

***SAINT JOHN THE BAPTIST SCHOOL  
PEABODY, MASSACHUSETTS  
Parent and Student Handbook  
[www.stjohns-peabody.com](http://www.stjohns-peabody.com)***

*2011 revised*

Dear Parents and Students,

***“What greater work is there than training the mind and forming the habits of the young?”***

***St. John Chrysostom***

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

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Maureen J Kelleher  
Principal

### **MISSION STATEMENT**

***We, St. John’s School Community, create a Christian atmosphere that is safe, supportive, caring and loving.***

***We prepare and challenge each other to be life long learners, academically, socially and spiritually.***

***We encourage commitment of service to the local and global community.***

***We recognize the need to reach one’s own personal best, while at the same time respecting and celebrating the diversity among us.***

### **PHILOSOPHY**

In 1893, the Sisters of Notre Dame opened St. John the Baptist School to educate the children of the parish. Today, St. John's continues to provide a quality Catholic education for students in Pre-Kindergarten through grade eight from our Parish and several other North Shore Communities.

The philosophy of St. John's stresses the development of the whole child, the nurturing and strengthening of the gifts of faith and intellect and the development of social responsibility. We, at St. John's, are committed to educating our children to be men and women of faith, not only aware of the world in which they live, but also prepared and motivated to improve the world for all people. Faith, and the growth of our relationship with God, demands both the teaching of Catholic doctrine and the experience of a faith community. We strive toward the development of the faith community, not only as a concept to be taught, but also as a reality to be lived.

Intellectual achievement is the reason for any school to exist. At St. John's we respect the developmental stages and learning style of each child to create an atmosphere of success that cultivates a positive self-image and allows each child to grow spiritually as well as academically. We expect, encourage and applaud each child's best work in order to effect the full development of his or her potential.

As a parent at St. John's you are in a unique position to really get involved in your child's education. All families are required to donate fifteen hours of their time each school year. Families are urged to put some of these required hours into committees that are formed to school events. Parents are able to fulfill this requirement in a variety of areas. We welcome you to take an active role, not only in your child's future, but also the future of St. John the Baptist School.

## **Parent's Role in Education**

We, at St. John the Baptist School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. John's School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church and school community will affect the way your child relates to others. Ideals taught in school are not well rooted in the child unless these are nurtured at home. Once you have chosen to enter into a partnership with us at St. John the Baptist School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **Parents as Partners**

As partners in the educational process at St. John's School, we ask parents to set rules, times and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time

We also ask parents:

- To actively participate in school activities such as Parent-Teacher Conferences and volunteerism.
- To share their time and talent with the St. John's community.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent or tardy.
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student problems.

## ABSENT FROM SCHOOL-STEPS TO FOLLOW

1. When absence is necessary, the parent or guardian should notify the school between 7:30 and 9:00 a.m. (978-531-0444) stating the reason for the student's absence. Please follow the voice mail instruction for reporting absent students.  
If a sibling of an absent student is to bring make-up work or homework home on the day of the absence, the request to the teacher for the assignments is to be made when calling your child out sick **before 9:00 a.m. Teachers are unable to meet homework requests after 9:00 a.m.** If no family member will be bringing work home, the request is to be made in the same manner and parents may pick up assignments in the school office after 2:45 p.m. Homework requests received after 9:00 a.m. will not be able to be honored.
2. Parent or guardian must send in a note to the homeroom teacher when the student returns to school giving name, date, days of absence, and reason for absence. Homeroom teacher will keep all notes on file for the current school year.
3. The student should make immediate plans to do all make-up work due to absence. Grades will reflect absence if the work is not made up.
4. All work missed by students must be made up as soon as possible after returning to school. Students who are absent for any reason will be required to make up work missed in each class. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the school office. This work should take approximately the same time as the time missed from class. A day's absence does not excuse a student from responsibility for all recitations the day of the student's return. Grades will be withheld in case make-up work is not turned in, and lead to failure if the situation is not remedied. Gr. 7 & 8 students:
  1. One week to make up missed tests.
  2. Next day for homework.
  3. Any exceptions require written administration approval and teacher consent.

It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing missed work.

5. If absence is due to work, travel, or some other planned reason, parent or guardian should notify the school prior to the absence in writing.
6. Appointments with doctors should be made out of school hours or during vacation. Early dismissals should not be requested, except in cases of emergency.
7. All vacations should coincide with school vacations.

Teachers will not plan work for students taking unscheduled vacations. Major tests must be taken within five days of return. Students are responsible for assigned work and these will be graded as late assignments. Students will receive a zero for work missed.

Parents' attitudes toward taking children out of school are a powerful lesson. When parents take school absences lightly, often students adopt this same attitude.

If we tell our children that their education is essential, let us give their education top priority during the school year.

8. It is expected that if a child is well enough to attend school, he or she is well enough to go out to recess and be appropriately attired.

***\*\*In order for children to participate fully in a school program, they should be in relatively good health.\*\****  
***\*\* Children who have been out of school sick should be "fever free" for 24 hrs. before returning to school.\*\****  
***\*\*Children who are sick (vomited, registered a fever or been sick overnight) should remain at home for a minimum of 24 hrs. before returning to school.\*\****

## **ACCREDITATION**

St. John the Baptist School is accredited by the New England Association of Schools and Colleges, Inc. and is a member of the National Catholic Education Association.

## **ADJUSTMENT COUNSELOR**

A school adjustment counselor is on premises two days a week. The counselor is available at other times through scheduled appointments. The counselor may see a student for up to three times without notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified.

Counseling Services are provided by: Clinicians of New Beginnings Counseling Service P.C. Stoneham, MA (NBCS).

## **ADMISSIONS**

Students are admitted to St. John's School in accordance with the following Admission Policies and priorities:

- Siblings: Brothers and sisters of students currently enrolled in St. John's School.
- Parish Members: Families who identify themselves as active, registered parish members of St. John the Baptist Parish.
- Neighboring Parishes: Families who identify themselves as active, registered parish members of Catholic parishes in Peabody and surrounding communities.
- No Catholic parish affiliation.

