



ST. JOHN
WESTMINSTER
CATHOLIC SCHOOL

St. John Catholic School

PARENT/STUDENT

HANDBOOK

2021-22

TABLE OF CONTENTS

HANDBOOK 2021-2022	3
HISTORY OF ST. JOHN SCHOOL.....	4
ADMINISTRATION	5
ST. JOHN SCHOOL ADMINISTRATION AND STAFF	7
SCHOOL BOARD MEMBERS	9
ACCREDITATION	9
ACADEMICS.....	10
HIGH SCHOOL ADMISSIONS AND VISITATION POLICY	12
STUDENT RECORDS	12
HOME AND SCHOOL ASSOCIATION	14
VOLUNTEERS.....	15
FAMILY DIRECTORY	15
PARTNERSHIP WITH PARENTS	16
ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS	16
ADMINISTRATION	20
EMERGENCY & WEATHER-RELATED CLOSINGS/DELAYED OPENINGS.....	20
COMMUNICATION TO PARENTS.....	21
HARASSMENT POLICY.....	22
BULLYING POLICY STATEMENT	24
TRANSPORTATION.....	25
ADMISSIONS	29
FINANCIAL OBLIGATIONS	31
ATTENDANCE	34
AFTERNOON CAR DISMISSAL	35
DISCIPLINE	37
HEALTH AND SAFETY	40
VISITORS	43
PLAYGROUND/SCHOOL SUPERVISION PROVISIONS	43
SUPERVISION RESPONSIBILITIES BEFORE AND AFTER THE OFFICIAL SCHOOL DAY	43
USE OF SCHOOL GROUNDS	44
STUDENT SERVICES	44
BEFORE AND AFTER SCHOOL CARE.....	44
CAFETERIA/LUNCH/MILK.....	45
SCHOOL ACTIVITIES/ORGANIZATIONS.....	45
PBIS.....	46
GUIDANCE AND COUNSELING	50
STUDENT UNIFORMS.....	50
LOST AND FOUND	55
CALENDAR FOR SCHOOL YEAR	56
2021-2022 CALENDAR IMPORTANT DATES	56

HANDBOOK 2021-2022

St. John Westminster is a co-ed elementary school for grades PK3- 8th Grade. St. John Westminster School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

St. John Westminster does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). The St. John is not required to adopt any rule, regulation, policy or personal accommodation that conflicts with its religious or moral teachings, and we will always teach and act consistent with the tenets of the Catholic Church.

Requests for reasonable accommodations for a student with a disability may be directed to Mary Stieber, Learning Specialist, or Jesse Read, Principal.

Religion is required for each year a student attends St. John Westminster School. All students enrolled in St. John Westminster School must attend religion classes and services.

MISSION STATEMENT

MISSION STATEMENT OF ST. JOHN CATHOLIC SCHOOL

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

ARCHDIOCESE MISSION STATEMENT

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

coordinated strategic planning, centralized efficiencies, and financial sustainability.

HISTORY OF ST. JOHN SCHOOL

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

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

In the spirit of continuous education and growth, Monsignor Joseph C. Antoszewski began the construction of a multi-purpose building in January of 1992. This addition to the old school building was completed in September 1992. The new wing allowed Saint John School to expand its horizons. Part of the multi-purpose building quickly became classrooms for grades one through four, and also provided space for the first kindergarten and the computer lab. Presently, Pre-kindergarten through grade 4 is located in the new wing while 5th grade and middle school (grades 6-8) occupy the original school building. In addition, rooms for the teaching of art and music, and technology were added, providing the students with a permanent place to pursue their creative talents. The Saint John School's commitment to nurture the students' spiritual lives and their intellectual and creative interests is evident throughout the school's history. Since its humble beginnings, Saint John School has striven to become a leader in the catholic education of children. The school's obvious success can be seen in its endurance and in the accomplishments of generations of alumni for over 150 years.

ADMINISTRATION

STUDENTS

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

PARENTS/GUARDIANS

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

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

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

Parents/guardians need to establish an environment for school work. It is the parent/guardian who must encourage the proper use of the student's time after school hours. Furthermore, parents/guardians enhance the academic and co-curricular and extra-curricular activity of the students through their guidance with and/or presence at these functions.

