



# *Parent/Student Handbook*

*2018-2019*



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## INTRODUCTION

Welcome to our St. John's School community. Please take the time to become familiar with the information provided in this handbook. Your understanding of the school's policies and programs is an essential component in creating an atmosphere of mutual respect and cooperation. The following mission and goal statements provide the basis for the policies contained in this manual.

## MISSION STATEMENT

**Rationale** "...one crucial measure of success or failure of the educational ministry is how well it enables all people:

- ❖ to hear the message of hope contained in the Gospel,
- ❖ to base their love and service of God upon this message,
- ❖ to achieve a vital personal relationship with Christ..."

With this in mind we have prepared this handbook for you, hopeful that it will help create the climate where St. John's School can successfully achieve the educational mission of the Church to communicate the message revealed by God, as well as foster and inspire service to the Christian community, as mandated by the Bishops of the United States in their document, *To Teach as Jesus Did*.

**Mission** The Mission of St. John's School lies initially and fundamentally in the foundation of Christian principles as revealed in the life of Jesus. As members of the Archdiocese of Washington, St. John's School shares in the teaching mission of the Church, following guidelines outlined by the Archdiocesan Office of Catholic Schools.

First and foremost we recognize that parents bear the primary responsibility in the education of their children. We, as educators, join with parents within the framework of a community consisting of pastor, parents, students, faculty, and volunteers to provide a quality education for all students. We acquaint students with their responsibilities in the school, home, and world communities and encourage them to serve others generously in ways appropriate to their age and talents. By fully integrating learning with living in the light of faith, we assist the students in building a positive self-image.

The faculty recognizes and continually strives to meet the spiritual, academic, physical, cultural, and aesthetic needs of the individual child. Our curriculum is designed to motivate students, increase their knowledge, develop their talents, and challenge them to reach their greatest potential. Through a consistent discipline, tempered with fairness and justice, we seek to instill in our students a self-discipline that will remain an integral part of their lives as they grow in fellowship with the Christian faith community.

## GOALS AND OBJECTIVES

- ❖ To instill in each student an awareness of the presence and love of God by creating a Christian environment that espouses the teachings and values of Jesus Christ.
- ❖ To develop a consciousness of one's role in the Church through participation in the liturgy and sacramental programs.
- ❖ To help each student recognize the uniqueness of others by encouraging respect, reverence, and concern for one another, as well as those in authority.
- ❖ To be accountable to Archdiocesan policies.

- ❖ To incorporate the Christian message throughout the curriculum.
- ❖ To promote an atmosphere in which students will show concern not only for one another, but for the community and the world at large.

**History/Physical Plant** St. John's School was opened on September 12, 1923, under the leadership of Rev. Joseph M. Johnson, S.J. The first four grades were taught in the sacristy of the church and grades five through eight were held in a second story room over the sacristy. From the 1920s until the 1980s, the school was staffed by the Sisters of Charity of Nazareth, Kentucky.

On May 20, 1924, the white frame section of the school was completed as a four-room school building and on June 15, 1952, a brick addition doubled the size of the facility. On February 6, 2010, the roof of the brick addition collapsed during a severe winter storm. The white frame section was remodeled and the brick addition was rebuilt. Our new school building opened in January 2011.

Opening in fall of 2006 and dedicated on May 13, 2007, the Monsignor Harris Parish Center connects the church and school and provides a multi-purpose facility to serve the needs of both.

### **ST. JOHN'S HOME & SCHOOL ASSOCIATION**

St. John's Home & School Association is essential to the partnership between school and parents. By supporting educational programs and promoting the welfare of youth, it ensures the success of the school. Membership is open to anyone interested in promoting the organization's objectives as described in the by-laws. To encourage participation in the Home & School Association, time devoted to its activities, including attending meetings, is counted toward volunteer hours.

### **ADMINISTRATION**

The school administration is made up of the pastor and the principal. The primary administrator of the day-to-day operations of the school is the principal with the support of the pastor. The pastor and principal regularly consult with the School Advisory Board, the Parish Finance Council, the H.S.A. and the faculty in matters pertaining to school governance.

### **ADMISSION POLICY**

The primary purpose of St. John's School is to serve all Catholic parents who want a Catholic education for their children. Catholics who actively practice their faith have first priority. Any non-practicing Catholic or non-Catholic families willing to comply with the school's policies will be considered for acceptance as space allows. Admission is probationary for a period of 90 days. We reserve the right to dismiss any student whose behavior and/or academic work habits do not meet the standards of St. John's School.

A birth certificate and baptismal certificate (if applicable), health record, and up-to-date immunization record are required of every student entering school. A non-refundable application fee, registration fee and tuition deposit will be required at this time.

Schools in the Archdiocese of Washington follow the Maryland State guidelines for age appropriate admissions.

- Pre-Kindergarten students must be four years of age by Sept. 1 of the enrollment year and be fully potty trained.
- Kindergarten students must be 5 years of age by Sept. 1 of the enrollment year.

The Archdiocese of Washington requires parents who are (or become) divorced, separated, unmarried, or who have other special circumstances regarding the custody of their children, must provide the school with a current court order or decree of custody with the application.

In order to receive the Catholic Tuition Rate, a Verification of Catholic Eligibility form must be signed and submitted from the pastor stating active parish involvement and must be submitted within 30 days of the application.

**Non-Discrimination Statement** Non-Discrimination Statement The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: [www.adwcatholicsschools.org](http://www.adwcatholicsschools.org).

**Parent Cooperation as a Condition of Enrollment** Parents/guardians and students understand and acknowledge the Roman Catholic religious nature of St. John’s School. Parents/guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity the St. John’s derives from its Catholic faith. As the primary educators of their children, parent/guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. John’s School.

The use of social media by students, parents & staff, i.e. Facebook, Instagram, Twitter, Snapchat, etc. to denigrate or question St. John’s School policy or staff may result in immediate dismissal from St. John’s School. Targeted accusations may result in legal proceedings.

**Transfers/Withdrawals Notice** Parents will notify the principal if there is a need to transfer or withdraw a student from school. If a report card is issued, the parent will present the report card to the school the child enters. Cumulative records will be forwarded to the receiving school when they are formally requested in writing by the school, and after parent permission is obtained to release the records. All debts must be satisfied before records can be released.

## **FINANCIAL POLICY**

**Book Fee** – There is a yearly fee for all families (grades K-8), \$150 per student or \$275 per family. All consumable books will be retained by the school at the end of the year for recycling purposes.

**Supply Fee**—There is a yearly supply fee for Pre-K families of \$150.00

**Financial Aid**—Financial aid is available for qualifying families from the Archdiocese of Washington (TADs), Pastor’s Tuition Assistance, Monsignor Harris Scholarship Fund and from the Thomas Benjamin Combs Trust Fund. Families wishing to apply for either fund are required to complete the financial aid application for the Archdiocese of Washington. Applications can be obtained from our school’s website, [www.sjshollywood.org](http://www.sjshollywood.org) and from [www.catholicsschoolswork.org](http://www.catholicsschoolswork.org). Click on “tuition assistance” and follow the menu options.

Applications are due in the December for the following school year. Information regarding deadlines for applications will be published in the school's weekly bulletin.

**Tuition** Tuition rates, conditions, are published in January for the following school year. The school is currently partnered with TADS to process tuition payments. Additional information about this company is available at [www.tads.com](http://www.tads.com). There are several options for tuition payment through TADS.

**Tuition Policy Statement** In accordance with the Archdiocesan Board of Education, St. John's School reserves the right to cancel the registration of any student whose family fails to satisfactorily meet tuition payments. Said school reserves the right to withhold a student's school records until the school has received all payments. Please contact the school secretary at 301-373-2142 if you have any questions regarding tuition payments.