## ***NONDISCRIMINATORY POLICY***

St. John the Baptist School admits students of any race, color, creed and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, creed, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

## **ADVANCEMENT ACTIVITIES AND PARENTAL INVOLVEMENT**

In order to provide an educational program at St. John's, it is necessary for the school community to participate in a comprehensive advancement program. Tuition alone does not cover the cost of education. All the activities are dependent on parent participation for their success and all programs have been very successful and assist the school in managing a sizable budget. Your participation in these activities is vital to the advancement program. Parents are encouraged to participate in all activities. It is necessary for you to evaluate your own circumstances in deciding how you are able to participate.

Parents are expected to participate in the MUSICAL, WALK-A-THON and RAFFLE CALENDARS as stated on the Tuition Agreement signed in January. Our experience tells us that all the events are fun, exciting and profitable both personally and school-wide.

### **Advancement Activities for 2011/2012:**

#### **THE ANNUAL FUND: ON GOING**

St. John's School initiated an Annual Fund giving program. In our inaugural year the Annual Fund yielded \$40,000. The Annual Fund offers many people a vehicle to contribute to educational endeavors. The Annual Fund accepts contributions on a yearly basis from all friends of St. John's. Information is sent to families, parishioners and graduates. Thousands of men and women have graduated from St. John's School and are grateful for the education that was given to them through the sacrifices and gifts of family friends and parishioners of St. John's. Through the generosity of many, St. John the Baptist School will continue to offer quality education in our Catholic School environment.

#### **WALK-A-THON: SEPTEMBER 26, 2011**

This fundraiser is one of our most popular with the students. Each family is responsible to raise a minimum of \$25.00. This money can be gathered in several ways: Students can ask relatives, friends and neighbors to sponsor them by lap or a lump-sum donation; students can contribute half the money and the parents can match them. Creativity in gathering

sponsors assists parents in fulfilling this responsibility. Students in grades 1-8 will walk at Emerson Park. Students in Kindergarten and Pre-K will walk around the school. The Walk-a-thon Guide gives details of the process. This fund-raiser is a major one for the school. Many families try to raise more than the minimum. This fund-raiser also requires the children to be very active and participate. It is not just the parents' responsibility.

#### **NIGHT AT THE RACES: OCTOBER 15, 2011**

October, 15, 2011 will find our school and community members gathered in a new event in the St. John School gym. This is a DVD horse racing event where our attendees bet with “funny money” and can win a variety of prizes. No cash is bet or won. These are real horse races that have been run at famous tracks throughout the country. No results are known to anyone before the race. Ten races will be shown, food and drinks will be available along with a couple of raffles contributing to a fun night out.

#### **RAFFLE CALENDARS: STUBS AND MONEY TO BE RETURNED BY DECEMBER 16, 2011**

Beginning in September we will kick-off our 2012 Raffle Calendar fundraiser. These calendars have \$18,000 in prizes. Calendars are \$20 each and *every family is responsible to sell 10*. There is a prize for every day of ten months of 2012 ranging from \$35-\$500 in cash prizes. (No prizes are drawn in July and August) If your name is drawn it will be reentered to win more prizes. Winners will be notified by mail and names will also be printed in the church bulletin as well as our school website, [www.stjohns-peabody.com](http://www.stjohns-peabody.com)

#### **TALENT SHOW: FEBRUARY 3, 2012**

Students in grades 4-8 may participate. This is the last event held during our annual Catholic Schools Week activities.

#### **AUCTION: MARCH 24, 2012**

Our annual Auction will be held Saturday, March 24, 2012. Attendees last year enjoyed a “food tasting” format. This provided a very sociable and fun evening and will be repeated this year.

#### **MUSICAL: May 3, 4 & 5, 2012**

Each year, St. John's School produces a Musical. Our music teacher and Ms. Kristen Bennett work with the students and the faculty to put together 2 wonderful nights of entertainment. A Saturday matinee, with the main cast only, has recently been added due to the popularity of this event. To make this Musical the marvelous fund-raiser that it is takes a lot of work. A Musical Ad Book is also part of the program. A committee of parents co-ordinate the gathering and tallying of ads, compiles the ad book and sells tickets to each performance. Each family agrees to a minimum of \$25.00 for the Musical sponsorship. A 1/8 ad for the Musical book is \$35.00. A lot of families complete this requirement by getting an Ad from a local merchant where they do business. Again, this is a major fund-raiser (approx. \$23,000). Many families bring in more than the required \$25.00 ad. Students and families, again, work for prizes. It is with a lot of work from each family that this fund-raiser is so successful.

#### **ARCHDIOCESAN REQUIRED STANDARDIZED TESTING**

Grades 2-8 take the Stanford standardized tests of achievement and cognitive ability in March of each year. A *Parent Report* will be available in the spring.

#### **ATTENDANCE**

State Law: The only reasons for being absent from school are those caused by personal illness, death in the family, religious holidays and court appearances.

Daily and regular attendance is the key to success. Irregular attendance and chronic tardiness plays havoc with the academic achievement of the students. Every effort should be made by parents to see that the child is in school on time each day. St. John's School operates on a one-session basis. Anyone attending school for less than three hours on a given day is considered absent for the day. Absence in excess of 27 days (15%) without documentation could result in retention.

#### **BUS REGULATIONS**

The City of Peabody has established new bus regulations that we must follow – **NO PASS – NO RIDE**. All students must ride the school bus they have been assigned to. Students must show their bus pass to the driver when boarding the bus in the morning and afternoon. Do not allow other students to use it. All students must have signed up for the bus through the City of Peabody School Transportation Dept. Any questions, please call the Transportation Dept. at 978-536-6581.

You will now have to arrange for private transportation when a “play date” is arranged. Student will no longer be allowed to ride home on a bus other than the one they are assigned to.

Students should behave appropriately and safely while on a school bus. It is not acceptable for student behavior to interfere with drivers doing their job or preventing other children from having safe transportation.

Children may only ride on the bus that he/she has been assigned. Should a change of bus be necessary a parent must make the change with the Transportation Office of the School Department, 978-536-6581.

**No Student living out of Peabody will be permitted to ride the school buses.**

1. Students must remain seated until the bus has reached its destination.
2. Students will follow the directions given by the bus driver.
3. Hands, arms, and heads must be kept away from open windows.
4. No pushing, shoving, spitting, cutting, screaming, or fighting at any time.
5. No eating or drinking.
6. Respect other students on the bus at all times, especially younger students.
7. Junior High students serve as bus monitors to and from school.

