



# ST. JOHN THE EVANGELIST SCHOOL

ATTLEBORO, MASSACHUSETTS  
ESTABLISHED 1954

## **PARENT/STUDENT HANDBOOK 2023-2024**

**St. John the Evangelist School**  
13 Hodges Street Attleboro, MA 02703  
Phone: 508-222-5062 FAX: 508-223-1737  
[www.sje-school.com](http://www.sje-school.com)

Dear Parents and Students:

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

The Parent/Student Handbook sets forth the policies of St. John the Evangelist School for the 2023-2024 school year. Please read this document and its appendices carefully and sign the Handbook Agreement (Appendix A). Your signature(s) on the agreement indicate that you intend to abide fully by the policies of St. John the Evangelist School during the 2023-2024 school year.

The faculty and staff of St. John the Evangelist 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,

Mrs. Kellie Kickham, M.Ed.  
Principal

## **ST. JOHN THE EVANGELIST SCHOOL**

St. John the Evangelist School (SJE) is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School in the Diocese of Fall River. SJE is accredited through New England Association of School and Colleges (NEASC).

The SJE curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers, as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. John the Evangelist School, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the Commonwealth of Massachusetts guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology.

### **History**

The community of Attleboro's St. John the Evangelist Church welcomed the announcement of Reverend John Shay, on March 14, 1954, that the parish would commence building a school. An initial gift of \$120,000, bequeathed by Thomas McCaffrey, was designated for the building of a school. Various committees of the parish assumed and succeeded at additional fundraising efforts to the tune of \$550,000.

The cornerstone of SJE was laid in the fall of 1954, and, the following fall, our new Catholic elementary school opened its doors to children ready for Pre Primary and Grade 1. By 1960, the school, staffed by the Sisters of Mercy, housed Grades 1-8 in self-contained classrooms.

Enrollment was high and lack of space forced the elimination of Kindergarten. In keeping with the rationale for the school's existence, the religious staff saw to the integration of faith and learning.

During the 1960s, there came incredible change both in civil society and in the Church. The document on education issued by the Second Vatican Council stated that "Among all the agencies of education the school has special importance..."

The Council Fathers urged that, “In the establishment and direction of Catholic schools, attention must be paid to contemporary needs.”

In the decades since, St. John the Evangelist School implemented numerous changes in order to remain relevant, competitive and effective, including but not limited to: departmentalizing Grades 5-8; reestablishing the kindergarten program; launching a Pre-K program; and incorporating a wide range of multimedia and technology throughout the curriculum.

All full-time classroom teachers have degrees and are certified, and several teachers’ aides provide assistance across grade levels. In addition to daily religion, math, English language arts, social studies, and science instruction, students attend weekly classes in visual art, music, physical education, health, and Spanish. Rounding out the student and family experience are several popular extracurricular activities, including boys’ and girls’ basketball, musical-instrument lessons, and annual events such as “Trunk or Treat” and a father-daughter dance.

As at its peer institutions throughout the Diocese, staffing at St. John’s has undergone a shift from professed women religious to faith-filled men and women. These men and women willingly commit themselves not only to academic excellence, but to fulfilling that purpose for which the school was established: the integration of faith and academics.

## **Mission**

The mission of St. John the Evangelist School is to live out the teachings of the Catholic Church by proclaiming the Gospel message to love God and neighbor. Our parish school aspires to develop and prepare the whole child – spiritually, academically, technologically, creatively, and socially.

## **Philosophy**

St. John the Evangelist School is a Catholic parochial school which strives to educate and prepare children to assume their roles in church and society. As a faith community, we are challenged to live in word and deed the Gospel message and integrate effectively faith and learning. Our role, in collaboration with parents, is to foster moral development and spiritual and educational growth in an atmosphere of Christian love and respect.

St. John the Evangelist School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Fall River.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Consistent with its mission, St. John the Evangelist School strives to work with each student's family to further the spiritual and educational development of the student. However, notwithstanding any other provision of this Parent & Student Handbook, the parent(s) and/or guardian(s) of the student agree and acknowledge that if, in the sole discretion of the principal and pastor, the relationship between the student and the school or the student's family and the school is irretrievably broken, the student shall be withdrawn from the school.

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# **I. PARENTS/GUARDIANS**

## **Parents as Allies**

At SJE, we consider it a privilege to work with parents in the education of children since we consider parents 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 the Evangelist School involves a commitment to helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a relationship with us at St. John the Evangelist School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both home and school in order to develop his/her moral, intellectual, social, cultural, and physical endowment. The strength of this relationship depends upon the full commitment and cooperation of each of the three parties: the student, the parent(s), and the teacher.

Neither parents nor teachers can afford to doubt the sincerity of the other in the shared quest of challenging, yet nourishing, the student to reach his/her potential. Therefore, it is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other party will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model mature behavior and relationships, while talking negatively about a child's teacher at home creates an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child



may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is imperative that a student take responsibility for grades he/she has earned and be accountable for all assigned classwork, homework, assessments, and short- and long-term projects, whether absent from school or present. Parents are encouraged to let their child experience a logical consequence for breaches of this responsibility and accountability.

Together, let us begin each school year with shared commitment as we support one another in helping your student become the best person he/she is capable of becoming.

### *Your Role in Your Child's Education*

As we collaborate in the education of your student, the Administration at SJE requests that, along with all other expectations in this Handbook, you:

- Create routines and expectations to ensure your child:
  - gets to bed early on school nights
  - arrives at school and is picked up *on time* each day
  - is dressed according to the school dress code
  - completes assignments on time
  - has a nutritious breakfast and lunch each day
- Participate in opportunities such as Parent-Teacher Conferences
- Reimburse the school for any damage to learning materials or property due to student carelessness or neglect
- Contact the school when a student will be absent or tardy
- Provide the school a written note after a student absence, from a medical professional if due to illness
- Notify the school of changes of address, phone number, e-mail, etc.
- Meet all financial obligations to the school
- Inform the school of special situations affecting the student's learning, well-being, and safety
- Complete and return to school any requested information promptly
- Champion the religious and educational goals of the school
- Attend Mass and teach the Catholic faith by word and example
- Endorse and affirm the discipline policy of the school

- Treat all school employees with respect and courtesy both in person and online
- Refrain from posting defamatory photos or comments about SJE students, other parents, teachers, or the administration online

## Admission

### ***Nondiscrimination Statement***

*St. John the Evangelist School admits students of any race, color, 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, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.*

As openings become available, the following priority order will be followed when admitting students to SJE:

1. Siblings of current students
2. Members of St. John the Evangelist Parish
3. Members of Other Parishes
4. Those with No Affiliation

Children entering Pre-K must be four (4) years of age by August 31<sup>st</sup>.

Children entering Kindergarten must be five (5) years of age by September 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to St. John the Evangelist School are evaluated on the basis of current report cards and standardized test scores.

Additional requirements include:

- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP (if applicable)

- Health and Immunization Records
  - All students entering St. John the Evangelist School must have current immunizations. The only exception is in the event of an illness (e.g. leukemia) that, in conjunction with getting immunizations, presents a life-compromising condition. Documentation of such illnesses must be presented prior to acceptance.

If applying for admission in Grades 1-8, present a copy of the student's current report card and standardized test results. These will be reviewed to determine whether the programs at SJE will meet the educational needs of the student.

All new students will be given a trial period of not less than one trimester in which to prove him/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw from St. John the Evangelist School. The recommendation and decision of the school is final.

St. John the Evangelist School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. John the Evangelist School cannot accommodate students who have extraordinary learning differences. Requests for modifications that resemble special education services (e.g. reduction in workload, alternate or extended-time assessments, alternate courses, reduction in grading requirements) cannot be met. St. John the Evangelist School does not strictly follow any or all IEP or 504 plans. This is why it is so important that we have open communication during the admission process.

Non-Affiliated students whose parents accept the philosophy of St. John the Evangelist School will be accepted on a space-available basis. Non-Affiliated students are expected to attend all religious observances.

## **Home-School Communication**

SJE shares school information with families through telecommunication and by more traditional methods such as postal mail. While the front office or school nurse may occasionally phone home, the majority of school communication is handled by these means.

