

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

***Middle School/Junior High
Grades 5-8
Parent and Student Handbook***



***19 Chestnut Street
Peabody, MA 01960
(978) 531-0444
www.sjs-peabody.com***

2023-2024 revised

Introduction

“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,

Ms. Valerie Shippen
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.

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.

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.

All faculty and staff are certified 51A Massachusetts Mandated Reporters through the Middlesex Children's Advocacy Centers.

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, and creed, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

SCHOOL BOARD

St. John's School Board consists of parents, community, and parish members who are advisory to the Pastor and the school administration. They encourage 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 these various committees. Potential candidates for any committee will go through an interview process with the Executive Board. Please submit a letter of interest to the Board President.

FINANCE

- The School Business Office is located on the main campus.
- Business office 978-531-0444 ext. 336.
- Tuition and Financial Aid 978-531-0444 ext 340.

TUITION

St. Johns School utilizes FACTS Tuition Management, an online tuition management system to manage payments. Tuition is payable through automatic electronic funds transfer. We offer several payment options: annual, semi-annual, quarterly and monthly plans. There is a yearly fee for the quarterly and monthly plans.

Tuition rates are set in the winter for the upcoming school year and are available when re-enrollment opens.

Payment Policy: Accounts scheduled for automatic payment, are expected to keep an active financial account (checking, savings or credit card account) linked to the tuition account. If the financial account changes to inactive status, a new financial account must be added at least 2 business days before the next scheduled payment. Students may not attend class unless the financial account is active and the tuition balance is current.

Reenrollment

Re-enrollment occurs in the winter for the upcoming academic year. There is a non-refundable enrollment fee and a \$100 seat deposit to secure the seat for the following school year. The seat deposit is billed through FACTS at the time the tuition agreement is finalized and applied to your tuition balance.

Tuition Agreement

Parent(s)/Guardian(s) are 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 opening of the school year - 100% refund of tuition paid to date.
- Withdrawal after the opening of the school year - the amount of refund will be determined on an individual basis with the principal and the business office due to a number of factors: chosen payment plan, school attendance, reason for withdrawal.
- If tuition is paid **in full** by August 1st, the family is exempt from participating in the St. John Community Participation program.
- Application fees and seat deposits are non-refundable.
- 8th grade activity and graduation fees are billed separately through FACTS.
- Extended care fees are billed and paid through the Extended Day Program.

Tuition assistance

Need based aid is available by applying on-line through FACTS Grant & Aid. Information on the application process and deadlines can be found by contacting the business office and through school email communication.

If you currently receive tuition assistance and wish to be considered for assistance in subsequent years, you must re-apply each year. Information on the application process and deadlines can be found by contacting the business office and through school email communication.

ADMISSIONS

ADMISSION POLICY:

New students will be admitted to St. John School (“SJS”) in the following order:

1. Siblings
2. Parishioners St. John’s/St. Thomas Collaborative
3. Other Applicants

ADMISSION REQUIREMENTS:

1. Students entering SJS are required to submit the following:

- a) birth (copy acceptable);
- b) baptismal (copy acceptable);
- c) health records (Immunization data on the child's health record must be up to date);
- d) previous report cards (if applicable);
- e) Standardized test results (if applicable); and
- f) Current 504 or IEP (if applicable).

2. Age:

- a) PK3 Program must be 2.9 yrs old by September 1st and actively working on potty-training;
- b) PK4 Program must be 4 yrs old by September 1st;
- c) Kindergarten Program must be 5 years old by September 1st .

3. New Students in Grades 3- 8 will be interviewed and may be asked to complete further testing.

4. Parents/Guardians must be supportive of the school's philosophy, and cooperate with administration and staff in matters pertaining to school regulations.

5. The ability to meet financial responsibilities must be demonstrated.

6. Students must cooperate with school regulations and to conduct themselves in a manner befitting a learning environment and self-discipline.

7. We invest in our students and their journey to be lifelong learners and leaders, and to grow academically, spiritually and socially. If during their journey here at SJS the student has trouble following our mission the student may be asked to withdraw from St. John's School. The decision of the Principal is final.

NON-DISCRIMINATORY ADMISSIONS POLICY:

1. SJS does not discriminate on the basis of race, religious affiliation, color(do we need this)? and national and ethnic origin.

2. Student applying must have successfully completed the previous grade.

3. Non-Catholic applicants are accepted upon their agreement, and that of their parents, to attend religion classes and religious activities conducted in the school.

PARENTS/GUARDIANS

At St. John the Baptist School we 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.

Once you have chosen to enroll your child with us at St. John the Baptist School, we look forward to entering into a unique and vital partnership with you. We approach each individual student with a growth mindset: there is always room for change, growth and success in each individual. To make this goal possible we rely on your support and continuance of upholding the values each student is imbued with at St. John's.

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 can become.

Expectations

As a parent of a St. John the Baptist School student, we encourage you to:

- Support the faith formation and educational goals of the school.
- Fill out a C.O.R.I **every year** so they can participate in school functions/activities with students.
- Actively participate in school activities such as parent-teacher conferences, volunteering, fundraisers, community events.
- Share their time and talent with the St. John's community.
- Support student expectations in the classroom
- Promptly complete and return to school any requested information.
- Notify the school office of any changes of address, important phone numbers, and/or custody arrangements.
- Meet all financial obligations to the school.
- Inform the school of any special situation regarding the student's well-being, safety, and health.
- Read communications sent from the school, including the monthly Principal's letter, notes, flyers, and "Wednesday Weeklies."
- Support and cooperate with the discipline policy of the school.
- Treat teachers with respect and courtesy in discussing student issues.

- 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 (such as in the event of a bomb threat, active shooter alert) supervise the child at home, regardless of school decisions.
- Read and discuss with your child all handbook and safety information
- Follow appropriate communication procedures
- Routinely counsel your child on safety precautions
- Attend information programs offered by the school or district
- Do not ask staff to pass out birthday party invitations/information to students.

