

***SAINT JOHN THE BAPTIST SCHOOL
PEABODY, MASSACHUSETTS***

***Middle School
Grades 5-8
Parent and Student Handbook***



www.stjohns-peabody.com

(978) 531-0444

2015-16 revised

Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young?”

St. John Chrysostom

Welcome to St. John the Baptist School! In choosing St. John’s School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Maureen J Kelleher
Principal

MISSION STATEMENT

**Saint John the Baptist School is dedicated to
providing a quality Catholic education
that encourages its community to be life-long
learners and leaders,
to live their faith with high moral standards,
and to grow academically, spiritually, and socially.**

PHILOSOPHY

In 1893, the Sisters of Notre Dame opened St. John the Baptist School to educate the children of the parish. Today, St. John's continues to provide a quality Catholic education for students in Pre-Kindergarten through grade eight from our parish and several other North Shore communities.

The philosophy of St. John's stresses the development of the whole child, the nurturing and strengthening of the gifts of faith and intellect and the development of social responsibility. We, at St. John's, are committed to educating our children to be men and women of faith, not only aware of the world in which they live, but also prepared and motivated to improve the world for all people. Faith, and the growth of our relationship with God, demands both the teaching of Catholic doctrine and the experience of a faith community. We strive toward the development of the faith community, not only as a concept to be taught, but also as a reality to be lived.

Intellectual achievement is the reason for any school to exist. At St. John's we respect the developmental stages and learning style of each child to create an atmosphere of success that cultivates a positive self-image and allows each child to grow spiritually as well as academically. We expect, encourage and applaud each child's best work in order to affect the full development of his or her potential.

As a parent at St. John's you are in a unique position to become involved in your child's education. All families are required to donate fifteen hours of their time each school year. Families are urged to put some of these required hours into committees that are formed for school events. Parents are able to fulfill this requirement in a variety of areas. We welcome you to take an active role, not only in your child's future, but also the future of St. John the Baptist School.

Parent's Role in Education

We, at St. John the Baptist School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your

choice of St. John's School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church and school community will affect the way your child relates to others. Ideals taught in school are not well rooted in the child unless they are nurtured at home. Once you have chosen to enter into a partnership with us at St. John the Baptist School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging and yet nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at St. John's School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time

We also ask parents:

- To actively participate in school activities such as parent-teacher conferences and volunteerism.
- To share their time and talent with the St. John's community.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters and to show interest in the student's total education.
- To support the religious and educational goals of the school.

- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student issues.

ABSENT FROM SCHOOL-STEPS TO FOLLOW

1. When absence is necessary, the parent or guardian should notify the school by 8:15 a.m. (978-531-0444) stating the reason for the student's absence. Please follow the voice mail instruction for reporting absent students.

If a sibling of an absent student is to bring make-up work or homework home on the day of the absence, the request to the teacher for the assignments is to be made when calling your child out sick **before 8:45 a.m. Teachers are unable to meet homework requests after 8:45 a.m.** If no family member will be bringing work home, the request is to be made in the same manner and parents may pick up assignments in the school office after 2:45 p.m. Homework requests received after 8:45 a.m. will not be able to be honored.

2. Parent or guardian must send in a note to the homeroom teacher when the student returns to school giving name, date, days of absence, and reason for absence. Homeroom teacher will keep all notes on file for the current school year.
3. It is the student's responsibility to obtain and do any work missed due to an absence. Grades always reflect missing assignments. All work must be made up as soon as possible after returning to school. No matter the reason for an absence, all students are required to make up the work missed in each class. The time allowed to make up work is approximately the same as the amount of time the student was absent. Homework can be found updated daily on Gradebook Wizard.
 - One week to make up missed tests.
 - Next day for homework.
 - Any exceptions require teacher consent.

4. If absence is due to work, travel, or some other planned reason, parent or guardian should notify the school prior to the absence in writing.
5. Appointments with doctors should be made out of school hours or during vacation. Early dismissals should not be requested, except in cases of emergency.
6. All vacations should coincide with school vacations.

Teachers **will not** plan work for students taking unscheduled vacations. Major tests must be taken within five days of return. Students are responsible for assigned work and these will be graded as late assignments. Students will receive a zero for missed assignments.

Parents' attitudes toward taking children out of school are a powerful lesson. When parents take school absences lightly, often students adopt this same attitude.

If we tell our children that their education is essential, let us give their education top priority during the school year.

7. It is expected that if a child is well enough to attend school, he or she is well enough to go out to recess and should be appropriately attired.
8. State Law: The only reasons for being absent from school are those caused by personal illness, death in the family, religious holidays and court appearances.

Daily and regular attendance is the key to success. Irregular attendance and chronic tardiness plays havoc with the academic achievement of the students. Every effort should be made by parents to see that the child is in school on time each day. St. John's School operates on a one-session basis. **Anyone attending school for less than three hours on a given day is considered absent for the day.** Absence in excess of 27 days (15%) without documentation could result in retention.

*****In order for children to participate fully in a school program, they should be in relatively good health.*****

***** Children who have been out of school sick should be "fever free" for 24 hours. before returning to school.*****

****Children who are sick (vomited, registered a fever or been sick overnight) should remain at home for a minimum of 24 hrs. before returning to school.****

ACCREDITATION

St. John the Baptist School is accredited by the New England Association of Schools and Colleges, Inc. and is a member of the National Catholic Education Association.

ADJUSTMENT COUNSELOR

A school adjustment counselor is on premises two or three days a week. The counselor is available at other times through scheduled appointments. The counselor may see a student for up to three times without notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified.

Counseling Services are provided by: Clinicians of New Beginnings Counseling Service P.C. Stoneham, MA (NBCS).

ADMISSIONS

Students are admitted to St. John's School in accordance with the following admission policies and priorities in the event of a waiting list:

- Siblings: Brothers and sisters of students currently enrolled in St. John's School.
- Parish Members: Families who identify themselves as active, registered parish members of St. John the Baptist Parish.
- Neighboring Parishes: Families who identify themselves as active, registered parish members of Catholic parishes in Peabody and surrounding communities.
- No Catholic parish affiliation.

NONDISCRIMINATORY POLICY

St. John the Baptist School admits students of any race, color, creed and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, creed, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

ADVANCEMENT ACTIVITIES AND PARENTAL INVOLVEMENT

In order to provide an educational program at St. John's, it is necessary for the school community to participate in a comprehensive advancement program. Tuition alone does not cover the cost of education. All the activities are dependent on parent participation for their success and all programs have been very successful and assist the school in managing a sizable budget. Your participation in these activities is vital to the advancement program. Parents are encouraged to participate in all activities. It is necessary for you to evaluate your own circumstances in deciding how you are able to participate.

Parents are expected to participate in the MUSICAL, WALK-A-THON and RAFFLE CALENDARS as stated on the Tuition Agreement signed in January. Our experience tells us that all the events are fun, exciting and profitable both personally and school-wide.

Advancement Activities for 2015/2016:

THE ANNUAL FUND: ON GOING

St. John's School initiated an Annual Fund giving program. In our inaugural year the Annual Fund yielded \$40,000. The Annual Fund offers many people a vehicle to contribute to educational endeavors. The Annual Fund accepts contributions on a yearly basis from all friends of St. John's. Information is sent to families, parishioners and graduates. Thousands of men and women have graduated from St. John's School and are grateful for the education that was given to them through the sacrifices and gifts of family friends and parishioners of St. John's. Through the generosity of many, St. John the Baptist School will continue to offer quality education in our Catholic School environment.