**Other Payments** The preferred method of payment is by check or credit card. Please be sure to have checks made payable to St. John's and enclose them in an envelope with your child's name, grade, purpose and the amount on the outside.

### **FUNDRAISING**

Fundraising comes from a variety of sources. The Home and School Association sponsors several activities that may change from year to year. The majority are listed on the St. John's School website. All families are required to contribute 20 hours of volunteer work and volunteer to work a maximum of six (6) bingos. See VOLUNTEER PROGRAM.

### **ATTENDANCE**

Maryland Law requires compulsory attendance of all children who are from five years of age through the age of seventeen. A waiver of one year may be given to a kindergarten child who needs time for personal development. The responsibility for compliance with the law belongs to the parents or guardians.

State Law requires that private schools be open a minimum of 180 days. The school is obligated to keep an accurate record of daily attendance for each student. Class time is a valuable component of a child's education. Every effort should be made to ensure your child's daily attendance.

**Attendance** The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide a Doctor's note that indicates the student is able to return to school);
2. Medical or dental appointments;
3. Death in the student's immediate family;
4. Necessity for a student to attend a judicial proceeding;
5. Lawful suspension or exclusion from school by chief administrative officer;
6. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes;
7. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Failure to provide advance notice may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

When a student has three (3) or more unexcused absences, the Principal will notify the student's parents/guardians in writing of a mandatory conference to address the issue. When a student has accumulated ten (10) consecutive days of unexcused absence, those absences will be reported to child protective services. Any student accumulating forty (40) or more unexcused absences within a full school year, that student shall not be promoted and the school must file a formal truancy complaint.

**Absences** In the case of absence, the parents or guardian of the student will call or email the school office by 9:00am the morning of the absence with the reason for the absence. If the school has reason to suspect the validity of the excuse, the principal will investigate the situation and apply appropriate remedies. Parents may wish to take their student out of school for several days for personal reasons. This is strongly discouraged; however, when such a request is made, the teacher, and principal if necessary, should discuss the student's progress with her/his parents and advise them of the effect such an absence would have on the pupil's work. The final decision, however, is the responsibility of the parents. Assignments missed during such absences will be completed after the student returns and in a reasonable time frame determined by consultation with the teacher. Teachers will not provide work in advance to accommodate vacations during the school year.

**Eighth grade students who wish to “shadow” a high school student for a day must have the absence approved in advance by the principal.**

**Students who are absent during the school day may not attend after-school or evening activities.**

**Arrival/Dismissal** No student is allowed on school grounds before 7:35 in the morning. No student may remain more than 15 minutes after dismissal unless s/he is under the direct supervision of a teacher or coach. Exceptions to this are students in Before or After Care. Students who are at school prior to 7:35 or more than 15 minutes after dismissal will be sent to Before or After Care and parents will be charged the drop-in rate. The extended school day, including Before and After Care, runs from 6:00am until 5:30pm. **UNLESS WE HAVE A WRITTEN NOTE OR A PHONE CALL BEFORE 2:15, CHILDREN WILL BE REQUIRED TO FOLLOW THEIR REGULAR DISMISSAL ROUTINE.** Please remind children to give notes with dismissal changes to their teacher **FIRST THING IN THE MORNING**. The school office clocks are the official time pieces for attendance.

**Perfect Attendance** Perfect attendance awards are given only to students whose attendance is perfect. This means that students must be present, arrive on time, and remain throughout the entire day every day of the school year.

**Releasing Students** No student will be released from the school's supervision without the parent first coming to the office and signing the daily log. Personnel from the school will notify the teacher to send the student to the office to meet the parent or responsible party. If a parent is sending someone to pick up his/her child, the parent must give advance notice to the office by letter or phone. A picture ID will also be required for the person picking up your student.

Only those who have been listed on the student's emergency form may pick up a child without a *written* request from the parent. A phone call by the parent to the office is sufficient when someone who is listed on the emergency form picks up the child. If a parent knows that someone will pick up the child on a regular basis, s/he may write one note, which will provide that information to the office. This note will be kept for the school year and will give the school authorization to release the child to the person(s) named.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office if the rights of either parent are limited. The school will not be held responsible for failing to honor arrangements that have not been placed on file. In the absence of a court order to the contrary, the rights of both parents to have equal access to their children will be upheld.

**Tardiness** All students should arrive by 7:50am. Arriving after 8:00 constitutes tardiness. Any student arriving after 8:00am (per the clock in the school office) must be signed in at the office by a parent/guardian and obtain a tardy slip before being admitted to class. Students arriving between 10am-11:30am will be credited for a half day. Students arriving after 11:30am will still be counted as absent. A successful day begins with good organization; therefore, it is important to arrive at school on time. Chronic tardiness is not acceptable and a conference with the principal will be required to correct this situation.

## COMMUNICATION

**Bulletins** Weekly bulletins are normally sent on Wednesday. They are sent electronically and can also be found on our website under weekly bulletins. Both parents and students are responsible for the information contained in the bulletin.

**Monthly Calendar** Calendars that will include the activities and menus for the following month will also be sent electronically and can be found on our website. The Google calendar on our website will be continuously updated for parents.

**Weekly Communicator Envelopes** Students will bring home the weekly communicator envelope on Wednesday. Parents must sign and return the envelope on Thursday. All testing papers must also be signed by the parent and returned in the envelope.

**Yearly Calendar** The parochial schools in St. Mary's County publish a calendar that is aligned with the public school calendar as much as possible. The yearly calendar will be available on the website under parent back to school packet.

## DISCIPLINE

**Philosophy** The essence of Christian discipline is self-discipline. Among the goals of Catholic education are those that teach self-discipline, respect for the dignity of others and responsibility for one's actions.

**Purpose** All students have the right to a safe and orderly learning environment. To that end, the following discipline code is intended to outline acceptable behavior on the part of the students. Parents who send their children to this school recognize that children need and expect certain guidelines. The faculty and administration of St. John's School will:

- ❖ provide consistent and constructive methods of discipline
- ❖ make them known to students and parents
- ❖ schedule parent-teacher-student conferences on request by the teacher or parent.

**Policies** According to Maryland School Law..."No person shall willfully disturb or otherwise willfully prevent the orderly conduct of activities, administration or classes of any school." We at St. John's will enforce the following:

1. The school will create a Christian environment conducive to learning. The students are expected to be respectful in all of their interactions with others. Some examples of unacceptable behavior are:
  - Disrupting the classrooms
  - Cheating on tests and other school assignments
  - Failure to obtain a valid parent signature when required
  - Using profanity or derogatory language
  - Fighting, harassing, or bullying other students
2. The student must show proper respect for all school property. School property includes books, the building, educational and sports equipment, instructional materials, and the school grounds. In order to protect school property, students are required to have book bags. Textbooks must have covers on them at all times. Students will be held responsible for book damage.
3. The student must not have cigarettes or other tobacco products, alcoholic beverages, drugs, fireworks, weapons or aerosol cans and/or bottles on school property. If a student is found to be in possession of ANY of these mentioned items at school or at school functions, they will face immediate suspension and possible expulsion
4. The student is expected to complete all assignments and participate in all class activities.
5. The student is required to follow both uniform and non-uniform regulations.
6. The student is never permitted to run inside the building or on sidewalks.
7. The student is to maintain quiet during class change and snack break out of consideration for other classes that are in session.
8. The student will maintain a reasonable noise level in the cafeteria and follow posted procedures.
9. The student must return the weekly communication envelope along with any tests/assignments/notes requiring a parent signature the next school day. If circumstances prevent the immediate return of the envelope and its contents, parents are required to write a note of explanation to the teacher.
10. The student will use the computer and Internet in accordance with the policy set forth under Technology and Internet Usage.
11. The student will not bring electronic games or personal music players to school. Games may be allowed on field trips as directed by the teacher in charge. Cell phones will be collected each day by the homeroom teachers and returned to the student at the end of each day. The school will not be responsible for lost or stolen property.
12. The student may not chew gum in the school building or on school grounds.

