



St. John School
WESTMINSTER

45 Monroe Street

Westminster, MD 21157

410-848-7455

**PARENT AND STUDENT
HANDBOOK
2026-2027**

St. John Westminster Catholic School

45 Monroe Street

Westminster, MD 21157

www.sjwestschool.org

Dear St. John Families:

Welcome to a new school year! It is with great joy and gratitude that I welcome you to our Catholic school community. Whether you are a returning family or joining us for the first time, thank you for entrusting us with the education and faith formation of your child.

At our school, we are committed to providing an excellent academic education rooted in the teachings of Jesus Christ and the traditions of the Catholic Church. We strive to nurture each student's spiritual, intellectual, social, emotional, and physical development in a safe, supportive, and faith-filled environment. Together with our dedicated faculty and staff, we encourage our students to grow in knowledge, character, service, and love of God.

The Parent-Student Handbook has been prepared to provide important information regarding our school's policies, procedures, and expectations. It serves as a guide to help ensure a positive and successful partnership between home and school. While no handbook can address every situation, it reflects our commitment to maintaining a respectful, orderly, and caring community where every child has the opportunity to thrive.

We believe that parents are the primary educators of their children, and we value the partnership we share with you. Open communication, mutual respect, and a shared commitment to our Catholic mission are essential to your child's success. I encourage you to read this handbook carefully, discuss its contents with your child, and refer to it throughout the school year.

As we begin this new year together, let us place our school community under the guidance and protection of our Lord and the Blessed Virgin Mary. May God bless our students, families, faculty, and staff as we continue to grow in faith, knowledge, and service to others.

Thank you for your continued support, trust, and commitment to our school. I look forward to partnering with you in making this a joyful, successful, and faith-filled year for every student.

Sincerely in Christ,

Stephanie Rattell

Stephanie Rattell, Principal

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St. John Westminster Catholic School is a co-ed elementary school for grades PreK-3 through 8th grade. 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. (Policy ADM 6.0)

Overview

Archdiocese of Baltimore's Vision Statement

The Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

Archdiocese of Baltimore's Mission Statement

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential - spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

St. John School 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.

St. John School Mission Statement

St. John School inspires all students to become missionary disciples of Christ through an engaging, nurturing, and exemplary Catholic education - one child at a time.

History of St. John School

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

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

In the spirit of continuous education and growth, Monsignor Joseph C. Antoszewski began the construction of a multi-purpose building in January of 1992. This addition to the old school building was completed in September of 1992. The new wing allowed St. John School to expand its horizons. Part of the multi-purpose building quickly became classrooms for grades one through four, and also provided space for the first kindergarten and the computer lab. In addition, rooms for the teaching of art and music, Spanish, and technology were added, providing the students with a permanent place to pursue their creative talents. St. John School's commitment to nurture the students' spiritual lives and their intellectual and creative interests is evident through the school's history. Since its humble beginnings, St. John School has striven to become a leader in the Catholic education of children. The school's obvious success can be seen in its endurance and in the accomplishments of generations of alumni for over 150 years.

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.

National Catholic Educational Association (NCEA)

St. John School is a member of the National Catholic Educational Association (NCEA).

Awards & Accolades

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

St. John School was voted the best private school in Carroll County.

Administrative Team

St. John School is a parish school. The school is led by the Principal, Stephanie Rattell 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. The Administrative team includes the Principal, Middle School Coordinator, Lower School Coordinator, PreK Director, Office Manager, Admissions Director, and Development Director.

Administration

Principal - Stephanie Rattell srattell@sjwestschool.org

Dean of Students - Sheila Magin smagin@sjwestschool.org

PreK Director - Mary Drummond mdrummond@sjwestschool.org

Facilities Manager - John Novak jnovak@sjwest.org

Admissions/Enrollment Manager - Melissa Beaghan mbeaghan@sjwestschool.org

Advancement Director - Kellyann Palm kpalm@sjwestschool.org

Office Manager - Mary Ann Saccone masaccone@sjwestschool.org

VIRTUS Coordinator - Melissa Beaghan mbeaghan@sjwestschool.org

Power School Administrator - Sheila Magin smagin@sjwestschool.org

2026-2027 Faculty and Staff

Stephanie Rattell	Principal
Sheila Magin	Middle School Coordinator/Dean of Students
Mary Ann Saccone	Office Manager
Melissa Beaghan	Admissions Director
Kellyann Palm	Development Director
Mary Drummond	PreK Director and PreK3
Amanda Sigley	PreK3
	PreK3 Assistant
Caitlin Randazzo	PreK4A
Gabriella Peterson	PreK4B
	PreK 4 Assistant
Rochelle O'Connor	Kindergarten A
Sharon Daigle	Kindergarten Assistant
Megan Leister	Kindergarten B
Matthew Saccone	Kindergarten Assistant
Emily Coakley	Grade 1
Peyton Eyler	Grade 2
Victoria Griffin	Grade 2
Ashley Rupert	Grade 3
Madison Hunt	Grade 3
Laura Dorsey	Grade 4
Amy Lawson	Grade 4
Tracie Amey	Elementary Assistant
Darlene Smith	Elementary Assistant
Joshua Bellows	Grades 5 Homeroom/5-8 Science
	Grade 5 Homeroom/ELA

Matthew Magin	Grade 6 Homeroom/Math, Religion
Alex Bracy	Grade 6 Homeroom/Social Studies
Beth Kistler	Grade 7 Homeroom/ELA, Religion
Sheila Magin	Grade 8 Homeroom/Math, Religion
Andy Palm	Physical Education
Peggy Warner	Media Grades Pre-K - 5
Abigail Wist	Music, Orchestra
Heidi Wiggins	Art/STEM
Maura Ziolkowski	Spanish (K - Gr. 8)
Christine Smith	Reading Specialist
Mary Steiber	Math Resource
Shelley Mitchell	Nurse
Angela Carroll	Nurse
Beth Hall	Counselor

Pastoral Support

Father Mark Bialek	Pastor
Father Shiadrik Mokum	Associate Pastor
Father Jose Aguayo	Associate Pastor
Father Jack Ward	

School Board Members

Steve Aquino	Chair
Hanael Bianchi	Vice Chair
Teresa Richardson	Secretary
Tim Thackston	Treasurer
Chris Stark	
Bob Andrews	
Brenda Whipkey	
Christian Ahalt	
Thomas Kowalczyk	

School Calendar 2026-2027

The Archdiocese of Baltimore has a plan in case of inclement weather or unforeseen school closings. St. John School follows Carroll County Public Schools for delayed openings, early dismissals and/or closures. In the event of an unforeseen closing, we will contact parents via email and post on our school website and social media sites.

