

St. John School
Parent/Student Handbook
2019-2020



Saint John School

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A. MISSION STATEMENT

St. John School is a Catholic value-centered learning community dedicated to fostering the growth of each student in spirit, mind and body. Welcoming pre-kindergarten through eighth grade students, we utilize innovative programs and a standards base curriculum to educate the whole child.

SPIRITUAL

We strive:

- To teach Christian values and integrate these values into everyday living continuing our commitment to “Peace will be our way.”
- To deepen a student’s social responsibility thus encouraging moral behavior.
- To teach respect for the dignity and rights of all though an awareness of Christ’s presence within us.

ACADEMIC

- To create a learning atmosphere that fosters a spirit of cooperation among all members of the Saint John School Community.
- To create an academic environment, which encourages the development of well-rounded students, prepared to live full and rewarding lives?
- To encourage each child to fulfill his/her potential within a multifaceted curriculum.

Non-Discriminatory Policy- St. John School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students of the school. We do not discriminate on the basis of race, color, national and ethnic origin, in administration of educational policies, admission policies and in hiring of school personnel.

B. CURRICULUM

RELIGION

Religion is of primary importance at St. John School. Sacred Scripture and liturgy are closely connected to the doctrine taught at St. John School. Emphasis is placed on the children becoming witnesses to what they believe. This permeates all aspects of the school's educational philosophy.

Parents, too, bear responsibility in seeing that their child/children attend Mass on Saturday or Sunday and all holy days. It is important that you teach by your example. Remember we the priests, sisters, and lay teachers, are willing to do our part to assist you, but we are only assistants. YOU are your child's first teacher. In doing so, your family will receive many blessings from GOD!

READING

Reading is the key to your child's educational success. It is important that you encourage your child's reading interest by:

- ✓ Reading to/with your child daily
- ✓ Having good books available at your home
- ✓ Telling stories to your child
- ✓ Showing your child that you also take pleasure in reading
- ✓ Encouraging your child to read for 1/2 hour each day

SUMMER READING

Summer reading and math assignments are given to children entering grades one through eight.

ACADEMIC POLICY

Children will be promoted to the next grade based on academic performance and compliance with the school attendance policies. Excessive absence or tardiness may have an impact on promotion.

ST. JOHN SCHOOL MARKING SYSTEM

A+ (97 – 100)	B+ (87 – 89)	C+ (77 – 79)	D+ (67 – 69)	
A (93 – 96)	B (83 – 86)	C (73 – 76)	D (63 – 66)	F (0 – 59)
A- (90 – 92)	B- (80 – 82)	C- (70 – 72)	D- (60 – 62)	

HONOR ROLL

Honor roll pertains to sixth, seventh, and eight graders. Students who receive an A- or higher in all subjects and maintains a 1 or 2 in conduct, effort, and specialists will receive “High Honors.” Students who receive a B- or higher in all subjects and maintains a 1 or 2 in conduct, effort, and specialists will receive “Honors.”

RETENTION

Because of health reasons, irregular attendance, low achievements, etc., a child may be retained at a present grade level. No student may be retained more than twice. The possibility of non-promotion will be communicated to the parents by the classroom teacher in spring and a conference will be arranged.

C. SCHOOL POLICIES

ABSENCES

When a child, K3 to grade 8, is absent from school, the parent/guardian must phone the school between the hours of 8:30 and 9:00 A.M. to report their child’s absence. This is a mandatory process and clearly is in the best interest of your child. Your child’s security is crucial and we must know where your child is at all times. PLEASE comply with this rule!

ATTENDANCE

It is necessary that your child be present every school day, if possible. Please do not keep your child home unless he/she is ill.

If a child has excessive absence or excessive tardiness in a school year, it may be necessary to repeat the grade. This is waived in the case of long term illness however the work must be made up in accordance with the individual teacher(s). Work not made up will be graded as a failure. Vacations taken when school is in session are not encouraged.

DISMISSAL DURING SCHOOL HOURS

Students must have a note from their parent/guardian if they must be dismissed during school time, and a specific reason must be indicated.

Doctor and dentist appointments can and should be made after school hours.

DISMISSAL DUE TO ILLNESS

Parents will be notified if a student becomes ill. Either the parent or someone designated beforehand by the parent or guardian must come to the school and get the child. No child will be dismissed without proper escort.

HEALTH POLICY

St. John School nurse will be able to dispense medication provided you have the proper paperwork on file in the office.

MEDICATION SHOULD NEVER BE IN A STUDENT'S POSSESSION!

To promote a healthier school environment, children will be expected to know how to use hand sanitizer, to cough or sneeze in their elbow, and to avoid touching their nose, mouth, and eyes to prevent the spread of germs.

Children who are sick should stay home. Children, who are with fever, can return to school 24 hours after being without fever (without medicine). Any child absent more than 2 school days in a row should return to school with a doctor's note.