**Bullying and Harassment** St. John's School is a place where parents, students and staff should feel safe at all times. It is a place where we live, learn, and act like Christ did. If we are to live by the words of scripture, "Do to others whatever you would have them do to you." Matthew 7: 12, then keeping our students safe from words and actions of others is paramount. Bullying and harassment have no place in a Christ-Centered community and will not be tolerated at St. John's School. Reports of bullying or harassment will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, social media, etc.), that

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school

In school situations that require the attention of those in authority, the order followed is:

1. The teacher will notify the parents as soon as possible concerning the discipline problem.
2. The teacher will meet with the student and parents to resolve the problem.
3. The teacher will provide a written referral to the principal.
4. If the behavior does not immediately improve, the student will meet with the teacher, principal, and parent.
5. In serious cases of the violation of school rules and regulations, a suspension of 1-3 days from school will be imposed.
6. In very serious cases of the violation of school rules and regulations, expulsion will be necessary. This is done in accordance with Archdiocesan policy and procedures.

All disciplinary action must be followed by parent-student-teacher communication in order to come to a common understanding of the problem and the correction. To ensure the safety of all students, the school administration reserves the right to search and/or seize student property. The administration also reserves the right to determine whether the presence of any student poses a safety threat for others and will take appropriate measures. The principal reserves the right of final disposition of any disciplinary problems and may dismiss any student for conduct detrimental to the reputation of the school, whether inside or outside of the school.

The parent, as well as the child, is expected to follow these guidelines. If the parent fails to cooperate after repeated attempts to communicate with him/her, the child will be temporarily suspended until the parent comes to a meeting with the teacher and the principal.

**Demerit System** Grades 3-8 use a demerit system to hold students accountable for their actions. Parents are notified each time a student receives a demerit and are asked to sign and return the Demerit Notification Form. After receiving 3 demerits, students will be assigned to detention. After 3 detentions, a conference will be required with the teacher(s) and the child's parent.

**Suspension** When a student commits a serious offense, repeatedly violates school rules, or when the school's disciplinary procedures fail to show improvement in a student's behavior, an in-school or out-of-school suspension may occur. Parents will be notified immediately after the offense has occurred. Serious offenses include, but may not be limited to the following:

1. Repeated insolence or disrespect to any adult or staff member on the school grounds during the school day or at any school function where students and families are gathered
2. Fighting
3. Use of obscene, violent, or inappropriate language
4. Destruction or vandalism of school property

5. Disregard for school authority
6. Truancy
7. Leaving school grounds without permission from the school office
8. Possession of tobacco products, weapons or ammunition at school or during school functions
9. Harassment, bullying, or intimidation, including cyber bullying of another student
10. Serving 3 or more detentions in a given quarter (based on school's demerit system)

**Expulsion** Expulsion is an extremely serious offense. The act of expulsion is warranted in egregious circumstances that have placed the student body and/or staff in direct harm due to a student's behavior. The act of expulsion is strongly considered when the good of the school outweighs the need of the individual student. In cases of expulsion, parents will be notified immediately to retrieve their child. The following offenses include, but are not limited to the following:

1. Serious acts of aggression/physical assault
2. Continued and willful defiance/disobedience of authority
3. Using, taking, selling, possessing or distributing drugs of any type, including alcohol, at school or at school functions
4. Possession of a weapon—This includes pocket knives and ammunition
5. Repeated suspensions
6. Serious theft
7. Grave defacing or destruction of school property
8. Criminal activity
9. Arson
10. Extortion
11. Any behaviors that threaten or disrupt the school community

**Grievance Procedure** Parents must direct their grievances in the following order:

- |            |              |           |
|------------|--------------|-----------|
| 1. Teacher | 2. Principal | 3. Pastor |
|------------|--------------|-----------|

After these steps have been exhausted with no resolution, the parent may put the complaint in writing to the Catholic Schools Office, P.O. Box 29260, Washington, D.C. 20017-0260. Be sure to include the nature of the complaint, the steps taken to resolve it, and what a satisfactory resolution would be.

An appointment must be scheduled whenever a parent wishes to meet with the teacher, principal, or pastor. No parent or guardian may ever enter a classroom and begin a discussion with a teacher when the teacher is supervising a class or before or after school hours without first contacting the teacher. In order to maintain a respectful, Christian environment, St. John's school will terminate the enrollment of any student whose parent or guardian either physically or verbally abuses, threatens, or harasses a staff member.

**Supervision** St. John's School personnel are responsible for supervising all students from 7:35am until 15 minutes after dismissal. Students are required to be in designated areas under the supervision of a staff member. Before and After Care is available from 6:00am-7:35am and 3:00pm-5:30pm. Students arriving before 7:35am and staying after dismissal must be in Before and/or After Care. Please see Arrival/Dismissal for further explanation.

## INSTRUCTION

**Classroom Visits** When parents wish to visit a classroom, they must first make an appointment through the school office. On the day of the appointed visit, parents are to check in at the school office before going to the classroom. No pre-schoolers may visit with the parents, as younger children often distract the attention of both the visitor and the class. St. John's welcomes parent visits. The following are a few tips on how to get the most out of your visit.

- A group of 30-35 minute visitations is better than staying too long at any one time.
- Open the door without knocking and find a place to be seated. You will probably find the back of the room more satisfactory.
- Come at the time of the day when the work you want to see is likely to be in progress. Schedule this with your child's teacher in advance of the visit.
- Parents wishing to confer with teachers must make an appointment after school hours. Do not interrupt instruction or distract the teacher from working with the class.

**Class Size** Class sizes vary in each grade. The size of the class is occasionally adjusted depending on special circumstances but should not exceed 30 students. Instructional aids and/or instructional support will be provided in classrooms with 25 students or more on an "as-needed" basis. Pre-Kindergarten is limited to 19 students by the State of Maryland Office of Child Care.

**Curriculum** The textbooks that are selected by faculty committee are carefully chosen to meet the criteria outlined in the curriculum guides established by the Archdiocese of Washington. In selecting textbooks, the principal and faculty consider the following criteria:

- the Archdiocesan guidelines
- the school's goals and objectives as defined in the AdvancED Accreditation process
- the needs of the individual student
- the financial resources of the school

**Field Trips** Occasional field trips are scheduled to support and extend curriculum. Type and frequency of trips are determined by distance, age level of students, and the value as an outgrowth of class instruction. The principal must approve any field trip. Field trips are a privilege, not a right. A parent's signature on the field trip permission form must be obtained before a child may go. Field trip participation is limited to teachers, students, and chaperones. Siblings may not attend. Buses will be used for field trips.

The teacher organizing the field trip will determine the number of chaperones needed and make the selection. All chaperones must be in compliance with the Archdiocese of Washington Child Protection Policies. The chaperones will be with their groups at all times and be attentive to the students' activities. Cell phones should be used only if any emergency arises. Chaperones are expected to enforce good behavior and escort any student who is disruptive or uncooperative to the supervising teacher. All monies collected for field trips are non-refundable.

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and be marked absent for the day. Since field trip costs are based on the total number of students in the class, students not attending the field trip are responsible for the cost of the field trip whether they attend or not.