For the 2026/2027 school year, there are snow days already built in.

School Calendar

August	31	First Day of School (K-8)
September	4	Noon Dismissal
	7	School Closed/ Labor Day
October	19	School Closed/Parent Teacher Conferences
	20	2 Hour Delay
November	4	Noon Dismissal - Professional Development
	20	End of Trimester 1/Asynchronous Day/Faculty Workday
	24	Grandparents Day/ Noon Dismissal
	25-27	School Closed/ Thanksgiving Break
December	3	Noon Dismissal
	4	School Closed/Christmas Bazaar Set-up
	22	Noon Dismissal
	23-January 3	School Closed/ Christmas Break
January	4	School Reopens
	18	School Closed/Martin Luther King, Jr. Day
February	5	Noon Dismissal
	15	School Closed/Presidents' Day
	26	End of Trimester 2/Asynchronous Day/Faculty Workday
March	25	Noon Dismissal
	26-April 2	School Closed/Easter Break
April	16	School Closed/Faculty Retreat
	28	School Closed/Professional Development
May	28 and 31	School Closed/Memorial Day
June	10	Noon Dismissal/Last Day of School

Campus Map



Catholic Identity

The official teachings of the Roman Catholic Church are taught in St. John School. The faith formation program is under the jurisdiction of the Archbishop. The curriculum integrates the six tasks of catechesis and is developed in accord with the Archdiocesan faith formation curriculum guidelines published by the Institute for Evangelization. Students attend religion classes, participate in liturgical celebrations, and participate in the religious activities of the school. Parents receive information about the faith formation program in the school and the school's expectations of their child(ren) with regard to religion both as an academic discipline and as a lived faith.

Advent

November 29 - December 24, 2026 - All of our classrooms have an Advent wreath. We will pray as a school community. Our elementary students will perform the Christmas Program before Christmas break.

“Buddy” Program

Students in PreK through Grade 1 are assigned a middle school student as a Book Buddy.

Catholic Schools Week

This year Catholic Schools Week begins on Sunday 31, 2027 and goes until Friday, February 6th. We are planning many activities for our students, families, and our community.

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.

Lent

February 10 - March 27, 2027 Lent begins on Ash Wednesday. 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.

Living Rosary

St. John School will pray the Living Rosary during Catholic Schools Week.

May Procession & Crowning

Our annual May Procession and Crowning of our Blessed Mother will take place in May in consultation with St. John Parish.

Pastor's Contact Information

Fr. Mark Bialek msbialek@icloud.com

PBIS Framework

St. John School emphasizes the Catholic faith and values by implementing the PBIS Framework through the matrix system. Our anchor is Soar. We are Spiritual, Organized, Achievers, and Respectful. Students earn talons and will have opportunities to be recognized for positive behavior.

Religion Curriculum

St. John School follows the Archdiocese of Baltimore's Religion curriculum. St. John School uses the Christ Our Life series from Loyola Press, the We Believe services from Sadlier, and the Growing with God program from Loyola Press.

Retreats (Grade-level)

St. John School students will participate in grade level retreats in conjunction with St. John Parish.

Sacraments (First Eucharist, Reconciliation, Confirmation)

Preparation and the reception of the Sacraments of First Eucharist, Reconciliation, and Confirmation take place in the parishes in which the student's family is registered. Please contact your parish in early fall to receive details about the above.

School Liturgy Schedule

St. John School participates in the liturgy weekly and on Holy Days of Obligation.

Service Projects

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

Stations of the Cross and Living Stations

The St. John School community will attend the Stations of the Cross every Friday during Lent. Middle School students will perform the Living Stations in March of 2027.

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.

<https://sites.google.com/archbaltschools.org/curriculum-parent-portal?usp=sharing>

Academic Integrity Policy

The Academic Integrity Policy includes consequences for cheating and plagiarism (including work that used Generative AI/ChatGPT to plagiarize).

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.

Grading Policy

All archdiocesan K - 8 schools will follow this grading policy to ensure consistent, transparent, and fair grading of student academic performance.

Purpose:

To ensure consistent, clear grading practices that accurately reflect student academic performance and mastery of the curriculum.

Overview of Grading and Reporting:

Grades are a tool to measure and communicate a student's academic performance and mastery of the curriculum. They provide valuable feedback to students, parents, and educators about students' understanding of the material, areas of strength, and areas of improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the educational process. By reflecting academic achievement, grades serve to motivate students to strive for excellence and foster a culture of continuous learning and growth.

Grading by Grade Band:

Grades K-2

In Kindergarten through Grade 2, grading is standards-based and reflects student developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. The levels are defined

as: Consistently Demonstrating (CD), Making Progress (MP), Developing (DV), Support Needed (SN), and Not Assessed at this Time (NA).

Assessment Practices

Assessment methods include, but are not limited to: teacher observations, classwork, student discussions, portfolios, checklists, quizzes, and tests. Formal quizzes and tests are administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K–2, assessment results are used to inform instructional decisions and report progress toward mastery of grade-level standards.

Homework

Homework is assigned to reinforce skills already taught in the classroom and may be graded when appropriate. Assignments should be completed independently and take, on average, approximately 10 minutes per night for students in kindergarten and 1st grade, and 20 minutes per night for students in 2nd grade.

Behavior

Behavior is reported separately and is not factored into academic performance indicators.

Grades 3-8

Grades are a reflection of the student's classroom performance and academic mastery of the content and are weighted in the gradebook for each class in the following 3 categories: Classwork and Assignments (60%), Assessments (30%), and Homework and Practice (10%).

Category 1: Classwork and Assignments (60%)

Formative assessments including application, projects, writing, and practice activities.

- Classwork and assignments are completed during class time and demonstrate a clear understanding of the material. These formative assignments may be graded for accuracy, comprehension, completion, and/or depth of thought.
- Practice activities include tasks that help reinforce learning such as drills, exercises, and review activities. These activities are integrated with class content and help students solidify their understanding.

Category 2: Assessments (30%)

Summative measures of mastery including quizzes, tests, and projects.

- Projects require students to apply learned concepts in more complex, real-world situations. These summative projects can be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).
- Quizzes and tests are formal assessments that measure student retention and comprehension. Quizzes assess smaller portions of the content, while tests include larger units or major concepts.

