



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

**2024-2025**

696 Washington Street  
Canton, MA 02021  
781-828-2130  
[www.sjscanton.org](http://www.sjscanton.org)

***We Follow Jesus and Strive for Excellence.***

*Updated August 2024*

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## **MISSION STATEMENT**

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

## **PURPOSE OF THIS HANDBOOK**

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

## **ACCREDITATION**

St. John School is accredited by the New England Association of Schools and Colleges (NEASC).

## **ORGANIZATION OF ST. JOHN SCHOOL**

St. John School is organized into four levels. Interaction between levels occurs frequently.

### ***Early Childhood Level***

The Early Childhood Level includes the preschool, prekindergarten, and kindergarten classes and is located on the first floor.

The preschool program has options (2, 3, or 5 days) as well as full or half day (dismissal at 11:30)

The prekindergarten and kindergarten programs are both 5 full day programs.

### ***Elementary Level***

The Elementary Level consists of grades one, two, and three and is located on the second floor.

### ***Upper Elementary Level***

The Upper Elementary Level consists of grades four and five and is located on the second floor.

### ***Middle School Level***

The Middle School Level consists of grades six, seven, and eight and is located on the third floor.

## **SCHOOL PUBLICITY/IDENTITY**

### ***Unauthorized Use of School Name***

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

- To open up any bank account, solicit funds, collect money, or sell products on behalf of the school.
- To schedule any field trip, vacation or other accommodations.
- To post to any website or social media platform for any purpose including, but not limited to, support of a particular social or political agenda.

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

### ***Photo Release***

There are occasions when a student's photograph and/or name may appear in media outlets including, the school website, newspapers, Facebook, Twitter, and marketing materials.

By signing this handbook, you are granting St. John School permission to take or use a photograph, video, or audio recording of my child(ren) and to use the images or recordings in any of its marketing or publications including but not limited to the school website, the school social media, the Catholic Schools Office website, the Catholic Schools Office social media, memos, newspapers, radio, or television, without additional written consent, payment or any other consideration.

By signing this handbook, you understand and agree that these materials will become the property of St. John School and will not be returned, and authorize this organization to edit, alter, copy, exhibit, publish or distribute these photos/recordings for publicity or marketing purposes or for any other lawful purpose. You also waive the right to inspect or approve the finished product, including written or electronic copy.

By signing this handbook, you hereby release St. John School and all persons acting with its permission from all liability arising from the use of such materials. I also assign all rights that I may have in such materials to St. John School.

By signing this handbook, you allow St. John School to use my child's image on social media, website, and other marketing materials and to display photos or videos of my child's likeness.

By signing this handbook, you understand that photos and videos shared online can be viewed, downloaded, and shared by anyone. You give St. John School permission to produce and create content featuring my child's image in any manner of production necessary.

If you do not want your child to receive publicity, written notification must be given to the principal at the beginning of the school year.

## **SCHOOL HOURS, ARRIVAL, AND DISMISSAL**

### ***School Hours***

School Hours are 8:40 a.m. to 3:10 p.m. (Preschool and Prekindergarten end at 3:00 p.m.)

### ***Half Day***

St. John School will periodically have half days. On half days, PS and PK dismissal is at 11:45 and Kindergarten through Grade 8 dismissal is at noon. We will not have aftercare on half days. Parents will be charged \$25 per ½ hour for students who are not picked up promptly.

### ***Arrival***

Parents will enter from Washington Street, drive next to the Church, and loop around the parking lot near St. John School. Drop off begins at 8:20. Students exit their car on the school side (passenger) as soon as their car is parallel to the gym and not before the doors open. Students must be able to independently get out of the car (without parent's help). If a student cannot independently get out of their car, parents should park and walk them to the Main Entrance. Students will enter through the Main Entrance.

Parents dropping off children must follow the traffic cones and rules in the parking lot. Parents or families who want to walk their child(ren) to the door may park in the spaces across from the church or in the back of the gym. Parents must accompany their children to the main Entrance - children may not walk through the parking lot unattended. The adult who brought the student to school must remain with them until the doors open. Bus students will enter school through the side door.

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

### ***Dismissal***

#### ***Kindergarten through grade 8***

The school day concludes at 3:10 p.m. Students will be dismissed through the Gym. Parents must enter through the Gym doors and escort their child(ren) out of the building through the side door of the Gym. Students not picked up by 3:15 will be sent to aftercare.

#### ***Preschool and Prekindergarten***

The school day concludes at 3:00 pm. Students will be dismissed to their parents or guardians. Preschool and Prekindergarten will be dismissed at the Side Door. Students not picked up by 3:05 will be sent to aftercare.

### ***Notes***

Grade 5 through grade 8 students and their siblings (grade 2 and above) will be allowed to walk to the Canton Public Library. A teacher will accompany students to Washington Street.

Grade 5 through 8 may ride their bikes to school. There is a bike rack near the Main Entrance. Student must wear a helmet to and from school.

### ***Extended Day***

Before school care is available from 7:15 a.m. to 8:20 a.m. and after school care is available from 3:15 p.m. to 5:30 p.m. Before and after school care costs are \$10/hour. A \$25 fee will be charged after 5:30 p.m. for every ½ hour or portion thereof after 5:30 p.m. Parents will be charged through their FACTS account. It is imperative that the student's Emergency Form in FACTS SIS has two emergency numbers and contacts beyond just parents.

## **ATTENDANCE, DISMISSAL and ABSENCE POLICIES**

### ***Absenteeism, Early Dismissal, Irregular Dismissal Plans***

If a child will be absent, parents/guardians are asked to call the school at 781-828-2130 or email Mrs. Foster (dora.foster@sjscanton.org) between 7:00 a.m. and 8:20 a.m. Parents should also email the classroom teacher. If a student is sick, they should include the school nurse on the email.

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

If a child is absent because of illness, they will have one day to make up homework, classwork (if possible), and assessments (including tests). Extenuating circumstances must be approved by the classroom teacher, nurse, and principal.