It is the parent's/guardian's and student's responsibility to check electronic communications regularly and to share letters, flyers, and memos with one another in a timely manner.

### *ClassDojo*

Some of our younger students' teachers use ClassDojo to communicate directly with families. These teachers share class photos, send event reminders, and sometimes correspond with individual parents about their students. In addition, some teachers use ClassDojo's points/rewards system to encourage positive behaviors.

All parent engagement with SJE via ClassDojo is governed by our Technology-Use Policy and all other communication protocols accepted when signing the Handbook Agreement.

### *Email and Text Messaging*

Administration and faculty use email to share school-wide and student-specific information with families. Parents and guardians should check email daily to remain up-to-date on important school matters.

Weekday emails to teachers will be replied to within 48 hours; those sent after 2:30pm on Fridays will be replied to the next school day.

When necessary, official emergency communications are sent using our alert system via text, email, and voice message.

We strongly discourage parents and teachers from conducting school business via a teacher's personal cell phone.

### *FACTS Family Portal*

To access an up-to-date calendar of SJE activities, events, and reminders, use the FACTS Family Portal. (See Part II: ACADEMICS for more on FACTS academics and grading.)

### *Google Classroom*

The majority of St. John's faculty use Google Classroom to manage courses and work with students. (See Part II: ACADEMICS, "Google Classroom" for more information.) Parents should not message teachers on Google Classroom. Teachers will not use Google Classroom for parent-teacher communication. Instead, for questions or comments about a students' academics, parents should email the appropriate staff member directly.

### Social Media

St. John the Evangelist School maintains active Facebook, Instagram, and Twitter accounts to communicate with current families and alumni and to market SJE to potential students. The school does not use social media to hear from or respond to any individual, whether in a post, in the comments, or in private messages within these platforms. Rather, the social media the school uses primarily is a one-way tool, to get information out to our audience. All parents are encouraged to respect this distinction and to abide by the school's Technology-Use Policy at all times when viewing and interacting with SJE's social-media accounts.

### Weekly Express

SJE produces and emails all parents "The Weekly Express" newsletter. To ensure timely receipt, parents should ensure we have a correct email address and that their email server recognizes SJE as a legitimate sender.

## **Parent/Student Handbook Agreement**

After reading the entirety of this Handbook, including all appendices, students and parents are required to sign and submit the Parent/Student Handbook Agreement (Appendix A). Students who violate – or whose parents have violated – their signed agreement to any part of this Handbook may be expelled from St. John the Evangelist School.

## **Phone Use**

During school hours, parents should neither call nor text students on cellular phones or smart watches and should not email students directly as this creates a

distraction from learning. To reach your student in an emergency, call the front office.

The school's office phone is a business phone. For this reason, students may only use it to call home in a legitimate emergency; a forgotten lunch or homework assignment does not constitute an emergency. Similarly, arrangements for after-school activities are not to be made over the office phone; such arrangements must be made before the school day begins.

If your student needs a cell phone for safety during his or her school commute or while attending after-school activities, he/she should turn the cell phone off and secure it in a backpack for the duration of school hours. For cell phones in school, a good rule of thumb is "off & away."

Students should never use a teacher's cell phone for any reason whatsoever.

## **Pick Up & Drop Off**

### Car Line

- All cars must have the school-provided name placard visible through the front windshield on the driver's side of the car.
- Parents/drivers remain in their cars and proceed at the direction of school staff. To maintain full attention and the safety of all, cell phones should not be used by any driver during pick up or drop off.
- Students must not walk to a parked car without a teacher or administrator escort.
- Notify the school in writing if your child's regular pick-up routine and/or driver changes in any way on a given day.

### Car Seats

Parents/drivers must follow the law regarding car seats:

**Section 7AA.** *"A passenger in a motor vehicle in any way who is under the age of 8 shall be fastened and secured by a child passenger restraint, unless such passenger measures more than 57 inches in height. The child passenger restraint shall be properly fastened and secured according to the manufacturer's instructions."*

If the driver is non-compliant with the law, we will ask him or her to return with the proper car seat appropriate for the student.

## **Social Media**

Inappropriate parent and/or student use of social media will result in disciplinary action, and may escalate to suspension/expulsion at the discretion of the Principal, if the content of the parent or student posts includes defamatory comments regarding the school, the faculty, other parents, other students, or the parish.

## **Student Directory**

Through the FACTS Portal, families have access to a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Under the terms of The Family Educational Rights and Privacy Act (FERPA), any parent/guardian may elect to exclude any personal contact information from this Student Directory.

The Student Directory should be used solely to acquaint parents with the names of other parents and their child's classmates. Under no circumstances nor for any other purpose should this directory and the information it contains be used or sold.

## **Student Records (Buckley Amendment)**

St. John the Evangelist School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

The records of students transferring to other schools will be sent only through standard U.S. Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. John the Evangelist School Office for distribution. Completed forms will be sent via the U.S. Mail. A Transcript Fee of \$25 per transcript for students in grades Pre-K - 7 will be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Parents/guardians must notify the school, in writing, of any change of address, custody, home telephone number, cell phone number, business phone number, e-mail address, and/or phone number of emergency contact. Doing so will guarantee that SJE is able to communicate accurately with families.

## **Tuition Schedule & Policies**

### *Pre-Kindergarten*

<b>Full Day: 7:50 AM-2:00 PM</b>	
<u>Number of Days per Week</u>	<u>Yearly Fee</u>
5	\$7,650
4	\$6,650
3	\$5,650



### Kindergarten-Grade 8

	<b>1 student enrolled</b>	<b>2 students</b>	<b>3 students</b>	<b>4 students</b>
<b>St. John's</b>	\$5,600	\$5,500 each Total \$11,100	\$5,400 each Total \$16,500	\$5,300 each Total \$21,800
Other Parish	\$6,100	\$6,000 Total \$12,100	\$5,900 Total \$18,000	\$5,800 Total \$23,800
No Affiliation	\$6,400	\$6,300 Total \$12,700	\$6,200 Total \$18,900	\$6,100 Total \$25,000

### Enrollment/Re-Enrollment

- A non-refundable \$75.00 Application Fee for new students must be submitted with the application.
- New students: a non-refundable Enrollment Fee of \$285.00 must be submitted at the time of enrollment.
- Returning students: a non-refundable Re-Enrollment Fee of \$160.00 to reserve a seat is due by the date designated.

### FACTS® Tuition Management Service

- There is an annual, non-refundable administrative fee to enroll in and use the FACTS® Tuition Management program per family. This fee will be added to your tuition collected by FACTS® – please do not remit this payment to the school.
- Your enrollment in FACTS® Tuition Management must be completed with your registration.
- Pay FACTS® beginning in July over 10 months via personal check, money order, credit card, or automatic deduction
- All families not using the 10 month FACTS® Tuition Management option will be invoiced and expected to make one direct payment to St. John the Evangelist School for the entire amount of tuition no later than July 1, 2023. You may either pay through FACTS® or drop off your payment to the school office.

### Financial Assistance

Financial-assistance forms are available online at [www.factstuitionaid.com](http://www.factstuitionaid.com). The application deadline for the FACTS® Grant and Aid Assessment is published in January.

### Payment Options

- Pay in full by July 1, 2023
- Pay over 10 months
- Enroll in the FACTS® Tuition Management Service.
- Please note that you may pay in full for one child and utilize FACTS® for another.

### Returned Payment

A fee of \$25.00 will be assessed to your account for any returned tuition payment.

### Withdrawal Policy

- Families must notify the school in writing if a student is being withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for  $\frac{1}{3}$  of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for  $\frac{1}{2}$  of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records of students who withdraw with an outstanding tuition balance.
- See “Student Records” regarding settling accounts and obtaining student transcripts.

### Tuition Questions?

Contact Mrs. Diane Blaha  
Director of Admissions and School Finance  
[dblaha@sje-school.com](mailto:dblaha@sje-school.com).

## **Visitors**

All visitors, including parents/guardians, must first stop at the main office and, for safety and security reasons, sign in. All visitors, including parents, must wear a name badge provided by the office. All such visitors must sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government-issued identification.