WALK-A-THON: SEPTEMBER 28, 2015

This fundraiser is one of our most popular with the students. A commitment of \$25.00 for each family was included in your tuition this year. However, we hope that each family will sponsor their children's laps with additional contributions. This money can be gathered in several ways: Students can ask relatives, friends and neighbors to sponsor them by lap or a lump-sum donation; students can contribute half the money and the parents can match them. Creativity in gathering sponsors assists parents in fulfilling this responsibility. Students in grades 1-8 will walk at Emerson Park. Students in Kindergarten and Pre-K will walk around the school. The Walk-a-thon Guide gives details of the process. This fundraiser is a major one for the school. Many families try to raise more than the minimum. This fund-raiser also requires the children to be very active and participate. It is not just the parents' responsibility.

HALLOWEEN 5K FUN RUN/WALK: OCTOBER 24, 2015

8am starting time

We are having our second annual 5K this coming October. The starting area will be the St. John School parking lot. You can run or walk the route! All ages can participate.

RAFFLE CALENDARS: STUBS AND MONEY TO BE RETURNED BY DECEMBER 15, 2015

Beginning in September we will kick-off our 2016 Raffle Calendar fundraiser. These calendars have \$18,000 in prizes. Calendars are \$20 each and *every family is responsible to sell 10*. There is a prize for every day of ten months of 2016 ranging from \$35-\$500 in cash prizes. (No prizes are drawn in July and August) If your name is drawn it will be reentered to win more prizes. Winners will be notified by mail and names will also be printed in the church bulletin as well as our school website, www.stjohns-peabody.com

TALENT SHOW: FEBRUARY 5, 2016

Students in grades 5-8 may participate. This is the last event held during our annual Catholic Schools Week activities.

NEW FUNDRAISING EVENT-STAY TUNED!: MARCH 19, 2016

MUSICAL: MAY 5 and 6, 2016

Each year St. John's School produces a musical. Our music department, director Kristen Bennett, and a large cast of 400 plus children provide two wonderful nights of entertainment. To make this musical the marvelous fundraiser that it is, takes a lot of work. A musical ad book is a major component of this fundraiser. A committee of volunteers coordinates the gathering and tallying of ads, compiles the ad book and sells tickets to each performance. Each family's commitment of \$25.00 was included in your tuition. We encourage all SJS families to solicit additional contributions from the businesses you support throughout the year with your patronage or consider your own personal ad! A 1/8 ad for the musical book is \$35.00. Several families complete this requirement by getting an ad from local merchants and vendors. Again, this is a major fundraiser (approx. \$23,000). The participation from each family enables this event to be a success.

ATTENDANCE

State Law: The only reasons for being absent from school are those caused by personal illness, death in the family, religious holidays and court appearances.

Daily and regular attendance is the key to success. Frequent absences and chronic tardiness negatively affects the academic achievement of the students. Every effort should be made by parents to see that the child is in school on time each day. St. John's School operates on a one session basis. Anyone attending school for less than three hours on a given day is considered absent for the day. Absence in excess of 27 days (15%) without documentation could result in retention.

ANTI-BULLYING POLICY

St. John the Baptist School – Anti-Bullying Policy

Everyone at St. John the Baptist School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Each child should be challenged to reach his/her full potential develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subjected to bullying, cyber-bullying or retaliation. Bullying, cyber-bullying or retaliation or other like disruptive or violent behaviors constitute conduct that affects both a student's ability to learn and a school's ability to educate its students in a safe and embracing environment.

Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening or leaving someone out on purpose.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student(s).

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, etc
- Stealing or damaging another person's property.
- Exclusion.

- Teasing someone in a hurtful way.
- Using put-downs, such as insulting ethnicity or gender
- Touching or showing private body parts.
- Spreading rumors about someone.
- Creates a hostile environment at school for another child
- Infringing on the rights of another
- Materially and substantially disrupting the education process or the orderly operation of a school.

For the purpose of this policy, whenever the term “bullying” is used it is to denote either bullying or cyber-bullying.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- wire
- radio
- electromagnetics
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

“Hostile Environment” means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that

is sufficiently severe or pervasive to alter the conditions of the student's education.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach *Second Step and Steps to Respect* programs to students in grades Prekindergarten to 8.
- Respond quickly and sensitively to bullying reports using the *Steps to Respect* Response Process and coaching methods.
- Take seriously families' concerns about bullying.
- Investigate all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Record all instances of bullying and action taken.
- Report to principal or vice principal serious bullying incidences.

Students at our school will follow these steps to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.

BUS REGULATIONS

Bus Regulations and Discipline Policy

The city of Peabody has established bus regulations that we must follow:

NO PASS/ NO RIDE. All students must ride the school bus to which they have been assigned. Students must show their bus pass to the driver when boarding the bus in the morning and the afternoon.

Do not allow other students to use your pass. All students must sign up for bus service through the City of Peabody School Transportation Department. If you have any questions, please call the Transportation Department at 978-536-6581.

Private transportation must be provided by parents when “play dates” are arranged. Only students with Peabody bus passes are allowed on the buses, and they must ride their assigned bus.

Students should behave appropriately and safely while on a school bus. It is not acceptable for student behavior to interfere with driver’s focus or prevent other children from having safe transportation.

1. Students must remain seated until the bus has reached its destination.
2. Students will follow the directions given by the bus driver.
3. Hands, arms, heads and personal belongings must be kept away from open windows.
4. No pushing, shoving, spitting, cutting, screaming or fighting at any time.
5. No eating or drinking on the bus.
6. Respect other students on the bus at all times, especially younger children.
7. Middle School students serve as bus monitors to and from school.

Students who demonstrate inappropriate behavior while riding the bus will be disciplined in the following way:

- First Incident – The child will be referred to the principal and his or her parents will be contacted.
- Second Incident – The child will be suspended from the bus.
- Third Incident – Bus transportation for the child will be terminated.

Physical harm or threat of physical harm to another student, property damage, or refusal to obey a driver will result in automatic dismissal from the bus.

CELL PHONE POLICY

It is preferred that students do not bring cell phones to school. If a parent/guardian believes their child/children need to have a cell phone for afterschool purposes, each student needs a note from their parent/guardian giving the reason and permission for having the cell phone in school. This permission slip should **include the student's and parent's cell phone number**. The student **must** pass in their cell phone during homeroom and the phones will be returned after the student's line is called for dismissal. The rule is that all **cell phones will be turned off upon entering school property (playground/parking lot) and will not be turned on until having departed school property**. The phone cannot be in the possession of the student throughout the day. This means that phones cannot be kept on their person or in lockers or backpacks. A cell phone in use during school hours is considered unauthorized. The cell phone will be taken away from the student and must be picked up by the parent or guardian from the Principal or her designee. The student may lose the privilege of having cell phone in school.

CHEATING

Whether a student gives or receives information during an examination or on assignments, the offense is the same. No credit will be given for the examination or assignment and the work cannot be resubmitted for credit. This behavior is subject to detention.

To **plagiarize** is defined in the Merriam-Webster Dictionary as, "1. To steal and pass off (the ideas or words of another) as one's own; 2. To use (another's production) without crediting the source; 3. To commit literary theft: present as new and original an idea or product derived from an existing source."