TARDINESS

The time schedule for school hours is listed below. All students must be in school by 8:00 A.M. All students entering the building after 8:00 A.M. are marked tardy.

TUITION

Report cards will not be issued to students who have outstanding tuition bills and/or fees.

D. STUDENT BEHAVIOR

An ASSERTIVE DISCIPLINE SYSTEM is in effect at St. John School. We at St. John School feel strongly that home and school must work together to bring about good behavior in our children.

However, in the final analysis, it is YOU, the parent, who is ultimately responsible for the behavior of your child until he/she reaches maturity. A Christian discipline system is the foundation for the whole educational structure. It helps develop the self-control necessary for good conduct and consideration for one another. Self-discipline must be taught by example and in the classroom, it will result in an atmosphere conducive to learning. Rules, consequences, and rewards are posted in each classroom. Disruptive behavior in the classroom, within the school building, or on school property, **WILL NOT BE TOLERATED!**

Students at school functions not on school property or during transit to and from school represent the school and should behave in an appropriate manner. If a discipline situation is serious enough for the teacher to refer the incident to the principal, parents will be notified!

IN SCHOOL SUSPENSION

In-school suspension occurs when a student is removed from his/her class for a designated time because of a serious offense. Parents are notified when this type of suspension occurs.

EXPULSION

Expulsion is the permanent dismissal of a student from the school for serious violations of the discipline code.

THE FOLLOWING ARE VIOLATIONS OF THE DISCIPLINE CODE FOR WHICH STUDENTS MAY BE SUSPENDED OR EXPELLED.

- Smoking, the use of drugs or alcohol, possession of any type of weapon, tobacco product on school premises or at any official school function.
- The use of profane, inappropriate, or total disrespectful language on school premises or at any school function
- Fighting on school premises
- Leaving school without permission
- Truancy from school
- Stealing or the deliberate destruction of school, church or another's property. **PARENTS ARE LEGALLY AND MORALLY**

RESPONSIBLE FOR RESTITUTION WHEN THEIR CHILD HAS COMMITTED SUCH AN ACT.

- Bullying, disruptive or threatening behavior in the learning environment causing anxiety, fear for safety, or discomfort due to emotional, physical, verbal, postural, sexual or written intimidation, or any unwanted or inappropriate touching.

BULLYING

All of us at St John School, agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be, but is not limited to, pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, cyber online chats, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

Let us keep ourselves and our children informed and aware of school bullying policies.

Let us work in partnership with one another to encourage positive behavior, valuing differences and promoting sensitivity to others.

Let us discuss regularly with our children their feelings about school work, friendships, and relationships.

Inform faculty of changes in our children's behavior or circumstances at home that may change his/her behavior at school.

Alert faculty if any bullying has occurred.

Any student who shows disrespect for authority is subject to disciplinary action. Consequences for improper behavior will be in direct relationship to the infraction, and will be dealt with on an individual basis. Because tolerance for others is central to our school's philosophy and mission, any display of disrespect by a student for another student is also subject to discipline.

E. OTHER REGULATIONS

BOOKS

Students are responsible for all textbooks and workbooks assigned to them. If they are lost or damaged in any way, they must be paid for by the student. All workbooks must be covered and the covers should not be marked.

SCHOOL BAG

It is mandatory for all students from K3 to grade 8 to have a school bag or backpack.

ELECTRONIC DEVICES

All cell phones will be collected by the classroom teacher and returned to the student at the end of the school day. If any device is found in use it will be taken to the office and will be returned only to a parent/guardian. Please note: the school is not responsible for any lost or stolen electronic device.

DRESS CODE

It is obvious that the way a student is dressed influences his/her attitude and performance. Therefore, uniforms must be worn every day unless it is a “tag” day. All students are expected to arrive to school clean and neatly groomed, with uniform shirts tucked in. No looped or hanging style earrings will be allowed for any girl for safety reasons. Only stud earrings on the lobe will be allowed. No other decorations on the ear are permitted. Boys may not wear any type of earring. **A student’s hair should be clean, combed, and trimmed in a reasonably neat style; no radical or extreme hair styles or colors will be allowed. Crocs, Uggs, slippers or Heeleys are not allowed. Please note: these rules will be strictly enforced.**

UNIFORMS

GIRLS: Plaid uniform with a choice of a navy blue tights or navy blue knee socks, or navy blue slacks, with a plain white long or short sleeve polo shirt with our school’s monogram, and a navy blue v-neck pullover sweater or fleece with our school monogram, and suitable school shoes or solid black sneakers.

BOYS: Navy blue slacks, with a plain white long or short sleeve polo shirt with our school’s monogram, and a navy blue v-neck pullover sweater or fleece with our school monogram, and suitable school shoes or plain black sneakers. Boys’ pants must be worn at the waist.

