



St. John the Evangelist School  
Parent Student Handbook  
2016-2017

# Saint John the Evangelist School



## Mission Statement

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**Extending the mission of Jesus, St. John the Evangelist School provides a Catholic education for children in grades Pre-Kindergarten through Grade Eight.**

**Our school provides a safe and nurturing environment grounded in faith. Our students are challenged to achieve academic excellence and to become moral and responsible citizens.**

## Essential Outcomes

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These essential outcomes are the hallmark of our school.. Those who graduate from St. John the Evangelist School will possess the essential skills to become critical thinkers, open minded, responsible and skilled citizens and enthusiastic learners.

- St. John the Evangelist students will, with the example of Jesus, the first teacher, live the message of the gospel, and be the disciples of Christ of the new millennium.
- St. John the Evangelist students will acquire a solid foundation of knowledge and skills that will engender a lifelong curiosity toward learning.
- St. John the Evangelist students will be self-motivated, creative and confident learners. They will know how they learn best and will be sensitive to the learning styles of others.
- Recognizing all of God's people, St. John the Evangelist students will develop a respect for different ideas, cultures, religions and aesthetics.
- St. John the Evangelist students will be able to gather and synthesize information and articulate their understandings and questions in a variety of ways.
- St. John the Evangelist students will be both independent and interdependent.
- St. John the Evangelist students will be able to assess situations, understand that there is not always a "right answer" and will use this tenet to negotiate conflict in peaceful ways.
- St. John the Evangelist students will accept responsibility and feel confident to be active citizens in their community.

# Saint John the Evangelist School

## **Faculty/Staff Directory**

2016-2017

**The Reverend Anthony Smith, Pastor**

**John J. Petto, Principal**

**Marylou Iannone, Vice-Principal**

*Bernadette Piccolo, Administrative Assistant*

*Eileen Blanchette, Financial Secretary*

*Kerri E. Lacilla, Director of Advancement*

*Barbara Therrien, Office Secretary*

*Deirdre Kenny, RN, School Nurse*

*Robert Rice, Custodian*

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Noel Normand, Pre-Kindergarten

*Donna Olivieri, Classroom Assistant*

Diana Robert, Kindergarten

*Kathleen Nolan, Classroom Assistant*

*After School Program Director*

Sarah Torrence, Grade One

*Jodi Paulin, Classroom Assistant*

Elaine Cieslewski Grade Two

Mary Hamor, Grade Three

Claudia Moreno-Rafael, Grade Four

Jillian Hogan, Grade Five

Cynthia Rahmlow, Grade Six Homeroom, Mathematics 7-8, Science 6-8

Susan Charbonneau, Grade Seven Homeroom, Math-6, History 7-8

Georgia Garrity, Grade Eight Homeroom, Religion, English, Language Arts 7-8

Maureen Van Moffaert, Physical Education, Science/Health, Language Arts 6

Marylou Iannone, Grade Six Homeroom Technology, Graphic Arts,  
Grade 6-8; Reading and Social Studies 6

Sister Rita Anne Killoran, SSND, Teacher Emeritus

Jason Alderuccio, Music, Religion

*Assistant to the After School Program*

*Holly Zamora-Before and After School Program Assistant*

Marybeth Addona, Intervention Tutor

## **Academic Expectations**

- The achievement of academic excellence is a major goal at St. John the Evangelist School.
- All students and parents are expected to make academics their major priority.
- At the beginning of each year, academic expectations are made clear to all students in all grades.
- All students are expected to fulfill the academic requirements of the school.
  
- The school provides after school help. Those students who are facing academic difficulty, especially in the upper grades, are expected to seek the available extra help in concert with the teacher.
  
- While the school can provide resource room assistance through the special education services provided by the Town of Watertown to students with a valid Service Plan, the school does not provide any other formal adjustment to its curriculum other than simple accommodations or interventions initiated by individual teachers. There are no alternate programs for testing or grading without proper documentation and as determined by Special Education evaluation.
- 504 Plans- Schools in the Archdiocese of Hartford do not write nor provide 504 plans. **A Special Accommodation** plan approved by the Office of Education, Evangelization and Catechesis (OEEC) may be written for students requiring reasonable accommodations. Such a plan is devised with the parent and principal.

## **Accreditation**

St. John the Evangelist School is fully accredited by the New England Association of Schools and Colleges, Inc, Commission on Independent Schools.

## **Administration**

The effective administration of a Catholic School is a multi-faceted operation, which has a direct effect on the school's continued and future vitality. In order to best streamline the operation of the school, a leadership team consisting of the Pastor, Principal and Vice-Principal has been created.

