

Love Radically



**Saint John the Evangelist School
Student and Parent Handbook**

2020-2021

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Follow Jesus; Strive for Excellence

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MISSION STATEMENT***Mission Statement***

St. John the Evangelist School is a faith-filled community built on tradition, engaged in service, and committed to academic achievement. We Follow Jesus and Strive for Excellence.

PURPOSE OF THIS HANDBOOK

The excellence of St. John School is built on the cooperation between parents and school personnel. This handbook is designed to promote home/school cooperation by defining policies and procedure and addressing frequently asked questions between school and home. This handbook is intended as a reference guide and may not touch upon all contingencies. The principal of St. John School reserves the right to amend policies, procedures and regulations in this Handbook. Parents will be given prompt notification if changes are made.

NEW COVID-19 Requirements

Mask/Face Coverings

Masks and face coverings that cover the nose and mouth are mandatory for students in kindergarten and up. Students in preschool and prekindergarten are also required to have a mask/face covering with them at all times. Masks/face coverings should be made of a tightly woven fabric, such as cotton or cotton knit, be comfortable for extended wear, and be washed daily. All staff and visitors are required to wear a mask that covers the nose and mouth upon entering St. John School or while being outside and being unable to maintain six feet of social distance. The only exceptions for mask-wearing are meals, mask breaks, documented medical exemptions filed with the school nurse. Refusal to wear a mask will prohibit a student from participating with peers during in-person instruction.

Families are encouraged to purchase reusable cloth masks that are cleaned daily. Students should have a mask for each day they are in school if it cannot be cleaned daily. Please send a backup mask with your child if the mask is soiled or needs to be replaced. Extra disposable masks will be available by the school for students who need them.

Masks/face coverings must be school appropriate. This allows for some creativity (sports teams, patterns, fun designs, etc) but prohibits political messaging as well as other inappropriate themes. A face shield may be worn in addition to a mask/face covering. However, a face shield is not a substitute for a mask/face covering.

Mask Breaks

Kindergarten and above will have mask breaks throughout the day, at minimum two times. During mask breaks, students must remain six feet apart. Ideally these mask breaks will be outside and/or in the Gym since that would ensure 6 feet of social distancing. If mask breaks occur in a classroom, windows will be opened and students will remain 6 feet apart. St. John School will furnish lanyards to students to use to protect masks. Student may also use other types of clips or bags. Lunch is considered a mask break.

Movement in the Building

-Once students are in their classrooms (after 8:40 am), there will be limited movement throughout the building. Mask breaks, bathroom breaks, lunch, and possibly specials will be designated movement times.

-Cohorts will move through St. John School together and interact with other cohorts as little as possible. Students will keep a minimum of three feet between each other in the hallways.

-We will develop schedules for movement outdoor, to the gym for lunch, and for bathroom use.

-From 9:00 am - 3:00 pm, the front stairwell on floors two and three will be closed to all except students who are sick. This is necessary since our health office is in the stairwell of floor 2 and our isolation room is located in the Guidance Office in the stairwell of floor 3.

Bathrooms and Water Bubblers

All student bathrooms will be limited to three student occupants at a time and every other stall/urinal will be closed. Students will be allowed to use water bubblers to fill water bottles. Water fountain use is prohibited. Students are encouraged to bring a water bottle to school and will be taught how to properly use a water bottle in the classroom. We will have a portable water bubbler in St. John Church basement classrooms.

Lunch

-During lunch, students will not be in masks. This means that they must be six feet apart.

-Preschool, prekindergarten, and grade 3 will eat lunch in their classrooms and/or outside.

-Kindergarten through grade 2 and grade 4 through grade 8 will eat in the gym and/or outside. Lunch will be separated in to three shifts (11:30, 12:00, and 12:30). Students will sit at a one-piece desk six feet apart from each other. The desks will be sanitized between lunch shifts.

-Students will wear their masks into the gym and until they are seated at their individual desks. Students will then put their mask on a lanyard or other holder or in a paper bag.

-We will offer lunch for purchase through Lunch Box. Since these lunches come in boxes, it makes them easier to distribute. Sadly, there will be no Friday pizza day as it requires too much handling to separate pizzas.

-Microwaves will not be available for student use.

Recess

Students will have the opportunity for outdoor recess each day, as long as the weather cooperates. Each cohort will be assigned a play area outside that they can play in together (see attached map). They will not be allowed to leave this area to interact with other cohorts. We will rotate cohorts through these areas. If students are within six feet of each other, they must wear a mask. Preschool and prekindergarten will develop outdoor schedules for students.

Outdoor Spaces

St. John School has at least 19 spaces (see attached map), including playgrounds, the basketball court, the Nature Center, blacktop areas, and numerous grassy areas (including the Mary garden). Teachers will be able to sign up to use an area for a day (AM and/or PM). Cohorts will not interact outside. Teachers may request that students bring a towel or other sitting device. We are also encouraging students to bring a hat each day. Metal chairs may be available for students' use and they will be sanitized between uses. When students are outside, they may only remove their masks if they are six feet apart.

Seat Assignments

In all classrooms, seats will be a minimum of 3 feet apart and up to 6 feet apart where possible. All seats will face the same direction and students will have assigned seats. The only classroom that will be a shared space is the middle school science lab and it will be disinfected between individual students uses. The gym may be used as a classroom space for specials and seats will be disinfected between uses.

SCHOOL HOURS, ARRIVAL, AND DISMISSAL

School Hours

School Hours are 8:40 a.m. to 3:10 p.m.

Arrival

The drop off line at St. John School will see no change. Parents will enter from Washington Street, drive next to the Church and then loop around in the parking lot near St. John School. However, there will be two distinct drop off areas and four entrances. See map.

-Prekindergarten and Grade 3 students will be dropped at the corner of St. John Church closest to St. John School. Prekindergarten will enter the door at the front corner of the Church. Grade 3 will walk through the Mary Garden and enter from the back corner of the Church.

-Preschool and Kindergarten students will be dropped in front of St. John School and enter through the Gym Entrance.

