

St. John the Baptist Catholic School

Parent Handbook

Summer 2011



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VISION STATEMENT

St. John the Baptist Catholic School students graduate with a firmly established Catholic identity, academically prepared with a well formed conscience, the desire to serve others as Jesus did, and the inspiration to see God in all things.

PHILOSOPHY/MISSION

St. John the Baptist Catholic School is dedicated to the Christian formation of its youth. It offers students the opportunity to develop their intellectual, spiritual, physical, and emotional potential through educational and religious experiences.

We endeavor to do so through instruction in the Catholic beliefs, tradition, the scriptures and academics. We foster an environment that inspires self-discipline, self-respect, and self-confidence. We expect academic excellence and a commitment to the service of others as modeled by Jesus Christ.

Our collaborative professional faculty builds on the primary education of the parents and family. We recognize and encourage individual growth and uniqueness, by providing opportunities that empower each child to take an active part in the school and parish community.

St. John's is committed to serving God and others within the parish, the surrounding community as well as communities across the globe. Through developmentally appropriate instruction, students learn about the world around them. While deepening their awareness of God's gifts and presence in the world, students mature in their role to live the gospel message.

Our goal is to say, when asked for an account of our stewardship, "We made the most of what was entrusted to us."

SCHOOL HISTORY

St. John the Baptist Catholic Parish (SJB) was founded in 1960 on its current 10-acre site at 12319 New Hampshire Avenue in Silver Spring. At that time the custom was that every new parish build a school. Accordingly, St. John the Baptist Catholic School opened for the first two grades in 1962. Another grade was added each year and the first diplomas were awarded in 1969. An all-day kindergarten was opened in 1993.

The parish has had only three pastors. Father E. Carl Lyon founded the parish and guided it until his retirement in 1987. His successor was Father Francis Kazista, later Monsignor Kazista, who was himself a former assistant pastor from 1975-1981 until his retirement in June, 2011 when Father Y. David Brault joined the parish.

The Servants of the Holy Heart of Mary from Kankakee, Illinois staffed the school until June of 2000. A house on Brantford Avenue, a nearby residential street, served as the parish convent.

Five principals have administered St. John the Baptist School. They have been Sister Virginia Marie Derk (1962-1966), Sister Catherine Bartlett (1966-1971), Mr. Leo Klagholz (1971-1972), Mrs. Peggy Spalding (1972-1992) and Ms. Marianne Moore (1992 - present).

The School Advisory Board and the Home and School Association represent the parents of the students. The purpose of the School Advisory Board, founded in 1990, is to provide advice and assistance to the pastor and principal in the governance of the school. Besides the pastor and principal, it consists of six elected members, two whom are elected each year and who each serve three-year terms.

The Home and School Association (HSA) is an umbrella group of volunteers. It has several standing committees (Budget, Community Service, Hospitality, Elections, Cultural Arts, Hot Lunch, Library, Publicity, School Service, Hospitality, Substance Abuse Prevention Corps and Traffic and Playground Safety) and sponsors family activities and fundraisers throughout the year. The HSA finances many extras for the school, such as a faculty Christmas bonus and teachers' wish list. It also sponsors a school supply store.

St. John the Baptist Catholic School is accredited by the Middle State Association of Colleges and Universities. First accreditation was received in October of 1995 and was subsequently renewed in April of 2006. In September of 2010, SJB was awarded National Blue Ribbon Accreditation, the highest honor bestowed by the U.S. Department of Education. SJB was one of only 50 private schools throughout the country to receive the distinction in 2010.

ADMISSION POLICY

St. John the Baptist School primarily serves the families of St. John the Baptist parish and does not discriminate on the basis of race, sex, religion or national origin. Students who meet the academic and behavioral standards of St. John the Baptist School are admitted in the following order of priority:

1. Siblings of present students in the school
2. Children of registered, contributing (via the envelope system) parishioners (length of time in the parish is considered if necessary)
3. Children of other Catholic Parishes
4. Non-Catholic students

Re-registration of current students and siblings entering St. John's is held in January. Any outstanding tuition and all financial obligations must be current in order to enroll for the following school year. Registration for new students is held on the first Sunday in February in the school office.

Children entering Kindergarten are screened for readiness. If there is space available, new students entering grades 1-8 are tested in reading, math and language arts. Otherwise, applicants are placed on a waiting list.

Children entering Kindergarten must be 5 years of age by September 1st. Children entering 1st grade must be 6 years of age by September 1st.

To be considered for admission, parents must submit an Application for Admission and the following documents:

1. Copy of Baptismal Certificate (Catholics only).
2. ADW Immunization Policy Acknowledgment and required attachments.
3. ADW Allergy Agreement and Action Plan, if applicable.
4. Copy of birth certificate.
5. Copy of custody order, if applicable.
6. Non-refundable application fee.

TUITION AND FEES

The Pastor, in consultation with the Finance Committee, the School Board and the Principal determines the tuition. The Archdiocese of Washington (ADW) must approve tuition rates. Book and Activity Fees are determined by the current costs of textbooks, materials and activities.

Registered, contributing (for at least one year via the Offertory Program) members of Catholic parishes in the Archdiocese of Washington receive the Catholic tuition rate. Non-Catholic families pay the non-Catholic tuition rate. Tuition may be paid annually (September 1st), biannually (September 1st, February 1st), quarterly (August 15th, November 1st, February 1st, May 1st) or monthly.

The school reserves the right to withhold a student's report card and/or records until all payments – tuition and other fees - have been received. Financial difficulties that prevent payment should be brought to the attention of the Pastor or the Principal. A fee is charged if a check is returned due to insufficient funds. Cash only payment will be required if checks are returned repeatedly.

FINANCIAL ASSISTANCE

Funds are available from the Archdiocese and/or from St. John the Baptist Scholarship Funds.

Families who wish to seek financial assistance must apply for aid using the application available in December for the following school year. Determination of need is handled through a third party under contract with the Archdiocese of Washington.

There is also a grant-in-aid for the children of Archdiocesan employees.

GENERAL INFORMATION

Morning Care and After Care

Supervision is provided for St. John the Baptist students from dismissal until 6 pm on full school days. On half day Fridays, After Care is available from 12:00 pm until 4:00 pm. There is no After Care on half days preceding vacations (i.e. Thanksgiving, Christmas) or on days when school is dismissed for inclement weather. Drop-in service is available.

After care fees are charged by the day. Families with more than one child receive a 10% discount. Payment is required at the end of each week. There is a late charge of \$1.00 per minute for late pickup.

Morning Care is available from 7AM – 8:10AM in the third grade classroom. Families may use this service as needed and do not need to pre-register. Payment is required at the end of each week.

Arrival and Dismissal

Arrival - In the morning children may be dropped off in front of the church or along the left side of the yellow line that runs parallel to the school. All students must arrive by 8:20 AM. Students will assemble in the following areas:

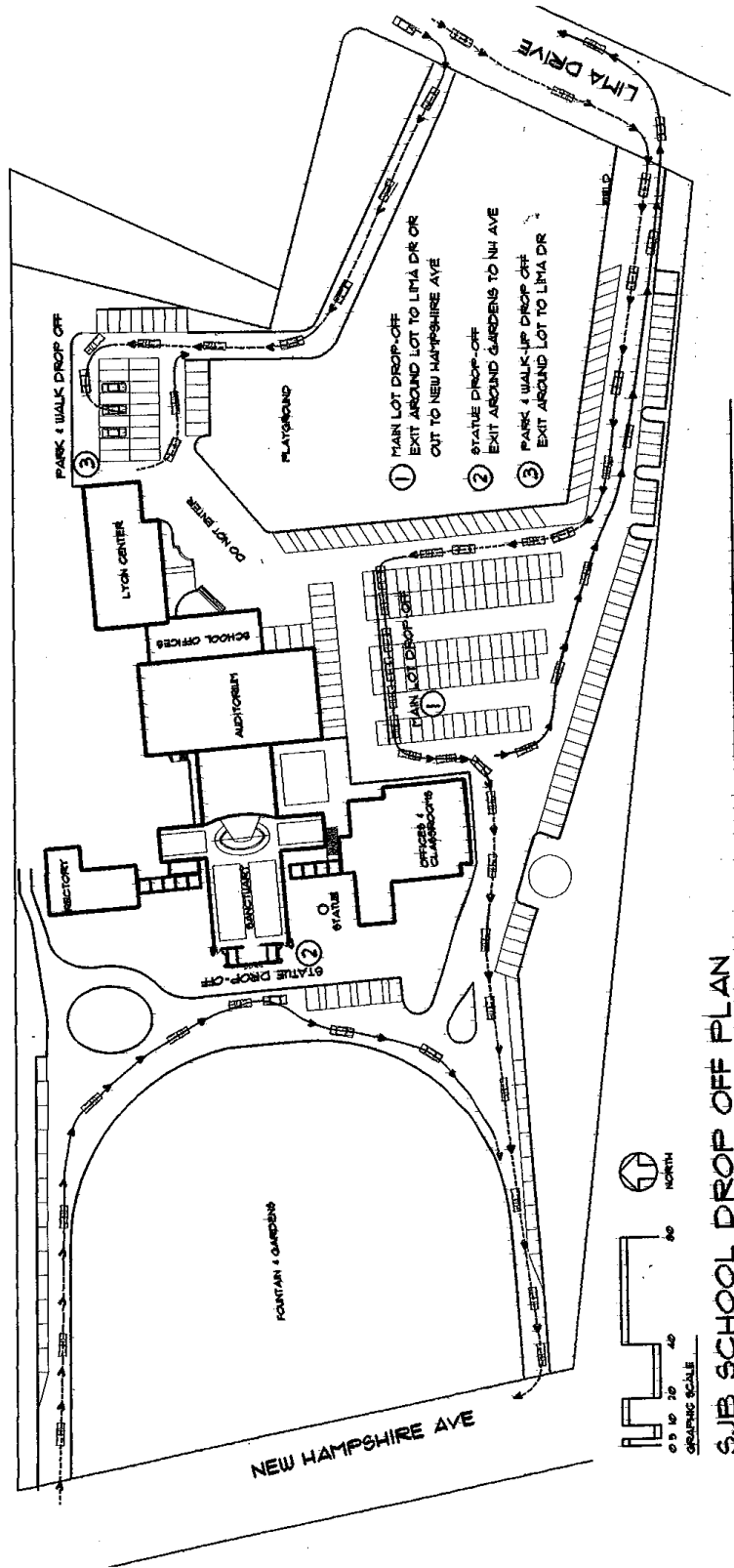
- Kindergarten—on the porch in front of the library
- Grades 1, 2, 3, 4 and 6—in the courtyard formed by the school & church
- Grade 5—at the exterior classroom door
- Grades 7 and 8—on the front porch

There is supervision from 8:10 AM until the 8:20 AM bell. In the event of rain during arrival time, students in grades K- 6 will go directly to their classrooms. Students in grades 7-8 will wait on the front porch.