Plagiarism is cheating. It is illegal and the consequences will reflect the seriousness of this offense. Any work that is used without being cited will result in detention. No credit will be given for the work. The work cannot be resubmitted.

COMPUTER USAGE AND STUDENT EXPECTATIONS

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Individual users of the school computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with school standards and will honor the agreements they have signed. It is expected that students will not access sites with objectionable material. The school is responsible for restricting, monitoring, or controlling the communications of the individuals utilizing the network.

Within reason, freedom of speech and access to information will be honored. During school hours, teachers will guide students toward appropriate materials. Students may be disciplined for any online behavior that negatively affects the school atmosphere whether in school or off-campus. Students are legally responsible for their online communications. **Parents should always monitor children when they are online to ensure their safety and well being are not compromised.**

Violations such as the following may result in a loss of access as well as other disciplinary or legal action:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Posting of photographs, videos or anything detrimental to the school community

It is necessary for parents and students to sign and return to school, the User Agreement sheet to have access to the school network. The User Agreement form is on the Handbook return sheet.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it is the basis the whole education structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Any member of the faculty or administration for infraction may issue a detention notice. Any child, Grades 5-8 receiving a detention is required to return the slip signed by a parent or guardian on the next school day to the teacher who issued the slip. Three slips will necessitate a parent conference with teacher(s) involved. Multiple detentions may warrant further consequences. Detentions may be issued for the following reasons: disobedience/disrespect, poor attitude, and disruption in class.

Progressive Discipline Policy: Grades 5-8

The word discipline comes from “disciple” which means, “to teach.” It is the goal of St. John School to utilize a discipline process which teaches our students right from wrong. By taking the time to meet with students to advise them how they are falling short in either performance or conduct, we are teaching our students life skills and attempting to help them change their behavior. The following outlines the progression in our disciplinary process.

Level I Behaviors include, but are not limited to:

- Tardy for class
- Lack of class materials
- Chewing gum on school property or on field trips
- Eating anywhere other than school cafeteria, unless given permission by staff
- Not completing or submitting assigned work
- Not returning notes, slips, report cards, or any parent-signed papers on time
- Inappropriate uniform, unacceptable accessories
- Disruptive behavior during class

Level I Consequences

- Warning slip to be signed by parent and returned the next school day
- Three warning slips in a term results in 1 hour detention and a phone call to parents
- Five warning slips in a term results in a 2 day detention and a meeting with the student, parent and teachers

Level II Behaviors include, but are not limited to:

- Disobedience or disrespect
- Dishonesty or lying
- Cheating on tests, class work, copying homework or plagiarism
- Use of foul language
- Leaving a classroom without the permission of a faculty or staff member or not signing out
- Being anywhere in the school, except restrooms, without supervision
- Use of personal electronics (cell phones, iPods, etc.) on school property
- Disruptive behavior of a more serious nature during class
- Going to the restroom at lunch recess without signing out
- Loitering in the bathrooms, hallways or schoolyard

Level II Consequences

- One day detention
- Phone call to parents
- Making any necessary amends

Level III Behaviors include but are not limited to:

- Repeated Level I or Level II behaviors

Level III Consequences

- Phone call to or meeting with parents

- Two day detention

Level IV Behaviors include but are not limited to:

- Any physical or verbal assault including biting, kicking, spitting, punching, etc
- Bullying in any form
- Sexual harassment
- Leaving school grounds without the permission of a faculty or staff member
- Damaging any school property including books, desks, walls, etc.
- Continuous Level I & II behaviors

Level IV Consequences

- Immediate intervention by administration, and, if necessary, Peabody Police.
- Student will make amends and remuneration including but not limited to: repairing, cleaning or replacing item, writing a report on the topic, school or community service or monetary retribution
- Possible suspension (with assigned work to complete)
- Possible referral to one-on-one or small group intervention sessions

Level V Behaviors include but are not limited to:

- Stealing
- Possession of drugs, alcohol or weapons (guns, knives, etc.)
- Drug or alcohol use or distribution
- Vandalism in any form

Level V Consequences

- Immediate intervention by administration, and, if necessary, Peabody Police.
- Student will make amends and remuneration including but not limited to: repairing, cleaning or replacing item, writing a report on the topic, school or community service or monetary retribution
- Possible suspension (with assigned work to complete)
- Possible referral to one-on-one or small group intervention sessions

DISMISSAL FROM SCHOOL

In case of illness during school hours, a parent or an authorized person will be notified to come for the child. The child must be picked up at the office.

Parents/Guardians must sign the child out at the office. Please access the building through the library door located in the upper parking lot on the corner of Franklin and School Streets. This dismissal is considered an absence from school if the child is not present for at least 3 hours. Dismissal time is the time the student is dismissed from class, not when he/she has left the building.

DRESS CODE

Middle School (5-8) Dress Code

We take pride in the appearance of our students. Their dress reflects the quality of their school, their conduct and their schoolwork. The complete uniform is to be worn to and from school. While at school, uniforms must be neat in appearance, shirts and blouses must be tucked in; boys must have belts to maintain the neat appearance. No ripped or torn clothing is allowed in school. Please cooperate, display modesty and neatness, and take pride in your appearance. We rely on common sense and parents and/guardians' support in helping maintain this dress code. By enrolling your children in Catholic education, you have accepted the responsibility of supporting and complying with this policy.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF ADMINISTRATION

GIRLS:

- A plaid uniform skirt or skort (either style) no shorter than knee length, plaid, khaki or navy shorts or khaki or navy blue docker-style uniform pants are to be worn with:
- A light blue oxford-style shirt or with a monogrammed light or dark blue uniform polo shirt or turtleneck purchased from the uniform company.
- Socks include: Solid navy blue knee socks, tights or ankle socks,

- **No colored sport socks are allowed.**
- DRESS UNIFORM (any time of year): A skirt with light blue oxford style dress shirt. Shoes are preferred. If a dress uniform day falls on a student's gym day, the gym uniform should be worn.
- Before October 15 and after April 15, girls may wear uniform shorts on casual uniform days.
- SWEATERS: The uniform navy v-neck long sleeved sweater or sleeveless vest, with the St. John insignia, is mandatory between November 1 and April 1. Only uniform sweaters are acceptable outerwear in school. **Sweatshirts (including SJS) are not allowed during class time.**
- MAKE-UP: Light make-up and pale nail polish may be worn. If make-up is deemed too heavy and/or nail polish too bright, the student may be sent to remove such.

BOYS:

- Navy blue or khaki docker-style uniform pants or uniform shorts with:
- A monogrammed uniform polo shirt, a light blue oxford dress shirt, (light blue with navy or navy with khaki), or light blue turtleneck purchased from the uniform company are to be worn. Shorts/pants for boys must be worn in correct sizes. No "cargo style" will be allowed.
- White or navy blue socks
 - **No colored sport socks are allowed.**
- Oversized pants/shorts are unacceptable.
- If at any time a second layer is needed for warmth, a monogrammed school sweater (crew, v-neck, vest or cardigan) may be worn. No other type of sweater will be allowed.
- DRESS UNIFORM: Navy or khaki uniform pants and light blue oxford *dress* shirt with navy blue tie. Shoes are preferred. If a dress uniform day falls on a student's gym day, the gym uniform should be worn.
- Before October 15 and after April 15 boys may wear uniform shorts on dress uniform days.
- SWEATERS: The uniform navy v-neck long sleeved sweater or sleeveless vest, with the St. John insignia, is mandatory between November 1 and April 1. Only uniform sweaters are acceptable outerwear in school. **Sweatshirts (including SJS) are not allowed during class time.**

***UNIFORM COMPANY:**

J.B. Edward Uniforms
39 Cumming Park
Woburn, MA 01801

Take advantage of the uniform swaps that the school offers. Both types of uniforms are available.