**Homework** Homework is assigned to help individual students become self-directed and self-reliant. Assignments are given to strengthen and reinforce skills learned in class, to broaden experiences, to introduce any questions, stimulate new interests, and to extend knowledge. Assignments are intended to develop initiative, independent thinking, and perseverance.

By third grade, students should be fairly self-sufficient in completing homework assignments. The role of parents and guardians is to encourage good work habits and to occasionally check for misunderstanding. Young students should work in the vicinity of a parent, but essentially be independent. Because the middle school grades are departmentalized, the teachers coordinate assignments whenever possible. If you feel that your child is doing either not enough or too much homework, please discuss the situation with the homeroom teacher.

As a guideline, homework maximum times should be:

Grade K	-	20 minutes
Grades 1 and 2	-	30 minutes
Grade 3	-	45 minutes
Grades 4 and 5	-	60 minutes
Grades 6, 7, 8	-	90 minutes

**Library** Most of the library books were destroyed in the collapse of the building in 2010, therefore, a vast majority of our library books are new. In addition, resources are sometimes obtained from the St. Mary's County Library for special projects. Magazines, visual aids, computerized resources, and the Internet are also available to all classes. The students have access to and are encouraged to use the library.

Students may check out books as directed by the media supervisor. All students are responsible for damaged or lost library materials.

Students are required to have a book available in class for personal reading at all times.

**Make-up Work** Whenever a student is absent, that student is responsible for the work that s/he missed and is required to go to the teacher involved for make-up tests, homework, or class work. Any make-up work is to be done on the student's time, so that class instruction is not interrupted. The appropriate time frame for make-up work can be determined by allowing one day to make up the work for each day absent.

**Music Program** Private music lessons are available during the school day to interested students. Lessons are offered for a variety of instruments. The availability of specific instruments may change from year to year. The school office will direct inquiries regarding private lessons. Students commit to a full school year. Information packets will be sent home to interested students in September. Payments may be made for the full year, the semester, or the quarter. Returning students are given priority in filling the available time slots. New students are accepted on a first-come basis.

**Social Media Use** As stated in the previous section about Bullying and Harassment, the use of ALL Social Media, which includes, Facebook, Instagram, KIK, Twitter, SnapChat, etc., by students, parents, and staff of St. John's School, to denigrate or question St. John's School Policy or reflect negatively on St. John's School, staff, other parents or students. As a member of St. John's School community, we are all called to support the school in our words and actions. The main goal of St. John's School is to protect its students and the integrity of all those who are part of our school. If the administration deems that any material that appears on social media is derogatory towards any facet of the school, the principal and pastor reserve the right to address the issue with the parties involved. The use of social media i.e. Facebook, Instagram, Twitter, Snapchat, etc. to denigrate or question St. John's School policy or staff may result in immediate dismissal from St. John's School. Targeted accusations may result in legal proceedings.

**Technology and Internet Use** Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all technology equipment, including, but not limited to, computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on technology equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware. Students shall not use technology equipment in any way to engage in cyberbullying behavior. **Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.**

When using the school’s technology equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school technology equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher’s permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not ‘surf’ the Internet or visit ‘Facebook’ or any other social networking websites while at school; shall not log on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents’ work addresses or telephone numbers or the name and location of the school.

Each student’s parent/guardian must review the Technology and Internet Usage Agreement with the student and sign. This is done through TADS.

**Threats** In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. John’s School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

### Schedule

The following time allotments are used as *guidelines* for instruction.

#### Pre-K & Kindergarten

<b>Subject</b>	<b>Min. Weekly</b>	<b>Subject</b>	<b>Min.</b>
<b>Weekly</b>			
Religion .....	150	Centers .....	150
Reading Readiness .....	225	Activities .....	150
Printing .....	75	Story Time .....	100
Mathematics .....	200	Free Play .....	150
Snack/Recess .....	150	Lunch .....	200
Learning Circle.....	200	Rest/Quiet Time .....	300

Grades 1-3

<b>Subject Weekly</b>	<b>Min. Weekly</b>
Flexible Time .....	100
Religion .....	150
Reading.....	450
Spelling.....	100
English.....	100
Snack/Recess .....	100
Mathematics .....	250
Handwriting.....	100
Lunch.....	200
P.E., Art, Music, Spanish	
Library, Computer .....	240

Grades 4-8

<b>Subject</b>	<b>Min.</b>
Flexible Time .....	100
Religion.....	200
Literature/Reading .....	200
Vocabulary/Spelling .....	100
English .....	200
Mathematics.....	250
Lunch .....	200
Social Studies.....	200
Science .....	200
P.E., Art, Music, Spanish	
Library, Computer .....	250

**EMERGENCIES**

**SCHOOL MESSENGER Emergency Notification System** will be activated to notify all parents in the event of any emergency closures.

**Bomb Threats** If the school receives a telephone or written bomb threat, the school will notify local law enforcement personnel immediately and respond as directed. Management of the emergency will be turned over to local authorities.

**Civil Defense** In the event of a disaster, the school will follow the plan implemented by the local civil defense authorities. Listen to your local radio stations for directions. If the disaster requires that students be evacuated from the school, parents will be directed to the evacuation center. The designated evacuation center for St. John’s is St. Mary’s Ryken High School. Parents **cannot** pick up students from St. John’s while an evacuation is in progress. Students may be released to their parents from the evacuation center.

**Closings** Parents will be notified through the School Reach Emergency Notification System. They are also announced on local radio and most area television stations and at the St. Mary’s County Public School web site, [www.smcps.k12.md](http://www.smcps.k12.md). Local radio stations include 98 Star FM, 97.7 WMDM and 102.9 WKIK. Local television stations include WRC-TV Channel 4, WTTG-TV Channel 5, WJLA-TV Channel 7, and WUSA-TV Channel 9. Hazardous weather conditions, such as excessive heat, hurricanes, snow, or ice may require schools to remain closed or to close early. Because we have County bus transportation, we abide by the decisions made by the St. Mary’s County Public Schools. Calls to verify closings should not be made to the rectory, school, or teachers’ homes. **In the event of a 2-hour delayed opening, there will be no Pre-K for students who are enrolled in the half day program. In the event of a school closing or unscheduled early dismissal, school will be closed for all after-school and evening activities.**

**Counseling Services** In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. John’s School. One-time initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

**Crisis Management Plan** In accordance with Archdiocesan requirements, a Crisis Management Plan has been developed for the school and implemented by the faculty. Information is updated annually—or more often as needed. The parochial schools work in partnership with the public school system and the St. Mary's County Emergency Management to coordinate responses. In the event of a crisis where student pickup is seriously delayed, the manager of our lunch program will assure that the staff and students will have food and bottled water.

**Delayed Openings** As with school closings, these announcements are made through the School Messenger Emergency Notification System. Announcements are also made on television, on radio, and at the St. Mary's County Public School web site, [www.smeps.k12.md](http://www.smeps.k12.md). **If the parochial school system is scheduled for an early dismissal and a delayed opening is announced, the early dismissal will be cancelled.** The dismissal time will change to that which is normal for a full day - 3:00pm. Half Day Pre-Kindergarten will be cancelled on delayed opening days.

**Early Dismissal** The students have early dismissal at 12:50 for faculty meetings usually once a month as scheduled on the calendar. If an emergency early dismissal should occur, parents will be notified by the media and by phone when possible. Please check school status at [www.smeps.k12.md](http://www.smeps.k12.md). Once an emergency closure has been decided, parents are encouraged to pick up their children. Buses will make their normal runs.

**Emergency Information** Parents are responsible for keeping emergency information current.

**Fire** The Archdiocesan insurance policy requires a minimum of 10 fire drills per year. Students exit quietly to designated areas. Roll is then taken to assure that the building has been vacated.