## **Volunteers**

All school volunteers will be asked to complete a Diocesan-mandated background check and training, to include but not be limited to:

- CORI (Criminal Offender Record Information) Form
- Safe Environment Training
- Mandated Reporter Training

All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, non-SJE siblings are not allowed to accompany parent volunteers to school for any reason.

Parents who volunteer for any reason during school hours may not stop by a classroom to visit their child since this is disruptive to the teaching and learning process.

## II. ACADEMICS

### Academic Dishonesty

Academic dishonesty, including but not limited to cheating on homework, cheating during assessments, or plagiarizing assignments, is not tolerated at SJE.

Students who choose to cheat face consequences including but not limited to a failing grade, detention, suspension, and/or expulsion. Student Athletes, NJHS members, and/or students involved in any extracurricular activities who choose to cheat face additional consequences, including removal from the team/society/club and/or being disallowed to represent the school in competition.

### Academic Assessment

#### Standardized

SJE administers the Measures of Academic Progress (MAP) assessment several times each school year in Grades K through 8. Students in grade 5-8 also take the annual Assessment of Catechesis/Religious Education (ACRE).

#### Internal

- Faculty will make every good-faith effort to not excessively assess students on any one school day.
- Except in Grade 5, middle-school students will prepare for and take mid-year and final exams to assess cumulative knowledge and mastery of subject matter and skills taught during the academic year. These important assessments help students be more fully prepared for the assessment challenges and expectations of high school.
- The circumstances under which a student may retake an assessment on which s/he earned a low grade are entirely at the teacher's discretion. Any retake offered is offered solely to afford the student another opportunity to demonstrate mastery and not to improve that student's academic standing, average, or chance to make the honor roll. Students should not request to retake a quiz or a test in order to improve their academic standing.

## **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade.

## **Curriculum**

At SJE, we adhere to the Diocese of Fall River's curriculum guidelines, which are consistent with the Commonwealth of Massachusetts State Standards, for the teaching of all subjects. (To view the Diocese curriculum or MA state standards, please visit their respective websites.)

Subjects taught at St. John the Evangelist School include, but are not limited to: English Language Arts, Mathematics, Religion, Science, Social Studies and Spanish. Rounding out this "core curriculum" are several "specials," including but not limited to Health, Music, Physical Education, Technology, and Visual Art.

For more specific curricular detail for any grade, Pre-K through 8th, please consult your student's teachers.

## **Field Trips**

### *Purpose*

At St. John's, field trips are designed to correlate with teaching units and to achieve curricular goals. These trips are re-evaluated each year to determine the compatibility of the field trip with those goals. Administration and faculty reserve the right to implement, discontinue, or alter any field trip at any time for any reason. One grade will not always have the same number of field trips as another.

### Parents

Written parent/guardian permission, by way of signature on the school's official field-trip forms, is required for all student participation in SJE field trips. Verbal permission will not be accepted.

All monies collected for the field trip are non-refundable.

Parents who chaperone SJE field trips may not bring additional children on the field trip; only the student(s) whose grade(s) is/are having the trip may attend it. Parents who are not official chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Because our risk-management insurance company insures official chaperones, participation by unofficial chaperones jeopardizes the protection of our students and all other "official" adults on the trip. All chaperones must be 25 years of age or older.

### Students

Participation in field trips is a privilege and not a right. Teachers, in consultation with the principal, reserve the right to restrict or deny student participation in any field trip for reasons including but not limited to poor academic performance and/or poor conduct. Students who lose the privilege of attending a field trip will remain at home and will be marked absent.

Unless the trip is within walking distance of school, student participants must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the trip and will be counted absent for the day.

Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

### **Google Classroom**

Google Classroom (GC) is used throughout SJE, primarily by faculty, to post assignments, receive student work, and communicate with students about academics. Teachers also post supporting resources such as videos to supplement lessons, support home study, and help students prepare for quizzes and tests.

- All students and parents are given access to the Google Classroom page for each of the student's classes.
- It is the student's responsibility to check GC daily, for each subject, in order to remain current with assignments, assessments, and projects discussed in class.
- All parents/guardians are strongly encouraged to activate Google Classroom "alerts" to be notified when their student has not submitted an assignment.
- Students are aware of Google Classroom alerts. Occasionally, they will click "turned in" for an assignment when in fact they have not submitted the work. In doing so, they've kept a "missing" alert from being sent home. This dishonesty will not be tolerated.
- Students who click "turned in" when no work was submitted will not receive on-time credit for the assignment.
- Parents should not use Google Classroom to message teachers. Teachers do not guarantee that such messages will be read and responded to in a timely manner. Instead, use school email to reach the appropriate teacher.

## **Grading:**

### Kindergarten

Scale:	1-	Not meeting expectations
	2-	Needs improvement
	3-	Meets expectations
	4-	Exceeds expectations
	5-	Skill introduced but not taught yet

### Grades 1-8

Scale:

A+ = 97 – 100	A = 93 – 96	A- = 90 - 92
B+ = 87 – 89	B = 83 – 86	B- = 80 – 82
C+ = 77 – 79	C = 73 – 76	C- = 70 – 72

D = 65 - 69                      F = Below 65              I = Incomplete

Grades of D or F may be grounds for retention

O = Outstanding              V = Very Good              S = Satisfactory

N = Needs  
improvement              P = Poor

NA = Not applicable      NC = Not covered

### FACTS Student Information System

SJE teachers use the FACTS system for official assignment grading, progress reports, and report cards. All parents and students receive individual usernames and passwords so that they, along with faculty and administration, may regularly monitor the student's academic progress.

While Google Classroom has become nearly indispensable as a communication tool at SJE, assignment grades shared on that platform are to be considered neither official nor final. For all official grades, please access FACTS.

### **Homework**

While the amount and type of homework given varies by grade, by subject, and by teacher, regular completion of homework reinforces daily learning and enables all students to be better prepared for upcoming lessons and assessments.

Since each student has different capabilities and interests, it is difficult to denote specific amounts of time to be spent in each grade on any one assignment. Should you have questions about your student's assignments, contact the appropriate teacher.

(Please see "Section III: School Culture" for our homework policy when a student is absent.)



## **Honor Roll**

The purpose of the middle-school Honor Roll is to recognize and encourage academic excellence. The following are the eligibility criteria for students in grades 5-8, for each trimester:

- High Honors: The student must have an average of 93 or above (A or A+) in each of the following subjects: English Language Arts, Health, Mathematics, Music, Physical Education, Religion, Science, Social Studies, Spanish, Technology, and Visual Art.
- Honors: The student must have an average of 83 or above (no grade lower than B) in each of the following subjects: English Language Arts, Health, Mathematics, Music, Physical Education, Religion, Science, Social Studies, Spanish, Technology, and Visual Art.
- Honorable Mention: Awarded at the discretion of the Middle School Team and Principal.

## **National Junior Honor Society**

Each fall, 7th- and 8th-grade students with qualifying grade point averages are invited to apply for membership in our school's chapter of NJHS. An invitation does not guarantee admission to NJHS.

Since academic achievement alone does not guarantee acceptance, students are encouraged to seek out community service and leadership opportunities well before it is time to apply. If applicable, invited students not inducted in one school year may try again the following school year. All membership decisions of the committee are final.

To remain in good standing, NJHS members must earn honors grades in each trimester. Should a member not earn honors grades, he or she will be placed on "NJHS probation." To have probationary status removed, the student must earn honor-roll grades in the very next trimester.

NJHS members create and run programs and activities that support the growth and development of our school. Past efforts have included peer tutoring, fundraisers for technology, and school-spirit contests. In addition, NJHS members have brought

holiday cheer to area nursing-home residents and held food-collection drives for local pantries.

As leaders in our school, NJHS members are called upon regularly to assist the principal with assemblies and events such as the Kids' Auction and Trunk-or Treat, parish activities, and additional projects as needed.

### **Promotion and Retention**

Advancement to the next grade in St. John the Evangelist School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete current grade-level work successfully.

