

ST. JOHN THE EVANGELIST SCHOOL

Parent/Student Handbook



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THE HISTORY OF SAINT JOHN THE EVANGELIST SCHOOL

The community of Saint 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 bequest of \$120,000, specifically designated for the building of a school, had been left by Thomas McCaffrey. Various committees of the parish assumed additional fundraising efforts.

The cornerstone was laid in the Fall of 1954 and in September 1955, a new Catholic elementary school, costing \$550,000, opened its doors to children ready for Preprimary 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 1960's, 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."

As a result, Saint John the Evangelist School has undergone a number of changes to keep pace with the times and counterparts in education. Classroom instruction has been diversified. There is departmentalization in Grades 5-8. The Kindergarten was reestablished. A Pre-K program was created. Math and science programs are complimented by hands-on learning materials. Technology, i.e. computer education with instructor, has been incorporated into the curriculum.

The faculty members have degrees and are certified. Specialty instructors in Art, Music, Physical Education, Language Resource, Health, and Spanish have been added. Curriculum changes and additional staffing have, of necessity, increased per pupil costs.

Staffing 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 – for a preferred future.

PHILOSOPHY

Saint 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.

ADMISSION

St. John the Evangelist School, as well as all the schools of the Diocese of Fall River, admit students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The school has a primary obligation to children who are siblings of currently enrolled students and qualified parishioners of St. John the Evangelist Church. Following these, consideration will be given to those members of other parishes in the Diocese of

Fall River, and then, those with no affiliation to the Catholic Church. Our online application can be found at <https://www.sje-school.com/admissions/application/>.

St. John the Evangelist School has a Pre-K program. A child must be four (4) years of age on or before September 1. A birth and/or baptismal certificate, and an immunization record are required.

St. John the Evangelist School follows the policy of the Attleboro Public School System regarding admission to Kindergarten.

A birth and/or baptismal certificate, and an immunization record are required. Kindergarten screening, combined with a preschool evaluation and available school resources, determines acceptance.

Chapter 76, Section 15 of the General Laws of Massachusetts states: **“No child shall be admitted to school except upon the presentation of a physician’s certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, poliomyelitis and other such communicable diseases as may be specified from time to time by the Department of Public Health.”**

This statute applies to all children grades Pre-K through 12. Students who have not presented satisfactory evidence of at least having begun the immunization series may not legally attend school after the deadline set for each district by the Department of Public Health. If your child receives any immunization during the school year, please inform the school so that records can be updated.

Parents/guardians of candidates seeking admission in Grades 1-8 must provide the following:

1. Birth and/or Baptismal certificate
2. Copy of most recent report card
3. Copy of most recent standardized tests
4. Core Evaluation I.E.P. (if applicable)
5. Immunization record

An interview with the Principal, parent/guardian and student follows the reception of required data. Acceptance is also based on available space and school resources.

FINANCE

Tuition is managed through the FACTS Tuition Management Company. The technology fee (for grades K-8) is also managed through FACTS and is included in the Total Balance Due. Tuition and technology fee may be paid in one of two ways:

- Payment may be made in full directly to the school by July 1.
- Monthly payments (10) may be made through FACTS, which is an automatic bank payment plan.

Pre-K

| Full Day (8 am – 2 pm) | | Half Day (8 am – 11 am) | |
|-------------------------------|--------------------|--------------------------------|--------------------|
| # of days / week | Monthly fee | # of days / week | Monthly fee |
| 5 | \$700 | 5 | \$350 |
| 4 | \$565 | 4 | \$285 |
| 3 | \$430 | 3 | \$230 |

K-8 Annual Tuition

| | Number of Children | | | |
|--------------|---------------------------|----------|----------|----------|
| | 1 | 2 | 3 | 4 |
| SJE Parish | \$4,665 | \$9,215 | \$13,625 | \$17,700 |
| Other Parish | \$4,950 | \$9,800 | \$14,475 | \$18,900 |
| Other | \$5,360 | \$10,720 | \$16,075 | \$21,435 |

Additional fees

| | |
|-----------------------------|--|
| Application Fee: | \$50 per family, non-refundable to accompany the application |
| Registration Fee: | \$125 per child, non-refundable, one-time fee when invited to register |
| Book Fee: | \$150 per child, non-refundable, annual fee |
| Technology Fee: | \$175 per child (Grades K - 8), non-refundable, annual fee |
| Milk Fee (optional): | pro-rated for Pre-K students based on program days; \$40 annually per child for grades K - 8 |
| Transcript Fee: | \$25 per transcript for students in grades Pre-K - 7 |

Financial assistance from parishes within the Fall River Diocese is available. Forms are available through the office and must be returned with the pastor's signature. Diocesan financial aid may be applied for through the Foundation to Advance Catholic Education (FACE).

The policy of St. John the Evangelist School regarding delinquent accounts is as follows:

- Missing three (3) consecutive payments will result in your child/children not being allowed to attend St. John the Evangelist School.
- The school will be examining each account at four different times during the school year, namely, at the start of the school year, after Christmas break, prior to re-registration, and before the final report card. All families need to be current at these times in order to maintain registration at St. John the Evangelist School.