Family vacations, absences for sporting events and other competitions, and free days while school is in session are strongly discouraged. Teachers do not have to provide work ahead of time in these cases. For grades 3 and above, any make up work should be turned in on the day students return since students and parents should keep up on FACTS SIS and/or Google classroom. Assessments will also be made up on the day the student returns. Please keep this in mind when planning family vacations.

Early dismissal will be permitted for urgent reasons only. Appointments should be arranged for times that do not conflict with school hours. If a child must be dismissed early, a written or email request to the classroom teacher and Mrs. Foster from the parent/guardian is necessary. Parents/guardians must pick up the child being dismissed at the main office. Students will not be dismissed after 2:45 unless an emergency occurs. Should a child be going to another child's home after school, a note should be sent to the teacher informing him or her of the arrangement.

Parents will be notified if their child has excessive absences. Excessive absences are defined as missing 10% of scheduled school days (18 days for the year). Excessive absences may result in a principal meeting and unenrollment from St. John School.

### ***Tardiness***

A student is tardy if he/she is not in the classroom for the tardy bell at 8:40 a.m. In the event a Canton school bus is late, students riding on that bus will not be marked tardy. Parents/guardians of students who show a pattern of tardiness will receive a phone call from the school, followed by a letter from the school, and then an in-person meeting with the principal. Excessive tardiness is defined as being late 10% of scheduled school days (18 days for the year). Excessive tardiness to school may result in a principal detention as well as unenrollment from St. John School.

### ***Court Order Restraint***

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

### ***Visitors to the School Building***

All visitors, including parents/guardians, are asked to report to the office and sign in. For the safety of the students and staff, please do not hold the door for unknown individuals when you enter the building. No pets are allowed in the building or in the parking lot outside of a vehicle.

***No school announcement, delayed openings, and emergency closing***

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

In the event of a Delayed Opening of School, parents will be notified via email, Facebook, and/or an automated telephone message. On Delayed Opening days, preschool, prekindergarten, and kindergarten will be in session. Parents/guardians are reminded not to attempt to send their children to school early on Delayed Opening days.

Parents/guardians should discuss with their children who will pick them up if school needs to be dismissed unexpectedly due to weather conditions. This announcement will also be announced via an automated telephone message to parents/guardians from the principal.

***Busing for Canton Residents***

Parents who reside in Canton may have their students utilize Canton Public School buses at their own expense. This is available for students in Kindergarten and above. Transportation services are contracted through Canton Public Schools not St. John School and Canton Public Schools is the responsible party. It is the expectation that St. John School students abide by St. John School policies as well as Canton bus policies while on buses. If a child receives a Bus Incident Report, it must be signed by a parent/guardian and returned to the school and the bus driver. St. John School will be a partner with Canton Public Schools in addressing any bus conduct concerns.

**Rules for Students Riding on a Bus**

- Students must be seated and remain seated while riding the school bus.
- Students must follow the directions of the school bus driver.
- Students must be respectful of the rights of others.
- Students must not throw anything around in the buses, or out of the bus window.
- Students must not eat on the bus.
- Only Canton residents may ride on Canton buses to and from school.

## **ADMISSION, TUITION and SERVICE HOURS**

### ***Admission Policies***

- St. John School does not discriminate against students for admission on the basis of race, national origin, color, creed, or sexual orientation.
- Admission is dependent both on academic qualifications and the desire to promote what is in the best interest of the student and school.
- Children of families currently enrolled are given priority in admissions.
- Parents/guardians accept the responsibility of tuition and are financially obligated for the full year's tuition. Parents will not be able to register their children for the next school year if they are not current with tuition.
- Parents/guardians of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.
- Students must be fully potty-trained to attend. Pull-ups are not allowed. Accidents do occur in school but not on a consistent basis. If a student has consistent accidents, we will work with families on shifting schedules and other options.

### ***Communication***

Applications of new families are accepted throughout the year until vacancies are filled. An application fee of \$75.00 is required for each student who applies for admission to St. John School. Children in grade 1 and above will have an academic screening before acceptance decisions are made. Incoming kindergarten students will have a kindergarten readiness assessment in the spring before kindergarten. After acceptance, registration for new families requires a non-refundable seat deposit of \$300.00 per child.

### ***Reenrollment***

Each December/January, St. John School will request all current school families to confirm their children's enrollment in the school for the next school year through FACTS SIS and by providing a non-refundable seat deposit of \$300.00 per child. This seat deposit is applied toward your total tuition due for the next year. Once the school has received the seat deposit, you are considered enrolled for the following year. If the school does not receive a seat deposit by the established deadline, the seat is lost and will be filled externally.

### ***Tuition Policy Statement***

St. John School tuition policy is designed to support the school's mission and goals through a fair and comparable tuition rate. We strive to make our Catholic education affordable for our school families and attractive to a competent teaching staff. The tuition is developed each year by the principal. It is approved by the Pastor, in conjunction with the advice of the St. John School Advisory Board, the Parish Finance Council and the Parish Business Office.

Tuition will be announced each January for the upcoming school year. Financial aid decisions for each year are sent to all families in April. The tuition cycle for the school year runs July-April of each year.

St. John School charges full tuition for the first two children enrolled in the school. A discount of approximately 20% is available for additional children. Tuition and all associated fees and policies are based on the premise that each student has a primary place of residence. Tuition, associated fees, and policies apply to those who live in the residence only. Financial Responsibility Disclosures and tax returns may be requested in the event of a dispute.



New families who register after the first day of school shall also have their tuition prorated over the number of school days they will attend in accordance with the formula established by the school administration.

### ***Financial Aid Policy***

St. John School gives out financial aid to families in need. This money comes from four different sources: St. John School Endowment, the da Costa Fund, the Catholic Schools Foundation, and the St. Vincent DePaul Society. Aid ranges from \$500 - \$2,000 per student. This financial aid is given out to families who apply through FACTS and are verified. There is a \$45 fee through FACTS to apply for financial aid. Financial aid decisions are made by the Principal and Business manager and made in April.

If at any given time you are experiencing a financial difficulty, contact the Business Manager or the Principal immediately to arrange a mutually agreeable payment arrangement. We will notify FACTS of any payment changes approved by the Principal and the Business Manager on your behalf.

