

# **St. John the Baptist Catholic School Parent Handbook**

2018-19

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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

The St. John the Baptist community of educators, administrators, and parents work together to provide a nurturing environment rooted in Catholic belief and Scripture in an atmosphere that fosters self-discipline and respect. The faculty provides developmentally appropriate instruction and expects academic excellence as well as a commitment to the service of others as modeled by Jesus Christ through leadership opportunities which allow students to serve God and others in our parish, community, and across the globe.

## 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 of 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. Until this year (**Until 2014**), 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 (1992-2014). Mr. Brian Blomquist became the sixth principal starting in July of 2014. The School Advisory Board and Home and School Association represent a partnership of school and parents. 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. The Home and School Association (HSA) is the community-building and fundraising arm of the school advisory board. The school is accredited annually by AdvancEd, an accreditation organization that grew out the North Central Association of Colleges and Schools and the Southern Association of Colleges and Schools. The school previously received Middle States accreditation. 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

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

## ADMISSIONS AT SJB

Information about admissions at St. John the Baptist Catholic School can be found on the Admissions page of the [school website](#).

## **TUITION AND FEES**

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

Tuition payments are made through TADS. 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. If payment is more than a month late, the family may receive a notice. If, after a warning notice, an account is not brought into balance, the student's enrollment can be withdrawn.

## **FINANCIAL ASSISTANCE**

The deadline for applying for archdiocesan tuition assistance is December 1. Please look for notices on the website and in the principal's weekly note. To be eligible for financial tuition assistance from the archdiocese or the parish, a family must complete the application with the archdiocese, even though the awards are separate.

Need and available funds are the primary factors in assistance awards.

The archdiocese's financial aid application becomes available in the fall. Awards are announced in the spring, and they are applied to a family's tuition bill for the following school year. Determination of need is handled by TADS under contract with the Archdiocese of Washington.

Parish financial assistance will be considered only for families that have applied for Archdiocesan assistance, regardless of whether the families were awarded money from the Archdiocese. In addition, families must make a request for Parish assistance using the "Parish Tuition Assistance" form that is sent home each spring. There is also assistance available for the children of Archdiocesan employees.

## **GENERAL INFORMATION**

### **Academics**

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.

### **Accreditation**

St. John the Baptist is accredited by the AdvancEd and was awarded National Blue Ribbon Accreditation in 2010. Formerly, the school was accredited by the Middle States Association of Colleges and Universities. The school's first accreditation was received in October of 1995, renewed in April of 2006, and renewed again in 2017. St. John the Baptist uses Archdiocesan [academic standards](#) and aims to prepare students for each successive grade so that by 8<sup>th</sup> grade students are well prepared to meet the challenges for the 9<sup>th</sup> grade curriculum of area Catholic high schools as well as that of local public high schools. The school prepares 8<sup>th</sup> grade students for the expectations ahead. By design, each grade beneath the 8<sup>th</sup> grade aims for the academic expectations that lie ahead of it, as well.

### **After Care**

After Care is 3:00 PM – 6:00 PM on full school days and 12:00 noon – 4:00 PM on half-days. Students in After Care must follow the instructions of After Care supervisors, just as they must follow the instructions of teachers when in school. SJB school rules, including those prohibiting cell phone use, apply to students in After Care. Families are billed by the parish according to rates set by the parish. Those rates are communicated to families through the school.

After Care will be cancelled when the school day ends early due to inclement weather.

There is no After Care on the last day of school before Thanksgiving, Christmas, Easter and summer.

### **Morning Care**

Morning Care is available 7:00-8:00 AM in the room across from the office. Families are billed by the parish according to rates set by the parish and communicated through the school.

### **Arrival & Dismissal**

**Arrival** -- In the morning, PreK children should be dropped off from the Lyon Center parking lot near the door for the PreK. All other children may be dropped off in front of the church or in the main parking lot along the left side of the yellow line that runs parallel to the school. All students must arrive by 8:00 AM. Students will assemble in the following areas:

- Kindergarten – on the porch in front of the library
- Grades 1, 2, 3, 4 – in the courtyard formed by the school & church
- Grade 5 – at the exterior classroom door
- Grade 6 – near the side of the building at the bottom of the front steps
- Grade 7 – along the windows outside Room 7
- Grade 8 – on the front porch.

There is supervision from 7:50 AM until the 8:00 AM bell. If it is raining, students in grades K-7 will go directly to their classrooms. Students in grade 8 will wait on the front porch.

For their safety, students arriving prior to 7:50 AM may be directed to Morning Care.

**Dismissal** -- PreK children who do not have older siblings in the school or who are not part of a carpool with older students are picked up from the Lyon Center lot. PreK children with older siblings or in a carpool with older students are escorted to main parking lot for pick-up. All other children must be picked up in the main parking lot at dismissal. Children (PreK-8) may *not* be picked up in front of the church or (K-8) from the Lyon Center parking lot. Cars should be parked along the yellow line parallel to the school and in subsequent parallel lines facing the Kindergarten and Library. Students are supervised on the side of the lot from 3 to 3:15 PM. At 3:15 PM, children are moved to the front porch, where they are supervised. At 3:20 PM, children who have not been picked up are sent to After Care.

*If it is raining, students whose carpools have not arrived for first pick-up will wait in the 5th or 7th grade classrooms.*

**Dismissal Early** -- 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.

Students who leave before 11:00 AM for the rest of the school day will be counted as absent for the school day. Students who leave for the day between 11:00 AM and 3:00 PM will be recorded as absent for ½ of the school day.

**Tardiness** -- Students arriving after the 8:05 am bell go directly to their classrooms and will be marked tardy. Students arriving after 8:20 AM should report to the office for a Late Slip before being admitted to class. Parents must provide a note to explain tardiness at 8:20 AM or later.

Students who arrive before noon will be recorded as tardy. Students who arrive after 12 noon will be counted as absent for ½ of the school day.

Parents are encouraged to schedule medical and dental appointments on days their children aren't in school.

### **Attendance**

Attendance is critical to learning. If a child has several *unexcused* absences in a quarter, the school will intervene to try to correct the pattern.

The following are valid excuses for absence from school:

*Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);*

- 1. Death in the student's immediate family;*
- 2. Necessity for a student to attend a judicial proceeding;*
- 3. Lawful suspension or exclusion from school by chief administrative officer.*
- 4. 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*
- 5. 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.*

Student absences must be documented by parents. After an absence, a student must provide the homeroom teacher a note of explanation signed by the student's parent or guardian. After three days of illness, a student must provide a doctor's note saying the student is cleared to return to school.

The school keeps track of excused and unexcused absences, but there is no distinction between excused and unexcused absences on report cards and the parent-portal record system. We are responsible for the safety of the children in school and must keep clear, accurate and timely records of who was in school and who was not in school at any given time on any given date.

An exception is made for 8th grade students, who are allowed three shadow visits. When high schools request the number of school absences of an 8<sup>th</sup> grade student, the student's three shadow visits are not counted.