-Grades 1, 2, and 4-8 will be dropped in front of St. John School and enter through the Main Entrance.

-The PK door will be unavailable for entry.

-All bus riders will enter through one of the above entrances. Since we have no information on the availability of busing, busing is a true unknown at this time.

-All students in kindergarten and above must be in a mask when they exit their car.

-Any parent that walk their child(ren) to the door or class must be in a mask/face covering. Parents in kindergarten and above will not be allowed to walk students to class after Tuesday, September 8.

-A prekindergarten teacher or aid will be at the Church Entrance, Dr. Flieger will be at the Main Entrance, and an additional staff member will watch for bus riders and help in other areas.

Parents dropping off children must follow the traffic cones in the parking lot. Cars may not pass other cars in the drop off line. Parents or families who want to walk their child(ren) to the door may park in the spaces across from the church. Parked cars must be pointed forward and no cars may back up during drop off. Only preschool families may walk their children to class. No children can walk through the parking lot unattended.

When students enter the building, they will go directly to their classroom. Announcements and attendance will be taken at 8:40 a.m. Any student not in their classroom by the 8:40 bell is considered tardy.

Dismissal

We will implement a staggered and multiple location pick up for students.

- Preschool students will be dismissed at 3:00 from the PK door.
- Prekindergarten students will be dismissed at 3:00 from the Mary Garden (next to the Church).
- Kindergarten students will be dismissed at 3:00 through the gym door.
- Grade 1 students will be dismissed through the PK door at 3:10.
- Grade 2 students will be dismissed through the Main Entrance at 3:10.
- Grade 3 students will be dismissed at 3:10 from the Mary Garden (next to the Church).
- Grade 4 students will be dismissed through the Gym Entrance at 3:10.
- Grade 5 students will be dismissed through the Gym Alley entrance at 3:10.
- Middle School students will be dismissed through the back of the Gym at 3:10
- In all cases, students will be brought outside to parents whenever possible. In inclement weather, students will remain inside until a teacher sees a parent.
- During pick up, all adults must wear a mask/face covering.
- After you have picked up your child, please return quickly to your car and exit St. John School as soon as possible.
- Students who are not picked up within 5 minutes will be brought to aftercare in the gym.

Notes

Cars may not drive down the side alley of the school.

No students will be walked to the Canton Public Library.

Grade 5 through 8 may ride their bikes to school. There is a bike rack near the Main Entrance.

Extended Day

Before school care is available from 7:20 a.m. to 8:20 a.m. and after school care is available from 3:15 p.m. to 5:30 p.m. Before and after school care costs are \$8/hour. A \$25 fee will be charged after 5:30 p.m. for every ½ hour or portion thereof after 5:30 p.m. Parents will be charged through their FACTS account.

Extended Day will occur in the gym for all students. Students will be assigned a one-piece desk that they will sit at and either read or play. They will be seated six feet apart. Students will not play together. We will have limited toys and activities available for students. This may include a movie or digital fun with teachers.

Half Day

St. John School will periodically have half days. On half days, PS and PK dismissal is at 11:45 and Kindergarten through Grade 8 dismissal is at noon. All PS half-day students will be dismissed at 11:45 through the PREK doors.

SCHOOL PUBLICITY/IDENTITY

Publicity

There may be times when a student's photograph and name may appear in various media including, but not limited to, Canton Cable TV, our school website, local newspapers, Facebook, Twitter, and in the school's marketing materials. If you do not want your child to receive publicity, written notification must be given to the principal by the first day of school.

The St. John School Parent Group occasionally receives requests for directory information (name, address, telephone number and/or email address) for the purpose of contacting parents/guardians about activities. The parent/guardian has consented to the release of such information unless otherwise stipulated in writing to the principal. The Directory is sent out to all families in September and the information is available through Ren-Web.

Unauthorized Use of School Name

No student student's parent/guardian may utilize the school's name or identifying logo for any inappropriate purpose, including but not limited to use of the school name:

1. To open up any bank account.
2. To solicit funds on behalf of the school.
3. To collect money on behalf of the school.
4. To sell products on behalf of the school.
5. To schedule any field trip, vacation or other accommodations.
6. To post to any website or social media platform 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 subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may also result in legal action.

ADMISSION, TUITION and WORK CREDIT

Admission Policies

St. John School does not discriminate against students for admission on the basis of race, national origin, color, creed, or sexual orientation.

- Admission is dependent both on academic qualifications and the desire to promote what is in the best interest of the student.
- Children of families currently enrolled are given priority in admissions.
- Parents/guardians accept the responsibility of tuition and are financially obligated for the full year's tuition. Parents will not be able to register their children for the next school year if all financial obligations are not met. Checks that do not clear are the responsibility of the parents. Fees will be collected from the parents.
- Parents/guardians of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.
- Students must be potty-trained to attend. Pull-ups are not allowed unless medically needed.

Tuition

The tuition forms for each year are sent home to all families in the spring. All policies and procedures in the tuition packet must be followed. Information on tuition assistance is provided in the spring.

Incidentals

All incidental payments, including extended day, lunch, field trips, and after school activities will be charged through FACTS. Families that are 90 days past due will not be allowed to use incidentals.

Refund Policy

The school's expenses are incurred on an annual basis and are not diminished when a student withdraws. Refunds of tuition payments (not to include the non-refundable deposit to hold a child's seat) will be made for voluntary withdrawals submitted in writing before the dates shown:

If you withdraw before August 31, you are responsible for 25% of the annual tuition and will be refunded 75% of total annual tuition.

If you withdraw before November 30, you are responsible for 75% of the annual tuition and will be refunded 25% of total annual tuition.

If you withdraw after November 30, you are responsible for 100% of the annual tuition and will not receive any refund.

If a student is suspended at any time during the school year the parent/guardian is responsible for their full tuition obligation.