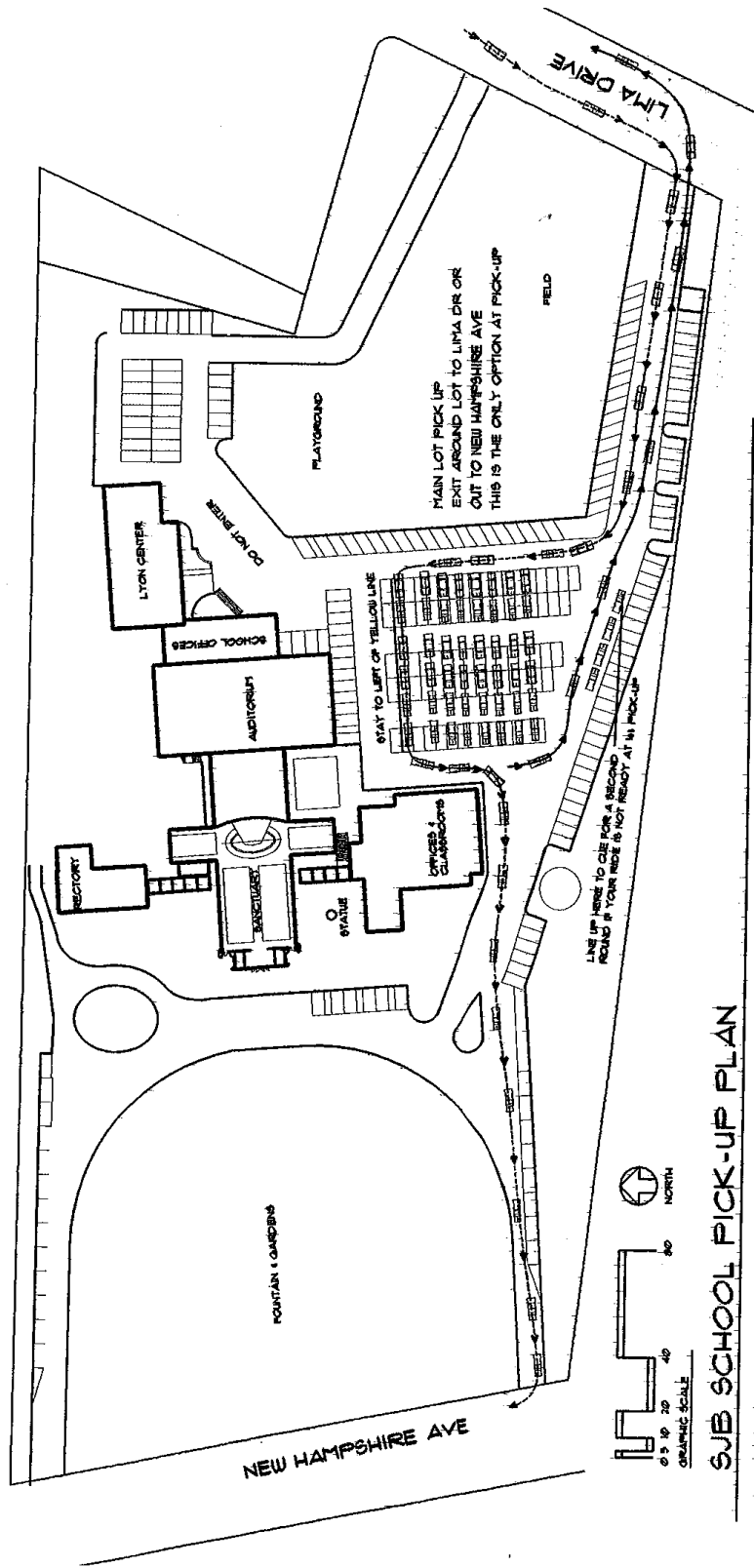
Dismissal - All children must be picked up along the yellow line parallel to the school. There is supervision from 3:00 PM - 3:30 PM. Children not picked up by 3:15 PM must wait on the front porch and at 3:30 will be sent to After Care. The school reserves the right to send remaining children to After Care at the conclusion of normal pickup if supervision is not available and After Care charges may apply.

Children may not be picked up in front of the church or from the Lyon Center parking lot.

If raining at dismissal, students whose carpools have not arrived for first pick-up wait in the 5th or 6th grade classrooms. At 3:15 all students will move to the front porch to wait for their ride. Please see the maps of drop off/pick up procedures on the next pages.



SJB SCHOOL DROP OFF PLAN



SJB SCHOOL PICK-UP PLAN

Attendance

The following are valid reasons for excused absences from school:

1. Illness (after three days of illness, medical documentation is required that indicates that the student is able to return to school);
2. Death in the immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school.
5. 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; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.
7. 8th grade High School shadow days (see page 16).

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. Students are required to present a written explanation after an absence. This should be given to the homeroom teacher.

Students in grades 5 to 8 are responsible for all assignments during their absence. It is recommended that they return to school with their work completed.

If students are absent for only one day and miss a test given that day, they will take the test on the day they return to school. Students absent for two or more days must take the test on the second day after their return. Students are responsible for making arrangements with their teachers to make-up tests. All make-up tests are taken after school for grades 5-8.

Special arrangements will be made between the teachers and the parents of students who are absent for four or more days.

Families planning a trip that will cause a student to miss class must notify the school as well as individual teachers at least a week in advance. Students are responsible for all material covered in their absence. It is the prerogative of each teacher to decide whether assignments can be covered by the student during the trip or must be made up after returning to school.

Archdiocese of Washington Required Forms

Forms required annually by the Archdiocese of Washington may be accessed on the school website. Go to "Parents" and "ADW Forms" to print Health and Transportation specific forms.

Books

Students pay a book fee for the use of school textbooks and workbooks. Each student is assigned a set of textbooks. Hardback books must be covered. It is suggested that workbooks also be covered. Restitution is required for lost or damaged books.

Calendar

On the first day of school, every SJB family is provided an SJB wall calendar for the following 12 months. The calendar lists important events, vacation days, parent events, HSA/Pastoral Council/Advisory Board/Athletic Ministry meeting dates, hot lunch dates, school liturgies, exams and many other important and useful listings. This information may also be found at the SJB school website under "School News" then "Calendar".

Child Protection Policy

The Archdiocese of Washington requires that any adult who is employed or who volunteers in the school must be in full compliance with the Child Protection Policy. This includes: completion of an application, fingerprinting at the Archdiocesan Pastoral Center, reading, accepting and signing of the Policy, and participation in a child protection workshop (VIRTUS).

The Archdiocese of Washington has Child Protection Standards in place for every grade level. Each year the students of St. John's receive age appropriate instruction for each standard.

The State of Maryland requires all professional members of a school to report any suspected child abuse or neglect. The law does not require the reporter to have proof that the abuse or neglect has occurred before making a report. Please also refer to "Volunteers" on page 29.

Communication via the Gold "Tuesday Folder"

Weekly announcements are sent home with the oldest child, on Tuesday, in a gold SJB folder. Parents are asked to anticipate this communication each week, to carefully review the contents, **and to return the folder the next school day with any forms that must be completed. The Principal's letter is also sent via e-mail with attachments of all communications.**

Persons wishing to include information either to an individual class or to the entire school must do so via the Tuesday Folder. Information should be provided to the school secretary as soon as possible but not later than Monday afternoon. Following a Monday holiday, families should expect the folder on Wednesday. No folders are sent home on 'short weeks' (i.e., Thanksgiving).

Cooperation by Parent/Guardian

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. John the Baptist. 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 that SJB derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of SJB. Parents/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 the Baptist Catholic School.

Counseling Services from Archdiocese of Washington

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. John the Baptist. 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

The safety of the students is the primary concern of the principal and the teachers at SJB. A Crisis Plan has been developed in consultation with the Archdiocese of Washington, Montgomery County Government, the faculty, and the School Advisory Board. The faculty and the School Board review the plan annually. SJB regularly conducts emergency preparedness drills and fire safety exercises as per Archdiocesan policies.

In the event of an emergency, only those individuals designated by the parents/guardians on the Emergency Contact Information section of the most recent admission application or re-registration form for the current school year will be notified. Parents are notified via e-mail or "School Reach" a service which is designed to send out notifications to parents electronically.

If the school must be evacuated, St. John the Baptist's off-site location is Jackson Road Elementary School or White Oak Middle School. If the evacuation occurs during after care, students are walked to 12312 Lima Drive, adjacent to the Lyon Center parking lot.

Custody Arrangements

Parents or guardians who have special custody arrangements of their children must provide the school a court order or decree of custody for the student's file. This information and documentation must be submitted when applying for admission and whenever a custody

arrangement changes. In addition, any specific instructions regarding the release of a child to someone other than the person indicated on file must be written and signed by the custodial parent or guardian on record. The Transportation Permission Form (Form 12) must also be updated to reflect all current information and/or changes.