Students who demonstrate inappropriate behavior while riding the bus will be disciplined in the following way:

First Incident: Refer to Principal

Second Incident: Parent will be contacted

Third Incident: Child will be suspended from the bus

Fourth Incident: Bus transportation will be terminated

Physical harm or threat of physical harm to another student, property damage, or refusal to obey a driver will result in automatic dismissal from the bus.

### **CELL PHONE POLICY**

If a parent or guardian feels that their child/children need to have a cell phone during the school day for after school purposes, each student **must** bring a note signed by their parent or guardian giving permission for this cell phone to be in school. The student must give the cell phone to their homeroom teacher at the beginning of the day and pick it up at the end of the day. The phone can not be with the student. Any unauthorized cell phone will be taken away from the student and must be picked up by the parent or guardian at the Principal’s office.

### **CHEATING**

Whether a student gives or receives information during an examination or on certain assignments, the offense is the same. No credit will be given for the examination or assignment. This behavior is subject to detention.

### **COMPUTER USAGE AND STUDENT EXPECTATIONS**

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Individual users of the school computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with school standards and will honor the agreements they have signed. It is expected that students will not access sites with objectionable material. The school is not responsible for restricting, monitoring, or controlling the communications of the individuals utilizing the network.

Within reason, freedom of speech and access to information will be honored. During school hours, teachers will guide students toward appropriate materials. Students may be disciplined for any online behavior that negatively affects the school atmosphere whether in school or off-campus. Students are legally responsible for their online communications. **Parents should always monitor children when they are online to ensure that their safety and well being is not compromised.**

Violations such as the following may result in a loss of access as well as other disciplinary or legal action:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another’s password
- Trespassing in another’s folder, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

It is necessary for parents and students to sign and return to school, the User Agreement sheet to have access to the school network. The User Agreement form is on the Handbook return sheet.

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than the required \$25.00 ad. Students and families, again, work for prizes. It is with a lot of work from each family that this fund-raiser is so successful.

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole education structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Any member of the faculty or administration for infraction may issue a detention notice. Any child, Grades 1 – 8, receiving a detention is required to return the slip signed by a parent or guardian on the next school day to the teacher who issued the slip. Three slips will necessitate a parent conference with teacher(s) involved. Multiple detentions may warrant further consequences. Detentions may be issued for the following reasons: disobedience/disrespect, poor attitude, and disruption in class.

## **DISMISSAL FROM SCHOOL**

In case of illness during school hours, a parent or an authorized person will be notified to come for the child. The child must be picked up at the office. **Parents/Guardians must sign the child out at the office.** Please access the building through the Library door located in the upper parking lot on the corner of Franklin and School Streets. This dismissal is considered an absence from school if the child is not present for at least 3 hours. Dismissal time is the time the student is dismissed from class, not when he/she has left the building.

## **DRESS CODE**

We take pride in the appearance of our students. Their dress reflects the quality of their school, their conduct and their schoolwork. The complete uniform is to be worn to and from school. While at school, uniforms must be neat in appearance; shirts and blouses must be tucked in, boys must have belts to maintain a neat appearance. No ripped or torn clothing is allowed in school. Makeup is not allowed. Please cooperate, display modesty and neatness, and take pride in your appearance. We rely on common sense and parents and/or guardians support in helping maintain this dress code.

Dress Uniforms will be worn every Monday beginning October 17. Dress uniforms must **always** be worn to school masses and on days recommended by administration. During cold weather girls may wear uniform slacks on dress uniform days. After April 16 boys may wear uniform shorts on dress uniform days.

Gum chewing is **never** allowed on school grounds.

**GIRLS (1-4)** The plaid uniform jumper (bib or new style), plaid or blue uniform shorts, blue skorts, or navy blue docker-style uniform pants are to be worn with a light blue blouse with a round collar, a monogrammed uniform polo shirt, or a light blue turtleneck purchased from the uniform company.

*\*\*Solid navy blue (no white) knee socks or tights, white or navy blue ankle socks are acceptable.*

**No low-cut/sport socks are allowed.**

If at any time a second layer is needed for warmth, a monogrammed school sweater (crew, v-neck, vest or cardigan) may be worn. No other sweaters are allowed.

DRESS UNIFORM (anytime of year): Jumper with light blue blouse. Shoes are preferred. During cold weather girls may wear uniform slacks on dress uniform days.

**GIRLS (5-6)** A plaid uniform skirt (either style), plaid or **navy shorts or skorts** or navy blue docker-style uniform pants are to be worn with a light blue oxford-style shirt or with a monogrammed uniform polo shirt, or a light blue turtleneck purchased from the uniform company.

*\*\*Solid navy blue (no white) knee socks or tights, white or navy blue ankle socks are acceptable.*

**No low-cut/sport socks are allowed.**

If at any time a second layer is needed for warmth, a monogrammed school sweater (crew, v-neck, vest or cardigan) may be worn.

DRESS UNIFORM (anytime of year): A skirt with light blue oxford style shirt. Shoes are preferred.

During cold weather girls may wear uniform slacks on dress uniform days.

**BOYS (1-6)** Navy blue docker-style uniform pants or navy uniform shorts with a monogrammed uniform polo shirt, a light blue oxford shirt, or light blue turtleneck purchased from the uniform company are to be worn. Shorts/pants for

boys must be worn in correct sizes. No “cargo style” will be allowed. \* \* **White or navy blue socks (no white low cut sport socks allowed). Oversized pants/shorts are unacceptable.**

If at any time a second layer is needed for warmth, a monogrammed school sweater (crew, v-neck, vest or cardigan) may be worn. No other type of sweater will be allowed.

DRESS UNIFORM: Navy uniform pants and light blue oxford shirt with navy blue tie. Shoes are preferred. After April 16 boys may wear uniform shorts on dress uniform days. **When athletes wear a shirt and tie on game day, the tie must be navy blue.**

**FOR ALL STUDENTS: Dress uniform is required each Monday beginning on October 17.**

**HAIR: Students are expected to be well groomed. Hair must be neatly trimmed and of a natural color. Extreme variations in length, designs (lettering, mohawks, designs engraved/cut into their hair; spiked, or shaved areas of hair) are not permitted. Hair must be kept neat and trimmed and out of student’s eyes. Boy’s hair length must not be any longer than their shirt collar.**

SHOES: When shoes are worn, they must be low heeled, safe styled shoes; however, low-cut sneakers may be worn. Sneakers should be neat and tied at all times. No sandals, crocs or open back shoes are allowed at any time.