*In response to meeting the challenges facing our Catholic Schools today, the Office of Education, Evangelization and Catechesis has been introducing new model, allowing the Pastor and Principal to delegate authority and management in key areas such as marketing, development, infrastructure, enrollment, recruitment and retention and other daily school routine items.*

***Pastor***

Is Financially and Canonically Responsible for the Parish and School  
Is the final authority for all school matters

***Principal***

Is the Chief Operating Officer of the School  
Is Ultimately Responsible for the Entire Operation of the School  
Reports to the Pastor

***Vice-Principal***

Assists the Principal in the Daily Operation of the School  
Has authority in designated areas of administration as assigned by the Pastor and Principal  
Reports to the Principal

**Lines of Authority-**

*Administration Flow Chart*

*The "Go To" People*

**Pastor**

*Final Authority on all Matters*

**Principal**

Finances/Purchases  
All Faculty Matters  
Teacher Supervision/  
Classroom Management  
Field Trips  
Instruction  
Curriculum  
Lesson Planning  
Attendance/Time Off/  
Teacher Absence  
Extra Hours Requests  
Parent Issues/Academic  
Enrollment  
Nursing Service  
Master Calendar  
School Policies  
School Board  
  
Instructional Mentoring  
Grades Pre-K- 3  
Custodian  
Special Services/PPTs  
After School Care Program  
Fire Drills  
  
Tuition/Parent Contracts

**Vice-Principal**

School Marketing  
Development  
  
Student Discipline Issues  
Sports Program  
Parent Issues/Non-Academic  
Student Experience  
Enrichment Programs/Development  
Oversees Program Advisors  
  
Physical Plant Projects  
Instructional Mentoring Grades 4-8  
  
Academic Support Programs  
Oversees Program Advisors  
  
Is In Charge in the Principal's  
Absence  
  
Recruitment/Admissions  
School Lunch Program  
School and Physical Plant Improvements  
Teaches Literature, World History,  
Vocabulary and Art

### **After School Program**

The After School program takes place from 2:30 p.m. until 5:30 p.m. Monday through Friday and 12:30 p.m. to 5:30 p.m. on the early dismissal second Friday of the month. All students must be pre-registered before they can be admitted to the program. Parents please note: All children must be picked up promptly by 5:30 p.m. or a late fee of **\$1.00 per minute** will be charged.

### **Appointments**

- If a parent wishes to confer with school personnel, a written note, voice mail, e-mail or telephone call should be directed to the school office. Conferences with teachers should be scheduled outside of regular school hours or at a mutually agreeable time with parent and teacher. **Concerns regarding grades, class work, or behavior should be directed to the child's teacher FIRST. Parents may not call a teacher at home.**
- Appointments with the principal must be scheduled through the Administrative Assistant
- All visitors must check in at the school office at all times, including before and after school. To maintain security, no parent is allowed to go directly to a classroom.

### **Attendance**

Daily attendance is paramount in the learning process. Students cannot be expected to achieve academic excellence if they are not present and on time in the classroom on a daily basis.

- If a student is ill or will not be present at school on a given day, the school must be notified via telephone by 9:00 a.m.
- Parents may also notify the school of a child's absence through e-mail.
- Assignments will be compiled for students who are absent. Assignments and textbooks may be picked up in the office after 1:30 p.m.
- Any absence from school should be for a serious reason or legitimate illness.
- The school ***is not obligated to provide work*** to students who take vacations outside the scheduled school vacation days.
- **Excessive tardiness will not be tolerated. On the 3<sup>rd</sup> day of tardiness, the student will receive a detention. For every tardy that follows, a detention will be issued until the 10<sup>th</sup> tardy. On the 10<sup>th</sup> day of tardiness, the student will receive an in school or out of school suspension at the discretion of the principal.**
- Absences during the period of the Iowa Standardized Testing in March are discouraged. No student will be admitted to the classroom once Iowa testing has started. Tests for that day will have to be made-up at the teacher's convenience.
- ***On a day when a student is absent from school, he/she may NOT participate in any extra curricular activities. The only exception***

***would be attendance at an academic event, which comprises part of a student's grade in a particular subject.***

- **Authorization for leaving early on vacations must be cleared with the principal. Students will be responsible for all missed work.**

#### *Early Dismissal*

- Students who must be dismissed early for any reason must first inform the classroom teacher by a note. Parents coming to school to pick-up a child must report to the office to sign the child out. Upon the parent's arrival, the student will be called down to the office for dismissal. Early dismissals should be the exception rather than the rule.

### **Band-Future Musicians Incorporated**

The school offers instrumental band instruction through Future Musicians Inc. The FMI program offers thirty-nine lessons through the school year for a separate fee. Students participate in a Winter and Spring concert. Students may register for the program at the start of the school year.

### **Bus Transportation**

- Bus Transportation is provided for students who are residents of Watertown. Students who will be using the bus transportation to and from school must be initially registered through the school office at the beginning of the school year. Requests for a bus change must be made to the Watertown Board of Education by a parent.
- All school rules for proper behavior remain in effect from the time a student boards the bus until the time the student is dropped off at his/her destination. Students who misbehave on the bus will have the privilege of riding the bus revoked.
- Behavior which is not allowed while riding the bus:
  - Improper boarding
  - Bringing articles aboard the bus of injurious or objectionable nature
  - Failure to remain seated
  - Refusing to obey the driver
  - Fighting/Pushing/Tripping
  - Hanging out of the Window
  - Spitting/Littering
  - Unnecessary noise
  - Tampering with Bus Equipment