Emergency Closings (see Inclement Weather-page 13)

Field Trips

Throughout the year, field trips are planned to complement classroom instruction. All students are expected to participate unless they present a written note from their parents/guardians.

Field Trip Permission forms (Form 13) signed by a parent or guardian are required for each field trip. Students must return these forms to the teacher involved before they will be allowed to participate in the activity. Telephone calls or handwritten notes are not sufficient.

Parent/guardian chaperones are usually needed for field trips. If interested, parents/guardians who would like to volunteer may indicate this on the permission form. The teachers involved will then contact the chosen chaperones (**See Volunteers*). All adults chaperoning a field trip must complete a Field Trip Liability Waiver form (Form 14) before they may participate.

Most field trips require buses as the mode of transportation to/from the trip location. However, if private cars are used, parents/guardians need to complete a Field Trip Transportation by Volunteer Driver Information form (Form 15) and proof of insurance.

Checks covering the costs of the trip are preferred, and may be made payable to SJB School. Please note, the cost of a field trip is based on full participation. If a child is absent, the money cannot be refunded. The school can assist families with field trip expenditures. Requests should be made directly through the principal.

Guidance Services

The Guidance Office is provided to support the healthy growth and development of the students of SJB. Classroom guidance lessons include planned, educational sessions designed to help students understand and deal with normal developmental tasks and issues.

The Guidance Advisor also hosts small groups such as a regular “Lunch Bunch” and yearly “Welcome Lunch for New Students” which allow students to socialize with one another and the advisor. In addition, the guidance advisor works one-on-one with students to help them resolve conflicts, enhance decision making skills and help build coping skills. Parental permission is required for more than one confidential meeting.

Students, teachers and parents may request a consultation with the Guidance Advisor. If a student is referred to the advisor by a teacher or administration more than once, a permission slip will be sent home for parent signatures. The Guidance Advisor also provides referral assistance and maintains a comprehensive list of specialists in the event of a concern beyond the scope of school guidance services.

Health Information

A health record is kept on file in the office for each student. The Montgomery County Health Department works with the administration in keeping these records current. Evidence of updated immunizations, as required of all children in Montgomery County and the Archdiocese of Washington, is required via the Immunization Policy Acknowledgment form (Form 3), with all attachments, prior to the beginning of the school year. Questions regarding the health requirements of Montgomery County should be directed to your child's pediatrician.

An emergency information form for each child is kept on file in the school office and is updated annually. This includes information regarding a child's medical needs, as well as a written statement concerning emergency procedures. Addresses and telephone numbers of responsible people to contact in emergencies should be kept current by notifying the school of any changes or additions.

Special medical problems (i.e., peanut allergies, bee sting allergies, asthma) must be noted on the ADW Allergy Agreement and Action Plan form (Form 6), and Authorization for Use of Epi-Pens form (Form 7), Other Medication form (Form 8) or Inhalers form (Form 9). Parents must also alert the school office and the homeroom teacher if a child requires special medical attention. All medication administered at school must be in the original bottle. Other Medication form (Form 8) must be completed by a Licensed Health Care Provider for all medications, including over the counter, administered for four or more days. If there is any question, the Nurse Delegate assigned to the school will call the parents. Parents are encouraged to administer any required medication to students while at home.

Illness

If your child is sick, please keep him/her home. If your child becomes ill during the school day, you will be called to come and take your child from school. Children will be sent home for the following reasons: fever, vomiting or other ailments deemed serious by the school secretary or principal.

Students may not return to school until they have been fever free for 24 hours without administration of medication. This is for your child's protection as well as that of the student body and staff.

If your child has been diagnosed with conjunctivitis (pinkeye), strep or impetigo they **must not** return to school for at least 24 hours after the first dose of medication.

If your child has become infected with head or body lice, they **must not** return to school until they are nit free. The principal may require proof of treatment.

Inclement Weather

St. John the Baptist follows the decision of Montgomery County Public Schools regarding school cancellations and delayed openings with the following exceptions:

- If Montgomery County Schools are not in session: the Archdiocese of Washington will make the decision for St. John the Baptist. Local media will make the announcements. Parents should listen for Archdiocesan Catholic School delays/closings.
- Half Days: if there is a delayed opening on a scheduled half day, SJB will be in session until 3PM.

To maximize learning time on days when there is a delay; children will eat lunch from 12:20-12:40 PM in grades K-4 and at 12:35-1:00 PM in grades 5-8. There will be no outdoor recess. All scheduled lunch volunteers are still expected to appear on delayed days, if possible.

Note: Montgomery County decisions will be announced on most local radio stations, on the MCPS website, or at www.alert.montgomerycountymd.gov, where SJB families can sign up to receive school alerts via e-mail and/or cell phones.

Internet and Technology Usage

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 cyber-bullying 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, parent's work addresses or telephone numbers or the name and location of the school.

In grades 4-8, each student's parent/guardian must review the Technology and Internet Usage Agreement (Form 17) with the student and sign and return the Agreement during the first week of every school year.

Lunch, Snacks and "Hot Lunch"

Students are expected to bring their lunch. This should include any needed utensils and a napkin. Students should bring a drink unless they have purchased milk available through the school program. Chocolate (1%) or white (2%) milk is available for a fee and may be ordered using the appropriate form provided in the summer packet.

Hot lunch is available for purchase once a week, on Thursdays, through the Hot Lunch Committee of the Home and School Association. Hot Lunch dates are included on the yearly calendar. Order forms are sent home bi-monthly in the Tuesday folder or by online attachment to the Tuesday e-letter or on the SJB website. Hot lunch alternates every other week between "hot lunch" prepared in the SJB kitchen and "take out lunch" ordered through Wendy's.

Each grade has one or two designated hot lunch days annually on which to provide 24 individually wrapped desserts* (cookies, brownies, etc.). Donuts and cupcakes do not require individual wrap. Baked items are dropped off in the kitchen before 11am on hot lunch Thursdays.

***Peanut Policy - Due to health concerns, no food items containing nuts or peanut oil may be brought into classrooms for lunch, hot lunch desserts or social events. Purchased dessert manufactured in facilities that process nuts are not allowed. Please read boxes carefully for manufacturer's warning label.**

Media Release

All parents/guardians are required to complete an ADW Catholic Schools Office Publicity Release form (Form 18) for the purpose of public relations events. Students who do not have a signed form on file may not participate in media and other public relations opportunities.

Outdoor Education

Sixth graders look forward to the spring Outdoor Ed experience held at Summit Lake in Western Maryland with the students from St. Bartholomew's School in Bethesda, Maryland. Included in the activities of the three-day, two-night trip are local history projects, stream study, a confidence course, and first aid education.

Parties

Classroom parties are held at the discretion of the teacher and are usually coordinated with room parents.

Children who wish to provide a treat for their birthday may do so ***as long as prior arrangements are made with the teacher.*** Cakes are not suitable for the classroom; individual cupcakes or treats are acceptable. Parents are encouraged to provide healthy snacks or treats.

Parties held outside of school are the sole responsibility of the parents. Invitations may be distributed during the school day only if they include every student (i.e., all the boys and/or all the girls) to take into consideration the feelings of all the children when not all are included.

School Hours

The school day begins at 8:20 AM and ends at 3:00 PM. On half-days, children are dismissed at 12:00 noon. Students will be supervised from 8:10 AM until 3:30 PM. They should not arrive earlier or remain later than the above hours since the school is unable to provide adequate supervision. (*Please refer to the Arrival and Dismissal Sections)

Tardiness and Early Dismissal- Students arriving after the 8:25 bell must come directly to the office for a late slip before they are admitted to the classroom. Kindergarteners may go directly to the classroom. If a student is leaving early, parents are asked to send a written note of explanation. When leaving early, students will meet their parents in the school office where they must be signed out.

Parents are urged, when possible, to schedule medical and dental appointments at times other than during school hours.

School Supplies and Store

The school store stocks most of the supplies required of students. It is located in the supply room and is open on Mondays, Tuesdays, Wednesdays and Fridays during lunch. A list of the supplies required by each grade is sent home in the summer packet. As a service to parents, pre-ordered complete supply packets may be purchased for each child for a set price and picked up at school prior to the first day of classes. Items may also be purchased separately at the school store. Note: Blue SJB Tote bags are required for grades K-2. All other grades may use their own backpacks.

Security

The school doors are locked after the 8:25 bell. All parents and visitors must enter the school via the main door of the school where there is a security camera and a bell. The main door is unlocked during morning and lunch recess.

The Playground Supervisor has a cell phone while on the playground for quick communication to the school office. All the classrooms are equipped with call buttons that ring directly in the office.

Shadowing

Eighth grade students are encouraged to spend a day at the high schools they are considering. Students are permitted two excused absences to 'shadow' at the high schools of their choice. Students are responsible for the work they miss.

Telephone/Cell Phones

Teachers and students are called to the phone only in cases of emergency. Students must have permission from the principal, a teacher, or the school secretary before being allowed to use the telephone. They may not use it to request forgotten items. Parents needing to contact their children must call the office.

Students may not use a cell phone on school grounds from 8AM until 3:30 PM or until after 6PM if the student is in After Care. Cell phones must be kept in a student's backpack and turned off during the school day. Visible possession and/or use of cell phones during the above hours will result in the confiscation of the phone and the student may lose the privilege of bringing a cell phone to school. Confiscated phones are returned directly to a student's parent/guardian.

Telephone Directory

The Home and School Association publishes a directory that includes – with the permission of each family - the names, e-mail addresses and telephone numbers of school families. Each family is provided one directory at Back to School Night for those who have paid HSA dues. Additional copies of the directory may be purchased. The directory can also be accessed on the SJB school website under “Parents” then “Directory”. The on-line edition is password protected for the safety of parents and students. This password may be obtained by reading the Tuesday folder or calling the school office.

Transfer of School Records

Official school records will be released and transferred at the written request of a parent/guardian. The transfer of records shall be contingent upon fulfillment of all financial obligations and may only be mailed through the US Postal Service.