### **Attendance -- Make-Up Work**

Unless they are sick, students in grades 5 to 8 are responsible for turning in assignments when they return to school. Homework assignments are posted each day on the homework webpage. Students who have been sick have an extra day to complete their missing assignments, unless a teacher has granted extra time.

If a student is absent for only one day – the day of a test -- the student should be prepared to take the test the first day back in school. A student absent for two or more days must take the test on the second day back in school. In some cases, a teacher might grant a student more time to prepare. It is the teacher's decision. Students in grades 5-8 take their makeup tests after school.

### **Archdiocese of Washington Required Forms**

Forms are available for download through this link: [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, each SJB family receives an SJB wall calendar for the school year. The school website will also display the calendar and will include updated information.

## **Child Protection Policy**

The Archdiocese of Washington requires adults who work or volunteer in the school to be in full compliance with the Child Protection Policy. Please contact the Parish Office to find out how to comply. The Archdiocese also has Child Protection standards, which are taught to students in each grade with age-appropriate instruction.

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 21.)

## **Communication**

Communication helps to establish and maintain trust in the partnership between parents and school. The first line of communication is parent-teacher. If a parent has a question, the parent's first step should be to send an email to the teacher. An email is preferable to a phone call for most teachers. Email addresses can be looked up on the school directory, which is distributed to each family at the start of the school year and available digitally on the [portal](#).

## **Via the Gold "Tuesday Folder"**

Weekly announcements are sent home with the oldest or only child, on Tuesday, in a gold SJB folder. Parents are asked to be on the lookout each week, to carefully review the contents, and to return the folder the next school day with any forms that must be completed.

Parents who want to send information to a class or to the entire school must do so via the Tuesday Folder. Information should be provided to the school office before 1 pm Monday for inclusion in that week's folder. Following a Monday holiday, families should expect the folder on Wednesday. No folders are sent home on holiday weeks.

**Principal's Note & Gold Folder** -- The principal communicates in a weekly letter to school families. The [Principal's Note](#) is also posted on the school website, and past Principal's Notes may be viewed there. The [Principal's Note](#) and the [Gold Folder](#) webpage are featured in the **Parents** section of the website. The Gold Folder webpage provides information about school-related events and activities.

## **Parent/Guardian Cooperation**

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.

### **Crisis 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. Students may be asked, under such circumstances, if they wish to meet to talk privately with a counselor. If a student wants to talk with a counselor and one is available, counseling may be provided to address emotional feelings after 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 Jackson Road Elementary School.

### **Counseling/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 counselor is available from 12:00 noon to 3:30 PM daily. 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.

### **Custody Arrangements**

Parents or guardians who have special custody arrangements of their children must provide the school with 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.

### **Dismissal (see Arrival & Dismissal)**

### **Emergency Closings (see Inclement Weather on page 12)**

### **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. Parents may indicate their willingness to volunteer 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 bus transportation. 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. Please talk with the principal if you need financial assistance with a field trip expense.

The field trip form is number 15 on the [Forms](#) page.

### **Gold Folder (see Communication)**

### **Grades**

Kindergarten through second grade has a standards-based report card. Kindergarten students receive reports during the second and fourth quarters only.

#### **Grades K—3**

EE- exceeds grade level expectations at this time

ME- meets grade level expectations at this time

AE – approaching grade level expectations at this time

N – not approaching grade level expectations at this time

X – not assessed at this time

#### **Grades 4 – 8**

A - 93-100

B - 85-92

C - 77-84

D - 70-76

F - 69 and below

## **Art, Music, PE**

E- Excellent

G – Good

S - Satisfactory

I - Improvement Needed

U - Unsatisfactory

Students in grades 4-8 and their parents have online access to their grades.

## **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. Any changes to your child's medical needs should be added to this form throughout the year. 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. Medications are kept in the health room. Parents must alert the principal and secretary if the child is self-carrying medication. All medication administered at school must be in the original bottle.

The "Other Medication" form (Form 8) must be completed by a Licensed Health Care Provider for all medications, including over-the-counter medications that are to be administered at school. 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. Medications such as epi-pens and inhalers will be packed for field trips.

## **High School Visits**

Eighth grade students are encouraged to spend a day at high schools they are considering. Each 8<sup>th</sup> grade student is permitted three excused absences to visit high schools. Students on high school visits are responsible for returning to school with all missing work completed.

## **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 varies with each level. Children in grades K - 2 are not given weekend homework assignments. The general homework guidelines:

<b>Grades 1 &amp; 2</b>	<b>15-30 minutes</b>
<b>Grades 3 &amp; 4</b>	<b>30-45 minutes</b>
<b>Grades 5 &amp; 6</b>	<b>60-90 minutes</b>
<b>Grades 7 &amp; 8</b>	<b>90-120 minutes</b>

Homework assignments are posted on the online parent portal and student portal so that parents and students can view assignments. Students are also asked to write assignments in their planners. Students in grades 5-8 who come to school without their homework completed will be required to complete their work from 12:00 noon to 12:20 PM, and parents will be notified by email. If a student repeatedly comes to school without completed homework, the school may intervene by calling for a parent-conference to discuss and address the source of the problem.

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.

### **Illness**

If a child has a communicable disease, parents must notify the principal, who will maintain confidentiality.

If your child is sick, please keep your child at home so that no one else is infected. If your child becomes ill during the school day (manifested by fever, vomiting, rash, or other symptoms), you will be called to pick up your child from school.

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 for the protection of other students, our teachers and staff.

If your child has been diagnosed with conjunctivitis (pinkeye), strep or impetigo, the child **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, the child **must not** return to school until the child is 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, delayed openings, and early closings.

To maximize learning time on days when there is a 2-hour delay, all students will usually eat from 12:15 PM-12:40 PM. There will be no outdoor recess. All scheduled lunch volunteers are still expected on late-start days.

Parents scheduled to serve lunch duty on a snow day still get credit for having served a lunch duty for that day.

Here are the scenarios in which parents would look for an announcement from the school:

- A. If Montgomery County Schools are scheduled to be closed for a reason other than weather, such as professional development for teachers, the county would not make an announcement about school closings for a snowstorm. Under that scenario, parents should listen for the Archdiocese of Washington announcement about Catholic schools.
- B. If SJB has a scheduled half day and MCPS announces a 2-hour delay for snow or ice, SJB will notify families by email and [Twitter](#) of the plan for the day. Depending on the number of snow days used and the teachers' professional-development plan for the afternoon, SJB will announce that school will be either (a) cancelled or (b) extended to 3 PM (meaning school hours would be 10 AM to 3 PM that day).

Note: You can have emergency weather announcements texted to you by signing up at <http://www.montgomeryschoolsmd.org/emergency/alertmcps.aspx>.

### **Internet (see Technology)**

### **Late for School (see Arrival & Dismissal)**

### **Library Policies (see [SJB Library Page](#))**

### **Lunch, Snacks and “Hot Lunch”**

Parents may purchase daily lunch for their children through Main and Market. Parents have the option of sending their children to school with a bag lunch, which should include any needed utensils, napkin, and drink -- unless they have purchased milk through the school program. Chocolate (1%) or white (2%) milk is available for a fee and may be ordered using the milk form provided in the summer packet.