Service Hours (A decision on service hour requirements for the 2020-2021 school year will be made before January 1)

Every family is required to pay a \$250 deposit for Service Hours upon enrolling the family in the school. Twenty hours of volunteer service must be done between July 1 and June 15 every school year. If you do not complete twenty hours of volunteer service each year, a prorated penalty payment of \$750 will be required prior to the student(s) in the family reenrolling for the next school year. Upon leaving the school, the \$250 deposit will be returned to those who have completed their Service Hours obligations. If your Service Hours for the year are not completed when you leave the school, the deposit (or a portion of it) will be kept and applied to the payment of any hours not completed.

ATTENDANCE, DISMISSAL and ABSENCE POLICIES

Absenteeism, Early Dismissal, Irregular Dismissal Plans

If a child will be absent, parents/guardians are asked to call the school at 781-828-2130 or email Mrs. Sullivan (Suzanne.sullivan@sjscanton.org) between 7:00 a.m. and 8:20 a.m.

A child must be present during the school day in order to participate in any after school or evening activities. Assignments and make-up work or tests cannot replace classroom instruction, explanation, clarification, and teacher/pupil exchange. Your child loses this opportunity every time he/she is absent.

Family vacations while the school is in session are strongly discouraged. Obligatory events such as weddings or funerals are understood and accepted, but trips to vacation spots during the school times should be avoided. It is not reasonable to expect that a teacher will be able to provide necessary help that a student will need after returning from a family trip. In addition, teachers do not have to provide work ahead of time in these cases. Please keep this in mind when planning family vacations.

Early dismissal will be permitted for urgent reasons only. Appointments should be arranged for times that do not conflict with school hours. If however, a child must be dismissed early, a written or email request from the parent/guardian is necessary. Parents/guardians must pick up the child being dismissed at the main office. Students will not be dismissed between 3:00 and 3:10.

Students that are severely tardy (arrive at noon or after) are considered absent for the day. Students that are dismissed before noon are considered at school for a ½ day. Should a child be going to another child's home after school, a note should be sent to the teacher informing him or her of the arrangement.

Parents will be notified when if their child has excessive absences. Excessive absences are defined as missing 10% of scheduled school days (18 days for the year).

Tardiness

A student is tardy if he/she is not in the classroom for the tardy bell at 8:40 a.m. In the event a Canton school bus is late, students riding on that bus will not be marked tardy. Parents/guardians of students who show a pattern of tardiness will receive a phone call from the school, followed by a letter from the school, and then an in-person meeting with the principal.

Court Order Restraint

Unless the school has a court ordered restraint on file, a student may be released to either parent/guardian.

Visitors to the School Building

Visitors to the building are discouraged this year. All visitors, including parents/guardians, are asked to report to the office, sign in, and receive a visitor sticker before going to any classroom. Every visitor must complete a health survey. For the safety of the students and staff, please do not hold the door for unknown individuals when you enter the building. No pets are allowed in the building.

No school announcement, delayed openings, and emergency closing

In the event of inclement weather, St. John School will be closed. If Canton Public Schools close, St. John School will be closed. St. John School may also close if the need arises. Cancellations will be announced via email, an automated telephone message to parents/guardians, and also on WBZ radio and Channels 4, 5 and 7.

In the event of a Delayed Opening of School, an announcement via email and an automated telephone message to parents/guardians will occur. This announcement will also be carried by WBZ radio and Channels 4, 5 and 7 and will be specifically announced as such, *One hour delayed opening for all schools in the town of Canton*. On that day, students will be picked up at their bus stop one hour later than usual in the morning and St. John School will begin at 9:40 a.m. instead of 8:40 a.m.

Although the Canton Public Schools cancel their morning kindergarten sessions on 'One Hour Delayed Opening' days, St. John School preschool, prekindergarten and kindergarten will be in session. Parents/guardians are reminded not to attempt to send their children to school early on days of 'One Hour Delayed Opening' since the schoolyard may not be plowed and the staff will not be available to supervise early arrivals.

Parents/guardians should discuss with their children who will pick them up in the event that school needs to be dismissed unexpectedly due to weather conditions. This announcement will also be announced via an automated telephone message to parents/guardians from the principal and over the same radio and TV stations.

ACADEMIC AND RELIGIOUS EDUCATION PROGRAM:

Religious Education Guidelines

St. John School students follow the Archdiocese of Boston Elementary Religion Standards as well as parish guidelines set up for the Sacramental Programs. Children learn from the example of the people in their lives who are most significant to them. You as parents/guardians are the first educators of your children, especially in the area of faith development. In the elementary grades, religion is taught every day. In the middle school grades, theology is taught four days a week in 45-minute periods.

Liturgical Celebration

Children are instructed regarding regular attendance at Mass on Saturday evening or Sunday and on Holy Days of Obligation. During the school year, student will regularly attend Mass and prayer services. Such celebrations help to develop a sense of community and Church within the child. Parents/guardians and friends are invited to participate in these celebrations whenever possible.

Academic Standards

St. John School utilizes the Massachusetts Curriculum Frameworks as a guide for academic standards, curriculum development, and instruction in English Language Arts, Mathematics, Science, and Social Studies.

Academic Testing Program

Testing is one tool used to evaluate student growth and academic achievement. The purpose of the testing program is to measure the education status of the school and to assist teachers. Testing will be used primarily to look at student growth over time. Students take the NWEA MAP (*Measures of Academic Performance*) assessments in grades kindergarten through grade 8 multiple times per year (2-3).

Homework

The purpose of homework at St. John School is to maximize children's school experience by (1) reinforcing and/or extending classroom learning; (2) building responsibility; (3) developing essential study habits; and (4) strengthening home-school partnerships and communication. Homework should be a regular part of family life. Our goal is to create homework that is flexible enough to accommodate a wide variety of learning styles, achievement levels, family circumstances, and outside activities. Especially in the early primary grades, teachers often provide choice points so parents/guardians can tailor homework assignments to their child's interests and family routines. Individual teachers will address specific homework requirements in their classes.

Middle School Grades

Grades in the Middle School are on a percentile scale. Students must receive a 60% or above to pass a class. A student who receives below a 60% will fail the course and be subject to additional work, summer school, or removal from St. John School.