St. John School also tries to leave a small amount of aid available for emergencies throughout the year. In addition, St. John School utilizes the Catholic Schools Foundation Emergency Fund when possible.

### ***Payment Options***

St. John School utilizes the services of FACTS to manage our tuition and incidental billing. We offer various payment plan choices – annual, semi-annual, quarterly, or monthly – through FACTS. Automatic deductions (ACH) from your checking account /savings account are encouraged with these options. If families choose an invoice payment plan, families will not be able to extend the due date, instead they will incur late fees. If a family consistently misses invoice due dates, they will be moved to the automatic payment system. Based on your payment plan, FACTS will charge an enrollment fee. A change in payment plans must be approved by the Business Manager.

Payment punctuality is critical to avoid incurring a late fee of \$40.00. If you are unable to make your tuition payment in a timely manner in accordance with your payment option choice, you must contact the Business Manager.

### ***Delinquency Policy Statement***

Once two payments have been missed, you will receive a letter from the Business Office requesting you contact us to resolve any outstanding balance and to discuss your current payment plan. After three missed payments you will receive a letter from the principal requesting a response to resolve the delinquency problem. If we do not hear from you, your child will be unenrolled from St. John School.

If a family is unwilling to make suitable payment arrangements for a delinquency, the family will not be permitted to return to school until all arrears have been satisfied and late fees paid. Registration for the following school year is contingent upon payment in full of the previous year's tuition. No family will be allowed to register if they have a past due balance. Failure to pay tuition bills may result in collection agency referral.

### ***Refund Policy***

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

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

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

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

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

In the event that the school and parents decide a transfer from the school is in the best interest of the student, the family will be held accountable for the tuition amount due through the date of withdrawal of the child from the school.

### ***Incidentals***

All incidental payments, including extended day, lunch, field trips, and after school activities will be charged through FACTS. Families that are 60 days past due will not be allowed to use incidentals.

### ***Service Hours***

At St. John School, we are a community - a community of students, teachers, and parents. As a community, we encourage as well as require parent involvement. We believe that parents who are involved understand our mission and want to be active members of our school community. While we encourage families to be involved in any way that they can, we do require each family at St. John School to accomplish 20 Service Hours every school year. The only exception is families with only a child only in preschool part-time who must complete 10 service hours.

St. John School depends upon fundraisers to supplement operating budget. Upon enrollment, each family must provide a \$250.00 refundable deposit per family. This exact amount will be refunded to the family when their last child has graduated from the school or in the event the family leaves the school if all work credit hours are completed for that year and if all tuition and incidentals are paid in full.

The Service Hours Coordinator will issue a status update to each family in February of each year to enable families to monitor their progress towards the goal of 20 hours. It is the responsibility of each parent to enter in their service hours online. Additionally, the donation of items for different events or financial donations are all ways to earn fundraising hours. Failure to complete the 20 hours by the end of the school year will result in a prorated \$750.00 penalty charge, which will be charged through the FACTS incidental billing system.

Each family's circumstances are different, and they may change from year to year depending on work schedules, caring for children at home, etc. The Principal and Service Hours Coordinator are available to help you find creative ways to fulfill your service and fundraising hours.

## **RELIGIOUS EDUCATION PROGRAM**

### ***Religious Education Guidelines***

St. John School students follow the Archdiocese of Boston Elementary Religion Standards as well as parish guidelines set up for the Sacramental Programs. Children learn from the example of the people in their lives who are most significant to them. You as parents/guardians are the first educators of your children, especially in faith development. In the elementary grades, religion is taught at least 120 minutes a week. In the middle school grades, theology is taught at least 160 minutes a week.

### ***Religious Life***

- Students attend school Mass monthly. Different grades prepare the liturgy for these Masses. Families are always welcome to attend these celebrations.
- In October, the Rosary will be prayed as a whole school and/or each day.
- Advent Prayer Services occur at morning assembly every Monday during Advent.
- Lenten Stations of the Cross are done during Lent
- In May, a May Crowning will be performed to pay tribute to the Blessed Virgin.
- Students are regularly encouraged to engage in direct and indirect service to those in need.

### ***Sacramental Preparation***

Special preparation is given during the school day to those second graders receiving the Sacrament of Holy Eucharist and Reconciliation. For those students who would like to discuss being baptized into the Catholic Church, please contact the principal or classroom teacher. St. John School will prepare students for this sacrament.

### ***Safe Environment curriculums***

Every student in Kindergarten through Grade 8 will participate in an Archdiocese of Boston approved Safe Environment curriculum each year. Second Step will be used in Kindergarten through Grade 5 while Created for Love will be used for Grade 6 through Grade 8. Any opt out discussions must go through the principal.

## **ACADEMIC PROGRAM**

### ***Academic Standards***

St. John School utilizes the Massachusetts Curriculum Frameworks as a guide for academic standards, curriculum development, and instruction in English Language Arts, Mathematics, Science, and Social Studies. All students are required to participate in all prescribed coursework.

### ***Academic Testing Program***

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

### ***Homework***

The purpose of homework at St. John School is to maximize children's school experience by (1) reinforcing and/or extending classroom learning; (2) building responsibility; (3) developing essential study habits; and (4) strengthening home-school partnerships and communication. Homework should be a regular part of family life. Our goal is to create homework that is flexible enough to accommodate a wide variety of learning styles, achievement levels, family circumstances, and outside activities. Especially in the early primary grades, teachers often provide choice points so parents/guardians can tailor homework assignments to their child's interests and family routines. Individual teachers will address specific homework requirements in their classes. St. John School will not call home if homework is forgotten at home and parents are discouraged from bringing in forgotten homework.

Parents can expect approximately the following amount of homework per day.

Kindergarten – Grade 1 – 15-30 minutes

Grade 2 – Grade 3 – 30-45 minutes

Grade 4 – Grade 5 – 45-60 minutes

Grade 6 – Grade 8 – 60-90 minutes

### ***Extra Help***

Extra help is available to students as needed before or after school. Arrangements should be made with the classroom teacher. Tutoring is also available through the National Junior Honor Society.

