



Family Handbook 2024-2025

www.sjrccs.org



Family Handbook 2024-2025

St. John Regional Catholic School
8414 Opossumtown Pike
Frederick, MD 21702
www.sjrccs.org

School Office: 301-662-6722
FAX: 301-695-7505

SCHOOL SCHEDULE:

Arrival at 7:55 AM
School Begins at 8:20 AM

Full Day Dismissal:
PreK 3 at 2:40 PM
PreK 4 at 2:50 PM
K-8 at 3:00 PM

Half Day Dismissal:
PreK 3 at 11:40 AM
PreK 4 at 11:50 AM
K-8 at 12:00 PM

Two Hour Delay Start:
Arrival at 9:55 AM
School Begins at 10:20 AM



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Message to Our Families

Dear SJRCS Families,

On behalf of the faculty and staff at SJRCS, we warmly welcome you as we begin our new school year. We are excited to have you as part of our school community, and we hope that this Parent/Student Handbook provides valuable information and guidance regarding our expectations and policies.

As partners in education, we believe open communication and collaboration are equally vital as we support your child's spiritual, academic, and social/emotional development. We encourage you to actively engage throughout the year, whether through parent-teacher conferences, school events, or volunteering opportunities, and together we'll create an enriching and nurturing environment.

Please familiarize yourself with this handbook; it outlines important information regarding school policies, procedures, and guidelines and covers various topics, including academic expectations, discipline procedures, student safety, extracurricular activities, and more. Our dedicated faculty and staff are here to assist you with any questions or concerns, so please feel free to reach out.

Let us remember to approach each day with gratitude and embrace our opportunities for learning and personal growth. We believe with God's grace and blessings, this will be a truly wonderful year.

In God's goodness and strength,

Mrs. Hanner

Mrs. Kim Hanner
Principal, SJRCS



Regional Parishes

The Pastorate of St. Francis
 St. Mary & Holy Family
 Father Michael Rubeling
 7321 Burkittsville, Road
 Middletown, MD 21769
 301-473-4800

St. Ignatius of Loyola
 Father Brian Nolan
 4103 Prices Distillery Rd.
 Ijamsville, MD 21754
 301-695-8845

St. John the Evangelist
 Father John Williamson
 112 East Second Street
 Frederick, MD 21701
 301-662-8288

St. Joseph-on-Carrollton Manor
 Father John Williamson
 5843 Manor Woods Road
 Frederick, MD 21703
 301-663-0907

St. Katharine Drexel
 Father Matt Buening
 8428 Opossumtown Pike
 Frederick, MD 21702
 301-360-9581

St. Peter the Apostle
 Father Chuck Wible
 9190 Church Street
 Union Bridge, MD 21791
 301-898-5111

St. Timothy
 Father Juan Rubio
 200 Glade Boulevard
 Walkersville, MD 21793
 301-845-8043



General Information

Right to Amend the Parent/Student Handbook

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

The Use of the School Name and/or Logo

Using the school name and/or logo in association with either a school-sponsored organization or an organization with which members of the SJRCS school community participate is strictly prohibited unless permission from the School Administration is obtained. To use any version of the school logo, the responsible party must contact the school office and supply a sample of how the logo will be used. If it is impossible to provide the school with a sample of how the logo will be used, permission will be decided on a case-by-case basis.

General Regulations

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





Mission Statement

The mission of St. John Regional Catholic School is to provide a Christ-centered environment and an exemplary education to each and every student within the framework of the Gospel and the traditions of the Catholic Church. The goal of our faith community is to develop future leaders for the 21st century through academic excellence, service to others, and a firm foundation of Christian virtues.

Vision Statement

At St. John Regional Catholic School, students receive an academic education rooted in Catholic traditions and values that offers real-life critical thinking, problem-solving, and experiential learning opportunities. Preparing respectful, caring, courageous, and responsible students to become citizens with skills promoting global awareness, forward-thinking, and innovation.

Monthly Values Code

In light of our mission and vision, the St. John Regional Catholic School community will focus on getting a deeper understanding of and developing an important character value each month. Students, teachers, and families will be encouraged to find ways to incorporate and practice these values throughout the given month.

September	Responsibility - Being accountable for your actions
October	Courage - Being brave and strong in facing life's challenges
November	Determination/Patience - Staying strong and patient in achieving your goals
December	Sharing - Being willing to give or receive generously
January	Integrity - Doing the right thing, even when no one is looking
February	Honesty - Being trustworthy and sincere no matter the outcome
March	Forgiveness - Letting go of anger when someone hurts you
April	Respect - Showing good manners towards self and others
May	Friendship - Being supportive, trustworthy, and kind

History of Our School

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

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



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

Accreditation

St. John Regional Catholic School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, St. John Regional Catholic 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.

STEM Mission Statement

We are pleased that SJRCS has been chosen as a STEM school by the Archdiocese of Baltimore Department of Catholic Schools. In 2018, we also received a STEM Endorsement from Notre Dame University of Maryland. The mission of the SJRCS STEM program is to prepare and inspire all of our students to become critical thinkers through the use of problem-solving and project-based learning in order to develop students with confidence and aspirations in the areas of Science, Technology, Engineering, and Mathematics.

United States Department of Education: National Blue Ribbon Award

On September 15, 2009, the United States Secretary of Education, Arne Duncan, recognized St. John Regional Catholic School as a National Blue Ribbon School of Excellence. SJRCS received this designation for a second time in September 2017. The Blue Ribbon School Program honors public and non-public elementary, middle, and high schools that are either academically superior or demonstrate dramatic gains in student achievement. In order to qualify for the National Blue Ribbon Schools Program, the students' assessments must score in the top 15% nationally. Our school received a plaque and flag at an awards ceremony in Washington, D.C. Honored schools serve as models of excellence for other schools throughout the nation.

Maryland Certified Green School

In May 2014, St. John Regional Catholic School was certified as a Maryland Green School. The Maryland Green School program was developed by a diverse team of educators representing the Maryland Association for Environmental and Outdoor Education (MAEOE), the Office of the Governor, the Maryland Association of Student Councils, the Maryland Department of Education, the Department of Natural Resources and Maryland Department of the Environment. The program is administered through the Maryland Association for Environmental and Outdoor Education. In May 2018, we were recertified as a Maryland Green School. The Maryland Green Schools Award Program recognizes Maryland schools that include environmental education in the curricula, model best management practices at the school, and address community environmental issues.



School Administration/ Faculty/ Staff

Administration:

Principal	Mrs. Kim Hanner
Assistant Principal	Mrs. Ann Coughlin
Assistant Principal	Mrs. Christine Bruce
Dean of Students	Mrs. Noemi Soto
Finance Director	TBD
Advancement Director	Mrs. Katharine Galvas
Admissions Director	Mrs. Christine Bean
Technology Director	Mr. Michael Fairley

Student Support Services:

Pathways Director	Mrs. Karen Gawinske
Counselor	Mrs. Beth Kopta
Nurse	Mrs. Kira Froude
Office Manager	Mrs. Jen Eash
Executive Assistant	Mrs. Zobe Albano
Office Coordinator	Mrs. Christine Barbieri
Facilities Manager	Mr. Lonnie Burrier
Facilities	Mr. Jason Leslie
Cafeteria Monitor	Mrs. Ulaft Sandhu
Lunch Monitor	Mrs. Karan Millberry
Lunch Monitor	Mrs. Mary Smith
Aftercare Director	Ms. Ashley Sandhu

Homeroom:

PK-3A	Mrs. Kristyn Whitman
PK-3B	Mrs. Michele Thomas
PK-4A	Mrs. Allison Duffy
PK-4B	Mrs. Jessica Study
PK-4C	Mrs. Sandra Doughty
Kindergarten A	Mrs. Monica Crone
Kindergarten B	Mrs. Antonette Spatola
Kindergarten C	Mrs. Lynsey Mullenholz
Grade 1A	Ms. Meeghan White
Grade 1B	Ms. Kathy Hirsch
Grade 1C	Ms. Aubryanna Tayman
Grade 2A	Ms. Roxann Evans
Grade 2B	Ms. Olivia Davis
Grade 2C	Ms. Sarah Kubic
Grade 3A	Ms. Kristen Musselman
Grade 3B	Mrs. Jessica Pease
Grade 3C	Mrs. Rosemary Dzodzomenyo
Grade 4A	Mrs. Katie Brigner

Teachers:

Mrs. Gisela Guedez-Marrero
Mrs. Amanda Hayden
Ms. Karen Lyles
Ms. Hannah Barth
Ms. Brooke Markoe
Mrs. Rebecca Abel
Mrs. Cynthia Jardine-McLister
TBD
Mrs. Sharon Connell
Ms. Ronda Bond
Mrs. Christine Henry
Mrs. Sharon Weddle
Mrs. Denise Price
Mrs. Denise Price
TBD
TBD
TBD
Mrs. Janine Harr



Grade 4B	Mrs. Alyssa Eichelberger	Mrs. Janine Harr
Grade 4C	Mrs. Megan Falzarano	Mrs. Janine Harr
Grade 5A	Mr. Jason Kowalczik	Mrs. Cindy Kiley
Grade 5B	Mrs. Justine Somaní	Mrs. Cindy Kiley
Grade 5C	Mrs. Melanie Rivera-Rivera	Mrs. Cindy Kiley
Grade 6A	Mrs. Karen Roskowinski	Mrs. Cathy McNulty
Grade 6B	Mrs. Amy Parks	Mrs. Cathy McNulty
Grade 6C	Mrs. Amy Gutierrez	Mrs. Cathy McNulty
Grade 7A	Mrs. Marlene Seifert	Mrs. Judy Williams
Grade 7B	Mrs. Katherine Brenner	Mrs. Judy Williams
Grade 7C	Mr. Bill Kaloss	Mrs. Judy Williams
Grade 8A	Mrs. Amanda Cody	Mrs. Cindy Crow
Grade 8B	Mrs. Julie Pessagno	Mrs. Cindy Crow
Grade 8C	Mrs. Trina LaPier	Mrs. Cindy Crow

Specials

Art	Mrs. Rula Brock
Spanish/Tech.	Mrs. Anna Boscan
Music	Mrs. Peggy Frazier
Physical Ed/Health	Mrs. Kelly Jones
Spanish	Mrs. Maria Miller

School Board Members

Mrs. Toni Edwards, President	Mr. David Grove
Mr. Ryan Becker	Mr. Kevin Hall
Rev. Matt Breuning	Mrs. Christine Hallowitz
Dr. Stacey Brown-Hobbs	Mr. Charles McGee
Mr. J.R. Bucklin	Rev. Juan Vazquez-Rubio
Mr. Tim Connole	Rev. John Williamson
Mr. Brennan Gmeiner, Finance Chairperson	

Home School Officers

Kelsey Rauh	President
Ariana Andrews	Vice President
Vivi Calderon	Vice President
Carly Eikenbary	Treasurer
Theresa Book	Secretary

Calendar for School Year

The school calendar (Appendix A) is updated regularly and available online at <https://www.sjrcs.org>



Academics

Instruction/Curriculum

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

The curriculum emphasizes growth in all areas of development, challenging and supporting the child spiritually, socially, emotionally, and cognitively. Children learn through a wide variety of experiences that offer opportunities to use and express multiple intelligences and learning styles. Instruction should challenge their thinking and creative problem-solving.

Religion, Language Arts (Reading, English, Language and Literacy Language and Vocabulary, Spelling, Writing, and Penmanship), Mathematics, Social Studies, and Science are taught daily. The length of time varies according to the subject and grade level. Art, Technology, Library, Music, Spanish, and Physical Education classes are also incorporated into the curriculum. Typically, PreK 3 - Grade 4 students are in self-contained classrooms (with one teacher), whereas Grades 5-8 have various teachers, depending on the subject and schedule.

An integral part of our faith formation curriculum, we will be teaching Loyola Press' *Growing with God: Safe and Sacred*. This curriculum will be taught to all Kindergarten through Grade 8 students and covers Christian living, character formation, social-emotional learning, child protection, and morality lessons. The lessons promote communication between you and your child. There are six lessons that will be taught over the course of the school year.

Textbooks

Textbooks are a tool to support the Archdiocese of Baltimore Course of Study. Textbooks are the property of the school. Students are expected to care for textbooks in a responsible and respectful manner and return all non-consumable textbooks in good condition at the end of the school year. Families will be responsible for the cost of lost or damaged textbooks.

Textbooks					
Grade	Religion	Math	ELA	Science	Social Studies
K	Loyola Press	Sadlier	HMH Into Reading	Pearson	McGraw Hill
1st	Loyola Press	Sadlier	HMH Into Reading	Pearson	McGraw Hill
2nd	Loyola Press	Sadlier	HMH Into Reading	Pearson	McGraw Hill
3rd	Loyola Press	Sadlier	HMH Into Reading	Pearson	McGraw Hill
4th	Loyola Press	Sadlier	HMH Into Reading	Savaas Learning	Gibbs Smith
5th	Loyola Press	Sadlier	HMH Into Reading	Savaas Learning	TCI
6th	Loyola Press	McGraw Hill Reveal	HMH Into Reading	Savaas Learning	TCI
7th	Loyola Press	McGraw Hill Reveal	HMH Collections	Savaas Learning	Discovery Ed
8th	Loyola Press	McGraw Hill Reveal	HMH Collections	Savaas Learning	Discovery Ed



Spanish: Students in Grades Kindergarten to 8th will be enrolled in Spanish classes.

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

IEP Process

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

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

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

Field Trips

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

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



school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination, as this creates confusion. All chaperones are required to complete Virtus training.

Promotion Requirements

Students are promoted to the next grade upon successfully completing all subjects in a given year. *Students who do not successfully complete the required educational program may be retained at the current grade level. The principal makes this decision in consultation with the parents.*

Retention

Students who do not successfully complete the required educational program may be retained at their current grade level. The principal makes this decision after following the timeline described below in consultation with the parents.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.

Graduation Requirements

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

Honor Roll for Students in Grades 6-8

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

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

Report Cards and Interim Reports

Archdiocese of Baltimore report cards will be sent home three times a year at the conclusion of each trimester. Marks are based on the student's actual achievement according to his/her grade level of instruction. These grades are based on the student's daily performance, homework assignments, weekly tests, unit tests, projects, and papers.