SWEATERS: Sweaters are not mandatory for Grades 1-6 however, sweatshirts (including SJS) are not allowed during class time. *The monogrammed uniform school sweater is the only sweater to be worn during school.*

JEWELRY: Minimum jewelry is allowed. Only stud earrings are allowed. No additional body piercing is allowed.

DRESS UNIFORM: If a dress uniform day falls on a student’s gym day, the gym uniform should be worn.

**GYM UNIFORMS:** St. John’s T-shirt and shorts is the official gym uniform. **No cut-offs or ripped or torn clothing is to be worn for any gym classes.** A sweatsuit consisting of sweat pants and shirt may be worn on gym day over the official uniform. Gym uniforms are available for purchase through the school. Please mark all gym clothing with your child’s name. **NO JEWELRY IS ALLOWED DURING GYM (no rings, chains of any type, earrings). Athletes must wear gym clothes on gym day.**

**Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day or will serve a detention.**

### **NUT DAY GUIDELINES**

**Students may wear:**

jeans  
tennis shoes  
short socks  
shorts no shorter than three inches above the knee  
skirts no shorter than three inches above the knee  
sweatshirts  
jogging suits  
dresses  
slacks

**Students may not wear:**

flip-flop sandals  
open back shoes  
tank tops  
T-shirts with writing  
tennis shoes that convert to roller skates  
biker shorts  
pajama pants  
make-up  
hats

**Good Rule: If you think you shouldn’t wear it, you shouldn’t.**

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

\*UNIFORM COMPANY: J.B. Edward Uniforms  
39 Cumming Park  
Woburn, MA 01801 (781) 376-2071

## DRUG/ALCOHOL POLICY

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

The purpose of this policy is both to dissuade and deter students from drug/alcohol involvement and to respond to students who are involved with drugs or alcohol in the effective and productive manner.

There are two basic kinds of involvement with drugs or alcohol. They are possession and selling. The school's response to both of these offenses should be in three parts, which includes: school discipline, police involvement and counseling. The cost of counseling will be the responsibility of the parents or guardian.

### A. Possession of Drugs or Alcohol

Students who are found in possession of drugs or alcohol or who are found using drugs or alcohol will:

1. Be suspended for a minimum of three days if they are in grades 4-8.  
Parental conferences will take place before or upon the student's return to school.
2. These students will be referred to the police department. A conference between the police department, the parents or guardian and the students will be established. Court involvement may ensue at the discretion of the police department and giving consideration to the recommendation of the school officials.
3. It is strongly recommended that students who are found to be in possession of using drugs or alcohol be evaluated at the parent or guardian's expense by an appropriate counseling agency.

### B. Selling of Drugs or Alcohol

Students who are found selling drugs or alcohol will:

1. Be suspended for up to five days if they are in grades 4-8.  
Parental conferences will take place before or upon a student's return to school. Students who are found selling drugs or alcohol on a second occasion will be expelled from school.
2. Students who sell drugs will be referred to the police. Police will take action in all cases.
3. Students who sell drugs or alcohol will also be referred to a mandatory drug-counseling program. The cost of counseling will be the responsibility of the parents or guardian.

\*Prior to any suspension from school, the student shall be given the opportunity to be heard by the Principal and Pastor.

Students who approach school personnel with concerns about their own drug or alcohol use will be referred to a counseling agency. Parents or guardians will be contacted. A liaison between the school, the counseling agency and the parents will be established concerning the treatment of the student. The cost of counseling will be the responsibility of the parents or guardian.

## ELECTRONIC DEVICES

**Electronic devices including I Pods, electronic games, cell phones, and beepers are never allowed on school grounds. Bringing these items to school distracts from the academic level, which we wish to maintain. The school will not be responsible if any electronic devices are lost. Any electronic device will be taken away from the student and must be picked up by the parent or guardian at the Principal's office.**

## EXTRA-CURRICULAR ACTIVITIES

The extra curricular and athletic programs are designed to give students in grade 5 – 8 an opportunity to perform and develop his/her natural abilities. Participation in any activity is contingent on compliance to school expectations in academics and behavior

1. Any student in non-compliance of academics or behavior is subject to suspension from extra-curricular activities upon review of the faculty and administration.
2. Students who do not attend school on a given day are not eligible to participate in after school activity on that day unless they have an excused absence from the Principal (e.g. doctor or dentist appointment).
3. Anyone damaging school property (home or away) will be suspended from any school activity.
4. No activities are to be held during vacation periods, days off or long weekends unless special approval has been obtained from the Principal.
5. All permission slips, fee and doctor's notes (if required) must be submitted to the Athletic Director prior to the start of the activity.

6. In athletic activities, all team members are responsible for their uniforms that they will be given for the season. Uniforms should be turned in one week following the last game of the season. If a uniform is lost or damaged that student will reimburse the school.
  7. If a student wishes to withdraw from the activity, the advisor or coach should be notified who in turn will notify the Principal.
  8. All students will be supervised until they are picked up. Supervisors of activities are responsible for securing the building at the end of the evening.
  9. Any student who is attending a school activity as an observer MUST be accompanied by a Parent or responsible adult.
10. Any Gr. 5 - 8 student that receives a 4 or 5 in conduct or effort on his/her report card will be suspended for 2 weeks from all activities and must require teacher permission to participate in upcoming extra curricular activities such as sports, musical, field trips and dances.

### **FIELD TRIPS**

Each class has the opportunity to participate in cultural field trips. At times the teachers may need parents to act as chaperones. Notices will be sent in advance requesting help if needed. We recognize that parents enjoy accompanying their students on these trips; however, it can be disruptive if parents who are not chaperones show up at a field trip site. If you have not been asked to chaperone but plan to attend, please speak with your child's teacher in advance. **It is mandatory to fill out a C.O.R.I. form yearly. This form must be filled out and on file in order to chaperone any field trip or volunteer for the school in any way.**

Permission slips, for the student to attend these trips will be distributed in advance. Students may not attend a planned trip if the permission slip is not returned.

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

- Proper dress on all trips sponsored by the school.
- The school reserves the right to refuse permission to students to go on a class trip if it is felt that their conduct or dress would not reflect favorably upon the school.
- Students are required to present a permission slip signed by a parent or guardian verified by the advisor planning the trip.
- School trips will be transported on public buses or school buses.
- A trip is not considered as being school sponsored if prior permission for the trip has not been given by the Principal.