Category 3: Homework and Practice (10%)

Formative practice and preparation primarily completed outside of class.

- Homework assignments will be graded for completion, and may be graded for accuracy if the concepts were previously taught. These assignments provide students with opportunities to practice and review the content discussed in class.
- Practice assignments are tasks completed during class or at home that reinforce previously taught concepts. They include, but are not limited to, exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

Special Subjects

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, Technology and Physical Education, using the same performance indicators. Please note, specials that meet 3 or more times per week are eligible to receive letter grades. Specials meeting less than 3 times per week will use performance levels.

Behavior

Behavior is not included in academic grades. Grades are an accurate reflection of a student's academic performance, regardless of their behavior.

Subjects and Activities Requiring Participation

There are courses and activities in which demonstration of mastery through participation is the only way to assess skills and application. These include, but are not limited to:

- Music: Participation in performances, rehearsals, and practice sessions is essential to demonstrate mastery of musical skills.
- Art: Active participation in art projects, critiques, and exhibitions is necessary to showcase artistic abilities.
- Physical Education: Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

Additional Grading Considerations

- The range of student scores is from 0% - 100%. No other grading minimums or maximums are allowed.
- Extra credit assignments or questions are not allowed.
- As a general practice, assessment retakes are not allowed.
- Participation in class discussions may be assessed as part of the learning process, as it provides students with opportunities to demonstrate understanding, communicate ideas clearly, and engage thoughtfully with course content and peers.

Grading Category Summary	Weighting (%)
Classwork and Assignments (formative) - application, projects, writing, and practice activities	60%
Assessments (summative) - quizzes, tests, and projects	30%
Homework and Practice (formative) - practice and preparation primarily completed outside of class	10%

Trimester Grade Key Grades K-2/Specials	
Consistently Demonstrating	93-100
Making Progress	85-92
Developing	75-84
Support Needed	74 and below
NA	Not Assessed at this time

Trimester Grade Key Grades 3-8	
A+	97-100
A	93-96
B+	89-92
B	85-88
C+	80-84
C	75-79
D	70-74
E	69 and below

Trimester Grade Key Specials Grades 3-8	
Consistently Demonstrating	93-100
Making Progress	85-92
Developing	75-84
Support Needed	74 and below

Report Cards and Progress Reports

In the Archdiocese of Baltimore, students in pre-kindergarten through grade 8 will receive report cards three times a year, at the conclusion of each trimester. In addition, the school will send progress reports home for grades 3-8 during the middle of each trimester.

The first trimester runs from August 31st through November 20th. First trimester progress reports will be sent electronically the week of October 6th. First trimester report cards will be sent home on or about November 24th. The second trimester runs from November 21st through February 26th. Progress reports will be sent electronically the week of January 19th. Second trimester report cards will be sent on or about March 6th. The third trimester runs from February 27th through the end of the school year. Progress reports will be sent electronically the week of April 20th. Report cards will be sent home on or about June 10th.

Honor Roll Policy

All Archdiocesan schools shall honor academic achievement with an Honor Roll based on specific criteria. The purpose is to recognize and encourage high academic achievement and positive contributions to the learning environment in accordance with the values of the Catholic archdiocese.

St. John School will recognize 5th through 8th grade students who have achieved honor roll according to the following criteria:

Principal's Honor Roll

- Academic Achievement: All A's in core subjects.
- Special Classes: Making Progress or better in all special classes.
- Standards and Conduct: Making Progress or better, including unstructured time.

Second Honors

- Academic Achievement: All A's and B's (more A's than B's) in core subjects.
- Special Classes: Making Progress or better in all special classes.
- Standards and Conduct: Making Progress or better, including unstructured time.

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects each 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 eighth 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 eighth-grade student must be in good academic, financial and behavior standing to participate in the end of the year graduation activities.

Power School Access

It is also the parents' responsibility to obtain their passwords for PowerSchool and to 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.

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 through a phone call to the school office to schedule a mutually convenient time to meet. Teachers will also communicate with parents via email or telephone any time there is a concern. Teachers in PreK through grade 2 will communicate with parents via email midway through each trimester regarding student progress.

Other Student Services

Catholic schools in the Archdiocese of Baltimore strive to meet the academic needs of students, so they may access and benefit from a Christ-centered education. The Individuals with Disabilities Act of 1997 (IDEA) is a federal law that mandates all students in the United States who have a disability or multiple disabilities be provided with Free Appropriate Public Education (FAPE) that is individualized to meet their needs.

Students enrolled in private schools by their parents are not entitled to the same level of service that they would receive if enrolled in a public school. The applicable regulations give public schools the authority to decide, after consulting with private school representatives, which students in private schools will be served, what services they will receive, and where the services will be delivered. The regulations require the development of an Individual Service Plan (ISP), rather than an IEP or 504 plan, by the public school with input from the private school representatives in order for a private school student to receive services, such as speech/language

therapy or occupational therapy (OT), from the public school. A family may also seek these services privately.

When a student has been previously identified by the public school as qualifying for an IEP or Section 504 plan, a Student Accommodation Plan (SAP) may be written by the Catholic school staff to document accommodations the student needs to benefit from education services, providing there is psychoeducational testing data or other testing data to support the need for accommodations.

If a parent or teacher identifies an area of concern that is impacting a student's ability to learn, the teacher takes the necessary pre-referral steps to address the concern. The teacher contacts the family about the concerns and response to pre-referral steps. Each school has a Student Advocacy Team (SAT). The teacher completes the SAT referral form and gives it to the SAT leader. The teacher attends an SAT meeting to present the student information. A plan of action is constructed. The school engages the family in the student's plan of action and documents response. The teacher and SAT leader work together to carry out the plan of action. The teacher updates the SAT of the student's and family's progress.

If the SAT recommendation is that the student needs to be formally evaluated, the SAT will discuss with parent or guardian the ongoing concerns and recommendation that the student be evaluated/tested. Testing may be necessary documentation for the school to be able to write a Student Accommodation Plan for their child.

All Student Accommodation Plans are reviewed annually with the student's family and revisions are made as needed. SAPs are only valid for the duration of the school year in which they were implemented. In order for a SAP to be implemented in subsequent school years, an annual review must take place with the parent or guardian.

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. The school does not permit parents who are not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to comply with the school's policies, to adhere to the Archdiocesan Child and Youth Protection policies, and to complete VIRTUS training in advance of the field trip. Any parents who are driving on field trips will have additional requirements.