K3 Girls and Boys-white long or short sleeved polo with SJS monogram and navy bottoms (parental choice). This is worn every day except “tag” days.

GYM UNIFORMS-K4-8 are purchased through Collegiate House or Land’s End.

EMERGENCY FORMS

Each year parents are required to complete an emergency form. Please be sure that there are TWO other people listed in case of an emergency when you cannot be reached. They should be reliable and should agree with the responsibility. Other forms brought home should be completed and immediately returned to school.

HOMEWORK

Homework assignments, which are an important part of your child’s education, are required of all students from grades one through eight.

GRADES 1 & 2: Up to ½ hour of work each night. Students may be asked to study vocabulary words, number facts, poems, or spelling words. Students are asked to read 15 minutes each night to an adult.

GRADES 3 - 4: ½ hour to 1 hour of work of homework each night.

GRADES 5 - 8: 1 hour to 2 hours of homework each night.

NO SCHOOL ANNOUNCEMENTS

In case of inclement weather, St. John School follows the “No School” report given by the Boston Public Schools as announced on radio and television. If Boston elementary schools are called off, St. John School will be closed as well as our K3, K4 K5, and extended after school program.

Please note: You can also register for a text message to be sent to your cell phone in case of a no school announcement. This is done through the local news station websites; regular text messaging rates are applied.

PERMISSION SLIPS

Parents are required to sign permission slips for the following:

- ✓ Any walking trip that may occur during the school year
- ✓ All field trips

PETS are not permitted in the school unless they are service animals

SECURITY PRECAUTIONS

- All doors to the school will be locked by 8:00 A.M.
- If you wish to enter the school, please ring the doorbell at the Moon St. entrance (front door.) After 8:00 A.M. EVERYONE entering the building must go directly to the school office and sign in.

SCHOOL VISITS

Anyone coming into the school for any reason must check-in at the office. This includes any parent doing volunteer work. This policy is to insure the safety of our students at all times.

ENTERING AND LEAVING THE BUILDING

- All students K4 through grade 8 enter the school through the Lewis St. door in the morning and proceed to the cafeteria.
- Students in K4B leave through the Lewis St. door and K4A Suncourt St. door.
- Students in K3 enter and leave through the cafeteria door on Suncourt St.
- Students in K5 dismiss from the Suncourt St. door.
- Students in grades 1B, and 2 dismiss from the Suncourt St. door.
- Students in 1A dismiss from Lewis St. door.
- Students in grade 3A dismiss from the Lewis St. door.
- Students in grade 3B dismiss from Suncourt St. door.
- Students in grades 4 through 8 dismiss from the Moon St. door.
- Students who arrive after 8:00 A.M. are considered late. They **MUST USE THE MOON ST. ENTRANCE AND REPORT TO THE OFFICE BEFORE GOING TO THEIR CLASSROOM.**
- Students who are being dismissed must report to the office before leaving the building.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held in October and March. Progress reports are issued to all students each marking period. If a parent wishes to meet with a teacher, they must make an appointment. This can be done by a written note to the teacher at any time.

TRANSFERS

If your child must transfer to another school, please give a two week notification. We will also need the name and address of the new school your child will be attending as records must be mailed to the new school.

CORI CHECKS

Each member of the faculty, staff and volunteers must complete and file a Criminal Offender Record Information (CORI) check form every academic year. All adults who are directly involved with our children must have an approved CORI on file in the school office.

PHOTOGRAPHY & PUBLICITY

We often take pictures of the students as they work or participate on special events. These photographs may be displayed around the school, placed on the website or printed in brochures, newsletters or the local newspapers. If you do not wish your child be in these pictures, please notify the school principal in writing.

F. CRISIS MANAGEMENT

St. John school is well aware that your children attend a school in a world which has natural and man-made dangers and an ever increasing incidence of violence. We at St. John School cannot plan for every incident, but we, with your help, can provide the safest possible learning environment.

- We have engaged in the preparation for such inevitable incidents by consultation with outside safety organizations and providing safety and crisis management in-services for the faculty and staff.
- St. John School has a Crisis Management Plan in place.

- Access to the school building shall be limited and monitored during the school day.
- Students are taught to take responsibility for their own safety by immediately reporting suspicious individuals or any unsafe activity in or around the school to school personnel and by learning personal safety and conflict resolution techniques.
- We foster an atmosphere in which students will learn non-violence, pro-social skills, conflict resolution, law related education, and good decision making skills.
- In collaboration with local safety and law enforcement officials, we have developed a plan to be prepared for the following:
 - ✓ Emergency evacuation of the building
 - ✓ Emergency procedures in case of accident, injury, assault/fighting, death, and dangerous intruder
 - ✓ Emergency procedures due to power or heat failure, inclement weather, or other disasters
 - ✓ Active shooter plan
 - ✓ Emergency notifications priorities and procedures.