### **FINANCE**

The School Finance Office is located outside of the principal's office. The office hours are Mon. – Fri. from 9:00 a.m. to noon. If you need to reach the office, you can call Lisa Gagliano at ext. 336 during these hours.

Due to the fact that the bank has increased their Returned Check Fee to us, we must now charge a fee of \$25.00 to any check that has been returned.

St. John's School is able to offer a family plan tuition based on Parish affiliation and the number of children enrolled in school. To qualify for affiliated tuition, the following criterion is applied:

- ❖ **AFFILIATED:** Families who are registered members of St. John's parish, participate regularly in Parish worship (Mass), and support the parish by using their envelopes are entitled to AFFILIATED assessment. Family parish contributions must be at least \$400.00. The difference between Affiliated and Unaffiliated tuition ranges from \$250-\$425. Parish data of support for the previous year is used to determine tuition rates for the following year. Records are reviewed during Registration time.
- ❖ **UNAFFILIATED:** Families who do not register or identify with any parish, pay full tuition rates.

**Tuition assistance is available. You can apply on-line at [www.factstuitionaid.com](http://www.factstuitionaid.com) or use the link available on the school webpage [www.stjohns-peabody.com](http://www.stjohns-peabody.com) to apply. There is a \$25 application fee payable to Facts Tuition Grant & Aid.**

## **TUITION REFUND POLICY**

**Upon signing a Tuition Agreement, a parent is agreeing to pay tuition in full, fees and fulfill Advancement and volunteer responsibilities for the entire school year. If a child is withdrawn for any reason the following refund policy is in effect:**

**Withdrawal prior to September 1 – 100% refund excluding non-refundable application and instructional fees.**

**Withdrawal prior to October 31 – 50% refund of yearly tuition excluding non-refundable application and instructional fees**

**After November 1 – Tuition is due for the entire school year including non-refundable application and instructional fees.**

## **HOMEROOM PLACEMENT**

At the close of school year the teacher evaluates placement of students by the following criteria: scholastic ability, individual needs, and student learning styles. We request that you accept our professional decision regarding the placement of your child and refrain from submitting individual requests.

## **HOME STUDY**

Home study is a must. Students cannot hope to attain satisfactory grades in school unless they review at home the lesson taught that day or prepare for the next day. This is the purpose of homework.

The amount of time which different students in the same grade will spend on homework will vary. Apart from long term assignments, homework is not scheduled during vacations.

Grades 1, 2 and 3 students will receive minimal assignments; they will involve the basic facts of arithmetic, spelling and reading. Some special projects are assigned.

Grades 4, 5, 6 students will receive home assignments that could take up to 1 1/2 hours to complete.

All homework assignments and test and quiz grades for students in grades 4-6 will be accessible through Gradebook Wizard online. A link is available on the school web page.

## **LUNCH RULES**

Teachers will prepare students for lunch and recess periods. Students will be eating their lunches in our lunchroom or the gym. **Lunches are ordered online at [www.orderlunches.com](http://www.orderlunches.com). A link is available on the school web page ([www.stjohns-peabody.com](http://www.stjohns-peabody.com)). Lunches are ordered the previous month. A significant amount of time will be allotted between order start date and end date. These dates will be listed on the monthly calendar sent home.** Only those students who have paid for milk or hot lunch are eligible for milk. The students are responsible for the condition of the lunchroom during the lunch period. No student is to leave the lunchroom during lunchtime unless permission is received from the teacher supervising that day.

## **NURSE:**

Our school nurse is Eileen Braley. Children who are sick or injured and need attention should be sent to the nurse. Children who have health questions should ask the nurse during their recess or lunch times and not use school time.

The school nurse is responsible for all health records. She treats illness and health emergencies in school and administers medication if necessary.

**NONPRESCRIPTION MEDICATIONS:** (such as Tylenol, Aspirin, Cough Syrup, Throat Lozenges and Cough Drops). Non Prescription medicines should only be given by the school nurse. Medications must be brought to the nurse in a PROPERLY LABELED medication container along with the signed consent form from the parent or guardian granting permission to the school nurse to administer the medication. This form may be obtained in the nurse's office.

### **PRESCRIPTION MEDICATIONS:**

Medications are to be brought to the nurse with PHARMACY LABEL including date, name of medication, name of child and dosage. A doctor's order is also required. (Pharmacists will give you a duplicate bottle upon request to keep in school). A signed consent form (obtained in the nurse's office) must accompany the medication with the Parent/Guardian permission to school for the school nurse administer the medication including the name of the child, name of drug, dosage and time to be given. For short-term medications (10 day antibiotic), a separate Doctor's note is not necessary; however all long-term medications will require a Doctor's order. The parental permission form must also be completed including specific time of medication administration.

If you have any questions or concerns, do not hesitate to ask the school nurse.

### **AIDS/HIV**

Children who have a diagnosis of AIDS/HIV and associated viruses are able to attend school unless behavior or health status prevents this. School personnel who are identified as needing to know this information will be informed of a child's status with parents' permission

Universal precautions (the wearing of gloves and cleaning the area with bleach) will be employed by school personnel when dealing with physical emergencies involving body fluids (blood, urine, saliva, and vomit). All school staff is CPR and BLS certified.

### **REMINDERS:** (State Law Requirements)

The following dates should be given to the nurse as received

1. Basic Immunization – needed before entering school for Pre-K or Kindergarten
2. Physical Exams are needed in Kindergarten, 4<sup>th</sup> and 8<sup>th</sup> Grades.
3. Required before Gr. 7 or age 12: Second Measles, Mumps and Rubella (MMR), Tetanus booster, Hepatitis B series and proof of Chicken Pox vaccination or disease.  
(Hepatitis B vaccination is offered free for students in Grade 6. This is offered through the Board of Health).

### **MESSAGES**

Messages and/or report materials will be delivered to the classrooms at the regularly scheduled message delivery times throughout the day. Transportation messages must be called in by 2:15 p.m.

Forgotten lunches must be delivered by **11:00** a.m. in order to reach the students during message delivery time.