THE CLASSROOM TEACHER

Teachers within the Archdiocese endeavor "to teach as Jesus did." The power of a teacher can never be underestimated; what is done in a classroom affects what is accomplished by the students. The classroom teacher, in the pursuit of excellence, is the facilitator for the learning process. A teacher plays a key role in the education of students by insisting that they perform to their full potential and by affirming their quest for growth, identity, self-worth, and knowledge.

It is the teacher's responsibility to awaken intellectual curiosity, challenge the students to a deeper understanding of the subject, and transmit a genuine love for learning. The expertise of the classroom teacher lies in knowledge of the subject and care for the student. Classroom performance is enhanced by the interaction of the teacher and students at co-curricular and extra-curricular activities. Such a teacher encourages the student to develop abilities and to practice skills. The effect of a teacher is far-reaching; what is done in the classroom influences the student for a lifetime.

PRINCIPAL

The principal is the master teacher who envisions the heights to which the teachers and students can climb. He/she has the responsibility for the spiritual development, the physical safety, and the academic growth of the faith community.

The principal strives to provide the means, both material and philosophical, to insure that excellence is the hallmark of the school. It is his/her responsibility to make those decisions that will achieve this goal. Such decisions should be made collegially with those who share reflections, suggestions, and even disagreement.

The principal is accountable to foster a climate in which curriculum growth, spiritual enrichment, and development can flourish. Curriculum development is nurtured by active involvement of faculty and positive support of families.

DEPARTMENT OF CATHOLIC SCHOOLS

The Department of Catholic Schools, through the Superintendent's Administrative Team, has the responsibility to provide an environment in which the pursuit of excellence is ongoing and its achievement measurable. It is the Department's duty to challenge, encourage, and affirm the school communities of the Archdiocese.

The foundation for the pursuit of excellence rests firmly on the rock of accountability. The Superintendent's Administrative Team is accountable to the entire faith community to assure that academic excellence, professional development, and the investigation of new methods and techniques in teaching are central factors in providing quality education.

The Department of Catholic Schools believes academic instruction is built on the premise that the lives of our students must be enriched and enhanced. All of this is accomplished and brought about with the knowledge that God is the source of all gifts.

ST. JOHN SCHOOL ADMINISTRATION AND STAFF

Principal: Mr. Jesse Read

www.sjwestschool.org

Pastor – St. John Church	Rev. Mark S. Bialek
Principal – St. John School	Mr. Jesse Read
Finance Director	Mrs. Gabrielle Peregoy
Marketing/ Communication Coordinator	
Administrative Assistant	Ms. Amy Watkins
Pre-Kindergarten 3	Mrs. Chrissy Quirk
Pre-Kindergarten 4	Ms. Megan McGregor
Pre-Kindergarten 4	Vacant
Kindergarten	Ms. Brenna Feser
Grade 1	Mrs. Caitlyn Dudley
Grade 1	Mrs. Tracie Amey
Grade 2	Ms. Barb Ott
Grade 3	Mrs. Ashley Brown
Grade 4	Mrs. Charlene Lesniak
Grade 5	Mrs. Kim Olwine

Grade 6	Mrs. Julie Bowman
Grade 6	Mrs. Toni LaFlame
Grade 7	Mrs. Michele Pearson
Grade 7	Mrs. Sheila Magin
Grade 8	Mrs. Janise Chilcoat
Teacher Aide	Mrs. Sharon Daigle
Teacher Aide	Mrs. Kathy O'Sullivan
Teacher Aide	Mrs. Melissa Beaghan
Teacher Aide	Mrs. Linda Grasley
Teacher Aide	Mrs. Rosa Perez
Teacher Aide	Mrs. MaryAnn Saccone
Reading Specialist	Mrs. Amy Lawson
Learning Specialist	Mrs. Mary Stieber
Religion (6 th grade)	Vacant
Physical Education	Mr. Andy Palm
Spanish	Mrs. Jennifer Hodapp
Technology Integration	Ms. Emily Coakley
STEM Coordinator/Art	Mrs. Clare Hoerl
Music	Mrs. Deborah Anderson
Library	Mrs. Peggy Warner
Guidance	Mrs. Celia Bechtel

