important ideas
- Performance is markedly below grade level
- Class work and homework fail to meet teacher criteria

U=Not Progressing

- Unable to perform any understanding of skills or processes required to complete grade level academic performance tasks
- Demonstrates no understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught during this trimester
- Demonstrates no knowledge of important information
- Unable to use acquired knowledge to correctly communicate ideas
- Class work and homework fail to meet teacher criteria
-

Effort & Conduct Achievement Comments		
Grade	Description	Grade
O	Outstanding	93-'00
G	Good	85-92
S	Satisfactory	75-84
N	Needs Improvement	70-74
U	Unsatisfactory	0-69

Effort Comments:

O= Outstanding

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

G= Good

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

S=Satisfactory

- Meets the level of expectation
- Adequate amount of effort put forth
- Adequate level of class participation
- Class work/project/assignment criteria meets standards

N=Needs Improvement

- Below average amount of effort put forth
- Below average level of class participation- almost always called on, rarely volunteers
- Class work/project/assignment criteria sometimes meets standards/not all criteria met

U=Unsatisfactory

- Little or no effort put forth
- Little to no class participation- always called on, never volunteers
- Classwork/project/assignment criteria rarely meet standards/criteria barely met
- Students failing two or more core subjects may not be advanced to the next grade level.

Conduct Comments:

O=Outstanding

- Always exceeds the level of expectation
- Demonstrates highest level of self-control
- Follows classroom rules
- Makes good choices
- Role model to other students
-

G=Good

- Most of the time exceeds the level of expectation
- Demonstrates self-control, rarely needs reminders
- Follows classroom rules, rarely needs reminders
- Makes good choices, rarely needs redirected

S=Satisfactory

- Meets the level of expectation
- Demonstrates self-control, sometimes needs reminders
- Follows classroom rules, sometimes needs reminders
- Makes good choices, sometimes needs redirection

N=Needs Improvement

- Has trouble demonstrating self-control, needs reminders
- Has trouble following classroom rules, need reminders

- Sometimes has trouble making good choices, needs redirection

U=Unsatisfactory

- Has difficulty demonstrating self-control, needs constant reminders
- Has difficulty following classroom rules, needs constant reminders
- Has difficulty making good choices, needs constant redirection

Admissions

Application Process

Applications open in December and 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 applicable)

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.

Placement

Students are initially placed using the results of the following:

School administered placement test

Teacher recommendation (from sending school)

Report cards

Standardized test results

In order to make sure that the school is a good fit for the student, all new students are given a one-year probationary period. Parents will be notified throughout the year if the student's actions and academics are not meeting expectations.

High School Admissions and Visitation Policy

Eighth grade students are allowed up to 3 days for shadow visits to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building.

Non-Discrimination Statement

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

- (1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

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

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

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

Assessment Program

Standardized Testing

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten Students

Pre-kindergarten 3, Pre-kindergarten 4, and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

Elementary Students

Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth. Grades 3, 5 and 7 also take the Science Assessment each Spring. Parents are given feedback as to how their child is scoring at the end of the year.

Assessment of Child/Youth Religious Education (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.

Attendance and Student's Records

Absences

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 send an email to attendance@sjwestschool.org by 9:30am. Please copy the child's homeroom teacher on the email. If you are unable to send an email, please 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 will 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.

Tardiness (coming to school late or leaving school early) is another action that affects a student's readiness to learn. Coming in and/or leaving early, not only disrupts the educational learning for your child, but also those of other students in the class. Parents will be notified in writing for 5 or more tardies and a conference may be requested by the administrative team to address the issue and consequences.

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

After an absence and 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 including recess.

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 7:55am The school day begins at 8:15am. Any student arriving after 8:15am 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 to the office 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 and 9:15am, the student is marked late.
- If the student is absent from the building for 3 to 4 hours, the student is marked ½ day absent.
- If the student is absent from the building for more than 4 hours, the student is marked absent for the whole day.

Regular Dismissal

Regular Dismissal is at 3pm.

Early Dismissal Days

On scheduled early dismissal days, St. John School will dismiss at noon. In cases of inclement weather, early dismissal times will be announced as needed.

Location & Access to Student's Records

Student's 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

- o Student's name
- o Participation in officially recognized activities and sports
- o Address
- o Telephone listing

- 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 principal in writing by 9/30/24.

- 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.

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.

Positive Behavior Intervention and Support (PBIS)

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on 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.