Honor Roll

For grades 6-8

- First honors: A child has a 90% average or above in all subjects on his/her report card.
- Second honors: A child has an 85% average or above in all subjects on his/her report card.
- Honorable mention: A child has an 80% average or above in all subjects on his/her report card.

All conduct and effort marks must be a 3 or higher on a child's report card in order to be eligible for the Honor Roll. Students also must maintain a Satisfactory or higher in all subjects in order to be eligible for the Honor Roll.

For grades 4-5

- A child has all grades B and above and all conduct and effort marks S or above.

National Junior Honor Society

Candidates eligible for selection to the National Junior Honor Society (NJHS) must be in the second semester of sixth grade or members of the seventh or eighth grade class. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at St. John School. Candidates eligible for election to the chapter shall have a minimum cumulative average of 90% (equivalent to a grade point average of 3.5 on a 4.0 scale). Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship. All NJHS students will perform after school tutoring on a regular basis.

Extra Help

This is available to students as needed before or after school. Arrangements should be made with the teacher. Students should be picked up promptly following the conclusion of their extra help session or arrive on time.

Physical Education

All students are required by Massachusetts' law to participate in the school's physical education program. If for medical reasons a child cannot participate, a doctor's note is required. Complete gym uniforms are required to participate in gym classes and no jewelry should be worn to gym or sports events. Students involved in the athletic programs must show good effort and conduct regarding their academic progress.

Technology

St. John School believes that technology is an essential part of the academic program and that it is a tool that should be utilized in instruction. When your child is given access to technology, it is essential that rules be followed.

Please see Appendix for the Acceptable Use Policy for preschool - Grade 3 and Grade 4 - Grade 8.

BEHAVIOR

Standards of Conduct

At St. John School, appropriate behavior is expected at all times. Students must conduct themselves in an orderly fashion in the classroom, at recess, during lunch periods, in the lavatories, and going to and from school. Respect for others, helpfulness, honesty, responsibility, and fairness are important core values that we instill in our students. Please see Appendix for a full explanation of expectations for behavior.

Bullying Policy

Please review the St. John School Bullying Policy that is available on the website, in the school office, and in the Guidance and Health Offices.

Lunch Behavior

A staff member will be on duty each lunch period along with several parent/guardian volunteers. All students must follow directions from all adult supervisors and remain seated until dismissed by the teacher. Students should clean up after themselves and walk in and out of the lunchroom.

Care of Books and Property

Respect for property is important. Books, desks, equipment, etc. must be handled properly. If there is loss of materials or property damage, the person responsible is required to reimburse the school for loss or damage. Children should be encouraged to take proper pride and care of school property.

Cell Phones

Students may bring cell phones to school; however, they may not be used during the day. Students should not use cell phones once they enter the building in the morning. The homeroom teacher may take all cell phones when students enter the classroom. Cell phones may not be used in the afternoon until students enter the Parish Center for dismissal.

Academic Honesty

Academic honesty at St. John School is doing one's own work. Academic dishonesty, or cheating, is defined as participating in or intending to participate in a dishonest act for one's gain. Examples include:

- Copying another student's homework
- Looking at another student's paper to gain information
- Using notes or other material when taking a test or quiz
- Showing your paper to another student when taking a test or quiz
- Taking, and using as one's own, the thoughts, words, or plot of another writer (plagiarism)
- Using any other action to gain or give an unfair advantage
- Forging a note from, or the signature of, a parent or guardian

When more than one student is involved in academic dishonesty, all participating students are regarded as being academically dishonest.

When academic dishonesty occurs in Grade 4 and below, the classroom teacher, who may enlist the help of the administration, will handle it on a case-by-case basis.

For Grade 5 through Grade 8, academic dishonesty will result in the following:

- First Offense - 0, Meeting with teacher, Parent Notification
- Second Offense - 0, Detention
- Third Offense - 0, Referral to Principal
- Repeat offenses are cause for placing students on probation or separating them from the school

DISCIPLINE

St. John School believes in a discipline process designed to teach our students right from wrong. As part of the process, we strive for communication between student, school, and parents/guardians about the consequence for improper behavior. This process promotes positive values and individual responsibility. This is accomplished through consistent behavior expectations beginning the first day of school.

Violations of school expectations for behaviors will first be handled by the classroom teacher and may result in the following:

- Verbal warning from classroom teacher to student
- Placement of child in “time out” for a brief period
- Note sent home to parent/guardian
- Phone call home to parent/guardian
- Meeting with parent/guardian and teacher
- Loss of recess privilege
- Detention assigned by teacher

Students who demonstrate consistent disregard for school expectations or who have committed a serious infraction will be subject to disciplinary procedures handled with the principal. This may result in the following:

- Child may be sent to the principal
- Phone call home to parent/guardian from principal
- Note sent home to parent/guardian from principal
- Meeting with principal, parent/guardian and/or staff
- Loss of recess privilege
- Detention
- In-school suspension
- Suspension
- Formal probation
- Meeting with principal, pastor, and parent/guardian
- Expulsion

Suspension

If a child is suspended from school, he/she will spend that time at home and receive a zero for all missed class work, quizzes, and tests.

UNIFORM and DRESS CODE

Dress Code

All students attending the school are to be in full uniform at all times, unless permission has been granted from the principal or teacher to do otherwise. Students at St. John are expected to dress in a manner that is appropriate for a school environment. In general, dress should not be a distraction to others.

Students should wear clothing that covers their midriffs. Skirts, skorts, and shorts should be appropriate length. Pants should not be cut too low and boxers should not be showing. Shirts should always be tucked in. Stud earrings, a watch, a neat medal and/or a cross are the only pieces of jewelry allowed. Students are not allowed to wear any makeup. Only natural hair colors are acceptable and hair should not interfere with vision or distract others. Hats are not to be worn in the building.

Parents/guardians should enforce the dress code at home. The school has the authority to make judgments on a case-by-case basis about the appropriateness of clothing for the school setting. Any child that does not follow these guidelines will be asked call their parents. These rules also apply to dress down days.