Nurses

Mrs. Shelley Mitchell

Mrs. Haley Fuhr

Teachers and staff can be contacted by email at any time by using their first initial and last name @sjwestschool.org (For example: psmith@sjwestschool.org)

SCHOOL BOARD MEMBERS

Daniel Bowles

Teresa Richardson

Mary Mussari

Sivia Martinez

Chris Stark

Bob Andrews

Dr. Hanael Bianchi

Jorge Medrano

ACCREDITATION

All Archdiocesan elementary schools are accredited as a system through AdvancED. Every five years, the Department of Catholic Schools creates a system-wide accreditation review, which culminates in a visit by an AdvancED External Review Team. Each school is evaluated based on the National Standards and Benchmarks for Effective Catholic Elementary and Secondary

Schools. These standards and benchmarks can be found at <http://www.catholic-schoolstandards.org>

ACADEMICS

PROMOTION REQUIREMENTS

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

RETENTION

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

HONOR ROLL

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

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

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

In addition, for all "Honor" awards, a student must also receive nothing less than an "S" (Satisfactory) in "Specials", effort, and conduct as well as Spanish.

PROGRESS REPORTS AND INTERIM REPORTS

Students receive three progress reports during the course of the school year. For the first progress report, the teacher may require (or the parent may request) a conference. All other progress report envelopes should be returned to the homeroom teacher within the week. The letter grades are given based on the Archdiocese policy as stated on the report. Upon request teachers will review with parents the grades that led to a final average but will not change that average except for a mistake in mathematical calculations. The marking code for **grades 3-8** are as follows:

A+ 97-100

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

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

TESTING PROGRAM

St. John follows the Archdiocese elementary school testing program. Scantron Standardized testing will be administered to students in grades 2-8 in the fall and in the spring. St. John School uses the results of these tests to analyze pupil progress, develop the curriculum, and determine effective teaching strategies. The results of the tests will be communicated to the parents/guardians and results will be affixed to each child's cumulative records. Copies of test results are sent home and should be kept for high school admissions.

Parents/guardians will be informed of the testing dates and are asked to not schedule any outside appointments during this week of testing.

Students in grades 5 and 8 complete the Assessment of Catechesis/Religious Education (ACRE) exam annually.

INSTRUCTION/CURRICULUM

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

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences Parent-teacher conferences are an important link in the educational process. A parent, teacher, or student can initiate conferences. Mandatory conferences will be scheduled in October. All parent

conferences should be scheduled through the teacher. In order for a conference to be productive, teachers need adequate time to gather important student information, and conferences must be scheduled during the teacher's conference period. The morning is a time for teachers to prep and prepare for their students; this is not a time for conferences. Students and parents may expect teachers to request a conference if: 1) the student is not maintaining passing grades or achieving the expected level of performance; 2) the student presents any other problem to the teacher; or 3) in any other case the teacher considers necessary.

HIGH SCHOOL ADMISSIONS AND VISITATION POLICY

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

STUDENT RECORDS

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

RECORDS POLICY (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

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

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to [insert title of appropriate school official] a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the

student's privacy rights. Parents who wish to request an amendment of the student's records should write to Jesse Read, principal, at jreed@sjwestschool.org and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
- To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.
- The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.
 - The School has designated the following as directory information
 - Student's name
 - Participation in officially recognized activities and sports

- Address
 - Telephone listing
 - Weight and height of members of athletic teams
 - Electronic mail address
 - Photograph
 - Honors and awards received
 - Date and place of birth
 - Dates of attendance
 - Grade level
 - *Parents who do not want the School to disclose the above directory information without their prior written consent must notify Amy Watkins in writing by the second Friday in September.*
- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.
 - Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. John School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

HOME AND SCHOOL ASSOCIATION

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

VOLUNTEERS

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

- Each family is encouraged to commit to volunteering during the school year.
- A total of 40 hours must be completed by the end of the school year for families receiving financial assistance.
- If a family receiving financial assistance does not meet the required 40 hours of volunteer hours, financial assistance will be forfeited
- All school event chairpersons must make available a sign-in sheet for that event's volunteers. Once the event or program is over, those timesheets must be turned over to Mrs. Peregoy.
- One service hour is given for attending Home & School Association meetings and sacramental preparation meetings.
- Field trips and class parties may be used for limited volunteer service.
- Classroom special events, and attending sports events or other school/parish functions DO NOT count toward service hours.