A parent may pick up their child from a field trip and drive them home if they have requested in writing prior to the trip. Parents may take home additional students only IF there is documented written permission by the parent of the child who is going with them at the school before the field trip.

Admissions

Application Process

Students must be in good standing (financial, academic, and behavioral) to be accepted into a Catholic school. Parents or guardians must provide pertinent information, including required forms for admission as well as additional information that may assist the school staff with your child(ren).

Applications open in December and can be completed on FinalSite 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

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.

The High School Placement Test is given at St. John School each fall and is required for all current 8th grade students applying to any Catholic High School.

Non-Discrimination Statement

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

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

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

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

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

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

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

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

Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Rattell, Principal, or Mrs. Smith, Resource Teacher.

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 about their child's performance at the end of each trimester.

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. ACRE is a school assessment; therefore no individual student scores are obtained from the assessment.

Attendance and Student's Records

Attendance

Fundamental to academic success is regular attendance at (N) school. Absences from school for personal trips or vacations should not be taken when school is in session. Absence from school can have a negative impact on a student's academic success.

Every instance of absence, lateness, and/or early dismissal is recorded in the Student Information System. The school does not designate absences as excused or unexcused. School-sponsored activities and trips are recorded as **Present**-School Sponsored/Field Trips. Missing school for non-school sponsored events/activities is considered an absence. In addition, if early dismissal is required for travel to non-school sponsored events/activities, an early dismissal will be recorded.

Students must take responsibility for keeping pace with their studies. The faculty is under no obligation to help a student make up missed work from this type of absence (personal trips or vacations). Additionally, teachers are under no obligation to provide work in advance for the student.

In order to be considered present for a full day of school, students must observe the following:

- Anyone not present by the school's official starting time is considered absent or late. The school day begins at 8:20. Any student arriving after 8:20 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.
- Arrival after or dismissal before 3.5 hours after or before the end of the official school day is considered a half-day absence.
- Early dismissal is leaving any time before the end of the school day and is documented. 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.
- A note from a provider is required to allow for participation in extracurricular activities if a student arrives late or leaves early during the day. A note from a parent/guardian will not suffice.
- Every absence, late arrival, or early dismissal requires an email from a parent/guardian prior to the official starting time of the school day on the morning the student is absent. A student may not return to school until he/she is well enough to participate in all school activities including recess.
- All absences become part of the student's permanent record.
- If a student has been absent for 5 or more consecutive days, the student is required to bring a note from his/her doctor to be filed by the nurse in his/her medical file.
- Parents/Guardians will be notified in writing when a student's absences equal 10 cumulative total days.

- Permission to participate in extracurricular activities, and/or field trips may be withdrawn when absences, lateness, or early dismissals combine to equal 10 cumulative total days and a parent conference may be required.
- Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. A student who is absent for more than 20 days in the course of a school year or has an excessive lateness and/or early dismissal record or a combination of the above may be required to repeat the school year at the discretion of the administration.
- The administration reserves the right to request a conference with parents of a student with excessive absences and tardies at any point during the school year, to make parents and students aware of the possible consequences of not attending school on a consistent basis. Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.
- Child Protective Services (CPS) may be called due to excessive absences.

Extended Leave of Absence

Parents/Guardians are encouraged to keep the Health Suite and the student's counselor updated regarding any chronic medical diagnoses that might impact a student's attendance.

Parents/Students are urged to contact the appropriate counselor to arrange for assignments when the student will be absent from school for a prolonged period of time due to illness.

An Extended Leave of Absence (more than 5 consecutive school days) is used for students who are experiencing physical concerns, psychological concerns, or family emergencies. This is a collaborative process between the family, the student's counselor, the school nurse, the administrator, and an outside licensed healthcare professional. Each case will be handled individually, keeping the student's best interests in mind, with the ultimate goal to help the student focus on managing his/her health so that he/she can return to campus. Depending upon the length of the leave, students may be asked to make up incomplete work, attend an approved summer program, repeat a year of schooling, or complete another option decided upon by the team.

Administrative approval is required for each instance of an Extended Leave of Absence.

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 St. John School are as follows:

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the Principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal, and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.

- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

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

The School has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the principal in writing by September 15th.

- 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, consumption, or under the influence of any drug or look-alike drug while at school or while attending a school function
- Possession, consumption, or under the influence 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
- Threats to others
- Engaging in threatening/dangerous behavior in school or out of school

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 school's fair procedure to be used in cases of possible suspension or expulsion is as outlined in Policy SS 2.0; SS 2.1; SS 2.2. The principal will exercise his/her discretion whether the suspension should be served in-school or at home.

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 later. If a student is 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 to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

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

Behavioral Consequences

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

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

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

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

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

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

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

Chart of Consequences

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

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

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

I	II	III	IV	V
Staff/Administrative Response	Parent/Guardian Involvement	Reallocation of Student's Time	Exclusion from Normal School Activities	Expulsion
Options • Verbal Reprimand • Time out or out of classroom • Loss of privileges • Teacher/administrator conference with student • Contact with parent • Demerit	Options • Phone call to parent/guardian • Written notification • Conference with teacher/administration • Conference with parent/guardian • Demerit/Detention	Options • Detention • Campus cleanup • In school suspension • Parent/guardian in-school conference	Options • Restricted access • Suspension • Alternative placement • Parent/guardian notifications required • Acceptance of make-up work is determined on an individual basis.	Options • Parent/guardian notification required • Suspension

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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/Academ ic 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	IV to V

	intended to be, or which a reasonable person would perceive, as ridiculing or demeaning.	
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

Conflict Situations

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

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. A link to the Reporting form can be found here:

<https://sjwestschool.org/wp-content/uploads/2022/08/Bullying-Reporting-Form-1.pdf>

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

Financial: Release of Tuition Obligation/Tuition Refund

All schools, both elementary and secondary must have a release of tuition obligation or a tuition refund policy that is detailed on the Tuition & Fees page of the website as well as in the parent handbook and tuition contract.

Procedures

Should a family enroll in an AOB school, and later decide to withdraw, responsibility for tuition payment may remain with the family to compensate the school for expenses already incurred as well as the potential lost opportunity to fill that seat with another student. The amount of tuition obligation is dependent on the date of withdrawal. Please note that enrollment deposits, whether applied against tuition or charged as a separate fee and made at the time of contract signing are non-refundable and non-transferable regardless of the date of withdrawal.