Only Spiritwear or St. John School sweaters or sweatshirts are allowed during the winter months.

Our regular school uniform distributor is:

Land's End
www.landsend.com

Scholastic Sportswear
617-479-0874

Please see Appendix for complete school uniform.

Dress Down Days

On dress down days students should dress appropriately for school in casual clothes. If it's not appropriate in church, it shouldn't be worn to school. Clothes with inappropriate words, symbols or gestures are unacceptable. Students are not to wear short shorts or 'pajama' pants.

Skirts and shorts need to be fingertip length (mid-thigh or lower) if worn with tight fitting pants such as yoga pants or leggings. All shirts should have at least a three-inch shoulder strap. In case of question of appropriateness of clothing choice, the principal will make the final determination.

Parents/guardians are responsible for reviewing their children's clothing choices on Dress Down Days prior to leaving for school.

Birthdays

Teachers and students may have a free dress down on their birthday. If the birthday falls on a weekend or during a vacation, a day may be chosen a week before the birthday. If it is a summer birthday, a day may be chosen in June. The teacher must approve this day. Dress down clothing must be appropriate (refer to dress code policy). Students that want to celebrate their birthdays in school may bring a snack that is peanut/nut free – preferably popsicles.

BUS POLICIES AND FIELD TRIPS

School buses are provided to give pupils safe and comfortable transportation to and from school. It is our expectation that our students abide by the rules for the safety of all. If a child receives a Bus Incident Report, it must be signed by a parent/guardian and returned to the school and the bus driver.

If a child plans to take a bus other than the one usually taken, or plans to get off the regular bus at a different stop, a note from the parent/guardian must be presented to the bus driver.

Note: Only Canton residents with a bus pass may ride on the Canton buses to or from school.

Rules for Students Riding on a Bus

1. Remain Seated: Each passenger should be seated and remain seated while riding the school bus.
2. Obey the Driver: Each pupil must obey the directions of the school bus driver. He/she is concerned with the safety of every passenger. Please do as the bus driver directs. Bus drivers have been asked to report all cases of disobedience and misbehavior to the parents/guardians and school principal for disciplinary action.
3. Be Courteous: All students are asked to be respectful of the rights of others. Pushing and shoving and other signs of impolite and improper behavior will not be tolerated and may result in disciplinary action or the loss of bus privileges.
4. Pupils must not throw anything around in the buses, or out of the bus window.
5. Eating is not permitted.
6. Only Canton residents may ride on Canton buses to and from school.
7. Preschool and Prekindergarten students may not ride the buses.
8. Students on buses are still under the responsibility of St. John School.
9. If no one is available to take your child off the bus, your child will be dropped off at the Luce School. Please call the school at 781-821-5075 or the Superintendent's Office at 781-821-5060.

Field Trips

St. John School does sponsor class field trips. Teachers determine the field trips in conjunction with the principal. Parents/guardians of medically complex students will be asked to chaperone first. Permission slips are required from the parents/guardians and need parent/guardian and student signatures. A member of the faculty and volunteer chaperones will accompany students. All parents/guardians must have completed a CORI in order to attend. No exceptions will be made.

HEALTH

See SJS COVID Policy for updated COVID-19 related policies

Influenza vaccine

All students will be required to receive an influenza vaccine for the current influenza season by December 31, 2020. Students may attend school after this date if they do not comply.

Health

St. John School is committed to providing a school environment that enhances learning and academic achievement by supporting health and wellness. The goal of the Health Office is to enhance the educational process of the students of St. John School by identifying and modifying or removing health related barriers to learning. This is accomplished through comprehensive assessments and follow-up care, as well as by fostering health education that can be carried with the students in the future. All policies and procedures utilized in the Health Office are in accordance with Massachusetts General Law, as well as guidelines directed by the Center for Disease Control and the Massachusetts Department of Public Health.

Wellness

Good nutrition and regular physical activity are important components of a healthy lifestyle. We expect parents/guardians to provide healthy snacks and nutritious lunches to enhance learning in school. We must work together to ensure that healthy foods are available to students that also comply with the “Allergy Aware” policies of St. John School.

Child Abuse and Neglect

Massachusetts General Law C. 119, s. 51A mandates that the Department of Social Services (DSS) receive reports of suspected child abuse and neglect. It also lists mandated reporters and defines their responsibilities. The state requires that mandated reporters (including, but not limited to: public/private school teachers, nurses and educational administrators) contact DSS and file a “51A” report when they have reasonable cause to suspect that a child under the age of 18 is suffering from physical, sexual, or emotional abuse or neglect.

Medication

St. John School adheres to the Massachusetts Department of Public Health and Canton Board of Health Regulations as follows:

For purposes of safety and effective monitoring of unauthorized medications or drugs, students cannot carry or self-administer any medication during the school day. While this procedure may in some ways be an inconvenience for parents/guardians, or be counter to the philosophy of encouraging the student to assume responsibility for his or her own health, for the safety of all students, the need for administrative control of ALL prescription and other over-the-counter drugs in schools is necessary.

There are administration of medication forms on the school website and in the Health Office. These should be used for any prescription or over-the-counter medication. Any prescription medication requires a physician’s order and signature, as well as the parent/guardian’s written permission. Over-the-counter medications can be given as long as there is a signed doctor’s order as well as a signed parent/guardian permission form on file in the Health Office. [Tums, cough medicine, cold medicines, allergy medicines, etc.] The administration of Tylenol or ibuprofen (Advil) requires only written parent/guardian permission.

Health Screenings

Please see the Appendix for a list of health screenings administered at St. John School.

Allergy Management

St. John School is an allergy aware school. The School Food Allergy Program has been implemented. Teachers are trained to administer an Epi-Pen in the case of a severe anaphylactic reaction of an identified student. Anaphylaxis, a life threatening reaction, is most commonly identified with foods (peanuts, tree nuts, mold, eggs, wheat and fish), insect bites, latex products and medications.