The policy of St. John the Evangelist School regarding tuition refunds is as follows:

Tuition refund of 100% of annual tuition if a student withdraws before start of school, 75% of annual tuition prior to Columbus Day, 50% of annual tuition prior to Christmas break, 25% of annual tuition prior to February break, zero thereafter.

HEALTH

Students will not be admitted without proper immunizations (Massachusetts General Laws c.76§15 (105 CMR 220.000)). Physicals are required for new students and those in Grades 3 and 6.

Medication can be dispensed by authorized school personnel if written authorization is provided by the physician and parent/guardian.

Parents/guardians are asked not to send sick children to school. The school will use its discretion in calling parents/guardians to come for a child who appears to be sick or has a temperature greater than 100°F. A child may return to school 24 hours after his/her temperature is normal and/or vomiting and diarrhea has ceased (without the use of any medications such as Tylenol or Imodium). Students with a contagious illness, such as strep throat, may return to school 24 hours after starting prescribed antibiotic.

Head lice checks must be conducted frequently by parents/guardians if a general problem is to be avoided. Students found with head lice will be sent home for treatment and will not be allowed to return until they have a note from their physician or the city health nurse stating they are clear.

In the case of injury/illness or an accident, parents/guardians will be notified. In the event that parents/guardians are not available, the Principal will make the most reasonable decision for the child's welfare. An emergency form is kept on file in the office.

School accident insurance is offered to all families at the beginning of the school year. It is highly recommended that minimal insurance coverage be obtained for those not covered by family insurance.

ATTENDANCE

Absence

- The school requires telephone (508-222-5062) or email notification (reception@sje-school.com) by 8:00am on the morning of a student's absence. A student absent for five or more consecutive school days due to illness is required to present a doctor's certificate attesting to the student's readiness to return to school. The Massachusetts General Laws (Ch. 76, Sect 2) specify that a student under sixteen years of age may not be absent more than seven (7) day sessions or fourteen (14) half day sessions within any period of six months.
- If a student is absent, he/she is not eligible to participate in any afterschool day or night activity.
- Students will have one week from the date of return to complete all missed work.

Tardiness

- Students are considered tardy if they arrive after the second bell (7:50am). Students must report to the reception area prior to going to class to receive an Admission Pass.
- **After 3 unexcused tardies, i.e. running late, oversleeping, etc., the student will be subject to a detention.**

Appointments

- Medical, dental or orthodontic appointments, except for emergencies, should be scheduled outside of school hours.

VACATIONS

Vacations outside of those authorized by the school calendar are strongly discouraged. **Teachers are not required to provide individual advance assignments.** Students are expected to assume responsibility for class work, assignments, and tests missed within one week of their return to school.

EMERGENCY CLOSING

St. John the Evangelist School will utilize our AdminPlus Notify Program to notify parents in the event of delayed openings, school cancellations or weather-related early dismissal. Under most circumstances, we will follow the Attleboro Public Schools for these closings, so you can check your local cable and radio stations as well as our website. Do not call the school, as it is important to keep our phone line open.

TELEPHONE USAGE

Students are not permitted to call home for books, homework, etc. The office phone is a business phone and students are permitted to use it only in case of an emergency.

Messages for children will be given to them by the receptionist. Teachers are not called from the classroom for phone calls except in cases of emergency. Please be considerate of a busy school office.

Cell phones must be off and inside backpacks during school hours. They are not to be used during the school day. Parents should not call or text students on cell phones or other electronic devices during the school day. All messages should be sent through the office. Failure to comply will result in consequences under the Electronic Devices guidelines.

DETENTION

Detention is held after school for Grades 3-8 from 2:00-2:45 pm. Detention will be served the following school day. Student must be signed out of detention by a parent/guardian at 2:45 pm. Three (3) detentions for the same infraction could result in an In-School Suspension.

Causes for detention include, but are not limited to:

- A continuous attitude of disrespect
- Disruptive behavior, fighting, etc.
- Foul language / obscene gestures
- Cheating / failure to complete homework
- Plagiarism
- Vandalism / gum chewing
- Failure to be in full uniform
- Consistent tardiness
- Repeated loss of recess
- Misuse of technology

EXPULSION

Expulsion is the permanent termination of a student's enrollment. The decision to expel a student is invoked for the most serious infraction of school policy and will be within the jurisdiction of the Principal, in consultation with the Pastor. Parents/guardians will be required to meet with all parties involved before the diocesan Superintendent is informed of the decision. A student leaving under the terms of expulsion will not have his/her tuition payment refunded.

Examples of incidents or circumstances that may subject a student to expulsion include, but are not limited to, the following:

- Use, possession, giving or selling of alcohol or illegal drugs
- Possession of a dangerous weapon on school premises or at a school-sponsored school-related event
- A physical assault on a faculty or staff member, or a student
- Student involvement with a threat to school safety
- Chronic disregard for school rules or policies
- Bullying/cyber-bullying or harassment.

TRANSCRIPTS

In the event of withdrawals or transfers, student transcripts will be released upon the receipt of a release of records form signed by the parent/guardian. A transcript fee of \$25 will be collected for students in grades Pre-K - 7.

PRIVACY RIGHT

Both parents, whether custodial or non-custodial, or an eligible student have the right to inspect and review the student's education records. No third party will have access to a student record without the proper written consent of the parent or eligible student.

Addresses and telephone numbers of students, parents, faculty, staff and alumni are confidential and will not be released to any third party without authorization from the head of school.