On Hot Lunch Thursday, students eat lunch together in the gym, and a hot lunch is available through CRD Catering. The CRD menu and order form are sent to parents in the summer mailing and again every 9 weeks. Orders must be placed in advance of the deadline, which takes place around the end of the school quarter.

### **Peanut Policy**

Due to health concerns, SJB prohibits hot lunch or class snack items containing nuts, peanut oil, or desserts manufactured in facilities that process nuts. Please read packaging carefully.

### **Snacks**

Pre-K students receive a daily snack funded by the snack fee paid by parents. Parents of children in grades 1-3 should pack their child a healthy snack, one that can be taken out to the picnic benches. In Kindergarten, parents provide snacks on a rotation schedule and under the guidelines of the Kindergarten teacher.

At all other times, parents must receive approval of the classroom teacher and the principal before bringing a meal or snack to an *entire class*. We support parents who are trying to limit the amount of sugar consumed by their children. Sodas and candy are not permissible *class snacks*.

### **Parties**

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

Parents who wish to provide a class treat for their child's birthday may do so as long as prior arrangements are made with the teacher and the treats are limited to a single class. Cakes are not suitable for the classroom. Though we encourage parents to provide healthy treats, individual cupcakes are permissible for birthdays.

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).

We place great emphasis on inclusion at SJB. The coordination and gathering of an exclusive group of students for a social event, such as a birthday, may not take place at SJB. No student should be made to feel excluded from a social event while at school.

### **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 Outdoor Ed experience with the students from St. Bartholomew's School. There are many team-building and confidence activities in the three-day, two-night trip.

### **Principal's Note (see Communication)**

### **Report Cards**

Report cards are distributed quarterly to each child. A variety of assessments are used to measure the student's achievement of academic skills, work habits, personal and social growth. In quarters 1-3, parents keep their copy of the report card and sign and return the envelope. Kindergarten students receive their 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.

### **School Hours**

The school day begins at 8 AM and ends at 3 PM. On half-days, children are dismissed at 12 noon. Students will be supervised from 7:50 AM until 3:20 PM. Students should not arrive earlier than 7:50 PM. Prior to 7:50 am, teachers may direct children to Morning Care. At 3:20 pm, students are taken to After Care to ensure supervision at all times. On a half-day, children are taken to After Care at 12:20.

### **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 June. Note: Maroon SJB Tote bags are required for grades K-2. All other grades may use their own backpacks.

### **Screening**

Children applying to Kindergarten are screened in five areas: language, visual, auditory, fine motor skills and gross motor skills. Children applying to other grades may be asked to complete an academic screening and/or spend a day at the school.

### **Security**

The school doors are locked after the 8:05 AM bell. All parents and visitors must enter the school via the far right 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 communicate directly with the office. The school emergency response plan is available for parents to review.

### **Tardiness (see Arrival & Dismissal)**

## **Technology**

### **Social Media Posts by Parents and Staff**

The school principal will determine who may update and post on SJB's social media sites.

In modeling social media guidelines recommended by the US Council of Catholic Bishops, SJB requests that "all posts and comments should be marked by Christian charity and respect for the truth. They should be on topic and presume the good will of other posters."

Derogatory posts about school personnel, parents or students harm the positive, compassionate atmosphere of the school, and they set a bad example for children – regardless of whether they are made on a school social media site or on a parent's personal social media site. Parents with complaints are urged to schedule a meeting with the principal so that their concerns are heard and addressed and not to air their complaints openly on the internet.

Here are approved purposes for making SJB social media posts:

- Encouraging participation in official SJB activities
- Giving notice of SJB events and initiatives
- Soliciting volunteers for SJB events and initiatives
- Informing SJB families of SJB news
- Recognizing special achievements or accomplishments by SJB individuals or groups

Photos and videos may be uploaded periodically to the SJB website and social media pages. It is SJB policy not to publish names of children in pictures. An exception may be granted only by the principal.

### **Archdiocese of Washington Internet Usage Rules for Parents/Volunteers**

SJB volunteers must respect all copyright laws, and reference sources appropriately. For any photographs or videos to be posted, permission from the artist, photographer or video producer/studio is necessary and proper credit must be given.

While SJB does not seek to censor posts or limit freedom of speech on its social media platforms, all content must be in compliance with the social media goals and intended uses, in accordance with the applicable codes of conduct of the Archdiocese of Washington. SJB will follow general laws that apply to on-line social spaces including the federal Children's Online Privacy Protection Act, which is a law that oversees how websites interact with children under age 13. Any content that is deemed to be prohibited or objectionable will be removed from SJB administered sites by the principal or technology director.

The following uses are prohibited by parents and volunteers on any SJB media outlet:

- Soliciting or advertising any business, except to the extent that such advertising occurs in conjunction with fundraisers and/or recognition of SJB partners and supporters

- Furthering an issue or product for personal or professional gain
- Conversing about school board advice
- Airing grievances with fellow volunteers, school administrators, teachers, school board or Home School Association leaders, students or other individuals
- Using inflammatory or inappropriate language, participating in personal attacks

### **Archdiocese of Washington Internet Usage Rules for Students**

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 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 that 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, or by the express permission of a teacher, after consultation with the principal. 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 memory stick 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 technology director'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 their child and indicate agreement with the document when enrolling or re-enrolling on TADS.

### **Online Student Behavior**

Students may be subject to school suspension or dismissal from the school at the sole discretion of the Principal for online or out-of-school behavior including, but not limited to, the following offenses:

1. Cyberbullying -- insulting, name-calling, targeting, embarrassing someone
2. Offensive language -- ethnic, religious, racial slurs, profanity, sexually explicit language, offensive acronyms or expressions.
3. Disrupting the Learning Environment – if the principal determines that a student's online behavior is having a negative effect on the learning environment in the classroom, the principal may intervene by calling the parents for a conference. If the negative behavior

continues, the principal may take disciplinary steps including detentions, suspension and/or dismissal from the school.

### **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 7:00 AM until 3:30 PM or until after 6:00 PM, 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 of 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.

Personal electronic devices must be stored in student's backpack and turned off during the school day and during After Care. These devices, which include Internet wristwatches, may be used only with the permission of a teacher.

The use of cell phones or electronic devices on school-related trips will be left to the discretion of the sponsoring teacher in consultation with the principal. Permission will depend on the nature of the trip and the age of the students and will be indicated on the Field Trip Form.

Cell phones or electronic devices may *not* be used by students at school events such as the Christmas Program, Spring Show, Graduation, or at other events where they are not appropriate.

Violation of the above policies will result in the confiscation of the cell phone or other electronic device and the student will receive a detention. The student may lose the privilege of bringing a cell phone or electronic device to school at the discretion of the principal.

At no time is the school responsible for the loss of or damage to a student's cell phone or other electronic device.