FAMILY DIRECTORY

Each year, a Parent/Student directory is published for the use of St. John School families **only**. A signed permission slip is given to each family at the beginning of the year requesting authorization of your child's name, homeroom, address, and home phone number. Cell phones will not be included. Any parent who does not wish to have this information listed in the directory is to sign the form appropriately. A category is given on the form for this option. Circulation of this directory is strictly limited to school families only. In exchange for receiving a copy of the Directory, the family agrees to keep the Directory confidential and not to copy or give information included in the directory. (Please note Privacy policy in the front of the Directory).

PARTNERSHIP WITH PARENTS

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

- to be a partner with the school in the education of your child
- to understand and support the Catholic mission and identity of the school
- to read all communications from the school and to request clarification when necessary
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- to discuss concerns and problems with the person (s) most directly involved
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- to promote your school and to speak well of it to others
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate that Catholic education is a privilege that many persons do not have

PARENTAL SUPPORT/COMPLIANCE

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS

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

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning.

Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

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

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

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

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

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

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

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

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

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

Parents are responsible for:

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

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

WEB-BASED SERVICES

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

ADMINISTRATION

CRISIS MANAGEMENT PLAN

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

If there are extreme weather conditions at the time of dismissal, the students will remain in the building until it is safe to commence the dismissal procedure.

Parents/guardians will be instructed on how dismissal will occur when they arrive in the driveway. If, during the course of the day, the school building is rendered unsafe for the students, the children will be taken to the church grounds or into the church until the building is once again safe or parents are notified, and students are picked up. The designated point for a full-campus evacuation, should one ever be needed, is the large athletic field. In case of an emergency, the AlerNow system will be used and parents will be notified via email and/ or phone message. Additionally, announcements will be posted on the website.

A full copy of the school's crisis management plan is on file and available for review in the school office.

CHANGE IN NAME OR FAMILY STATUS

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

EMERGENCY & WEATHER-RELATED CLOSINGS/DELAYED OPENINGS

St. John School follows the inclement weather policy for Carroll County Public Schools. Inclement weather conditions include snow, ice, tornadoes, hurricanes, and flooding. On days when inclement weather conditions warrant, the decision to close schools is made by the superintendent of Carroll County public schools, and announcements will be made no later than 6:30 a.m., if possible. This determination to close schools is made after consultation with the state police, highway departments, and other sources in the county.

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

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

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

The official stations for carrying school closing announcements are:

A. Radio Stations

WTTR (1470 AM) Westminster WAFY-KEY(103.1 FM) Frederick

WBAL (1090 AM) Baltimore WCAO (600 AM) Baltimore

Lite 102 (101.9 FM) Baltimore WGET (1320 AM) Gettysburg

WTOP (1500 AM) Washington WYCR (98.5 FM) Hanover

WPOC (93.1 FM) Baltimore

B. Television Stations

Carroll Educational Television (Channel 21) - Westminster

WMAR-TV Channel 2 - Baltimore WBAL-TV Channel 11 - Baltimore

WJZ-TV Channel 13 - Baltimore Fox Channel 5 - Washington

Parents may also check the CCPC website, www.carrollk12.org. Carroll County Public Schools also sends a notice out on eschoolnews letter. All parents can sign up to receive this by going to www.eschoolnewsletter.com at no charge.

If the opening of schools must be delayed or schools must be closed early, notification will be made through the stations listed. **No announcement will be made when schools are on a regular schedule.** Parents and pupils are urged not to call the stations, the Carroll County Board of Education office or Saint John School to inquire about school closings.

COMMUNICATION TO PARENTS

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. Teachers are seen by appointment. Please contact them 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 have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after change is effective.

A weekly newsletter, Chalkboard, will be emailed to parents via PowerSchool each week. Please make sure that valid emails are used. It is important to take a few minutes and read the newsletter weekly.

NON-CUSTODIAL PARENT

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

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

St. John Westminster 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.

HARASSMENT POLICY

POLICY

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) 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.

1. Scope

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

2. 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, 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.
 - iv. 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. "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.