Promotion to the next grade depends on successful completion of all subject matter. The Administration may recommend the repetition of a grade, tutoring, or summer-school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

### **Report Cards**

Report Cards are distributed three times annually, once at the conclusion of each Term (in December, March, and June).

Report cards will be emailed to parents via a confidential link that is valid for two weeks. Families also may view report cards in the FACTS Family Portal during the school year.

### III. SCHOOL CULTURE

#### Absence Policies

##### Communicating about absence

- Each day a student is absent from school, a parent or guardian must contact (by phone or email) the office by 8:15 AM. If the office does not receive a communication, we will contact the parent or guardian. This policy is for the safety of all SJE students.
- If absent due to illness, students should be fever free for 24 hours before returning to school.
- For 24-hour protection of our school community, students who are *sent home* from school with a fever will not be allowed to return the next day.
- Upon a student's return, parents must provide the school a written statement of the reason for the absence.

##### Excessive absence

Forty days (or the equivalent of 40 days including tardies) may result in a student being retained in the current grade for another school year.

##### Excused/unexcused absence

Excused reasons for absence:

- bereavement
- academic assessment appointment
- illness with doctor's note
- observance of a religious holiday

Unexcused reasons for absence:

- undocumented illness/injury that exceeds more than three days
- family vacation when school is in session
- sports competition/travel for sports
- attending parent/guardian appointments
- missing the school bus
- sleeping late

- weather-related absences other than when the school has canceled school

### Missed academics

The school calendar provides for extended weekends and long breaks throughout the school year. Therefore, parents are strongly encouraged to schedule family trips *during these times* so as to minimize interruptions to their child's learning.

- In the event that a “non-calendar” vacation is planned and taken, all missed work is the student's responsibility.
- Faculty are not required to provide academic work ahead of a student's non-calendar vacation. Similarly, faculty are not required to provide make-up work after such non-calendar vacations.

When absent due to illness, students receive one day for each day out to complete missed classwork and homework (e.g., an ill student absent three days would get three school days to complete and submit this work). Arrangements for missed assessments (quizzes/tests) and projects should be made with individual teachers.

For illness absences of *three or more* days, parents may make arrangements for schoolwork to be gathered for pick up between 2:30 and 3:00pm.

### Partial-day absence

Medical appointments during school hours require a written note. Parents must sign out the child, and, if the child returns during the same school day, sign him or her back into school.

## **Birthdays**

Students in Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday, or, if they have a summer birthday, on their “half-birthday.”

Out of consideration for the health and well being of *all* SJE students, absolutely no birthday celebrations are permitted during the school day. We ask that parents:

- do not send student to school with celebratory food items, gifts, or decorations
- do not allow student to distribute birthday-party invitations in school
- plan and hold all birthday parties outside of school hours

## **Buddy Program**

Traditionally, SJE middle-school students “buddy” with a class of our youngest students as role models, friends, and informal mentors. Sixth-graders begin this fully supervised experience by walking the Pre-K class to mass. In Grades 7 and 8, they are more intentionally paired with a buddy in Kindergarten and Grade 1 respectively. Holiday-themed activities, craft projects, and field trips (if possible) supplement the monthly walk to mass.

Older students in the Buddy Program must treat their younger buddies with kindness and respect at all times. If an older buddy has a concern about his/her younger buddy, s/he should ask the appropriate teacher(s) for assistance.

## **Conduct and Discipline**

The mission, philosophy, and policies of St. John the Evangelist School are designed to foster personal responsibility and character development in our students. Because we emphasize respect for the human dignity and uniqueness of each individual, SJE students must be considerate of the rights of others in all interactions. Good behavior is always our expectation.

The Principal reserves the right to determine the appropriateness of any student action if any doubt arises.

### *Bullying/Harassment*

St. John the Evangelist School strives to provide a safe environment for all individuals. Bullying/harassment of any type is not tolerated.

Bullying/harassing behaviors use or create an imbalance of power, are aggressive, and are repeated. These behaviors include but are not limited to: making threats,

spreading rumors, verbally attacking someone, and purposely excluding individuals.

The Principal investigates all complaints of bullying/harassment, and all threats (verbal, written, or other) made against the physical or emotional well-being of any individual are taken very seriously. Parents and/or students making threats –seriously, in jest, in person, in writing, and/or via social media, text, or email – face disciplinary action which may include the student’s detention, suspension, and/or expulsion.

If, in the school’s judgment, such bullying/harassment presents a danger to an individual or to the school community, the school reserves the right to call the police.

### *Cell Phones/Tech Watches*

Since all SJE students have access to school laptops or tablets for academics, students do not need a personal cell phone or tech watch during school hours.

However, should a student carry a cell phone or wear a tech watch during the commute to and from school, that device must be turned off and secured in the student’s backpack for the duration of school hours. At no time during the day should any student’s cell phone or tech watch be in a locker or on his/her person. For cell phones and tech watches in school, the rule is “off & away.”

During school hours, students and parents/guardians should never call or text one another on cell phones or tech watches for any reason.

ANY inappropriate use of a cell phone or tech watch by students will result in detention as well as confiscation of the phone. The administration reserves the right to search the contents of a confiscated device. Confiscated devices must be picked up by a parent or guardian after school.

### *Destruction of Property*

The parent/guardian of an SJE student child who destroys or damages any SJE learning materials, school furniture, school equipment, classroom(s) and buildings, or anyone’s personal property, will be obligated to pay the full amount of repairs and labor or replacement. School-provided books used by the student must have a proper book cover and, unless otherwise indicated, should not be written in. The

school will levy a fine for replacement of damaged or lost books which must be paid before any final reports, transcripts, or diplomas are released.

### Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal. Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.

Detention is held after school for Grades 3-8 from 2:00-3:00 pm. Detention will be served on Tuesdays and Thursdays (or on other days at the discretion of the teacher). Students must be signed out of detention by a parent/guardian at 3:00 pm. At the discretion of the Principal, three (3) detentions could result in an in-school suspension.

Some reasons for detention include, but are not limited to:

- continuous disrespect/defiance
- disruptive behavior
- fighting
- foul language/obscene gestures
- cheating
- destruction of property
- repeated uniform infractions
- misuse of technology

### Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. John the Evangelist School. Students who have been expelled will not be allowed to return without prior permission from the Principal.

### Off-Campus Conduct

The administration of St. John the Evangelist School reserves the right to discipline its students for off-campus behavior that is not aligned with the expectations and

policies outlined in this Handbook and agreed to by students and parents/guardians. This off campus behavior includes but is not limited to cyber-bullying.

### Suspension

#### *In-school:*

Students on in-school suspension will report to school each day but will not accompany their peers to classes. These students must complete all classwork, homework, and assessments from the days of suspension. The grading of these assignments will be at teacher discretion.

#### *Out-of-school:*

Students on out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all classwork, homework, and assessments from the days of suspension. The grading of these assignments will be at teacher discretion.

### **Liturgy**

Liturgical services are held on the First and Third Thursday of each month for the entire school community (unless there is a Holy Day of Obligation in the month). Please see the school calendar in the FACTS family portal for current mass schedules.

### **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. John the Evangelist School. Preparations for Reconciliation and Eucharist form the core of instruction in Grade 2 and preparations for Confirmation begin in Grade 8. In accordance with the Diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.



## School Hours

### School Office

The school office is open on all school days from 7:30 AM – 3:15 PM.

### School Day

We work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

The school doors are opened for students at 7:30 AM. Parents/guardians of students who arrive on campus *prior to that time* will receive:

- First: a phone call and email reminder that students dropped off early are unchaperoned by school staff, and, therefore, potentially at risk
- Next, if early drop-offs continue: a registered-letter stating that repeated early drop-offs may constitute neglect and that Child Protective Services may be notified
- Then: notification that chronic early drop-offs will result in the student's expulsion from St. John the Evangelist School.

Students in grades Pre-K through 8 must be in their homeroom for Morning Prayer and Announcements no later than 7:50 AM. Students not in their homeroom by 7:50 AM are considered tardy.

Dismissal Prayer and Announcements begin at 1:55 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for any early-dismissal dates.

Students not picked up by the end of carpool (approximately 2:15 PM) will be sent to the After-School Program and parents will be charged the current, daily per-child rate. (Please reference SJE's "After-School Program Handbook" for current fees and policies.)