### **Telephone Directory**

One school directory of parents and students is provided to each family by the school on Back to School Night. A family and staff director is accessible on the Parent Portal.

### **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 posted and 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 or if they have met testing goals determined by their teachers.

### **Testing -- Archdiocesan Testing**

The Scantron test is administered online to students in grades 1-8 throughout the Archdiocese of Washington in September, January, and May. The main purpose of this computer-adaptive test is to measure the growth of students in various skills through the year and to help teachers plan instruction. Parents are provided a report of the test results at the end of the academic year. Eighth graders take the High School Placement Test in early December as part of the Catholic high school admission process.

### **Testing -- 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.

### **Transfer of School Records**

Official school records will be released and transferred at the written request of a parent/guardian and the payment of a \$10 transfer fee. Parents should make the request for records at least two weeks before the records are due. The transfer of records will be contingent upon fulfillment of financial obligations. Records will be mailed through the US Postal Service. There is no charge for the transfer of three sets of records for 8<sup>th</sup> grade students. Student records and recommendations will be sent directly to the school's admissions office.

### **Transportation to and from School**

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.

**Permission to Walk** – A student may be permitted to walk home after the school has received a transportation form, signed by the parent, giving the child permission to walk.

### **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.

### **FAITH FORMATION/SACRAMENTAL PREPARATION**

Sacramental preparation classes take place during the school day as part of the regular religion curriculum. Students prepare in school for First Reconciliation, Communion and Confirmation.

The parish Religious Education Office has oversight of sacramental preparation and may ask students and parents to attend a Mass, a meeting, or a retreat. Parents interested in having their child receive the sacrament of First Reconciliation, Communion, Confirmation or Baptism should contact the Faith Formation Director ([adultdre@sjbcatholicchurch.com](mailto:adultdre@sjbcatholicchurch.com)) or coordinator ([ffc@sjbcatholicchurch.com](mailto:ffc@sjbcatholicchurch.com)).

### **Confirmation**

Candidates for Confirmation register in 8th grade. Parents attend the initial meeting with their son or daughter. Candidates prepare for the sacrament during religion class in school in 7th and 8th grades, at Mass, and at a Confirmation retreat.

### **First Reconciliation**

Reconciliation Preparation is included in the 2<sup>nd</sup> grade religion class. Children receive First Reconciliation prior to First Communion. Beginning in grade two, families may register their children through the Faith Formation Coordinator ([ffc@sjbcatholicchurch.com](mailto:ffc@sjbcatholicchurch.com)).

### **First Communion**

Parents may register their child for the sacrament of First Eucharist when their child is in second or third grade. After completing the preparation program, 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 helps with one Mass, and all students in the class participate. This involves helping to write intercessions, serving 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 AM 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 take leadership roles in the service. Parents and siblings 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 four opportunities in the school year to receive the Sacrament of Reconciliation. Dates are on the online calendar.

### **Living Rosary**

Students gather in the church to pray the Living Rosary at different times of the school year. 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. Contact the parish office to inquire about training and scheduling.

## **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 3-4 PM on Thursday. 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 3:15-4:45 PM in the Church. The choir leads the singing at the 9 AM Liturgy on the first Sunday of the month, the Pumpkin Liturgy, the St. Nicholas Liturgy, and at the 5 PM Liturgy on Christmas Eve.

## **Robotics and Coding Clubs**

SJB hosts an after-school engineering, robotics and math club, as well as a chess club. Information about clubs will arrive in either the summer mailing or in the first Tuesday Gold Folder.

## **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.

## **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 3 - 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 3 - 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 and service projects.

## **Yearbook**

Interested seventh and eighth graders may apply to be part of a small yearbook staff, which meets weekly after school. Faculty members serve as yearbook moderators. All students receive a school yearbook.

## **PARENT PARTICIPATION**

### **Lunch Duty Requirement**

SJB requires each family to volunteer for lunch-recess duty (12:00 noon-12:40 PM) five times a year. Parents who pay a \$150 “opt out” fee by Sept. 7 are excluded from the lunch-duty requirement. Parents who participate in lunch duty service should sign up for their duty dates in advance by going to the online scheduling Volunteer Spot website. Parents will be notified by email in August when the Volunteer Spot calendar is ready for them to log on to schedule their duty days. Parents should try to arrive 5 to 10 minutes early on the days that they serve so that they have a chance to review the lunch and recess rules. Parents should confirm their attendance by signing their initials next to their names on the sign-up sheet outside the school office. At the end of the school year, a \$40 fee will be charged for each unfulfilled duty day.

This service enables teachers to hold Student of Concern Intervention Plan (SCIP) meetings in which resource leaders and teachers discuss how to help students academically, behaviorally, emotionally, socially and agree on interventions, measurable goals, and follow-up progress plans.

### **Back to School Night**

At the beginning of each year, there is 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 morning visiting the classrooms. Consult the yearly calendar for exact dates.

Impromptu visits to a classroom 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 parents of all students in November following the close of the first quarter. Throughout the school year, parents may send an email to a teacher requesting a conference or phone conversation. School policy prohibits teachers from having unscheduled conferences with parents during the school day. Contact the school office, 301-622-3076, to request an appointment with the principal.

## Registration

During the school year, usually around the start of the 3rd quarter, parents are notified that they must re-register their children if they wish to have them return for the following school year. Registration helps to determine the school's enrollment, and it gives families and the school administration an opportunity to determine if they are suitable for each other. The principal may determine that re-registration is not in the best interest of the child, or of the school, for many reasons including, but not limited to, the following:

- student needs exceed school resources
- unwillingness of parent or guardian to collaborate with the school on recommendations made in the best interest of the student, such as diagnostic testing, referral to counseling services, behavioral assessments, and/or other educational recommendations necessary to the student's academic success
- unwillingness of a parent or guardian to grant the school access to confidential information/access necessary for the education of the child. Examples include: information available from existing evaluations or permission to speak to the child's pediatrician, therapist or counselor.
- failure to pay tuition, student fees, or other school-related expenses;
- behavior by a student, parent or guardian that reflects consistent lack of respect for the school, school authorities, policies, procedures or the teaching and mission of the Roman Catholic Church
- failure of a student, parent or guardian to act in ways that promote the best interests of the church and school

## School Advisory Board

The School Advisory Board provides advice and assistance to the principal and pastor. It is a school-parent organization similar to what some schools call a P.T.A. Its 9 members include the principal, pastor, faculty member, and school parents.

- a. The Public Relations and Marketing Chair shall serve a term of 1 year.
- b. The Development and Finance Chair shall serve a term of 2 years.
- c. The Treasurer shall serve a term of 2 years.
- d. The Home and School Association Chair shall serve a term of 1 year.
- e. The Governance Chair shall serve a term of 1 year.
- f. The Nominations Chair shall serve a term of 1 year.
- g. A Parish Council representative may serve a term of 1 year
- h. The faculty member shall serve a term of 1 year.
- i. The principal may appoint a person to fill a vacancy due to resignation, non-attendance at meetings, or for other issues.