### **NO SCHOOL ANNOUNCEMENTS**

In the event of inclement weather, Parent Notification System will be utilized. Please be sure that updated information is in the office to ensure that you are notified. You may be informed by telephone, email or cell alert. In addition announcements will be on channels 4, 5, 7 and Fox. If there is a delay of school start time, there will be no half day Pre-K or half day Kindergarten for that day. Full day Pre-K, Pre-K with Stay and Play (already signed up for that day) and Full day Kindergarten will come to school at the delayed time. If school is canceled for the day, there will be no after school programs or school activities held.

You may call the school and press 3 (update line) to review for any cancellations or updates.

**PLEASE DO NOT CALL THE RECTORY.**

### **OFF-CAMPUS CONDUCT**

The administration of St. John's School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. Conduct should never negatively affect the faculty or staff, fellow students or St. John's School.

## **PASSES FOR LEAVING SCHOOL**

All requests to leave the building while school is in session including the lunch period must be cleared through the principal's office. Leaving school without permission is classified as a serious offense. No child may leave the building without an adult. Parents must sign children out at the office prior to taking them off campus.

## **PARENT EXPECTATIONS**

St. John's School has a responsibility to prepare for crisis situations; however, our parents have a responsibility as well.

Specific responsibilities that would promote a coordinated effort between home and school include:

- Submit and update appropriate emergency information to the school office
  - Make arrangements for supervision of children during an early or unexpected release from school
  - Exercise judgment....if you feel sending a child to school is dangerous, supervise the child at home, regardless of school decisions
  - Read and discuss with your child all handbook information concerning safety procedures
  - Sign and return any signature declarations indicating you have read all handbook guidelines
  - Follow appropriate communication procedures
  - Routinely counsel your child on safety precautions
- 
- Attend information programs offered by the school or district concerning safety issues
  - Please do not ask staff to pass out birthday party invitations/information to students.  
When the entire class is not included, it makes for disappointment and sometimes tears.

## **PARENT/TEACHER ORGANIZATION**

St. John's School Parent/Teacher Committee works with the Faculty and Administration to provide programming and funds to enhance and complement the regular academic program of the school. All parents are invited and encouraged to participate in School Life activities.

**2011/2012 OFFICERS: President: Diane Full,  
Secretary: TBA**

**Vice President: Laura Carlson  
Treasurer: Rose Goyette**

## **PROGRESS REPORTS**

Gr. 1 will receive their first progress report in November, while grades 2 and 3 will receive their first progress report in December, as needed. These reports are to be signed by parent/guardian and returned the next day. The next progress report will be sent home halfway through the next marking periods for those students who have classroom concerns in academics, conduct or effort.

Gr. 4-8 Progress Reports will be posted on Grade Book Wizard.

## **PROMOTION**

A student is promoted to the next grade upon successful completion of the academic program in the current grade which includes:

- academic growth, acquired skills, and basic preparation to assure reasonable success at the next grade level.
- developmental progress, especially work habits, independence, self-confidence, and social maturity.

A teacher may recommend a student be retained in a grade. Parents have the final decision as to whether or not they wish to accept the recommendation. If parents choose to not accept the recommendation, they will be required to sign a statement understanding that a *transfer* (not a promotion) to the next grade is against the professional advice of the school.

## **RECESS REGULATIONS FOR BEFORE SCHOOL, A.M. RECESS AND LUNCH RECESS**

Any type of rough play or fighting will not be tolerated.

Indoor recess due to inclement weather is left to the discretion of the teachers. During the indoor recess, students must stay in their own rooms and be seated. Roaming from room to room, or in the corridor, is prohibited. Noise will be kept at a minimum.

### **PLAYGROUND RULES**

1. Ball playing is to be in back half to school yard (away from building)
2. Jumping ropes, games and frisbees are to be used in areas closer to the school building.
3. NO physical contact.
4. NO kicking balls.
5. NO throwing balls at heads.
6. NO playing on the sidewalk or walkways or near the grass.
7. BE responsible.
8. First bell- recess is completely over, freeze.
9. Second bell – Walk *silently* to line, holding playground equipment. Students are to remain silent coming into school building.

Because of the number of children in the yard in the morning, running, the use of balls, or any other group recreational play is not allowed before school. In accordance with our mission statement, all students are expected to demonstrate Christian and welcoming

interactions with each other at all times. Children may use playground equipment given to each classroom by the Athletic Dept. during their lunch recess. Approved play toys will be discussed on grade levels.

### **REPORT CARDS**

Report cards are issued two (Pre-K, K, 1), three (Grades 2-6), or four (Grades 7/8) times a year. Each report card is to be signed by a parent or guardian and returned to the homeroom teacher. The signature does not mean the parent approves or disapproves of the report, but that he/she has seen it. If a report card is lost, this should be reported to the office. A duplicate will be sent home for signing. Teachers will speak to parents/guardians on an individual basis if a problem needs to be discussed.

Any Gr. 5-8 students receiving a 4 or 5 in conduct or effort on a report card will:

1. Receive a two-week suspension from any and all activities.
2. Remain on probation for the duration of the term.
3. Require teacher permission to participate in upcoming extra curricular activities such as sports, musical, field trips and dances.

### **SCHOOL BOARD**

St. John's School Board consists of parents and parish members who are advisory to the Pastor and the school administration. The School Board encourages participation of all families in school life and development. The School Board committee structure provides for fiscal and facility stability, as well as the enrichment of our school community. The School Board is elected from the various committees.

### **SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Books must be covered and some type of book bag is required for all books carried outside the school. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damages done or replace the item. This behavior is subject to detention and/or suspension.



## **SEXUAL HARRASSMENT POLICY**

Because St. John's School takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment. Staff and students are encouraged to report any inappropriate conversation or conduct to responsible school personnel. Each report will be investigated. Parish and school administration, police and legal representation will be involved as deemed necessary. We will act promptly to eliminate inappropriate conduct and impose corrective action as is necessary, including suspension, dismissal and criminal prosecution.

## **STAYING AFTER SCHOOL**

If the student is required to stay after school for any reason, he/she will be given time to notify parent or guardian a day ahead of time. Students may be picked up at the library door at the assigned time.

Due to the large number of students involved in extracurricular activities, the school cannot supervise the siblings of students who are waiting for a brother or sister to finish. Alternative arrangements for their transportation and care must be made. Students not picked up by 3:00 p.m. will be sent to the extended day program and a fee will be assessed.

Students not picked up at school directly after extra help or detention will be sent to the extended day program and a fee will be assessed. For safety reasons, all students must be in a supervised area at all times.