Elementary School Release or Refunds

- Date of Withdrawal after June 1st: Family Tuition Obligation is 25% of annual tuition and fees
- Date of Withdrawal after First Day of School: Family Tuition Obligation is 50% of annual tuition and fees
- Date of Withdrawal after start of Second Trimester: Family Tuition Obligation is 100% of annual tuition and fees

The basis for the refund policy above is the following:

- Billed vs. Paid - The refund should be calculated based on the amount billed for the school year not the amount already paid. That is why the term release of obligation is used in addition to tuition refund. If the amount is calculated based on what has been paid to date, families who withdraw on the same date will be responsible for a different tuition than those who are on a different payment schedule.
- 25% - School purchased textbooks and supplies as well as completed other administrative tasks based on completed registration. Retaining 25% of the billed tuition is to cover these costs incurred. Since school has not yet started there is the potential that another student can be found to fill the seat, but the closer the withdrawal occurs to the first day of school the less likely that becomes, therefore that risk has also been factored into the obligation percentage.

- 100% – the teacher and the classroom are fixed costs and therefore sunk costs even when a student leaves early. Be careful not to diminish the families desire for justification and rationalization of the refund amount.

Registration Policy and Registration Fees

The tuition rates are published annually. There is a non-refundable re-enrollment fee of \$150 per student. Re-enrollment opens on November 29, 2026. Open enrollment begins December 15, 2026. 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.

Fees

St. John School charges a yearly fee of \$600. This is non-refundable and covers expenses for textbooks, technology, and Archdiocesan fees.

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

If a student transfers without having fulfilled all financial obligations, the school is only required to release health records and grade level to the new school. Copies of academic records will be released once all financial obligations are met. Failure to meet financial obligations may result in students being removed from school. until obligations are fulfilled.

Withdrawal from School

A family with outstanding financial obligations to the current school is not to be accepted at another Catholic school within the Archdiocese of Baltimore.

Health

Maryland School Immunization Requirements

All students in Catholic schools must be immunized in accordance with Maryland State Law. Schools inform parents that the child may have up to a maximum of twenty (20) calendar days from the time the child starts school to obtain the immunization record, get needed doses of vaccine, or get started on the vaccination series. If there is no verification of immunization record presented within twenty (20) calendar days of entry, the student is to be excluded until the record is obtained. 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 immunization exemptions for religious objection, MDH form 896 and the AOB Statement of Religious Objection must be submitted within 20 calendar days of entry, kept on file by the school and be approved by the Department of Catholic Schools.

In the case of immunization exemption for medical contraindication, MDH form 896 must be submitted within 20 calendar days of entry, kept on file at the school and the Department of Catholic Schools is to be notified of the medical exemption.

Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

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

A student is not permitted to possess, administer, or distribute medication, whether prescription or non-prescription. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens, epinephrine spray). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Communicable Diseases

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

Measles – regular or German (Rubella)

Tuberculosis

Meningitis

Whooping Cough (Pertussis)

Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Mumps	Virus Infection (AIDS and all
Adverse reactions to Pertussis Vaccine	other symptomatic infections)
Lyme disease	Animal bites / Rabies
Chicken Pox (varicella)	Influenza
Covid 19	

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. Students may return if they have been on an antibiotic for 24 hours or until symptoms have resolved.

Varicella (Chicken Pox)

Students who have chicken pox are excluded from school until all lesions are completely dried or scabbed over.

Health Records

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

Head Injury

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

Insurance

The Office of Risk Management has DISCONTINUED offering the Voluntary Student Accident Insurance in the fall of 2025.

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 or epinephrine spray 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 Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

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

Injuries

If your child has an injury that requires a brace, cast, boot, crutches etc. a note from their Dr is required. If the nurse does not receive a Dr note that outlines the injury, any restrictions and duration of said restrictions, your child will be excluded from participating in PE and recess until a note is received.

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 Epi Pens

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 \(maryland.gov\)](https://pages.home.maryland.gov).

Partnership and Communication with Parents

Responsibilities

In enrolling your child in a Catholic School, you agree to certain important responsibilities and conduct which 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 site, 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.
- To demonstrate appropriate behavior and respect to all teachers, staff, and administrators, this includes verbal, written or electronic exchanges
- All communications with faculty and staff should be done via school sanctioned communication tools.

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(ren) from the school. Depending on the severity of the breach of partnership with the school, parent, or other family members may be prohibited from entering the campus.

Communication

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet. Due to instructional time with their students, teachers may respond to emails and calls up to 48 hours on business days. Teachers typically do not respond to emails and calls during the evening or over the weekend.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of 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 the student information system 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 Monday, October 19, 2026 between the hours of 8:00am and 6:00pm. School will be closed for students on this day. Tuesday, October 20th will be a 2 hour delay for students and staff. 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.

HSA Board

President	Katie Houdek
Vice President	Kristyn Hayman
Treasurer	Elizabeth Shaughney
Secretary	Alyssa Nemeth
Members At Large	Russ Noratel
	Shannon Sheehan

https://drive.google.com/file/d/1ULei_pUjFF-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

Archdiocesan schools follow the I Love You Guys Foundation school safety standard protocols.

Fire and Safety Drills

St. John School conducts fire and safety drills as required by the State of Maryland. These drills include hold, secure, 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 and Youth Protection

St. John School follows the policies and procedures as outlined by the Office of Child and Youth Protection.

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. The Office and Child Youth Protection (OCYP) director, Archdiocese of Baltimore, may also be contacted.

Students' Cell Phones

Use of student cell phones during the school day is not permitted.

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.

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. Prior to volunteering, all volunteers must be fully trained in VIRTUS as required by the Archdiocese of Baltimore. All policies and procedures must be followed for Child and Youth Protection. Please call the school office for information.

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. Students should dress appropriately for the weather.

Supervision Responsibilities (Before and After the 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.

Drop-off begins at 7:55am. All students are expected to arrive at school by 8:15. 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. Before and After School care is provided by ABC Care. If students are repeatedly not picked up by 3:20, registering with ABC Care may be required.

Threat Assessment

Each Archdiocesan school has a threat assessment team to monitor and respond to information about behavior, statements, or plans that may pose a threat.

A threat is a communication or behavior that indicates intent to cause physical harm, including self-harm, at school or a school activity or to one or more members of the school community. The threat may be expressed by spoken or written words, actions, drawings, electronic communications, or any other means. The threat may be observed by or communicated directly to the target(s) or observed by or communicated to a third party. Threats also may be reported anonymously or through “tips” or rumors. Threats may be direct (“I am going to beat you up”) or indirect (“I’m going to get him”).