Parents/guardians of students who repeatedly are *picked up late* will receive:

- First: a phone call and email reminder that students left at school may not be continuously chaperoned by school staff, and, therefore, could be at risk
- Next, if late pick-ups continue: a registered-letter stating that repeated late pick-ups may constitute neglect and that Child Protective Services may be notified
- Then: notification that chronic late pick-ups will result in the student's expulsion from St. John the Evangelist School.

### *Returning After Dismissal*

Once a student has been officially dismissed to home or to After School, s/he will not be permitted back into the building/into classrooms (except for school sports, events, etc.). This policy is designed to protect your child and to help him or her become more organized and personally responsible. Students who choose to return after being dismissed face disciplinary action.

### *Weather Impact*

In the event of weather-related delayed openings, early dismissals, or school closures, SJE will message the home phone, cell phone, and e-mail account on file via the Parent Alert system on FACTS.

## **Student Belongings**

### *Backpacks, Cubbies & Desks*

Students in all grades may carry appropriate and necessary school materials to and from school in a backpack/schoolbag. Once inside the school building, students must adhere to all rules and regulations set forth in this Handbook AND those of any individual classroom teacher regarding the proper use and storage of such bags. Importantly, all SJE families must adhere to school restrictions regarding what is and is not allowed to be brought into or stored inside our school facilities. This is true whether the student stores his or her belongings in a backpack/schoolbag, in a cubby, in a classroom desk, or in a locker. Please see "Banned Items" for more specific detail on this topic.

### Lockers

Students in Grades 7 & 8 are assigned a locker in which to store clothing and learning materials. SJE reserves the right to open student lockers at any time without probable or reasonable cause.

Locker policy includes but is not limited to the following:

- Students use their lockers only at the specified times as directed by faculty.
- Students may decorate *the interior of the locker only*, never the exterior.
- Interior decor must be removable, school-appropriate, and must not cause permanent damage to the locker's interior or door.
- Students are offered a school-owned combination lock for use, at their own risk, on just their locker. As an alternative, students may bring their own combination lock, share the combination with their homeroom teacher and front office, and use this lock at their own risk.
- Students who opt not to lock their lockers are solely responsible for the consequences of doing so, including but not limited to theft of personal and learning materials and vandalism.

### Lost and Found

Any items left in the school building or on school grounds are turned in at the front office to be placed in the Lost and Found. Items not claimed after one school Term will be donated or discarded.

Students who lose a school-issued book must pay the current-market replacement cost of the book plus shipping in order to receive a new copy.

### Release of Responsibility

St. John the Evangelist School is not responsible for loss or damage to any personal items brought to school by a student. This includes, but is not limited to, all electronic devices.

### Right to Search

The school reserves the right to search any personal items brought by students onto and/or into school grounds/buildings. This includes cell phones and other electronic devices.

## Technology Use

See “Appendix B: St. John the Evangelist School Technology-Use Policy.”

All parents and students must agree to abide by all policies covered in Appendix B before any student may use technology at SJE. Such agreement and commitment is made by signing and submitting the Parent/Student Handbook Agreement.

*In addition to all expectations in Appendix B*, students and parents must abide by the following with regard to technology use:

### Avatars

Students or parents whose online avatars depict themselves, other students, other parents, teachers, or parish staff in an inappropriate or defamatory light face disciplinary consequences including but not limited to the student’s detention, suspension, or expulsion.

### Cell Phones/Tech Watches

If a student needs a cell phone/tech watch for safety during the school commute or while attending after-school practices and games, for the duration of school hours he/she should turn the device off and secure it in a backpack. For cell phones/tech watches in school, a good rule of thumb is “off & away.”

At no time during the day should students’ cell phones or tech watches be in their lockers or on their person. Students should at no time during school hours send or respond to any cellular call or message of any kind from any person on any personal device. Use of these devices during the school day will result in confiscation and possibly detention.

Confiscated devices must be picked up by a parent or guardian at the end of the school day.

### Chromebooks ® and iPads ®

SJE maintains laptops and tablets for student use throughout the school day. For this reason, students are not permitted to bring their own laptops, iPads, or similar devices into school.

If your student has a documented disability which requires assistive technology accessible only through a personal device, relevant paperwork must be on file with the school and a plan must be in place before such devices will be permitted in class.

In our middle-school, each student is assigned a numbered Chromebook which s/he uses throughout the day. While using that Chromebook, the student must adhere to all expectations and requirements of our Technology-Use Policy (Appendix B). The school reserves the right to monitor all activity on these Chromebooks and to review all student Internet searches, printouts, and schoolwork produced, received, and shared using these devices.

Any violation of the Technology-Use Policy (Appendix B) with respect to these Chromebooks will result in disciplinary action including but not limited to removal of all rights and privileges to use the Chromebooks in the future.

### Email

Students in grades K-8 are given SJE email addresses exclusively for school-related communication with other SJE email accounts only. These email accounts should be checked regularly. Teachers may email regarding schoolwork, and Google Classroom sends email “alerts” that prompt students whenever something new is posted to their subject pages. At no time should a student’s SJE email account ever be used for non-school communication.

### Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion from St. John the Evangelist School. In accordance with the law, the Attleboro Police Department will be notified.

### Social Media

Inappropriate parent and/or student use of social media may result in disciplinary action if the content of the parent or student posts includes defamatory comments regarding the school, the faculty, other parents, other students, or the parish. High school students

### Tech Watches

The school considers the Apple Watch ®, other tech watches, and wearable fitness trackers to be in the same category as cell phones. Therefore, such devices are covered under the above cell-phone policy and any user must adhere to those same expectations. We *strongly encourage* students to leave tech watches and fitness trackers at home. Any such devices in school must be off and away.

## **Title IX**

St. John the Evangelist School adheres to the tenets of Title IX, which states in part: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

## **Uniform/Dress Code**

To maintain an environment conducive to teaching and learning, all SJE students must be in full uniform each school day. If there is a time when the required uniform cannot for legitimate reason be worn, parents/guardians must inform the principal in writing. Students out of uniform without this written excuse will be sent to the office to call home for the proper clothing.

Students’ uniforms should be clean and pressed with all buttons attached and hems/cuffs intact. Shirrtails should be tucked in while a student is on campus. In middle school, a belt must be worn with pants or shorts that have belt loops.

Throughout the year, there will be out-of-uniform –“dress-down” – days. On any school-wide, out-of-uniform days and students’ individual birthdays, students may

wear their own school-appropriate clothing. This includes, for example: jeans/pants; sneakers/low-heeled shoes; socks of any color; shorts and/or skirts/skort/dresses no shorter than three inches above the knee; and sweatshirts. Repeated violations of “dress-down” guidelines will result in disciplinary action, including but not limited to removal of the privilege to dress down in the future. A smart “dress-down” rule of thumb: if you think you should not wear it, don’t!!

**All uniform requirements and dress-down permissions are subject to the discretion of the principal.**

### Requirements

The following tables list all required elements of our school uniform, and the seasons/days during which they must be worn, arranged by gender and by grade.

Following these tables are SJE guidelines restricting what must NOT be worn to school, neither when in uniform nor when “dressed down.”