Our PBIS Anchor is SOAR. We are **S**piritual, **O**rganized, **A**chievers, and **R**espectful

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 to each other, including peers, teachers, faculty, and staff
- 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 action, including but not limited to digital harassment
- 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) including distribution or both physical and digital
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Public displays of affection
- Harassment

After school activities, while riding on buses to sports games or other school or parish sponsored 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.

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 principal will exercise his/her discretion whether the suspension should be served in-school or at home. 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, (unless approved in consultation with the superintendent) 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 Staff/Administrative Response	II Parent/Guardian Involvement	III Reallocation of Student's Time	IV Exclusion from Normal School Activities	V 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 changing classes or at any other time) including cheating, forgery, plagiarism.	II to V 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

Bullying Policy

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, gaming device, tablet, etc.

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

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

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

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

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.

Financial Obligations

Tuition/Re-enrollment

The tuition rates are published annually. There is a non-refundable re-enrollment fee of \$150 per student. Re-enrollment opens on November 29th. Open enrollment begins December 15, 2024. 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.

Payment Schedule

If you choose to pay your tuition in full, a check may be written to St. John School. If you choose to split your tuition payments into two or more, you must set up a payment plan through FACTS.

Tuition Assistance, Tuition Grants, BOOST

FACTS application must be completed in order to receive tuition assistance. Applications open in November for the following school year and should be completed by the end of February for first round awards.

FACTS link: <https://factsmgt.com/parent-resources/grant-and-aid/>

Account Number: 11024

BOOST information is sent via email in the spring.

Delinquent Tuition

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.

Withdrawals

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	25%
First day of school to 9/30	50%
10/1 to 10/31	75%
11/1 to end of the year	100%

Health

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.

Immunization records must be received PRIOR to the first day of school or your child will be unable to attend school. If you plan to request a religious exemption, please contact the nurses' office to ensure the proper documentation is filled out and submitted to the Archdiocese.

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.

Please see the school website for the appropriate medication administration forms. Please note that there are two forms: one for prescription medications and one for over the counter medications. Both forms require both physician and parent signatures.

School medication orders must be renewed each school year by the physician and the order must be signed on or after July 1.

All medication must be delivered to school by a parent/guardian and handed directly to the nurse in the original container or box. Prescription medications must have the pharmacy label intact. Medication must be picked up by the last day of school. Any medication not picked up by the last day of school will be discarded per AOB guidelines.

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

Hepatitis

Food Poisoning

Mumps

Adverse reactions to Pertussis Vaccine

Lyme disease

Chicken Pox (varicella)

Covid 19

Whooping Cough (Pertussis)

Rocky Mountain Spotted Fever

Human Immune Deficiency

Virus Infection (AIDS and all other symptomatic infections)

Animal bites / Rabies

Influenza

Conjunctivitis (Pink Eye)

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.

Varicella (Chicken Pox)

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, 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.

Asthma/Seizure Disorders

Any child with known asthma or seizure disorders must have an action plan on file in the nurses' office. This must be completed by your child's physician and updated each school year. It should include a treatment plan/medication orders for use in case of emergency.

Bloodborne Pathogens

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

Vision & Hearing Screening

The school follows the directives of the Carroll County/city 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.

Birthdays

Please contact your child's teacher if you wish to send in birthday treats. Party invitations should be mailed or sent electronically, not distributed at school.

General Use Epipens

As of October 2019, St. John School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Naloxone (Narcan)

As of May 2024, St. John School has adopted a policy allowing the availability of Naloxone through the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the "Start Talking Maryland Act" a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources:

https://youtu.be/p9hYzykHs_o and [Pages - Home \(maryland.gov\)](#).

Partnership and Communication with Parents

Responsibilities

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

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person (s) most directly involved
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others to include, but not limited to, social media platforms.
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
10. to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party site, and including sporting events.
11. 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.
12. To demonstrate appropriate behavior and respect to all teachers, staff, and administrators, this includes verbal, written or electronic exchanges.

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 a 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.

Communication

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

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school has this information in case of an emergency. This information 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.

Change in Name, Family Status, and Custody

If there is a change in the family status/or the change of a child's name, or a change in custody arrangement, 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. The parent also needs to notify the principal.

Change in Address, Telephone Number, and Email Address

When there is a change in address, phone number or email address, parents need to update school admin immediately.

Bright Arrow

Bright Arrow 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 address in PowerSchool are up to date. You may add additional numbers and email addresses. If you want the messages sent to more than one number or email, please call the school office.

Parent Teacher Conferences

Parent/Teacher conferences will be held on Friday, October 18, 2024. This is an early dismissal day for students. If you have questions or concerns at any time, please reach out to your child's teacher to schedule an appointment.