In order for a school to use a student's picture, a parent or guardian of the student must sign a release form to allow the school to take and/or use pictures or videos of students for school use.

CUSTODY

If parents are separated or divorced, the school presumes that both parents have access to the children and their records unless a legal document, such as a court order, is on file in the office. If duplicate school notices, report cards, etc., are needed, the office must be informed in writing.

TRANSPORTATION

Arrival

- Enter the school yard by the driveway nearest Mechanic Street.
- Drive around to the main entrance door, going as far as possible toward Hodges Street.
- Students exit cars quickly and walk on the sidewalk to enter school.
- **Students will not be permitted to enter the building before 7:30am.**
- **Our school day begins promptly at 7:50am.**

Dismissal

- Bus transports leave first.
- Cars enter beginning at 2:00pm in the manner of the AM arrival.
- To alleviate congestion on the street, the Attleboro Police have asked that you form 2 or 3 lines of traffic in the school yard.
- **Do not park on the street or on private property.**
- Remain in your vehicle and drive around to pick up your child.
- Please pull up as far as possible.
- Students stand and watch for their rides.
- **Do not exit your vehicle. Students will walk to you.**
- Prompt pickup is expected.

St. John the Evangelist School follows Attleboro Public School bus regulations with respect to eligibility and behavior. Resident eligibility is determined by the City of Attleboro. All students in Grades K-8 who are Attleboro residents and wish to ride the bus need to register for transportation with the Attleboro Public Schools Transportation Department, regardless of bus eligibility. Those students who are not eligible for free transportation, may opt for the “Fee for Service” program is applicable. Students are expected to follow bus/driver regulations or risk losing transportation privileges. Bus transportation may not be used to facilitate social gatherings.

DISMISSAL

Early dismissal of a student is allowed provided a written request is given to the teacher and approved by the Principal. Students must be signed out and then escorted from the school by a parent/guardian. **Any change in the pattern of dismissal requires a written note of exception by a parent/guardian.**

SAFETY

Fire and lockdown drills are held several times during the year.

During a fire drill, everyone must leave the building under the teacher's direction and silently walk to Hodges Street via the prearranged exit. Those not in a classroom must leave by the nearest exit. Windows and doors are closed upon leaving the building. Lights and computers must be turned off. If an exit is blocked, the leaders raise their arms to indicate to those following to change direction.

The school has a crisis plan developed and copies of it are in each room in the building. It will be implemented as needed.

VIDEO SURVEILLANCE CAMERAS

St. John the Evangelist School employs the use of video surveillance and recording cameras, located inside and outside the building, to support our efforts to maintain a safe and secure school environment while protecting individuals and their property from harm. Video surveillance may be used in proceedings related to law enforcement for purposes authorized by this Student Handbook, and related laws. Students observed by video surveillance in acts which break school policy, procedures, or disciplinary guidelines will be subject to the consequences or sanctions imposed for violating those policies, procedures or disciplinary guidelines. Surveillance footage is for administrative use only.

SEARCH

It is the right and responsibility of the administration at any time to conduct a search of a student's desk, locker, or personal belongings if there is cause for such a search.

The right to search and sanction is extended to any electronic resource used by students at school or a school-related activity. Electronic resources include, but are not limited to: student-assigned or student-owned computers, cell phones, other electronic equipment, Facebook, MySpace, Instagram, Snapchat, Twitter, blogging sites, etc. The administration reserves the right to hold students accountable for any material posted on their devices, equipment, or sites that is contrary to the Mission of St. John the Evangelist School. The administration may review social networking sites and other Internet activity at any time.

VANDALISM

Parents will be held liable for all forms of vandalism caused or performed by a student.

WEAPONS AND OTHER DANGERS

A device, or substance, of any kind that is used, or may be used, to inflict harm or serious injury will be confiscated by the person in charge. The Principal will be notified immediately, as well as parents and police, depending on the seriousness of the situation.

Smoking/Vaping

Massachusetts State Law prohibits smoking or vaping in a school building and on school property. Smoking or vaping is prohibited at all times in the school building, in its parking lot, playing fields and other property. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking or vaping on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar systems.

It is a violation of Massachusetts law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form

is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

CHILD ABUSE LAWS/MANDATED REPORTING

St. John the Evangelist School abides by Massachusetts General Law chapter 119, section 51A. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Children and Families (DCF). The administration, faculty, and staff of St. John the Evangelist School are mandated reporters.

BULLYING/CYBER-BULLYING AND HARRASSMENT

Any action by a member of St. John the Evangelist School that disrupts the peace of the school community is unacceptable. Some examples of these actions are:

- Intimidation
- Bullying
- Harassment
- Threats of Violence
- Violent acts including the use of email

The above include, but are not limited to:

- Verbal, physical or written abuse
- Repeated remarks of a demeaning nature
- Demeaning jokes, stories or activities directed at student(s)

Anyone who violates these actions may be subject to suspension, medical/psychological exams, and expulsion.

Excuses, such as “I was just kidding”, are not acceptable and threats of violence will be reported to the police.

On our website, you will find **The Diocesan Bullying and Intervention Plan.**

“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family. The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., Ten Building Blocks of Catholic Social Teaching. (2010). America: The National Catholic Weekly. American Press Inc.)