**Parents and students are urged to read this entire section very carefully to prevent any confusion when dressing for school.**

#### **2023-2024: Boys’ Uniform(s) – Vendor: Lands’ End ®**

Grade Level	Gym	Warm Weather	Winter
Pre K	<ul style="list-style-type: none"> <li>• short-sleeved T-shirt (yellow or gray) with school logo</li> <li>• green shorts <u>or</u> green sweatpants with school logo</li> <li>• green sweatshirt with school logo</li> <li>• rubber-soled sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b> and <b><u>should</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• short-sleeved T-shirt (yellow or gray) with school logo</li> <li>• green shorts with school logo</li> <li>• green sweatshirt with school logo</li> <li>• sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• long-sleeved T-shirt (yellow or gray) with school logo</li> <li>• green sweatpants with school logo</li> <li>• green sweatshirt with school logo</li> <li>• sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>

	<b><u>not have a logo or writing.</u></b>		
<b>K through Grade 4 (elementary)</b>	<ul style="list-style-type: none"> <li>• short-sleeved T-shirt (yellow or gray) with school logo</li> <li>• green shorts <u>or</u> green sweatpants with school logo</li> <li>• green sweatshirt with school logo</li> <li>• rubber-soled sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• green polo shirt with school logo</li> <li>• khaki Lands' End shorts</li> <li>• green quarter-zip sweatshirt with school logo</li> <li>• sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• long-sleeved green polo shirt with school logo</li> <li>• gray Lands' End pants*</li> <li>• green sweater with school logo <u>or</u> green quarter-zip sweatshirt with school logo</li> <li>• <b>dress shoes</b> - navy, black, or brown with rubber soles</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>
<b>Grades 5-8 (middle school)</b>	<ul style="list-style-type: none"> <li>• short-sleeved T-shirt (yellow or gray) with school logo</li> <li>• green shorts <u>or</u> green sweatpants with school logo</li> <li>• green sweatshirt with school logo</li> <li>• rubber-soled sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• green polo shirt with school logo</li> <li>• khaki Lands' End shorts</li> <li>• green quarter-zip sweatshirt with school logo</li> <li>• sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• light blue oxford dress shirt</li> <li>• navy blue sweater with school logo <u>or</u> green quarter-zip sweatshirt with school logo</li> <li>• gray Lands' End pants*</li> <li>• black or brown leather belt</li> <li>• uniform-approved plaid necktie (Lands' End)</li> <li>• <b>dress shoes</b> - navy, black, or brown with rubber soles</li> <li>• socks should be navy blue and <b><u>should not have a logo or writing.</u></b></li> </ul>



\* *slim-fit pants are not available in gray*

### 2023-2024: Girls' Uniform(s) – Vendor: Lands' End ®

Grade Level	Gym	Warm Weather	Winter
<b>Pre K</b>	<ul style="list-style-type: none"> <li>• short-sleeved T-shirt (yellow or gray) with school logo</li> <li>• green shorts <u>or</u> green sweatpants with school logo</li> <li>• green sweatshirt with school logo</li> <li>• rubber-soled sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• short-sleeved T-shirt (yellow or gray) with school logo</li> <li>• green shorts with school logo</li> <li>• green polo dress with school logo</li> <li>• sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• long-sleeved T-shirt (yellow or gray) with school logo</li> <li>• green sweatpants with school logo</li> <li>• green sweatshirt with school logo</li> <li>• green polo dress with school logo with Navy or black leggings</li> <li>• sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>
<b>K through Grade 4 (elementary)</b>	<ul style="list-style-type: none"> <li>• short-sleeved T-shirt (yellow or gray) with school logo</li> <li>• green shorts <u>or</u> green sweatpants with school logo</li> <li>• green sweatshirt with school logo</li> <li>• rubber-soled sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• green polo shirt with school logo</li> <li>• khaki Lands' End shorts</li> <li>• green polo dress with school logo</li> <li>• green quarter-zip sweatshirt with school logo</li> <li>• sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• white “Peter Pan”-collared shirt (yellow oxford from 2021-22 is acceptable)</li> <li>• plaid jumper</li> <li>• green sweater with school logo <u>or</u> green quarter-zip sweatshirt with school logo</li> <li>• <b>dress shoes</b> - navy, black, or brown with rubber soles</li> <li>• navy-blue tights OR navy socks; <b><u>neither should include logos or writing.</u></b></li> <li>• <b><i>no leggings</i></b></li> </ul>

<b>5-8 Middle School</b>	<ul style="list-style-type: none"> <li>• short-sleeved T-shirt (yellow or gray) with school logo</li> <li>• green shorts <u>or</u> green sweatpants with school logo</li> <li>• green sweatshirt with school logo</li> <li>• rubber-soled sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• green polo shirt with school logo</li> <li>• plaid skirt or skort</li> <li>• green quarter-zip sweatshirt with school logo</li> <li>• sneakers</li> <li>• socks should be navy blue or white and <b><u>should not have a logo or writing.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• light-blue oxford dress shirt (yellow oxford from 2021-22 is acceptable)</li> <li>• navy-blue sweater with school logo <u>or</u> green quarter-zip sweatshirt with school logo</li> <li>• plaid skirt or skort, <u>or</u> gray Lands' End pants</li> <li>• black or brown leather belt (when wearing pants)</li> <li>• <b>dress shoes</b> - navy, black, or brown with rubber soles</li> <li>• navy-blue tights OR navy blue socks; <b><u>neither should include logos or writing.</u></b></li> </ul>
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*IMPORTANT: due to the 2023 vendor change, students are no longer allowed to wear the older, navy polo (Donnelly's) which bears the outdated school logo.*

### Restrictions

Whether on uniform or on “dress-down days,” all SJE students must adhere to all requirements (above) and restrictions (below) of this Handbook. While the paragraphs below specify what must never be worn to school, the restrictions not be considered finite:

***The administration reserves the right to allow or disallow a clothing item or accessory, hairstyle, and/or the like, at any time, with the principal as final arbiter of all permissions, restrictions, and requirements.***

## **Accessories/Hair/Makeup**

### Hair, make-up, and nails

Girls' Hair: Hairstyles must not be distracting, as determined by the administration. Extreme hair coloring, highlighting, and bleaching is not

permitted. Hair must be clean and styled in a moderate fashion, and hair guidelines do not change on Dress Down Days.

Boys' Hair: Hairstyles must not be distracting, as determined by the administration. Hair must be tapered (gradual change in length) and may not touch the collar. Hair may not be pushed behind ears and only one quarter of the ear may be covered. Hair must not extend into the eyebrows when combed down. Sideburns may not extend to more than the bottom of the ear. Use of styling gel to circumvent regulations is not permitted. It is the student's responsibility to anticipate the need for a haircut. Extensions will not be given for hair appointments. Hair guidelines do not change on Dress Down Days.

Makeup and Nails: Makeup is not permitted. Students' nails must be cut short. Artificial nails are not permitted to be worn. Subtle nail polish may be worn; any nail style or color considered by the administration to be distracting will not be allowed.

### Jewelry/accessories

No body piercing except pierced ears. Girls and boys may wear one pair of earrings not larger than a dime and without hoops.

Jewelry should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain. No rubber band jewelry. Any jewelry or accessory considered by the administration to be distracting will not be allowed.

At no time should hats, bandanas, or any non-religious head coverings be worn inside SJE.

## **Bottoms**

### Leggings

Any students wearing leggings, yoga pants, jeggings, or similar bottoms on "dress-down" days must ensure that their shirt covers the entire torso and pelvis to mid-thigh. Any student wearing these bottoms but not following this restriction will call home for a change of clothing to be brought to school by a parent or guardian.

### Pajama Pants

SJE students are not permitted to wear pajama pants to school. The only exception is if a fundraiser or spirit day happens to have a pajama theme.

### Shorts

Any students wearing exceptionally tight or short shorts, whether on gym, warm weather, or “dress-down days,” will call home for a change of clothing to be brought to school by a parent or guardian.

### Skirts/Skorts

All uniform and “dress-down” skirts (and/or skorts) must fall to the lower thigh, just above the knee. Students are forbidden from rolling skirt waistbands or otherwise pinning/securing the skirt to shorten its length.

Administration, faculty, and staff are the final arbiters of whether skirt/skort length is appropriate to wear at SJE. If length is decided inappropriate and cannot be rectified on the spot, the student will call home for a change of clothing to be brought by a parent or guardian.

## **Shoes & Hosiery**

All footwear, year round, must have a closed toe and a closed back. This means that no shoe or sneaker worn by any student may be flip-flop, slipper, or sandal style. (This includes Crocs ® and Uggs ®, or any brand mimicking those brands.)

In addition, no boots are permitted at any time. Should a student require snow or rain boots for the school commute, that student must bring a dress-code shoe to change into before the first period begins.

No student at any time may wear a shoe or sneaker with a raised heel or “platform.” This is for the individual student’s safety. Heels higher than flat have the potential to cause falls and bodily injuries. For similar reasons, no

wheeled shoes of any kind are permitted at school. There will be no exceptions.