PARENT/TEACHER COMMITTEE

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 parent(s)/guardian(s) are invited and encouraged to participate in activities. The Parent Committee chair sits on the School Board.

DEVELOPMENT EVENTS

Raffle Calendars (Sept to mid-Dec)

- Each family is responsible to sell 10 calendars at \$25 each
- Cash prizes throughout the January and March

SCHOOL HOURS:

7:50am to 8:10am ~ Valet Drop Off (K-5 students proceed to the gym, 6-8 students go to their lockers and homeroom)

8:15am Morning Prayer (arriving after 8:10am, students are considered tardy)

8:30am to 2:30pm ~ Classes

2:30pm ~ Afternoon Prayer *Please note: this is 10 minutes later than last year
Kindergarten, Grade 1 and their siblings are dismissed

2:40pm ~ Dismissal Begins in this order: Extended Day, Bus and Multi sibling Car pools (Library Entrance), Valet (Foyer Doors), Walkers (Parish Center Doors)

ATTENDANCE

ATTENDANCE AND ABSENCE POLICY FOR ST. JOHN THE BAPTIST SCHOOL

Attendance at school, and in every class, is critical to student success. Attendance is required by Massachusetts Law as well as St. John the Baptist School. Missing 10% or more of school (1-2 days every few weeks) can make it harder for students to gain early reading and math skills, build relationships and develop good attendance habits. We have revised and refined our Student Attendance Policy to ensure the continuity of day-to-day instruction for our students.

If a pattern of absences develops, the administration, along with appropriate state personnel will consider filing a Child Requiring Assistance complaint with the Essex County Court for truancy. A Child Requiring Assistance (CRA) is a court process that an Attendance Officer can file in Salem Juvenile Court for any student between the ages of six (6) and no more than sixteen (16) years of age who misses more than eight (8) absences in an academic quarter or semester.

St. John the Baptist School is adopting the three categories of absence that the Department of Elementary and Secondary Education (DESE) uses: Excused, Documented Excused, and Unexcused Absence. When absence is necessary, the parent or guardian should notify the school by 8:15 am (978-531-0444) stating the reason for the student's absence. Please follow the voicemail instruction for reporting absent students.

AN EXCUSED ABSENCE IS DEFINEDS:

1. Hospitalization as documented by a note from the doctor/hospital on official letterhead,
2. Bereavement as documented by parent/guardian (P/G) to administration
3. Observance of religious holiday as defined by DESE and documented by a note from P/G

A student may also be excused for other exceptional reasons with pre-approval of a school administrator. Parents/guardians will provide a written explanation for the absence and tardiness of a student. This will be required in advance for types of absences where advance notice is possible. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

The student is allowed to make-up any missed work for a recorded excused absence, but must make arrangements with his/her teachers.

A DOCUMENTED UNEXCUSED ABSENCE IS DEFINED AS:

1. Illness covered by a doctor's note on official letterhead.
2. Court appointment as documented by an official court note—mandated court appearance.
3. Serious illness in the family as documented by parent/guardian to the Principal
4. Medical appointment as documented by a note from a doctor on official letterhead. Non-illness related visits to a doctor's /dentists' office for such things as physicals, braces or check-ups.
5. Some dismissals by the Nurse when illness or injury occurs during the school day.
6. High School visits. Three days annually may be granted for High School visits (must be authorized by the 7 th /8 th Grade Academic Team ahead of time.
7. Any absence not documented in the categories previously listed will be considered unexcused.
8. Routine absence due to brief illness as approved by parent/guardian.
9. Dismissal from school by parent/guardian or person designated on the emergency card because student doesn't feel well enough to remain in school.
10. In-School or Out-of-School suspension. Submission of school work missed is required, however, no credit will be given for any and all work missed. Appointments with doctors should be made out of school hours or during vacation. Early dismissals should not be requested, except in cases of emergency. All vacations should coincide with school vacations.

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. Homework can be found updated daily on RenWeb/Facts or Google Classroom.

When returning from an absence, the student is required to present to the teacher/nurse/principal/vice principal a note of explanation from the parent/guardian and the reason for the absence. This note must contain: date of absence, reason for absence, signature and phone number of parent/guardian.

EXTENDED UNEXCUSED ABSENCE: This is for students who have a documented medical (physical, mental or social/emotional) issue that impacts a student's attendance. The student provides medical documentation to their team (i.e. Guidance Counselor, Nurse, and/or Administrator). After a follow up conversation with the student's family and support personnel, the document is on file for the student.

In all instances where a student is on an IEP or a 504 plan and which are not covered by the preceding Extended Unexcused Absence provision, before consequences are imposed under this policy for absences, the school shall first determine whether the absences are caused by or have a direct and substantial relationship to the disability or are a direct result of the district's failure to implement the plan. If the determination is that either of these conditions account for the absences, the school shall grant an Extended Unexcused Absence until appropriate accommodations can be made in the plan. Otherwise the absences shall count and the provision of this policy shall apply.

PLANNED ABSENCES

St. John the Baptist School discourages such student absences. We understand, however, that there

may be times when such absences are unavoidable. Students and parents/guardians need to recognize that planned absences can affect the student's academic status for courses that are missed. Although make-up is allowed, the absence counts toward the maximum allowance of 8 absences per semester or trimester. In addition, retention may be recommended.

While teachers may let students make up missed assignments, tests, and quizzes, teachers are neither expected nor required to provide make-up work or special assignments prior to vacation. Teachers WILL NOT plan work for students taking unscheduled vacations. Major tests must be taken within five days of return and Projects handed in within five days of return. Students are responsible for handing in all assigned work within five days of their return. Students will receive a zero for missed assignments after the allotted days.

TARDINESS TO CLASS:

The school day begins at 8:10am. Students who arrive after this time must check-in inside the school office. Students are expected to be in the gymnasium no later than 08:10. Anyone not in the gymnasium at 8:10 will be considered tardy. Students will not be excused from school except in cases of emergency and only with written parental request. I

DISMISSALS:

1. All dismissal notes should be submitted to the Homeroom Teacher by 8:30am.
2. Dismissals must comply with the criteria for documented and excused absences.
3. Students dismissed, without a documented excuse, will be ineligible for extracurricular activities that day.
4. Students who leave the building without following dismissal protocol may be subject to discipline.