The threat assessment team shall develop, implement, and monitor a plan to address the threat. Possible responses based on the assessment of risk may include a mental health risk assessment conducted by a qualified medical/psychological professional.

A written Return to School Safety plan may be implemented to address the immediate steps taken to prevent the threat from being carried out and a plan for further support before the student is permitted to return to school.

Tobacco and Drugs

St. John School is a tobacco-free and drug-free workplace.

Transportation and Busing Procedures

Students are only to be released to custodial parents, legal guardians, or those adults listed on emergency contact forms. Students may NOT ever leave school in an UBER, Lyft, or any private transportation company.

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.

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 2 - 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, PreK 4, Kindergarten and 1st 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.

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. Parents can reach the counselor by email or phone.

Leadership Program

Eighth grade students may apply to be an Eagle Ambassador. St. John School Eagle Ambassador Captains will be chosen in the fall.

Technology

Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to prepare 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)
- 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 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.

Artificial Intelligence

Principals must ensure staff and students in the Archdiocese of Baltimore use generative artificial intelligence (AI) in an ethical and responsible manner, following all policy guidelines listed below.

Purpose

- To provide clear expectations for staff and students on how to use generative artificial intelligence (AI) ethically and responsibly in the Archdiocese of Baltimore.
- To ensure generative artificial intelligence (AI) supports teaching and learning without replacing critical thinking, creativity, and/or effort.
- To ensure the use of generative artificial intelligence (AI) is aligned with the teachings of the Catholic Church and our Catholic values.
- To protect the privacy and safety of all staff and students by ensuring compliance with data privacy laws (e.g., FERPA) and safeguarding personal information.
- To help prevent potential exposure to misinformation, inappropriate content, and unauthorized generative AI use, ensuring that it is used responsibly and ethically.

Introduction and Definitions

- Artificial intelligence (AI) refers to computer systems designed to perform tasks that usually require human intelligence, such as reasoning, problem solving, learning, and decision-making.
- As stewards of creation, we are called to use AI to enhance teaching and learning while preserving human judgment and dignity, ethical responsibility, personal interaction, and the common good. AI should serve as a complement to traditional education, rather than a replacement.
- *Generative AI* is a type of artificial intelligence that creates new content, such as text, images, videos, or music, based on patterns it has learned from existing data. Examples include chatbots that write responses, or tools that generate pictures or videos.

Student Use

- PreK–Grade 4 are not permitted to use *generative* artificial intelligence (AI) at this time.
- Grades 5–8 are permitted to use COPPA compliant *generative* artificial intelligence (AI) for academic purposes.

Privacy and Safety

- Any user of generative artificial intelligence (AI) must protect student, parent, teacher, and school data by never sharing private information, including but not limited to student names, grades, SAP (Student Accommodation Plan) details, or any other personally identifiable information (PII).

Misinformation and Potential Bias

- Students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.

Student Use (Grades 5-8)

- Only COPPA-compliant tools may be used with students in Grades 5-8 under age 13. Schools must verify that any AI or digital platform used with students complies with the Children’s Online Privacy Protection Act (COPPA), which safeguards student data and requires parental consent for certain forms of information collection.
- Students in Grades 5-8 must not use generative artificial intelligence (AI) to create deceptive, harmful, or misleading images, audio, video, or representations of another person.

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 wear uniform clothing in the elementary and secondary school.

Uniform Company

Flynn O'Hara Uniforms

Local Store Information:

8868 Waltham Woods Road Parkville, Md 21234

SJS Shop Link: <https://flynnohara.com/shop/st-john-catholic-school-md138/> School Code: MD138

Standard Uniform

The Standard Uniform may be worn year round.

Boys Grades K-8

- Short or Long sleeve white or green uniform polo shirt with St. John School logo
- Khaki twill pants - no jeans or corduroy trousers
- Uniform sweatshirt or navy blue sweater with St. John School Logo
- Dark socks
- Dress shoes - Leather/Canvas, Sperrys, Bucks, or loafers are acceptable - PreK-1st Grade may wear athletic shoes all year
- Brown or black belt
- Plain white undershirt

Girls Grades K-4

- Plain white rounded collar blouse - short or long sleeve or white turtleneck/mockneck
- St. John School plaid uniform jumper - no more than 3 inches above the knee
- Uniform sweatshirt or navy blue sweater with St. John School logo
- Navy blue knee high socks, navy blue tights, or navy blue leggings (free from graphics of any kind)
- Dress shoes - Leather/Canvas, Sperrys, Bucks, Mary Janes, Saddle Shoes or loafers are acceptable
- PreK-1st Grade may wear athletic shoes all year
- Plain white undershirt

Girls Grades 5-8

- White or green uniform polo with St. John School logo - short or long sleeve or plain white rounded collar blouse - short or long sleeve or white turtleneck/mockneck
- St. John School plaid uniform skirt - no more than 3 inches above the knee
- Uniform sweatshirt or navy blue sweater with St. John School logo
- Navy blue knee high socks, navy blue tights, or navy blue leggings (free from

graphics of any kind)

- Dressshoes - Leather/Canvas, Sperrys, Bucks, Mary Janes, Saddle Shoes or loafers are acceptable
- Plain white undershirt

Optional Summer/Spring Uniform

The Optional Summer/Spring Uniform may be worn from the first day of school through October 31st and from April 1st through the last day of school.

Boys Optional Summer/Spring Uniform:

- White or Green Polo with St. John School Logo
- Khaki Twill Shorts
- Brown or Black Belt
- Solid White Athletic Ankle Socks (must be free from graphics)
- Athletic Shoes - tie or velcro

Girls Optional Summer/Spring Uniform:

- White or Green Polo with St. John School Logo
- Khaki Twill Skort - no more than 3 inches above the knee
- Solid White Athletic Ankle Socks (must be free from graphics)
- Athletic Shoes - tie or velcro

Physical Education Uniform (PreK 3 - 8th Grade)

- Gold Gym Shirt with St. John Uniform Logo
- Green Gym Shorts with St. John School Logo - no more than 3 inches above the knee
- Solid White Athletic Ankle Socks (must be free from graphics)
- Athletic Shoes - tie or velcro
- Green St. John Uniform Sweatshirt - to be worn OVER the gym shirt - required from Nov 1st - March 31st
- Green St. John Uniform Sweatpants - to be worn OVER the gym shorts - required from Nov 1st - March 31st