3. Procedure

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

BULLYING POLICY STATEMENT

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

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

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

- a. Creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance or with a student’s physical or psychological well-being and:
 - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
 - ii. Is sexual in nature; or
 - iii. Is threatening or seriously intimidating; and

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

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

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

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

TRANSPORTATION

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

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

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

I. Eligibility

- a. Pupils who attend parochial or private schools may ride the public school buses under the following conditions:
- All rules and regulations pertaining to the transportation of public school pupils shall apply.
 - Buses shall not be rerouted to go by a private or parochial school.
 - Private or parochial students riding public school buses may only be transported from designated route stops to the public school for which the bus is routed.
 - Parents of private or parochial students may take their child to the nearest bus stop to be transported to the public school for which the bus is routed.
 - Parochial and private school students transported on public school buses shall be loaded and unloaded at the public school for which the bus is routed
 - Friends of regular school bus riders are **only** permitted to accompany a friend home with prior permission from the Carroll County Public school bus transportation authority.

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

- i. As stated in the Carroll County Public School handbook:
- Students are expected to be at the bus stop five minutes before the bus arrives and to wait in a reasonable and safe manner. Parents are urged to teach safe pedestrian habits to their children, as well as to follow the School Bus Stop Law for loading and unloading buses.

- It is the responsibility of the parent or guardian to provide supervision for their child(ren) while walking to, from, or waiting at the designated bus stop, or while walking to and from school (if they reside in the designated non-transported area).
- One A.M. and one P.M. stop location shall be allowed for each transported student. A student may be denied the privilege of riding a bus when the behavior of the student is in violation of regulations, or is such that it endangers the safety of other students on the bus.
- These rules must be followed to maintain a safe and orderly environment on the school bus:
 - Be at the bus stop five minutes before pick-up time
 - Walk safely to the bus stop and wait in a safe, orderly manner
 - Watch your step and use the handrail when getting on and off the bus
 - Take your seat promptly and remain seated for your ride to and from school
 - Sit in the seat facing front; keep your feet, books, and other articles out of the aisle
 - Always keep your hands and head inside the bus
 - Report any damage that you see to the driver
 - Do not eat or use vulgar language on the bus
 - Act quietly and orderly so the driver is not distracted from the important job of driving
 - Listen to the driver and any other adult staff. The driver is responsible for the safe operation of the bus. Wait until the bus has come to a complete stop before leaving your seat
 - Cross ten feet in front of the bus with the red flashing lights when loading or unloading. Be sure you check traffic both ways.

Bus drivers will use a Behavior Referral Form to report a student's inappropriate behavior to the school administration. Consequences may include a written warning, a temporary suspension of bus riding privileges, or

in cases of severe or repeated unacceptable behavior, revocation of bus riding privileges for an indefinite length of time.

CONSEQUENCES

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

III. Vandalism

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

ADMISSIONS

APPLICATION PROCESS

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

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

ADMISSION PRIORITIES

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

1. The school will give preference to current students by allowing re-registration each year prior to registration for new students. Accordingly, first priority will be given to students currently enrolled in Saint John School, who successfully completed the Pre-Kindergarten Program or their previous year of school study, and who re-register.

2. Second priority will be given to children of families registered in the parish who regularly use the St. John parish envelope system and who will have another sibling attending Saint John School in the year the new student is admitted.

Families should note that in order to enjoy priority status under this and all other priority provisions, they must be BAPTIZED CATHOLIC AND PROPERLY REGISTERED

in the parish, by way of completion of the parish census card, use of the parish envelope system, and attendance at Saint John Catholic Church services.

REVIEW OF RECORDS

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

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

NOTE:

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

EVALUATION PERIOD

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

ADMISSION TO CLASS

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

- All medical records must be up to date as required by the Carroll County Health Department.
- Each student **MUST** have a completed emergency card on file in the school office by the second day of school. Parents' home telephone

numbers as well as information on any health problems a child may have MUST be on file. This information must be updated when changes occur.

- All financial obligations, including the registration fee, cafeteria charges, library fees, PTO debts, and any prior-year tuition payments must be paid.