Visiting the School

- Due to security reasons, the ONLY door visitors can use to enter the school is the Library Door (#12).
- Appointments must be made by adults to meet with faculty/staff/administration.
- Valid ID is required.
- Sign-in at main office (#12) and remain there until your appointment arrives.
- Must sign in if going beyond the office and receive a "Visitor Pass."
- Must sign out when leaving.

COMMUNICATION:

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.

Messages:

- Telephone messages and/or report materials will be delivered to the classrooms at the regularly scheduled delivery time.
- Transportation messages must be called in by 1:30 pm.
- Forgotten lunches/work/backpacks/computers must be delivered to the main office (Library door) by **10:00** am in order to reach the students.

- o Homework brought in during the school day will be considered late.
- Students will be allowed to make a telephone call from the school office for **necessary** reasons only.
 - o After school play dates, forgotten homework, and project materials, are not considered necessary.
- In case of sickness or accident the Main Office or School Nurse will notify the parents, or an authorized person.

School:

- Administration uses Wednesday Weeklies as an email tool to make weekly announcements.
- Other important/last minute announcements may be sent via email AND phone.
- Do not hesitate to reach out to a teacher with any questions or concerns
 - o Email is the preferred method of communication with teachers
 - o Students are encouraged to email their teachers with any questions.
- Teachers and/or parent(s)/guardian(s) may request a conference.
 - o Students may be asked to be present.
 - o Administration, Guidance or other faculty members may be invited to the conference
- A response may be expected within 48 hours/two school days.
 - o Teaching your children is our first priority, therefore, please do not expect immediate responses.
- All homework assignments and grades for students will be accessible through RenWeb or Google Classroom online.
- Parent(s)/Guardian(s) are encouraged to check RenWeb on a regular basis to keep up with their child's progress throughout the term.

Chain of contact with faculty via email: (ex: jsmith@sjs-peabody.com)

Reach out to:

1. Teacher who teaches the class in which you have a question
2. Homeroom teacher (if different than #1)
3. Level Coordinator (if different than #1 & #2)
4. Dean of Students (if a behavior issue)
5. Assistant Principal (if an academic issue or IEP/504 concerns)
6. Principal (final method)

School Counselor

- A school counselor is on premises 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, parent(s)/guardian(s) will be notified.
 - o If serious concerns exist, parents will be promptly notified.

School Cancellation Announcements

In the event of inclement weather, the Parent Notification System (RenWeb) will be utilized. You may be informed by telephone, email or cell alert. In addition, announcements will be on channels 4, 5, 7 and Boston 25. If school is canceled for the day, there will be no after school programs or school activities held.

PLEASE DO NOT CALL SAINT JOHN THE BAPTIST CHURCH

TRANSPORTATION

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 in writing.

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

Morning Drop off procedures

All buses use the upper parking lot unless directed differently.

- 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.
 - 8-10 cars should fit along the sidewalk so many students can disembark.
- Students should exit immediately through the passenger side of the car **NO EXCEPTIONS** and go directly to the sidewalk and into the building.
- Parents should remain in the vehicles.
- Children should be ready when the cars pull up. Backpacks, lunchboxes, etc. need to be available to them.
 - 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.
- If you arrive at school before 7:50, please have your students remain in your car until that time.
- Drop off times are 7:50 to 8:10 AM.
 - School and Prayer begin at 8:15 and K-6 students should be in the gym.
 - 6,7,8 students will go to their classrooms until 8:10 am then proceed to the gym.
- If for any reason your child arrives after 8:15 AM they should enter through the library door (#12) and will be signed in and given a tardy slip.

Afternoon Pick Up Procedures :

- 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 (# 12).
- Siblings of K & 1 students will dismiss through the same exit as their younger sibling

- Once the ropes are taken down by a faculty member, cars may begin to snake around the parking lot, remaining within the ropes:
 - K families should park in the public (thrift store) lot and walk to pick up their K students and older sibling.
 - 1st grade families can pull into a parking spot just outside the 1st grade exit. They should walk to the door to pick up their 1st grader and their older siblings. Please do not enter the parking lot before 2:00 p.m. Do not proceed through cones.
- ***All other drivers*** should be aware of the family valet number that was handed out the first week of school. Please DO NOT arrive in the coned area until 2:15
 - Be sure the number is shared with any person(s) that may pick up your student(s)
 - Be sure your student(s) have memorized the number
- Valet Numbers will be sent to the administrator to announce within the school.
 - Grade 2-4 families should arrive in the lot for 2:40pm
 - Grade 5-8 families should arrive in the lot for 2:45pm
 - Walkers will leave the building at 2:40pm
 - Families should park in the public lot or in the lot across from Metro Bowl

Any student not picked up by 3pm, will be sent to extended day where a fee will be assessed.

Bus Regulations and Policies

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.
- Private transportation must be provided by parent(s)/guardian(s) when afterschool get-togethers are arranged.
 - Peers without a bus pass may not ride the bus
- All students must sign up for bus service through the City of Peabody School Transportation Department at 978-536-6581

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.

- Students must remain seated until the bus has reached its destination.
- Students will follow the directions given by the bus driver.
- Hands, arms, heads, and personal belongings must be kept away from open windows.
- No pushing, shoving, spitting, cutting, screaming, or fighting at any time.
- No eating or drinking on the bus.
- Do not share personal items with another student.
- Respect other students on the bus at all times, especially younger children.

- 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/her parent will be contacted.
- **Second Incident** – The child will be suspended from the bus.
- **Third Incident** - Bus transportation for the child will be terminated, unless the student is disabled in any manner according to the Americans with Disability Act. In that case, a parent or monitor will have to ride the bus at the parent's expense.

*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 and further school consequences may occur.