**Radiation Release** – In a radiation emergency, radioactive iodide could be released into the air. Because St. John's School lies within the ten-mile boundary of Calvert Cliffs Nuclear Power Plant, the school is in possession of potassium iodide (KI) tablets. **In the event of a radiation release, a tablet will be given to all students, except those whose parents or guardians request, in writing, that their child not be given the tablet. In addition, a student whose parents have listed on the school emergency form that s/he has an allergy to iodine or shellfish will not receive the tablet.** Taking KI will saturate the thyroid with non-radioactive iodine, preventing the thyroid from absorbing radioactive iodine. KI is stored in the school and will *only* be issued to children upon order of the Health Officer and/or his designee from the St. Mary's County Health Department. For further information, contact the school office or the Health Department at 301-475-4316.

## HEALTH & MEDICAL

**Doctor/Dental Appointments** Doctor and dental appointments are to be scheduled after school hours. Appointments during the school day impact perfect attendance. If it is absolutely necessary to make an appointment during school, a written excuse must be presented to the school office at the opening of the day. It is the responsibility of the student to find out and make up work s/he has missed.

**Emergency Form** Every year, the parent completes an emergency form for each child. This form is filed in the school office and entitles the school to call a parent (or designated persons when the parent cannot be reached) when a child is ill and needs to go home. In case of an accident, this form directs the school to contact the preferred medical care providers. Parents are required to keep all emergency information current, especially phone numbers.

**Illness** The importance of regular attendance cannot be overemphasized; however, if a child is running a fever, nauseated, or ill at home before school time, please do not send the child to school to expose others to the illness. Parents are asked not to request teachers to keep a child indoors at recess or lunch. Special exceptions may be arranged with the principal. **When it is necessary for a student to be absent from school because of illness, a parent is required to call the school office with the nature of the illness and a note from the parent stating the reason for the absence is required when the child returns to school.** Should there be the need for an extended absence, please call the school.

Children will be sent home if any of the following conditions exist, so please keep your child home in the morning if he/she exhibits:

- Diarrhea or vomiting
- Severe or unusual cough
- Yellowish, watery or red eyes
- Difficult or rapid breathing
- Headache
- Abnormal body temperature or fever, below 97 degrees or above 100 degrees
- Live Head Lice

Once parents of ill students are contacted by the school office or nurse, immediate pickup is necessary.

For cases of strep infection, ringworm, impetigo, conjunctivitis (pinkeye) and other infectious conditions, a child must be on medication for 24-48 hours prior to returning to school. A doctor's note is required in order to return. A child's temperature must be within normal range for at least 24 hours before returning to school. Children must be free from nausea, diarrhea and vomiting for 24 hours before returning to school.

Upon notification from parents, children will be excused from active participation in physical education classes. If a student is unable to participate in class for more than 3 days, a doctor's note is necessary.

**Immunizations** Maryland State Law requires children in ALL grades to provide proof of immunization against Diphtheria, Pertussis (Whooping Cough), Tetanus, Polio, Measles, Mumps, and Rubella (German Measles) and Varicella (Chickenpox). Every student must have an Immunization Record on file in the school office **BEFORE** the first day of school.

NOTE: As of September 2014, children entering Kindergarten must have proof of a second dose of Varicella (Chickenpox). Children entering 7th grade must have proof of Tdap vaccination, which protects against Tetanus, Diphtheria, and Pertussis (Whooping Cough) and proof of one dose of MCV4 (Meningitis) vaccination.

Complete physical examinations are required prior to entrance into school by **ALL** new students, Pre-K through grade 8.

**Insurance** Although the school carries liability coverage, this does not cover accidental injury. Limited supplemental insurance is carried by the Archdiocese for each student.

**Medicine** School employees or volunteers do not dispense any medication, including aspirin, without a written prescription from a doctor, as well as written permission and directions from the parent or guardian and Physician on the proper Archdiocese Medication Authorization Form. All medication forms can be obtained from the school office and they are also available on our school website. All medication is kept in the office unless it needs to be refrigerated. Student's are not permitted to carry any medicine or take medicine on their own, i.e., cough drops, Tylenol, throat lozenges, chapstick. Insurance regulations require that the following procedures be strictly followed:

1. Medication must be in its original, unopened container.
2. The child's name and date of birth must be on the container.
3. A prescription must be signed by a doctor or dentist.
4. An Archdiocese Medication Authorization Form must be written and signed by the parent or guardian and doctor requesting that the medicine be given as prescribed by the doctor, stating how often and in what dosage the medicine is to be given.

**\*WITH THE EXCEPTION OF MEDICINE REQUIRED FOR LIFE THREATENING ATTACKS, NO STUDENT MAY EVER HAVE MEDICATION IN HER/HIS POSSESSION.**

### **LITURGY**

The students will have the opportunity for a special Eucharistic liturgy, usually on Friday morning. The classes take turns preparing the liturgies, and the students actively participate by serving as lectors, altar servers, musicians and choir. In addition to the school Masses, the faculty and students prepare special services during the church year, especially during Advent and Lent, as a part of the religion program.

### **LOST AND FOUND**

Many items, especially school sweatshirts and fleece jackets, are never claimed. Articles are taken to classrooms when they are left in the office. Please use a permanent marker and put the student's initials or last name on all belongings, uniform sweaters, jackets, sweatshirts, lunch boxes, and book bags.

### **LUNCH AND SNACK**

Lunch will be available daily. Menus will be printed on the monthly calendar. Payments will be made through PayForIt.net. In the event of a rare occasion when a student may have been unable to bring lunch, the student may charge it. Students are only allowed to charge lunches in emergency situations. Any charge should be paid the next school day.

Students are to bring one healthful item for daily snack. Milk is available for snack (Pre-K – Grade 3) as well as lunch through the Special milk program. Water is available for purchase in the cafeteria. Students not in the milk program or buying water are to bring their own drink for lunches. Information about the Special Milk program is contained in your back-to-school packet.

Sodas are not permitted for lunch or snack unless provided by the school for a special function or fundraiser.

### **PLAYGROUND**

Students are required to follow the playground regulations posted in each classroom and discussed with their teachers. In general, no hardballs are allowed. Basketballs, soccer balls, softballs and footballs are limited in use to their proper areas. Activities that include wrestling and tackling are never permitted.

### **PHONE (CELL & LANDLINE) USE**

The phone in the school office is a business phone only. The students will be allowed to use the phone for important matters and with permission from the homeroom teacher or principal. No student will be called to the phone and only emergency messages will be delivered to individual students. Parents may wish students to have a cell phone in their possession. Cell phones must be turned off and will be collected by the homeroom teacher at the beginning of each day and locked up. They will be returned at the end of each day. When necessary, parents should contact students through the school office. Students may use cell phones only with the permission of and in the presence of a supervising adult. If a student is found to be in possession of a cell phone during the school day without permission from an adult, the phone will be given to the principal and the parent or guardian of the student will have to retrieve it from the principal during school hours.

### **PUBLICITY**

Students are sometimes photographed or videotaped for promotional purposes. A publicity permission form is signed through TADS. If parents have any objection to the publication of their child's picture in a newspaper or magazine, on a school web site, in a brochure, or any comparable promotional literature, they must notify the principal in writing prior to the beginning of the school year. Also, if parents do not wish to have their child included in yearbooks or class pictures, they must notify the principal in writing.