Definitions

The Diocese of Fall River and St. John the Evangelist School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

“Bullying” is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- causes physical or emotional harm to the victim or damage to the victim’s property;
- places the victim in reasonable fear of harm to himself or of damage to his property;
- creates a hostile environment at school for the victim;
- infringes on the rights of the victim at school; or
- materially and substantially disrupts the educational process or the orderly operation of the school.

For the purposes of this section, bullying shall include cyber-bullying. (Massachusetts General Laws c.71§ 37O)

“Cyber-bullying” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs,

signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

What “Bullying” Is Not

It is equally important for all members of the school community to understand that conflict is not automatically synonymous with bullying. Arguing, bantering back-and-forth, ignoring, roughhousing and fighting, while potentially serious forms of conflict are not necessarily instances of bullying. Bullying is characterized by intention, repetition and a power imbalance. Not every conflict meets these criteria.

Bullying shall be prohibited:

- on school grounds
- property immediately adjacent to school grounds
- at a school-sponsored or school-related activity, function or program whether on or off school grounds
- at a school bus stop
- on a school bus or other vehicle owned, leased or used by a school district or school, or
- through the use of technology or an electronic device owned, leased or used by a school

Bullying and cyberbullying shall also be prohibited at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile

environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs. (Massachusetts General Laws c. 71 § 37O)

Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.

CURRICULUM

Curriculum includes, but is not limited to:

Religion All students participate in the Religion courses and religious activities of the school program. The school will provide activities designed to foster sound religious attitudes and practices. These activities will be suited to the student's level of understanding. They shall include daily prayer, the Sacrament of Reconciliation, liturgical and paraliturgical celebrations, and days of recollection and retreat.

Language Arts Reading, English, Spelling, Penmanship

Math Including Algebra I

Science

Social Studies

Art

Music

Physical Education

Computer

Spanish

Human Sexuality – Grade level appropriate

Substance Abuse Prevention – Grade level appropriate

Language Arts Resourcing

BOOKS

Students must cover all school books so as to avoid soiling or damaging them. Please note: contact paper is not acceptable for this purpose. All books are the responsibility of the student and must be paid for if lost or damaged.

SUPPLIES

Students may purchase school supplies from the school cart before school on Tuesday and Thursday. A limited supply of folders, pens, pencils, rulers, etc., is on hand. Parents/Guardians may choose to purchase grade-specific, teacher-approved, prepackaged school supplies at the end of the school year online through School Tool Box™, as available (please check school website for details).

HOMEWORK

Homework is a necessary extension of the school day and is given in varying degrees daily. Long-term projects or reports, however, may extend over weekends and holidays. Listed below are the grade levels and the average time to be spent on homework:

| | |
|---------------------|--------------------------|
| K: 0 | Gr. 4: 30 – 60 min. |
| Gr. 1: 0 – 20 min. | Gr. 5 & 6: 60 – 90 min. |
| Gr. 2: 30 min. | Gr. 7 & 8: 60 – 120 min. |
| Gr. 3: 30 – 45 min. | |

STUDENT EVALUATION

Mid-year and final exams for Grades 6-8

Progress/warning notices given at the halfway point in the marking period for Grades K-1

Updated assessment results for Grades 2-8 are posted on the PlusPortal as available

Report Cards for Grades K-8 given three times per year – December, March, and June

MAP Tests for Grades K-8 administered three times per year – Fall, Winter, and Spring

The Measures of Academic Progress (MAP) tests are tailored to each student's current achievement level. It provides each student with a fair opportunity to show what he or she knows and can do. The final score is an estimate of the student's achievement level.

Pre-K evaluations are given in October and March

Academic Progress Key

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

HONOR ROLL

The purpose of the 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 major subjects (including Spanish for grades 7 and 8).

Honors – The student must have an average of 83 or above (no grade lower than B) in each of the major subjects (including Spanish for grades 7 and 8).

Additionally, a student who receives an “N” or a “P” in any Special subject, is not eligible for the Honor Roll.

To be invited to the annual academic Honors Night, a student in grades 5 – 8 must achieve a minimum of honors for all three trimesters. An exception may be made by Principal’s invitation only.

PROMOTION

Diocesan Policy #5320 states that in Grades K-8, promotion of a student to the next grade will be primarily on the basis of ability to do the next grade’s work. In the primary grades, consideration should be given to maturity and social development. A student may be required to repeat the academic grade when his/her performance is below academic requirements. Any possibility of non-promotion is communicated by the teacher to the parents/guardians in advance of school closing. The decision for special promotions and retentions should be made by the Principal in consultation with the parent/guardian.

PARENT CONFERENCES

Parent conferences are scheduled once a year for all parents/guardians and are arranged at other times when necessary. Parents/guardians may not use teaching time for parent conferences. Neither visitors nor parents may go to classrooms without permission from the administration.

VISITORS / VOLUNTEERS

All visitors/volunteers will sign in and out from the reception room and be issued a badge to be displayed at all times.

All volunteers, including chaperones, must have completed the online Safe Environment Training (<https://fallriver.cmgconnect.org/>) required by the Diocese of Fall River, and undergo a CORI Test through the Diocese of Fall River.