There is an Allergy Aware and NO PEANUT POLICY in place for the entire school building. There is no exception to this rule. Classrooms who have food allergies students will receive additional education concerning those foods with “hidden” allergens as ingredients.

There is a NO LATEX POLICY in place for the entire school building. Latex gloves will not be used in the Health Office, classrooms, science laboratory or food service areas. The use of latex balloons in the school and at school sponsored events is NOT permitted.

For the safety of all of our students and staff, students are prohibited from sharing or trading food.

Sickness at School

If it becomes necessary for a student to consult the school nurse, he or she must first secure permission from the subject teacher, or other supervising adult, and then report directly to the Health Office. The parent/guardian will be notified if it is deemed necessary to dismiss the student for the remainder of the day due to illness, or injury. In such cases, it is the parent/guardian’s responsibility to secure transportation.

Absences due to Illness

Although daily attendance is desirable, an ill child should **never** be sent to school. Reasons for a child not to come to school are:

- Temperature 100 or over
- Cough, runny nose, sore throat
- Nausea, vomiting or diarrhea within 12 hours prior to the start of the school day
- Conjunctivitis (pink eye);
- Ringworm.

Water Bottles

Students are encouraged to bring water bottles to school and fill them up throughout the day. However, glass water bottles are not allowed.

Communicable Disease Control

Common communicable diseases that must be reported to the Canton Board of Health include Chicken Pox (Varicella), Measles, Poliomyelitis, Diphtheria, Mumps, Whooping Cough (Pertussis), German Measles (Rubella), Scarlet Fever, and MD confirmed Flu.

A certificate from the student's physician must be provided to the school nurse before your child can be readmitted to school after diagnosis of the above diseases.

Asbestos

A copy of our Asbestos Management Plan is available at the main administrative office during regular school hours.

The 6-month periodic surveillance of asbestos-containing building materials (ACBM) was performed in August of 2020. The surveillance was performed by Mrs. John McNeil.

The most recent 3-Year Re inspection was performed by DecTam in 2019. The next re inspection will be scheduled for summer of 2022.

Any inquiries regarding the management of asbestos containing materials in our schools should be directed to our AHERA Designated Person, John McNeil, who can be reached at 781-828-2130.

Guidance Counseling Program

Based on the St. John School mission statement, the school guidance program is designed to address each developmental stage and to assist students in achieving a positive, healthy outlook towards themselves and others. The school guidance program reflects the developmental guidance model created by the Massachusetts School Counseling Association. This model is grounded in personal/social development, academic development, and career awareness.

EMERGENCY PROCEDURES

Emergency Forms

Emergency Forms will be given annually to each family and should be returned to the school as soon as possible. Telephone numbers given on the forms indicate parent/guardian permission for the school to contact the person listed if a parent/guardian cannot be reached. Please keep this information up to date.

Fire Drills

Fire drill rules are posted in every classroom. All students must file silently to their designated area. The school nurse double checks class lists with teachers and reports attendance to the principal and Canton Fire Department. The fire drills schedule is created in accordance with the Canton Fire Department policies.

Shelter in Place and Lock Down Drills

One of the most important goals for St. John School is the safety and well being of the children and staff. To this end, we are convinced that we need to be fully prepared to maintain a safe environment in all possible scenarios. We will practice Shelter-in-Place and Lock Down drills on a regular basis to remain vigilant toward this commitment. These drills involve securing all students and staff within the classrooms or offices. Only emergency personnel are permitted to enter our building during a Shelter-in-Place or Lock Down drill.

FORMS and COMMUNICATION

Report Cards

The school issues report cards four times a year for grade one through grade eight and checklists for preschool, prekindergarten, Kindergarten twice a year. Parents/guardians are asked to review them carefully. A parent/guardian's signature indicating that the report has been thoroughly examined will be required each term. Should the parents/guardians want more information, please make an appointment with the teacher(s) involved. All teachers are ready and willing to consult with parents/guardians regarding their children's strengths and weaknesses.

Parents/guardians need to monitor academic assignments through *RenWeb*.

Parent -Teacher Conferences

Parent/guardian-teacher conferences will take place after distribution of the first-term report cards. Conferences are generally 15 minutes long. If additional time is needed to discuss matters concerning your child, an appointment can be made for a later date. Parents/guardians should feel free to contact the classroom teacher throughout the year if they feel additional conferences are needed. In turn, teachers will contact parents/guardians if they feel extra meetings are warranted.

Requested Parent-Teacher Meetings

Please note that if a parent/guardian-teacher meeting is needed, all teachers should be contacted only at school. Contact can be made through a note directly to the teacher, an email to the teacher, or a telephone message via the school office. Every effort will be made by teachers to respond to a request promptly.

Change of Address

Parents/guardians should notify the school office of any change in address, telephone (home or work), or circumstances that would alter information of student's mailing record, mailing list, etc. Please include cell phone numbers and email addresses.

Parent Volunteers

All parent volunteers must have an active CORI check each year and have taken Protecting God's Children training.

St. John School Parent Group (SJS Parent Group)

The SJS Parent Group consists of all St. John's parents/guardians who work diligently to support the well being of the school. The main goal is assisting with the financial and academic success of the school.

The voluntary members of the board coordinate all of the volunteering, service, and fundraising events throughout the year. They also work constantly and consistently with all of the school families, and the faculty and the staff of the school and the church rectory.

Please see Appendix for a list of officers.

St. John School Advisory Board

The purpose of the St. John School Advisory Board is to advise the principal and pastor in matters related to the operation of St. John School and to promote implementation of school policies. The Advisory Board provides counsel and advice on matters of development, facilities, finance, marketing, policy, public relations, student life, and technology. This includes planning for the future. The principal and pastor appoint members.

The Advisory Board meets quarterly (fall, winter, spring, and summer) while subcommittees committees meet as needed.

Please see Appendix for a list of members.