In addition, the school will send interim reports home for Grades PK-8 in the middle of each trimester. Grade 3-8 Interim reports will be emailed home. It is also the responsibility of parents



to obtain their passwords for PowerSchool and monitor grades for their children in Grades 3-8. The teacher will contact parents 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. All financial obligations to the school must be paid in full prior to the distribution of report cards.

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

Letter Grades

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

PreK-Grade 2 Progress Codes

Grade	Description	Comments
I	Independent/Proficient	<ul style="list-style-type: none"> ● The student understands the concept/skills and works with little or no reinforcement or assistance. ● The student shows the ability to apply the knowledge or perform skills accurately without instructional support. ● The student is able to do more challenging work. ● Concept mastery is consistently evident.
P	Progressing	<ul style="list-style-type: none"> ● The student's understanding of concepts/skills are developing, and are in need of occasional reinforcement and assistance. ● The student is retaining material and shows the ability to apply the knowledge or skill with little instructional support. ● The student needs more time and instruction to master concepts.
E	Emerging	<ul style="list-style-type: none"> ● The student's understanding of the concepts/skills is still at the beginning level and/or needs reinforcement and assistance. ● The student is being introduced to the skill and is beginning to use the skill in context with extensive instructional support. ● The student needs reteaching/reinforcement or time to develop a new skill.
NA	Not assessed at this time	<ul style="list-style-type: none"> ● The standard has not been assessed during the current trimester.

**Grades 3-8 Core Subject Subcategories and
Specials Classes Achievement Comments**

Grade	Description	Grade
I	Independent/Proficient	97-100
V	Very Good Progress	93-96
P	Progressing	85-92
S	Satisfactory	75-84
N	Needs Improvement	70-74
U	Unsatisfactory/Not Proficient	1-69
NA	Not Assessed at this Time	0

Achievement Comments

I= Independent/Proficient

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

V= Very Good Progress

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

G= Good Progress

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



- Completes and turns in above-average classwork and homework.

S=Satisfactory

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

N= Needs Improvement

- Makes many errors when applying skills or processes required to complete grade-level academic performance tasks.
- Demonstrates an incomplete understanding of Archdiocese of Baltimore grade-level appropriate curriculum strands and objectives taught this trimester.
- Demonstrates an incomplete knowledge of important information.
- Unable to use acquired knowledge to correctly communicate important ideas.
- Performance is markedly below grade level.
- Classwork and homework fail to meet teacher criteria.

U=Not Progressing

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

<u>Effort/Conduct Achievement Comments</u>		
Grade	Description	Grade
O	Outstanding	93-100
G	Good	85-92
S	Satisfactory	75-84
N	Needs Improvement	70-74
U	Unsatisfactory	0-69

Effort Comments:

Outstanding

- Always exceeds the level of expectation.
- Classwork/project/assignment criteria meet the highest standards.
- Immense amount of effort put forth.
- Highest level of class participation.

Good

- Consistently completes and turns in accurate classwork and homework.
- Most of the time it exceeds the level of expectation.
- Admirable amount of effort put forth.
- Above-average level of class participation.
- Classwork/project/assignment criteria meet above-average standards.

Satisfactory

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

Needs Improvement

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

Unsatisfactory

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

Conduct Comments

Outstanding

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

Good

- Consistently follows all school and classroom rules.
- Most of the time exceeds the level of expectation.
- Demonstrates self-control and rarely needs reminders.

- Makes good choices and rarely needs redirection.
- Follows classroom rules and rarely needs reminders.

Satisfactory

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

Needs Improvement

- Has trouble demonstrating self-control and needs reminders.
- Has trouble following classroom rules and needs reminders.
- Sometimes has trouble making good choices and needs redirection.

Unsatisfactory

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

Work Habits

- Written assignments must be neat, legible, and complete.
- All papers for students in Grades 2-8 must display the proper school heading according to grade level.
- Books, book bags, pencil cases, and notebooks should be free of scribbling and graffiti inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- At all levels, students are required to do homework.
- Students must always have a book with them to read!

Homework

Homework will be given in Grades K-8. Homework is intended to underscore and provide practice in the subject matter addressed during the school day. Completing homework in a timely manner is an important organizational skill for students to learn. Students are accountable for homework and will be given credit for their work. Understandably, all assignments are not going to be of equal value. Friday homework is given at the discretion of the teacher. Extended projects are part of each student's core curriculum.

On the average, homework will follow the time allotment below:

Grades K through 2	20-30 minutes per evening
Grades 3 and 4	30-45 minutes per evening
Grades 5 and 6	45-60 minutes per evening
Grades 7 and 8	60-90 minutes per evening

- Daily or cyclical homework assignments, such as math/vocabulary, will be valued at a consistent amount. For example, 2 points for completing the assignment neatly and with the majority of problems correct, 1 point if many problems are incorrect due to carelessness/lack of effort or one day late, 0 point if not turned in within two days.



- Daily homework will be cumulative over a period of time and will be recorded collectively in Powerschool.
- Long-term assignments will usually carry more point value. Students are responsible for turning in work on time and will be penalized for lateness.
- Collaborations with other students on independent homework assignments are not acceptable and can be considered cheating in which consequences may result.
- If the Internet is to be used to research answers and/or complete assignments, students should use Work Cited references.
- Assignments will be posted in Google Classroom.
- Students who have an excused absence for an extended length of time will be permitted a reasonable deadline that will be determined by their teacher.

Late Work Policy

Students are held accountable for turning in well-crafted assigned work on time. Due dates are given on assigned work so students are working on content in a timely manner and are aligned with when this content is introduced and assessed in class. Students completing assigned work on time are prepared for in-class instruction and activities. Students who do not have their assignments complete have difficulty staying abreast of course material and meeting expectations. To stress the importance of turning in work on time, an assignment will lose 5% of possible points each school day that it is late. No work will be accepted after five (5) school days from the assignment's original due date. After this time, late work will not be accepted. A **zero** will be recorded in PowerSchool along with the missing icon when a student fails to turn in an assignment. The purpose of this is to bring to attention that the student missed submitting an assignment and to create accountability.

An example of the calculations:

Date:	At the beginning of class on Wed., Sept. 20	After class on Wed. through Thurs., Sept. 21	Friday, Sept. 22	Monday, Sept. 25	Tuesday, Sept. 26	Wednesday, Sept. 27
Percent Off:	0%	5%	10%	15%	20%	25%
Possible Max Point Value:	20	19	18	17	16	15



Admissions

Order of Admissions

The school gives preference to current students and their siblings. Any openings for new students are offered to students who have successfully completed the school-administered entrance exam with preference to Catholic students whose families are registered parishioners in good standing at our regional parishes, secondly, to other Catholics outside these parishes, and thirdly, to families of other faiths.

Grade Placement

Students who are accepted to St. John Regional Catholic School are initially placed in a grade level using the following benchmarks:

- SJRCS administered admissions/placement test
- Teacher recommendations from previous school
- Report cards
- Standardized test result
- Other information from the student's application file

The administration makes the final determination of the appropriate grade level for an incoming student.

Students must be performing at or above grade level on standardized tests and on the SJRCS-administered entrance test in order to be admitted to the grade for which they are applying. Requests for reasonable accommodations for a student with a disability may be directed to the school principal (see section in Academic Policies). Please check with the principal about the admission of new eighth-grade students, as normally, eighth-grade students are not accepted into the school. The school reserves the right to deny attendance to prospective students or exclude enrolled students whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Once the application has been completed, the student's file moves to the principal's office. After the principal decides to accept the student for admission, the parents complete the enrollment requirements. Some examples on the enrollment checklist (not a complete list) include the FACTS tuition contracts, immunization information, emergency contact information, and the enrollment fee. New students and parents are expected to subscribe to the SJRCS philosophy and to meet academic expectations and standards of behavior.

Waiting List

Considering class size limitations, applications for enrollment in any grade may exceed the available space. Based on the general admission criteria, a waiting list will be established and reduced as space becomes available.

Probationary Period

All new students are given a one-year probationary period to ensure that the school is a good fit for them. During this time, teachers and administrators assess the student's academic, social,



emotional, and behavioral performance. Parents are notified throughout the year if the student's actions and academics do not meet expectations.

Age Requirements

The school conforms to state guidelines with regard to age and immunization requirements for admission.

- A student entering PreK 3 MUST be three (3) years old by September 1st.
- A student entering PreK 4 MUST be four (4) years old by September 1st.
- A student entering Kindergarten MUST be five (5) years old by September 1st.

Pre-Kindergarten 3 Program

The PreK 3 program serves as an introduction to school experience for students who turn three years of age by September 1st of the year. If the parent wishes for the student to start school they must be fully potty trained without the use of pull-ups during the day. This full-year curriculum helps three-year-old children develop important readiness skills in ten critical learning domains while nurturing the child and encouraging cognitive, physical, and emotional growth. Parents will receive report cards on a trimester basis and receive interim reports halfway through the trimester.

Pre-Kindergarten 4 Program

The PreK 4 program serves as a foundational experience for students who turn four years of age by September 1st of the year the student wishes to start school. The full-year curriculum is a multidisciplinary curriculum that includes religion, phonics, pre-reading skills, math, science, and social studies. Parents will receive report cards on a trimester basis and interim reports halfway through the trimester.

High School Admissions and Visitation Policy

Eighth-grade students are allowed up to three 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 and will not count in the total absences on their permanent record. Parents must provide the date and location of the visit to the front office for such visits.

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;*
- (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 the Pathways Director and Guidance Counselor.

Religion is required each year a student attends St. John Regional Catholic School. All students enrolled in St. John Regional Catholic 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.

PreK 3, PreK 4, and Kindergarten Students

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

Elementary and Middle School Students

Students in Grades 2-8 are administered the MAP Growth Assessment three times a year to measure growth. Grades 3, 5, and 7 also take the Science Assessment each Spring. At the end of the year, parents are given feedback on how their child is scoring.

- **NWEA Map Assessments:** Grades 2-8 students will be administered this test thrice during the year (fall, winter, and spring). Upon receiving your child's results, please communicate with your child's teacher if you have any questions or concerns about your child's progress or assessment.
- **Assessment of Catholic Religious Education (ACRE):** In compliance with requirements of the Archdiocese of Baltimore, SJRCS administers the Assessment of Catholic Religious Education (ARCE), sponsored by the National Catholic Educational Association. The assessment is administered to students in Grades 5 and 8. SJRCS receives the school report which highlights the apparent areas of strength and areas of concern in our religion program and instruction. No individual student scores are given. These results help the school and teachers assess student understanding of basic Catholic truths, doctrines, understanding or perception of God, worship, sacraments, scripture, and Catholic perceptions.
- **Formative Assessments:** All students in kindergarten through grade 8 take formative assessments to monitor their academic progress. The results of these assessments will be used to provide targeted instruction in the assessed subject areas. Parents should consult with the teacher if they have any questions about the formative assessments.
- **HSPT**—8th grade students applying to Catholic high schools have the opportunity to take the High School Placement Test (HSPT) during the regular school day and register for an optional HSPT prep course offered in the fall.
- **Pre-HSPT**—All AOB 7th-grade students take the Pre-HSPT in the spring at school in preparation for the actual exam in 8th grade.



Attendance

Absence

Regular attendance is considered essential for learning at St. John Regional Catholic School School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school or submit an online [Absentee Form](#) prior to 8:30 AM to report the reason for absence. All absences and tardiness become part of a student's permanent record.

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

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

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

After an absence and he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities, including recess. Since there is no indoor monitor, a student must be well enough to participate in outdoor play fully.

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

Per the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of students with



excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.

Truancy

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

Lateness

Students may enter their homerooms at 7:55 AM. The school day begins with prayer at 8:20 AM. Any student arriving between 8:15 AM and 10:30 AM who is considered late will be marked “tardy” and must report to the office for a late slip. Tardiness is entered on a student’s permanent record. Students who arrive after 10:30 AM are marked as half-day absent. An adult must accompany students in grades PreK through Grade 2 in order to receive a late slip. Please note that tardy students may NOT enter the building from the Primary wing.

It is the student's responsibility to check with their teacher to receive the necessary communication or work that may have been missed due to lateness. Students who are consistently tardy miss valuable instructional time, which is difficult to make up.

Tardiness is entered on a student’s permanent record. If a student is chronically tardy, a letter will be sent home to the parents, enlisting their aid in improving the situation. If tardiness continues, a second letter will be sent home, being more specific about the consequences of chronic tardiness.

Early Departure

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.

Requests for early departure must be submitted in writing or by electronic mail. Notes should include the reason for the request and the time the student must leave school. Students will not be released for early dismissal between 2:20 and 2:55. Requests for early student release must be made prior to 2:20. Students who are taken out of school for an early departure will have this noted on their attendance record. The students are counted absent from classes missed and must make up the work at the discretion of the teacher. Early departure for a day preceding a holiday must be requested a day in advance. The student is counted absent from classes missed and must make up the work at the discretion of the teacher. Students who leave before 12:30 are marked as “1/2 day absent.” Students who leave between 12:30 and 2:20 are marked as “leaving early.”

- The parent MUST report to the school office before the child leaves. Under no circumstances will a child be permitted to leave the school without the parent's signature in the sign-out book. Please be prepared to show photo identification.
- Be sure that all information in SchoolAdmin regarding your child's emergency contact is accurate and current, enabling either the parents or designated persons to be reached.



- If a child becomes ill at school, the parent(s) will be notified and are expected to come for the child. Students must be picked up if they are running a fever, have vomited, have had a urinary or fecal accident, or have other medical issues as deemed by the school nurse.

Appointments

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

Assignments

- It is the responsibility of the student, under the supervision of the parent, to work with the teacher(s) to make up work missed due to absence.
- Students are required to make up all tests, class work, and homework after such absences in a timely fashion. All classwork and homework from the absence must be completed within a reasonable amount of time. Students have one day per day absent due to illness to make up work.
- All work is posted in Google Classroom. Please check Google Classroom for assignments.
- No assignments will be given in anticipation of a vacation. Missed work and assignments may only be obtained upon return or via Google Classroom.