Students are initially placed using the results of the following:

School administered placement test

Teacher recommendation (from sending school)

Progress reports

Standardized test results

FINANCIAL OBLIGATIONS

TUITION POLICIES

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

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

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

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

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

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

TUITION PAYMENT PLANS

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

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

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

St. John Catholic School uses FACTS to manage the tuition collection process. All school families are required to pay tuition through FACTS. Payment Plans II and III may also be charge to an American Express, MasterCard, or Discover Cards (no Visa cards). Please note that there is an additional fee of 2.75% in addition to the FACTS fee, associated with this credit card option only. 33

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

OUTSTANDING DEBTS

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

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

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

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

RETURNED CHECKS

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

TUITION ASSISTANCE/TUITION GRANTS

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

FINANCIAL AID

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

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

WITHDRAWALS

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

Withdrawal Date Percentage of Total Tuition Owed

Prior to first day of school	20%
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First day of school to 9/30	50%
10/1 to 10/31	60%
11/1 to 11/30	70%
12/1 to 12/31	80%
1/1 to 1/31	90%
2/1 to end of the year	100%

ATTENDANCE

ABSENCE

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

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

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

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

TRUANCY

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission

during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

LATENESS/ASSIGNMENTS

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

EARLY DEPARTURE/LATE ARRIVALS

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

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

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

AFTERNOON CAR DISMISSAL

Car dismissal begins at 3:00 p.m. Early arrival is helpful; however, arrival before 2:45 p.m. is not recommended because of Physical Education classes. **All cars**

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

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

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

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

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

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

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

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

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

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

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

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

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

It is not St. John's responsibility to provide supervision for any student participating in non-school sponsored extracurricular activities. The school is not liable for any injuries or accidents that may occur before or after the times stated above.

EARLY DISMISSAL DAYS

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

DISCIPLINE

STATEMENT ON PHILOSOPHY OF DISCIPLINE

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

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

BEHAVIOR

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

Disrespect in manner and/or language

Rowdiness

Using the property of others without permission

Dishonesty

Disruptive Behavior

Failure to have necessary supplies for class work

Dangerous Play

Rudeness

Vulgarity

***Dress code
violations***

Gum

Harassment of any kind by word or manner

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

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

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

Possession of pornographic material(s)

Smoking/using matches

Willful destruction of school property

Leaving school property without permission

Theft or extortion

Fighting or threats of violence

Harassment

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows: (review AOB policy 2.1 and 3.0)

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

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

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

SEARCH AND SEIZURE

St. John School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to

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

CONFLICT SITUATIONS

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

HEALTH AND SAFETY

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

MARYLAND SCHOOL IMMUNIZATION REQUIREMENTS

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

DISPENSING OF MEDICATION

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought

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

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

COMMUNICABLE DISEASES

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

Measles – regular or German (Rubella)	Tuberculosis
Meningitis (Pertussis)	Whooping Cough
Hepatitis Fever	Rocky Mountain Spotted
Food Poisoning Deficiency	Human Immune
Mumps all	Virus Infection (AIDS and
Adverse reactions to Pertussis Vaccine infections)	other symptomatic
Lyme disease	Animal bites / Rabies
Chicken Pox (varicella)	Influenza

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

HEALTH RECORDS

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

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

HEAD INJURY

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

INSURANCE

The school provides the option for parents to purchase health insurance for their children.

ALLERGIES

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

BLOODBORNE PATHOGENS

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

VISION/HEARING SCREENING

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

This testing is usually done for:

- 1.) All new students who have not provided documentation for screening in the past year;
- 2.) All students the year they enter the school in Grades PreK, kindergarten, 1, and 8 or 9;
- 3.) Grade 3 or Grade 4 if funding is available;

4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

CHILD ABUSE AND NEGLECT REPORTING POLICY PROCEDURES

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

VISITORS

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

PLAYGROUND/SCHOOL SUPERVISION PROVISIONS

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

SUPERVISION RESPONSIBILITIES BEFORE AND AFTER THE OFFICIAL SCHOOL DAY

STUDENTS CAN NOT BE DROPPED OFF BEFORE 7:55 AM AND MUST BE PICKED UP BY 3:15 PM. If parents are habitually late, they will be required to establish an account with ABC Care. The school cannot be responsible for students dropped off prior to 7:55 am nor picked up after 3:15 pm.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care,

parents must comply with the rules established by the program for drop-off and pick-up.