FIELD TRIPS

- Each class has the opportunity to participate in field trips. At times the teachers may need parents to act as chaperones.
- Notices will be sent in advance requesting help if needed and chosen chaperones must be C.O.R.I'd
- Permission slips, for the student to attend these trips will be distributed a week in advance. Students may not attend a planned trip if the permission slip is not returned and may be asked to return home if not attending the trip.
 - One annual permission slip to attend events at Emerson Park will be sent home and returned the first week of school.

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

- Proper dress on all trips sponsored by the school. (See the Dress Code)
- 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/guardian and verified by the teacher/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 administration.

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 is contingent on compliance to school expectations in academics and behavior.

- 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.

- Any student that receives a grade of 69 or below or a 3 or 4 in conduct or effort on his/her report card will be required to meet with the teacher and work toward improvement in the subject in question.
- If effort isn't made to improve, the student may be subject to suspension for the activity.
- Students who do not attend school on a given day are not eligible to participate in any after school activity on that day.
- Anyone damaging school property (home or away) will be suspended indefinitely from any school activity and further consequences will be given.
- Student(s) are responsible to notify the advisor/coach for missing a day of the activity for any reason.
- No activities are to be held during vacation periods, days off or long weekends unless special approval has been obtained from administration.
- All permission slips, fees and doctor's notes (if required) must be submitted to the Director/Advisor prior to the start of the activity.
- 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.
 - Students may represent their team on game days by wearing a school uniform bottom with a team shirt.
- If a student chooses to withdraw from the activity, the advisor or coach should be notified who in turn will notify school administration.
- Any student who is attending a school activity as an observer MUST be accompanied by a parent or responsible adult.
- Such activities include but not limited to:

● Mathletes	● Cross Country
● Newspaper	● Student Council
● Musical	● NJHS
● Basketball	● Quiz Bowl
● Hockey	● Ski Club

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 & 8.
- The students are chosen based on academic standing, citizenship, leadership, and character.
- All students in the chapter must carry out a service project as well as individual service hours.
- The students may be nominated by teachers halfway through the school year of 6th, and 7th grades.
- Membership is decided by use of a NJHS rubric and by a faculty council whose decision is final.

DRESS CODE

By enrolling your children in Catholic education, you have accepted the responsibility of supporting and complying with this policy. 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. We rely on common sense and parents and/guardians' support in helping maintain this dress code. As your student grows, please update the uniform attire.

UNIFORM COMPANY:
School Uniforms by Tommy Hilfiger
www.globalschoolwear.com
School Code: STJO44

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

For the new school year we are excited SJS is now ordering uniforms through Tommy Hilfiger. Please note, there is no longer a dress uniform, students will dress in the daily uniform or gym uniform on class gym days.

To allow a smooth transition, this school year will be a grace period so those families that already have the "old" uniform can still wear them.

Girls

- A plaid or khaki uniform skirt or skort (either style) may be no shorter than hitting the top of their knee. Khaki shorts or khaki docker-style uniform
 - **Khaki colored leggings or jeggings are unacceptable.**
- A monogrammed dark blue or white uniform polo shirt purchased from the uniform company with the school logo.
- Socks include solid navy-blue, white knee socks, tights or ankle socks.
 - **No colored sport socks are allowed.**
- Students may wear any tops purchased from Tommy Hilfiger Global Schoolwear or the used uniform sale
- All tops must have the school logo unless they are being worn as a layer underneath a logo top (for example if a student is wearing a suit jacket with the logo, they do not need to wear a polo or dress shirt with a logo underneath, unless they are planning to discard that layer during school)
 - **Sweatshirts are not allowed during the school day unless it is a gym day, Spirit Day, or Team Day (assigned by Administration)**
- **All polos and dress shirts must be tucked in.**
- Before November 1st and after April 1st, girls may wear uniform shorts that are no shorter than hitting the top of their knee.

Boys

- Khaki docker-style uniform pants. Pants for boys must be worn with a brown, black, or navy blue belt.
 - No “cargo style” or Joggers will be allowed.
- White or navy-blue socks
 - No colored sport socks are allowed.
- All tops must have the school logo unless they are being worn as a layer underneath a logo top (for example if a student is wearing a suit jacket with the logo, they do not need to wear a polo or dress shirt with a logo underneath, unless they are planning to discard that layer during school)
 - Sweatshirts are not allowed during the school day unless it is a gym day, Spirit Day, or Team Day (assigned by Administration)
- All polos and dress shirts must be tucked in.
- During a gym day, the gym uniform must be worn unless it is a Spirit Day, or Team Day (assigned by Administration)
- Before November 1st and after April 1st, boys may wear uniform shorts.

Gym Uniform:

- St John’s light gray T-shirt and navy shorts or sweatpants with the school logo.
- Navy blue sweatshirt with the school logo
- No jewelry
- Appropriate sneakers and white or navy socks should be worn.

Appearance for All Students:

- Proper uniform must be worn on the appropriate days.
 - Gym uniform should be worn on gym days.
 - Daily uniform should be worn on all other days in the same manner
- All clothing should be neat, clean, rip free, with buttons and hems intact.
- Hats/caps are not allowed indoors.
- Polos and dress shirts must be tucked in at all times.
 - Boys must wear belts
- Footwear should be shoes or sneakers.
 - Flip-flops, Crocs, or open toed or open backed sandals are unacceptable.
- Light make-up may be worn. If make-up is deemed too heavy and/or nail polish too bright, the student may be sent to remove it. Nails should be of a safe length and cut.
- Hair must be neatly trimmed, of a natural color, and out of a student’s eyes. Designs (lettering, mohawks, inappropriate designs engraved/cut into their hair) are not allowed. Boy’s hair length must not be any longer than their shirt collar.
- Minimum jewelry is allowed.
- Perfume/Cologne, aerosol deodorant/antiperspirant is not to be brought into school. **It can cause adverse and allergic reactions for all.**

- **At all times, if a student does not come to school in the appropriate uniform, the Dean of Students will contact the parent/guardian immediately about appropriate clothing.** The parent may bring in an appropriate uniform or consent to having the school provide appropriate items to their student from the school store (clean, new and used uniform pieces).