### ***Physical Education***

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

### ***Technology***

St. John School believes that technology is an essential part of the academic program and that it is a tool that should be utilized in instruction. When your child is given access to technology, it is essential that rules be followed. Students in grades 2 and above will be provided with a St. John School emails address through Gmail (@sjscanton.org).

Please see Appendix for the Acceptable Use Policy for preschool - Grade 2 and Grade 3 - Grade 8.

### ***Report Cards***

The school issues report cards electronically four times a year for kindergarten through grade eight and checklists for preschool and prekindergarten twice a year. Parents/guardians are asked to review them carefully. Should the parents/guardians want more information, please make an appointment with the teacher(s) involved. All teachers are ready and willing to consult with parents/guardians regarding their children's strengths and weaknesses.

Markings for Report Cards are as follows:

#### *Preschool through Kindergarten*

S – Satisfactory  
P – Progressing  
N - Needs Improvement

#### *Grade 1-2 and Skills Key*

4 - Exceeds expectations  
3 - Meets expectations consistently  
2 - Meets expectations some of the time  
1 - Does not meet expectations yet

#### *Grade 3-5 Behavior and Specials*

O – Outstanding  
S – Satisfactory  
-S+ and S- marks are at the discretion of the teacher  
N - Needs Improvement

#### *Middle School Citizenship Codes*

Excellent  
Very Good  
Satisfactory  
Need Improvement  
Unsatisfactory

#### *Grade 6 - 8 Grades*

Students must receive a 60% or above to pass a class for the year. A student who receives below a 60% may face removal from St. John School. Students with numerous and consistent grades below 70% may lose extracurricular activity privileges and be subject to removal from St. John School.

### ***Enrichment***

St. John School will offer reading enrichment for students in grades 2 through 5 and possibly grade 1 (determined each year). Enrichment is in addition to the core academic curriculum and will be offered to students based on their MAP scores in the fall.

### ***Honor Roll***

The St. John School Honor Roll will occur each Term for middle school (grades 6-8).

- High Honors: A child has a 95% average or above in all academic subjects on his/her report card.
- First Honors: A child has a 90% average or above in all academic subjects on his/her report card.
- Second Honors: A child has an 85% average or above in all academic subjects on his/her report card.

-Students must maintain a Satisfactory or higher in all special subjects to be eligible for the Honor Roll.

### ***National Junior Honor Society***

Candidates eligible for selection to the National Junior Honor Society (NJHS) must have completed the second term of sixth grade or be members of the seventh or eighth grade class. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to two terms at St. John School. Candidates eligible for election to the chapter must have a minimum cumulative average of 90% (equivalent to a grade point average of 3.5 on a 4.0 scale). Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship. This includes attendance/tardiness and behavioral expectations. All NJHS students will perform after school tutoring on a regular basis. If a student falls below a 90% average, they will be placed on probation which may eventually result in removal from NJHS.

### ***St. John School Remediation and Accommodation Plan***

St. John School prides itself on having a rigorous academic curriculum. It is one that begins in preschool and builds and spirals towards eighth grade. Students are not only expected to master rigorous content in ELA, math, social studies, and science, they are also expected to be critical thinkers who are able to develop arguments and solve complex problems. Our goal is to see all students at St. John School achieve academic success and growth, ultimately leading to 8th graders who can succeed at the high school of their choice.

At St. John School we understand that some students may initially struggle with this rigorous curriculum. Therefore, the school has developed a program to remediate students in kindergarten through grade 3 and accommodate, when possible, students in kindergarten through grade 8. St. John School does not modify curriculum at any level, which means that students must be able to successfully access the rigorous curriculum with limited accommodations.

St. John School has numerous remediation techniques that are utilized in kindergarten through grade three. These are research based, multisensory phonics and fluency programs. The programs include ELA Intervention, Great Leaps, Read Naturally, and fluency activities. Our goal with these programs is to develop students who can access a rigorous curriculum with limited accommodations by grade 4. Other remediation techniques in kindergarten through grade 3 may include individual and small group pull out with a Learning Consultant or Reading Interventionist. In unique circumstances, St. John School may offer push in services for a group of students in kindergarten through grade 3.

St. John School may also offer accommodations to students in kindergarten through grade 3, which may include having tests read to students, preferential seating, movement breaks, and visual and verbal reinforcement and cues (both behavioral and academic).

St. John School will place students in Kindergarten through Grade 2 into support tiers. Tier 1 is a watch list where teachers and specialists are aware of struggles. Tier 2 allows for small group pull out. Tier 3 allows for 1-on-1 pull out. The tiers are fluid in that students will move between them as needed and as services are available.

After grade 3, St. John School does not offer remediation services and offers limited accommodations. Therefore, students in grades 4 and above must be able to access the rigorous curriculum with limited accommodations. These accommodations would primarily be for health, social-emotional, and behavioral (ADHD) concerns. Examples of these accommodations may include the use of text to speech reader on tests (including the MAP), extended time for tests and larger assignments, and preferential seating. In certain cases, St. John School will offer a resource room option rather than Spanish (1x45 in grade 5, 2x45 in grades 6-8).

St. John School will maintain a Student Watch List for students who have academic, behavioral, social-emotional, or health concerns. Students who receive remediation and/or accommodations will be on the list as well as others that have risen to a level of concern.

St. John School will determine remediation opportunities for students using MAP Growth and MAP Skills testing data as well as teacher qualitative data and outside testing (public or private).

St. John School will determine accommodation opportunities for students using outside testing (primarily public but possibly private). Students that require accommodations in the general education classroom will have a Student Success Plan (SSP) developed for them. This will lay out what accommodations St. John School can offer. We also encourage parents to take advantage of outside tutoring opportunities, including in the summer months.