### **REPORTING TO PARENTS**

**Philosophy of Evaluation and Reporting Process** Evaluation is a continual process that teaches the students to assess their abilities, to develop realistic and healthy attitudes toward these abilities, and to assume responsibility for learning. Our goal as Christian educators is to have students appreciate the fact that they are unique creations of God and to fully develop their God-given talents. Through a variety of evaluation methods, the students become aware of their personal growth and can recognize whether they are fulfilling their own capabilities. Some of the various processes used in evaluation are: checking daily work, assessing the results of teacher-made and standardized tests, and conferring with students. The written evaluation of progress issued to students and parents at the end of each quarter is only part of the total evaluation that takes place.

**Basis for Evaluation** Students are evaluated on class work, home assignments, written tests and quizzes, oral responses, projects, and reports. Students may improve their grades by actively participating in class. Participation includes attentive listening, showing interest, bringing background material or knowledge to the group, giving considered opinions, and having healthy attitudes toward learning. Other considerations in evaluation are citizenship, work habits, individual academic development, and effort.

**Honor Roll** The honor roll recognizes academic achievement along with good conduct. The honor roll is open to students in grades 4 through 8. First honors are given for all A's along with E's and G's in every subject. Second honors are given for all A's and B's, along with E's and

G's in every subject. Academic progress awards are given at the discretion of the teacher. Comment codes on the report card must reflect appropriate conduct and effort in all classes. Students who misbehave or are disrespectful to those in authority forfeit their right to be recognized as an honor student. Final determination of which students have earned recognition on the honor roll is the responsibility of the school administration.

**Non-custodial Parents** This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. The Archdiocese of Washington requires parents who are (or become) divorced, separated, unmarried, or who have other special circumstances regarding the custody of their children, to provide the school with a current court order or decree of custody for the student's file. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.

**Parent Teacher Student Conferences** Conferences are a good source of communication between parent and teachers about the student. We recommend that the student be present at the conference to complete the flow of information. One mandatory conference will be held in the fall of each school year. Other conferences may be held for students and parents upon request.

**Permanent Records** The Permanent Record serves as an educational history and is centrally maintained by the school for each student who has been in attendance. Permanent records include academic transcripts, academic testing, and emergency information. The quarter grades of the report card are averaged at the end of the school year and transferred to the permanent record of each student. The total days absent and tardy are also recorded.

**Report Cards** A report card is required four times per year in grades 1 through 8, and twice a year in Pre-K and Kindergarten. Each student is evaluated on her/his performance. Pre-K, Kindergarten, First grade, and Second grade students are evaluated on age-appropriate skills and Diocesan academic standards. Their report cards will indicate the progress they make in attaining their grade level skills. Report cards will not be sent home; instead parents can access their child's progress through the ParentPlus Portal.

	<b><u>Grades 4-8</u></b>	<b><u>Grade 3</u></b>	<b><u>Pre-K, K, 1,2</u></b>
	A 93 – 100	E – Excellent	EE – Exceed the grade level
	B 85 -- 92	G – Good	ME – Meets the grade level
level	C 77 -- 84	S – Satisfactory	AE – Approaching the grade
level	D 70 -- 76	I – Improvement Needed	NE – Not approaching the grade
	F Below 70	U – Unsatisfactory	X - Not assessed at this time

Interim progress reports are required mid-quarter, and as needed, to parents of students achieving less than satisfactory grades (U's, D's or F's). Interims will also be sent to inform parents of serious behavior problems. A conference is recommended to correct problems indicated in the interim reports.

The principal, the secretary, and the teachers may access permanent records. Parents have the right to examine the student's records. A written request to view the records and 24 hours' notice are required. It is the responsibility of the administrative personnel and faculty members to maintain confidentiality and keep the information updated.

**Guide Lines for Academic Honor Roll**—Students will be eligible for Honor Roll quarterly based on the following guidelines:

**High Honors:** A G.P.A of 3.7 or higher in all subject areas **including** specials of art, music, P.E., Spanish, and technology. Additionally, student's behavior will be considered a factor in attaining High Honors.

**Honor Roll:** A G.P.A of 3.0 to 3.6 in all subject areas **including** specials of art, music, P.E., Spanish, and technology. Additionally, student's behavior will be considered a factor in attaining High Honors.

## STUDENT ACTIVITIES

The following are co-curricular activities. They create opportunities to develop skills, exercise leadership, practice teamwork, and learn good sportsmanship. These activities enhance the academic program when they are carried out in an atmosphere of Christian values and when they do not interfere with academic progress. All qualified students may try out for membership in any activity. The school is committed to providing everyone a fair chance to participate.

Unfortunately, not everyone who tries out can be accepted. The decision of the coach or moderator, in consultation with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that everyone cannot always be accepted.

Students may be suspended from co-curricular activities for the following reasons:

- 1) **Academics** If a student has one F and/or D in any of the seven subject areas, s/he will be suspended from practice or performance for one week. S/he will be put on probation for three weeks. If grades do not improve during this time, the student will be suspended until the end of the quarter. If s/he receives two or more F's in any of the seven subject areas, s/he will be immediately suspended from participation for the remainder of the grading period.
- 2) **Behavior** If a student displays unacceptable behavior, s/he will be suspended from practice or performance for one week. S/he will be put on probation for three weeks. If the behavior does not immediately improve, the student will be suspended until the end of the quarter. The student may resume participation in the next quarter provided an improvement has been shown.

**Band** The Archdiocese of Washington band program is open to students in grades 4-8. An informational meeting will take place with students at the beginning of the school year. Information packets will be sent home at that time.

**Basketball** Students in grades 3-8 may be eligible to participate in the basketball program. The teams play in the Sunday Youth Basketball League ([www.syblsmd.org](http://www.syblsmd.org)). Rules are published for the participants each season. The purpose of the program is to provide an environment where players may learn and use basketball skills. Our coaches are volunteers and give many hours of service to our youth. Games are played from November through the end of February. Players also participate in one or more tournaments. The final tournament is in March. Good sportsmanship is required from players, parents and fans. All players and parents are required to sign an Athletic Code of Ethics contract before the season starts.

**Cheerleading** The cheerleading squad of St. John's School promotes school spirit. Students in grades 3-6 may try out for JV cheerleading, students in grades 6-8 for varsity. Each squad may have up to 12 students.

**Chorus** Chorus is open to students in grades 4-8 who enjoy singing. Students in grades 5-8 may also try out for Honors Chorus. To receive a satisfactory evaluation, chorus members must participate in rehearsals and in required chorus programs and activities. The chorus sings for many school liturgies, participates in school programs, and provides music for Confirmation and Graduation. Members are asked to sing for special parish liturgies. Students joining chorus will be making a commitment for the entire school year. There is no cost for participation.

**Clubs** Opportunities to participate in a variety of before or after school activities are offered to students in appropriate grade levels during the school year. The availability of activities may vary year to year depending on the volunteers available. Some examples from recent years are: Art Club, Drama Club, Geography Bee Club, Math Club, Running Club and Board Game Club. When club leaders are ready to begin, the activity will be published in the bulletin. Permission forms will be given to interested students.

**Student Government** The Associated Student Body of St. John's School consists of a Board of Commissioners and a Student Council. Students are elected as an officer or appointed as a commissioner for a term of one year to serve their fellow students, the school, and the community in various ways. Student Council officers are required to maintain a B average. The purpose of the Student Council is:

- To promote good citizenship
  - To encourage a high standard of scholarship
  - To arouse school spirit
  - To demonstrate the practical application of democracy
  - To encourage students to respect justice and peace
  - To grow as a community, respecting other's opinions and supporting one another
  - To prepare students to serve their community with Christian values
- 
- To advance the welfare of the school and its members
  - To help students become respected citizens & active members of the faith community.