Transportation Permission

No transportation is offered to or from St. John the Baptist Catholic School. Assistance is offered to facilitate a carpool if needed. All parents/guardians must complete an ADW Transportation Permission form (Form 12) which indicates the method by which each student will be transported to and from school each day. The form, which is included in the summer information packet, must include the name and contact information for each person who is permitted to pick-up the student. Without separate written permission from a parent/guardian, a student will not be allowed to leave the school premises with any person not on record as being allowed to transport the child.

Visitors

All visitors to the school buildings must sign in at the school office, and receive a visitor’s badge. The badge should be worn at all times while on the school grounds. This includes volunteers, guest speakers, etc.

Website

St. John the Baptist School maintains a website: <http://sjbsilverspring.org/school/>. Parents/guardians and students are encouraged to utilize the site for daily homework assignments, monthly calendar, teacher information, useful links and school/parish information.

ACADEMIC INFORMATION

Within the framework of a Christian environment, academic excellence is emphasized throughout all grades. Every effort is made to meet the individual needs of the students by grouping according to their levels of achievement in reading and math, by using varied instructional materials and techniques, and by utilizing the community resources. Grades K - 4 are self-contained classrooms; departmental instruction is offered in the upper grades.

St. John the Baptist is accredited by the Middle States Association of Schools and Colleges and was awarded National Blue Ribbon Accreditation in 2010.

St. John the Baptist follows the approved archdiocesan academic requirements using archdiocesan approved books and materials at all nine grade levels.

Early Intervention for School Success

All children applying to St. John the Baptist Kindergarten are screened with a series of tests known together as the Early Intervention for Success Program. Children are screened in five areas: language, visual, auditory, fine motor skills and gross motor skills.

Homework

The main value of homework lies in the experience it gives a student to work on his or her own. It should be a personal responsibility that develops initiative and self-direction, reinforces previously taught skills and encourages supplementary reading and research.

It is the responsibility of the individual teacher to determine the needs of the students and base the assignments on those needs.

Homework is generally assigned on a daily basis throughout the grades even though the quantity given varies with each level. Children in grades K - 4 are not given weekend homework assignments. Assignments for grades 5-8 may be found on the school website under the "Quicklinks" Homework page.

Students in grades 5-8 who come to school without their homework completed will attend Homework Club from 12:00-12:20 or until the assignment(s) are finished. Students call their parents to let them know that they have not completed their homework and will be in Homework Club.

Long term assignments such as book reports, projects, and research papers are given throughout the year. A reasonable length of time is allotted for these projects and students are required to complete them accordingly. Work not handed in on time will result in the student's mark being lowered by one grade. For assignments not submitted within two days of the due date a grade of "F" will be given. Parents will be notified.

The following guidelines are generally used by teachers when making homework assignments:

Grades 1, 2	15 - 30 minutes
Grades 3, 4	30 - 45 minutes
Grades 5, 6	60 - 90 minutes
Grades 7, 8	90 - 120 minutes

Marking System

The Kindergarten report card is a list of skills that have been introduced during the quarter.

Grades 1 - 3	E - Excellent
	G - Good
	S - Satisfactory
	I - Improvement Need
	U - Unsatisfactory

Grades 4 – 8	A - 93-100
	B - 85-92
	C - 77-84
	D - 70-76
	F - 69 and below

Progress Reports

For students in grades 5-8, mid-quarter progress reports are issued via email to the parents in each subject area in which the student currently has a "D" or less. Teachers may also send progress reports for a student whose mid-quarter grade is significantly lower than it was at the end of the previous quarter. Parents may check the calendar for the date reports are issued.

Report Cards

Report cards are distributed quarterly to each child by the principal. Final report cards are mailed home. A variety of assessments are used to measure the student's achievement of academic skills, work habits and personal and social growth. Parents keep the report card copy

and sign and return the envelope. The Kindergarten students receive their first report card after the second and fourth quarters.

The school reserves the right to withhold a student's report card until all payments – tuition and other fees - have been received.

Testing and Examinations

In addition to the standardized tests, a variety of informal tests and inventories are administered throughout the year. Mid-term and final exams are given to students in grades 5 - 8. A schedule is sent home to parents several weeks before exams.

Eighth grade students may be exempt from final exams in any subject if they have maintained an "A" each quarter. Exemptions are announced the week prior to finals.

Diagnostic Testing- At times, diagnostic testing to assess learning styles and learning needs may become necessary. The Resource Teacher will meet with the student's family to discuss the various options available and the procedures to follow.

Requests for teachers to complete questionnaires and reports must go through the Resource Teacher or the Principal. All papers are mailed or faxed to any doctor or agency and are not given directly to parents.

Standardized Tests- The Terra Nova Achievement Test is administered to students in grades 2-8 throughout the Archdiocese of Washington in the spring. The main purpose of this test is to determine strengths and weaknesses, both of individual students and school programs. Parents are provided a report of the test results at the end of the academic year and are invited to discuss results with the school principal.

Eighth graders take the High School Placement Test in early December as part of the high school admission process.

SCHOOL LIBRARY

Checkout – The person whose name appears on the checkout record is the person responsible for the book. To avoid confusion, library items should never be shared or exchanged with others.

Handling materials – Care and respect should be given to all library property. Books should be neither handled roughly nor written in. Magazines should not be written in, and special feature inserts may not be removed or mutilated. If materials are returned in damaged condition, a fee may be assessed. Library books should be kept in one place to avoid returning to the public library. How children are engaged in the care and return of books should be seen as an opportunity to be active participants in respect, responsibility and consequence.

To distinguish from public library books, SJB books have the barcode and date due slip positioned on the lower left corner of the **front** cover. If a book is considered lost an effort should be made by parent and child to look at home as well as the classroom. If a book is returned to the public library an effort should be made to retrieve it before reporting it lost.

Courtesy – In addition to acceptable school behavior, quiet should be observed in the library at all times so others may work.

Fines and Replacement Costs – Fees are due as soon as assessed. Notices (see below) are sent home once per week in the Tuesday folder. Notices can be returned in the folder with payment either taped on, or, if by check, in an envelope clearly marked with the student's name and "Library." Students cannot borrow books until all fees are paid.

Hours – Generally open during regular school hours, the SJB Library is staffed by a librarian and volunteers and uses an automated system. The library schedule, determined at the beginning of each year, is posted outside the library door.

The Collection – The SJB Collection consists of more than 10,000 items, including easy, fiction, nonfiction and reference books, periodicals, professional, audio-visual materials, and a parenting section. In addition, there is a resource area of drug and substance abuse materials available for consultation. The reference section includes atlases, almanacs, thesauruses, dictionaries, and circulating and non-circulating encyclopedias.

Coding – A color coding system is used to help identify certain reading levels. Students are not necessarily restricted to these levels.

Green – Grades K-2 (easy picture books and easy nonfiction)

Blue – Grade 3 (beginning Grade 3 fiction and nonfiction)

Red – Grades 7 and 8 (young adult fiction and nonfiction)

Yellow – Parenting

Gold Stars – Caldecott and Newbery medal winners

Red Stars – Honor Caldecott and Newbery winners

Library Procedures

Two categories can appear on **weekly notices** that are sent home from the library:

1) **Library materials (indicates overdue)**

This is a request to return the book(s) listed. [After a book is checked back into the library the automated system calculates a fine (see #2)].

2) **Unpaid fines (indicates fines)**

This means the book(s) listed has/have been returned. This is a request to pay the amount listed based on the number of days the book was late.

Weekly Borrowing periods and limitations:

Kindergarten – some in-school borrowing at teacher’s discretion;
maximum of one book at any given time

Grades 1 & 2 – maximum of one book at any given time for enjoyment

Grades 3 & 4 – maximum of two* books at any given time for enjoyment

Grade 5-8 – maximum of three* books at any given time for enjoyment

(*checkout limits may be exceeded for special projects)

Books and Magazines – 2 weeks/renewable unless on reserve

Encyclopedias (circulating) – overnight/renewable daily unless on reserve

Parents – may borrow through their children’s library card(s) (kept in the library) except seasonal items at times of peak use in school.

Returns – drop slot at the circulation desk just inside the library is the **only official return** for all students; white classroom crates (in Grades K-4 **only**) help consolidate daily returns

Renewals – allowed/limit of three renewals

Reserves – as needed for popular items or for research projects

Fines – 10 cents per day that school is in session

Replacement costs – posted outside the library door and on the school website

Refunds or excused fines – Refunds of replacement costs are made if a book is eventually found minus any accrued fines.

Fines are excused for snow days or other such emergencies.

RELIGIOUS FORMATION/SACRAMENTAL PREPARATION

Religion is an integral part of every school day. Prayers begin and end the day and a formal religion class is taught daily. St. John the Baptist parish recognizes that the parents are the primary educators of the child. Students are prepared for the sacraments by their parents. The Religious Education Office supports the parents through evening classes attended by parents and children. The school religion curriculum augments what is taught by the parents and in the evening sacramental classes. All students preparing for a sacrament must participate in the parish sacrament classes.

Confirmation

Candidates for Confirmation register in the spring prior to eighth grade. Parents attend the initial meeting with their son or daughter. Candidates prepare for the sacrament throughout their eighth grade year by attending a series of evening classes, participating in service projects and attending a retreat. Confirmation is held in the fall of ninth grade.

First Reconciliation

Reconciliation Preparation classes are held each fall. Children are expected to receive First Reconciliation prior to First Communion. Beginning in grade two, families may register their children through Religious Education Office. Parents and child attend three evening classes while working through the accompanying book. The program culminates in a Reconciliation Service.

First Communion

Parents may register their child for First Eucharist classes when their child is in second or third grade. There is a three-session evening program that must be attended by both the parent and the child. After completing the program and the accompanying book, the parents determine when their child is ready. Arrangements are made through the Parish Center for individual First Communion celebrations at any of the regularly scheduled Masses.