## **SUSPENSION**

Suspension is defined as a temporary dismissal of a student from the school for 10 days or less. Suspension is in the jurisdiction of the school Principal and Pastor. It is used only after the school personnel have made reasonable efforts to assist the student in adjusting to the social and academic requirements of the school environment.

A conference with the student, the parents or guardians, Principal and Pastor will accompany any suspension. A written record of the reasons for suspension, the date, important information regarding conferences and the process for re-entry will be kept on file.

Behaviors which may warrant suspension include: Fighting, assault of another person, vandalism and/or destruction of school property, possession of weapons, possession or distribution of drugs and/or alcohol.

No situation is perfect. Problems can be expected. Should a situation occur, discuss it with your child's teacher or the Principal as soon as possible. Doing this prevents uneasiness and tensions from building. A well-balanced child can only develop with the cooperation of parents/guardians and teachers. We are ready and willing, at all times, to be of service to the students entrusted to our care.

St. John's cannot retain a child who consistently shows marked disregard for its policies or whose influence is detrimental to the overall tone of the school.

## **TARDINESS**

*Tardy students must "sign in" upon arrival to school. The sign in book is located outside the school office.*

Children are expected to be in their homeroom at 8:20 A.M. Anyone not in homeroom at 8:25 will be considered tardy. Students will not be excused from school except in cases of emergency and only with written parental request. Excessive tardiness (3X marking period) will result in phone call to parents from the homeroom teacher. Perfect attendance is contingent upon punctuality.

## **TEACHER CONFERENCES**

Conferences are held once a year after the first report card. These conferences are conducted on first come, first serve basis and we ask that they be kept to a maximum of ten minutes. If you find it necessary to meet with a teacher for a longer period of time, you may contact the teacher for another appointment. Teachers and all staff members should not be contacted concerning school business at their homes, nor should teachers be interrupted in their classrooms. Conferences throughout the year are conducted on an "as needed" basis.

Please remember that parents should always speak to the classroom teacher if there are questions or concerns. Administration should only be contacted after the issue has been addressed with the classroom teacher first.

## **TELEPHONE CALLS**

Students will be allowed to make a telephone call from school for **emergency** reasons only. In case of sickness or accident the school office or nurse will notify the parents, or an authorized person. After school play dates, forgotten homework, project materials, lunches, permission slips, or sports materials are not considered emergencies. If these materials are brought in, they will not be able to be delivered to the student until regularly scheduled message delivery to the classrooms. Students are not allowed to have cell phones or beepers. Requests for messages to be delivered or phone calls to be made should be directed to the office. These types of calls should be avoided at dismissal time. Last minute calls at dismissal time, either incoming or outgoing, present many problems since this is one of the busiest times of the day.

Teachers will not answer phone calls during school hours but will be happy to speak to a parent at a time convenient to both the parent and the teacher. No teacher should be contacted at home concerning school business.

## **TRANSPORTATION**

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

1. A transportation form is to be completed for each child annually. The classroom teacher will keep this form on file. Any changes in the regular mode of transportation for your child or children should be presented to the teacher in the morning by writing a note.
2. Supervision is provided for your child before school in the schoolyard beginning at 8:10 A.M.

### **AM DROP-OFF PROCEDURES:**

**NO CARS ARE ALLOWED IN THE BACK PARKING LOT AT ANY TIME IN THE MORNING BETWEEN THE HOURS OF 8:00 AND 9:00. CARS IN THE PARKING LOT PRESENT A SIGNIFICANT DANGER TO OUR CHILDREN.**

**THERE ARE NO EXCEPTIONS TO THIS RULE**

**All buses use the upper parking lot unless directed differently.**

**All students should arrive by 8:15 at the first bell. Morning Prayer at the second bell begins our day at 8:20.**

You may drop your students off on Franklin Street or School Street. It is suggested that parents let children out of the car on the passenger side so they can proceed directly into the play area or parking lot. Be aware of other children and pedestrians. Do not park on these streets to allow for the free flow of traffic. If you need to park your car for any reason, use the parking lot on St John's Ave. This includes Pre-School, Pre-Kindergarten and Kindergarten parents who wish to walk their children into the play yard.

You may also drop off students in the driveway between the Church and the Rectory. Access this driveway by entering the road between rear City Hall and the credit union. Take a left in front of the Church. Take a right into the driveway between the Church and Rectory and drop off students, through the passenger side only, to the play yard. Exit will be between the Rectory and the Parish Center. Please follow the following procedures:

1. Students may only exit through the passenger doors. They must proceed directly behind the cones to the play yard.
2. Parents may not exit cars for any reason.
3. Children must be ready to exit vehicle immediately. Backpacks and lunchboxes, etc should be readily available.
4. Wait for the car ahead of you to proceed before moving forward. There is **absolutely no passing allowed in this area.** Cars may never exceed 5 MPH in the school yard area.
5. You may not park anywhere in this driveway area. This area is reserved for Parish Staff only.
6. Pull up as far as possible and let the children exit the vehicle and proceed directly to the expanded walk area behind the cones.

If you arrive after the 8:15 bell, please drop children **OUTSIDE** the yard on School Street, and direct them to walk near the building as they approach the Library door.

Students arriving in class after Morning Prayer should sign in at the Office and proceed to class.

## **INCLEMENT WEATHER DROP-OFF PROCEDURES:**

Beginning Dec. 5 and ending March 12, we will use the winter drop off procedure at the foyer doors. Please never drop children off in the back parking lot. It is unsafe for the children. **During inclement weather the following procedure may be followed. The front parking lot should never be entered via School Street.**

In order to ensure the safety of our children, we will be making the following changes to our valet drop off procedure. This includes both inclement weather days and cold weather valet drop off that begins in December. There are three major changes to the original procedure. Please read all changes carefully and inform all drivers who may bring your children to school.