Unexcused Absences

For any absence where there has been no notification by parent/guardian or when notification is three days past the absence, documentation (i.e., doctor's note) will be required upon returning to school. Failure to provide timely notification may jeopardize opportunities to complete missed work.

Transportation Procedures

Supervision Responsibilities (Before and After the Official School Day)

Students arrive at 7:55 AM and are dismissed at 3:00 PM. SJRCS becomes responsible for supervision at **7:55 AM** and those students not enrolled in aftercare until **3:15 PM**.

On noon dismissal days, students arrive at 7:55 AM and are dismissed at 12:00 PM. SJRCS is responsible for supervision from 7:55 AM until **12:00 PM**.

Parents are required to follow the stipulated times when dropping off or picking up students. The school is not responsible for supervising students before or after the times stated above and is not liable for any injuries or accidents that may occur before or after the times stated above.

If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in a before-school event or after-school care, parents must comply with the program's rules for drop-off and pick-up.

Morning Arrival Procedures

Between 7:55 AM – 8:15 AM cars will line up in the parking lot based on their oldest child's grade level.

Grades PreK - 3rd:

Enter our campus using the main entrance and queue using the traditional stadium layout in the large SJRCS parking lot.

Please start queueing at the **TOP** of the parking lot and fill each row before starting a new queue. (See diagram for reference). A staff member will dismiss each row, starting from the **TOP** of the lot. Each row will follow the traffic flow/directions, proceeding to the primary wing entrance for drop-off. Please follow the staff directions, stopping at the tree line beyond the doors along the primary wing curb to allow students to exit cars safely. Please stay in your vehicle, and our faculty and staff will assist your child/children out of the vehicle on the **RIGHT** side.





Students in PreK to Grade 1 will enter the Primary wing entrance and proceed to their homeroom.

Students in Grades 2 - 3 will exit their vehicle at the Primary wing entrance and walk along the sidewalk of the admin parking lot to enter the building through the green side door entrance and proceed to their homeroom.

Please have backpacks and other items ready to exit the vehicle. Be prepared to unbuckle your child once the car has stopped prior to faculty and staff approaching the vehicle.

Grades 4-8:

Enter our campus using the main entrance and queue using our traditional stadium layout in the SKD parking lot.

- Please start the first lines at the SKD stop sign to merge into a single lane.
- Form a NEW line when car lines have reached the bend in the road in front of the SKD church.
- Proceed filling in car lane rows until stadium parking is full before starting new lanes.
- A staff member will dismiss each row starting closest to SKD church.
- Please proceed around the circle to the stop sign to allow students to exit cars safely.
- Students will exit the vehicle on the **RIGHT** side, enter the Main Entrance, and proceed to their homeroom.
- Please have backpacks and other items ready to exit the vehicle.
- Please be patient and don't cut in car lines during arrival and dismissal routines.

Afternoon Dismissal Procedures

PreK Dismissal Procedures

Half-Day & Noon dismissal begins:
PreK 3 @ 11:40 AM
PreK 4 @ 11:50 AM

Full-Day dismissal begins:
PreK 3 @ 2:40 PM
PreK 4 @ 2:50 PM

Students will be dismissed at the Primary Entrance. Please enter our campus following the white arrows indicated on the diagram and create a single queue using only the main entrance. If you have children in other grade levels, please join those respective queues before or after collecting your PreK student.



Grades K-8 Dismissal Procedures

Noon dismissal is at 12:00 PM, and regular dismissal is 3:00 PM. Enter our campus using the main entrance and queue using our traditional stadium layout. Pick up for Grades 4-8 is in the Saint Katharine Drexel (SKD) church parking lot, and Grades K-3 is in the SJRCS parking lot. Families with students in both K-3 and 4-8 will meet all of their children in the youngest student's parking lot.

In the SKD parking lot, please form a single line closest to SKD Church, with the first car waiting at the stop sign. When the line has reached the bend in the road in front of the church, please form a new line. Before starting new lanes, proceed to fill in car lane rows until stadium parking is full. A staff member will dismiss each row starting at the SKD stop sign near the church.

In the SJRCS parking lot, a staff member will dismiss each row starting at the top of the parking lot.

Please be patient; don't cut in car lines during arrival and dismissal routines for safety reasons.

Students will only be released to custodial parents, those on the emergency contact list, or approved carpool. Students will **not** be released to taxi services, Lyft or Uber drivers, or any other private transportation company. Please ensure that your child's emergency contact list is updated as needed.

Students in Grades 3 - 8 who are designated as walkers or bike riders should live within a two-mile distance of the school. They **will require the written permission of a parent or guardian and the school administration** to be released with these groups. This form will be sent home at the beginning of the year for all children.

If a child needs to leave for an appointment, please send a note requesting the child's release from school. Individual students will not be released after 2:20 PM.





Late Pick Up

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for the supervision of students before or after the times stated. Students must be picked up at 3:00 PM in the dismissal lots. The school does not provide supervision of students after 3:15 PM outside of afterschool and school-sponsored clubs and athletics. **Siblings of students participating in after-school events must be picked up, as no supervision is provided.**

The school is not liable for any injuries or accidents which may occur before or after the times stated above. If you are unable to pick up your child on time from school, enrolling in our afterschool program would be a beneficial option. Consecutive instances of tardiness might lead to the application of a late pick-up rate.

Parents who arrive late to pick up their children after 3:15 PM on regular dismissal days and after 12:15 PM on noon dismissal days will be charged a fee of \$5 per minute. After 10 minutes, the fee increases to \$10 per minute. These fees will be added to their next scheduled FACTS payment. Parents will be asked to sign a late pick-up log, and late fees will be charged to the family's FACTS account. This charge is considered a financial obligation. Failure to clear this debt will result in report cards, re-registration, yearbooks, and school records being held until payment is received.

If the student participates in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and pick-up at the designated times. If children are participating in a before-school activity or after-school care, parents must comply with the rules established by the program for drop-off and pick-up.

Please value and respect the school staff, teachers, and administration by being punctual and adhering to the designated drop-off and pick-up times.



Discipline

Statement on Philosophy of Discipline

St. John Regional Catholic 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 and 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-based 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 designed to enhance academic and behavioral outcomes for every student.

Students must exhibit a sense of responsibility and respect for themselves and others to maintain a positive learning environment and standards that are consistent with our Christian philosophy.

Discipline Policy

St. John Regional Catholic School follows a progressive discipline policy for behavior infractions. Steps in this progressive discipline process include:

- Teachers will redirect the student and reteach the behavioral expectation.
- Teachers will remind the students of appropriate behavior and potential consequences.
- Teachers will provide an additional reminder of appropriate behavior and issue appropriate consequences.
- Teachers will notify parents of the behavioral concern and may implement strategies to support the student in changing the behavior.
- If the behavior continues, a student will be referred to the Dean of Students, Assistant Principal(s), Guidance Counselor, or Principal, who communicates with the parents.
- If the student's behavior remains unchanged, the parents are again informed by the administration that the behavior is threatening his/her place in school
- The student continues to receive the necessary assistance.
- *Note: This process does not prevail in "extreme situations" which call for immediate dismissal.



Some behaviors will be managed in the classroom directly by the teacher and may result in disciplinary action, such as loss of privileges, parent contact, or detention. Should these behaviors become consistent or chronic in nature, the matter will be referred to the Dean of Students, Assistant Principal(s) or Principal. These behaviors include, but are not limited to:

- Out of designated area without permission
- Using the property of others without permission
- Minor disruptions, such as calling out
- Minor inappropriate language (including use of unkind or profanity words)
- Non-compliance, such as refusing to complete assignments or follow directions
- Minor dishonesty
- Minor, nonviolent physical contact
- Eating or drinking without permission
- Not prepared with materials
- Minor aggression
- Disruptive behavior, unsafe or rough play, rowdiness
- Running or moving in the hallways or other areas in an unsafe way
- Disrespect toward others in tone, attitude, or body language
- Disrespect in manner and/or language to each other, including peers, teachers, faculty and staff
- Disrespect towards property
- Minor misuse of technology
- Uniform violations

Student behaviors, which are more severe in nature, warrant more serious consequences as determined by the Principal, Assistant Principal, and/or Dean of Students, such as school suspension and a parent conference. These include, but are not limited to:

- Fighting, violent, or excessive physical contact
- Threatening language or behavior directed at faculty, staff, visitors, or other students
- Vandalism – destroying or damaging the property of the school or other persons
- Dishonest actions such as stealing or lying
- Smoking/using matches or vaping on school property
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Leaving school grounds
- Academic dishonesty
- Physical displays of affection
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s), including distribution of both physical and digital
- Harassment of any kind by word or action, including but not limited to digital harassment
- Repeated infractions of the Student Code of Conduct

Behaviors that could lead to being expelled from school include those that threaten the safety and well-being of the community. All school community members are responsible for working together to make our school safe for everyone. Each student is not allowed to do anything that

puts anyone's safety at risk, including the following:

- The use and/or possession of alcohol or drugs on school property
- The use and/or possession of a dangerous implement
- Arson or use of any type of explosive materials
- Physical assault or harassment
- The initiation of a false emergency, such as a fire alarm or bomb threat
- Non-consensual physical contact of a sexual nature AND/OR sexual harassment
- Repeated infractions of the Student Code of Conduct
- Discussing the commission of an act of violence or aggression, threatening to commit an act of violence or aggression, joking about committing an act of aggression or violence, or committing an act of violence or aggression.
- Possessing any item that could be used to commit a violent, dangerous, or threatening act.
- Possessing instructions on how to commit an act of violence.
- Drawing pictures of, or writing stories about, violent or sexually suggestive situations.
- Students will immediately report to a school administrator any behavior that appears violent, dangerous, or threatening.

Depending on the behavioral concern, an appropriate consequence will be issued including, but not limited to, the following:

- Referral to office
- Parent call or conference
- Loss of privilege to participate in school or classroom events or activity
- Silent lunch and recess
- After school detention
- In and out of school suspension
- Loss of eligibility for extracurricular activities
- Behavioral contract
- Behavioral probation
- Expulsion

If a student is suspended for behavioral reasons, he/she may not participate in extracurricular activities on the day of the suspension and the two subsequent school days. Students are responsible for all work and assessments missed during suspensions. If a project is due that day, parents may be expected to bring the project to the school office on the morning it is due. There will be no extension of due dates for suspended students. A student who repeatedly violates the Student Code of Conduct may be placed on disciplinary probation. Students who are on probation may not participate in extracurricular activities or non-curricular special school events.

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the St. John Regional Catholic School student. The



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

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

Conflict Resolution

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

Academic Dishonesty

St. John Regional Catholic School strives to promote students of integrity in their academic pursuits. Students commit academic dishonesty in the following ways:

- Directly copying answers or materials from another student or students.
- Directly copying answers or materials from a literary or online source, including generative artificial intelligence (AI) tools, and asserting it as one's own work.
- Using information, answers, or materials during a test or quiz session that are not explicitly allowed.
- Acquiring and/or using test materials from the instructor or from a previous student to prepare or take an exam or assessment.
- Improper citation of source material in a research report
- Providing information about the questions and/or answers of an assessment to another student prior to that student taking the assessment.

Academic dishonesty offenses will result in a zero for the assignment and an after-school detention for their first infraction. Further offenses will result in a zero for the assignment, a parent conference, and additional consequences including but not limited to detention, suspension, behavioral contract, and loss of eligibility for extracurricular activities.

Students in Grades PreK through 8th are not permitted to use Generative Artificial Intelligence. Generative Artificial Intelligence (AI) describes algorithms (such as ChatGPT, Stable Diffusion, Midj Journey, etc) that can be used to create new content, including audio, code, images, text, simulations, and videos.

Students in Grades 4-8 and their parents will sign an Academic Integrity Acknowledgement at the beginning of each school year.

Search and Seizure

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

Bullying Policy Statement

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

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

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

a. Creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance or with a student’s physical or psychological well-being and:

- i. Is motivated by an actual or a perceived personal characteristic, including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or*
- ii. Is sexual in nature or*
- iii. Is threatening or seriously intimidating; and*

b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology encompasses 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](#). Refer to the bullying policy here [Bullying Policy SS 6.0](#) .

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, or 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.

Articles Prohibited in School

Articles prohibited in school include but are not limited to, the following: controlled substances, drugs, synthetic drugs, alcoholic beverages, cigarettes or other tobacco products, incendiary/explosive devices, weapons “real or look-alike,” pornography or obscene materials, or stolen property. Other items prohibited at school unless the principal makes an exception include fad toys, cosmetics, electronic games, smartwatches, fitness trackers, and glass containers. Such items will be taken from the student and returned to parents. The school and its agents are not responsible for a student’s personal possessions.

Care of Textbooks

All student textbooks are the property of the SJRCS. These books must be covered with a removable book cover at all times. Consumable workbooks should be covered with clear contact paper to maintain the condition of these student books. The textbooks will be inspected at the start of the school year by the teacher, and the book’s condition noted. Parents should also review the condition of the text at the start of the school year. Any damage beyond regular wear of the book will be the responsibility of the student. If a book is lost or damaged, students will be assessed a damage or replacement fee.

Care of School Property

SJRCS prides itself with a well-maintained building. Students should not mark school furniture, walls, ceilings, floors or equipment. Anyone who willfully destroys school property through vandalism will make restitution for damages and provide service hours to the school as determined by the principal. Suspension or expulsion may result. All students have the opportunity to use a locker/cubby for their coats and books. It is the student’s responsibility to keep the contents of the locker/cubby in order. Appropriate pictures may be displayed in the lockers with the use of a magnet (no tape).



Financial Obligations

Tuition Policy

At St. John Regional Catholic School, we understand the ever-increasing cost of educating our children. At the same time, we have an obligation to educate our children in the best environment we can provide. In an attempt to keep a Catholic education within the means of as many families as possible, we have made every effort to keep tuition expenses to a minimum.

Tuition Cost/Payments

In a further effort to accommodate our students and their families, St. John Regional Catholic School offers three options for tuition payment. You may choose from the following options.