Dress Down/Spirit Day/Field Trips/Social Activities Guidelines

- \$1.00 donated to the Student Council each SPIRIT DAY or a one-time \$10 donation at the beginning of the year which is used to help charities important to the school community and advised by Student Council.
- If payment is not made, the student will not be able to participate in the Spirit Day. Therefore, if a student is dressed for Spirit Day but has not paid, their parent or guardian will be called for appropriate clothing.
- 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 school uniform. The dress code still applies and will be enforced. Modest and appropriate clothing is required. **We rely on student responsibility and parents and/guardians' support in helping maintain this dress code.**

A Good Rule: If you think you shouldn't wear it, you shouldn't.

- Regular uniform is always an option; therefore the donation is optional.
- Themed clothing or colors representing the theme chosen for that spirit day.
- Jeans/Pants/Sweatpants/Shorts
 - Dresses/skirts/shorts no higher than the top of the knee
- Leggings may be worn, but tops must fall below the middle of the student's thigh.
- All tops must have some type of sleeve, (no tank tops)
- No bare skin back, bust, belly, side, or shoulders.
- No ripped clothing of any kind.
- No flip flops, sandals, open-toed or open-backed shoes, including Croc's
- No inappropriate writing/verbiage on any clothing
- Light make-up may be worn. If make-up is deemed too heavy and/or nail polish too bright, the student may be sent to remove it. Nails should be of a safe length and cut.
- Hair must be neatly trimmed, of a natural color, and out of a student's eyes. Designs (lettering, mohawks, designs engraved/cut into their hair) are not allowed. Boy's hair length must not be any longer than their shirt collar.
- Minimum jewelry is allowed.
- Administration will communicate to families and students when special items, such as face paint, hats, costumes, or pajamas may be worn.

CODE OF CONDUCT

The St. John the Baptist School expects students/faculty/staff/administrators to treat others with respect and courtesy and to conduct themselves in a manner worthy of respect of others in order to promote a safe and positive school climate. This begins and ends with self-discipline. **Our code of conduct includes respecting people, property and most importantly, yourself.** All students will respect the property of others, have no involvement with illegal substances or articles, and resolve conflict in a non-violent and responsible manner. Bullying, harassment, and hazing will not be tolerated.

Every student deserves a safe learning environment. Any member of the school community whose conduct adversely affects the school will be in serious breach of this code and may warrant appropriate forms of intervention.

The Code of Conduct applies to all members of the school who are in attendance, on the way to or from school, and at any school-sponsored activity on the property or elsewhere.

Academic Honesty

Students are expected to work to the best of their ability in every aspect of their academic life. A major component of this expectation is academic integrity.

- In the event a student is suspected of cheating, they will be sent to the Dean of Students
- Cheating includes a student who gives or receives information during an examination or on assignments, the offense is the same.
- Forgery will not be tolerated
- Plagiarism refers to stealing or passing off another's work as one's own.
- 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 a consequence.
- No credit will be given for the examination/assignment and the work cannot be resubmitted for credit.
- Further disciplinary action may be taken by Administration

Classroom Behavior

- Students should be prepared for class every day- on time with proper materials.
- Maintain respectful behavior towards teachers and fellow students.
- Students should follow all classroom expectations.

Recess Behavior

- Students are not to leave the school yard or re-enter the building without the permission of the teacher on duty.
- Indoor recess due to inclement weather is left to the discretion of the Administration. During the indoor recess, students must stay in their own rooms and abide by classroom expectations.
- All electronic devices, skateboards, electric scooters, and roller blades will not be allowed in school or in the school yard during the school day.
- Any type of rough play or fighting will not be tolerated.
- Bikes and scooters will not be allowed at recess due to limited space.

DEVICES

Unless approved and supervised by administration the use of cell phones and electronic devices are prohibited during the school day. Bringing these items to school distracts from the academic level which we wish to maintain. This also includes, but not limited to devices that can be used to communicate, post pictures, videos, or send messages. This policy is in effect on all school sponsored trips, field trips and learning experiences. The school will not be responsible if any devices are lost.

Airpods, headphones, Apple Watches, and wearable communication devices are prohibited on school property.

Cell phones

- It is preferred that students do not bring cellphones to school.
- We ask that parents not contact their student's cell phone during the school day. If you need to contact your student please call the Main Office and leave a message.
- If a student brings their cellphone to school, they **must** pass in their cell phone during homeroom and the phone will be returned after the student's line is called for dismissal.
 - A labeled shoe tree with a student's name will be used to store the phone.
 - If a student is participating in a school sponsored club, they must pass their phone into the club moderator.
 - If a student is participating in a school sponsored athletic practice or event, they must keep their phone in their backpack.
- Cell phones will be on silent or turned off upon entering the school building for classes, or any afterschool activity, until they leave the school building.
- If a student does not follow these expectations and has their cellphone on their person, in their locker, or in use, the phone will be immediately collected by the teacher or staff member and administration will be contacted.
- Repeated offenses will result in a parent picking up their student's cell phone at the end of the school day.
- All offenses are subject to disciplinary action by Administration due to the nature and severity of the offense.

School-Issued Devices (Chromebooks)

The network is provided for students to conduct schoolwork. Access to network services is given to students who agree to act in a considerate and responsible manner. 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 school network.

- **Parents should always monitor children when they are online to ensure their safety and well being is not compromised.**
- Students are legally responsible for their online communications both on and off campus.
 - By law, any child 12 years or older is subject to prosecution for inappropriate use or solicitation.
- During school hours, teachers will guide students toward appropriate materials.
- Students and parent(s)/guardian(s) must have an understanding of their proper use of school issued devices.
- Students who use their devices, with teacher permission, must strictly adhere to this policy.
 - Go Guardian is utilized to monitor student use of school issued devices.
- Students must use school issued emails only.
- No school device shall be used to email or message parents or other students unless instructed by the classroom teacher.
- Repeated offenses will be reported to administration and may result in the student losing their chromebook privileges.
- Within reason, freedom of speech and access to information will be honored.
- Students are legally responsible for their online communications.
- It is necessary for parents and students to sign and return to school, the User Agreement to access the school network.