Each committee chair is expected to recruit parents to serve on the committee and to schedule conference calls and/or meetings of the committee and to delegate tasks to accomplish goals over the school year. The principal may appoint a person to fill a vacancy due to resignation, non-attendance at meetings, or for other issues.

As a committee of the board, the **Home and School Association** raises money for the school, plans and coordinates community-building and hospitality events.

The **School Advisory Board** meets monthly from September to May (except for December).

### **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. Opportunities might include helping with the spring fundraising gala, Breakfast with Santa, Family Flix, International Night, and Bingo Night. Parents should indicate their areas of interest. If a parent is interested in chairing an event, the parent should contact the HSA chair or principal. The event chair follows up with the parents who indicated their willingness to help.

Parents are also encouraged to promote and lead extra-curricular activities or clubs. SJB is open to new enrichment opportunities for 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 be in compliance with the Child Protection Program. Information is available on the school [volunteer page](#) and through the Parish Office.*

## **SAINT JOHN THE BAPTIST SCHOOL CODE OF BEHAVIOR**

The St. John the Baptist Catholic School **Code of Behavior** is designed to ensure an optimum environment for learning. The school believes students learn best when behavior is based on *respect* for oneself and for each other; on true *honesty* with oneself, peers, and those in authority; and on a desire to maintain *safety* for everyone at school.

This **Code of Behavior** is guided by our belief in the God-given dignity of each student, parent, teacher, administrator, and staff member. Our aim is to foster and protect the spiritual, physical, social, mental, and emotional growth of each person in our school community.

Our code boils down to this: We should treat others as we ourselves wish to be treated.

To help children live by Christ's code, we help them develop self-discipline, awareness, compassion, acceptance and appreciation for others including differences, tolerance of mistakes made by themselves and others. By emphasizing the "little virtues," as St. Francis de Sales called them, we aim to establish a positive, peaceful learning environment where everyone feels a sense of belonging. With Christian love and caring, we teach and expect honesty, responsibility, accountability, and honorable conduct of each student of St. John the Baptist.

### **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 the Baptist Catholic School or wherever they go.

### **Honesty**

Students have the right to a full commitment to their education by all who work with them. They have a responsibility to be truthful and fair, both to other students and to all adults with whom they

come in contact. This responsibility includes admitting mistakes when appropriate and accepting the consequences of inappropriate behavior.

## **Safety**

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

## **Our Code**

Students are responsible for knowing and following the school's rules and expectations and, most important, the spirit of [\*our code\*](#) over the letter of the law.

## **Attendance Expectations**

- **Arrival and Dismissal**
  - After arrival, students wait outside with their individual class until the 8:00 AM bell to enter the building. The exception is if there is inclement weather and then they may enter earlier, providing there is someone to monitor them. Students arriving prior to 7:50 AM should report to Morning Care in the Large Study.
  - Upon entering the classroom, students should hang up any coats or jackets, place their lunch on the shelf near the coat rack and quietly unpack and organize their books and materials for the morning classes.
  - When they are ready, they stay seated, ready to begin prayer at their teacher's direction.
  - After dismissal prayer and announcements, students leave the classroom and wait for their carpool behind the solid yellow line and obey the direction of the safety patrols.
  - There is no running, ball or game playing or eating snacks before school or during dismissal.
  - The playground and playground equipment is off limits unless the child is on the playground *with a parent or guardian*.
  - At 3:15 PM, students still waiting for their ride move to the porch and are supervised until 3:20 PM when they are sent to After Care in the Art Room or Kindergarten.
- **Attendance**
  - Students are expected to attend school each day unless they are sick. If a student has had a fever, he/she must be fever-free without the aid of fever-reducing medication for 24 hours before returning to school.
  - Other excused absences may be due to a death of a relative, court appearance, or other serious reasons.
  - For any absence, please contact the student's homeroom teacher by email and then send a note of explanation when the student returns to school.
- **Tardiness and Early Dismissal**
  - Students who arrive after the 8:05 AM bell are considered late. Students go directly to their classroom and will be marked tardy. Students arriving at 8:20 AM or later,

- should report to the office for a Late Slip before going to their classroom. Parents should provide a note of explanation for the late arrival.
- Students with an early appointment who arrive by 10:00 AM with a doctor's note will be considered tardy and not marked absent for a half-day.
  - Students who arrive before 12:00 noon will be recorded as tardy. Students arriving after 12:00 noon will be marked absent for a half-day.
  - If a student is leaving early, parents are asked to send a written note of explanation. When leaving early, students meet their parents in the school office where they must be signed out. Students who leave school for an appointment and then return later in the day will not be considered as "leaving early."
  - Students who leave before 11:00 AM for the rest of the day will be recorded as absent for the school day. Students who leave school at or after 11:00 AM will be recorded as absent for a half-day.
  - If a student is late repeatedly, a conference will be held with the parents and the student.
  - If the student continues to come to school late, there may be further action taken at the discretion of the principal.

**Parents are encouraged to schedule medical or dental appointments on days then their child is not in school or, as much as possible, to schedule the appointments after dismissal.**

## **School Expectations**

- **Effort**
  - It is important that each student completes his/her own work. Each student must put effort into every class. Only by applying individual effort will learning and progress be made.
  - Students must attempt to do their best work.
  
- **Cheating**
  - When a student has cheated, the teacher has discretion to determine the appropriate academic consequence *and* require the student to take corrective action.
  - The teacher will accompany the student to the office during a break or recess and the student will be required to call or notify a parent.
  - Repeated occurrences may result in suspension or expulsion.
  
- **Disrupting the Learning Environment**
  - Students are to enter the classroom quietly and go to their seats to organize their materials for that class.
  - Students are expected to follow the directions of the teacher or other staff member while in the classroom. He/she should have the books and necessary materials to fully participate in the learning activities each day.
  - Students may not impede the learning of others in class. Boisterous or other inappropriate behavior (including, but not limited to: talking back, name-calling,

- arguing, fighting) will not be tolerated. The student may receive a warning. If the inappropriate behavior continues, the student may be sent to the office.
- The principal may assign a detention or may request a parent conference.

**Bullying** - St. John the Baptist Catholic School believes and teaches that each of us is called to love our neighbor and to treat one another with respect. Any form of *bullying, harassment or intimidation* is serious and offensive. This includes any intentional written, verbal, or physical act, including communication through any electronic device, that:

1. threatens to harm 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,
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.

**Physical Behavior** -- Students may not hit, push, grab, kick, trip, pick up, bump from front or behind, carry, or jump on someone. Students may not swing something at, kick something at, throw something at, or bat something at someone. Because of the difficulty in determining consent, hugging isn't allowed during school.

**Teasing/Insulting Another Person** -- Students may not tease someone, insult someone, or make fun of someone, even if the students believe their remarks are meant to be funny, and not mean.

**Cyberbullying** -- Negative online behavior (i.e.: *cyberbullying* – insulting, name-calling, targeting, embarrassing someone and/or *offensive language* – using ethnic, religious or racial slurs; profanity; sexually explicit language or images; offensive acronyms or expressions) can also impact the environment of the classroom.