Gym Uniform: (*ordered through the school*)

- St John's T-shirt and shorts is the official gym uniform. St. John's sweat suit consisting of navy sweatpants and navy crew neck sweatshirt with the school logo may be worn on gym day. **No other shirts, shorts or sweats are allowed including intramural, cross country, basketball or spirit wear.**
- Please mark all gym clothing with your child's name.
- NO JEWELRY IS ALLOWED DURING GYM.
- Athletes must wear gym clothes on gym day.
- Cut offs or ripped or torn clothing is NOT to be worn for any gym classes.
- Sneakers and **white socks** are to be worn on gym day.

Appearance for All Students:

- Dress uniform is required each Monday beginning in October.
- 5, 6, 7 & 8 grade students are required to wear the monogrammed school sweater/vest from Nov. 1st to April 1st.
- All clothing should be neat, clean, pressed, rip free, with buttons and hems intact.
- Proper uniform must be worn the appropriate days. Dress uniform should be worn on Mondays, Mass days and other days deemed by the school. Gym uniform should be worn on gym days. The casual uniform may be worn on all other days in the same manner as the dress uniform.
- Shirts and blouses must be tucked in at all times.
- Footwear should be shoes or sneakers; Flip-flops or open toed or backed sandals are inappropriate and unacceptable.
- **Colored socks** other than navy or white are **unacceptable.**

- **HAIR:** Students are expected to be well groomed. Hair must be neatly trimmed and of a natural color. Fad hairstyles are not appropriate. Extreme variations in length, designs (lettering, mohawks, designs engraved/cut into their hair; spiked, or shaved areas of hair) are not permitted. Hair must be kept neat and trimmed and out of student's eyes. Boy's hair length must not be any longer than their shirt collar

- minimum jewelry is allowed. Only stud earrings are allowed. No additional body piercing is allowed. Necklaces with religious pendants are allowed.
- Perfume/Cologne is not to be brought in or worn to school. It can cause adverse reactions.

Determining Proper Fit

Long pants should be the proper length: not so long as to puddle under footwear, and not so short as to hang above the top of the ankle. Shorts, skirts and/or dresses higher than the knee are inappropriate and not allowed. Skin tight pants, including stretch pants and skinny khakis in uniform color are unacceptable. Cargo style pants/shorts are unacceptable.

Dress Down/Spirit Day/Field Trips/Social Activities Guidelines **A Good Rule: If you think you shouldn't wear it, you shouldn't.**

\$1.00 donated to the Student Council each SPIRIT DAY (ten in all) which is used to help the less fortunate. An optional nonperishable item may be donated to the St. John's Church Food Pantry.

These spirit days provide the children with an opportunity to wear something other than the uniform; however, students **MAY NOT** wear anything they please. The dress code still applies, and will be enforced. **All tops must have some type of sleeve. No bare skin back, bust, belly, shoulders, or underarms.** The following may be worn: appropriate jeans/pants, sweatshirts, shorts/skirts/dresses that go no higher than the knee, and themed clothing or colors representing the theme chosen for that spirit day. It is understandably difficult, but not impossible for parents to find clothing today that meets the criteria of appropriate. Given the ever changing world of fashion, to list the different types of clothing that do not fit the criteria for modest and appropriate clothing is very difficult. **We rely on common sense and parents and/guardians' support in helping maintain this dress code.**

Students **MAY NOT** wear: flip flops sandals, open toed or back shoes, t-shirts with writing, tank tops, heelies, booty shorts, yoga pants, leggings, pajama pants, hats, extreme hair styles.

Dress Code Violation Policy

The consequences for violating the dress code are as follows:

First Offense: A Uniform Reminder is issued to the student with a parent signature required.

Second Offense: A Behavior Warning is issued to the student with a parent signature required.

Third Offense: The student will serve a detention* within 48 hours.

Fourth Offense: The student will serve a detention within 48 hours, and will be ineligible to participate in the next scheduled SPIRIT DAY. Parents will be contacted.

Fifth Offense: The student will serve a detention within 48 hours. The student may be ineligible to participate in dress down days for the remainder of the year.

*As with all detentions issued, if the student does not return the slip the following day signed by a parent, a second detention will be issued and the student is responsible to serve both.

DRUG/ALCOHOL POLICY

Drugs/alcohol represents a danger to any child's health and well-being.

The purpose of this policy is both to dissuade and deter students from drug/alcohol involvement and to respond to students who are involved with drugs or alcohol in the effective and productive manner.

There are two basic kinds of involvement with drugs or alcohol. They are possession and selling. The school's response to both of these offenses should be in three parts, which includes: school discipline, police involvement and counseling. The cost of counseling will be the responsibility of the parents or guardian.

A. Possession of Drugs or Alcohol

Students who are found in possession of drugs or alcohol or who are found using drugs or alcohol will:

1. Be suspended for a minimum of ten days if they are in grades 4-8. Parental conferences will take place before or upon the student's return to school.
2. These students will be referred to the police department. A conference between the police department, the parents or guardian and the students will be established. Court involvement may ensue at the discretion of the police department and giving consideration to the recommendation of the school officials.
3. Students who are found to be in possession of using drugs or alcohol must be evaluated at the parent or guardian's expense by an appropriate counseling agency.

B. Selling of Drugs or Alcohol

Students who are found selling drugs or alcohol will:

1. Be expelled from school will be referred to the police. Police will take action in all cases.

Students who approach school personnel with concerns about their own drug or alcohol use will be referred to a counseling agency. Parents or guardians will be contacted. A liaison between the school, the counseling agency and the parents will be established concerning the treatment of the student. The cost of counseling will be the responsibility of the parents or guardian.

ELECTIVES: Periods 6 and 7 on Monday are mandatory elective periods for grades 7 and 8. Students are given a choice of which electives they may take on a "first come-first served" basis. Once a student is assigned to an elective, it may not be changed. Electives are graded subjects and will appear on the student's report card. Students who do not sign up for an elective by the due date will be assigned an elective on a space available basis.

ELECTRONIC DEVICES: No electronic devices are allowed on school grounds except cell phones which are given to the homeroom teachers daily. Bringing these items to school distracts from the academic level which we wish to maintain.

The school will not be responsible if any electronic devices are lost. If any of these devices are found, they will be confiscated and a parent/guardian will need to pick up the device from the principal or her designee.

EXTRA-CURRICULAR ACTIVITIES

The extra-curricular and athletic programs are designed to give students an opportunity to perform and develop his/her natural abilities. Participation in any activity is contingent on compliance to school expectations in academics and behavior.