PreK Uniform

- Gold Gym Shirt with St. John Uniform Logo
- Green Gym Shorts with St. John School Logo - no more than 3 inches above the knee
- Solid White Athletic Ankle Socks (must be free from graphics)
- Athletic Shoes - tie or velcro
- Green St. John Uniform Sweatshirt - to be worn OVER the gym shirt - required from Nov 1st - March 31st
- Green St. John Uniform Sweatpants - to be worn OVER the gym shorts - required from Nov 1st - March 31st

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

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

Grooming and Hair

- Students are to be clean shaven.
- Hairstyles are to be neatly groomed. Hair is not to exceed the top of the collar, the top of the ear, or below the eyebrows and of reasonable length and height as to not be disruptive to the learning environment. Sideburns may not exceed the bottom of the ear.
- The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-hawks, mohawks, mullets, spikes, 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 son or daughter. Should a student have a question about a hairstyle, he or she should contact the principal before getting his/her hair cut or styled.
- Body piercing jewelry is not permitted while on campus. Tattoos must be covered while on campus, and during all school-related events off campus, including during participation in athletic events. Chains or necklaces, if worn, are not to be visible.

The final decision as to what constitutes acceptable dress and grooming rests with the principal. Students and parents who have questions regarding the acceptability of certain types of clothing and grooming should consult with the principal before appearing in school with them.

Lost and Found

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

Prek 3/PreK 4

St. John PreK Philosophy

The St. John Catholic School PreK program provides students with opportunities to construct knowledge from authentic experiences. Our curriculum is closely matched to each child's emerging competencies, needs, and interests. Our supportive environment allows for the guided practice of newly acquired skills while fostering independent learning in a safe and nurturing environment. We seek to educate the whole child spiritually, academically, socially, emotionally, and physically in a developmentally appropriate environment using research-based practice along with instilling Catholic values.

PreK Age Requirements

PreK 3 students must be the age of 3 by September 1st of the school year entered for the PreK 3 program.

PreK 4 students must be the age of 4 by September 1st of the school year entered for the PreK 4 program.

Class options include both half and full-day programs.

Half Day program 8:15 am - 11:30 am

Full Day program 8:15 am - 3 pm

PreK 3 options include 5 full days, 5 half days, 3 (Tuesday, Wednesday, Thursday) full days or 3 half days. PreK 4 options include 5 full days, 5 half days, or 3 full days.

Arrival Procedure

Car arrival is behind the school. Please enter the drop-off line between the Church and the Portico. 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.

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

Half Day PreK Dismissal

Half Day PreK dismissal is at 11:30 am.

Parents proceed to the St. Elizabeth Ann Seton entrance of the school (located on the side of the building facing the Portico).

Parents form a line along the driveway. The children will be waiting in the entrance vestibule with a teacher or teacher's assistant. A parent from the first three cars in line will exit their vehicle and come to the entrance to pick up their child. We ask that you please **pull forward immediately to the parking lot to the left of the church to buckle your child**. This keeps the car line moving efficiently. The next 3 cars will pull forward and repeat the process until all children have been picked up.

If you are late arriving and all of the children have been picked up, your child will be escorted to the school office for pick up. You will then enter the school building and sign your child out from the office.

Full Day PreK Dismissal

Car dismissal begins at 3:00 pm. Dismissal takes place in the parking lot behind the school. Early arrival is helpful; however, arrival before 2:45 pm is not recommended because the K-8th grade children use the parking lot to play.

Please place your name in the front window of your car

When picking up a child in PreK 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.**

Please DO NOT pull your car out of line before you turn. Please DO NOT call your child to your car. The safety of your child is of utmost importance to us!

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.

When you have all of your children loaded into your car please **turn on your left blinker.** This indicates to the dismissal team that you have all of your children.

Uniform for PreK

All St. John School uniforms are purchased through Dennis Uniform. The PreK uniform is as follows:

- Gold St. John Eagle T-shirt
- Green mesh shorts with St. John eagle logo
- White, above-ankle socks
- Athletic shoes, **Velcro Only**
- Green St. John Eagle sweatshirt (colder months)
- Green St. John Eagle sweatpants (colder months)

Please label all items with your child's name.

Supplies For Class

Children are responsible for having all items on their supply lists. Supply lists can be found on the school website - www.sjwestschool.org.

Rest Items

Full-day students will have a nap/rest time after lunch. During rest time, ALL students will rest on their nap mats. The rest time will be held for a set amount of time that is age appropriate for each class.

The school will provide a nap mat. Children are required to bring a nap roll with attached blanket and pillow to use on top of the nap mat.



Example of an acceptable nap roll:

Snacks/Lunch

Healthy foods are encouraged during snack and lunch. Parents are required to provide a snack. All children must bring in an age-appropriate, non spillable water bottle. Only water is allowed in the water bottles.

Parents are required to provide a lunch for full-day students. The lunch must be in a **brown paper bag or a Bento Box due to limited space in the classroom refrigerators**. Lunches are required to be put in the refrigerator per state regulations. All lunch packaging should be disposable. Please do not send microwavable foods or glass containers. 1% milk is required to be served during lunch time. We will ask all parents to send in milk for lunch time. Each teacher will provide a schedule of when it is your week to send in milk.

The children will eat lunch in the PreK classroom. Teachers will encourage the children to eat their sandwich or main course first and finish with the snacks. To support your child's healthy eating habits, we will help monitor lunch and snacks to ensure children are receiving nutritious balanced meals. If your child forgets his/her lunch, we will supplement it with food and drink. If we have questions, we will contact you.

*** Important: Please contact your child's teacher and the school nurse concerning allergies.**

Birthdays/Holiday Parties/Special Events

We will celebrate your child's birthday when the special time arrives. Please remember time is limited so we encourage a treat such as cookies, ice cream, rice krispie treats, brownies, etc. Please send in enough for each child in the class.

Holiday parties for Halloween, Christmas, Valentines' Day, etc. will be planned by our preschool room parents, with the help of all the parents.

At various other times during the year, other special classroom events may be planned which will require additional effort or attendance by parents. The classroom teacher will notify of these events in advance by newsletter or email.

Field Trips

In addition to our normal school day and curriculum, the PreK may take a field during the year. Parents will be informed before the field trip and asked to sign a permission slip. **A parent or guardian MUST accompany their child on the Field trip.** The parent and child will arrive at the field trip location. Do NOT report to school. Students WILL NOT return to class after the

field trip. Students will leave the field trip with their parent/guardian and WILL NOT return to school.