FIELD TRIPS

Field trips must be of an educational nature and are planned by the teachers during the course of the year. A signed permission slip is required of all participants. All chaperones must have completed the required online Safe Environment Training, CORI Test, and sign a chaperone responsibility sheet, which is available in the office.

UNIFORMS

The regulation uniform, to be purchased through Donnelly's School Apparel, is worn at all times with the exception of a student's birthday. Pre-K wears the Gym Uniform year-round. Uniforms must be in good condition to be worn to school. Students will be required to have uniforms replaced if they are not properly cleaned or mended. **Parental cooperation is essential in this matter.**

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

Girls

| | | Gr. pK | Gr. K-4 | Gr. 5-6 | Gr. 7-8 |
|--|--|---|---|---|---|
| Dress Uniform | August – Columbus Day; After April vacation – end of school | | khaki shorts or skort (no shorter than 2” above the knee); navy polo shirt with logo; socks and sneakers | khaki shorts or skort (no shorter than 2” above the knee); navy polo shirt with logo; socks and sneakers | khaki shorts or skort (no shorter than 2” above the knee); navy polo shirt with logo; socks and sneakers |
| | Between Columbus Day and April vacation; or year-round | | yellow Peter Pan blouse (s/s); plaid jumper; navy cardigan with logo; navy knee socks or tights; appropriate school shoes * | yellow button-down oxford blouse (s/s); plaid skirt (no shorter than 2” above the knee); navy V-neck sweater with logo; navy knee socks or tights; appropriate school shoes * | yellow button-down oxford blouse (s/s); plaid skirt (no shorter than 2” above the knee); navy V-neck sweater with logo; navy knee socks or tights; appropriate school shoes * |
| Gym Uniform (worn only on Physical Education day) | August – Columbus Day; After April vacation – end of school | navy logo t-shirt; sweatshirt; navy shorts with school logo; socks and sneakers | navy logo t-shirt; sweatshirt; navy shorts with school logo; socks and sneakers | navy logo t-shirt; sweatshirt; navy shorts with school logo; socks and sneakers | gray logo t-shirt; zip-up sweatshirt; navy shorts with school logo; socks and sneakers |
| | Between Columbus Day and April vacation; or year-round | navy logo t-shirt; sweatshirt; navy sweatpants with school logo; socks and sneakers | navy logo t-shirt; sweatshirt; navy sweatpants with school logo; socks and sneakers | navy logo t-shirt; sweatshirt; navy sweatpants with school logo; socks and sneakers | gray logo t-shirt; zip-up sweatshirt; navy sweatpants with school logo; socks and sneakers |

* appropriate school shoes

grades K-4 black, brown, or navy

grades 5-8 black, brown or navy with heel height of 1 inch or less

Boys

| | | Gr. pK | Gr. K-4 | Gr. 5-6 | Gr. 7-8 |
|--|--|---|--|--|--|
| Dress Uniform | August – Columbus Day; After April vacation – end of school | | khaki shorts; navy polo shirt with logo; socks and sneakers | khaki shorts; navy polo shirt with logo; socks and sneakers | khaki shorts; navy polo shirt with logo; socks and sneakers |
| | Between Columbus Day and April vacation; or year-round | | navy polo shirt with logo (long or short sleeve); gray dress pants; belt (black or brown); socks and appropriate school shoes ** | light blue button-down oxford shirt (s/s); gray dress pants; navy V-neck sweater with logo; belt (black or brown); socks and appropriate school shoes ** | light blue button-down oxford shirt (s/s); gray dress pants; navy V-neck sweater with logo; belt (black or brown); socks and appropriate school shoes ** |
| Gym Uniform (worn only on Physical Education day) | August – Columbus Day; After April vacation – end of school | navy logo t-shirt; sweatshirt; navy shorts with school logo; socks and sneakers | navy logo t-shirt; sweatshirt; navy shorts with school logo; socks and sneakers | navy logo t-shirt; sweatshirt; navy shorts with school logo; socks and sneakers | gray logo t-shirt; zip-up sweatshirt; navy shorts with school logo; socks and sneakers |
| | Between Columbus Day and April vacation; or year-round | navy logo t-shirt; sweatshirt; navy sweatpants with school logo; socks and sneakers | navy logo t-shirt; sweatshirt; navy sweatpants with school logo; socks and sneakers | navy logo t-shirt; sweatshirt; navy sweatpants with school logo; socks and sneakers | gray logo t-shirt; zip-up sweatshirt; navy sweatpants with school logo; socks and sneakers |

* appropriate school shoes: grades K-8 black, brown

Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Boys must be clean-shaven. Extreme hair styles are **not** permitted. No beads can be worn in the hair.

Also not permitted are: excessive cosmetics, tattoos of any kind and body piercing (other than ears).

Girls may wear one pair of earrings no larger than a dime and without hoops. **Boys** may not wear earrings of any type. Jewelry should be limited to one watch or bracelet. One ring and simple crosses or holy medals on a narrow silver or gold chain are allowed.

Clear or light pink nail polish is allowed for girls.
Shirt tails should be tucked in while a student is on school grounds.