Students that need Speech and Occupational Therapy (OT) services are encouraged to work with their local public school district, who owes these services to qualified students. St. John School will work with families on scheduling these services outside of school

## **STUDENT LIFE**

### ***Specials***

St. John School will offer a full range of specials for students. For preschool through grade 8 this includes Art, Physical Education, Performing Arts, and STEM once a week. Kindergarten through grade 5 also receive Spanish once a week and grade 6 – grade 8 receive Spanish twice per week,

### ***Drama***

The St. John School Drama Club performs three productions each year. Grades 5-8 in the fall and winter and Grades 3-4 in the spring. Shows are chosen by the drama director with input from the students. Productions are audition based and all final casting decisions are made by the director. If a student chooses to quit a show, they will not be able to audition for another production until the following year. All performances include costumes, sets, lighting, and sound. There are also stage management and stage crew positions available for each production.

### ***Basketball***

St. John School sponsors basketball teams for grades 3 - 8 in the South Shore Parochial School League. The objective of the program is to provide an opportunity for students to participate in an athletic activity while developing individual skills and an appreciation for fitness, teamwork, and sportsmanship. In that spirit, all teams, coaches, parents, and players participating in the athletic program are required to conduct themselves in a sportsmanlike manner. Failure to do so will result in disciplinary action up to and including removal from the program. Playing time for the basketball teams may not be equitable, as coaches are allowed discretion about playing times.

### ***Afterschool Clubs***

St. John School strives to educate the whole child. To that end, we offer a variety of afterschool clubs. Faculty facilitated clubs are typically offered in three sessions: Fall, Winter, and Spring. Information about the clubs being offered each session, including fees will be emailed a few weeks before the clubs begin. In the past, the following clubs have been offered: Sports and Games, Flag Football, Gymnastics, Field Hockey, Book Club, STEM, Crocheting, Math, Podcasting, and Board Games.

### ***Instrumental Lessons***

St. John School partners with Paul Effman Music Service to provide instrumental lessons to students in grade 2 and above during the school day. More information about the program will be given each fall. In addition, all kindergarten and Grade 1 students will receive ukulele lessons for half of the school year. Students are responsible for making up any missed work.

### ***Summer Camps***

St. John School runs Summer Camps the two weeks after school concludes. Information on these camps will be available in late winter. These camps are run by SJS faculty and in the past, the following camps have been offered: Drama, Sports and Games, STEM, Fun in Early Education, Art, and Creative Writing.

### ***Field Trips***

St. John School will attempt to have at least one class field trip a year. Teachers determine the field trips in conjunction with the principal. Parents/guardians of medically complex students may be asked to chaperone. Permission slips are required from the parents/guardians and need parent/guardian and student signatures. A member of the faculty and volunteer chaperones will accompany students. All parents/guardians must be VIRTUS trained and have an active CORI to attend. Students who choose not to attend field trips will be asked to remain home for the day.

### ***Lunch Program***

St. John School will partner with an outside vendor to provide lunch options each day for students. Lunch is ordered monthly at a cost of \$7/day. Lunch options rotate daily and may include cheese pizza, chicken nuggets, hot dogs, etc. If a student does not have a lunch, we will offer dried cereal from the Health Office.

## **BEHAVIOR**

### ***Standards of Conduct***

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

### ***Guidelines for Student Behavior***

It is expected that students at St. John School will

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

### ***Bullying Policy***

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

[https://www.sjscanton.org/files/ugd/cf16e2\\_727bf05045ab4fc98751dd4760fdf318.pdf](https://www.sjscanton.org/files/ugd/cf16e2_727bf05045ab4fc98751dd4760fdf318.pdf)

### ***Lunch Behavior***

A staff member will be on duty each lunch period along with several parent/guardian volunteers. All students must follow directions from all adult supervisors and remain seated until dismissed by the teacher. Students should clean up after themselves and walk in and out of the lunchroom. Students may not use the microwave at school and lunch monitor parents are not allowed to bring in lunch for their child.



### ***Cell Phones and Smartwatches***

Students may bring cell phones and Smartwatches to school. However, they may not be used during the day and must be turned off (disconnected from the Internet and other devices) when they enter the building in the morning. The homeroom teacher may take all cell phones when students enter the classroom. Cell phones may not be used in the afternoon until students enter the Gym for dismissal. Smartwatches may be worn but must be disconnected from the Internet. Students will lose the privilege of wearing a smartwatch for the school year if they use it to access the Internet or email, including communicating with a parent.

### ***Academic Honesty***

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

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

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

When academic dishonesty occurs in Grade 3 and below, the classroom teacher, who may enlist the help of the administration, will handle it on a case-by-case basis.

For Grade 4 through Grade 8, academic dishonesty will result in the following:

- First Offense – 0 on the assignment, Student meeting with teacher, Parent Notification
- Second Offense - 0 on the assignment, Teacher Detention, Parent Meeting
- Third Offense - 0 on the assignment, Referral to Principal and Principal Detention
- Repeat offenses are cause for placing students on probation or removing them from the school

## **DISCIPLINE**

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

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

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

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

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

### ***Suspension***

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

## PARENT EXPECTATIONS

The partnership between parents and St. John School faculty and staff helps form the foundation of a St. John School education. Students need support from both parents and faculty/staff to develop their moral, intellectual, social, cultural, and physical skills and experience growth. Teachers and parents are role models for students, and it is expected that mutual respect be evident in all forms of interactions and communication.

St. John School parents have a shared understanding and commitment to these general propositions:

- Teachers, staff, and parents want all children to learn in a safe environment
- Teachers, staff, and parents must work together for the benefit of all students
- All members of the school community (teachers, staff, parents, students) deserve to be treated with respect
- The school should be provided an opportunity to resolve issues of concern before public criticism

St. John School families are expected to abide by the following:

- Ensure that their child arrives at school each day on time.
- Provide their child with resources needed to complete classwork and homework.
- Assist their child in being healthy, neat, and clean.
- Be respectful in all interactions and communications. *While email is a convenient means of communication, it can be difficult to gauge one's tone or true intent through the words written in an email. Thus, all parties must be aware of the challenges and limitations of electronic communication and work diligently to ensure that the proper message is being communicated.*
- Bring classroom concerns to the classroom teachers before notifying the administration.
- Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
- If there is an incident at school, parents should make investigation of the complete story their first step.
- Refrain from talking negatively about a child's teacher at home in front of children. *This will only create an attitude of distrust toward the teacher, the school, and the parent.*

To provide a peaceful and safe school environment, St. John School prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication.
- Disruptive behavior that interferes or threatens to interfere with school operations, including the effective operation of a classroom or school grounds, including sporting events, parking lots and car-pickup.
- Excessive unscheduled school visits, emails, phone messages or other written or oral communications. *School staff and administration may not always be immediately available to speak with parents. The only way to ensure that you can speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/e-mails within 24 hours.*
- Defamatory, offensive, or derogatory comments regarding the school or school staff made publicly to others.

Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively.

Any parent who acts in an unacceptable manner (gross disrespect, threatening, or causing disruption to professional or academic climate, etc.) towards any faculty, staff member, or student may be banned from the school for the duration of the school year. In addition, such behavior may constitute grounds for dismissal of a student from school.

## **UNIFORM and DRESS CODE**

### ***Dress Code***

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

Parents/guardians should enforce the dress code at home. The school has the authority to make judgments on a case-by-case basis about the appropriateness of clothing for the school setting. Any child that does not follow these guidelines will be asked to remedy the issue for the next day. If issues continue, parents will be contacted, and other measures may be put in place. These rules also apply to dress down days. In case of questions of appropriateness of clothing choice, the principal will make the final determination. Students who are consistently not in dress code will be referred to the principal.

### Miscellaneous

- Stud earrings, a watch, a simple medal and/or a cross on a necklace are the only pieces of jewelry allowed.
- Minimal nail polish is allowed – all nails must be a single solid color and not peeling, other nail accessories are not allowed (including fake nails or acrylics)
- Students may not change their hair color – only their natural hair color is acceptable (this means no dying, highlighting, or frosting of hair) and hair should not interfere with vision or distract others.
- Hats are not to be worn in the building.
- Shirts must be always tucked in.
- Only St. John School sweaters or sweatshirts are allowed during the winter months.

### ***Dress Down***

On dress down days students can choose not to wear their school uniform. School wide dress down days may require a donation. Students also may receive a Dress Down Pass that they can use to dress down. Appropriate dress for school is required, including the ability to participate in gym. Clothes with inappropriate words, symbols or gestures are unacceptable. Tight, body shaping clothing is not allowed unless worn under pants, shorts, or a skort. Some dress down days will be themed and to dress down, students must respect the theme. Parents/guardians are responsible for reviewing their children's clothing choices on Dress Down Days. Shorts may not be worn on dress down days unless they are "in season." Dress Down passes may not be used on days the school is attending Mass or on Step Up Day.

### ***Birthdays***

Teachers and students may have a free dress down on their birthday (except if their birthday falls on a day the school attends Mass). If the birthday falls on a weekend, during a vacation, or on a day the school is attending Mass, a different day may be chosen. If it is a summer birthday, a day may be chosen in June. The teacher must approve this day. Dress down clothing must be appropriate (refer to dress code policy). Students that want to celebrate their birthdays in school may bring a snack that is peanut free. The only acceptable snacks are Oreos, Hoodsies, Popsicles, Slush, Munchkins. Baked goods such as cakes or cupcakes should not be sent in.

### ***Uniform Distributor***

Our school uniform distributor is Lands' End.

Uniforms may be ordered online at [www.landsend.com](http://www.landsend.com) (School Code - 900192469) or visit <https://www.landsend.com/co/account/school-uniforms?selectedSchoolNum=900192469>

Uniforms may be ordered by phone by calling 1-800-469-2222 (School Code - 900192469)

## ***Uniform Policy***

All uniforms must be Land's End

### **Preschool and Prekindergarten Uniform**

- maroon polo shirt with emblem (long or short sleeve),
- gray sweatpants with SJS logo
- white, black, or gray sneakers (no light-up sneakers, no sneakers with wheels, no sparkles, no bright/other colors), white or black shoelaces or Velcro, no boots, no heels/platforms
- white or black socks

*Warm Weather Uniform Option (September - October & April - June)*

- maroon gym shorts

### **Uniform**

- maroon polo shirt with emblem (long or short sleeve)
- navy blue dress pant (chino style, no flare legs, no skinny jeans/leggings) w/dark belts (G2-G8)
  - K-G5 Skort Option - plaid skort with gray, navy blue, or maroon knee socks/tights (solid color)
  - G6-G8 Skort Option - blue skort w/ SJS lettering with gray, navy blue, or maroon knee socks/tights (solid color)
    - If the Skort Option is chosen with sneakers, white/black socks may not be worn
- dress shoes OR
- white, black, or gray sneakers (no light-up sneakers, no sneakers with wheels, no sparkles, no bright/other colors), white, black, or gray shoelaces, no boots, no heels
- dark socks (black or blue) with dress shoes
- black or white socks for sneakers- must be able to be seen above the top of the shoe
- OPTIONAL - SJS fleece jackets, SJS sweatshirts, SJS hoodie, SJS sweater

*Warm Weather Uniform Option (September - October & April - June)*

- navy blue dress (Bermuda) shorts

### **Gym Uniforms (K-G8)**

- gray sweatpants with school emblem
- gray tee shirt with school emblem or any other St. John School t-shirt (Fun Run, Basketball, Grade 6, Grade 8, etc)
- white, black, or gray sneakers that are laced and tie (no slip-on sneakers or shoes), white or black shoelaces
- white or black socks

*Warm Weather Uniform Option (September - October & April - June)*

- maroon gym shorts

NOTE - During the fall and winter months, students must have a coat to go outside for recess. If they do not have a coat, they will remain inside.

## **HEALTH**

### ***Health***

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

### ***Wellness***

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

### ***Child Abuse and Neglect***

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

### ***Medication***

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

For purposes of safety and effective monitoring of unauthorized medications or drugs, students cannot carry or self-administer any medication during the school day. While this procedure may in some ways be an inconvenience for parents/guardians or be counter to the philosophy of encouraging the student to assume responsibility for his or her own health, for the safety of all students, the need for administrative control of ALL prescription and other over-the-counter drugs in schools is necessary. If a medical provider states on a medical order that a student may self-carry an Epipen or Inhaler, the student must meet with the Nurse for an educational review and must state so on the physician’s order form.