Liturgy

School-wide Liturgies are held approximately 10 times each year. Each class “hosts” a Mass. This involves choosing the scripture readings, selecting music, and writing intercessions. During the liturgy, the children serve as cantors, lectors, readers, and ushers. Parents and siblings are welcome to attend. The school calendar shows the dates of each school liturgy and which class hosts the mass. Grades 1-8 also have the opportunity to attend the 8:30 liturgy once each week.

May Crowning

The May Crowning is held to honor Mary, the mother of Jesus. Children walk in silent procession from the school to the church carrying flowers for the May altar. The eighth grade students lead the service. Parents and sibling are welcome to attend.

Prayers

The school day begins with a Morning Prayer service that includes a scripture reading, a psalm and prayers of petition. Grace is said before lunch in each homeroom. Prayers at dismissal are written by the students and read by the principal after announcements.

Reconciliation Services

The pastor and his associate provide the students in grades 2-8 an opportunity to receive the Sacrament of Reconciliation in the fall and again in the spring. Dates are noted in the yearly calendar.

Living Rosary

Each quarter, the students gather in the church to pray the Living Rosary for peace in the world. Parents and siblings are welcome to attend.

Stations of the Cross

Grades 2-8 participate in the Stations of the Cross on designated Friday afternoons during the Lenten Season. The pastor generally presides at this service.

STUDENT ACTIVITIES

Extra-curricular activities are an important part of the school program at St. John the Baptist. All students are encouraged to participate actively.

Altar Servers

Students in grades 4 – 8 may be altar servers. The associate pastor provides training.

Band

In conjunction with the Archdiocese of Washington, St. John the Baptist sponsors a school band for interested students in grades 4 - 8. A qualified instructor assigned to our school by the Archdiocesan Music Director, meets with students once a week during school hours. The Advanced Band rehearses on Thursday from 3:00 – 4:00. These sessions culminate in an annual district wide concert sponsored by the Archdiocese. Students also perform two concerts for the school community, one in December and the other in May.

All arrangements for lessons and for purchase or rental of instruments are handled between the parents and the band director. Specific information is sent home in September.

Choir

The Parish Children's Choir is open to children in grades 2 - 8. Rehearsals are held one day each week from 3:15 until 4:45 in the Church. The choir leads the singing at the 5PM Liturgy on the first Saturday of the month and at the 5PM Liturgy on Christmas Eve.

Safety Patrol

The Safety Patrol functions as a unit of the Montgomery County Safety Program and is open to all sixth graders who wish to apply. Under the direction of a faculty moderator and a county policy officer, patrols help maintain safety on the school grounds. Meetings are usually scheduled once a month.

School Newspaper

The Jaguar is the school newspaper created by St. John the Baptist students in the upper grades with the oversight of two faculty advisors. The newspaper covers school news, events and special features and is published four times per year. Meetings are held after school every week on school grounds.

Scouting

St. John the Baptist Parish supports scouting and sponsors a Cub Scout Pack as well as a Brownie and Junior Girl Scout Troop. Parent volunteers organize and direct the many worthwhile activities and events for these organizations. Meetings are held at various times on the school grounds. Scouts are encouraged to wear their scout uniforms to school on the days their meetings are scheduled.

Sports

St. John the Baptist's students in grades K - 8 are eligible to participate in the parish Athletic Ministry Program (CYO and Intramurals) that includes a variety of team sports in competition with other parish teams. The program is operated on a volunteer basis and is open to all parish and school children for a nominal fee. Currently the Athletic Ministry Board sponsors soccer, basketball and baseball.

Student Council

The Student Council is comprised of student representatives in grades 1 - 8. Its purpose is to develop leadership potential as well as to encourage a climate of student involvement and participation within the school.

Student Council elections are held in the fall of each year to select four officers from grades seven and eight. In addition, each class (grades 1 - 8) selects two representatives to serve for one semester on the council. Meetings are usually scheduled once a week during lunch. Under the direction of a faculty moderator, the Student Council initiates and implements school wide activities, becomes involved in various school operations, and contributes through fundraising activities to the acquisition of materials for school programs.

Yearbook

Interested seventh and eighth graders may apply to be part of a small Yearbook Staff who meet weekly after school and, if necessary, on Saturdays as deadlines approach. Faculty members serve as yearbook moderators. All students receive a school yearbook.

PARENT PARTICIPATION

Parents are encouraged to be involved in the education of their children through communication with the teachers and principal and by volunteering for school activities. Every effort is made to promote a spirit of cooperation and community.

Back to School Night

At the beginning of each year, the Home and School Association sponsors a “Back to School Night” for parents. The purpose of this meeting is to offer teachers and parents the opportunity to meet and discuss goals and expectations for the school year. Parents are strongly encouraged to attend.

Classroom Visits

Open House is held during Catholic Schools Week each year. At that time, parents are invited to spend a day visiting the classrooms. Consult the yearly calendar for exact dates.

Impromptu visits to a classroom for any reason during the day are not permitted. Parents with a need to contact a child, or to drop off forgotten items, must do so through the school office.

Community Service Committee

This committee’s purpose is to involve the students in serving the needs of our community. Projects include but are not limited to food drives, clothing collections, Thanksgiving baskets, and raising funds for children in developing countries.

Conferences

Parent-teacher conferences are scheduled for all students in November following the close of the first quarter. Parents may schedule other conferences as desired throughout the school year by contacting the teacher through the school office or by communicating directly with the teacher. Unscheduled conferences with the teacher before school or during lunch are discouraged. Appointments with the Principal may be arranged by contacting the school office.

Home and School Association

The HSA promotes effective communication and cooperation between the parents and the school. It sponsors and supports many worthwhile projects throughout the year. Annual dues are payable at the beginning of each year and are used to publish the school directory.

Prevention Corps

The SJB Substance Abuse Prevention Corps is a group of volunteers dedicated to providing a consistent and ongoing substance abuse prevention curriculum for kindergarten through eighth grade. There is a parent volunteer at every grade level working with each of the corresponding teachers to ensure that age-appropriate prevention messages are taught to the children as they advance through their nine years. A parent volunteer and the principal coordinate the corps activities.

School Advisory Board

The School Advisory Board provides advice and assistance to the pastor and principal. It is comprised of six elected members, the principal and the pastor who meet monthly from September - June. School Board members serve as liaisons to the Pastoral Council, the Parish Finance Council and to the Home and School Association. Elections are held in the spring. Board members serve for three years.

Volunteers

St. John the Baptist School relies on parent volunteers to contribute to the enhancement and enrichment of its educational programs. A request for volunteers is sent home in the summer packet with a description of the various opportunities available throughout the school. Parents indicate their areas of interest on this form. The HSA Committee coordinator compiles and disseminates the information. The individual committee chairperson or a faculty member contacts volunteers. Please refer to the events listed under the Traditions pages of the handbook for volunteer opportunities throughout the year. Parents who may be unable to commit to a set weekly or monthly time are free to come to the school every day to help out on the playground, lunch duty covering the classrooms or hot lunch preparations on Thursday.

Parents are also encouraged to promote and lead extra-curricular activities or clubs. SJB is open to new enrichment opportunities for the students. Any parent with unique skills or talents is urged to initiate a new activity with the approval of the principal. Support will be provided, as available, by parents, teachers and administration.

In order to participate, volunteers are required to complete Virtus training and be fingerprinted, part of the Archdiocesan Child Protection program. SJB conducts Virtus training, "Protecting God's Children" on-site annually, however, volunteers may also take a class at other locations.

Further details on Virtus training are provided at New Family Orientation, on-line at the SJB website under "Parents" and "Virtus" or upon request through the school office.

SAINT JOHN THE BAPTIST SCHOOL

CODE OF BEHAVIOR

The St. John the Baptist Code of Behavior is designed to ensure an environment of learning based on respect, honesty, and safety. It is guided by the belief in the God-given dignity of each student, teacher, administrator, and parent. This code, the goal of which is self-discipline, is meant to foster and protect the spiritual, physical, social, mental, and emotional growth of all. The intent is to instill in each student a desire to treat other students as he or she wishes to be treated. The outgrowth of this code will be respect for all and tolerance of self and others, particularly those of other cultures, races, interests and abilities. In an atmosphere of acceptance for all, a full commitment to the quality and value-based education of each child can persist.

This Code of Behavior serves as a written policy, and the expectations and rules outlined here are intended to enhance the opportunities of each student to become self-reliant and to pursue learning with a spirit of Christian love and caring that extends from school to home, parish and community. Students are expected to conduct themselves responsibly in all school activities.

Respect

Students have a right to be regarded with honor and esteem. They have a responsibility to show consideration, appreciation, and courtesy to all with whom they come in contact at St. John's.

Honesty

Students have a right to a full commitment to their education by all who administer to them. They have a responsibility to be truthful and fair to both other students and to all adults with whom they come in contact. This responsibility includes admitting mistakes when necessary and accepting the consequences of inappropriate behavior.

Safety

Students have a right to feel secure both physically and emotionally, and about their property while at St. John's. They have a responsibility to conduct themselves in a manner that will not harm themselves, other students, or the property of others.

In order to safeguard these rights, students have the responsibility to know and follow these guidelines in order to make good choices.

DISCIPLINE

Detention

The school will send, through the student to the parent, a written twenty-four hour notice of an after-school detention. This written notification must be signed and returned before school on the following day. A third offense may result in a suspension. Detention will be rescheduled for serious reasons only; rescheduling must be done through the principal. For the following infractions a student will have after-school detention until 4:00 PM on either Tuesday or Thursday.

1. Disrespect for persons in authority; teachers, playground supervisors, parent volunteers. A conference may be required.
2. Destruction of property. This includes misuse of textbooks or library books, writing on desks, chairs, walls, etc. Reimbursement is also required.
3. Disruptive behavior. A conference may be required.
4. Chewing gum on school premises or eating during class.
5. Foul or abusive language.
6. Throwing anything in the school building; e.g. milk cartons, books, pencils, etc. -- or on the school grounds; e.g. rocks, dirt, snowballs, etc.
7. Disregard of the uniform code.
8. Repeated occurrences in Homework Club (at the discretion of the principal).
9. Not attending homework club when assigned.