The following may not be worn with the regulation uniform:

- Clogs, “cros”, or sandals
- Work boots / hiking boots
- High heels or ankle-high boots
- Sweatshirts (non-uniform)
- Excessive make-up
- Colored T-shirts under the uniform (White t-shirts only)
- Headbands with decorations or that are not uniform plaid, navy blue, or hair color

“NO UNIFORM DAY” GUIDELINES

Students may wear:

- jeans (**no holes, rips or tears, etc.**)
- leggings (**buttocks must be appropriately covered by fashion tops when standing, sitting, bending, etc.**)
- sneakers
- shorts/skirts/skortis (from August to Columbus Day and after April vacation to the end of school) **The length of skirts, skortis, and shorts must be no shorter than 2” above the knee**
- sweatshirts / appropriate athletic wear
- jewelry (restricted to small earrings, a bracelet, a small necklace, a watch and rings. Body piercing other than ears is not permitted.)
- dresses
- slacks

Students may NOT wear:

- flip-flop sandals
- open back shoes
- tank tops of any kind
- clothing with inappropriate writing
- biker shorts
- pajama pants
- hats

Students found not in compliance will be asked to call home for appropriate clothing.

Good Rule: If you think you shouldn’t wear it, don’t!

CAFETERIA

The cafeteria is a place to socialize quietly. Moderation in conversation is required and the rules of etiquette must be observed by all.

Students may not leave their tables without permission, and each child is responsible for leaving his/her place in order. Assigned cafeteria duty by the students is established by each teacher.

MILK

The federal government supplements the purchase of milk for lunch for all grades. The milk fee is paid for in full in September. While the milk is provided at lunch time, it is the responsibility of each child to take his/her milk.

Families whose income is within the federal guidelines may qualify for free milk. The Principal should be contacted if a family is in need of such forms.

LUNCH

Hot and cold lunch choices are available through our school food service Campus Cuisine. Please refer to the school website.

RECESS

A short after-lunch recess is provided each day for students in Grades K-4. Playground equipment is limited to soft or nerf balls and other harmless toys. Each grade has its own equipment and is responsible for its care. Grades 5-8 has recess two times per week.

Children must play within the yard and need permission to enter the school building. Children should be properly dressed for outdoor recess (i.e. hat, gloves, warm coat, etc.).

Students considered not to be dressed properly for outdoor recess may be kept indoors at the discretion of the faculty member(s) overseeing outdoor recess. Recess is held in the classroom on days that the temperature is below 32 degrees, the ozone level is extremely high, or there is inclement weather.

ELECTRONIC DEVICES

Students are expected to be safe and responsible digital citizens when using any technology, both in and out of school. Students in grades 2-8, and their parent(s)/guardian(s), must read, and return a signed copy of the Computer System and Internet Acceptable Use Agreement at the beginning of each school year.

St. John the Evangelist School believes in the educational value of a computer system and the Internet and recognizes their potential to support and enrich the curriculum and the student learning process. Our goal in providing a computer system and Internet access is to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of the computer system and the Internet is a privilege and access entails responsibility. School cannot prevent the availability of all inappropriate material on the Internet. The use of the system and Internet is subject to this acceptable use agreement and the rules, regulations and policies of school, the Department of Education and the Diocese of Fall River. School supports and respects each family's right to decide whether or not to apply for student computer system and Internet access.

Acceptable Use

The computer system and Internet access has been established for an educational purpose. The user understands and agrees to the following:

- *The use of the system and Internet must be consistent with and in support of the educational goals and objectives of school's curriculum and mission statement.*
- *The use of any material in violation of any law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trademark or trade secret.*
- *The purchase or sale of any product or service, or any other commercial use is prohibited.*
- *The listing of any advertisements or political materials is prohibited.*
- *Illegal activities of any kind are prohibited.*

Behavior

The user is expected to follow the generally accepted rules of computer use/Internet etiquette. These rules include, but are not limited to, the following:

- *Be polite. Always use the system in an ethical and respectful manner.*
- *Use appropriate language.*
- *User shall not reveal his/her name, home address, personal telephone number or any other personal information. User shall not reveal the personal information of any other person.*
- *User shall not disrupt or congest the computer system or Internet in any manner.*
- *User shall not post anonymous messages.*
- *User shall not access, create, or distribute harassing, defaming, discriminatory, abusive, pornographic, fraudulent, obscene, racist, sexist, or threatening material or imagery.*
- *User shall not attempt to access blocked Internet sites.*
- *User shall only use school approved, licensed software and shall not use other programs or applications or download any information with the permission of the head of school.*
- *User shall not use the account or password (if the school assigns one) of another user or attempt to impersonate any other person.*
- *Confidential information should not be transmitted over the Internet.*
- *User shall report any known or suspected misuse of the computer system and/or Internet to the head of school. User shall not make any false complaints against any other user.*
- *User shall not access any "chat rooms" unless access has been approved by the head of school.*

NOTE

User will not be given an e-mail account on the computer system. User shall not sign up for or access any e-mail service offered through the Internet. School explicitly prohibits user from having any access to any e-mail services unless it has been specifically approved for a limited time and purpose by the head of school. If user has been granted approval to use e-mail, user understands that e-mail is not private. Any messages received that relate to or are in support of illegal activities, or that are prohibited by this acceptable use agreement, or that make the user feel uncomfortable, shall be reported immediately to the head of school. User shall not send messages or use the computer system and/or Internet in any manner that they would not be comfortable seeing reproduced publicly.