Co-curricular activities that involve student council include supporting various charities, hosting middle school socials, encouraging recycling efforts, and participating in the St. Mary's Association of Student Councils.

## **STUDENT PROGRESS**

**Acceleration** Acceleration of a student should be cautiously granted. A gifted child may profit more by an enrichment program than a double promotion. The child's social and emotional maturity should be seriously evaluated whenever double promotion is considered.

**Graduation** A religious ceremony that includes the presentation of diplomas is held for all students who have successfully completed the academic, behavioral and volunteer requirements of a student at St. John's School. In keeping with the guidelines established by the Archdiocese, graduation of the eighth grade is to be kept appropriately simple and inexpensive. The ceremony is followed by a reception in the school cafeteria.

Diplomas will be issued to those students who have completed the eighth grade requirements. Those who have not successfully completed the requirements may be issued a certificate of attendance.

**Promotion** Regular promotion is normally expected. Conditional promotion, based on successful summer work, may be granted in exceptional cases. In grades 1-8, promotion will be primarily on the basis of ability to do work with consideration of maturity and social development.

**Retention** Retention in the primary grades is normally dependent upon the development of reading and language arts skills, although mathematics skills may also be considered. Retention of students in grades 4-8 is normally dependent on achievement in the basic skill subjects: reading, math, and language arts. Failure in two of the basic skills subjects or in one of the basic skill subjects plus another academic subject is a basis for retention. If a child is to be retained, report cards and daily papers must show marks that indicate failure. Conferences about the possibility of retention must take place by February.

### **STUDENT SERVICE HOURS**

St. John's School encourages every student to offer their time and their talents to their school, their parish, and their community. In order to fulfill our call as Christians, St. John's School wants to engage our students to accept and reach out to those who are in need of service. With that mindset, St. John's School requires the following service hours for students in grades 6-8:

6th grade student--10 hours each school year

7th grade students--10 hours each school year

8th grade students--15 hours each school year

Service hours will be tracked by the homeroom teacher for each student. Students can earn service hours in by the following:

- Member of ECHO
- Altar Serving
- Set up for school events (not limited to: Spaghetti Dinner, Purse Bingo, Confirmation, Graduation)
- Assisting with events at the student's home parish

Forms to record student service hours will be given to students by their homeroom teacher.

### **TESTING PROGRAM**

The testing program measures the growth and progress of individual students. In addition, the tests provide information that can be used to evaluate the progress of groups, to plan for specific instructional improvement, and to evaluate program effectiveness as mandated by the Archdiocese of Washington.

**Achievement Tests** Students in grade 2 through 8 will take the Scantron Performance Series test. These tests will be administered in September, January, and May. Students in grades 3 through 8 will also take the Faith Knowledge Assessment in April.

### **TRANSPORTATION**

**Bus** Students are transported to and from school on County buses and must follow the bus regulations.

A copy is given to the students at the beginning of each school year. The drivers are in control when the children board the buses. No child is to get off at any stop but his or her own unless s/he has a dated, written note signed by the parents and checked by school staff before leaving school. ***If your child needs to ride a different bus or ride home on a bus that s/he does not normally ride on please fill out a Request for Transportation form and fax it to the Transportation Office. This needs to be done 24 hours in advance in order to have your child assigned to the bus.*** Also call the above number for information regarding buses or bus routes.

**Car** Parents transporting students by car will use the cemetery road and pull up to the sidewalk in front of the playground. Students should exit cars from the passenger side only. They should not walk around or between vehicles. Do not allow students to stand at the back of a car, even to retrieve an item from the trunk. Only adults should retrieve items from the rear of cars. (Even this is not recommended because it unnecessarily delays the car line.) Please avoid escorting children across traffic lanes, as this forms unsafe habits. All parents, even those with Pre-K and Kindergarten students, are asked to follow your normal routine from the first day of school. If your child will ride the bus, please put him/her on the bus. If you need to park and escort your child into school, please use the spaces on the north side of the church whenever possible. Avoid using parking spaces alongside the shrine and cemetery during school hours. The buses need a wide radius for turning. The laws for obeying flashing lights on buses are the same in the parking lot as they are on the highway. If buses are present, wait until they have off-loaded and pulled away before moving forward and allowing your child to exit. Parents are asked to model safe practices for the children. Please take the time to move slowly and safely for the protection of everyone.

## UNIFORM CODE

**General Regulations** Children are expected to be in full uniform when the school year begins, with the exception of Pre-K and Kindergarten. Pre-K and Kindergarteners wear uniforms beginning the first week in October. Uniforms must be neat and clean and fit correctly. White shirts are worn with plaid. Maroon shirts are worn with khaki. School polo shirts must be tucked in neatly at all times. Repairs must be made immediately to any rips, tears, or falling hems. **All uniform items are to be labeled with student's name.**

**Uniform Company** Our uniform company is Lands' End, and our website will have St. John's uniform components easily accessible and the web site to order from. You may also visit any Sears store for any non-logo items like shoes, socks and tights. Please utilize our scrip program and purchase scrip for Lands' End for your purchases.

**Uniform Violation** A student in violation of the uniform or non-uniform regulations may be required to remain in the office until he/she has the necessary clothing to dress appropriately. Students who have been issued 3 notices of uniform violation will forfeit the privilege of participating in the next non-uniform day.

**Girls & Boys Pre-K & Kindergarten Uniform Components:** Pre-K and Kindergarten students will wear the P.E. Uniform. Please follow the P.E. Uniform guidelines listed on page 20. Students do have the option of wearing the regular uniform components if desired. Sturdy tennis shoes with velcro (can not have lights or characters on them) are required.

**Girls: 1-8 Uniform Components:** Maroon plaid jumper (grades 1-4) or maroon plaid skirt (grades 5-8) with short/long sleeve white polo shirt with school emblem, **OR** solid khaki skirt

(grades 5-8) with maroon short/long sleeve polo shirt with emblem and St. John's maroon sweatshirt (optional, must be worn over polo shirt). Sweatpants may not be worn under the girls' skirts/jumpers while in class. **Skirts must be no shorter than 1 inch above the knee. Parents may need to adjust the hems as the school year progresses to stay in compliance with the uniform code.**

Lands' End pleated khaki pants with solid dark brown or black belt, short/long sleeve maroon polo shirt with school emblem, white athletic socks or low cut socks, and St. John's maroon sweatshirt (optional, must be worn over polo shirt).

**Boys: 1-8 Uniform Components:** Lands' End pleated khaki pants with solid dark brown or black belt, short/long sleeve maroon polo shirt with school emblem and St. John's maroon sweatshirt (optional, must be worn over polo shirt).

**Additional Warm Weather Uniform Option:** (August-October and April-June)

**Boys:** Lands' End pleated khaki shorts (must have inseam of at least 6 inches) with solid dark brown or black belt, short sleeve maroon polo shirt with school emblem.

**Girls:** Lands' End pleated khaki shorts (must have inseam of at least 7 inches) with solid dark brown or black belt, short sleeve maroon polo shirt with school emblem.

**Shoes** Students must wear solid brown, black or white leather or suede shoes (no more than 1 inch heel); or white or black low-cut tennis shoes. Shoelaces, Velcro, elastic closures or buckles are required (no zipper shoes are allowed). Shoes may not have any additional colors in trim or logos, and no lights or decorations. Backless shoes and wheeled shoes are not permitted. Sperry shoes are permitted as long as they are a solid color in brown, mahogany or Sahara with no other colors or patterns on them. Students may wear any sturdy tennis shoe for P.E., (no lights or characters on them).

**Socks/Tights/Leggings** Students must wear plain white athletic socks or a low cut sock. "No show" ankle socks may not be worn. Socks may not have trim, decorations or logos. Black, white, gray or burgundy tights or knee socks may be worn with skirts and jumpers. Black or white leggings may also be worn under skirts or jumpers.