- One annual payment due August 1st or August 15th (4% discount)
- Two bi-annual payments due August 1st or August 15th and December 1st or December 15th (2% discount on 2nd payment)
- Ten monthly payments due August 1st or August 15th through May 1st or May 15th

2024-2025 St. John Regional Catholic School Tuition Rates

<u>K - 8th Grade</u>	Regional Parishioner Rate	Other Faiths
PK3 1/2 Day (3 days)	\$3,145	\$3,602
PK3 & PK4 1/2 Day (5 Days)	\$5,240	\$6,003
PK3 & PK4 Full Day (5 Days)	\$8,734	\$10,207
1st student	\$8,734	\$10,207
+ 2nd student	\$7,861	\$9,187
+ 3rd student	\$6,551	\$7,656
+ 4th student	\$3,494	\$4,083
+ 5th student	\$1,747	\$2,041

Sibling Discount

The sibling discount will be applied to all full-five-day students. For example, a family has two children enrolled, one in PK4 full-five days and one in 2nd Grade. The PK4 student will receive a sibling discount (see table).

Regional Parishioner Discount

To qualify for the parishioner discount, families must meet the following criteria:

- Be registered as practicing Catholics at one of our regional parishes, including St. Mary & Holy Family, St. Ignatius of Loyola, St. John the Evangelist, St. Joseph-on-Carrollton Manor, St. Katharine Drexel, St. Peter the Apostle, and/or St. Timothy.
- Complete the [Regional Parish Affiliation Form](#).



FACTS Tuition Management

ALL SJRCS families must register through FACTS Tuition Management for tuition payments. You will have access to your account balance and payment status at any time by logging into your FACTS account.

Monthly payments are due by the 15th of each month. Your account is considered delinquent after the last working day of the month. In case of insufficient funds or credit card denial, your FACTS account will be charged \$30.00. If a family is unable to meet its financial obligations, the matter must be discussed promptly with the Finance Director. The School reserves the right to add balances from school-related expenses to a student's FACTS account after attempts to collect payment have failed.

Tuition Assistance

To be considered for need-based Grants, Tuition Assistance, or Scholarships, families must apply through FACTS Grants and Aid. You can access the Grant & Aid application page by logging into your FACTS Tuition account and clicking on the link "Start Application" in the FACTS Grant and Aid section on your homepage. If you are a new family and you do NOT have a FACTS Tuition account, go to the SJRCS website (www.sjrcs.org), and under the Parent tab, select Finances to choose the FACTS Grant & Aid link to set up an account.

Tuition assistance is available from the Archdiocese of Baltimore (AOB), the regional parishes (through the Frederick County Parish Tuition Assistance Fund), Friends of Catholic Education (FOCE), and St. John Regional Catholic School.

The Marion Burke Knott Scholarship Fund awards scholarships to students in the Archdiocese of Baltimore for grades four and eight. Applications will be sent to eligible students starting in March. The Friends of Catholic Education awards many merit-based scholarships, as well.

Deadlines: To be considered for AOB tuition assistance, the FACTS Grant & Aid application must be completed by February 28th. The deadline for parish assistance is March 30th, and the deadline for Boost school assistance is April 28th.

F.O.C.E. Food Gift Card Program

Friends of Catholic Education (F.O.C.E.) supports a Food Gift Card program. Families earn a percentage of their purchases using the pre-purchased gift cards as a tuition credit that is applied to their FACTS tuition account. Credits are applied at the beginning of each month for the previous month's credits. For more information, please contact FOCE at friendsofcatholiceducation@gmail.com or at www.friendsofcatholiced.org.

RaiseRight Program

Parents can also earn tuition credits by using the online RaiseRight program. This program gives parents access to gift cards from various stores and restaurants. Orders are placed online, and the gift cards are delivered directly to the school for parent pickup. Information on registering for this program is available on the SJRCS website. These credits are deducted from your FACTS Tuition account at the beginning of each month for the previous month's credits. If your FACTS



Tuition account is paid in full, the school will add your FOCE/RaiseRight credits to your credit balance for future use.

Delinquent Tuition Accounts

Students can be dismissed from school if parents do not meet financial obligations as detailed in the tuition contract. Accounts are considered delinquent after the last working day of the month. In the case of insufficient funds or credit card denial, your FACTS Tuition account will be charged a \$30.00 fee.

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

Financial Requirements for Grade 8 Students

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

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

Fees and Balances

Any check written to SJRCS that your bank returns for any reason will result in a fee of \$30.00 to your account. Report cards and student records (including test scores and transcripts) will not be distributed to students whose accounts are not paid in full at the end of the year. This includes library fees, lost textbook fees, or monies owed to the cafeteria. The school reserves the right to withhold all school records (with the exception of health records) until past-due accounts have been paid in full. Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family (if an outgoing student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full).

Withdrawal

Families withdrawing students from school should notify the Finance Director in writing immediately. Once all financial obligations are met and a Release of Records Form is received from the new school, official school records will be mailed directly to the new school.

Tuition Contracts and Refund Policy

Upon acceptance of a student and execution of a tuition account, the full year's tuition shall be considered payable. If a student should leave SJRCS for any reason before the beginning of



school or during the school year (other than moving out of the area), SJRCS will release the tuition obligation/refund tuition based on the following schedule:

- If a student withdraws on or before September 1st, 10% of the billed tuition is owed.
- If a student withdraws on or before November 15th, 40% of the billed tuition is owed.
- If a student withdraws on or before February 15th, 70% of the billed tuition is owed.
- If a student withdraws after February 15th, 100% of the billed tuition is due.
- If a family has chosen the monthly payment plan and has not paid the required amount of tuition prior to their withdrawal date, a final payment will be scheduled in FACTS to cover the difference.

*Please note that Starting in the 2025-2026 School year withdrawal dates will change:

- 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.

If a student is moving out of the area, the tuition owed/refunded will be prorated based on the student's departure month. If a family has paid more than is owed, a tuition refund will be determined. If a family owes more than what has been collected, a final payment will be scheduled in FACTS to cover the difference.

As per the Archdiocese of Baltimore, enrollment will NOT be permitted in any other Archdiocesan school while outstanding tuition and/or other fees are due. Report cards and school records will be withheld because of financial obligations.

Volunteer Program

Parents and guardians of St. John Regional Catholic School students are encouraged to actively engage by volunteering at school. Parents may receive a discount off their tuition of \$10 an hour up to 30 hours per student, which can reduce each student's tuition by \$300. PreK half-day students can earn a \$150 reduction in tuition by volunteering 15 hours a year.

Example:

Student 1	30 hours of volunteering equals a \$300 reduction in tuition
Student 2	60 hours of volunteering equals a \$600 reduction in tuition
Student 3	90 hours of volunteering equals a \$900 reduction in tuition
½ day Student	15 hours of volunteering equals a \$150 reduction in tuition

All volunteers must be VIRTUS certified when volunteering for any activity at the school.

There are numerous opportunities to accrue volunteer hours, such as participating in or contributing to school committees, volunteering within the school, leading afterschool programs, coaching sports teams, coordinating events, serving in the Home and School



Association (HSA), or making donations to support various events. These are just a handful of the many examples available.

If your intention is to take advantage of the Parents in Partnership Volunteer Program during the school year and earn the tuition credits available to your family, your credits can be applied in two ways for families that pay in full or two-pay payment plans via FACTS.

If you have a Monthly FACTS payment plan, your credits will be applied as the school year progresses.

If you have a Pay-In Full or 2-Pay FACTS Payment Plan:

Option 1: Pay In Full Plan- If your expected Volunteer Credit for the upcoming school year is \$300.00, that amount can be withheld from the net tuition amount that you pay in full on August 15. The \$300.00 that is withheld will be set up as a May 15 payment. If you earn your \$300.00 volunteer credit by April 30, that amount will be deducted from your FACTS Tuition account, and nothing will be due on May 15th.

For example, if your total tuition is \$8,734.00, you would pay \$8,434.00 (less your pre-pay discount) by August 15th. The balance of \$300.00 would be due on May 15th. If your family earns the \$300.00 Volunteer Credit, that amount would be credited to the May 15th payment and you would not be charged anything. If you only earned \$200.00 in Volunteer Credit hours, you would be charged the balance of \$100.00.

Option 1: 2-Pay Plan—If your expected Volunteer Credit for the school year is \$300.00, that amount can be withheld from the net tuition amount due on August 15th and December 15th. The \$300.00 that is withheld will be set up as a May 15th payment. If you earn your \$300.00 volunteer credit by April 30, that amount will be applied to your FACTS Tuition account, and nothing will be due on May 15th.

For example, if your total tuition is \$8,734.00, you would pay \$4,217.00 on August 15 and \$4,217.00 (less your pre-pay discount) on December 15th. The balance of \$300.00 would be due on May 15th. If your family earns the \$300.00 Volunteer Credit, that amount would be credited to the May 15th payment and you would not be charged anything. If you only earned \$200.00 in Volunteer Credit hours, you would be charged the balance of \$100.00.

Option 2 – Pay in Full & 2-Pay Plan—The Volunteer Credit earned in the 2024/2025 school year would be applied as a credit to your 2024/2025 tuition.

Option 3 - Not take advantage of the Parents in Partnership Volunteer Credit program and simply pay your tuition in full on August 15th.

If you choose Option 1, please complete the survey sent in July or contact the Business Office to set up in FACTS. Notification must be received no later than July 12th in order to set up in FACTS prior to your first payment in August.

If you choose Option 2 or 3, you do not need to do anything.

Health

Maryland School Immunization Requirements

A child may not enter school unless he/she has submitted an official immunization record or other appropriate documentation of immunization status in accordance with DHMH COMAR 10.06.04.03. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. Medical contraindications for vaccines must be submitted on MDH Form 896 with reason and health provider signature. In the case of religious objection, MDH Form 896 must be signed by a parent, and a Request for Religious Objection to Immunizations must be submitted to the Archdiocese of Baltimore. The Archdiocese of Baltimore must approve this request before the student can attend school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive a prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. The medication can only be dispensed with a medication administration form completed by the student's physician, specifying the start and stop date, and signed by the parent. Forms are available in the SJRCS health room or at sjrcs.org (Click on the Parents tab, then health forms).

The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: the name of the medication, directions for use, time for dispensing, name of the doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not have in their possession or distribute prescribed or over the counter medication on their own. All medications need to be sent to the school health office, where they will be given to the student at the designated time. The first dose of a medication can not be given at school. The student should be observed for reactions or side effects at home before taking the medication at school.

Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g., inhalers, epi-pens) stated specifically on the physician's orders. In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian. If your child has serious allergies, please notify the school immediately.

Over-the-counter cough drops are not allowed at school. Prescription cough drops will follow the same medication administration guidelines as all other prescription medications.



General Use Epinephrine Program

For the 2024-2025 school year, St. John Regional Catholic 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 during Wildcat Care. It 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.

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 other symptomatic infections)
- Adverse reactions to Pertussis Vaccine
- 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.

Varicella (Chicken Pox)

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

Students should not attend school if:

- **The student's temperature is over 100° F.** The student may return to school after having a normal temperature for at least 24 hours without taking any fever-reducing medications (e.g., Tylenol or Motrin).
- **Antibiotics are prescribed.** The student may return to school after taking the antibiotics for a minimum of 24 hours and without a temperature over 100 degrees F for at least 24 hours without taking any fever-reducing medications.
- **The student is vomiting.** Approximately 24 hours after symptoms resolve, the student may return to school and be able to tolerate a normal diet.
- **The student has diarrhea.** Approximately 24 hours after symptoms resolve, the student may return to school and be able to tolerate a normal diet.



- **The student is diagnosed with a communicable disease or illness.** (e.g., conjunctivitis, Influenza, Pneumonia, Strep Throat, Pertussis, head lice, Chickenpox (Varicella), impetigo, scabies).
- The student has severe cold symptoms, upper respiratory infection, a persistent cough, a runny nose that they cannot manage by themselves &/or contain issues, or other symptoms that would interfere with effective school participation.
- The student seems tired/lethargic, pale, with little appetite, and generally "not him/herself."

Return to School Guidelines

Students may return to school after the following:

- 24 hours without a temperature (and **without** taking fever-reducing medications such as Tylenol or Advil/Motrin)
- 24 hours without nausea, vomiting, diarrhea (**and tolerating a normal diet**)
- 24 hours of receiving medication (such as antibiotics and eye ointments)

If your child still seems tired, pale, with little appetite, not tolerating solid foods, and generally "not him/herself," PLEASE do not send him/her to school. Some viral illnesses may take longer before your child is well enough to return to school.

If a child becomes ill at school, it is at the discretion of the school health office and/or teacher as to whether a student needs to be sent home. It is the responsibility of the parent, once notified, to pick up the student in a timely manner (at least within an hour of notification).

Independent Use of the Bathroom

All students, including PreK students, are required to be able to use the bathroom independently. Students must also be able to change clothes without assistance in the event of a toileting accident. School employees can not enter the bathrooms, assist in toileting, or assist with changing clothes. If a child has a fecal accident, the parent will be called, and the child must be picked up and can not return for the remainder of the day.

Health Records

Parents are required to complete a Health Card listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent to notify them of the injury. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact the police/ambulance for assistance.

Insurance

The Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is inexpensive for families to cover co-pays and high deductibles and may even provide accident coverage if no other health



coverage is available. If a family declines this coverage, please be aware that any injuries sustained at school or during school activities may not be covered by any Archdiocesan insurance policy. For more details regarding purchasing student accident insurance, please visit www.archbalt.org/risk.

Peanut/Tree Nut Free School

SJRCs is a peanut/tree nut-free school. This includes coconut products. The U.S. Food and Drug Administration identifies coconuts as tree nuts for allergen and food labeling purposes, so they will not be allowed at SJRCs. Please ensure any food brought to school is peanut/tree nut-free.

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 signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

Birthdays

Birthdays are special days for elementary-aged children. The teacher will recognize student birthdays, and the child will be named and celebrated during the school-wide morning announcements. Due to food allergies, students should not bring in edible treats to share. No goody bags or presents are to be distributed. Please consider purchasing a book or game in your child's honor to be enjoyed by the class. Students are not allowed to exchange individual gifts or Christmas presents with one another at school. This gesture only creates hurt feelings among other students. Invitations for parties should be mailed or emailed and not distributed to individual students at school.