1. Any student in non-compliance of academic or behavior expectations is subject to suspension from extra-curricular activities upon review by the faculty and administration.
2. Students who do not attend school on a given day are not eligible to participate in any after school activity on that day unless they have an excused absence from the principal (e.g. doctor or dentist appointment).
3. Anyone damaging school property (home or away) will be suspended from any school activity.
4. No activities are to be held during vacation periods, days off or long weekends unless special approval has been obtained from the principal.
5. All permission slips, fees and doctor's notes (if required) must be submitted to the Athletic Director prior to the start of the activity.
6. In athletic activities, all team members are responsible for their uniforms that they will be given for the season. Uniforms should be turned in one week following the last game of the season. If a uniform is lost or damaged that student will reimburse the school.
7. If a student wishes to withdraw from the activity, the advisor or coach should be notified who in turn will notify the principal.
8. Any student who is attending a school activity as an observer **MUST** be accompanied by a parent or responsible adult.
9. Any student that receives a grade of 65 or below or a 3 or 4 in conduct or effort on his/her report card will be suspended for 2 weeks from all activities and must require teacher permission to participate in upcoming extra curricular activities such as sports, musical, field trips and dances.

FIELD TRIPS

Each class has the opportunity to participate in cultural field trips. At times the teachers may need parents to act as chaperones. Notices will be sent in advance requesting help if needed. **It is mandatory to fill out a C.O.R.I. form yearly. This form must be filled out and on file in order to chaperone any field trip or volunteer for the school in any way.** The CORI process can take up to six weeks to complete so it is not possible to do prior to a field trip.

Permission slips, for the student to attend these trips will be distributed in advance. Students may not attend a planned trip if the permission slip is not returned.

Students are expected to adhere to all school policies while on field trips:

- Proper dress on all trips sponsored by the school.
- The school reserves the right to refuse permission to students to go on a class trip if it is felt that their conduct or dress would not reflect favorably upon the school.
- Students are required to present a permission slip signed by a parent or guardian verified by the advisor planning the trip.
- School trips will be transported on public buses or school buses.
- A trip is not considered as being school sponsored if prior permission for the trip has not been given by the principal.

FINANCE

The School Finance Office is located outside of the principal's office. The office hours are Mon. – Fri. from 9:00 a.m. to noon. If you need to reach the office, you can call the business office at ext. 336 during these hours.

Due to the fact that the bank has increased their Returned Check Fee to us, we must now charge a fee of \$25.00 to any check that has been returned.

St. John's School is able to offer family plan tuition based on parish affiliation and the number of children enrolled in school.

To qualify for affiliated tuition, the following criteria are applied:

- ❖ **AFFILIATED:** Families who are registered members of a Catholic parish that is willing to subsidize your student's tuition, participate regularly in parish worship (Mass), and support their parish by using their envelopes are entitled to AFFILIATED assessment. Family parish contributions must be at least \$400.00 for the calendar year. In order to receive this affiliated tuition, your pastor must sign a Parish Commitment Form stating you are an active parishioner. These forms are sent home in November and need to be returned in December.

- ❖ **UNAFFILIATED:** Families, who do not register or identify with any parish, pay full tuition rates.

Tuition assistance is available. You can apply on-line at www.factstuitionaid.com or use the link available on the school webpage www.stjohns-peabody.com to apply. There is a \$25 application fee payable to Facts Tuition Grant & Aid.

Tuition is always due by August 1. When paid **in full** by August 1 you are exempt from volunteer hours. There will be a \$50.00 late fee added to your tuition and fees account for any unpaid tuition balances on October 1.

TUITION REFUND POLICY

Upon signing a Tuition Agreement, a parent is agreeing to pay tuition in full, all fees and to fulfill the development and volunteer responsibilities for the entire school year. If a child is withdrawn for any reason the following refund policy is in effect:

Withdrawal prior to September 1 – 100% refund excluding non-refundable application and instructional fees.

Withdrawal prior to October 31 – 50% refund of yearly tuition excluding non-refundable application and instructional fees

After November 1 – Tuition is due for the entire school year including non-refundable application and instructional fees.

GRADE BOOK WIZARD:

Students' grades are available on Grade Book Wizard. You will receive a password for your child. You should check this site weekly to keep informed of your child's progress. The lines in the space below are a convenient place to note your child's ID number and password when it has been assigned to you.

ID# _____
PASSWORD _____

If you cannot locate your ID# and/or PASSWORD, you may obtain it by contacting the level coordinator, Mrs. Zito or Ms Bennett.

GUM CHEWING

Gum chewing is **never** allowed on school grounds, school buses, or on field trips or other school affiliated activities.

HIGH SCHOOL ENTRANCE EXAMS:

High School Entrance Tests are scheduled for Nov 7, 2015 and Dec. 5, 2015. St. John's does not have the applications for this test. You must get the application from one to the schools or from their website. You also must sign up in advance with one of these schools.

St John's will be offering an information night for parents of 8th grade students on Tuesday, Oct 6, 2015 at 7:00.

HOMEROOM PLACEMENT

At the close of school year the teacher evaluates placement of students by the following criteria: scholastic ability, individual needs, and student learning styles. We request that you accept our professional decision regarding the placement of your child and refrain from submitting individual requests.

HOMEWORK

Homework is a must. Students cannot hope to attain satisfactory grades in school unless they review at home the lesson taught that day or prepare for the next day. This is the purpose of homework.

The amount of time which different students in the same grade will spend on homework will vary. Apart from long term assignments, homework is not scheduled during vacations.

Middle school students will receive home assignments which could take up to two hours to complete. Students need to utilize time management skills to address daily homework and long term assignments.

- 1. Level 1 Warning Notices will be issued for any missing homework.**
 - a. Detentions and conduct referrals will remain as communication and conduct summary for behavior issues or academic concerns.**
 - b. All copies of detentions, conduct referrals, notices of concern and disciplinary referrals will be kept on file by the level coordinator for disciplinary evaluation at any time.**
 - c. Homework detentions will be kept by the homeroom and subject teacher for year-end evaluation.**

All homework assignments and test and quiz grades for students will be accessible through Gradebook Wizard online. A link is available on the school web page. Parents are encouraged to check Gradebook Wizard on a regular basis to check on their child's progress through the term.

HONORS

Honors will be awarded each marking period according to the following criteria:

FIRST HONORS

is awarded to those students who have achieved an average of 90 or better in all major subjects, with a rating of 1 or 2 in conduct and effort in all subject areas.

SECOND HONORS

is awarded to those students who have achieved an average of 84 or better in all major subjects, with a rating of 1 or 2 in conduct and effort in all subject areas.

HONORABLE MENTION

is awarded to those students who have achieved an average of 80 or better in all major subjects with a rating of 1 or 2 in conduct and effort in all subject areas.

LOCKERS: Grade 7 and 8 students are provided lockers for use in storing books, jackets, book bags, etc. Students may go to their lockers before school, at 10:10 a.m., at lunch time, and at the end of the day. The students **may not** go to their lockers between classes. If they have forgotten something, they must go to the class and request permission from the teacher to go and get the forgotten item(s) in their locker.

Students may not go into a locker that is not assigned to them.

LUNCH RULES

*****St. John School is a nut-sensitive school.*****

Students will be eating their lunches in our lunchroom or the gym. The students are responsible for the condition of the lunchroom during the lunch period. No student is to leave the lunchroom during lunchtime unless permission is received from the teacher supervising that day.

For safety reasons (food allergies, flu, etc.) children should not share their lunches.