- 1. There is absolutely no parking in the front lot at any time. There are no exceptions to this rule. All families K-8 will be part of the valet drop off.**
- 2. Preschool and PreKindergarten families will use the parking lot in front of the Thrift Shop and will walk their children to the classroom. The teachers and aides will no longer be in the foyer. Teachers will be in the classroom to greet the children.**
- 3. The flow of traffic will:**
  - Enter the front parking lot via Church Street. The Church will be on your right and the Rectory will be on your left.
  - Loop around the parking lot keeping the cones to the left of your vehicle.
  - Please pull your car up as far as possible before stopping. We are attempting to get 10-12 cars to the sidewalk before the students move out of the cars.
  - Students should exit immediately through the passenger side of the car for safety reasons and go directly to the sidewalk and into the building.
  - Children should be ready when the cars pull up. Backpacks, lunchboxes, etc. need to be available to them.
  - Parents should remain in the vehicles. Due to security reasons, the ONLY door parents can use to enter the school is the Library Door. Please do not go into the gym with your student in the morning. There is staff to supervise the students beginning at 8:00. If you arrive at school before 8:00, please have your students remain in your car until that time. Please do not pass any vehicle. Wait for the first vehicle to move and follow the line out of the parking lot. Exit pattern is between the Rectory and the Parish Center.
- Drop off times are 8:00 to 8:15 am. The first bell will be at 8:15. Prayer begins at 8:20 and all students should be in class.
- If for any reason your child arrives after 8:20 am they should enter through the library and sign in. After signing in, students will walk to their classroom. Parents will be unable to accompany children to the classroom.
- No cars are allowed in the rear parking lot between 8:00 and 9:00. Children are not to be dropped off or picked up in the rear parking lot. It is not a safe place to drop off children. Buses only are allowed in the rear parking area. Parents doing lunch duty are allowed to park in the rear parking lot against the fence during lunchtime only.

## **PM PICK-UP PROCEDURES:**

There is room for 92 vehicles in the lower parking lot. Please be aware of all the children around you before moving your vehicle. It is not safe for children to walk unsupervised across the street to get into a car. Please pull into the parking lot so that you are not backing up. **PLEASE DO NOT INSTRUCT YOUR CHILDREN TO LEAVE THE YARD TO MEET YOU.** No cars are allowed to pull into the back parking lot between 2:15 pm and 3:15 pm to allow for buses to park and safe dismissal of bus students.

Students in Pre-School and Pre-K will be dismissed through the front foyer doors at 11:30 a.m. Pre-School and Pre-K parents can park in the lot on St. John's Ave. and walk to the front parking lot to pick up their children or pull into the front parking lot to pick up their children but must exit this parking lot immediately to accommodate the lunch/recess times for the older students. Students in ½ day Kindergarten will be dismissed through the Parish Center doors at 12:05 p.m. Kindergarten parents can park in the lot on St. John's Ave. and walk to the front parking lot to pick up their children.

Students being picked up by car in grades Full Day K-4 will be dismissed from the gym with a sign-out method while students in grades 5-6 will be dismissed out through the foyer doors while grades 7-8 will be dismissed out through the back gym door.

Dismissal is at 2:45. Students not picked up by 3 PM will be sent to the After School Program and a fee will be assessed. If you are going to be late, please notify the school by 2:15 if possible.

- Students staying for extra-help or any other reason may be picked up at the designated time at the Library door
- Students in Gr. K-2 must be picked up by an authorized adult. We will not allow any students in these grades to walk home.

### **UNAUTHORIZED USE OF SCHOOL NAME**

No student, or student's parent(s) or guardian, without express written authorization of the principal and pastor may use the school's name or identifying logo for any purpose, including but not limited:

- To open a bank account
- To solicit funds on behalf of the school.
- To collect money on behalf of the school.
- To sell products on behalf of the school.
- To schedule any field trips, vacation or other accommodations.
- To schedule athletic or social activities.
- To create a sports team or organized activity of any type.
- To post on any website for any purpose including, but not limited to, support of particular social or political agenda.

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

### **VERBAL OR PHYSICAL THREAT POLICY**

St. John's School is committed to providing a safe and friendly learning environment for all students, faculty and staff. Incidents of verbal or physical abuse, threats or intimidation by any student directed at another student, faculty or staff member or any other person on the school premises will be the subject of a prompt investigation by the school administration to determine 1) the severity of the verbal or physical abuse, threats or intimidation; 2) the type of behavior, including, but not limited to: oral, written, e-mail,

non-verbal or any other form of offensive expression; 3) the actual harm caused and 4) the necessity of the City of Peabody Police Department involvement. Parents will be immediately notified, and they will have an opportunity to receive input from the school administration. Depending upon the seriousness of the incident, punishment will range from detention, probation, suspension, expulsion to further civil and criminal penalties as determined by the school administration and the local authorities. The school administration will make its decision on a case by case basis, considering the following factors: the circumstances of the case, the student's age, past behavioral problems, any and all witness accounts of the incident and police reports.

### **VISITORS**

*All visitors must enter the school through the rear Library Entrance.*

All visitors **MUST** report to the office upon entering the building. You must sign in if going beyond the office and receive a "Visitor Pass" or "Lunch Pass". When leaving, you must sign out. School personnel will assist visitors. Forgotten lunches, homework, etc. may be dropped in the office. At no time should a teacher be disturbed without an appointment during school hours including lunch times or after school.

**All employees and volunteers are subject to a Massachusetts Criminal Offender Record Information (C.O.R.I.) check per state law. All employees and volunteers are required to take the Archdiocese of Boston VIRTUS program which addresses the safety of the children in our care. The course is offered annually by school personnel.**

### **WEAPON POLICY**

No toy weapons are allowed to be brought to school, i.e. plastic guns, knives, swords, space weapons. They are dangerous. In the event that a child brings one of these items, a teacher will take it, and parents will be notified to come to school and pick it up. The school will not be responsible if any of the above items is lost.

A student shall not possess, use, attempt or threaten to use any weapon on school premises or at a school-related situation for any reason or at any time.

IN ORDER TO PROTECT THE STUDENTS OF ST. JOHN'S SCHOOL, THE PRINCIPAL/PASTOR MAY EXPEL FOR A MINIMUM OF ONE CALENDAR YEAR ANY ELEMENTARY SCHOOL STUDENT FOUND IN POSSESSION OF A GUN OR KNIFE ON SCHOOL PREMISES OR AT A SCHOOL-SPONSORED SITUATION. POLICE WILL BE NOTIFIED AND PARENT (S) MUST MEET WITH THE PRINCIPAL AND CIVIL AUTHORITIES.

**Right to Amend**

St. John the Baptist School reserves the right to amend this handbook at any time. Notice of amendments will be sent to parents via the Wednesday Weeklies and be available on our website.