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

## ***Medication forms***

- [\*EPIPEN Emergency Plan\*](#)
- [\*Medication Order Form\*](#)
- [\*SJS Over The Counter Medication Form\*](#)
- [\*Asthma Action Plan\*](#)
- [\*FARE Allergy Action Plan\*](#)

## ***Allergy Management***

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

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

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

## ***Sickness at School***

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

## ***Absences due to Illness***

Although daily attendance is desirable, an ill child should never be sent to school. Please email your student's absence to Mrs. Foster, the Health Office, and the Homeroom teacher. Reasons for a child not to come to school are:

- Temperature of 100 degrees F or greater within the past 24 hours
- Vomiting or diarrhea occurring within the past 24 hours
- Strep infections of any kind, untreated ringworm, conjunctivitis, or impetigo. These are all contagious infections and must be treated with medication for at least 24 hours before returning to school
- Rash of unknown origin - may indicate many different things and should be checked by your pediatrician
- COVID-19 or flu-like symptoms or if your student has a pending PCR – student must remain at home until the result posts
- Pneumonia needs a MD clearance note to return

Please help the school nurse care for your child by sharing with the nurse if your child has:

- Any chronic or acute illnesses
- Mental health conditions such as anxiety, depression, panic disorders
- A new medication or change in medication dosage
- Been exposed to a communicable disease such as COVID, flu, strep throat infection, chicken pox, or conjunctivitis
- A life-threatening or new allergy
- A serious injury requiring hospitalization, or a diagnosed head concussion
- An injury requiring casting, sutures, a splint, or mobility assistance of crutches or wheelchair
- Vision or hearing difficulties

The school nurse will work with the child's physician, parent, and other school personnel to meet special health needs in school so that the child may benefit from their educational program. A child must provide a note from the doctor for activity restriction due to an injury or illness. A note written by a parent is not acceptable. For certain health conditions, a doctor's note may be needed for clearance to return to in person learning. Activity restrictions for gym or recess will also apply to any before and after school sport activity.

Please help the school nurse by:

- Updating the phone numbers on your child's school record so the nurse can always reach you
- Sharing if there is an event at home or in the family that may impact your child at school such as military deployment, birth, or death of a family member or of a beloved pet.

### ***Water Bottles***

Students are encouraged to bring water bottles to school and fill them up throughout the day. They may use the water dispensers in the hallways. However, glass water bottles are not allowed.

### ***Mental Health***

Please share with the Nurse if your student has or is experiencing any mental health conditions such as anxiety, depression, or panic attacks. Please see [here](#) for mental health service referral based on the community you live

### ***Communicable Disease Control***

Communicable diseases such COVID-19, influenza, varicella, Measles, influenza, hepatitis, and other diseases are reported to the Canton Board of Health.

### ***COVID-19***

If the student tests positive in or out of school, you are required to notify the Nurse. The Nurse will review isolation dates, guidelines and return dates. If there is a pending PCR, students may not attend school.

### ***Physical Examinations/Immunizations***

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

### ***Health Screenings***

Health screenings that are listed below are ongoing throughout the school year. You will be notified via email/Health office newsletter that screenings are occurring. If you would like to opt out of any or all screenings, please contact [Tara.Medeiros@sjscanton.org](mailto:Tara.Medeiros@sjscanton.org).



### ***Vision Testing***

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

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

### ***Hearing Testing***

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

### ***Postural Screening***

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

### ***Immunizations***

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

### ***Lice Screenings***

The child's right to privacy and confidentiality is the foundation for head lice management in schools. The school nurse's role is to ensure confidentiality, support families, and educate the community. The Health Office will periodically remind and educate parents via newsletters, student handbooks, and brochures on the importance of checking for lice and informing their child's school nurse if the child has head lice. Symptomatic individuals should be referred discreetly to the school nurse. Students who are discovered to have an active case of head lice during school hours will have their parents' notified. Lice is considered health nuisance and not a health problem. Mass screenings will not occur at St. John School. They increase the potential for lice phobia and unnecessary use of pediculicides.

### ***Always Changing Program and Growing up Program***

This is an age-appropriate puberty education program that is typically presented to the 5th grade class in the spring. It has been a trusted curriculum source for puberty education among school nurses and health educators for over 35 years. It has been taught to millions of students nationwide. The program teaches preteens about their changing bodies and the beginning stages of puberty. Signed permission slips will be required for your student to participate in this program.

### ***Communicable Disease Control***

Common communicable diseases that must be reported to the Canton Board of Health include Chicken Pox (Varicella), Measles, Poliomyelitis, Diphtheria, Mumps, Whooping Cough (Pertussis), German Measles (Rubella), Scarlet Fever, and MD confirmed Flu. A certificate from the student's physician must be provided to the school nurse before your child can be readmitted to school after diagnosis of the above diseases.

### ***Asbestos***

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

The 6-month periodic surveillance of asbestos-containing building materials (ACBM) was performed in June of 2023.

The most recent 3-Year Re inspection was performed by DecTam in October 2022.

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

### ***Guidance Counseling Program***

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

## **EMERGENCY PROCEDURES**

### ***Emergency Information***

Emergency information will be collected via FACTS each year at registration or reregistration. It can be changed anytime online through FACTS. If you do make changed in emergency information online, please also notify the school secretary.

### ***Fire Drills***

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

### ***Shelter in Place and Lock Down Drills***

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

## **FORMS and COMMUNICATION**

### ***FACTS SIS***

FACTS SIS is St. John School's Student Information System. Every family will be provided access to FACTS SIS when they enroll. FACTS SIS serves as a communication tool and as a way to monitor academic assignments and check on student's progress and homework. FACTS SIS also serves as the St. John School Directory.

### ***Parent -Teacher Conferences***

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

### ***Requested Parent-Teacher Meetings***

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

### ***Change of Address***

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

### ***Parent Volunteers***

All parent volunteers must have an active CORI check each year. This should be done before the school year begins. All parent volunteers must have taken Protecting God's Children (VIRTUS) training.