**Reporting** -- Reports of bullying, harassment or 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.

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

- The principal will remove the offending student from class and request a parent conference. The student may receive an in-school or out-of-school suspension.
- If the negative behavior continues, the principal may take further disciplinary steps including, but not limited to, suspension and/or dismissal from St. John the Baptist Catholic School.
- SJB's approach to bullying is based on the guidance of [StopBullying.gov](http://StopBullying.gov).

## Church Expectations

- Mass, Rosary, Stations Living of the Cross, May Crowning

- The Church is a sacred space and must be treated as such. We come into this place to pray and to worship God.
- Behavior in Church is very different from that in school. Students are to enter in silence and be fully respectful of Jesus' special presence in the tabernacle.
- After all students of a class have entered the pews, they bow in respect to Jesus in the tabernacle before kneeling or being seated.
- Whether students have come to the Church for Mass or other liturgical celebration, they are expected to follow along respectfully and reverently. It is inappropriate to have a conversation or make comments during these celebrations in church.
- As the class is dismissed, students leave the Church in silence and return quietly to their classrooms.

## Hallway Expectations

- While the hall is not the classroom, students should still keep their voices down to a conversational tone. No one is to run in the halls.
- When changing classes, we use "elevator etiquette," that is, people leaving the classroom go first. Students waiting to enter the classroom should form a single-file line along the wall and around the corner, as needed. Once the last person has left the room, they may begin to enter.
- When students go past the office, they should be especially quiet as there may be people on the phone or there may be visitors present who need to speak without raising their voice.
- Greet teachers or other adults. Let adults go through doorways ahead of students. Hold the door for adults. Ask teachers, parents or visitors if you can be of assistance.

## Lunch Expectations

- **Kindergarten – Fourth Grade**
  - Students eat at their assigned table or desk from 12:00 noon until 12:20 PM. They may not trade food or drinks.
  - From 12:15 PM – 12:20 PM, students are to finish eating and to clean up quietly. Liquids not consumed are poured into the commodes rather than the water fountain or sink.
  - With permission, students may get out of their seats, one at a time, to throw away trash and/or put away their lunch bags.
  - Students may use the restrooms with the permission of the lunch supervisor.
  - After cleaning up, students will remain in their seats (They do not line up at the door.) until the 12:20 PM bell when they will be dismissed by rows for recess from 12:20 PM until 12:40 PM.
- **Fifth – Eighth Grade**
  - Students will have recess from 12:00 PM to 12:20 PM and then eat their lunch from 12:20 PM to 12:40 PM. They may not trade food or drinks.
  - The homeroom teacher will decide if they will sit at their assigned seat or if they may gather together. Either way, students are to be seated while eating.
  - Groupings that leave one student sitting alone are to be discouraged.
  - With permission, students may use the restrooms during lunch. No more than two students may be out of the room at a time.
  - Students are responsible for cleaning up after themselves.

- From 12:40 PM to 12:45 PM students are to get their books and supplies for their afternoon classes and then be seated until the bell.

## Recess Expectations

- **Indoor Recess**

Students in Grades 3-8 will have access to the gym. Starting with the first indoor recess, students in Grades 5-8 will alternate gym use (first rainy day: 7-8; next rainy day: 5-6) so only two grades will occupy the gym.

- Only volleyball or basketball may be played.
- Grade 3 – side of gym nearest the windows
- Grade 4 – side of gym nearest the stage
- Grades K-2 remain in their homerooms.
- Eighth graders assist the lunch supervisor in Grades K-2.

- **Outdoor Recess**

- Students are expected to respect and obey the playground supervisors.
- In case of an injury, the student will report to the playground supervisor who has the First Aid Kit. The supervisor will decide if the student needs to go to the office.
- Hard baseballs, softballs, lacrosse balls, and rough games (e.g., tackle or bump football) are not permitted.
- Students must return playground equipment to their homeroom.
- Students must respond promptly to the bells to return to their classrooms.
- Except in an emergency, students must ask the playground supervisor for permission to re-enter the building once they have come outside for recess.
- Students line up and wait their turn for the swings. If necessary, after two minutes, the playground aide will signal that time is up so another student may take a turn on the swings. Students may get into line for another turn on the swings.
- No twisting the swings or throwing the swings over the bars is allowed.
- Students in Grades K-4 use the main hall bathrooms during noon recess.
- Students using foul language are sent to the office.
- Food or drinks may not be consumed on the playground or blacktop.
- Students may not hit, push, grab, kick, trip, pick up, bump from front or behind, carry, or jump on another person. Students may not swing something at, kick something at, throw something at another student.
- The slide is for sliding only. Walking or running on the slide is not permitted.
- Students are not permitted on White Oak Middle School property, in front of the church, on the Lyon Center porch or on the steps leading to the Parish Center.
- Walking on the monkey bars is not permitted.
- Balls may be thrown against only one part of the building, the 5<sup>th</sup> grade classroom wall facing east. Balls (except tennis balls) must be thrown low and not directed at another student.
- Ropes are used for jumping only.
- PE equipment on the field is off limits during the recess time.

*Students who violate recess rules will be directed to a “penalty box” to sit out for a few minutes. The “penalty box” is familiar to children who have played soccer, lacrosse, or hockey. Before the child is sent back into the playing area, the supervisor will discuss the child’s behavior and explain that if the child does not follow the rules, the child will be sent to see the principal.*

## CONSEQUENCES

**PreK-4th Grade** -- Students are expected to follow classroom rules in PreK through 4th grade. Parents will be notified if a child continues to violate a rule. A student may be removed from the classroom if the behavior disrupts learning for other children. However, the school will not leave a child unsupervised.

### **Detention**

The school will send, through the student to the parent, a written notice of an after-school detention at least a day in advance. This written notification must be signed and returned to the school office on the following day. A third detention for the same infraction may result in a suspension. Rescheduling a detention must be done through the principal. For the following infractions, a student may have after-school detention until 4:00 PM on either a Tuesday or Thursday:

- Disrespect of adults at school
- Destruction of property
- Disruptive behavior at school or online
- Chewing gum on school premises or eating during class
- Foul or abusive language at school or online
- Throwing something in school
- Three uniform violations
- Six Silent Lunch Violations
- Violation of the cell phone/technology policy
- Failure to attend homework club when assigned

### **Silent Lunch**

*Silent Lunch* is a penalty used by middle-school teachers for minor behavior infractions by students in grades 5-8. The purpose is to maintain a positive school environment with orderly routines in classrooms and hallways. Good guidance, positive reinforcement and clear, immediate consequences are important components of behavior management. *Silent Lunch* is given for infractions that don’t rise to detention level. It allows students their recess time to expend energy. Whole groups aren’t punished for the mistakes of a few students. Verbal warnings to stop talking during classroom instruction are followed by the consequence of a *Silent Lunch*. Established misbehavior, such as banging on a desk or snatching another student’s pen, may result in silent lunch without warning. The teacher writes the student’s name in a common log notebook, and the student’s next lunch is spent in silence in the math room with a teacher and any other students. If a student receives three silent lunches, the homeroom teacher notifies the parent by email of the three violations. If a student receives six *silent lunch* consequences, the student will receive a detention notice.