Appendix 1***St. John School Faculty and Staff***

Pastor: Rev. Thomas Rafferty

Principal: Dr. Chris Flieger

Administrative Assistant: Mrs. Suzanne Sullivan

Finance and Operations Manager: Mrs. Anne Guerini

Preschool: Mrs. Liz O'Sullivan, Ms. Caroline McGrath, and (Instructional Aid)

Prekindergarten: Mrs. Nicole Brooks and Mrs. Joanne Nellos

Kindergarten: Mrs. Julie Miller and Mrs. Quynn Botti

Grade 1: Mrs. Sandy Hart

Grade 2: Mrs. Kathleen Kelly and Ms. Jenna Lanciani

Grade 3: Ms. Kaitlin O'Leary

Grade 4/5 Math: Mrs. Angela McMillan

Grade 4/5 Literature: Mr. James Nardo

Grade 4/5 Social Studies: Mrs. Jen Ross

Grade 4/5 STEM:

Middle School Science & Grade 6 Homeroom: Mrs. Christine Bowers

Middle School English Language Arts & Grade 7 Homeroom: Mrs. Tara Frost

Middle School Math & Grade 8 Homeroom: Mr. John Hall

Middle School Social Studies and Theology: Mr. Patrick Brooks

Art: Mrs. Adria Zessis

Guidance: Mrs. Cheryl Fleming

Learning Consultant: Mrs. Deborah Graham

Music, Drama, and Development/Marketing: Mrs. Sarah Palmer

Physical Education: Mrs. Denise Perdios

Spanish: Mrs. Meghan Sobolewski

Technology: Mrs. Daiva Navickas

Nurse: Mrs. Eileen St. James

Custodian: Mr. John McNeil and

APPENDIX 2***Saint John the Evangelist School
Acceptable Use Policy- Preschool to Grade 3***

St. John School allows students and staff to have reasonable in school access to various information formats and believes it is incumbent upon students and staff to use this educational advantage in an appropriate, responsible, and Christian manner.

1. I will only use the Internet when there is an adult in the room with me.
2. I will not give out any information about my family, my friends, or myself on the Internet.
3. I will not speak to strangers on the Internet without my teacher's permission.
4. I will tell my teachers and parents if anyone on the Internet asks personal questions about me.
5. I will use only appropriate language when using the Internet.
6. I will tell my teacher if I see anything on the Internet that makes me uncomfortable.
7. I will not copy anything from the Internet and claim it is my work.
8. I will not use the Internet to bully another student or write mean things about another student or teacher.

I have read and understand the above rules. I understand that if I break any of these rules, I may lose the privilege of using the Internet and may have other consequences.

This user agreement will be renewed each academic year.

APPENDIX 3

Saint John the Evangelist School Acceptable Use Policy – Grade 4 to Grade 8

Introduction

St. John School (forthwith SJS) has established a computer network and offers Internet access for employee, student, and volunteer use. Employees, volunteers, students, parents or guardians must read, understand, and sign the following acceptable use policies. The most important prerequisite for Internet access at St. John School is that each user takes full responsibility for his or her own actions.

SJS will not be liable for the actions of anyone using the computers, network, or Internet connection. All users shall assume full liability - legal, financial or otherwise - for their own actions. The use of the Internet is a privilege, not a right. All network hardware and data is the property of SJS and can be monitored and reviewed at any time.

Acceptable Uses

1. The computer network at SJS has been established to allow Internet access for educational and research purposes ONLY in accordance with the educational and religious objectives of the school.
2. Student access is limited to normal school hours. Use outside these hours by students or volunteers must be approved and supervised by an authorized school employee.
3. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Permission may be revoked at any time.
4. Material created and/or stored on the school's network becomes the property of the school. The Technology Specialist will review the system to ensure proper use. Employees, volunteers, and students should expect that any data stored or transmitted through the school network will be viewed or monitored by authorized personnel.
5. Network users must keep their passwords private. Accounts and/or passwords may not be shared. Each user will be held accountable for the actions of their user ID on the network.

Unacceptable Uses

1. The network may NOT be used to download, copy, or store any software, shareware, or freeware without prior permission from the Technology Specialist.
2. The network may NOT be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the Technology Specialist.
3. Use of the network for advertising or political lobbying is prohibited.
4. The network may NOT be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright and proprietary laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.

6. It is strictly prohibited for network users to log on or attempt to log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another persons or organizations computer system is prohibited.
7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
8. Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.
9. Network traffic is monitored.
10. Students may NOT use email while at school. Faculty, staff, and volunteers may NOT use personal email or webmail from the school network.
11. SJS policy abides by all federal copyright laws.

Guidelines for Use of SJS Internet service

1. I understand that I must have a signed policy on file before network and Internet privileges will be granted.
2. I know that use of the Internet is a privilege and not a right and I agree to follow the guidelines and rules established by SJS for its use.
3. I will not share my user ID or password with anyone else.
4. I will have approval from my teacher for all topics that I research on the Internet and will present evidence of this before using the Internet.
5. I will use the Internet only when an adult is present to supervise.
6. I will properly login and log-out when using any computer at SJS. Violations of this policy that occur under my login are my responsibility.
7. I will not enter a chat room, divulge personal information about others or myself or play "arcade style" games online.
8. If I find myself in an uncomfortable or inappropriate situation on the Internet, I will stop immediately and tell a teacher in charge.
9. I understand that I can download information from the Internet after receiving permission from a teacher.
10. I will not make changes to the set-up or application settings on the computer.
11. I acknowledge that plagiarism is unacceptable and will be responsible for citing sources used on the Internet.
12. I will follow the rules of Internet etiquette as presented by my teachers.