MESSAGES

Messages and/or report materials will be delivered to the classrooms at the regularly scheduled message delivery times throughout the day (10:00 and 2:00). Transportation messages must be called in by 2:00 p.m.

Forgotten lunches must be delivered by **10:00** a.m. in order to reach the students during message delivery time.

NATIONAL JUNIOR HONOR SOCIETY

St. John the Baptist School has a chapter of the National Junior Honor Society made up from students in Grades 6, 7, and 8. The students are chosen on the basis of citizenship, leadership, responsibility, scholarship, and service.

All students in the chapter must carry out a service project for the year and also participate in the school service project.

The students may be nominated by teachers at the end of 5th, 6th, and 7th grades. Membership is decided by a faculty council whose decision is final. Information will be given out at the beginning of the school year.

SCHOOL CANCELLATION ANNOUNCEMENTS

In the event of inclement weather, Parent Notification System (Honeywell Instant Alert) will be utilized. Please be sure that you have registered online for the Honeywell Instant Alert system and be sure that updated information is in the office to ensure that you are notified. You may be informed by telephone, email or cell alert. In addition announcements will be on channels 4, 5, 7 and Fox. If there is a delay of school start time, there will be no half day Pre-K for that day. Full day Pre-K, Pre-K with Stay and Play (already signed up for that day) will come to school at the delayed time. If school is canceled for the day, there will be no after school programs or school activities held.

You may call the school and press 3 (update line) to review for any cancellations or updates.

PLEASE DO NOT CALL THE RECTORY.

NURSE:

Our school nurses are Elizabeth Ambeliotis and Kerrie Guinivan. Mrs. Ambeliotis is scheduled to be in the office on Tuesday and Wednesday and

Mrs. Guinivan will be in the office on Monday, Thursday and Friday. Children who are sick or injured and need attention are sent to the nurse. Children who have health questions should ask the nurse during their recess or lunch times and not during class time.

The school nurse is responsible for all health records. They treat illness and health emergencies in school and administer medication if necessary.

NONPRESCRIPTION MEDICATIONS: (such as Tylenol, Aspirin, Cough Syrup, Throat Lozenges and Cough Drops). Non Prescription medicines should only be given by the school nurse. Medications must be brought to the nurse in a PROPERLY LABELED medication container along with the signed consent form from the parent or guardian granting permission to the school nurse to administer the medication. This form may be obtained in the nurse's office.

PRESCRIPTION MEDICATIONS:

Medications are to be brought to the nurse with PHARMACY LABEL including date, name of medication, name of child and dosage. A doctor's order is also required. (Pharmacists will give you a duplicate bottle upon request to keep in school). A signed consent form (obtained in the nurse's office) must accompany the medication with the Parent/Guardian permission to allow the school nurse to administer the medication . The consent form should include the name of the child, name of drug, dosage and time to be given. The parental permission form must also be completed including specific time of medication administration.

If you have any questions or concerns, do not hesitate to ask the school nurse.

AIDS/HIV: Children who have a diagnosis of AIDS/HIV and associated viruses are able to attend school unless behavior or health status prevents this. School personnel who are identified as needing to know this information will be informed of a child's status with the parents' permission.

Universal precautions (the wearing of gloves and cleaning the area with bleach) will be employed by school personnel when dealing with physical emergencies involving body fluids (blood, urine, saliva, and vomit). All school staff is CPR and BLS certified.

REMINDERS (State Law Requirements)

The following dates should be given to the nurse as received

1. Basic Immunization – needed before entering school for Pre-K or Kindergarten
2. Physical Exams are needed in Kindergarten, 4th and 8th Grades.
3. Required before Gr. 7 or age 12: Second Measles, Mumps and Rubella (MMR), Tetanus booster, Hepatitis B series and proof of Chicken Pox vaccination or disease.
(Hepatitis B vaccination is offered free for students in Grade 6. This is offered through the Board of Health).

OFF-CAMPUS CONDUCT

The administration of St. John's School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. Conduct should never negatively affect the faculty or staff, fellow students or St. John's School.

PASSES FOR LEAVING SCHOOL

All requests to leave the building while school is in session including the lunch period must be cleared through the principal's office. Leaving school without permission classifies as a serious offense. No child may leave the building without an adult. Parents must sign children out at the office prior to taking them off campus.

PARENT EXPECTATIONS

St. John's School has a responsibility to prepare for crisis situations; however, our parents have a responsibility as well.

Specific responsibilities that would promote a coordinated effort between home and school include:

- Submit and update appropriate emergency information to the school office
- Make arrangements for supervision of children during an early or unexpected release from school

- Exercise judgment...if you feel sending a child to school is dangerous, supervise the child at home, regardless of school decisions
- Read and discuss with your child all handbook information concerning safety procedures
- Sign and return any signature declarations indicating you have read all handbook guidelines
- Follow appropriate communication procedures
- Routinely counsel your child on safety precautions
- Attend information programs offered by the school or district concerning safety issues
- Please do not ask staff to pass out birthday party invitations/information to students. When the entire class is not included, it makes for disappointment and sometimes tears.

PARENT/TEACHER ORGANIZATION

St. John's School Parent/Teacher Committee works with the Faculty and Administration to provide programming and funds to enhance and complement the regular academic program of the school. All parents are invited and encouraged to participate in PTO activities.

PLAYGROUND RULES

Students are not to leave the school yard or reenter the building without the permission of the teacher on duty.

In response to the expectation of providing a safe, supportive and loving environment students will demonstrate appropriate behavior recognizing the need to respect each other. Indoor recess due to inclement weather is left to the discretion of the teachers. During the indoor recess, students must stay in their own rooms and be seated. Roaming from room to room, or in the corridor, is prohibited. Noise will be kept at a minimum.

All electronic devices, “heelies”, skateboards, and roller blades will not be allowed in school or in the school yard during the school day. These items become a problem since they are brought to class and interfere with classroom procedures. We feel that bringing these items to school is distracting from the academic level, which we wish to maintain. No toy weapons are allowed to be brought to school, i.e. plastic guns, knives, swords, space weapons. They are dangerous. In the event that a child brings one of these items, a teacher will take it, and parents will be notified to come to school and pick it up. The school will not be responsible if any of the above items is lost.

Any type of rough play or fighting will not be tolerated.

Indoor recess due to inclement weather is left to the discretion of the teachers. During the indoor recess, students must stay in their own rooms and be seated. Leaving your classroom is prohibited. Noise will be kept at a minimum.

Outside rules:

1. Ball playing is to be in back half to school yard (away from building)
2. Jumping ropes, games and frisbees are to be used in areas closer to the school building.
3. NO physical contact.
4. NO kicking balls.
5. NO throwing balls at heads.
6. NO playing on the sidewalk or walkways or near the grass.
7. BE responsible.
8. First bell- recess is completely over, freeze.
9. Second bell – Walk *silently* to line, holding playground equipment. Students are to remain silent coming into school building.

During morning drop-off, running, the use of balls, or any other group recreational play is not allowed because of the number of students in the yard. The children should stand in their classroom lines as they politely wait to enter school. In accordance with our mission statement, all students are expected to demonstrate Christian and welcoming interactions with each other at all times. Children may use playground equipment given to each classroom by the Athletic Dept. during their lunch recess. Approved play toys will be discussed on grade levels.