Home & School Association

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

The Home and School Association manual can be found here:

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

Homeroom Parents

St. John School has many opportunities for parents to volunteer their time. Homeroom parents are needed to plan parties and events for the school and the students. All volunteers must be in compliance with the Archdiocesan Virtus regulations prior to beginning any volunteer activity. Please call the school office for more information.

Safety

Emergency Plan

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

Fire and Safety Drills

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.

Emergency & Weather-related Closings and 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 closing.

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

Asbestos Hazard Emergency Response Act (AHERA)

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.

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.

Student's Cell Phones

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 the 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.

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 through RAPTOR before visiting other parts of the school building.

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.

Playground & School Supervision and 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 the drop-off time and after the pick-up time, as listed above. The school is not liable for any injuries or accidents which may occur before the drop-off time or after the pick-up time, as 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.

All children are expected to be picked up by 3:20. At 3:20, All children not 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.

Transportation and Busing Procedures

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.

Transportation Changes

If your child has a transportation change for the day, please send an email to transportation@sjwestschool.org Please copy the child's homeroom teacher on the email.

Include the following information:

*Child's Name

*Homeroom Teacher

*Nature of Transportation Change. For Example, "John will be going home with his grandparents today", or "Mary will be going to ABC Care today".

If you are not able to send an email, please report any absences or transportation changes to the office.

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. 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.

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.

Spirituality

Daily Prayer

We pray as a school community during Morning Prayer, Prayer Before and After Lunch, and The Act of Contrition at Dismissal. Individual classes also pray daily.

School Liturgy Schedule

We attend mass every Friday and every Holy Day at 9:30.

Sacraments (First Eucharist, Reconciliation, Confirmation)

Sacramental Preparation is done through St. John Parish.

Dates TBD

Service Projects

The faculty and staff of St. John School will work on monthly service projects. Details will be shared when available.

Pastor's Contact Information

Fr. Mark Bialek msbialek@icloud.com

Advent

December 1 - December 24, 2024

Lent

March 5 - April 17, 2025

We will attend the Stations of the Cross as a school community on Fridays during Lent. The middle school will perform the Living Stations of the Cross during Lent.

May Procession & Crowning

Our annual May Procession will take place on May 2, 2025.

Catholic Schools Week

This year Catholic Schools Week is January 26th - February 1, 2025. We are planning many activities for our students, families, and our community.

Religion Curriculum

Textbook and *Growing with God* Program

Living Rosary

During Catholic Schools Week - Date TBD

Retreats (Grade-level)

TBD

Student Services

Before & After School Care

Before and After School Care is provided by ABC Care and regulated by the Maryland Office of Child Care. Before school care is available from 6:30am to 8:00am and after school care is available from 3:00pm until 6:00pm. To contact ABC Care, please call the center at 410-751-3700.

Cafeteria: Milk & Lunch Program

St. John School does not operate a lunch or milk program. Pizza will be served on Tuesdays. Pizza will be ordered and paid for each 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.

Guidance & Counselor

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.

Leadership Programs

Student Council elections will be held in the fall.

Technology

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.

Uniforms

Student Uniforms

Students are expected to be well groomed and in proper uniform every school day. The purpose of uniforms is to minimize the distractions so that an atmosphere conducive to learning is fostered. There are to be no deviations from, or additions to, the following regulations. Spiritwear is only to be worn on special days and will be announced ahead of time.

Uniform Company

Dennis Uniform

St. John School Webstore Code is BT00SJ

1110C North Rolling Rd Catonsville, MD 21228

410-869-4682

Uniform Description

Boys Grades K-8

- Navy Blue Trousers - no jeans cut or corduroy trousers. Pants are to be worn to the shoe tops.
- St. John Uniform Logo White Polo - Short or Long Sleeve
- Navy Blue Sweater or
- St. John Uniform Sweatshirt
- Dark Socks (must be solid in color-no graphics)
- Dress Shoes - Leather/Canvas, tie or no tie, Sperrys, Bucks, or loafer are all acceptable.
- PreK - 1st Grade wear tennis shoes all year
- Brown or Black Belt with inconspicuous buckle
- Plain White Undershirt

Girls Grades K-4

- Plaid St. John Jumper
- Plain White Rounded Collar Blouse - Long or Short Sleeve, St. John Uniform Logo Polo - Long or Short Sleeve, White Turtleneck, or White Mock Neck
- Navy Blue Sweater or
- St. John Uniform Sweatshirt
- Navy Blue Knee High Socks, Navy Blue Tights, or Navy Blue Leggings (free from graphics)
- Dress Shoes - Leather/Canvas, tie or no tie, Sperrys, Bucks, Mary Janes, Saddle Shoes, or loafer are all acceptable.
- PreK - 1st Grade wear tennis shoes all year long