Suspension

Parents will be notified immediately if a student warrants a suspension. Whether it is an in-school suspension or out-of-school suspension is at the discretion of the principal. A student will be suspended for the following infractions.

1. Possession of cigarettes, caps, matches, firecrackers, poppers, lighters, etc.
2. Leaving the school grounds during the school day.

3. Stealing.
4. Serious property damage. Reimbursement is required before returning to classes.
5. Fighting or the use of unacceptable physical contact with another person.
6. Securing money or the personal property of another student by threatening with physical harm.
7. Repeated disregard for this code of behavior.

Expulsion

1. Possession of alcohol, drugs, weapons, or anything intended to harm another.
2. Continual discipline problems after conference with the pastor, principal, teachers, parents or students.

LUNCH BEHAVIOR

Kindergarten-Fourth Grade

1. Kindergarten through Grade 4 will eat at their desks from 12:00 noon until 12:20 p.m. Students may only get out of their seats to throw away their trash and/or put away their lunch bags.
2. Students may use the restrooms with the permission of the lunch supervisor.
3. Students will remain in their seats until the 12:20 p.m. bell. At that time they will be dismissed systematically for recess from 12:20pm to 12:40pm.
4. Students are responsible for cleaning up after themselves.
5. Liquids not consumed are poured into the commodes rather than the water fountain or sink.

Fifth-Eighth Grade

1. Students in Grades 5-8 will have recess from 12:00pm to 12:20pm and then eat their lunch from 12:20 p.m. until 12:40 p.m. The homeroom teacher will decide if the students will sit at their own desks or if they may gather together.

2. Students may use the restrooms during lunch. No more than two students may leave the room at one time.
3. Students are responsible for cleaning up after themselves.

RECESS BEHAVIOR

Indoor Recess

1. Students in Grades 3-8 will have access to the gym. During first recess students in grades 5-8 will alternate gym use. (first rainy day 7-8; next rainy day 5-6)
2. Only volleyball or basketball may be played.
3. Grade 3 - side of gym nearest the windows.
Grade 4 - side of gym nearest the stage.
4. Grades K-2 will remain in their homerooms.
5. Patrols will assist the lunch supervisor in grades K – 2.

Outdoor Recess/Playground Behavior

1. Students will respect and obey the playground supervisors.
2. In case of an injury, the student will report to a playground supervisor or to the school office.
3. Rough games (e.g., tackle football, keep away, etc.) are not permitted.
4. Students must return playground equipment (soccer balls, footballs, etc.) to their homeroom.
5. Students must respond promptly to the bells to return to their classrooms.
6. Except in an emergency, students must ask permission of the lunch supervisor to re-enter the building during lunch.
7. The students line up and wait their turns for the swings. If necessary, after two minutes the playground aide will signal that time is up. Students may get in line for another turn.
8. Students in grades K-4 use the main hall bathrooms during lunch recess.

9. Students using foul language are sent to the office.
10. Food or drinks may not be consumed on the playground/blacktop.
11. Picking up or carrying of another person is not permitted.
12. The slide is for sliding only. Walking or running on the slide is not permitted.
13. Students are not permitted on White Oak property, in front of the church, on the Lyon Center porch, or on the steps leading to Parish Center.
14. Walking on the monkey bars is not permitted.
15. No twisting on the swings. Swings may not be thrown over the bars.
16. Balls are not to be thrown to hit another person. Only tennis balls are to be thrown against the building and they must be kept low!
17. PE Equipment left on the field is off limits during lunch.
18. Ropes are used for jumping only.

ADDITIONAL CODES OF CONDUCT

Arrival and Dismissal Behavior

1. Students arrive at school between 8:10 a.m. and 8:20 a.m. and wait near where they enter the building.
2. At dismissal, students wait for their carpools behind the solid yellow line. They are to obey the direction of the safety patrols.
3. There is no running, ball or game playing before school or at dismissal. The playground and playground equipment is also off limits unless directly supervised by a parent/guardian.
4. Student not picked up by 3:15 PM must wait on the front porch and at 3:30 will be sent to After Care. The school reserves the right to send remaining children to After Care at the conclusion of normal pickup at 3:15 PM if adequate supervision is not available. After Care charges may apply.

Cell Phones and Electronic Devices

1. Students may not use a cell phone on school grounds from 8AM until 3:30 PM or until after 6PM if the student is in After Care. Cell phones must be kept in a student's backpack and are to be turned off. Visible possession and/or use of cell phones during the above hours will result in the confiscation of the phone. The student may lose the

privilege of bringing a cell phone to school. Confiscated phones are returned directly to a student's parent/guardian.

2. Students may not use electronic games or listen to music via an iPod or any other device during the school day. It is permissible for a student to use these items in after care.

Cheating

1. If discovered cheating, students will receive a zero on the test, quiz, homework, etc.
2. Students will be required to call a parent immediately.
3. A repeat offense will result in detention.

Church Behavior

1. Students are to enter the church quietly and respectfully.
2. When the entire class is present the students will bow and then be seated.
3. Students must be quiet before, during, and after Mass.

Harassment and Bullying

As a Catholic school, St. John the Baptist believes and teaches that each of us is called to love our neighbor and to treat them with respect. SJB is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyber-bullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The 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, 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.

Tardiness

1. Students who arrive after the 8:25 a.m. bell are considered late and must stop in the office for a late slip before reporting to their classroom.
2. If a student is late repeatedly, a conference will be held with the parents and the student. If the lateness persists, the student will serve a lunch or after school detention.

Uniform Code

Students are to be in proper uniform at all times – for class and physical education. If there are extenuating circumstances, a letter of excuse from the parent is expected. Parents will be notified of uniform violations and may be required to bring the proper attire to school. Students in grades 5-8 will receive a detention for repeated uniform violations.

Note: Students are allowed to begin the school year wearing uniform shorts. In the fall, the principal will make an announcement via the Tuesday folder when it is time for students to stop wearing shorts and begin wearing long pants. In the spring, the principal will again announce via the Tuesday folder when the students may begin to wear uniform shorts.

Out of Uniform Criteria

At times during the school year the students may be out of uniform. The following criteria serves as a guideline as to what is acceptable.

Smart Casual Dress

Girls: skirts, dresses, dress pants, walking shorts, or nice jeans. Blouses, dress t-shirts. No sneakers, sweats, or T-shirts.

Boys: khaki type pants/shorts, nice jeans. Collared shirts. No sneakers, sweats or T-shirts.

The following apply to all 'out of uniform' days:

Skirts/dresses/shorts may be no shorter than 'finger-tip' length.

No T-shirts with an offensive logo or message.

No tank tops, no tube tops, or short tops.

No clothes with holes in them.

For more details, please see the Uniform Code section that follows.

ST. JOHN THE BAPTIST UNIFORM CODE

Interpretation of this uniform code is at the discretion of the SJB teachers and principal

NOTE on Logos and Embroidery:

The only acceptable logo is the SJB logo.
(No alligators, horses, other school logos, etc.)

BOYS Grades K – 4	
Golf Shirts	White, yellow, light blue, navy, hunter green Worn with shorts or pants. Shirts must be tucked in.
Turtlenecks	White, yellow, light blue, navy, hunter green Worn with pants. Shirts must be tucked in.
Shirts	White or light blue Oxford shirts. Shirts must be tucked in.
Undershirts	Plain white T-shirt or PE uniform shirt only
Shorts	Khaki or navy twill walking shorts. Pleats are acceptable. No shorter than 1-2 inches above the knee and may not go below the knee. No outside pockets, zippers, “jean-style” with rivets, carpenter-style or baggy-style
Pants	Khaki or navy twill or dress corduroy. Pleats are acceptable. No outside pockets, zippers, “jean-style” with rivets, carpenter-style or baggy-style
Socks	White full crew socks or navy, black or brown dress socks. All socks must cover ankle.
Belts	Solid colors: black, brown, navy or khaki. Must be worn with pants or shorts with belt loops
Shoes	Dress shoes: brown, black or tan. No leather tennis shoes or boots of any kind.
Jewelry	Watches. No earrings.
Grooming	Neat, clean and traditional hair styles. No body art.
Sweaters	If worn, must be purchased through Lands’ End with or without SJB logo

BOYS Grades 5 – 8	
Golf Shirts	White, yellow, light blue, navy, hunter green Worn with shorts or pants. Shirts must be tucked in.
Turtlenecks	White, yellow, light blue, navy, hunter green Worn with pants. Shirts must be tucked in.
Shirts	White or light blue Oxford shirts. Shirts must be tucked in.
Undershirts	Plain white T-shirt only – no artwork or writing
Shorts	Khaki or navy twill walking shorts. Pleats are acceptable. No shorter than 1-2 inches above the knee and may not go below the knee. No outside pockets, zippers, “jean-style” with rivets, carpenter-style or baggy-style
Pants	Khaki or navy twill or dress corduroy. Pleats are acceptable. No outside pockets, zippers, “jean-style” with rivets, carpenter-style or baggy-style
Socks	White full crew socks or navy, black or brown dress socks. All socks must cover ankle.
Belts	Solid colors: black, brown, navy or khaki. Must be worn with pants or shorts with belt loops
Shoes	Dress shoes: brown, black or tan. No leather tennis shoes or boots of any kind.
Jewelry	Watches. Discrete jewelry acceptable. No earrings.
Grooming	Neat, clean, traditional hair styles. No body art.
Sweaters	If worn, must be purchased through Lands’ End with or without SJB logo