PROGRESS REPORTS

Grades are available on Gradebook Wizard throughout each quarter. Please check regularly for updates to your child's grades and for any messages from any of the middle school teachers. At progress report time, effort and conduct comments will be posted under the "discipline" section, if any are necessary.

PROMOTION

A student is promoted to the next grade upon successful completion of the academic program in the current grade which includes:

- academic growth, acquired skills, and basic preparation to assure reasonable success at the next grade level.
- developmental progress, especially work habits, independence, self-confidence, and social maturity.

A teacher may recommend a student be retained in a grade. Parents have the final decision as to whether or not they wish to accept the recommendation. If parents choose to not accept the recommendation, they will be required to sign a statement understanding that a *transfer* (not a promotion) to the next grade is contrary to the professional advice of the school.

REPORT CARDS

Report cards are issued four times a year. Each report card is to be signed by a parent or guardian and returned to the homeroom teacher within a week of reception. The signature does not indicate the parent approves or disapproves of the report, but that he/she has seen it. If a report card is lost, this should be reported to the office. A duplicate will be sent home for signing. Teachers will speak to parents/guardians on an individual basis if a problem needs to be discussed.

Any students receiving a grade of 65 or below or a 3 or 4 in conduct or effort on a report card will:

1. Receive a two-week suspension from any and all activities.
2. Remain on probation for the duration of the term.
3. Require teacher permission to participate in upcoming extracurricular activities such as sports, musical, field trips and dances.

SCHOOL BOARD

St. John's School Board consists of parents and parish members who are advisory to the Pastor and the school administration. The School Board encourages participation of all families in school life and development. The School Board committee structure provides for fiscal and facility stability, as well as the enrichment of our school community. The School Board is elected from the various committees.

SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Books must be covered and some type of book bag is required for all books carried outside the school. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damages done or replace the item. This behavior is subject to detention and/or suspension.

SEXUAL HARRASSMENT POLICY

Because St. John's School takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment. Staff and students are encouraged to report any inappropriate conversation or conduct to responsible school personnel. Each report will be investigated. Parish and school administration, police and legal representation will be involved as deemed necessary. We will act promptly to eliminate inappropriate conduct and impose corrective action as is necessary, including suspension, dismissal and criminal prosecution.

STAYING AFTER SCHOOL

If the student is required to stay after school for any reason, he/she will be given time to notify parent or guardian a day ahead of time. Students may be picked up at the library door at the assigned time.

Due to the large number of students involved in extracurricular activities, the school cannot supervise the siblings of students who are waiting for a brother or sister to finish. Alternative arrangements for their transportation and care must be made. Students not picked up by 3:00 p.m. will be sent to the extended day program and a fee will be assessed.

Students not picked up at school directly after extra help or detention will be sent to the extended day program and a fee will be assessed. For safety reasons, all students must be in a supervised area at all times. ***Please note that after school help days are not an opportunity for students to do their homework.***

SUSPENSION

Suspension is defined as a temporary dismissal of a student from the school for 10 days or less. Suspension is in the jurisdiction of the school principal. It is used only after the school personnel have made reasonable efforts to assist the student in adjusting to the social and academic requirements of the school environment.

A conference with the student, the parents or guardians, principal will accompany any suspension. A written record of the reasons for suspension, the date, important information regarding conferences and the process for re-entry will be kept on file.

Behaviors which may warrant suspension include: fighting, assault of another person, bullying, vandalism and/or destruction of school property, possession of weapons, possession or distribution of drugs and/or alcohol.

No situation is perfect. Problems can be expected. Should a situation occur discuss it with your child's teacher first, and then the principal if necessary, as soon as possible. Doing this prevents uneasiness and tensions from building. A well-balanced child can only develop with the cooperation of parents/guardians and teachers. We are ready and willing, at all times, to be of service to the students entrusted to our care.

St. John's cannot retain a child who consistently shows marked disregard for its policies or whose influence is detrimental to the overall tone of the school.

TARDINESS

Tardy students must sign in upon arrival to school. The sign- in book is located inside the school office.

School begins at 8:15 AM. Children are expected to be in their homeroom no later than 8:20 A.M. Anyone not in homeroom at 8:20 will be considered tardy. Students will not be excused from school except in cases of emergency and only with written parental request. Excessive tardiness **will result in a detention**. Perfect attendance is contingent upon punctuality.

When a student is tardy three times within a marking period a one day detention will be given. For each succeeding tardy, a one day detention will follow. If a student is not in his/her homeroom at the beginning of morning prayer, he/she is considered tardy.

TEACHER CONFERENCES

Conferences are held once a year after the first report card. These conferences are conducted on first come, first serve basis and we ask that they be kept to a maximum of ten minutes. If you find it necessary to meet with a teacher for a longer period of time, you may contact the teacher for another appointment. Teachers and all staff members should not be contacted concerning school business at their homes, nor should teachers be interrupted in their classrooms. Conferences throughout the year are conducted on an “as needed” basis. Middle school teachers can be contacted by e-mail through Gradebook Wizard.

Please remember that parents should always speak to the classroom teacher if there are questions or concerns. Administration should only be contacted after the issue has been addressed with the classroom teacher first.

TELEPHONE CALLS

Students will be allowed to make a telephone call from school for **emergency** reasons only. In case of sickness or accident the school office or nurse will notify the parents, or an authorized person. After school play dates, forgotten homework, project materials, lunches, permission slips, or sports materials are not considered emergencies. If these materials are brought in, they will not be able to be delivered to the student until regularly scheduled message delivery to the classrooms.

Homework brought in during the school day will be considered late.

Students are not allowed to have cell phones. Requests for messages to be delivered or phone calls to be made should be directed to the office. These types of calls should be avoided at dismissal time. Last minute calls at dismissal time, either incoming or outgoing, present many problems since this is one of the busiest times of the day.

Teachers will not answer phone calls during school hours but will be happy to speak to a parent at a time convenient to both the parent and the teacher. No teacher should be contacted at home concerning school business. Telephone messages for the middle school teachers can be left at (978) 531-0444 Ext. 400

TRANSPORTATION

In order to secure safety for all our students please be aware of the following procedures:

1. A transportation form is to be completed for each child annually. The classroom teacher will keep this form on file. Any changes in the regular mode of transportation for your child or children should be presented to the teacher in the morning by writing a note.
2. Supervision is provided for your child before school in the schoolyard beginning at 8:00 A.M.

A.M. DROP-OFF PROCEDURES:

NO CARS ARE ALLOWED IN THE BACK PARKING LOT AT ANY TIME IN THE MORNING BETWEEN THE HOURS OF 8:00 AND 9:00. CARS IN THE PARKING LOT PRESENT A SIGNIFICANT DANGER TO OUR CHILDREN. THERE ARE NO EXCEPTIONS TO THIS RULE

All buses use the upper parking lot unless directed differently.

All students should arrive by 8:10 at the first bell. Morning prayer begins at 8:20.

You may drop your students off on Franklin Street or School Street. It is suggested that parents let children out of the car on the passenger side so they can proceed directly into the play area or parking lot. Be aware of other children and pedestrians. Do not park on these streets to allow for the free flow of traffic. If you need to park for any reason, you must use the parking lot on St John's Ave. This includes Pre-Kindergarten and Kindergarten parents who wish to walk their children into the play yard.