USE OF SCHOOL GROUNDS

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

STUDENT SERVICES

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

BEFORE AND AFTER SCHOOL CARE

Before and After School Care is provided by ABC care. www.abccareinc.com
410-751-3700

CAFETERIA/LUNCH/MILK

Every Friday will be pizza day. Pizza will need to be ordered and paid for every month. Milk will need to be ordered and paid for each trimester.

SCHOOL ACTIVITIES/ORGANIZATIONS

SCHOOL PROGRAMS

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

- Periodic school-wide prayer services
- Weekly liturgies
- Periodic cultural events
- Field trips
- River Valley Ranch – outdoor school for grade 6
- Grade 7 and Kindergarten Partnership Program (Prayer Partners)
- Grade 8 and Grade 1 Partnership Program (Prayer Partners)
- The Johns Hopkins University CTY Talent Search for grades 4 through 8
- Academic Tournament Meets, for students in grades 6-8 who usually meet requirements for Principal's Honors and First Honors
- Contests for speaking, writing, and art
- Running club
- Choir
- Instrumental Band
- Student council
- Various age-appropriate safety programs sponsored by our county police force
- Scouts (through the parish)
- Basketball Program (through the parish)

EXTRA-CURRICULAR ACTIVITIES

Field Trips

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

by the parent/guardian and returned to the teacher by the specified date along with any fee.

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

All chaperones are required to complete Veritus training.

PBIS

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

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GRADE 3 THROUGH 5 PROCEDURES FOR RULE VIOLATIONS

Level One: Behaviors that do not appear chronic or significantly violate the rights of others.

Behaviors

- Uniform violations (Hair, belts, shoes, socks, untucked shirts, proper sweatshirts.)
- Calling Out
- Refusing to work
- Non-compliance
- Running
- Minor disruption
- Pattern of not completing homework
- Cheating
- Using I-pad at inappropriate times

Procedure

- Verbal Warning

Level Two: Behavior that puts others at risk: chronic Level 1 infractions; significant violation of rights of others.

Behaviors

- Refusing to work
- Failure to keep hands to yourself
- Minor aggression
- Unsafe or rough play
- Disrespectful tone, actions, body language

- Disrespectful behavior toward teachers/authority figures
- Searching for inappropriate things on web.

Procedure

- Incident Report
- Three incident reports require a principal referral

Level Three: Behaviors that violate St. John policy will require administrator involvement: Chronic Level 2 infractions.

Behaviors

- Bullying/harassment
- Repeated dishonesty
- Chronic refusal to follow school rules major classroom disruptions major disrespect towards others and property.

Procedure

- Principal Referral

GRADES 6 THROUGH 8 PROCEDURES FOR RULE VIOLATIONS

Level One	Level Two	Level Three
Behaviors that do not appear chronic or significantly violate the rights of others	Behaviors that put others at risk; chronic Level 1 infractions; significant violation of the rights of others	Behaviors that violate St. John policy; require administrator involvement; chronic Level 2 infractions

<p>Behaviors</p> <p>Uniform violations (Hair, belts, shoes, socks, un-tucked shirts, proper sweatshirts)</p> <p>No homework or class supplies</p> <p>Tardy to class</p> <p>Disruptive behavior</p> <p>Disrespectful behavior</p> <p>Disrespect school property</p> <p>(School Handbook Page 19)</p>	<p>Behaviors</p> <p>Aggressive behavior in the classroom or at recess</p> <p>Dishonest behavior such as cheating, stealing, lying, plagiarism</p> <p>Inappropriate use of technology</p> <p>Failure to follow directions given by authorized personnel</p> <p>Any cell phone use without authorization</p> <p>Failure to abide by school rules while on school property</p> <p>Inappropriate language/gestures (see school handbook)</p>	<p>Behaviors</p> <p>Bullying/Harassment</p> <p>Verbal/written threat or assault</p> <p>Vandalism</p> <p>Possession of..... drugs, weapons, tobacco</p> <p>Use or misuse of any items with the intention to cause bodily harm to self or others</p> <p>(School Handbook Page 23)</p>
<p>Procedure</p> <ol style="list-style-type: none"> 1. Verbal Warning 2. Have student reflect on behavior 	<p>Procedure</p> <ol style="list-style-type: none"> 1. Written incident report to be signed by parent 2. Three written incident reports get a principal referral 	<p>Procedure</p> <ol style="list-style-type: none"> 1. Principal referral

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- The behaviors and procedures listed above are a partial list of infractions that can be found in the St. John Handbook. This list is not exhaustive and there may be other inappropriate behavior for which a student may be disciplined.
- If a student receives 3 level one violations, a lunch or after school detention must be served.
- A level 2 violation may result in a suspension. Repeated level 2 violations may result in expulsion.
- A level 3 violation may result in expulsion.