Bathroom Policy

St. John School PreK 3 and PreK4 are licensed as an educational preschool and as such **all students must be fully potty trained to attend.**

Fully potty trained is defined as follows:

Child will be able to...

- know when he/she needs to use the bathroom without being asked/reminded.
- pull down his/her own pants and underwear and place his/herself on the toilet.
- wipe him/herself after both urination and bowel movements.
- get down from the toilet on his/her own and pull up his/her pants and underwear.
- flush the toilet and wash his/her hands.

No pull ups or diapers are permitted.

We are aware that this can be a challenge for some students and that accidents will occur.

If a student has 2 accidents within a 5 day period parents will be asked to keep their student home for 2 weeks to take the time to “re” potty train them.

Upon return to school, if a student has 2 accidents within a 5 day period parents will be asked to keep their student home for an additional 2 weeks to take the time to “re” potty train them.

Upon return to school, if a student has 2 accidents within a 5 day period a conference will be set up with the parent and teacher to determine further action up to and including removal from the preschool.

Change of Clothes

Please send a gallon sized bag with change of clothes to be held in the locker in case of accidents or major spills. Include underwear, socks, short sleeve shirt and sweatpants or shorts. This does not have to be uniform. Please label the bag with the child's name.

Curriculum

The underlying instructional strategy in early education throughout preschool is the use of organized and free-play activities that are intended to provide opportunities for the child to interact, explore and relate successfully in his/her environment. The preschool program uses a multi-sensory hands-on learning approach to teach fine motor skills, auditory and visual learning using center time, books, songs, technology, and art. Free play, story time, show and tell, music, crafts, and outdoor play fill the students' day.

Children attend prayer services, participate in community service projects and are provided many cultural arts activities. Parents are confident in knowing their children are being educated in a comfortable and nurturing environment which provides an educational curriculum that allows children to achieve their highest potential.

PreK Physical Fitness Policy

Physical Fitness and Gross Motor activity is essential for the health of young children. Our program utilizes many opportunities for movement and exercise. The children will have outdoor recess two times a day (depending on the weather).

Child Assessment and Developmental Progress

St. John PreK follows the Archdiocese of Baltimore Early Childhood Education Course of Study. A progress report is distributed to each child 3 times a year (November, March, and June) and kept in a permanent folder in the school office. This progress report documents standards and benchmarks that are assessed each trimester. A portfolio for each child is kept in the classroom for demonstrating developmental progress throughout the school year. Documents may include but are not limited to written assessments, anecdotal records, documented observations, and a sampling of work administered by the teacher and assistant.

Teachers in the next grade level have access to the folders for planning purposes. Information is also obtained from the *Brigance Developmental Screening Test* administered to the PreK children in May of each year. Parents and teachers may request copies of the work.

Educational Referral Process

If a child is not progressing, the school may ask the parent to initiate (or the parents may initiate on their own) the process to request professional assistance from their local public school system or the Preschool Child Find Program. The Carroll County Preschool Child Find Program (ages 3-5) can be telephoned at 410-876-4437 ext. 281.

PreK Communication Policy

Open and effective communication is vital to the health and function of our PreK program. Therefore, St. John PreK has instituted several lines of communication that promote transparency between parents and staff. In addition to your “Meet The Teacher” appointment, parent conferences will be offered on Monday, October 19th between the hours of 8:00am and 6:00pm to discuss the progress of your child. Conferences at other times are welcome and encouraged by contacting your child’s teacher.

Other methods of communication during the school year include:

- Take Home Folders
- St. John Weekly Chalkboard that will be emailed to the contact information given
- Parent email - established at the beginning of the school year. Teachers respond within 2 days of the email
- Newsletters are sent home by email or in students' folders. This will keep parents updated on themes, activities, and events occurring during the month

- Progress Reports are distributed 3 times per year.

PreK Discipline Policy

Young children are learning and exploring the world through their interactions with peers and adults. For some, this is the first group experience. Learning to share, respect others and find solutions to problems can be challenging.

We are committed to guiding children through positive and nurturing behaviors. This guidance will help build their self-esteem and learn the world around them. Good healthy role modeling by the teachers and staff will help foster discipline, self-control, and independence.

Other methods of discipline will include:

- Establishing rules and good classroom management to help the children meet with success
- Following the PBIS Method together with St. John School (Positive Behavior Interventions and Supports System)
- Encouraging appropriate behaviors with praise and reinforcement
- Giving reminders when actions are not appropriate
- Encouraging children to use their words
- Helping mediate certain situations
- Providing children with choices for free play and certain circumstances that will help foster independence
- Removing a child from a situation and discuss with the teacher why he/she was removed from the group
- Discuss with the child (one-on-one) when actions are appropriate or inappropriate
- Discuss with parents any concerns that may have occurred through email, phone calls, and/or a conference. A conference will be scheduled with the teacher, parent, and principal if behaviors do not meet our expectations. Removal from the program may be necessary if the behaviors interfere with the well-being and safety of the other children.

Discipline Policy Agreement

I have read and understand the St. John Westminster PreK Discipline Policy found on page 68.

Child's Name: _____

Parent/Legal Guardian Signature: _____

Parent/Legal Guardian Printed: _____

Date: _____

Bathroom Policy Agreement

I have read and understand the St. John Westminster Bathroom Policy found on page 66.

Child's Name: _____

Parent/Legal Guardian Signature: _____

Parent/Legal Guardian Printed: _____

Date: _____

Resources and Referrals for Carroll County Residents

Carroll County Health Department	(410) 876-2152
Carroll County Public Library	(410) 386-4488
Carroll County Public Schools	(410) 751-3000
Carroll County Public Schools Preschool ChildFind (Ages Three-Five)	(410) 876-4437 X281
Carroll County Infants and Toddlers (Ages Birth-Three)	(410) 876-4437 X 277
Carroll County Partners for Success	(410) 751-3955
Carroll County Judy Center Partnership	(410) 751-3613
CC Child Protective Services	(410) 386- 3434
Carroll Hospital Center	(410) 848-3000
Get Connected Family Resource Center	(410) 871-0228
Carroll Hospice Grief Resources/Support Groups	(410) 871-8000
Human Services Programs of CC, Inc. The Carroll County Family Center	(410) 857-0629

Online Resources

Maryland Family Network
Ready at Five
MSDE Early Learning Division
Fred Rogers Center

Parents as Teachers

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, 2025.

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): _____