Services

School makes no warranties of any kind, whether express or implied, with respect to the use of the computer system and/or Internet. Use of any information obtained through the use of the computer system and/or Internet is at the user's own risk. School does not accept any responsibility for the accuracy of information obtained through the Internet or for any damage user may suffer as a result of use of the computer system and/or Internet, including but not limited to, loss of data or interruption of service. School is not responsible for any financial obligations arising from the unauthorized use of the computer system and/or Internet.

Security

Security on any computer system is a high priority. If a user identifies a security problem, he/she shall notify the head of school immediately, without discussing it or showing it to another person. Any user identified as a security risk will be subject to disciplinary action, up to, and, including expulsion.

Sexting

Sexting is defined by the State of Massachusetts as "sending, receiving, or forwarding sexually explicit messages, photos, or images via cell phone, computer, or other digital devices." This can include sending intimate pictures or video via text message or through apps such as Snapchat and Instagram.

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Massachusetts Department of Children and Families (DCF) or local law enforcement for appropriate investigation as to violations of law.

Vandalism

Vandalism includes, but is not limited to, any attempt to harm or destroy the computer system, hardware, software, or data of school, another user or of any other agency or network that is connected through the Internet. Vandalism will subject the user to disciplinary action, up to, and including expulsion, and may involve a referral to appropriate law enforcement agencies.

Password

If the school uses passwords, user understands that the password chosen is for personal use only and shall not be shared with any person, except as directed by school. The password may be changed at any time according to the needs of school.

Monitoring

The computer system and all communications and information transmitted by, received from, or stored in the computer system, including e-mail, are the property of the school. User should not expect that his/her use of the computer system and Internet is private. User has no expectation of privacy in any use of the Internet or computer system. School has the right, at any time, to access, monitor, and disclose any and all use of the computer system and Internet, including but not limited to, back-up files, e-mail messages and the transmission, receipt or storage of information in the computer, as it deems necessary. Monitoring will be conducted to ensure system integrity and to ensure that all users are using the computer system and Internet responsibly and according to this acceptable use agreement. ***User acknowledges and expressly consents to school accessing, monitoring, and disclosing his/her use of the computer system and/or Internet at any time at school's discretion.***

Termination

School has the sole right at any time, with or without cause, to terminate or suspend any user's access to, and use of, the computer system and/or the Internet.

Responsibility

User understands that the computer system and Internet are to be used only for educational purposes. Any violation of the terms of this acceptable use agreement may result in loss of computer system and Internet privileges, disciplinary action, up to, and, including expulsion, and appropriate legal action.

The Internet links computers around the world and provides access to a wide variety of information and resources. The law affecting the Internet is developing and changing daily. No acceptable use agreement could identify each and every inappropriate use of the computer system and/or Internet through school property. School is the sole judge of whether the use of the computer system and/or Internet is consistent with this acceptable use agreement and its decision shall be final. If user is unsure whether use of the computer system or Internet is appropriate, user shall confer with the head of school. School reserves the right to modify this acceptable use agreement at any time in any manner.

Use of cell phones or other electronic devices (such as electronic tablets, music/media devices, smart watches, etc.) while in school, when being transported on a school-related vehicle, or at any school-sponsored event is prohibited. This includes the use of any device that may be capable of making connections using a cellular or Wi-Fi network.

No photos or videos of any kind are allowed to be taken by students while in school, when being transported on a school-related vehicle, or at any school-sponsored events. Videotaping or sound recording a class or individual (student, visitor, administrator, staff member, or faculty member) without the permission of everyone involved is a criminal offense with severe penalties. The secret use of sound or videotaping devices is illegal (MA General Law Chapter 272 Section 99). Students engaging in such activities will be subject to disciplinary action. The inappropriate use of a video or picture cell phone is prohibited at all times.

Misused electronics will be confiscated. On the first offense, the student will be sent home with a note and parents must come pick up the device the following day. Subsequent offenses will result in detention. The school assumes no responsibility for these items.

ELECTRONIC SOCIAL NETWORKING

Parents are asked to address concerns immediately with the teacher and/or Principal. If parents have set-up Facebook accounts to help other parents in a particular classroom/grade stay in touch concerning class activities and events, we caution all parents involved in any of this electronic networking to adhere to the following guidelines:

- pictures of any St. John the Evangelist School staff and students should NEVER be posted on these sites without written permission from the person in the picture(s). As you are all aware, the school asks for written permission to use students' pictures in public related materials from parents on the annual Data Verification and Emergency Information Form. This permission does not extend to parents posting pictures of SJE students or staff;
- messages about a teacher or staff member or about a situation that occurred in school should never be posted on these sites. **Any concern with a parent, staff member, or situation should be dealt with appropriately at the school, not posted on the Internet.** In the past, we have seen evidence of this inappropriate posting and ask that everyone please remember that we are all working to set positive, Christian examples for our children. How we handle concerns and issues with others is just one way we can positively model our Christian faith for our children.

BIRTHDAYS

Birthday party invitations may not be given out at school. Parties by parents / guardians should be planned outside of school hours. While children are still welcome to have a "No Uniform Day" on their birthday, food treats are no longer allowed. A non-food item is acceptable for the children.

AFTER SCHOOL ACTIVITIES

Once students are dismissed from school, they are not allowed to stay in the school building unless engaged in a prearranged activity. Adults, such as coaches and club moderators, are responsible for student supervision during the time designated after school.