Students (Grades 4-8) who have 5 or more violations during the 2018/2019 school will not be allowed to go on field trips or participate in special activities such as field day.

GUIDANCE AND COUNSELING

There is a full-time guidance counselor who is available to help students navigate friendship issues, family issues, school issues as well as everyday stress and anxiety. The guidance counselor will routinely teach classes on a variety of topics.

STUDENT UNIFORMS

UNIFORM REGULATIONS (GRADES K-8)

Students are expected to be well groomed and in proper uniform every school day. The purpose of uniforms is to minimize distraction so that an atmosphere conducive to learning is fostered. There are to be no deviations from, or

additions to, the following regulations. Shoes with wheels in them and flip flops ARE NOT PERMITTED IN SCHOOL AT ANY TIME FOR ANY REASON. The St. John hooded sweat shirt is being phased out and will be permitted this school year. Sweat shirts should not be torn. Sweat shirts will not be permitted in church.

HOODED SWEATSHIRTS WILL ONLY BE PERMITTED ON GYM DAYS.

Boys, Grades K-8

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

Boys, Grades 6-8

- Option of white button-down shirt (short or long sleeve)
- Option of tie

Girls, Grades K-4

- Plaid St. John jumper
- Plain white short-sleeve, rounded-collar blouse
- Navy blue sweater (no monogram or appliqués) **OR** the St. John School sweatshirt (Cold weather only)
- Navy blue knee-high socks or tights (must be free of graphics or writing)
- Brown tie, soft-sole shoes (Must be solid brown, not tri-colored)
- Kindergarten students have the option to wear athletic shoes as part of the uniform.

Girls, Grades 5-8

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

GYM ATTIRE

Grades K-8

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

ALTERNATE SUMMER UNIFORM

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

Girls K-8

- navy uniform skirt – must be no more than 3 inches above the knee

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

Boys K-8

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

All Pre-Kindergarten students

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

ADDITIONAL CODE REGULATIONS:

a) General Appearance

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

b) Jewelry

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

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

c) Hair

- Haircuts must be neat and clean and should not obstruct the child's vision/eyebrows. Boys' hair may not be longer than the natural hair line in the back, eyebrows in the front, and tops of the ears on the sides.
- Radical hairstyles are not permitted.
- Hair color and style must be natural, with no tinting, highlighting, spiking, etc.
- Only plain headbands are permitted. (No animal ears, or decorative headbands permitted)
- The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the School to permit individual families to decide the appropriate cared-for hairstyle for their children. ADM 8.0

d) Make-up

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

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

OUT-OF-UNIFORM DAYS

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

DAYS. It is the responsibility of the parents to make sure their child/children are dressed appropriately for school.

BIRTHDAYS

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

LOST AND FOUND

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

CALENDAR FOR SCHOOL YEAR

2021-2022 CALENDAR IMPORTANT DATES

August 30 th	First Day of School – Coffee & Donuts
September 6 th	School Closed
September 23 rd	Noon Dismissal
October 8 th	School Closed (Professional Day)
October 11 th	School Closed (Faculty Retreat)
November 8 th	Noon Dismissal
November 24 th	School Closed (Professional Day)
November 25 th – November 26 th	School Closed (Thanksgiving Break)
December 2 nd	Noon Dismissal
December 3 rd	School Closed (Professional Day)
December 21 st	Noon Dismissal
December 22 nd – December 31 st	School Closed (Christmas Break)
January 17 th	School Closed
February 4 th	Noon Dismissal
February 21 st	School Closed
March 7 th	Noon Dismissal
March 18 th	School Closed (Professional Day)
April 14 th	Noon Dismissal
April 15 th – April 22 nd	School Closed (Easter Break)
May 12 th	Noon Dismissal
May 30 th	School Closed
June 9 th	Noon Dismissal and Last Day of School

Please see our website for the full calendar.