## **Suspension**

Parents will be notified if a student's behavior warrants a suspension, whether it is an in-school suspension or an out-of-school suspension.

The principal has discretion to suspend a student.

Here are some of the infractions that may warrant suspension:

- Possession of something dangerous
- Leaving the class or the school grounds without permission
- Cheating
- Stealing or trying to coerce
- Damaging property
- Inappropriate physical contact; fighting
- Harassment
- Inappropriate use of technology
- Defiance of teacher, adult supervisor, or principal
- Disregard for the **Code of Behavior**

## **Discretion of Principal**

The principal has sole discretion to make a final determination in all disciplinary situations, and the principal may waive a disciplinary rule for just cause.

The principal may require a formal psychological, psychiatric, medical, or other assessment pertaining to any behavioral or academic concern.

The principal may dismiss a student from the school for just cause.

## **Student Threat**

In the event of any report of a student threat, the principal will make a threat and response assessment including a preliminary assessment of credibility. The principal works with the Catholic Schools Office of the Archdiocese to carry out the threat protocol. The principal will notify parents of any credible threat to their child and ensure the safety of the students.

Anyone with knowledge of imminent violence -- in other words, anyone with knowledge that violence is about to happen or is under way at the school -- should call 911 immediately.

# **ST. JOHN THE BAPTIST UNIFORM CODE**

## **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, in some cases, may be asked to bring proper attire to school. Students in grades 5-8 may receive a detention after three uniform violations in a quarter. Interpretation of the uniform code is at the discretion of the teacher and principal.

### **“Summer Uniform” Season**

During the “summer uniform” season, students may come to school in uniform shorts or, on their PE days, in their gym shorts and t-shirts. The rest of the year, they must be in regular uniforms and, on PE days, come to school in long PE pants and jackets. “Summer uniforms” may be worn in the 1<sup>st</sup> quarter of the school year and again after Easter vacation. If there are exceptions, a school-wide announcement will be made by the principal.

**Out of Uniform Criteria** At times during the school year the students may be out of uniform. On out-of-uniform days, skirts/dresses/shorts may be no shorter than three inches above the knee. Students may not wear T-shirts with offensive images or messages, tank tops, tube tops, short tops, yoga pants, revealingly tight pants or shirts, clothes with holes in them.

### **Boys Grades K-4**

Polo Shirts	White or navy blue, worn with shorts or pants, shirts must be tucked
Undershirts	Plain white or PE uniform only
Shorts	Classic, khaki or navy, walking style shorts. No pleats. No cargo shorts. Bottom of shorts should fall above the knee to 2 inches above the knee. Worn with white crew socks with no flashy logos.
Pants	Classic-style khaki or navy twill or dress corduroy. Pleats OK. No cargo/painters.
Socks	White crew socks or navy, black or brown dress socks. For PE, low level socks and crew socks are OK. No flashy logos.
Belts	Solid colors: black, brown, navy or khaki. Worn with pants or shorts with belt loops
Shoes	Dress shoes in brown, black or tan (two-tone brown/tan are OK). No sneakers or boots.
Jewelry	Watches are OK. Internet watches – see technology policy. No earrings.
Grooming	Hair should appear neat and traditional. No dyed colors, Mohawk, hair sculpting or body art. Students who draw on themselves will be asked to wash off the ink.
Sweaters	Navy blue v-neck, crewneck or cardigan is permitted. No logo except SJB.

### **Boys Grades 5-8**

<b>Polo Shirts</b>	White or navy blue, tucked in shorts or pants
<b>Shirts</b>	White Oxford tucked in
<b>Undershirts</b>	Plain white
<b>Shorts</b>	Classic khaki or navy twill walking style. Work with white crew socks, no flashy logos. Shorts should fall to the top of the knee to 2 inches above the knee. No cargo shorts.
<b>Pants</b>	Classic khaki, navy twill or dress corduroy. Pleats OK, cargo not OK.

<b>Socks</b>	White full crew socks or navy, black or brown dress socks. For PE, low-level socks and crew socks are OK. No flashy logos.
<b>Belts</b>	Solid brown, black, navy or khaki, worn in short or pants loops
<b>Shoes</b>	Dress shoes in brown, black, tan or two-toned brown and tan. No sneakers or boots.
<b>Jewelry</b>	Discreet, non-distracting, watches OK, no earrings.
<b>Grooming</b>	Neat, clean traditional hair and natural hair color. Hair should not touch collar or fall in front of eyes. No Mohawk or hair sculpting. No body art or body ink.
<b>Sweaters</b>	Navy blue, V-neck, crewneck, cardigan. No logo except SJB.

### Girls Grades K-4

<b>Jumper</b>	Navy, green and white plaid drop jumper, no shorter than 3 inches above knee. <a href="http://flynnohara.com">http://flynnohara.com</a> worn with Peter Pan blouse
<b>Peter Pan Blouse</b>	white or light blue, no ruffles or lace, worn with jumper
<b>Polo Shirts</b>	White or navy blue, long or short-sleeve, worn only with shorts or pants and tucked in.
<b>Undershirts</b>	Plain white or PE uniform
<b>Shorts</b>	Classic khaki or navy twill walking shorts, pleats OK, should fall above knee to 2 inches above knee. No cargo. Worn with white crew socks and no flashy logos.
<b>Socks</b>	Full crew or dress socks in white only for shorts or pants. White or navy knee socks for jumpers. No lace or other decoration. For PE, low socks and crew socks are OK. No flashy logo.
<b>Pants</b>	Classic-style khaki or navy twill or dress corduroy. Pleats are acceptable.
<b>Tights</b>	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
<b>Jewelry</b>	Watch and stud earrings only. Jewelry must be discreet, non-distracting.
<b>Belts</b>	Solid colors: black or brown
	Must be worn with pants or shorts with belt loops
<b>Shoes</b>	Leather dress shoes: Brown, black, navy or tan
	Shoes must cover the entire foot.
	No clogs, open toes, open heel, boots, tennis shoes
<b>Accessories</b>	All accessories (including hair accessories) must be non-distracting
<b>Grooming</b>	Neat, clean, traditional hair-styles. No body art.
<b>Sweaters</b>	Navy blue V-neck, crewneck or cardigan. No logo except for the SJB logo.