Violations are as follows, but not limited to, may result in a loss of access as well as other disciplinary or legal action:

- Signing in under a name or label that is not your own
- Signing into you personal email account
- Sending or displaying offensive messages or pictures
- Writing obscene language
- Listening to inappropriate lyrics
- Harassing, insulting, or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Viewing explicit videos/pictures
- 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
- All offenses are subject to disciplinary action by Administration due to the nature and severity of the offense.

Social Media

- The posting of pictures from school or any school related activity is prohibited. Students are not allowed to take or post pictures/screenshots of school personnel or classmates.
- Social media is a public forum. Messages posted with the intent of ridiculing, harassing or threatening a student or staff member will result in serious consequences by administration.
- Inappropriate view of websites with a school device could result in serious consequences by administration.
 - This applies to in-school and out-of-school hours.

LUNCH/SNACKS

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

- Students will eat lunch in our lunchroom/gymnasium
- Students are responsible for the condition of the lunchroom at all times.
- 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 must not share their lunch/snacks.

LOCKERS

- Grades 5, 6, 7 & 8 students are provided lockers for use in storing books, jackets, book bags, etc. Some students may be asked to share a locker with one other student. We try to pair compatible students when the need arises.
- Please be CONSIDERATE of your locker mate, locker neighbors and those walking through the hallways.
- Keep books and supplies neat and organized, especially if you are sharing a locker
- Safety First! Under no circumstances should any student place his/her entire body in a locker. Doing so will result in suspension of locker privileges for the remainder of the school year.
- Use only the locker to which you are assigned
- Locker can be searched at any time by a school administrator.
- Remove all food at the end of each day.
- Decorations are not permitted both inside and outside at any time. This includes streamers, balloons, pictures, posters, photographs, stickers. **Only magnets can be used.**
- Lockers are the property of St. John the Baptist School, and students are responsible for any damages.

LEAVING SCHOOL PROPERTY

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.

SUBSTANCE ABUSE POLICY

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

- Any student involved in the possession, use, distribution, or sale of drugs, tobacco, e-cigarettes, drug paraphernalia (including vaping paraphernalia), synthetic drugs or alcohol in school or during a school function will be suspended for a minimum of ten days.
- Additional penalties may be imposed depending on the severity and nature of the specific incident, up to and including expulsion from school for the remainder of the school year.
- The police may be notified of illegal actions involving drugs and alcohol.
- Any student found smoking in the building or on school property will face disciplinary action. Possession of tobacco products or lighting devices is similarly prohibited.
- There are three basic kinds of involvement with the above substances.
 1. Buying
 2. Selling
 3. Bystander/Observer

- The school's response to both of these offenses should be in three parts, which includes:
 - School discipline
 - Police involvement
 - Counseling. (The cost of counseling will be the responsibility of the parent(s)/guardian(s)).
- Students who approach school personnel with concerns about their own drug or alcohol use will be referred to a counseling agency.
- Parent(s)/Guardian(s) will be contacted.
 - A liaison between the school, the counseling agency. and the parent(s)/guardian(s) will be established concerning the treatment of the student.

SCHOOL SAFETY

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/threats of any form at our school.

- Students are expected to always treat each other with respect.
- Students have a right to a safe, secure, and peaceful school.
- Verbal and/or physical assaults are unacceptable.
- Swearing, vulgar or obscene language will not be allowed at school or during school-related activities.
 - Using such language will result in disciplinary action.
- Fire/Lockdown behavior will be monitored.
 - No running or talking is permitted
 - All students will be held to high expectations for the safety of all.
- Students must sign in and out of a classroom so they can be tracked in case of an emergency.
- Students who are verbally abusive to other students will be subject to disciplinary action by administration.
 - Racial slurs, Swearing, taking the Lord's name in vain, and any other vulgar/obscene vocabulary deemed inappropriate
 - Fighting during school or school-related activities for any reason will not be tolerated and is considered a very serious offense.
 - Bullying and Cyberbullying will be investigated by the administration and the School Resource Officer and will follow with disciplinary action.
- Students guilty of instigating or participating in a fight will face disciplinary action by administration
 - All fighting incidents will be thoroughly investigated, and parent(s)/guardian(s) will be notified.

- Intimidation, including written threats, online threats, physical gestures, or inappropriate/obscene language, is considered harassment and will not be tolerated.
 - These offenses may result in investigation by the School Resource Office and administration, which will follow with disciplinary action.
- Bomb threats, false alarms, and the inappropriate use of 911 calls jeopardize the safety and security of the entire school building. These offenses will result in suspension or expulsion and police involvement.

WEAPONS

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. A weapon is defined as any instrument (genuine or not) designed or used to injure, intimidate or to threaten another person whether in-person or online. In order to protect the students at St. John's School, the administration will immediately notify the police and parent (s)/guardian(s) must meet with administration and civil authorities. It is a Felony Offense for anyone 12 years or older to participate in such actions. The student found in possession of or threat with words or pictures of a gun or knife on school property or in attendance at a school sponsored activity will also face disciplinary action by administration. Police will be notified, and parent (s)/guardian(s) must meet with administration and civil authorities. It is a Felony Offense for anyone 12 years or older to participate in such actions.

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 school day. Conduct should never negatively affect the faculty/staff/administration/members of St. John's School.

VANDALISM

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Books must be covered and a backpack is required for all books carried outside the school. Willful defacing or destroying of school property will result in disciplinary action, which may include payment to replace the broken item and/or community service. Chromebooks should be covered for protection.

HARASSMENT

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.