For Valentine's Day, each student in Grades PreK-4 should prepare a valentine for each student in the class.

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 Frederick County Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

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



Water Bottles

Students have access to water stations throughout the school. PreK through Grade 4 also have access to a sink in their classrooms.

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

- Water bottles must be clear and have a **closable lid** with a pushup top to prevent spills. **Disposable water bottles are not permitted.**
- Water bottles must be clearly labeled with the student's first and last name in permanent marker.
- Water bottles with straws are not permitted.
- Water bottles **must contain water only** (NO juice, sports drinks, coffee, energy drinks, etc.).
- Water bottles are to be taken home daily by the student to be washed and refilled for the next school day.
- Students must carry the water bottles and store them in the outside pocket of their backpacks.
- Water bottles may not be placed on the desk.
- Water can only be consumed at the beginning of class or at the end of the class at the discretion of the teacher.
- Water bottles are not to be in close proximity to technology equipment (including iPads) and are not permitted in the computer lab or media center.
- Water bottles are not to be taken to recess.

Failure to abide by any of the above guidelines will result in the loss of the student's water bottle privilege.



Partnership and Communication with Parents

Responsibilities

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

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

Alcohol/Drug Policy

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

1. The use, sale, or distribution of [illegal] controlled substances will be prohibited at any event sponsored by and/or in connection with St. John Regional Catholic School. Any school property is considered to be a tobacco-free zone.
2. The use, sale, or distribution of alcohol will be prohibited at any event sponsored by and/or in connection with St. John Regional Catholic School where children are present.
3. Failure to comply with procedure #1 will result in the notification of proper authorities to have the violator(s) removed from the sponsored event and face prosecution by said authorities.
4. Failure to comply with procedure #2 will result in the following:
Warning will be given to cease immediately.
 - a. Violator(s) will be asked to leave the event.
 - b. Violator(s) may be banned from participation in future events.



Support, Partnership, and Compliance by Families

In cases of disregard of staff members' directions, 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 the child/children from the school. Depending on the severity of the breach of partnership with the school, parents or other family members may be prohibited from entering the campus.

Communication to Parents

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

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

Alert Solutions Message System

The BrightArrow Message System (formerly SwiftK12) is our vehicle for sending emails and automated voice messages. The school administration will use it at its discretion to communicate notices or reminders that cannot wait for the Friday Newsletter. Submission requests for the Message System are due to the front office in a timely manner.

In the event of an emergency that would impact the health, safety, and/or welfare of our students or a situation that compromises the safety of our school facility or grounds, the school will notify parents through the BrightArrow messaging system. Parents will simultaneously receive a text message, a phone call, and an email alert to the phone numbers and email addresses on file.

Weekly Parent Newsletter

The SJRCS Weekly Wildcat Newsletter is the primary communication tool and will be sent electronically at the end of each week.

Parent/Teacher Communication

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



- In January, teachers will contact parents to schedule conferences for students who have academic concerns.
- Throughout the year, parents may schedule an in-person or virtual conference with their child's teacher. Please contact the teacher by email or phone to schedule the conference.
- Please remember that during arrival and dismissal time, teachers are actively involved with students and preparation for the day. Parents should refrain from interrupting teachers during these supervisory times.
- In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose.
- Parents are asked not to contact teachers or instructional assistants on their home or cell phones.

Classroom Information

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

Teachers in PreK through Grade 8 inform parents/guardians of children’s progress and school happenings via a large white envelope, which is sent home each Friday (called the “Friday Folder”). Please read the contents of the folder carefully. Sign your name in the appropriate place and return the envelope to your child’s homeroom teacher on Monday. “Family” notices may be sent through the “youngest or only” child in the family. News and updates can be sent home via Friday Folders.

Flyers should be submitted for approval to the School Principal at least one week before the Friday they are to be sent home. The school administrators will distribute all items to be sent home at their discretion.

Parent-Teacher Conferences

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

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

In January, teachers will contact parents to schedule conferences for students who have academic concerns.



School Website

Information on our school website is updated regularly. Please check <http://www.sjrcs.org> often. Important family information can be found under the Parent Tab at the top of the webpage. The Parent tab is our primary means of communication with our parents. It contains information such as school calendars, school lunches, absentee notifications, etc. This page also provides information on the H.S.A., volunteering, VIRTUS certification, and PowerSchool training.

Social Media

St. John Regional Catholic School's social media pages or groups will only be administered by an employee of the school. Groups using the SJRCS school name (including our SJRCS acronym) and/or logo (on social media sites or any other item) must register the group with the school and receive approval from the School Administration. Postings relating to school classes or school-sponsored activities and events, whether on-site or off-campus, must be approved by the school administration.

Parent Ambassadors

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

Location and Access to Student Records

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

Records Policy (Family Educational Rights and Privacy Act)

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

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Mrs. Kim Hanner, 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 Mrs. Kim Hanner, 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.*
- *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 [Note: A school may delete items from this list or add items that would not be considered harmful or an invasion of privacy if disclosed.]:

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

Parents who do not want the School to disclose the above directory information without their prior written consent must notify Mrs. Kim Hanner, Principal, in writing by September 15, 2024.

- *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 Regional Catholic 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.*

Change in Name or Family Status/Custody

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

Divorced and Non-Custodial Parents

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

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records. St. John Regional Catholic School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

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

Change in Address, Telephone Number, or Email Address

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

Home and 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. Follow this link to view the [Archdiocese of Baltimore's Home and School Association Manual](#).

Parents are encouraged to attend and support the meetings, events, and fundraisers sponsored by the St. John Regional Catholic School Home and School Association. The meetings and events (posted on our website) are a wonderful way for families to get to know each other and promote goodwill and camaraderie among the school staff, administration, and families.



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

Homeroom Parents

The volunteer coordinator for the H.S.A. will be responsible for assigning Classroom Parents for each homeroom. Classroom celebrations are the responsibility of the classroom parents in conjunction with the homeroom teachers. Classroom Parents will be responsible for providing sign-up sheets for parents to send in party supplies for each party. Classroom Parents are also responsible for running all parties unless additional help is needed. Any parent who is invited to assist or attend a classroom party MUST be VIRTUS certified. The school administration must approve communication sent through homeroom parents. The communication should pertain to information and activities related to a particular class.

Classroom Parents are NOT responsible for planning classroom collections for homeroom teachers. In fact, this is discouraged, due to implications for keeping the necessary records for our financial audits. For questions or concerns, contact the SJRCS Finance Director.



Safety

Emergency Plan

St. John Regional Catholic School has a Safety Plan updated annually, followed by all faculty and staff, and designed in collaboration with local law enforcement and fire professionals.

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

The school has a relocation plan in the event of an emergency. If students are relocated, parents will be notified via BrightArrow to pick up their children at a reunification site. Students will only be released to those whose names appear on their child's emergency card. Therefore, be prepared to show identification to sign out your child(ren). Students will be dismissed in an orderly fashion so that there is accountability for every child.

Emergency Drills

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

Any person in the building during an alarm must follow the protocol of the drill with the children and faculty. Evacuation routes are posted in each classroom.

Emergency Closing of School

We will typically follow Frederick County Public Schools (FCPS) decisions regarding whether or not to close school or have a delayed opening. Once FCPS has made a decision, SJRCS will post the information on our website and send out an announcement via text and email using the BrightArrow Message System, as well as social media posts. Parents can subscribe to Frederick County Public Schools alerts.

If school opening is delayed, lunch will be served. If school must close early due to a weather emergency, parents are asked to pick up their children as there will be no aftercare services available to assist staff who also need to travel in inclement weather.

In the case that Frederick County Public Schools is not in session or there is a need that is particular to the school itself, families will be notified via the alert system.

AHERA

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management



plans that address asbestos hazards in school buildings, and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions, and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Child Abuse and Neglect Reporting Policy Procedures

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

Cell Phones and Other Electronic Devices

Cell phones may not be used by students during school hours, at dismissal, during after-care, school functions, or other activities in the school building. Phones must be turned off or kept on silent mode. Devices must be kept in the student's locker and powered off at all times.

Text messages may not be sent or received during the school day to/from others, including parents. Picture-taking or video filming with any electronic device is not allowed on school property or at school functions.

Failure to follow this policy will result in the confiscation of the cell phone or electronic device. The school reserves the right to search the call log, photo gallery, text message history, email, or any other data contained in the device. The confiscated device will be returned ONLY to the child's parent or guardian. A parent must contact the school administrator to schedule an appointment to retrieve the phone. If a second offense occurs, the phone will no longer be permitted on campus.

If a phone or electronic device is brought to school, it is the student's complete responsibility, and St. John Regional Catholic School is not responsible for loss or damage under any circumstances.

Smartwatches and all other electronic devices, including hand-held computer games, cameras, iPads, Apple watches, Fitbits, etc., are not allowed at school, aftercare, field trips, or school functions unless an exception is made by the principal. If a piece of electronic equipment is necessary for educational purposes, the teacher will notify parents. Any equipment brought to school without teacher permission will be taken to the administration, and a parent will need to pick it up.



Phone Calls for Students

Any communication between parents and children for important matters during the school day should be facilitated through the main office. Parents and students should not text, call, or contact through social media on the child's cell phone during the school day.

Visitors

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 with identification and receive an identification badge through RAPTOR before visiting other parts of the school building.

Volunteers - Requirement for VIRTUS Certification

St. John Regional Catholic School and the Archdiocese of Baltimore have a commitment to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy relationships. With our longstanding commitment in mind, all parishes and Archdiocesan Catholic Schools use VIRTUS, a compliance management system implemented in November 2017, that allows all parishes and schools to facilitate compliance with Archdiocesan child protection requirements for all volunteers who work with minors.

To that end, all those who wish to come into school to volunteer, chaperone a field trip, read to a class, attend a class event, participate in class parties, or otherwise be around the students **must** be appropriately screened for their fitness to work with minors. This process includes mandatory completion of the Volunteer Criminal History Consent Form (background check) and successfully completing the VIRTUS online training video.

All parents, grandparents, and volunteers who will have contact with children at St. John Regional Catholic School must be fully certified before their arrival to visit, volunteer, coach, or chaperone at the school.

For questions related to volunteer certification, please contact the school's Virtus Coordinator.

All visitors to the school must present a driver's license or other government-issued photo identification upon entry to the school. They will be scanned through our security system. Our receptionist will issue each visitor a badge indicating the purpose and scope of the visitor's presence within the school.

If these steps are not completed, we regret that you will not be permitted to volunteer at the school. The welfare of our children must remain our highest priority.

Playground/School Supervision Provisions

When weather permits, students will have a daily outdoor recess period. Staff will monitor students at recess. For safety reasons, students should walk to recess in a calm, orderly way. Students are expected to comply with the rules and directives of recess monitors who are charged with maintaining student safety.

- Fighting or rough games (dodgeball, keep-away, tackle football, etc.) are prohibited.
- Kicking, punching, pushing, shoving, pulling on clothes, etc. is prohibited.
- Food or chewing gum is not permitted on the playground.



- The students will line up quietly before entering the building.
- Recess will be held in the playground area behind the school, weather permitting.
- Students must stay within the designated play areas.
- If a student does not follow the above guidelines, the staff member or parent volunteer on duty will correct him or her and give a warning. If the student needs to be corrected again, the student will be asked to sit down for the remainder of the recess period, and the homeroom teacher will be informed.
- Any child who is disrespectful to a staff member or parent volunteer will be sent directly to a school administrator.

Proper use of the playground and all athletic equipment is necessary. Improper use of playground equipment is not permitted. A bell rung or a whistle blown means that all activity stops, and students direct their attention to the adult in charge.

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

Indoor Recess

On inclement weather days, students will remain in their homerooms during indoor recess. Teaching assistants and parent volunteers will help with classroom supervision. The teacher selects appropriate indoor recess activities, such as playing board games, watching a movie, reading, talking quietly, etc.

Use of School Grounds

SJRCs organizations and clubs may utilize the school grounds. Requests must be submitted in writing to both the Faculties Manager and Principal for approval.

Dogs on Campus

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

Restricted Areas

During school hours, students are not allowed outside the school building unless they are in class or at recess and accompanied by a faculty member. The faculty lounge is off-limits to students and visitors, and restrooms in the main office are for school employees only. Empty classrooms and rooms are also restricted areas, and students must be accompanied by faculty or staff to enter. Additionally, corridors should remain clear except during class changes for safety reasons.



Spirituality

Prayer and Liturgy

Each morning, the students, faculty, and staff will begin with prayer, the Pledge of Allegiance, and the day's announcements. They will share a blessing before lunch and snack and each afternoon as they prepare for dismissal. School-wide liturgies and prayer services will be celebrated throughout the year, as noted on the calendar. Children will also have the opportunity to participate in special prayer services such as Advent, Stations of the Cross, and class retreats during Lent, a living Rosary, and a special mass in May celebrating Mary with the May Procession and Crowning.

Sacraments

As directed by the Archbishop of Baltimore, it is the student's home parish that is responsible for the immediate sacramental preparation. St. John Regional Catholic School has a strong connection with seven parishes where the sacrament preparation takes place. Religion classes do not take the place of sacramental preparation, which is completed through the family's parish. If you are interested in registering for the preparation process, please reach out to your home parish. The registration process usually begins in the spring for a program that commences in the fall.

Student Services

After School Care

For pricing and other information about this program, please contact Ms. Ashley Sandhu at asandhu@sjrcs.org. Hours: 2:45 PM—5:30 PM when school is typically in session (full day) per the school calendar. Registration begins at the beginning of June and is filled out on a first-come basis; please contact the front office with questions or inquiries. Paperwork is due in the middle of July in preparation for the start of school. Students enrolled in aftercare will receive a snack in the afternoon.

Parents are billed through FACTS. Students are billed at the beginning of each month: full-time students at the monthly rate of \$450, and part-time students at either \$200 for Tuesday/Thursday or \$300 for Monday/Wednesday/Friday. Fees will not be prorated for single-day emergency or holiday school closures.

Parents/Guardians must sign out their child(ren) before leaving the facilities. Please notify SJRCS if someone other than the registered Parent/Guardian on the registration sheet is picking up your child(ren).