You may also drop off students in the driveway between the Church and the Rectory. Access this driveway by entering the road between rear City Hall and the credit union. Take a left in front of the Church. Take a right into the driveway between the Church and Rectory and drop off students, through the passenger side only, to the play yard. Exit will be between the Rectory and the Parish Center. Please follow the following procedures:

1. Students may only exit through the passenger doors. They must proceed directly behind the cones to the play yard.
2. Parents may not exit cars for any reason.
3. Children must be ready to exit vehicle immediately. Backpacks and lunchboxes, etc should be readily available.
4. Wait for the car ahead of you to proceed before moving forward. There is **absolutely no passing allowed in this area**. Cars may never exceed 5 MPH in the school yard area.
5. You may not park anywhere in this driveway area. This area is reserved for Parish Staff only.
6. Pull up as far as possible and let the children exit the vehicle and proceed directly to the expanded walk area behind the cones.

If you arrive after the 8:15 bell, please drop children **OUTSIDE** the yard on School Street, and direct them to walk near the building as they approach the library door.

Students arriving in class after Morning Prayer should sign in at the Office and proceed to class.

INCLEMENT WEATHER DROP-OFF PROCEDURES:

Beginning December 8 and ending March 6, we will use the winter drop off procedure at the foyer doors. Please never drop children off in the back parking lot. It is unsafe for the children.

During inclement weather the following procedure will be followed. The front parking lot should never be entered via School Street.

- 1. There is absolutely no parking in the front lot at any time. There are no exceptions to this rule. All families K-8 will be part of the valet drop off.**
- 2. PreK families may use the parking lot in front of the Thrift Shop and walk their children to the classroom or use valet drop-off. A teacher will meet them in the lobby.**
- 3. The flow of traffic will:**
 - Enter the front parking lot via Church Street. The Church will be on your right and the Rectory will be on your left.
 - Loop around the parking lot keeping the cones to the left of your vehicle.
 - Please pull your car up as far as possible before stopping. Do not stop directly in front of the foyer door if there is room to move forward. We are attempting to get 10-12 cars to the sidewalk before the students move out of the cars.
 - Students should exit immediately through the passenger side of the car for safety reasons and go directly to the sidewalk and into the building.
 - Children should be ready when the cars pull up. Backpacks, lunchboxes, etc. need to be available to them.
 - Parents should remain in the vehicles. Due to security reasons, the ONLY door parents can use to enter the school is the Library Door. Please do not go into the gym with your student in the morning. There is staff to supervise the students beginning at 7:50. If you arrive at school before 7:50, please have your students remain in your

car until that time. Please do not pass any vehicle. Wait for the first vehicle to move and follow the line out of the parking lot. Exit pattern is between the Rectory and the Parish Center.

- Drop off times are 7:50 to 8:15 am. The school day will begin at 8:15. Prayer begins at 8:20 and all students should be in class.
- If for any reason your child arrives after 8:20 am they should enter through the library and sign in.
- No cars are allowed in the rear parking lot between 8:00 and 9:00. Children are not to be dropped off or picked up in the rear parking lot. It is not a safe place to drop off children. Buses only are allowed in the rear parking area. Parents doing lunch duty are allowed to park in the rear parking lot against the fence during lunchtime only.

PM PICK-UP PROCEDURES:

There is room for 92 vehicles in the lower parking lot. Please be aware of all the children around you before moving your vehicle. It is not safe for children to walk unsupervised across the street to get into a car. Please pull into the parking lot so that you are not backing up. **PLEASE DO NOT INSTRUCT YOUR CHILDREN TO LEAVE THE YARD TO MEET YOU.** No cars are allowed to pull into the back parking lot between 2:15 pm and 3:15 pm to allow for buses to park and safe dismissal of bus students.

Dismissal is at 2:45. Students not picked up by 3 PM will be sent to the After School Program and a fee will be assessed. If you are going to be late, please notify the school by 2:15 if possible.

Students staying for extra-help or any other reason may be picked up at the designated time at the library door.

UNAUTHORIZED USE OF SCHOOL NAME

No student, or student's parent(s) or guardian, without express written authorization of the principal and pastor may use the school's name or identifying logo for any purpose, including but not limited:

- To open a bank account

- To solicit funds on behalf of the school.
- To collect money on behalf of the school.
- To sell products on behalf of the school.
- To schedule any field trips, vacation or other accommodations.
- To schedule athletic or social activities.
- To create a sports team or organized activity of any type.
- To post on any website for any purpose including, but not limited to, support of a particular social or political agenda.

Any such unauthorized use of the school's name or identifying logo, if committed by a student, may be subject to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo may result in legal action.

VERBAL OR PHYSICAL THREAT POLICY

St. John's School is committed to providing a safe and friendly learning environment for all students, faculty and staff. Incidents of verbal or physical abuse, threats or intimidation by any student directed at another student, faculty or staff member or any other person on the school premises will be the subject of a prompt investigation by the school administration to determine 1) the severity of the verbal or physical abuse, threats or intimidation; 2) the type of behavior, including, but not limited to: oral, written, e-mail, non-verbal or any other form of offensive expression; 3) the actual harm caused and 4) the necessity of the City of Peabody Police Department involvement. Parents will be immediately notified, and they will have an opportunity to receive input from the school administration. Depending upon the seriousness of the incident, punishment will range from detention, probation, suspension, expulsion to further civil and criminal penalties as determined by the school administration and the local authorities. The school administration will make its decision on a case by case basis, considering the following factors: the circumstances of the case, the student's age, past behavioral problems, any and all witness accounts of the incident and police reports.

VISITORS

All visitors must enter the school through the rear library entrance.

All visitors MUST report to the office upon entering the building. You must sign in if going beyond the office and receive a "Visitor Pass" or "Lunch Pass". When leaving, you must sign out. School personnel will assist visitors. Forgotten lunches, homework, etc. may be dropped in the office. At no time should a teacher be disturbed without an appointment during school hours including lunch times or after school.

All employees and volunteers are subject to a Massachusetts Criminal Offender Record Information (C.O.R.I.) check per state law. All employees and volunteers are required to take the Archdiocese of Boston VIRTUS program which addresses the safety of the children in our care. The course is offered annually by school personnel.

WEAPON POLICY

No toy weapons are allowed to be brought to school, i.e. plastic guns, knives, swords, space weapons. They are dangerous. In the event that a child brings one of these items, a teacher will take it, and parents will be notified to come to school and pick it up. The school will not be responsible if any of the above items is lost.

A student shall not possess, use, attempt or threaten to use any weapon on school premises or at a school-related situation for any reason or at any time.

IN ORDER TO PROTECT THE STUDENTS OF ST. JOHN'S SCHOOL, THE PRINCIPAL AND PASTOR MAY EXPEL A STUDENT FOUND IN POSSESSION OF A GUN OR KNIFE ON SCHOOL PROPERTY, OR IN ATTENDANCE AT A SCHOOL SPONSORED ACTIVITY. THIS SUSPENSION MAY LAST FOR A MINIMUM OF ONE CALENDAR YEAR. POLICE WILL BE NOTIFIED AND PARENT (S) MUST MEET WITH THE PRINCIPAL AND CIVIL AUTHORITIES.

Right to Amend

St. John the Baptist School reserves the right to amend this handbook at any time. Notice of amendments will be sent to parents via the Wednesday Folder and be available on our website.