- Students are expected to always treat each other with respect.
- Intimidation, including written threats, online threats, physical gestures, or inappropriate/obscene language, will not be tolerated.
- These will result in disciplinary action by administration and may include police notification.
 - This includes harassment of any kind-including, but not limited to verbally, physically, or sexually, whether in-person, on any social media platforms or devices.
- Legal action may be necessary

UNAUTHORIZED USE OF SCHOOL NAME

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 and or legal action. Student(s)/parent(s)/guardian(s), without express written authorization of the principal and pastor may not 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.

ENVIRONMENT

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants of asbestos-related activities. The EPA (The Environmental Protection Agency) manages this program and St. John the Baptist School is in full compliance with all regulations.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it is the basis of the whole education structure. It is the training that develops self-control, character, orderliness, efficiency and spiritual growth. It is the key to good conduct and proper consideration for other people. It is the goal of St. John School to utilize a discipline process which teaches our students right from wrong and to grow as disciples of Christ.

Pedagogy

St. John the Baptist School practices the Responsive Classroom model. This school model invites students and teachers to form a relationship and is an ongoing invitation to enter into a community. In following this model, and in an effort to foster student autonomy through a growth mindset, our discipline procedures have been amended to deliver engaging academics, build a positive classroom community, effectively manage the classroom, and be developmentally responsive to students. When a student has behaved poorly, they should be guided by their teacher and/or administration about personal accountability and positive contributions to their classroom and improved learning experience.

Teachers are expected to manage behavior in the classroom. However, in cases of certain behaviors such as, but not limited to: cheating, bullying and/or harassment (in person or online), fighting (verbal or physical), repeated oppositional and defiant behavior. When these behaviors arise, the Dean of Students will be notified and take appropriate action, as stated below. Other members of the Administration Team may be brought into the discussion and each infraction is logged. Parents will be contacted. Parents may view their student's discipline comments on FACTS throughout the year.

Verbal Warning

A verbal warning will be given to a student after they have behaved poorly twice and have not corrected their behavior.

Notify Parent/Guardian

If a student continues to behave inappropriately after a verbal warning, the teacher will notify the parent/guardian. As partners in the educational process at St. John's School, we ask parent(s)/guardian(s) to set rules, times, and limits to help your child accept personal accountability and make positive contributions to their classroom environment. In addition, the school administration will be notified.

Classroom Detention

If a student continues to behave inappropriately after their parent/guardian has been notified they will receive a classroom Detention.

- Detention is defined as remaining after school for an assigned period of time.
- Student will be responsible for making amends for the reason he/she is serving detention.
- During detention, the student will positively contribute to the classroom through service in order to maintain a responsive classroom.
- Multiple detentions in a term may result in office detentions or a suspension.
- Detention is in the jurisdiction of the staff member assigning the detention.
- Detention slip will be sent home, signed by a parent/guardian and returned the next morning.
 - All detentions slips will be logged and kept on file

Office Detention

- Detention is defined as remaining after school for an assigned period of time.
- Detention will be served under the jurisdiction of the Dean of Students or the Assistant Principal
- Student will be responsible for making amends for the reason they served detention.
- Multiple office detentions may result in suspension or expulsion
- Detention slip will be sent home, signed by a parent/guardian and returned the next morning.
 - All detentions slips will be logged and kept on file

Suspension

- Suspension is defined as a temporary dismissal of a student from the school for ten days or less.
- Student will be responsible for all work when off campus, however,
 - Zeros will be given for all work due and assigned from the moment suspension is given.
- Suspension is in the jurisdiction of the school administration.
- 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.

Expulsion

St. John's cannot retain a student who consistently shows marked disregard for its policies or whose influence is detrimental to the overall tone of the school. A student may not return to St. John the Baptist and all records will be forwarded to the next school.

ACADEMIC INFORMATION

High School Entrance Exams (HSPT)

High School Entrance Tests for 8th graders only are scheduled in November and December. Official dates will be provided at the beginning of the academic year. Registration is required.

HSPT is a one-time test for Catholic High Schools

<https://stsusers.com/stsusers/registration/static/boston.php>.

SSAT is a one-time test for Private High Schools including boarding schools.

<https://www.ssat.org/>

Homeroom Placement

At the close of the 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. Placements will be announced in mid to late August.

Homework

Homework is required. Students cannot hope to attain satisfactory grades in school unless they review at home the lesson taught that day and/or prepare for future classes, assignments, and/or assessments/projects. This is the purpose of homework. The amount of time which different students in the same grade will spend on homework will vary.

- Students will receive daily home assignments which could be 20 to 90 minutes.
 - This may vary from student to student
- Students must utilize RenWeb/Google Classroom each day to keep up with and organize assignments.
- An agenda book should be utilized to organize assignments and expectations.
- Teachers will post assignments and due dates by Sunday night for the week ahead.
 - This may change daily depending on how far a teacher gets in a lesson.
- **Students must develop and utilize time management skills to address daily homework and long-term assignments.**

Afterschool Academic Support

- If the student is required to stay after school for any reason, he/she will be given time to notify parent(s)/guardian(s).
- After school help will be offered once a week and/or upon a mutually agreed upon time between the teacher(s) and student(s).
 - It is both the student and teacher's responsibility to reach out for extra help.

- Students may be picked up at the library door (#12) at the assigned time.
- 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.
- Please note that the expectation for after school help is to provide extra support and understanding for students on a specific academic subject.
- Students not picked up by the assigned time, will be sent to the extended day program and a fee will be assessed.
- The school cannot supervise the siblings of students who are waiting for a brother or sister.
 - Alternative arrangements for their transportation and care must be made.

Grades

- Student grades and assignments are available on RenWeb/Google Classroom.
- Follow the instructions to set up your account.
 - If you cannot log in, please call the office for assistance.
- Parent(s)/Guardian(s)/Student(s) should use this as a tool to keep informed of a student's progress.
- Subject teachers will provide parents with a syllabus at Meet the Teacher Night.
- 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.

Progress Reports

- Will be sent via email for behavioral and/or academic reasons
- Are emailed half way through the term.
 - If there is a behavioral or academic issue
- Can be sent via email at anytime during the school year to keep parent(s)/guardian(s) informed.