Girls Grades 5-8

- Plaid St. John Skirt - must be no more than 3 inches above the knee
- Plain White Rounded Collar Blouse - Long or Short Sleeve OR St. John Uniform Logo Polo - Long or Short Sleeve
- Navy Blue Sweater OR
- St. John Uniform Sweatshirt
- Navy Blue Knee High Socks, Navy Blue Tights, or Navy Blue Leggings (free from graphics)

- Dress Shoes - Leather/Canvas, tie or no tie, Sperrys, Bucks, Mary Janes, Saddle Shoes, or loafer are all acceptable.

OPTIONAL Summer/Spring Uniform

Boys Grades K-8

- Navy Blue Dress Shorts
- St. John Uniform Logo Polo
- Solid White Athletic Socks (must be free from graphics)
- Athletic Shoes - tie or velcro
- Brown or Black Belt with an inconspicuous buckle (grades 1st-8th)

Girls Grades K-8

- Navy Skort (no more than 3 inches above the knee)
- St. John Uniform Logo Polo
- Solid White Athletic Socks (must be free from graphics)
- Athletic Shoes - tie or velcro

Physical Education Uniform

- Gold St. John Uniform Logo Gym Shirt
- Green St. John Uniform Logo Gym Shorts (no more than 3 inches above the knee)
- Solid White Athletic Socks (no writing or graphics)
- Athletic Shoes - Any Color
- Green St. John Uniform Sweatshirt - to be worn OVER the Shirt during cold weather.
- Green St. John Uniform Sweatpants - to be worn OVER the Shorts during cold weather.
- Gym shorts must be unrolled and worn at the waist.

Prek Uniform

- Green St. John Uniform Logo Gym Shirt
- Green St. John Uniform Logo Gym Shorts (no more than 3 inches above the knee)
- Solid White Athletic Socks (no writing or graphics)
- Athletic Shoes - Any Color, Tie, or Velcro
- Green St. John Uniform Sweatshirt - to be worn OVER the Shirt during cold weather.
- Green St. John Uniform Sweatpants - to be worn OVER the Shorts during cold weather.

Jewelry, Hair Accessories, Make-Up, Nail Polish

- No Jewelry may be worn during Physical Education class.
- A wrist watch is permitted - NO smart watches are permitted.

- Only one small stud earring per earlobe may be worn. Boys are NOT permitted to wear earrings. No additional body piercing is permitted.
- Only Religious or Medical Alert Bracelets and Necklaces are permitted.
- Barrettes, Ponytail Holders, Hair Clips, Headbands are permitted for girls.
- Animal Headbands are NOT permitted.
- NO Make-up of any kind is permitted.
- NO Nail Polish, Nail Gel, or Nail Accessories of any kind is permitted.

Hair Policy

Hairstyles are to be neatly groomed. For boys, hair is not to exceed the top of the collar, the top of the ear, or be below the eyebrows. Boys sideburns are not to exceed the bottom of the ear. The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-hawks, mohawks, mullets, spikes, fades, ombre, highlighting or coloring of any kind.

St. John School recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices or adopted for protective purposes. In those cases, it is the policy of St. John School to permit individual families to receive an exception from this policy so that they may choose the appropriate cared-for hairstyle for their child. Should a parent have a question about a hairstyle or wish to request an exemption, they should contact the administration before getting his hair cut or styled.

Labeling Clothes & Belongings

Please label all sweatshirts, sweatpants, lunch boxes, and backpacks with your family name.

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. Clothing must be modest in nature. NO Flip-Flops, Crocs, Sandals, or Shoes with Wheels are permitted at any time.

Used Uniform Swap

Used uniforms are available upon request. There is no fee. Please email or call the office with your needs and a volunteer will check our uniform swap

Lost and Found

There are bins throughout the school. Parents are welcome to check the bins for missing items.

Dear Parents,

Please read and discuss the contents of the St. John School Parent/Student Handbook with your child(ren). Please sign, detach, and return THIS sheet to the school with your child. Thank you.

ALL SIGNED HANDBOOK ACKNOWLEDGEMENT ARE DUE WITHIN 2 WEEKS OF RECEIPT OF THE HANDBOOK. Unsigned Receipt of Handbook Acknowledgements will be assumed as “received” and “read” as of September 30, 2024.

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 expressed 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): _____