### GIRLS Grades 5-8

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<b>Skirt</b>	Navy, green and plaid 4-kick pleated skirt, no shorter than 3 inches above the knee May not roll over waistband. Worn with Polo shirt Purchased from Flynn and O'Hara ( <a href="http://www.flynnohara.com">www.flynnohara.com</a> )
<b>Polo Shirts</b>	White or navy blue. Traditional fit only, no "fitted" styles Worn with skirt, shorts or pants. Shirts must be tucked in.
<b>Undershirts</b>	Plain white T-shirt only – no artwork or writing
<b>Shorts</b>	Classic-style khaki or navy twill walking shorts. Pleats are acceptable. No shorter than 1-2 inches above the knee and may not go below knee.
<b>Girls Grades 5-8</b>	
	Worn with white full crew socks, no logos.
<b>Pants</b>	Khaki or navy twill or dress corduroy. Pleats are acceptable. No outside pockets, zippers, "jean-style" with rivets, carpenter-style or baggy-style
<b>Socks</b>	Knee socks in white or navy. Worn with white full crew socks, no logos, with shorts. For PE, low socks and crew socks are OK. No logo.
<b>Tights</b>	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.
<b>Jewelry</b>	Only if discreet and non-distracting. Earrings may only be small hoop or stud earrings.
<b>Belts</b>	Solid colors: black or brown Must be worn with pants or shorts with belt loops.
<b>Shoes</b>	Leather dress shoes: Brown, black, navy or tan. No other colors visible. Shoes must cover the entire foot. No clogs, open toes, open heel, boots, tennis shoes
<b>Accessories</b>	All accessories (including hair accessories) must be non-distracting
<b>Grooming</b>	Neat, clean, traditional hair-styles. No body art.
<b>Sweaters</b>	Navy blue V-necks, crewnecks or cardigans. No logo except for the SJB logo.

	<b>PE Uniforms purchased through A-1 Uniform</b>
	<b>1-800-334-2205</b>
	<b>On-line order:</b> <a href="http://www.a1uniforms.com">www.a1uniforms.com</a>
<b>Shirts</b>	Maroon with SJB logo

<b>Warm Up Jackets</b>	Maroon with SJB logo
<b>Shorts</b>	Grey with SJB logo
<b>Warm Up Pants</b>	Maroon with SJB logo
<b>Socks</b>	White crew length socks with no logo
<b>Shoes</b>	Sneakers in black/white. White sneakers may have some black in them, and black sneakers may have some white in them. Some grey is acceptable, as well. No flashy or neon colors. Black or white shoelaces should be tied. No Heeleys.

Students wear their full PE uniforms to school on PE days. The full uniform includes shorts, shirt, warm-up pants, and warm-up jacket. With their teacher’s permission, students may take off warm-up jackets or warm-up pants and secure them in their backpacks. Parents should write their child’s first and last name inside the warm-up pants and inside the warm-up jacket.

During the “summer uniform” season (the 1<sup>st</sup> quarter of school and starting again after Easter vacation), students may wear their PE shorts and t-shirts without warmups. Students who are not prepared with their PE uniforms will not be allowed to participate in PE class.

**To Purchase School Uniforms**

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

**Flynn and O’Hara Tel: 1-800-441-4122 or 301-838-8958** [www.flynnohara.com](http://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.**

Students may wear the polo shirts and sweaters *without* logos or *with* SJB logos. The SJB logo polo shirts and sweaters can be purchased through:

**Lands’ End Tel: 1-800-469-2222**

**Preferred School # 9000-7988-0**  
<http://www.landsend.com>

**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.

**Buddy Family Picnic & New Family Orientation** is held the week before school opens. Returning families host a picnic for new families, and then the principal speaks to new parents about 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 8:00 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 and School Board plans for the upcoming year. Parents then attend classroom sessions to meet teachers, review curriculum and expectations for the year. Parents are encouraged to attend.

**International Night** combines food and culture from our different heritages. It is a popular get-together for all of our families.

**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 12:30 PM to help students dress in their costume 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 8<sup>th</sup> grade students.

**Thanksgiving Baskets** are filled with food collected by students in each homeroom, and 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 decorate and transform the gym into a Christmas wonderland. A bountiful breakfast is enjoyed. Santa is available for photos with children and families. The 7<sup>th</sup> and 8<sup>th</sup> grade students star in the character parade, and the 6<sup>th</sup> elves help as needed.

The **Christmas Show** is 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 an annual event. 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 served by the faculty.

**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.

**Art Show** takes place during Breakfast with Santa and the day before BwS. Art by lower-grade students is framed and displayed.

**Arts and Academics** is a two-day art and science fair. 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 on the second evening.

**Career Day** is coordinated by a parent volunteer. Parents and guests representing different career paths talk to the students during 30-minute presentations.

**Outdoor Education** is something every sixth grader looks forward to experiencing. The students get away to a mountain lodge to work on team building and confidence courses with the students from St. Bartholomew's. Included in the three-day, two-night trip are local history projects, stream study, a confidence course, and first aid.

**Movie Day** is sponsored by the Student Council and the 8th grade. Students select age appropriate movies and watch them in their classrooms.

**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 a 10 AM liturgy on a Saturday 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 their jobs for Mass and helping to write the intercessions. During the liturgy, the children serve as cantors, lectors, readers, and ushers. Parents are encouraged to attend if their schedules permit.

**SJB Handbook** – The handbook is posted on the school website to give families guidance on rules and policies. At registration, parents are asked to acknowledge the Handbook policies. If the Handbook is amended after the start of the school year, the principal will notify families of the change.

## SJB Event Request Form

Name of the Event \_\_\_\_\_  
*(example: Back to School Night Reception)*

Sponsor Organization \_\_\_\_\_

Sponsor Individual in Charge \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Location of Event \_\_\_\_\_ Number of People \_\_\_\_\_  
*(specific room number and building)*

Signature of Principal Required for School or H.S.A. Event: \_\_\_\_\_  
*Principal's Signature and Date*

### Set-Up & Clean-Up Request

Set-Up Requested Yes \_\_\_ No \_\_\_ Key Requested \_\_\_\_\_ Yes \_\_\_ No \_\_\_

Cleanup Requested Yes \_\_\_ No \_\_\_ Set-Up Form Attached Yes \_\_\_ No \_\_\_

Cash Box Requested Yes \_\_\_ No \_\_\_ Kitchen Requested Gym \_\_\_ Lyon \_\_\_ No \_\_\_

#### Sponsor Cleanup Responsibilities:

- Store decorations and accessories \_\_\_\_\_
- Clean and store kitchen supplies \_\_\_\_\_
- Clean tables \_\_\_\_\_
- Clean floor debris \_\_\_\_\_
- Chairs & Tables Stacked \_\_\_\_\_
- Trash taken to dumpster \_\_\_\_\_
- Floor swept and mopped \_\_\_\_\_
- Lights Turned Off \_\_\_\_\_
- Room and Building Locked \_\_\_\_\_

*Sponsor has been notified that the date and time of the event are acceptable and that the additional duties noted above are the sponsor's responsibility regardless of the availability of a cleaning crew to help. Sponsor has been notified of the availability of a cleaning crew.*

\_\_\_\_\_  
*Date and Initials of Parish Staff Member*

#### Sponsor Signature

By signing this document, I recognize that I am the individual sponsor and that I am responsible for the duties and responsibilities listed. There will be no gambling or alcohol at the event, and the actions and words of participants – and the event itself – will be consistent with the teachings, morals and faith of the Catholic Church.

\_\_\_\_\_  
*Sponsor's Signature*

08/18/16