GIRLS Grades K-4	
Jumper	Navy, green and white plaid drop jumper, no shorter than 3 inches above the knee Worn only with Peter Pan blouse or turtleneck Purchased from Flynn and O'Hara (www.flynnohara.com)
Blouse	Peter Pan style, may be white, yellow or light blue. No ruffles/lace on collar. Worn only with jumper
Golf Shirts	White, yellow, light blue, navy, hunter green Traditional fit only, no "fitted" styles Worn only with shorts or pants. Shirts must be tucked in.
Turtlenecks	White, yellow, light blue, navy, hunter green Worn with jumper or pants. Shirts must be tucked in.
Undershirts	Plain white T-shirt or PE uniform shirt only
Shorts	Khaki or navy twill walking shorts. Pleats are acceptable. No shorter than 1-2 inches above the knee and may not go below the knee. No outside pockets, zippers, "jean-style" with rivets, carpenter-style or baggy-style.
Pants	Khaki or navy twill or dress corduroy. Pleats are acceptable. No outside pockets, zippers, "jean-style" with rivets, carpenter-style or baggy-style
Socks	Full crew or dress socks in white only for jumpers, shorts, pants. White or navy knee socks for jumpers. No lace or other decoration. Sock must fully cover the ankle.
Tights	Footed tights in white or navy only Matching color sock may be worn with tights Ex: white sock with white tight, navy sock with navy tight
Jewelry	Watch and stud earrings only
Belts	Solid colors: black or brown Must be worn with pants or shorts with belt loops
Shoes	Leather dress shoes: Brown, black, navy or tan Shoes must cover the entire foot. No clogs, open toes, open heel, boots, tennis shoes
Accessories	All accessories (including hair accessories) must be non-distracting
Grooming	Neat, clean, traditional hair-styles. No body art.
Sweaters	Must be purchased through Lands' End with or without SJB logo

GIRLS Grades 5-8	
Skirt	Navy, green and plaid 4-kick pleated skirt, no shorter than 3 inches above the knee Worn with turtleneck or golf shirt Purchased from Flynn and O’Hara (www.flynnohara.com)
Golf Shirts	White, yellow, light blue, navy, hunter green Traditional fit only, no “fitted” styles Worn with skirt, shorts or pants. Shirts must be tucked in.
Turtlenecks	White, yellow, light blue, navy, hunter green Worn with skirt or pants. Shirts must be tucked in.
Undershirts	Plain white T-shirt only – no artwork or writing
Shorts	Khaki or navy twill walking shorts. Pleats are acceptable. No shorter than 1-2 inches above the knee and may not go below the knee No outside pockets, zippers, “jean-style” with rivets, carpenter-style or baggy-style
Pants	Khaki or navy twill or dress corduroy. Pleats are acceptable. No outside pockets, zippers, “jean-style” with rivets, carpenter-style or baggy-style
Socks	Knee socks in white or navy
Tights	Footed tights in white or navy only Matching color sock may be worn with tights Ex: white sock with white tight, navy sock with navy tight.
Jewelry	Discrete jewelry acceptable Earrings may only be small hoop or stud earrings.
Belts	Solid colors: black or brown Must be worn with pants or shorts with belt loops.
Shoes	Leather dress shoes: Brown, black, navy or tan Shoes must cover the entire foot. No clogs, open toes, open heel, boots, tennis shoes
Accessories	All accessories (including hair accessories) must be non-distracting
Grooming	Neat, clean, traditional hair-styles. No body art.
Sweaters	If worn, must be purchased through Lands’ End with or without SJB logo

PE Uniforms purchased through A-1 Uniform 301-277-9100 On-line order: www.a1uniforms.com/a1cart/Products/SJB.aspx	
Shirts	Grey with blue SJB logo.
Sweat Shirts	Grey with blue SJB logo
Shorts	Solid Navy Blue with SJB logo
Pants	Solid Navy Blue with SJB logo
Socks	White socks.
Shoes	Sneakers, tennis shoes...must tie. (No Heeleys)

PE uniforms are brought to school and students change into their uniforms before PE class for grades 3-8. Kindergarten students wear their PE uniforms **to school** on PE days. 1st and 2nd grade students are required to wear the PE uniform **under** their SJB uniform and bring school shoes in a separate bag. All grades attend PE twice per week.

Students who are not prepared with their PE uniform will not be allowed to participate.

To Purchase School Uniforms

Girls jumpers, skirts and any other uniform item **except the sweater** are purchased through:

Flynn and O’Hara Tel: 1-800-441-4122 or 301-838-8958

www.flynnohara.com

2208 Viers Mill Road

Rockville, Maryland 20851

Note: When ordering online, click on “Your School Store”, log in and enter” St. John the Baptist”. Our particular plaid uniform will show there.

SJB Sweater (optional) and Logo items (polo shirts) are purchased through:

Lands’ End Tel: 1-800-469-2222

www.landsend.com

Preferred School # 9000-7988-0

Please refer to uniform guidelines before making purchases.

TRADITIONS

Over the years certain traditions have become an integral part of the school year's rhythm. The traditional events are listed below beginning with the opening of the school year.

Buddy Families – Welcoming new families during the summer is a popular custom at St. John the Baptist. Prior to the beginning of the school year, members of the community contact new families not only to extend a welcome but also to provide information and assistance.

New Family Orientation is held the week before school opens. At this session the Principal and the Home and School Association as well as several returning parents, present an overview of the school's policies and procedures.

A **Back to School Coffee** is held on the first day of school. All parents are invited to stop by the Lyon Center after drop off at 8:20 AM to meet new families and to greet old friends. Coffee and refreshments are provided by the Hospitality Committee.

Parents' Back to School Night kicks off the school year with an outdoor gathering of refreshments and follows with a meeting in the church outlining the school's theme for the year, Principal's message, School Board and Home School Association plans for the upcoming year. Parents then attend classroom briefings to meet teachers, review curriculum and expectations for the year. Parents are strongly urged to attend.

Back Yard Bash is a parent's only evening party held at the home of an SJB family to meet and greet old and new parents. Dinner, drinks and great music are provided at this fantastic event. Tickets must be purchased in advance.

School Pictures are taken each year in September. Students may come to school in smart casual dress. These pictures are used for the yearbook.

Family Flix Night is a tradition held in the fall on a Friday evening. A large movie screen is set up on the playground field and families bring blankets and lawn chairs. Pre-ordered dinners are available for purchase.

The **Halloween Parade** is a highlight of this popular holiday. Students dressed in Halloween costumes parade around the **closed** parking lot at 1 PM for parents and visitors to see. Parents may come at 12:40 PM to help students dress and must park in the Lyon Center lot or surrounding areas. A prize is awarded for best costumes. No violent or frightening costumes are allowed. After the parade, the students participate in an afternoon of fun and games sponsored by the 8th grade students.

A **Book Fair** is held every November in the school during Parent-Teachers conferences. Books and educational CD games are available to purchase by parents and students. Donations of books may be made to the school and library based on teacher "wish lists".

Thanksgiving Baskets are filled with food collected by students in each homeroom. On the day before Thanksgiving, students deliver these baskets to needy families in the local area.

Breakfast with Santa is an annual event held the first Saturday morning in December. Parent volunteers transform the gym into a Christmas wonderland. A bountiful breakfast of pancakes, sausage, fruit, bagels, muffins, coffee and drinks is enjoyed. The stage is decorated and Santa is available for photos with children and families. The seventh and eighth grade students delight the young ones with a character parade and the sixth grade elves help as needed.

The Night Before (Breakfast with Santa) is an adult's only holiday party set in the gym the evening before Breakfast with Santa. Parents bring an appetizer to share and are privileged to see the much anticipated Winter Wonderland before the general public.

The **Christmas Show** is an extravaganza held in the church and presented each season by the entire student body. In fact, it's simply not Christmas without this lovely evening performance for parents, families and friends. Best to arrive early as seats fill up fast.

Shower for Baby Jesus is held in conjunction with the Advent/Christmas Liturgy. Families bring gifts for the children of Mary House, a shelter in Washington DC that cares for homeless families with children.

Catholic Schools Week is held each year in February after a special liturgy. Among the many activities planned to highlight our school throughout this week are an open house, family lunch and special liturgy.

Family Lunch is held during Catholic Schools Week each year. Parents/guardians are invited to join us for a delicious lunch organized by the Hot Lunch Committee of the Home and School Association and served by the faculty and parish staff.

Valentine Card Sale is sponsored by the 8th grade. Cards are hand-drawn and colored by the 8th graders, sold to the school community and then delivered with a Hershey kiss on Valentine's Day.

Arts and Academics is a two day art and science fair. Artwork from children in the lower grades is on display while the older students demonstrate projects they have created over the semester. Students in the upper grades create displays, produce research papers and give oral presentations to judges on the first night. Parents are invited to view the projects and displays.

St. John the Jogger 5k and Fun Run is a school sponsored fundraiser held every year in May at SJB. The 5k course winds through Martin Luther King, Jr. Park and the one-mile fun run through the SJB neighborhood. It is designed for every age level and includes a moonbounce, DJ with family friendly music, face painters, fun and food. Prizes are awarded. Funds are used for SJB scholarships.

Town Hall Meeting is a bi-annual event sponsored by the School Advisory Board. Parents are invited to share their comments on the schools' strengths and areas in need of improvement. Table discussions are held and highlights are presented to those in attendance. The School Board compiles and reviews the data and determines appropriate recommendations.

Career Day is held in the spring and is sponsored by the Home and School Association. Speakers representing different career paths talk to the students in short 30 minutes intervals.

Outdoor Education is something every sixth grader looks forward to experiencing. It is held in the spring at Summit Lake in Western Maryland with the students from St. Bartholomew's School in Bethesda, Maryland. Included in the activities of the three-day, two-night trip are local history projects, stream study, a confidence course, and first aid.

Christian Foundation for Children and Aging - Each year, the students of SJB sponsor needy children in other parts of the world. Every month one grade writes letters to the children. Through the year the students organize small events to raise funds to support this endeavor.

Movie Day is sponsored by the Student Council and the 8th grade. Students select age appropriate movies and watch them in their classrooms. Funds raised from this event support the children of the Christian Foundation.