All socks and/or tights must be solid color with no patterns, decals, or pictures. The only exception is if the school holds a “crazy sock day” for fundraising or spirit purposes.

### **Tops**

On “dress-down” days, all tops must be school appropriate. This means no offensive or vulgar graphics or language. This also means the top must not be tight, revealing, or otherwise inappropriate for school-age wear. The principal is the final arbiter of what is appropriate to be worn at SJE.

### **Scout Uniforms**

Students may wear Boy Scout and Girl Scout uniforms on meeting days.

### **Vendor**

SJE now uses Lands’ End as our uniform vendor. Families may purchase uniforms directly from Lands’ End stores or online. The closest store is located in the Burlington Mall at 75 Middlesex Turnpike, Burlington, MA 01803. For all online orders, visit [www.landsend.com/school](http://www.landsend.com/school) and use the SJE School Code: 900196825.

**IMPORTANT:** Due to this 2023 vendor change, students are no longer allowed to wear the older, navy polo (Donnelly’s) which bears the outdated school logo.

## IV. STUDENT HEALTH & WELL-BEING

### Allergy/ Epi-Pen Policy

St. John the Evangelist School recognizes that life-threatening allergies of any kind are an important condition affecting many school children. By having clear allergy protocols, understood and followed by all staff and students, SJE helps children with allergies achieve their full potential in all aspects of school life.

- Parent(s)/guardian(s) of a student with food allergies is/are responsible for providing all food for that student, secured in a lunchbox provided by the parent or guardian.
- Students diagnosed with a life-threatening allergy with a prescription Epi-Pen must give the nurse a copy of their medication order, Allergy Action Plan, and an Epi-Pen to keep in the nurse's office per MA State Laws.
- Students may keep their Epi-Pens on their person only if their doctor writes this on their medication order per MA State Laws.
- Teachers must be familiar with the Allergy Action Plan of students in their classes who have known and documented allergies, and must respond to allergy emergencies as per the emergency protocol documented in that Plan. All staff who come into contact with children with allergies receive training from the school nurse; this training is updated as needed.
- In the event of a suspected allergic reaction (where there is no known allergic history), staff calls the school nurse and the school's Emergency Response Plan is activated. The school nurse does have an emergency Epi-Pen from the school physician and will administer if needed before EMS arrives.
- Proper hand-washing is taught and encouraged before and after the handling/consumption of food, and tables/desks are disinfected following any food-related activities in the school building.
- We are an allergy-aware community. We ask that families refrain from bringing peanut products into the school building.

### Asthma

- Students diagnosed with asthma who have a prescription for an inhaler must provide the school nurse with copies of the medication order and their Asthma Action Plan, and an inhaler to keep in the nurse's office.

- Students may keep their inhalers on their person and self-administer only if the doctor writes this on their medication order.
- *If a student self-administers an inhaler, s/he must immediately follow up with the school nurse for a health assessment.*

## **Prescription Medication Policy**

- If your child has a prescription medication that needs to be administered during school hours, you must provide the school nurse with a copy of the medication order, directions, and a 30-day supply of the medication per MA State Law. The school nurse will document the medication administration in your student's medical portal.
- The 30-day supply must be in a labeled container from the pharmacy with:
  1. child's name
  2. name of doctor prescribing the medication
  3. date prescribed
  4. frequency of administration(s)
  5. dosage at each administration

## **Over-the-Counter (OTC) Medications**

In order for any OTC medications to be administered by the school nurse during school hours, families must complete a written order, per MA State Law. See Appendix C for the "OTC Standing Orders" form. When completed, this form is faxed to the School Physician to sign; it then becomes a legal medication order.

If your child requires OTC medication during school hours, the nurse will call you and document the administration in your child's medical portal.

## **Banned Items**

There are countless items that have no place in our school. As such, these items are banned at all times.

Common sense and community safety dictate that, among other items, the following shall be banned from SJE:

- e-cigarettes, vape devices, tobacco products of any kind
- controlled substances and alcohol (including CBD and marijuana products)
- lighters, matches, or any such devices used for igniting
- weapons, or items that may be used as weapons
- inappropriate literature, artwork, or music
- toys or games from home (except when instructed by a teacher to bring them)

The school administration, in accordance with Massachusetts State Law, will determine the appropriate disciplinary measures to be taken concerning the presence of any and all banned items brought into SJE. Banned items taken away from students must be retrieved by the parent(s)/guardian(s) after dismissal.

Students who possess any of the listed, banned items, and/or any items banned after the publication of this edition of the Handbook, face serious disciplinary consequences, up to and including suspension and/or expulsion.

## **Emergency Preparedness/Crisis Plan**

### **Fire Drills**

State Law requires that fire drills be held quarterly. During the fire drills, teachers and students follow these regulations:

1. Students rise in silence when the alarm sounds
2. Teachers close windows and doors
3. Students walk briskly and silently to the assigned location in single file
4. At the assigned location, students stand with their class, facing away from the building
5. Teachers guide students back to school when a signal is given
6. Teachers will have an updated attendance list located at the exit of their classrooms and will complete an attendance check during the drill to ensure all students have left the building.

### **Lockdown**

St. John the Evangelist School has implemented a crisis plan in the event of a lockdown emergency. All teachers and staff are aware of the procedure to follow to



keep your children safe. The school community will practice Lockdown Procedures once per Term.

During an actual lockdown emergency, should sheltering in place not be advisable, school staff will evacuate students to one of three designated locations:

1. St. John the Evangelist Church
2. Willett Field
3. Any alternative site chosen as the situation warrants

## **Guidance Counselor**

A certified counselor serves the needs of students and parents through class and individual consultation. The school counselor is available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents/guardians, school administration, or other authorities. Following the National Model for School Counselors, the counselor teaches in the classroom throughout the year and provides whole group instruction on a variety of topics. Classroom lessons address the needs of most students.

The counselor offers small group counseling. Small group counseling is appropriate for some students who might need extra reinforcement in certain areas, above and beyond what is already addressed during classroom lessons. Small groups meet about once a week for a six to ten- week period and focus on specific concerns of the participant(s) (e.g., social skills, divorce, self-esteem, grief, or anger management). Parents are given the opportunity to opt their child out of small group services at the start of the school year. The counselor is also available for individual counseling when needed. Individual short-term counseling is an appropriate intervention for a few students who need reinforcement to develop the skills necessary to be successful in the school setting.

Many students visit with the school counselor for a brief intervention, which differs from small group counseling. Students can be referred for individual counseling through self-referral, parent referral, or teacher/staff member referral. Parent/guardian consent is not required for short term personal or social counseling and/or crisis intervention that is needed to maintain order, discipline, or a

productive learning environment. It is not the role of the school counselor to provide long term individual counseling.

Confidentiality is a key feature of the counseling experience. The school counselor will keep information confidential with the following possible exceptions, as required by law/or ethical standards: harm to self or others, abuse or neglect, and court or other legal proceedings. Elementary school years set the tone for developing the knowledge, attitudes, and skill necessary for children to become healthy, competent and confident learners. Through a comprehensive developmental school counseling program, the school counselor works as a team with the school staff, parents and the community to create a caring climate and atmosphere.

## **Immunizations**

All students enrolled in St. John the Evangelist School must have current immunizations.

- In the event that a student has an illness that would compromise his/her health by being immunized, documentation of this compromising condition, including but not limited to leukemia, must be presented prior to the first day of the school year, per MA State Law.
- Per MA State Law, you may decline immunizations for religious reasons. If this is the case for your family, please contact the school nurse who will provide you with an exemption form to complete regarding your student.

## **Lunch Program**

This year, students must bring their own lunch to school. Faculty and staff will not heat up student lunches, so we suggest an insulated container to keep food at the desired temperature. Students must not use or bring glass containers for food or drink storage, and are not permitted to drink coffee or soda during school hours.

Of course, students are expected to use the same manners required in class during lunch. Courtesy toward other students and cooperation with lunch monitors is expected at all times.