When you sign up for aftercare, you are entering a legally binding 'contract,' where we agree to provide service on a specific date or within a specific period. Monthly contracts are automatically renewed at the beginning of each month and billed via FACTS.

Ten (10) days' written notice is required to fully cancel your monthly aftercare contract. This notice may be provided as an email or by letter. Upon providing the cancellation notice,



you may receive a credit for any unused portion of the monthly fee (prorated credit) after the 10-day period.

Parents are subject to a late fee of \$15 each 15 minutes after pick up since the Aftercare assistants need to be paid for the extra time. Parents are subject to the fee structure within FACTS for declined payments. Past due balances of 30 days or more are subject to suspension from the Afterschool program until the balance is paid.

Mid-Morning or Early-Afternoon Snack

Students may bring a small, healthy snack to school, limited to fresh fruit (such as apples, pears, grapes, plums, peaches, oranges, or bananas), vegetables, or cheese. Snacks should provide energy and not be messy or overly large. Candy, cookies, desserts, and processed fruit snacks (like fruit roll-ups) are not allowed during snack time. Please note that our school is peanut-free, so trail mix is prohibited. If a fruit or vegetable needs peeling or slicing (e.g., oranges or apples), parents should do so at home and place the prepared fruit in a sealed plastic bag. Vegetable slices are allowed, but no dips. Other permissible options include pretzels, crackers, cheese sticks, yogurt, and nutri-grain bars (excluding granola bars with nuts). Students should only bring clear container water bottles; no other drinks are allowed. Additionally, students should not share food with classmates unless it's part of an approved classroom party.

Peanut/Tree Nut Free School

In an effort to lessen the risk posed to the many students and faculty who have severe nut allergies, SJRCS is a peanut/tree nut free environment. Peanuts, peanut butter, and other nuts may not be brought to school, including snacks such as crackers with peanut butter, trail mix, or peanut candies. This includes coconut products, as the U.S. Food and Drug Administration identifies coconuts as tree nuts for allergen and food labeling purposes. Foods that "may contain" nuts are also not permitted. Please ensure any food brought to school is peanut/tree nut free. Caution should be taken with children and faculty with nut or other food allergies; therefore, children and/or faculty and staff are not permitted to share food.

Lunch/Cafeteria

Students in PreK 3 & PreK 4 eat lunch in their classrooms. Students must wash their hands with soap and water before and after eating. Students should bring their own lunch or be served in individual containers. Lunch from outside restaurants may not be brought. No microwavable food or food that contains or "may contain" nuts are permitted. No sharing of food/drink. Student desks will be disinfected before and after food contact is made. Students are expected to take uneaten food home so that parents are aware of what their children have eaten.

Students in Grades K-8 eat lunch in the school cafeteria. They are brought into the cafeteria by classroom teachers or instructional assistants. Walking in an orderly manner, students will enter the cafeteria, proceed to their assigned tables, and eat in a mannerly fashion. Students are to remain seated at all times unless they are retrieving their lunch or using the restroom. During lunch, students may use only the restrooms in the cafeteria hallway.



Students in Grade K-8 are required to either bring a packed lunch or collect a pre-ordered meal from the cafeteria daily, excluding early dismissal days when lunch service is not available. All packed lunches should be brought in labeled lunch boxes or bags. Please note that packed lunches cannot be refrigerated or reheated, and outside restaurant food is not permitted in the cafeteria. Additionally, soda and energy drinks are prohibited for student lunches. SJRCS is a peanut/tree nut free school. Students are expected to take uneaten food home so that parents are aware of what their children have eaten.

Students who forget their lunches will be provided a snack. Parents may bring a forgotten lunch and leave it in the front office, labeled with the child's name and grade written on the lunch container. Parents should not bring lunches or carbonated drinks from carry-out or fast-food restaurants. Additionally, due to time and space constraints, parents or other family members are not permitted to join students during lunch.

For students in Grades K-8, pre-packaged lunches are available for purchase Monday through Friday. Menus and ordering are done online at www.lunchboxprogram.com in advance. You can order online up until midnight before each school day.

In the event of snow closing, if the announcement is made before midnight the night before, all meals will be canceled and the parent's account will be refunded. In the event that school starts with a delay and is reevaluated to a closure, the company is unable to offer any refunds, as food preparation begins at 4:00 A.M. All meals are donated to either the Ronald McDonald House or local police/fire stations. Please take this into consideration when making lunch decisions for your child(ren) when snow is in the forecast.

Students are expected to clean up after themselves when they are finished eating lunch. Individual lunch tables will not be dismissed until all trash from that table has been discarded and the area is clean. Using the designated exit, they will go to their classroom or the recess area. Students will be expected to line up silently. The lunch monitors and teaching assistants will enforce this process. A staff member will accompany students who are going to recess.

Cafeteria Volunteers

We have many volunteer opportunities in the cafeteria, and we welcome your help. We need volunteers every day from 10:30 AM to 12:45 PM. Our volunteers help the children get their pre-packaged lunches, help monitor students, and clean the tables between groups. If lunch is in the classroom, then volunteers deliver the lunches to the classrooms. All cafeteria volunteers must be VIRTUS certified.

Building Use

Various groups (i.e., Scouts, sports, music, etc.) use the school building after school hours. A request must be submitted in writing to the administrative office prior to use.

When using rooms or fields, the group is responsible for cleaning up after themselves, returning furniture or equipment to its original positions, respecting classroom displays, cleaning chalkboards, and controlling the children within the group. Students are not to run through the building unsupervised. Supervision must also be given when children are waiting for parent



pickup. Siblings not involved in the activity must also be under direct supervision of the adults in charge of the activity.

Negligent care of the facilities will result in refusal for future use. This includes sports teams and Scout groups.

School Activities/Organizations

SJRCS believes holistic learning extends beyond the classroom. The school offers many activities focusing on leadership, service, the arts, technology, and more to enrich students' academic experiences. Eligibility for activities varies by grade level. A list of extra-curricular offerings is found on the clubs and activities page of our website.

Athletics

At SJRCS, we believe in educating the whole child and we recognize that school athletics play a crucial role in promoting lifelong fitness and health. The mission of the SJRCS Athletic Program is to create a dynamic environment that fosters competitiveness, teamwork, and self-discipline, all while instilling lifelong traits of good sportsmanship and a Christ-like character in our student-athletes. To achieve this, student-athletes must adhere to the policies outlined in the Athletic Handbook.

Academic Eligibility for Extracurricular Activities and Athletics

Interscholastic teams are open to students in all grades. Full engagement in academics and respect for school rules are top priorities. Parents and students need to evaluate the time commitment demanded of students who are juggling academics, sports, and other extracurricular activities to ensure that they do not become overextended.

To be eligible for participation in interscholastic athletics and extracurricular activities, students may have no more than one D in a core subject or N in a specialty area class (2 D's, 2 N's, or 1 D and 1 N makes them ineligible) at interim and end of each trimester. Additionally, students may have no E's in any core subject or U's in a specialty area class. A student's disciplinary record will be considered for roster selections.

Grades and discipline records will be monitored by the administration throughout the school year. If a student is deemed academically ineligible, the student and coach/moderator will be notified by the Principal, Assistant Principals, Dean of Students, or Athletic Directors. A follow-up review of the student-athlete's grades will be made within ten school days of the notification of ineligibility. If grades have improved, the student-athlete may be reinstated. Until that time, the student-athlete may not participate in any practices nor attend games as a team member.

Leadership Programs

National Junior Honor Society members are chosen for and expected to continue their exemplary contributions to the school and community. Members are selected by a committee for their academic and leadership abilities and are invited to apply at the end of their 7th-grade year. In order to be offered membership into the National Junior Honor Society, students must have at least a 3.8 GPA and receive Good or Outstanding in all Effort/Conduct areas and Unstructured



Time on their report card. Leadership, service, character, and citizenship are all necessary criteria for membership.

Extracurricular Activities

St. John Regional Catholic School offers a variety of after-school activities, such as Girls on the Run, Women in STEM, Chess Club, and Martial Arts. Other activities include, but are not limited to:

Band Program – Grades 4-8. SJRCS is very proud of the accomplishments of our school band. Students in Grades 4-8 may enroll in the Instrumental Music Program. Lessons are held during school hours, once a week, for 30 minutes on a rotating basis so students do not miss the same class each week. Specifics for this program, including fees and additional information, will be forwarded to the parents in September. **STUDENTS ARE ACCOUNTABLE FOR ANY MISSED WORK.** Full band practice is held one day a week after school.

Safety Patrol—National Junior Honors Society students perform all safety duties. The safety patrol program enables students to promote safety skills among their fellow students.

Sports – All grades participate. Information regarding registration is on the SJRCS website and information will go home with students during the season. Organized by parent volunteers.

Chorus – Open to students in Grades 4-8.

Bell Choir – Open to students in Grades 5-8. (Limited spots available)

Guidance and Counseling

School Counseling Services at St. John Regional Catholic School strives to put Jesus Christ and His teachings at the center as we assist students to reach their greatest potential - spiritually, intellectually, physically, socially, emotionally and morally. The School Counselor provides individual counseling, crisis intervention, small group intervention, and monthly classroom Social Emotional Learning lessons. The School Counselor coordinates the Student Accommodation Plans for students who have an identified need and the necessary supporting documentation. The school counselor helps implement the Positive Behavior Interventions and Supports program.

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, iPads, and other personal electronic devices) allows students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools give users enormous power and responsibility.

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 regarding 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.

This policy's purpose 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 understand the standards of behavior the School expects of users.

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

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

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

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

- Violating the rights or privacy of others, including by photographing or filming an individual without consent.
- Posting or distributing videos or photographs without consent of the persons depicted and the School.
- Using technology to send profanity, obscenity, or other offensive or harmful language.
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music).
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym).
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols.



- Revealing personal information beyond what is required for login while using the Internet or web-based resources.
- Responding to inappropriate messages from others (which should be reported to the School).
- Downloading or copying information onto disks or hard drives without prior teacher approval.
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images).
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently).
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established).
- Intentionally writing, producing, generating, copying, or introducing dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization.
- Intentionally erasing, renaming, or disabling of anyone else's files or programs.
- Accessing social media, email, or other off-task websites or apps during School without explicit permission from a teacher or adult supervisor.
- Violating School conduct rules or the law.
- Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

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

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

Web-Based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational



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

Blogs and Chats

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

Internet Access/Content Filtering

As required by the Children's Internet Protection Act, the School maintains a content filtering solution (blocking and monitoring inappropriate websites). However, the school cannot guarantee that access to all inappropriate sites will be blocked. It is the user's responsibility to follow guidelines for appropriate use of the network and the Internet.



Uniforms

Student Uniforms

Students dress in uniforms to reflect the attitudes necessary to foster an academic climate within the school. We take pride in our students' appearance and expect them to wear their SJRCS uniform, neatly, well-fitted, and in accordance with the detailed uniform expectations outlined below. Proper school attire and grooming are essential in creating an atmosphere that supports our educational goals. Non-compliance with the uniform policy is considered a behavioral infraction and will result in disciplinary action.

Students arriving at school without the proper uniform will be directed to the office to contact their parents. Parents must then bring the correct uniform items to school. Parents will be notified when students fail to comply with the uniform policy, and consequences may include detention or loss of privileges to dress differently.

Persistent violations of the uniform policy, despite warnings, may lead to the student being unable to attend classes until the issue is resolved. Parents/Guardians are expected to collaborate with the school to address non-compliance and assist their child in adhering to the guidelines.

Students are required to wear uniforms starting on the first day of school and are expected to be in complete uniform upon arrival and departure. Parents are encouraged to contact the school if they require clarification on any aspect of the dress code.

Summer Option Dates: The summer option uniform may be worn from the beginning of the school year until October 31st and April 1st through the end of the year.

Winter Option Dates: Winter attire may be worn year-round but must be worn from November 1st until March 31st.

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

Purchasing Uniforms

SJRCS school uniforms are purchased through the FlynnO'Hara Uniform Company. Uniforms can be purchased on their website: www.flynnohara.com They also have stores in Rockville and Parkville, Maryland. Their phone number is (800) 441-4122. Parents may also purchase pre-owned uniforms at our Used Uniform Sale, which is sponsored usually twice a year (usually late summer and winter) by our Home and School Association.

Uniforms must be purchased through FlynnO'Hara or the uniform section of department stores. Items with plaid or with a school logo must be purchased through FlynnO'Hara. All uniform components that are not purchased through FlynnO'Hara must match the style, fabric, and color of the FlynnO'Hara regulation uniform. Uniforms will be monitored closely for adherence to



correct styles and colors. If uniform components do not adhere to the correct style/color, replacements will be expected to be purchased.

Uniform Code Violations

We ask for your cooperation in adhering to the school uniform code. Students who wear inappropriate clothing will be required to telephone their parents and have appropriate clothing brought to school.

Teachers will work with parents to rectify any uniform code violations for students in Preschool through Grade 3. Students in Grades 4-8 who are in violation of the uniform code will be issued a uniform infraction. Parents will be notified via email from the teacher of the infraction. Additionally, after three uniform infractions a demerit will be issued. Failure to conform to any uniform/personal appearance standards may result in detention. This policy aims to enforce dress code standards and ensure that students come to school dressed appropriately. Administrators have the final determination of whether a student is dressed or groomed appropriately for attendance at St. John Regional Catholic School.

Boys' Summer Uniforms

Pre-K Boys

- Blue polo shirt with logo from FlynnO'Hara
- Navy blue micromesh nylon gym shorts from FlynnO'Hara
- White or light gray flat-soled athletic shoes with a **minimal** colored trim. Velcro closures are required in Pre-K. (No fad shoes, high tops, bright colors, characters, or lights.)
- White athletic CREW socks that come above the ankle; small logos are acceptable. (No stripes.)

Optional:

- Navy blue sweatshirt with logo from FlynnO'Hara over polo (No Spirit Wear sweatshirts except on specific Spirit Wear days.)

Kindergarten- 8th Grade Boys

- Navy blue walking shorts (pant legs should be at the knee or no shorter than two inches above the middle of the knee) must be worn. They must be plain; no cargo-type shorts.
- A plain black, navy blue or brown belt must also be worn. (Grades 2-8)
- White athletic CREW socks that come above the ankle; small logos are acceptable. (No stripes.)
- White or light gray, flat-soled athletic shoes with **minimal** colored trim. (No fad shoes, high tops, bright colors, characters, or lights.)