Spring Show has been an annual event since 1970. Generally, it is a musical featuring students in grades 5-8. The show is directed and produced by the faculty, parents, and students.

Field Day is everyone's favorite day. Students rotate through nine different events and are divided into three teams that are comprised of students from all grades.

Eighth Grade Graduation Dinner The seventh and eighth grade room parents plan a dinner as a farewell and thank you to eighth grade families. Dinner is followed by a dance for the students and parents. Graduation is celebrated at the 12:00 noon liturgy on a Sunday in June prior to the end of the school year.

School Liturgies are held approximately 10 times each year with each class "hosting" a Mass. This involves choosing the scripture readings, selecting music, writing intercessions. During the liturgy, the children serve as cantors, lectors, readers, and ushers. Parents are encouraged to attend if schedules permit.

Hot Lunch makes Thursday a favorite day at SJB. The *traditional* hot lunch features pizza delivered to the school plus hot dogs, nachos and cheese and sloppy Joe's cooked in the school kitchen by hot lunch volunteers. Desserts for traditional lunch are provided by families according to grade. On alternate Thursdays, the Hot Lunch Bunch provides a **Take-Out Lunch** from Wendy's restaurant chain. Volunteers are always welcome and encouraged to help from 10:30 AM to 1 PM. This is a wonderful time for parents to see their children and friends at school and a great volunteer "drop in" opportunity.

FREQUENTLY ASKED QUESTIONS

Why do I have to pick up my child in the main parking lot line and not in front of the church or the Lyon Center?

For the safety and security of all students, parents are required to pick up in the main parking lot so that adequate supervision is available. Pick up in front of the church and Lyon Center is not permitted.

What do I do if I can't make lunch duty?

Parents scheduled for lunch duty must make every effort to find a substitute. A list is published every year with all lunch volunteers and their schedules. Please call from the list in advance to find coverage. If you can't find someone to cover for you, please call the office to inform them you can't come. This is the teacher's lunch break and they truly appreciate your efforts to cover their class.

What is the Tuesday folder and why should I read it?

The Tuesday folder is the primary form of communication from school to home. Every week the gold Tuesday folder is filled with a letter from the principal providing detailed information about important events and news such as Athletic Ministry, Parish, lunch, uniform, band, fundraiser, family news and many other important reminders. It is also filled with invitations to school events and other worthy items. **Parents are asked to read the contents and return the folder to school the following day. An online edition is also sent via email to all families that have provided an email address.** Those wishing to include a flyer to an individual class or the entire school must do so via the Tuesday folder by bringing it to the office not later than Monday. Following a Monday holiday, the Tuesday folder will be sent home on Wednesday.

What is the Uniform Bank?

The uniform bank consists of donated jumpers, skirts, pants, shirts and PE uniforms from SJB families. They can be taken on an as-needed basis at no charge. The uniform bank is brought to SJB during New Parent Night, Back to School Night and Parent-Teacher conferences. Parents are welcome to take whatever they need at these times. You may contact the person in charge of the uniform bank by referring to the Telephone Directory, Boards and Committees page to find the phone number for the Uniform Bank and contact the coordinator at any time of the year if you have need of anything.

Which events are mandatory for parents to attend?

No events are mandatory, however, it is very strongly suggested that parents attend the following: Back to School Night, Parent-Teacher Conferences, Catholic Schools week Open House/Family Lunch (families sit together), Christmas Program, Christmas Mass/Shower for Baby Jesus (families sit together) and the Spring Play. All students have a role in the Christmas Program and students in grades 5-8 all have a role in the Spring Show.

I have heard about the wonderful parent participation at SJB- how can I sign up?

You will receive a booklet in the summer packet outlining the various opportunities to contribute to the success of the school and a sign-up sheet for certain events. You will also receive various invitations to volunteer throughout the year. Feel free to contact the school office, principal or HSA Committee Coordinator (see Boards and Committees page of the Telephone Directory) or the Committee Chairperson of a particular event. Our large volunteer base enables SJB to offer many wonderful enrichment and educational programs and helps keep our tuition and other school costs down.

What is the PE uniform policy?

The SJB gym uniform is a gray t-shirt with a blue logo, navy blue shorts with a white logo, socks and sneakers. Uniforms are purchased at A-1 Uniform (see page 40 of this handbook for store details). PE uniforms are brought to school and students change into their uniforms before PE class for grades 3-8. Kindergarten students wear their PE uniforms **to school** on PE days and wear sneakers for the entire day. 1st and 2nd grade students are required to wear the PE uniform **under** their SJB uniform and bring school shoes in a separate bag. All grades attend PE twice per week. In cold weather, students may wear solid navy blue sweatpants.

What is the school's inclement weather policy?

St. John the Baptist follows the decision of Montgomery County Public Schools regarding school cancellations and delayed openings with the following exceptions: If Montgomery County Schools are not in session: the Archdiocese of Washington will make the decision for St. John the Baptist. Local media will make the announcements. Parents should listen for Archdiocesan Catholic School delays/closings. Half Days: if there is a delayed opening on a scheduled half day, SJB will be in session until 3PM. There will be no outdoor recess. All scheduled lunch volunteers are still expected to appear on delayed days, if possible. Note: Montgomery County decisions will be announced on most local radio stations, on the MCPS website, or at www.alert.montgomerycountymd.gov, where SJB families can sign up to receive school alerts via e-mail and/or cell phones.

Do I need to send in an absent note when my child returns after an illness or a note if my child is leaving early?

Yes. Students are required to present their homeroom teacher a written note from the parent after an absence and whenever arriving late or leaving early for medical appts, etc. When leaving early, students meet their parents in the school office where they must be signed out.

How do I get a message to my child?

You may get a message to your child by calling the school office and leaving the message with the school secretary.

When is my child considered late?

Students enter the building at the 8:20 bell. The late bell is at 8:25. Students not in their homerooms before the 8:25 bell are considered late and must go to the office for a late slip.

Do I need to come when my child’s class hosts Mass?

School Liturgies are held approximately 10 times each year with each class “hosting” a Mass. This involves choosing the scripture readings, selecting music, writing intercessions. During the liturgy, the children serve as cantors, lectors, readers, and ushers. Parents are encouraged to attend their child’s Mass if schedules permit.

What do I need to know when it is my child’s class’ turn to bring in hot lunch treats?

Each grade has one or two designated hot lunch days annually on which to provide 24 individually wrapped desserts* (cookies, brownies, etc.). Donuts and cupcakes do not require individual wrap. Baked items are dropped off in the kitchen before 11am on hot lunch Thursdays. Each class schedule can be found in the school calendar.

*Peanut Policy - Due to health concerns, no food items containing nuts or peanut oil may be brought into classrooms for lunch, hot lunch desserts or social events. Purchased dessert manufactured in facilities that process nuts are not allowed. Please read boxes carefully for manufacturer’s warning label.

How do I/my child make a purchase at the school store?

The school store will be open the week prior to the start of school (see summer packet for posted hours) and Mon, Tues, Wed and Fri from 12:20 until 12:40 when school is in session. The school store is located in the supply room in the hallway between the upper and lower grades.

What is the school’s policy regarding birthday treats in class?

Children who wish to provide a treat for their birthday may do so ***as long as prior arrangements are made with the teacher***. Cakes are not suitable for the classroom; individual cupcakes or treats are acceptable. Parents are encouraged to provide healthy snacks or treats. Desserts must be peanut free due to allergies.

What is the policy regarding distribution of birthday party invitations in class?

Parties held outside of school are the sole responsibility of the parents. Invitations may be distributed during the school day only if they include every student (i.e., all the boys and/or all the girls) to take into consideration the feelings of all the children when not all are included.

What is the policy regarding holiday parties for the class?

Classroom parties are held at the discretion of the teacher and are usually coordinated with room parents.

Does SJB participate in any programs that give money to the school?

Yes. The school collects General Mills Box Tops for Education. Giant Food, Target, Office Depot, Safeway, Shoppers and Lands’ End all support SJB through their individual programs.

How do I get a school telephone directory?

The Home and School Association publishes a directory that includes – with the permission of each family - the names, e-mail addresses and telephone numbers of school families. Each family is provided one directory at Back to School Night for those who have paid HSA dues. Additional copies of the directory may be purchased. The directory can also be accessed on the SJB school website under “Parents” then “Directory”. The on-line edition is password protected for the safety of parents and students. This password may be obtained by reading the Tuesday folder or calling the school office.

What do I need to know about summer work?

Summer work is school work assigned to the students to be completed over the summer vacation. It typically includes a grade appropriate math workbook and 3 reading books. The books are chosen by each student from a list of award winning or notable books. Most teachers require the students to complete a book report for each book. Order forms to purchase the reading books are distributed at the beginning of the fourth quarter. Math books (included in tuition fees), reading books and summer work instructions are distributed the last weeks of school.

May my child bring a cell phone to school?

Students may bring a cell phone but it must be turned off and left in their backpack. Students may not use a cell phone on school grounds from 8AM until 3:30 PM or until after 6PM if the student is in After Care. The office phone is available for student use-with permission.

Can I get my child’s homework in advance of a trip?

Families planning a trip resulting in a student missing class must notify the school, as well as individual teachers, at least a week in advance. Students are responsible for all material covered in their absence. It is the prerogative of each teacher to decide whether assignments can be covered by the student during their trip or must be made up after returning to school.

If I need to come into the office at dismissal where do I park?

If you would like to park in the pickup line, you may do so as long as you are back at your car at the dismissal time (3PM). If your visit will keep you in the school beyond 3PM, you must park in the Lyon Center lot or along the field.

How do I get into the school office during school hours?

The school doors are locked while school is in session. The front doors are unlocked only during the morning drop-off, at lunch/recess time and shortly after school. To gain access to the school during the day, you must ring the doorbell at the left of the front doors, and be “buzzed” in. You must then stop in the office and get a Visitor badge.