## **Mandated Reporting of Abuse**

St. John the Evangelist School abides by the Child Abuse laws of the State of Massachusetts. This law mandates that all cases of suspected abuse and/or neglect be reported to the Department of Child and Family Service Taunton/Attleboro.

## **Medical Records**

At the beginning of each school year, from when a child first joins SJE, parents are asked to submit each child's medical record(s). This includes the most recent Physical and their most recent Immunization Record.

Updated health records are available at your child's annual physical. Please fax or share a paper copy after their physical with the school nurse. As a reminder, the previous year's physical is valid for 13 months and must be renewed each year. Please share all updated medical forms with the school nurse.

## **Smoking**

Smoking of any type and by any person is not allowed inside/on the SJE campus at any time. Cigars, cigarettes, pipes, tobacco of any form, marijuana, e-cigarettes, or vaping devices are not permitted on campus. Students found to be in possession of any of the above will face appropriate disciplinary action.

## **Social Media**

At St. John the Evangelist School, we strive to foster each student's self esteem and sense of worth by helping them develop character traits such as kindness, generosity, and responsibility. We believe and teach that every individual is a child of God and, as such, has value.

It is well documented that excessive use of social media is detrimental to young people in that it has the potential to warp both how they perceive themselves and how they judge their worth in the world. Over the last five years, research has found that social media use in the U.S. has increased student anxiety and depression to levels never before seen.

For these reasons, and for its known potential to distract from learning, SJE students must not access social media at any time during school hours. This includes but is not limited to TikTok, Instagram, and Snapchat. (For more about social media, cell-phones, and apps, see “Appendix B: Technology-Use Policy.”)

### **Suicidal or Homicidal Ideation**

If a student self reports or is reported to have made a suicidal or homicidal comment/gesture/action, the student will be evaluated for safety. If the report is found to be accurate, or the student has a plan to act upon the comments reported, Administration reserves the right to require that the student have a psychiatric evaluation. If a psychiatric evaluation is to be administered, the school may ask for clearance, discharge paperwork, and/or request a safety plan before the child may return to school. The evaluation is not a punishment; the evaluation helps ensure the continued safety and well-being of the student and his or her peers at SJE.

### **Water**

Since it is essential that students stay hydrated throughout the day, students should bring a full water bottle to school. There are water stations on each floor to refill these bottles. Students must refill their water at the station on the floor they are currently on (no traveling around the building).

SJE faculty reserve the right to manage classroom use of water bottles as they see fit so as to minimize disruptions to teaching and learning.

If your child does not bring a water bottle to school, they may ask the school nurse for a cup of water. However, this cup will be labeled with your child’s name and left in the nurse's office for any subsequent refills. In doing this, we aim not only to prevent classroom spills, but, very importantly, to encourage students to bring their own water bottle to school each day!

### **Winter Weather**

It is imperative that students come to school with the appropriate attire during the cold winter months. This includes hats, gloves/mittens, coats, and scarves if appropriate. Students who are not dressed appropriately may be asked to stay inside during outdoor activities.

## **V. RIGHT TO AMEND**

The administration of St. John the Evangelist School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through e-mail communication.

## VII. APPENDICES

[A]

### **St. John the Evangelist School 2023-2024 Parent/Student Handbook Agreement**

At the start of the school year, after reading the 2023-2024 Parent/Student Handbook and all appendices, all parents/guardians and each student enrolled at St. John the Evangelist School must sign and submit this agreement. In doing so, all parties agree to abide by all policies contained in the text and appendices of this Handbook.

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*We the undersigned have read and discussed St. John the Evangelist School's 2023-2024 Parent/Student Handbook and agree to abide by all policies therein.*

**Family Name** \_\_\_\_\_

_____ Parent/guardian signature	_____ Date
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_____ Parent/guardian signature	_____ Date
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_____ Student signature	_____ Date
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_____ Student signature	_____ Date
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_____ Student signature	_____ Date
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_____ Student signature	_____ Date
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[B]

## Technology-Use Policy

*Adapted from NCEA's From the Chalkboard to the Chatroom*

- I. **At St. John the Evangelist School, the use of school technology, including our internet connection, is a privilege, not a right.**

Students and parents/guardians must sign a Handbook Agreement indicating their understanding and acceptance not only of the entire Handbook but of all its appendices, including this Technology-Use Policy. By signing the Handbook Agreement, parents/guardians permit their child to use the school's internet for educational purposes as an individual. Parents also have the option of denying this permission.

Student use of school technology is limited to school-related work. School internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school. Infractions of school policy while using school technology, including school internet, will result in immediate cancellation of privileges along with disciplinary action. SJE reserves the right to seek financial restitution for any damage to school hardware, software, or network components caused by a student or parent.

After-school/home technology use and/or access to the internet requires students to follow the same expectations stated in the conduct, bullying, and other policies of this Handbook. When using any internet connection, whether inside or outside of school, students must abide by universal rules of online etiquette.

Transmission of any material in violation of any federal, state, or city laws is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, and material protected by trade secrets. In addition, the use of school technology for commercial activities, product advertisement, or political activity is strictly forbidden

School administration is the final arbiter of what is and is not considered appropriate use of school technology and may, at any time, deny, revoke, or suspend any individual's technology-use privileges.

**Violation of these and any of the following standards will result in serious consequences, including but not limited to removal of privileges and/or expulsion from the school.**

## **II. Standards of Behavior**

**When using any technology, St. John the Evangelist School students will:**

- ☐ Be courteous and respectful in messages to others.
- ☐ Proofread messages before sending.
- ☐ Use appropriate language.
- ☐ Not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- ☐ Never visit inappropriate or offensive websites.
- ☐ Never download materials from inappropriate or offensive websites.
- ☐ Never expose themselves in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- ☐ Not engage in illegal activities.
- ☐ Not reveal their home address or phone number(s), or those of other students or staff.
- ☐ Understand that email is not private and that school administration has access to all school emails.
- ☐ Never agree to meet in person anyone they have “met” online.
- ☐ Never download to any device (school or personal) software, programs, etc., via SJE internet.
- ☐ Respect copyright laws and never make unauthorized copies of software to use, give, lend, or sell.
- ☐ Never reveal personal passwords or try to learn/use others’ passwords.
- ☐ Not copy, change, read or use another user’s files without prior permission from that user.
- ☐ Not attempt to gain unauthorized access to system programs for computer equipment.
- ☐ Never access social media using an SJE internet connection, regardless of device.
- ☐ Not use the school network in such a way that disrupts network use for others.
- ☐ Not disturb others during individual and/or group work that involves technology use.
- ☐ Never eat or drink while using technology.
- ☐ Not pursue and will immediately report to staff any online material that is not aligned with the school’s mission (e.g. is vulgar, offensive, immoral, etc.)
- ☐ Never power on and/or use personal electronic devices such as cell phones, tablets, or laptops, at school during school hours (see expanded restrictions throughout the Handbook).



[C]

**St. John the Evangelist School**  
**“Over-the-Counter” (OTC) Medication – Standing Orders**

Dear Parent/Guardian:

If your child complains of minor illness (e.g. headache, stomachache, cough, sore throat) during school, certain “over-the-counter” (OTC) medications may be administered by the School Nurse.

Place a checkmark next to each medication that you would like your child to receive in the event of a minor illness. When done, sign and submit this page to the school office:

- ☐ Advil (headache, aches, pains, and cramps)
- ☐ Roloids/Tums (stomachaches)
- ☐ Tylenol (headaches, aches, and pains)
- ☐ Visine eye drops (dry eyes)
- ☐ Hydrocortisone cream 1% (rash or itchiness)
- ☐ triple antibiotic cream (cuts and abrasions)
- ☐ hand sanitizer (hand disinfectant)

Student’s name & grade \_\_\_\_\_

Your daytime phone number \_\_\_\_\_

Student’s allergies/medical problems: \_\_\_\_\_

Prescription medications taken: \_\_\_\_\_

Other information that you would like the School Nurse to know: \_\_\_\_\_

\_\_\_\_ **YES.** Administer “over-the-counter” medications to my child if needed during the school day

\_\_\_\_ **NO.** Do not administer any “over-the-counter” medications to my child during the school day

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician Name & Phone

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date