Optional:

- Navy blue sweatshirt with logo from FlynnO'Hara over polo (No Spirit Wear sweatshirts except on specific Spirit Wear days.)



Boys' Winter Uniforms

Pre-K Boys

- Blue polo shirt with logo from FlynnO'Hara; long sleeve polo shirts with logo from FlynnO'Hara are acceptable for winter.
- Navy sweatpants, elastic around the ankle, regular sweatpant material.
- White athletic CREW socks that come above the ankle; small logos are acceptable. (No stripes.)
- White or light gray flat-soled athletic shoes with a **minimal** colored trim. Velcro closures are required in Pre-K. (No fad shoes, high tops, bright colors, characters, or lights.)

Optional:

- Navy blue sweatshirt with logo from FlynnO'Hara over polo (No Spirit Wear sweatshirts except on specific Spirit Wear days.)

Kindergarten- 8th Grade Boys

- Blue polo shirt with logo from FlynnO'Hara; long sleeve polo shirts with logo from FlynnO'Hara are acceptable for winter.
- Navy blue slacks
- A plain black or brown belt is required. (Grades 2-8)
- Solid navy blue or black CREW socks that come above the ankle (No stripes.)
- Black or dark brown dress shoes or Sperry shoes; Must be closed-toe and closed-heel (No platform style shoes, Hey Dudes, or boots.)

Optional:

- Navy blue sweatshirt with logo from FlynnO'Hara over polo (No Spirit Wear sweatshirts except on specific Spirit Wear days.)
- White button-down shirt with SJRCS tie from FlynnO'Hara
- Navy blue v-neck pullover sweater over white button-down shirt OR navy blue v-neck pullover vest over white button-down shirt

Girls' Summer Uniforms

Pre-K Girls

- Blue polo shirt with logo from FlynnO'Hara
- Navy blue micromesh nylon gym shorts from FlynnO'Hara
 - Girls Optional: Navy blue skort from FlynnO'Hara
- White or light gray flat-soled athletic shoes with a **minimal** colored trim. Velcro closures are required in Pre-K. (No fad shoes, high tops, bright colors, characters, or lights.)
- White athletic CREW socks that come above the ankle; small logos are acceptable (No stripes.)

Optional:

- Navy blue sweatshirt with logo from FlynnO'Hara over polo (No Spirit Wear sweatshirts except on specific Spirit Wear days.)



Kindergarten - 8th Grade Girls

- Blue polo shirt with logo from FlynnO'Hara
- Navy blue walking shorts (pant legs should be at the knee or no shorter than two inches above the middle of the knee) must be worn. They must be plain; no cargo-type shorts.
- A plain black, navy blue or brown belt must also be worn. (Grades 2-8)
- White athletic CREW socks that come above the ankle; small logos are acceptable. (No stripes.)
- White or light gray, flat-soled athletic shoes with **minimal** colored trim. (No fad shoes, high tops, bright colors, characters, or lights.)

OR

- Blue polo shirt with logo from FlynnO'Hara
- Navy blue skort (**should be at the knee or no shorter than two inches above the middle of the knee**) from FlynnO'Hara
- White athletic CREW socks that come above the ankle; small logos are acceptable. (No stripes.)
- White or light gray, flat-soled athletic shoes with **minimal** colored trim. (No fad shoes, high tops, bright colors, characters, or lights.)

Optional:

- Navy blue sweatshirt with logo from FlynnO'Hara over polo (No Spirit Wear sweatshirts except on specific Spirit Wear days.)

Girls' Winter Uniforms

Pre-K Girls

- Blue polo shirt with logo from FlynnO'Hara; long sleeve polo shirts with logo from FlynnO'Hara are acceptable for winter
- Navy sweatpants, elastic around the ankle, regular sweatpant material
- White athletic CREW socks that come above the ankle; small logos are acceptable (No stripes.)
- White or light gray flat-soled athletic shoes with a **minimal** colored trim. Velcro closures are required in Pre-K. (No fad shoes, high tops, bright colors, characters, or lights.)

Optional:

- Navy blue sweatshirt with logo from FlynnO'Hara over polo (No Spirit Wear sweatshirts except on specific Spirit Wear days.)

Kindergarten - 4th Grade Girls

- Plaid jumper from FlynnO'Hara with white Peter Pan collar blouse from FlynnO'Hara
- Solid navy or black bike/cartwheel shorts of mid-thigh length or solid navy blue leggings must be worn under the jumper.
- Solid navy blue knee socks or opaque tights
- Black, navy, or dark brown dress shoes or Sperry shoes; Must be closed-toe and closed-heel (No platform style shoes, Hey Dudes, or boots.)
- **JUMPERS MAY NOT BE ANY SHORTER THAN TWO INCHES ABOVE THE MIDDLE OF THE KNEE.**



OR

- Blue polo shirt with logo from FlynnO'Hara; long sleeve polo shirts with logo from FlynnO'Hara are acceptable for winter.
- Navy blue pants
- A plain black or brown belt is required. (Grades 2-8)
- Solid navy blue or black CREW socks that come above the ankle (No stripes.)
- Black or dark brown dress shoes or Sperry shoes; Must be closed-toe and closed-heel (No platform style shoes, Hey Dudes, or boots.)

Optional:

- Navy blue sweatshirt with logo from FlynnO'Hara over polo (No Spirit Wear sweatshirts except on specific Spirit Wear days.)
- Navy blue v-neck cardigan sweater from FlynnO'Hara over jumper or polo

5th - 8th Grade Girls

- White oxford long/short sleeve blouse
- Navy blue v-neck pullover sweater or navy blue v-neck pullover vest.
- Plaid skort (24/25 school year phased out) from FlynnO'Hara or pleated skirt with elastic waist from FlynnO'Hara (will be required starting the 25/26 school year)
 - Under the pleated skirt, students must wear solid navy or black bike/cartwheel shorts of mid-thigh length or solid navy blue leggings.
- **SKIRTS MAY NOT BE ANY SHORTER THAN TWO INCHES ABOVE THE MIDDLE OF THE KNEE.**
- Solid navy blue knee socks or opaque tights
- Black, navy, or dark brown dress shoes or Sperry shoes; Must be closed-toe and closed-heel (No platform style shoes, Hey Dudes, or boots.)

OR

- Blue polo shirt with logo from FlynnO'Hara; long sleeve polo shirts with logo from FlynnO'Hara.
- Navy blue pants
- A plain black or brown belt is required. (Grades 2-8)
- Solid navy blue or black CREW socks that come above the ankle (No stripes.)
- Black or dark brown dress shoes or Sperry shoes; Must be closed-toe and closed-heel (No platform style shoes, Hey Dudes, or boots.).

Optional:

- Navy blue sweatshirt with logo from FlynnO'Hara over polo (No Spirit Wear sweatshirts except on specific Spirit Wear days.)

PE Uniform

Gym Days for both Girls and Boys – Grades K-8

(Students wear PE clothes all day on their designated PE day).

REQUIRED FlynnO'Hara gym uniform:

- **Winter:** Navy sweatpants, elastic around the ankle, regular sweatpants material (No yoga pants. No leggings. No straight legs.)



- **Summer:** Plain navy mesh gym shorts from FlynnO'Hara are plain (No logos, like Nike or Adidas, or stripes.)
- **SHORTS SHOULD BE AT THE KNEE OR NO SHORTER THAN TWO INCHES ABOVE THE MIDDLE OF THE KNEE**
- Gray t-shirt with school logo from FlynnO'Hara
 - Please Note: FlynnO'Hara will no longer offer the light gray T-shirt color due to supply difficulties. The new color, light steel, will be phased in during the 24/25 school year and available in short and long sleeves.
- White athletic CREW socks that come above the ankle; small logos are acceptable. (No stripes.)
- White or gray, flat-soled athletic shoes with **minimal** colored trim. (No fad shoes, high tops, mid-high sneakers, bright colors, characters, or lights) Shoes drawn on with pens or markers are not permitted. Sneakers with shoelaces must be tied at **ALL** times.

Optional:

- Navy blue sweatshirt with logo from FlynnO'Hara over polo (No Spirit Wear sweatshirts except on specific Spirit Wear days.)

Other Uniform Components

Smart Watches

Students are not allowed to wear SmartWatches during the school day. Electronic health monitoring devices, such as Fitbit, Vtech, Gizmo, or Apple Watch, will not be permitted if they can access the Internet, text message, games, or have a camera, video, microphone, or Wi-Fi capability.

Grooming

Proper grooming is expected of every student. Deodorant is recommended for students in Grades 3-8.

Hair

Hairstyles for both boys and girls should be conservative, neat, and appropriate to the spirit of the uniform code. Hair must be kept away from the face and the student's natural color.

- Boys' hair must be above the uniform shirt collar. When at rest, hair should be above the eyebrows and remain above the eyebrows without the need for tucking or tossing. The entirety of the earlobes must be visible. Boys' sideburns are not to exceed the middle of the ear. Boys must be clean-shaven (no facial hair and no sideburns below the middle of the ear).
- Girls may wear headbands or bows (uniform plaid, blue, green, or white) made with 7/8" width ribbon and measuring 3 inches across. Bows must be simple, not overly embellished, and may not be oversized (cheer bows). Hair grooming should not take place during school hours.

The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-hawks, mohawks, man buns, mullets, spikes, fades, ombre, highlighting, tinseling, or coloring of any kind.



SJRCS 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 SJRCS to permit individual families to receive an exception from this policy so that they may choose the appropriate cared-for hairstyle for their child. Should a parent have a question about a hairstyle or wish to request an exemption, they should contact the administration before getting his/her hair cut or styled.

Uniform Accessories

The following ARE permitted as part of the uniform:

- Girls may wear one pair of post earrings in their earlobes only. Hoop earrings are not permitted.
- Small crosses or medals on a small chain may be worn, but they must be hidden under the uniform shirt and not visible.
- One flat finger ring of reasonable size
- One “support” bracelet
- Simple wristwatch; no smartwatches

The following ARE NOT permitted as part of the uniform:

- Smartwatches, fitness trackers, and GPS “watches”
- Nail polish - French manicures and artificial nails are not permitted during school hours. Students will be asked to remove nail polish.
- Make-up - Students will be asked to remove make-up.
- Scarves
- Scarf headbands or headbands with large flowers or other adornments
- Purses or “fanny packs”
- Hats or visors
- Tattoos or anything that gives the appearance of tattoos or tattoo-like markings
- Jewelry (except mentioned above) including dangling or hoop earrings, bracelets, multiple rings, ankle bracelets, cartilage piercing, pearl necklaces, or chokers. Any unapproved jewelry will need to be removed and parents will need to pick up the jewelry at the front office.
- Any accessory or clothing item bearing an inappropriate message or picture

Sweatshirts and Jackets

Non-SJRCS uniform sweatshirts, hoodies, or jackets are not permitted to be worn during class instruction. Spirit Wear is not to be worn during class instruction except on specific days.

Undershirts

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

Spirit Wear Uniform

Spirit Wear Days are distinct from out-of-uniform days. Spirit Wear Days are special days designated by the principal when the students, faculty, and staff may come to school dressed in official SJRCS Spirit Wear. All Spirit Wear Days will be listed on the calendar. Spirit Wear Days



are optional, and if a student does not dress in spirit wear, he/she should come to school in the regular school uniform. The following are guidelines for Spirit Wear Days:

- Students should wear an official SJRCS spirit wear shirt with PE bottoms and PE shoes.
- Any other SJRCS spirit wear can be worn on these days, with the exception of hats.
- Spirit wear that is defaced, torn, altered, or written on is not permissible.
- Hair may not be dyed or combed in an unusual fashion.
- When the weather turns cold, spirit wear must be visible. For example, wearing an SJRCS t-shirt that is completely covered by a non-SJRCS sweatshirt would be unacceptable.

If a student is improperly dressed, they will be calling their parents to bring a change of clothes.

Out-of-Uniform Dress Code

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

In addition to the regular uniform expectations stated above, the following differences apply on out of uniform days only:

The following ARE permitted as part of the out-of-uniform days:

- Leggings may only be worn with a dress or skirt two inches above the middle of the knee.
- All footwear must have closed-toes and closed-heels. (Please see exceptions below.)
- Shorts that are not shorter than two inches above the middle of the knee (during summer uniform months only).

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

- Make-up or nail polish
- Pajama bottoms or sweatpants (unless PE uniform pants)
- Skinny jeans or jeans with rips/holes (even if purchased in that condition)
- Shorts may not be worn when winter uniforms are in effect.
- Footwear such as flip-flops, shoes/boots with high heels, or “Crocs”
- Hats, bandanas, sweatbands, caps, and visors
- Chains attached to wallets, keys, or clothing
- Male and female students are restricted from wearing clothing that is unduly revealing, such as:
 - Tops cut low at the neck or under the arms
 - Low-cut blouses or tops
 - Clothes that expose bare midriff
 - Pants that are tight or worn below the hips, exposing skin or undergarments
 - Spaghetti strap or tank tops or bare shoulders
 - Dresses and skirts that are shorter than two inches above the middle of the knee or too tight



- Clothing with rips, tears, or shear sections, even if purchased in that condition
- Transparent clothing
- Extremely tight clothing
- Students may not wear clothes or items with messages (words or pictures) about drugs, alcohol, tobacco, political messages, weapons, vulgarity, or that are sexually offensive.

Out-of-Uniform Day Violations

Consequences for not following the above guidelines may include having to wear a school sweatshirt or clothing from our used uniform supply. Students will be required to telephone their parents and have appropriate clothing brought to school. Additionally, a demerit will be issued to serve as a record of the student's infraction. Students who violate the out-of-uniform dress code will be excluded from participating in the next out-of-uniform day.

Lost and Found

Parents are requested to label all sweaters, sweatshirts, coats, etc., with their students' names and grades. All found articles should be taken to the office. If the article is marked with a name, it will be returned to its owner. If there is no marking, it will be held for several weeks and then donated to an organization assisting the poor. Please ensure all clothing items are labeled before allowing your child to wear them to school.