Report Cards

- Report cards are issued three times a year.
 - Annual optional conferences are after the first marking period.
 - As-Needed Parent/Teacher conferences are by appointment

- Each report card is to be signed by a parent/guardian and returned to the homeroom teacher within a week of reception.
 - The signature does not indicate that parent(s)/guardian(s) approves or disapproves of the report, but that (s)he 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 communicate with parent(s)/guardian(s) on an individual basis if a problem needs to be discussed.
- Teachers and all staff members should not be contacted concerning school business at their homes, nor should teachers be interrupted in their classrooms.

Honor Roll

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

- **Principal's List**
is awarded to those students who have achieved an average of 94 or better in all letter graded subjects, with a rating of 1 or 2 in conduct and effort in all subject areas
- **First Honors**
is awarded to those students who have achieved an average of 90 or better in all letter graded 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 87 or better in all letter graded 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 84 or better in all letter graded subjects, with a rating of 1 or 2 in conduct and effort in all subject areas.

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, which will be recorded on their report card.
 - 5-8 students may not repeat a grade level at St. John the Baptist School

HEALTH SERVICES/NURSE

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 hours before returning to school.

Mission

School Health Services will provide a safe and nurturing environment for all children to maximize learning and to grow academically, spiritually, socially and in good health. 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 so as not to interfere with their time for learning.

The school nurse(s):

- Are responsible for the daily care of students with health care needs. We assess for illness and provide First Aid for injuries in school and administer medication if necessary.
- Oversees the management of allergies, asthma and diabetes in school and is responsible for all health records.
- Performs the state mandated screenings at appropriate grade levels and monitors and enforces student immunizations according to state regulations.
- Support parents and the school in dealing appropriately with communicable diseases.
- Supports students in a mental health crises with the School Counselor and administration

Food In the Classroom/School

St. John School is a *nut-sensitive school*. Many of our students have *food allergies*; please check with the nurse before bringing in any food items to school. Soda and candy are not allowed in school.

Medical Condition

If your child is under medical care for a condition, or is currently taking medication that may affect them during the school day, please contact the school nurse so we may better understand your child's needs throughout the school day.

School Health Records

A comprehensive School Health Record is kept on file for each student throughout their school career. This record includes medical history, immunizations, physical

exams and screening results. Please provide the School Nurse with current physical exams and immunization records:

in Grades PreK/Kindergarten (grade of school entry if different from Kindergarten)

4th Grade

7th Grade

Upon graduation, the comprehensive School Health Record will be forwarded to the appropriate High School.

Emergency Situations

The School Nurse informs parents in the event of an emergency or illness during school hours. Depending upon the situation, this may result in immediate dismissal from school. Please make sure that parent/guardian contact information remains current throughout the school year.

Guidelines for Student Attendance:

Don't keep your child home for:

- Sniffles, a runny nose or mild cough without a fever; it could be a common cold or allergies.
- Vague complaints of aches, pains or fatigue.
- One episode of diarrhea with no other symptoms; it could be the result of something they ate.

Do keep your child home for:

- A child with vomiting or diarrhea should remain at home for at least 24 hours after the symptoms have resolved. Diarrhea is three or more unexplained episodes of watery or loose stool in 24 hours or sudden onset of loose stools.
- Any child with a fever of 100 F and above or a fever that produces chills, muscle aches, sore throat, or sweating, should remain at home until 24 hours after the fever has resolved **without the use of fever reducing medicine.**
- Strep throat, conjunctivitis or impetigo (a rash with pustules) requires 24 hours of medication as prescribed by the physician before a student returns to school.
- Students with Head Lice must be treated and must be brought in by a parent for the nurse to examine before returning to school.
- A child with a serious, sustained cough, shortness of breath or difficulty breathing should be evaluated by their Primary Care Physician or Pediatrician before returning to school.
- A child with any new rash or skin condition that is increasing in size, or where new sores are developing day to day, and is undiagnosed by a physician should remain at home.

Parents whose children have had any of the above conditions should contact the school nurse so that we may ease the transition back to school after an illness and implement communicable disease control in the school and/or classroom.

Other times to contact the school nurse are:

- When your child is hospitalized.
- If your child is excused from physical education:
 - **A written note is mandatory from their Physician.**
 - Written notification is also required for return to physical education especially after the diagnosis of a concussion.
- If your child has a injury or illness that may require accommodations during the school day, examples (casts, crutches, wheelchairs), or an illness that affects a child's ability to function in school for a full day, such as infectious mononucleosis (mono), Lyme disease or recent surgery.

Medication Administration

While most medications that children take can be given outside the normal school day, occasionally the need arises for medication to be given at school. St John the Baptist School has developed a prescription medication administration program. Policies are in place to ensure the health and safety of children needing medication in school. All medication, including over the counter medications to be administered during the school day requires a proper medication order from a licensed prescriber and written authorization from the parent before the medication can be given to the student in school. Please contact us to obtain information and applicable forms. Medications must be brought to the school by an adult in the pharmacy labeled container with no more than a 30-day supply.

● **Short-term medication**

For short-term medications, i.e., those requiring administration in school for ten school days or less, the pharmacy labeled container may be used in lieu of a licensed prescribers' order. The medication should be brought to the school nurse by the parent and a Medication Authorization form must be signed.

● **Over-The-Counter medications**

The school nurses may administer certain over the counter medications as needed under the direction and medical orders of the school physician, Dr. Stephen J. Morgan. The "Permission to Treat" consent form must be signed by the parent/guardian prior to the nurse administering any over-the-counter topical or oral medications. If you have any questions or concerns, do not hesitate to ask one of the school nurses.

Flu Clinic

The Centers for Disease Control (CDC) recommends an annual flu vaccine as the first and most important step in protecting against flu viruses. Flu clinics are often offered at the school. Look for information in the fall.

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 email and/or Wednesday Weeklies. All updates will be available on the parent portal of Renweb where the handbook is published.