**P.E. Uniforms & Shoes** Maroon athletic mesh shorts with school emblem with St. John's gray t-shirt during the fall and spring seasons. St. John's sweatpants, St. John's gray t-shirt with or without St. John's sweatshirt will be worn during the winter season. In the event that winter temperatures are unusually warm, the office will make a week by week decision as to whether or not students can wear their summer uniforms. All students must be in P.E. uniform to participate in gym class. Students may wear any sturdy tennis shoes for P.E. (no lighted shoes, heelys or character shoes allowed). Students are not permitted to wear earrings during PE class due to safety reasons.

**Hair** Both girls and boys must keep hair neat, clean, away from the eyes and not extreme in style. Boys' hair must be styled in such a way as to blend in length. Length must be above the eyebrows and may not reach the collar. Hair must be trimmed no longer than mid-ear length on the sides. *If appointments are necessary for haircuts, please schedule them on a regular basis and avoid taking a teacher's professional time to ensure compliance.* Hair color must be natural shades. Girls' hair accessories should be maroon plaid or solid black, white, maroon or khaki. Facial hair is not permitted at any time. **No ornamentation** may be worn as a hair accessory (flowers, bows, sparkles, diamonds, rhinestones, etc.)

**Jewelry** Students may wear wristwatches and a simple chain necklace with cross or locket. Girls may wear one earring in each ear on the earlobe. Stud earrings or small hoops in gold or silver (no colors) are acceptable. Dangling earrings, rings and bracelets may not be worn. Boys are not permitted to wear earrings at any time.

**Make-up & Nail Polish** Make-up is not to be worn at school. Nails must be kept short and neat. Only clear nail polish is allowed. Acrylic or fake nails are not permitted.

**Toys & Aerosol Cans** No toys, aerosol cans or bottles may be brought to school.

### **NON-UNIFORM CODE – ALL GRADES**

On designated “tag” days, students may be given permission by the principal to wear clothing other than their uniforms to school. **Policies for jewelry and make-up remain the same on non-uniform days.** Clothing must be modest and appropriate. T-shirts must be neat and in good taste and must not display inappropriate symbols or sayings. Tank tops, halter-tops or crop tops are not permitted. Tops must be long enough to tuck in easily and cover the shoulders. Cleavage must not be visible at any time. Jeans, slacks or Capri’s must be neat and fit properly and may not hug the skin, be tight or have rips or holes in them. Leggings, skinny jeans, pajama bottoms or any pant that hugs the skin are not allowed. Dresses and skirts must be approximately knee length and may not be tight. Shorts may be worn as long as they are Bermuda style walking shorts. They cannot be tight and the hem must come to the knees. All pants, shorts or skirts cannot ride low on the hips, they must fit properly on the students waist. Underwear must be covered by clothing at all times. Open-toed shoes or shoes without a back are not allowed. Socks must be worn with shoes. Students may not wear shorts or capris on non-uniform days when we are in winter uniforms. This policy is for all grades, Pre-K through grade 8.

**Birthday** If a student’s birthday falls on a school day, the student can have a non uniform day. Student must follow the non-uniform code listed above. If the birthday falls on a weekend or holiday, the student has the option of choosing Friday, Monday, the day before or after the birthday for a non-uniform day. Students with summer birthdays may choose to wear non-uniform on their half birthday. Party invitations are welcome as long as they are distributed to the entire class. If you are only inviting a select few students, they will not be allowed to be distributed to the students. Please mail them.

### **VOLUNTEER PROGRAM**

St. John’s School recognizes and truly appreciates the dedication of our school families. It is through the volunteer efforts of our families that St. John’s continues to thrive. Our school’s volunteer requirements were made to allow our families to have options that could possibly work better for each family’s dynamic.

With that, we wanted to share with our SJS families the details of our volunteer requirements for the 2018-2019 school year. There will be two options for families to fulfill their SJS obligation in regards to volunteering for H.S.A events. The options are:

**Option 1:** Parents would have the option to buy out of the required 20 hours of volunteering. This would be at a cost of \$400.00 per enrolled student. This option will be limited to the first 20 families which submit payment the school.

**This does NOT include the Sunday bingo requirements for families.**

**Option 2:** Parents would be required to complete 20 hours of volunteer service during the school year. 10 hours of volunteering would be designated towards one of our school's two major fundraisers (Designer Bag Bingo or the Spring Auction). Families must sign up for the Designer Bag Bingo or Spring Auction prior to the second week of school using the Google Docs located on the SJS website.

The additional 10 hours would be designated towards our school's community building events, school committees, classroom support, supply efforts, and/or school functions. Examples of this type of volunteering would be: The Spaghetti Dinner, Fall Festival, Citrus Sale, Pat Suit 5K, Christmas Bazaar, food and beverage supply donations (must be equal to \$20 to be credited for an hour). Duties and assignments for these aforementioned events will be determined by the chairperson. An online google doc will be created by the chairperson of the event to track family participation. Failure to complete any of the above requirements would result in a \$400.00 fee due by the end of the school year.

**Families are asked to notify the school office by August 15, 2018 with the option that they have chosen.**

Parents/guardians who are bingo captains, bingo callers, chairperson of an event, St. John's School's Alcohol Awareness Training Representative for the upcoming school year, or room parents for the upcoming school year will be exempt from the 20 hours of volunteering. The following changes have been made to the Volunteer requirements. These decisions were made in conjunction with the school administration, School Advisory Board and the Home and School Association:

- **Kitchen captains will no longer be exempt from the 20 hours of volunteering.**
- **St. John's School families will be required to use the school's scrip program. All families will be required to purchase Scrip (gift) cards through St. John's School for grocery or clothing stores, restaurants, catalog companies, home improvement store, specialty store or movie theater. Each Scrip (gift) card you purchase will give a specific dollar value rebate back to St. John's School. The first \$25 in rebates earned by each family will assist with our fundraising efforts for our school. After that, SJS will pass any additional rebates you earn to your family to use as a Tuition Credit.**
  - **For example, if the Schmidt family purchases Scrip (gift) cards and receives \$35.00 in rebates, \$25.00 will go towards our fundraising and \$10.00 will be credited back to their tuition for the following school year.**

**Information on our Scrip program can be found on our website at:**  
<http://sjshollywood.org/wordpress2/scrip-program/>. Families can also contact the Scrip coordinator, Ashley Holliday at [hollidaya@sjshollywood.org](mailto:hollidaya@sjshollywood.org).

**Child Protection** For our children's protection, the Archdiocese of Washington requires that

volunteers who will be in a position to supervise children be fingerprinted, submit to a criminal background check, and attend a training session on identifying and reporting child abuse. This includes parents who wish to accompany children on field trips as well as those who serve as volunteer teachers, coaches, or club leaders. The fingerprinting is scheduled through the school office at 301-373-2142. The schedule for training sessions in child protection may be accessed at [www.virtus.org](http://www.virtus.org).

Volunteers are required to respect the rights of students and their families to privacy. A professional and caring manner in dealing with students, along with a commitment to maintaining confidentiality, is required of anyone who volunteers to work with children.

**Suspected Child Abuse Reporting** If we suspect any child is suffering from any form of child abuse, we are required by the laws of the State of Maryland to contact the Office of Child Protection and report the suspected abuse. We are not required to notify the parents of any suspected abuse.

### **PRINCIPAL'S RIGHT TO AMEND**

**Because every issue cannot be foreseen, the principal reserves the right to amend the contents of this handbook. Parents will be notified in writing of any and all changes.**