Appendix 4

Guidelines for Student Behavior

It is expected that students at St. John School will

- Follow the teachings of Jesus
- Treat all children and adults with respect and dignity
- Treat school property and ground with respect and dignity
- Use acceptable language at all times
- Do not bring weapons, drugs, alcohol, and tobacco of any kind on to the school property
- Attempt to solve all problems by using their words
- Seek adult intervention if their words are unable to solve a problem
- Consider other people's feelings when making decisions about work or play
- Apologize sincerely when they make a mistake
- Refrain from any comments or actions that may be considered racist or sexist, or may in any way hurt someone's feelings
- Refrain from chewing gum
- Wear appropriate school uniforms
- Eat their lunches and snacks while seated
- Clean up after themselves
- Take responsibility for their possessions
- Refuse to participate in any kind of rough play
- Refrain from excluding other children in any games or activities
- Use appropriate behavior on the playground

Appendix 5

Uniform

Preschool and Prekindergarten Uniform

- maroon polo shirt with emblem (long or short sleeve)
- gray sweatpants with screen printed SJS logo
- sneakers (no light-up sneakers, no sneakers with wheels, and no sparkles), white or black shoelaces

Warm Weather Uniform Option (September -October & from the Monday following April vacation)

- maroon gym shorts

Uniform

- maroon polo shirt with emblem (long or short sleeve)
- navy blue dress pant (chino style, no flare legs, no skinny jeans/chinos)
- dark belts for G2-G8
- dark socks (black or blue) with dress shoes or white socks for sneakers- must be able to be seen above the top of the shoe
- dress shoes OR
- white, black, or gray sneakers (no light-up sneakers, no sneakers with wheels, no sparkles, no bright/other colors), white or black shoelaces no boots, no heels
- St. John School fleece jackets or Spiritwear sweatshirts (optional)
- Girls (K-G5) Option - plaid skort with gray, navy blue, or maroon socks/tights (solid color, no design)
- Girls (G6-G8) Option - blue skort w/ SJS lettering with gray, navy blue, or maroon socks/tights (solid color, no design)

Warm Weather Uniform Option (September -October & from the Monday following April vacation)

- navy blue dress (Bermuda) shorts

Gym Uniforms (K-G8) - Gym uniforms are ordered from Scholastic Sportswear, Quincy, 617-479-0874

- gray sweatpants with school emblem
- gray tee shirt with school emblem or Fun Run t-shirt
- white, black, or gray sneakers that are laced and tie (no slip on sneakers or shoes), white or black shoelaces

Middle School Option - maroon polyester pants

Warm Weather Uniform Option (September -October & from the Monday following April vacation)

- maroon gym shorts

All JB Pride uniforms will be grandfathered in for one year EXCEPT girls K-G5 jumper and maroon polo shirt with SJS on the collar

Appendix 6

Health Screenings

Physical Examinations/Immunizations

All students entering Preschool, Prekindergarten, K, G4, and G7 are required by Massachusetts General Law and Canton Board of Health Policy to have a recent physical examination form with age appropriate immunizations documented by the health care provider on file in the Health Office. Additionally, any new or transferring students must provide this documentation as well.

Vision Testing

The State of Massachusetts now mandates that upon entry to kindergarten the parent/guardian must provide the school with documentation that the child has, within the previous 12 months, passed a Massachusetts vision screening, which includes vision acuity and stereopsis, completed by personnel approved by the Department of Public Health.

St. John School will provide vision screening for students in grades preschool through grade 5 and grade 7. If a student fails the initial screening, he/she will be re-screened by the nurse prior to notifying the parent/guardian of a failed screening. Parents will be requested to follow-up with their primary care health provider and report the results to the school nurse.

Hearing Testing

St. John School will provide hearing screenings for students in preschool through grade 3 and grade 7. A trained screening volunteer may administer the hearing test. If a student fails, he/she will be re-tested by the nurse one or more times before notifying the parent/guardian. Parents will be requested to follow-up with their primary care health provider and report the results to the school.

Postural Screening

The State of Massachusetts mandates that all students in grades 5 through 8 be screened individually for curvature of the spine. Any deviation from the norm is reported to the parent/guardian. Parents will be requested to follow-up with their primary care health provider and report the results to the school nurse. Students and parents will be notified of the screening date in advance. Parents may elect to provide documentation to the school nurse of postural screening results from the student's health care provider prior to the day of screening.

Immunizations

All students in Massachusetts are required to have specific immunizations. Students must be immunized against several diseases. Please contact school nurse for specific requirements by age. A lead screening is also required for entering preschool and kindergarten students. St. John School follows Massachusetts General Law and Canton School Policy exclusions from school for students who are not in compliance with their immunizations.

Lice Screenings

Periodically throughout the year, students may be screened for lice if indicated. Pediculosis, or head lice, is highly communicable and difficult to prevent, but if every parent takes the responsibility to check the entire family's hair and scalp periodically, the spread of lice can be controlled. Educating students to eliminate the sharing of hats, hair products, combs, brushes and direct contact with another child's pillow can best prevent the spread of head lice.

Appendix 7***St. John School Parent Group***

Pastor: Rev. Thomas Rafferty

Principal: Dr. Chris Flieger

President: Meg Butler

Vice President: Jen Millington

Secretary: Dora Foster

Treasurer: Debbie Gallagher

Past President: Alda Costa

Work Credit Coordinator: Melissa Nasrah

Room Parent Coordinator: Kerri Burke

School Representative: Ms. Sarah Palmer

Appendix 8***St. John School Advisory Board Members***

Fr. Tom Rafferty, Pastor

Dr. Chris Flieger, Principal

Thuy Collins

Carla Fox

Dan Hogan

Jo Lysko

Thomas McKenney

Maura Messinger

Thomas Morrissey

Betsy Sheeran

Jim Sullivan

Parent Student Agreement and Contract**2020-2021**

We have read the Saint John the Evangelist Student and Parent Handbook, including the Acceptable Use Policy for technology and agree to the policies, procedures and regulations regarding student life at St. John School. As parents/guardians we also understand and agree to complete 20 hours of volunteer service each school year and understand that, if our hours are not completed, we will be required to pay a \$750 work credit penalty by June 30, 2021. We will support and cooperate with these policies.

Parent's Signature: _____

Parent's Signature: _____

Student's Signature: _____ Grade: _____

Date: _____

Please sign the above agreement and return this page to the school office by Friday, September 13, 2020. Each student must sign this form, excluding students in preschool and prekindergarten.