SPORTS

The sports program is conducted on a volunteer basis by the parents/guardians and friends of the school. Any child may participate at the level of service provided. A permission form and fee are required, as well as medical coverage or insurance verification.

Eligibility for school teams is as follows:

- Students must maintain passing grades and good conduct within school in order to play for any school team.

Hazing Policy:

Hazing is not tolerated. Chapter 269, sections 17-18 of Massachusetts General Law is reproduced below and being provided in this handbook to you as required by law.

MASS. GENERAL LAWS CH. 269 CRIMES AGAINST PUBLIC PEACE CH. 269, S.17-18

CRIME OF HAZING

269:17. HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED

Section 17: Whoever is a principal organizer or participant in crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18. FAILURE TO REPORT HAZING

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

GRIEVANCE POLICY AND PROCEDURE

It is integral to the school's philosophy that union and charity exist among parents/guardians, teachers, and students. Therefore, the following steps can serve as a useful tool in solving school problems that may arise in the course of the year.

It is the policy of the school that any grievance be discussed directly with the teacher concerned. Should a satisfactory resolution not be achieved, the grievance would then be referred to the school Principal for study and possible resolution. Finally, if the grievance is still not resolved, the matter will then be brought to the attention of the Pastor by the school Principal. The Superintendent of Schools will intervene in the matter only if the grievance cannot be settled satisfactorily at the local level.

Grievance Procedure:

The individual presenting a grievance will request a meeting with the teacher to present the grievance. This meeting will occur privately and during non-school hours. At this meeting, the individual will present his/her grievance to the teacher. If this meeting does not resolve the grievance satisfactorily, the matter will then be referred to the school Principal.

The individual will request a meeting with the Principal and the teacher concerning the grievance. As before, the meeting will occur during non-school hours. The Principal may choose to study the grievance. The Principal will give the resolution to the individual presenting the grievance, in writing if requested, within five (5) school days.

Should the individual not be satisfied with the resolution of the grievance provided by the Principal, he/she will present the grievance in writing to the Pastor for final consideration. The Pastor may arrange for a meeting with the individual. The Pastor may choose to study the grievance, developing the resolution. The Pastor will notify the individual of his resolution, in writing if requested, within five (5) school days. The individual may seek the assistance of the Superintendent of Schools for the Diocese of Fall River, if the final resolution does not satisfactorily settle the grievance.

All Schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The **policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.

CHANGES IN POLICY

The school rules, regulations, and policies listed in this document may be added to or amended by the administration of St. John the Evangelist School at any time through an

oral or written notice to students and/or parents. The most current revision is always found at www.sje-school.com. Additionally, no handbook can address every situation. This representation of school guidelines is not mean to be exhaustive. The school is the final arbiter in any decision.

CODE OF CONDUCT

Students enrolled in St. John the Evangelist School are expected to strive for and display exemplary and responsible behavior in the classroom, cafeteria, hallways, at an assembly or on the playground. Good manners, courtesy, and respect are expected in relationships with adults and peers. Respect for and care of school and personal property are also expected. Sexual harassment, as defined by the diocese, is unlawful and will not be tolerated.

Reasonable rules and regulations help to foster an academic setting and promote a quality community life for all.

The St. John the Evangelist School Code of Conduct includes, but is not limited to the following:

- Remember to follow the Teachings of Jesus;
- Respect the dignity and uniqueness of others;
- Be courteous to and respectful of all staff and students;
- Seek additional help from teachers, if needed;
- Accept responsibility for taking home school communications;
- Listen and follow directions;
- Participate actively in the learning process;
- Come to school prepared and with needed material and homework completed;
- Come to school dressed in the proper uniform;
- Walk quietly and in an orderly fashion in the building at all times;
- Respect the property of the school and of others at all times; and
- Participate in class to the best of your ability.

As members of St. John the Evangelist School, students are reminded that they are responsible for their conduct not only while in school, but also outside the school

jurisdiction and not just limited to the school bus. Their behavior not only reflects negatively on the school community and their family, but also violates school rules, common decency, and may violate civil laws.

When infractions occur, consequences may range from a reprimand to a detention. Restitution may be required. Parents/guardians will be notified of continued infractions. Gross misconduct could result in suspension or expulsion.

The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.

PARENT/STUDENT HANDBOOK CONTRACT AGREEMENT

Dear Parents/Guardians,

The Pastor, Principal, faculty, and staff of St. John the Evangelist School extend a warm welcome to you and your families. This handbook is designed to answer some of the questions you might have about the school, its rules and procedures.

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 – for a preferred future.

We are looking forward to a rewarding partnership between school and home. Our cooperative efforts, commitment, and mutual support are essential as we strive to provide the best for our students.

Sincerely,

Mrs. Kellie Kickham, M.Ed.

Parent/Guardian Name: _____

After carefully reading this Handbook and Code of Conduct, **please print a copy of this page, sign this form, and return it to school within one week. At least one parent/guardian must sign and every student must sign.** Keep the handbook handy for your reference.

I have read the St. John the Evangelist School Parent/Student Handbook. I recognize the right and responsibility of the school to make rules and enforce them. I am aware of and I agree to be bound by all of the policies and guidelines found therein.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Grade: _____