## **ORANIZATIONS**

### ***St. John School Parent Group (SJS Parent Group)***

The SJS Parent Group consists of all St. John's parents/guardians who work diligently to support the well-being of the school. The main goal is assisting with the financial and academic success of the school. The voluntary members of the board coordinate all the volunteering, service, and fundraising events throughout the year. They also work constantly and consistently with all the school families, and the faculty and the staff of the school and the church rectory.

#### SJS Parent Group Board Members

President: Kerri Burke

Past President: Liz Drew

Vice President: Meg Gannon

Secretary: Ally White

Treasurer: Kat Belanger and Mary Mallory

Service Hours Coordinator: Jenn Vessiropoulos

Room Parent Coordinator: Kimberlee Scanlon

### ***St. John School Advisory Board***

The purpose of the St. John School Advisory Board is to advise the principal and pastor in matters related to the operation of St. John School and to promote implementation of school policies. The Advisory Board provides counsel and advice on matters of development, facilities, finance, marketing, policy, public relations, student life, and technology. This includes planning for the future. The principal and pastor appoint members. The Advisory Board typically meets at least three time a year while subcommittees committees meet as needed.

#### Current Members

Nicole Capozzoli

Claim Recovery Specialist, Phia Group

Former Parent and President of SJS Parent Group of St. John School

Carla Fox

Administrative Assistant to the Executive Assistant, Office of the President, Boston College

Former Parent and President of SJS Parent Group of St. John School

Tara Frost

Instructional Leadership Coach, Roche Center for Catholic Education (Boston College)

Former Teacher at St. John School

Shy Joseph

Managing Director, Tax, KPMG US

Former Parent of St. John School

Nick Maffeo

President, Canton Co-Op Bank

Alum of St. John School

Thomas Wesner

Associate Professor of the Practice, Carroll School of Management, Boston College

Former Student at St. John School

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

Pastor: Rev. Thomas Rafferty

Parochial Vicar: Fr. Jeremy Wagner

Principal: Dr. Chris Flieger

Administrative Assistant: Mrs. Dora Foster

Finance and Operations Manager: Mrs. Anne Guerini

Nurse: TBD

Director of Student Services, Guidance Counselor: Mrs. Cheryl Fleming

Preschool: Mrs. Tricia Dembrowsky and Mrs. Denise Perdios (Aide)

Prekindergarten: Mrs. Nicole Brooks and Mrs. Colette Gilchrest (Aide)

Kindergarten: Ms. Caroline McGrath and Ms. Sandy Branco (Aide)

Grade 1: Mrs. Sandy Hart

Grade 2: Mr. Joseph Francis

Grade 3: Ms. Kaitlin O'Leary

Grades 4/5 Math and Social Studies, Grade 4 Homeroom: Mrs. Angela McMillan

Grades 4/5 Literature, Grade 5 Homeroom: Mrs. Elaine Johnston

Grades 4/5 STEM and Religion: Mrs. Lauren Novogratz

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

Middle School ELA, Grade 7 Homeroom: Dr. James Lundy

Middle School Math, Grade 8 Homeroom, Technology Coordinator: Mr. John Hall

Middle School Theology, Grade 8 ELA, Grade 8 Homeroom, Drama: Mrs. Sarah Palmer

Middle School Social Studies: Mrs. Jen Ross

Art, STEM: Mrs. Adria Zessis

Performing Arts, Physical Education, Admissions: Ms. Beth Keough

Spanish: Mrs. Sheila Neeser

Speech Language Pathologist: Mrs. Amanda Czarnecki

Learning Consultants: Mrs. Trish Saponaro

Reading/Math Interventionist (through Canton Public Schools): Mrs. Anne MacLeod

Instrumental Lessons (through Paul Effman Music Service): Mr. Chris Nowselski

Custodian (through Stefcó): Mr. Jackson Silva

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

St. John School allows students and staff to have reasonable in school access to various technologies and believes it is incumbent upon students and staff to use this educational technology in an appropriate and responsible manner.

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

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

This user agreement will be renewed each academic year.

## **APPENDIX 3**

### ***Saint John the Evangelist School Acceptable Use Policy – Grade 3 to Grade 8***

#### **Introduction**

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

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

#### **Acceptable Uses**

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

#### **Unacceptable Uses**

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



6. It is strictly prohibited for network users to log on or attempt to log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organizations computer system is prohibited.

7. Network users may not access websites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.

9. Network traffic is monitored.

9. Students may only use @sjscanton emails while at school. No personal email is permitted.

11. SJS policy abides by all federal copyright laws.

### **Guidelines for Use of SJS Internet service**

1. I know that use of the Internet is a privilege and not a right and I agree to follow the guidelines and rules established by SJS for its use.

2. I will not share my user ID or password with anyone else.

3. I will have approval from my teacher for all topics that I research on the Internet and will present evidence of this before using the Internet.

4. I will use the Internet only when an adult is present to supervise.

5. I will properly login and log-out when using any computer at SJS. Violations of this policy that occur under my login are my responsibility.

6. I will not enter a chat room, divulge personal information about others or myself or play "arcade style" games online.

7. If I find myself in an uncomfortable or inappropriate situation on the Internet, I will stop immediately and tell a teacher in charge.

8. I understand that I can download information from the Internet after receiving permission from a teacher.

9. I will not make changes to the set-up or application settings on the computer.

10. I acknowledge that plagiarism is unacceptable and will be responsible for citing sources used on the Internet.

11. I will follow the rules of Internet etiquette as presented by my teachers.

**Parent Student Agreement and Contract****2024-2025**

We have read the Saint John the Evangelist Student and Parent Handbook, including the Acceptable Use Policy for technology and agree to the policies, procedures, and regulations regarding student life at St. John School. As parents/guardians we also understand and agree to complete 20 hours of volunteer service each school year and understand that, if our hours are not completed, we will be required to pay a \$750 work credit penalty by June 30, 2025. We will support and cooperate with these policies.

Parent's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign the above agreement and return this page to your child's homeroom teacher by Friday, September 6, 2024. Each student must sign this form, excluding students in preschool and prekindergarten.