2024-2025 St. John Regional Catholic School (7.24.24)

Dates are subject to change.

Please check school newsletters and alerts for updates.



August

8 (Thur) H.S.A. Used Uniform Sale (9:00 AM-1:00 PM)
 10 (Sat) Back to School Baseball Game Nymeo Field at Harry Grove Stadium
 12-15 (M-Th) SJRCS Welcome Summer Events
 19-23 (M-F) Faculty and Staff Professional Days
 22 (Thur) **Office Closed**; AOB Convocation
 23 (Fri) Meet the Teacher Event
 Last name starts with A-H 8:30-9:15 AM
 Last name starts with I-P 9:30-10:15 AM
 Last name starts with Q-Z 10:30-11:15 AM
 26 (Mon) **Noon Dismissal**; First Day of School: Kindergarten, Grades 1-8
 26 (Mon) PreK Orientation (8:30-9:30 AM)
 27 (Tues) First Day of School: PK3 & PK4
 27 (Tues) Full Day of School: Kindergarten, Grades 1-8
 27 (Tues) Back to School Night: **Grades K, 1, 2, 3, & 4** (6:00 PM)
 28 (Wed) First Day of School for PK3 who attend M, W, F
 28 (Wed) Back to School Night: **Grades 5, 6, 7, & 8** (6:00 PM)
 30 (Fri) H.S.A. Blessings of the Backpack

September

2 (Mon) **No School**; Labor Day
 3 (Tues) **First Day Wildcat Care** (After Care Program)
 6 (Fri) Mass (10:00 AM)
 6 (Fri) H.S.A. Movie Night
 9 (Mon) Story Time Tots (8:30 AM)
 13 (Fri) Spirit Wear Day
 Students may wear (approved) SJRCS Spirit Wear with gym or uniform shorts.
 16 (Mon) MapGrowth Testing Starts
 Students in Grades 2-8 may wear their gym uniform.
TBD H.S.A. General Meeting
 19 (Thur) Mass (10:00 AM)
 20 (Fri) **Noon Dismissal; No Wildcat Care**; Grandparents' & Special Guests' Day

October

3 (Thur) Rosary Prayer Sessions with Father Williamson: Grades 5-8
 4 (Fri) **No School; No Wildcat Care**; AOB Professional Development Day
 7 (Mon) **No School; No Wildcat Care**; Faculty Retreat
 8 (Tues) Rosary Prayer Sessions with Father Williamson: Grades K-4
 9 (Wed) Open House
 11 (Fri) T1 Interims
 11 (Fri) Spirit Wear Day
 Students may wear (approved) SJRCS Spirit Wear with gym or uniform shorts.
 11 (Fri) H.S.A. Fall Fest at Summer's Farm
 14-25 (M-F) H.S.A. Book Fair
 14 (Mon) Story Time Tots (8:30 AM)



15 (Tues)	Rosary Prayer Sessions with Father Williamson: Grades 5-8
16 (Wed)	Noon Dismissal; No Wildcat Care; Parent/Teacher Conferences (1:00-4:00 PM; 5:00-7:00 PM)
16 (Wed)	Unity Day - Wear orange shirts with gym or uniform shorts.
17 (Thur)	Mass (10:00 AM)
18 (Fri)	Golf Tournament
21 (Mon)	Rosary Prayer Sessions with Father Williamson: Grades K-4
23 (Wed)	Noon Dismissal; No Wildcat Care; Parent/Teacher Conferences (1:00-4:00 PM; 5:00-7:00 PM)
24 (Thur)	2-Hour Delay Start
25 (Fri)	H.S.A. Trunk or Treat
30 (Wed)	Halloween Parade: PK3 (8:30-9:30 AM)
30 (Wed)	Halloween Class Parties: PK3 (10:15-11:15 AM)
31 (Thur)	Halloween Parade: PK4 & K (8:30-9:30 AM)
31 (Thur)	Halloween Class Parties: PK4 & K, Grades 1-4 (1:30-2:30 PM)
31 (Thur)	Wear orange, white, and/or black shirts with gym pants or uniform pants or shorts.

November

1 (Fri)	Winter Uniform Begins
1 (Fri)	Mass (10:00 AM)
8 (Fri)	Fun Run; Dance: Grades 7 & 8 (6:30- 8:30 PM)
TBD (M-Th)	H.S.A. Poinsettia Sale
11 (Mon)	Veterans Day Program
11 (Mon)	Story Time Tots (8:30 AM)
13 (Wed)	World Kindness Day - Wear yellow shirts with gym pants or uniform pants.
15 (Fri)	End Trimester 1
15 (Fri)	Noon Dismissal; No Wildcat Care; Teacher Work Afternoon/Students Asynchronous Assignment
15 (Fri)	8th Graders Only - Department of Education NAEP Assessment Survey
20 (Wed)	No Wildcat Care; Faculty Christmas Party
21 (Thur)	Mass (10:00 AM)
26 (Tues)	Spirit Wear Day Students may wear (approved) SJRCS Spirit Wear with gym or uniform pants.
26 (Tues)	No Wildcat Care; Thanksgiving Break
27-29 (W-F)	No School, No Wildcat Care; Thanksgiving Break

December

2-13 (M-F)	H.S.A. Secret Santa Workshop
2 (Mon)	Reconciliation (12:30-2:30 PM)
4 (Wed)	8th Grade Only - HSPT
6 (Fri)	PreK & K Christmas Concert
7 (Sat)	H.S.A. Breakfast with St. Nicholas
10 (Tues)	Wildcat Care Ends at 4:30 due to setting up for concert; Grades 4-8 Christmas Concert
11 (Wed)	Wildcat Care Ends at 4:30 due to setting up for concert; Grades 1-3 Christmas Concert
12 (Thur)	Mass (10:00 AM)
13 (Fri)	Spirit Wear Day Students may wear (approved) SJRCS Spirit Wear with gym or uniform pants.
16 (Mon)	Story Time Tots (8:30 AM)
20 (Fri)	Christmas Parties: PK & K, Grades 1-4 (10:15-11:15 AM)
20 (Fri)	Christmas Parties: Grades 5-8 (1:30-2:30 PM)
20 (Fri)	Wear red, green, and/or white shirts with gym pants or uniform pants.
20 (Fri)	No Wildcat Care; Christmas Break
23-31 (M-T)	No School, No Wildcat Care; Christmas Break



January

1 (Wed) **No School, No Wildcat Care;** Christmas Break

2 (Thur) School Resumes

3 (Fri) Mass (10:00 AM)

6 (Mon) MapGrowth Testing Starts
Students in Grades 2-8 may wear their gym uniform.

13 (Mon) Story Time Tots (8:30 AM)

TBD H.S.A. General Meeting

15 (Wed) **Noon Dismissal, No Wildcat Care;** Teacher-Requested Parent Conferences (12:30-3:45 PM)

15 (Wed) National Hat Day - Wear a hat with your uniform.

16 (Thur) Mass (10:00 AM)

17 (Fri) T2 Interims

20 (Mon) **No School, No Wildcat Care;** Dr. MLK Jr. Birthday

24 (Fri) Spirit Wear Day
Students may wear (approved) SJRCS Spirit Wear with gym pants or uniform pants.

24 (Fri) H.S.A. Children's Bingo

26-31 (S-F) Catholic Schools Week

29 (Wed) The Fund for St. John Annual Day of Giving

31 (Fri) Mass (10:00 AM)

31 (Fri) **Noon Dismissal, No Wildcat Care;** Teacher Appreciation Day Luncheon

February

4 (Tues) World Cancer Day - Wear shirts in the official colors of World Cancer Day (blue/orange) or shirts in a different color to honor a specific type of cancer with gym pants or uniform pants.

7 (Fri) Mass (10:00 AM)

7 (Fri) Dance: Grades 7 & 8 (6:30-8:30 PM)

10 (Mon) Story Time Tots (8:30 AM)

13 (Thur) Valentine Class Lunch Treat: Grades 5-8

14 (Fri) Valentine Class Parties: PK & K, Grades 1-4 (10:15-11:15 AM)

14 (Fri) Wear red, pink, and/or white shirts with gym pants or uniform pants.

14 (Fri) **Noon Dismissal; No Wildcat Care;** Teacher Professional Afternoon Training

17 (Mon) **No School; No Wildcat Care;** Presidents' Day

20 (Thur) Mass (10:00 AM)

22 (Sat) H.S.A. Father & Daughter Dance

28 (Fri) End Trimester 2

28 (Fri) **Noon Dismissal; No Wildcat Care;** Teacher Work Afternoon/Students Asynchronous Assignment

March

3 (Mon) **No School, No Wildcat Care**

5 (Wed) Ash Wednesday Mass (10:00 AM)

7 (Fri) Spirit Wear Day
Students may wear (approved) SJRCS Spirit Wear with gym pants or uniform pants.

10-14 (M-F) 6th Grade to North Bay Outdoor Adventure Camp

10 (Mon) Story Time Tots (8:30 AM)

10 (Mon) Reconciliation (12:30-2:30 PM)

10 (Mon) 5th & 8th Graders Only - ACRE Testing

17 (Mon) St. Patrick's Day - Wear green shirts with gym pants or uniform pants.

20 (Thur) Mass (10:00 AM)

20 (Thur) Down Syndrome Day - Wear crazy socks with school uniform.

21 (Fri) **No School, No Wildcat Care;** AOB Teacher Professional Development Day

25 (Tues) Maryland Day - Wear red, gold, black, and/or white shirts with gym pants or uniform pants.



28 (Fri)	H.S.A. Mother & Son Event
31 (Mon)	MapGrowth Testing Starts Students in Grades 2-8 may wear their gym uniform
April	
1 (Tues)	
4 (Fri)	Summer Uniform Begins
11 (Fri)	Mass (10:00 AM)
11 (Fri)	T3 Interims
11 (Fri)	Spirit Wear Day Students may wear (approved) SJRCS Spirit Wear with gym pants or uniform pants.
15 (Tues)	Purple Up! Day - Wear purple shirts with gym pants or uniform pants.
16 (Wed)	NJHS Easter Egg Hunt: PK & K
17 (Thur)	Noon Dismissal; No Wildcat Care; Holy Thursday
18 (Fri)	No School, No Wildcat Care; Good Friday
21-25 (M-F)	No School, No Wildcat Care; Easter Break
28 (Mon)	School Resumes
TBD	7th Grade Only - Pre-HSPT
May	
1 (Thur)	Rosary Prayer Sessions with Father Williamson: Grades 5-8
2 (Fri)	Mass & May Crowning (10:00 AM)
TBD	No Wildcat Care; Gala & Auction Set-Up
TBD	Gala & Auction
5 (Mon)	Rosary Prayer Sessions with Father Williamson: Grades K-4
9 (Fri)	Noon Dismissal; No Wildcat Care; Professional Development
12 (Mon)	Story Time Tots (8:30 AM)
12 (Mon)	Rosary Prayer Sessions with Father Williamson: Grades 5-8
15 (Thur)	Mass (10:00 AM)
16 (Fri)	Spirit Wear Day Students may wear (approved) SJRCS Spirit Wear with gym shorts or uniform shorts.
16 (Fri)	Dance: 8th Grade Only (6:30-9:00 PM)
20 (Tues)	No Wildcat Care; Spring Concert & Art Fair
22 (Thur)	Rosary Prayer Sessions with Father Williamson: Grades K-4
22 (Thur)	No Wildcat Care; Memorial Day Weekend
23 (Fri)	No School; No Wildcat Care; Memorial Day Weekend
26 (Mon)	No School; No Wildcat Care; Memorial Day
29 (Thur)	Day of Reflection: Grade 8
30 (Fri)	Graduation Practice: Grade 8
June	
TBD	Spring Fair Shirt Week with gym shorts or uniform shorts.
TBD	H.S.A. Spring Fair
2 (Mon)	End of Year Party: PK3 & PK4 (10:15-11:15 AM)
2 (Mon)	End of Year Party: K & Grades 1-3 (1:30-2:30 PM)
2 (Mon)	Noon Dismissal for Grade 8 ONLY; Graduation Practice: Grade 8
2 (Mon)	Last Day for Wildcat Care
3 (Tues)	End of Year Party: Grades 4-7 (10:15-11:15 AM)
3 (Tues)	Noon Dismissal; No Wildcat Care; 8th Grade Graduation Mass & Ceremony (2:00 PM)
4 (Wed)	Noon Dismissal; No Wildcat Care; Field Day
5 (Thur)	Mass (10:00 AM)
5 (Thur)	Noon Dismissal; No Wildcat Care; Last Day for Students
6 (Fri)	Last Day for Faculty





**St. John Regional Catholic School
HANDBOOK ADMISSION ACKNOWLEDGEMENT**

Please sign and return this acknowledgment page to the school office by Friday, Sept. 13, 2024. I/We have received a copy of the St. John Regional Catholic School 2024-2025 Parent-Student Handbook and have carefully read and understand the policies, procedures, and regulations of this school, including tuition charges, parent responsibilities, student responsibilities, technology policies, dress, and disciplinary regulations. I/We hereby express acknowledgment of these policies, procedures, and regulations and accept them as conditions for the enrollment of our child/children in this school.

St. John Regional Catholic School reserves the right to amend the Parent/Student Handbook, and the parent/legal guardian will be notified in writing through the weekly newsletter if any changes are made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the school's rules and policies and is not intended as an expressed or implied contract.

I realize my child/ren will be photographed or possibly video recorded for inclusion in, but not limited to, the school yearbook, class group photos, school advertisements, or school-related social media postings. If I do not want my child/ren photographed or videotaped, I will submit my non-consent in writing to the school principal prior to Friday, September 13, 2024.

In cases where the parent/legal guardian's views and philosophical positions result in repeated non-compliance with school policies, the administration reserves the right to request that the parent/legal guardian's child/children withdraw from the school.

In order for the Handbook Admission Acknowledgement to be complete, both Parent/Guardian signatures and student name information are required.

I hereby express acknowledgment of these policies, procedures, and regulations, and I understand that I will be accountable for adhering to them. (Both parent signatures are required)

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Student(s) Name(s) and Grade (print): _____