- Rude, Discourteous, and Annoying Conduct
- Destruction of Property
- All other behavior which compromises the safety of others



## Calendar

- The school publishes a yearly calendar and creates a monthly calendar listing all events and scheduled lunches. The monthly calendar appears on the school website and includes a full description of all events.
- The website calendar may also be updated during a particular month as necessary. The nature of the online calendar allows for it to be updated as necessary. Parents should check the calendar often and expect constant updates.
- **The monthly website calendar will always supersede the yearly calendar.**

## Cell Phones and Electronic Devices

- Student use of unauthorized electronic devices (cellular telephones, ipods, mp3 players, video games, laser pointers, etc.) during the school day is prohibited.
- All electronic devices must be turned off from the time the student walks onto the school property until the time he/she leaves the school property.
- Students registered in the After School Program or taking part in a practice session or game for an athletic event may use a cell phone to arrange transportation to and from events.
- All parents are asked to cooperate fully with this policy, as any unauthorized electronic device will be confiscated. A parent must come to school to retrieve the confiscated device.
- Unauthorized use of an electronic device at any time while on school premises will result in two days of detention for the first offense. The second offense will result in an in-school suspension. Any further abuse of this policy will be dealt with at the discretion of the principal.
- In the middle and junior high school grades, the teacher retains the option of collecting all cell phones for the school day and retaining them in the classroom. Normally, the phones will be returned to the student at the end of the school day. Failure to turn in a cell phone and keeping it concealed will result in confiscation of the phone and an in-school suspension.
- **If a special circumstance requires that a child carry a cell phone, such an arrangement *must first be discussed with the principal* and then and only then the cell phone must remain with the principal or classroom teacher during the school day.**

## Cheating-Originality of Ones Work

- The definition of cheating includes the copying of other students' work, the submission of another person's work as the student's own, ***and the taking of information from an outside source (internet, resource materials, etc.).***
- Students who are caught cheating or plagiarizing will receive a zero.
- Cheating on examinations may result in a more serious consequence.

- A letter will follow any incident of cheating to parents and verbal notice of pending probation. After a second incident of cheating, the student will be put on academic probation. All disciplinary actions regarding cases of cheating and plagiarism will be the decision of the principal.

Plagiarism- The definition of plagiarism is word for word copying from an **internet source, book, article, newspaper, encyclopedia or other copyrighted matter.**

**The internet is a means to access a wealth of information. The direct copy of information, whole or part, including word for word copying is considered plagiarism.**

At St. John School, students are taught from as early as fourth grade that copying material word for word from any sources is considered plagiarism. They are also taught how choose material and then re-write the information in their own words. Any information gathered from the internet must be cited and paraphrased. This process is thoroughly taught and discussed at each grade level from Grade Four and up. ***Therefore, parents and students must understand that any type of plagiarism will not be tolerated and is NOT subject to discussion nor argument.***

## **Communication**

### **Resolution of Conflict**

All parents at St. John the Evangelist School are expected to follow the established procedure for communication especially in the case of conflict resolution.

- Parents, who wish to address an issue, whether academic or behavioral in nature, ***must first address the issue with the appropriate teacher.*** If a resolution is not achieved, then the parent may contact the school leadership team..
- For non-academic matters-(discipline or parental concerns)- the ***Vice-Principal*** may be contacted.
- For academic matters-the ***Principal*** may be contacted
- Failing a resolution at this level, the pastor will then be contacted. If, after all these steps, the matter is still unresolved, then the Office of Education, Evangelization and Catechesis, (OEEC) will be contacted.
- The Pastor, Principal or Vice-Principal ***will not respond to any request*** for a conference if the parent has not ***first fully discussed/addressed the matter with the appropriate teacher.***
- ***If a parent contacts the (OEEC) without having consulted the teacher and/or Principal/Vice-Principal, first, then such a matter will receive no action.***
- ***It should be clearly understood that while the Office of Education, Evangelization and Catechesis oversees the network of Catholic***

***Schools, each individual school is autonomous in its governance. The Pastor of the Parish is financially and canonically responsible for the school operation. The Principal, Vice-Principal, Faculty and staff are employees of the Pastor, not the Office of Education, Evangelization and Catechesis. (OEEC)***

### **Expectation of all Parents**

In a Catholic School and especially in a faith community, parents, teacher, and students must be able to resolve conflict in a non-threatening and amicable manner. Parents who resort to intimidation, rudeness or who become willful and demanding will achieve very little and may be summarily dismissed from the school.

### ***Policy On The Use of E-Mail***

While the use of e-mail has become the communication method of choice, the manner in which e-mail is employed by parents to communicate with school personnel must have certain parameters which all must observe. The following should be considered when communicating by e-mail.

- In general, while e-mail may be written and distributed on a 24 hour/seven day a week basis, response to e-mail is at the discretion of the school personnel. Generally speaking, teachers will make every effort to respond to e-mail after classes have ended for the school day or within 36 hours.
- The Principal will make every effort to respond to e-mail during the school day when possible and during his office hours of 2:30-4:30 each day.
- E-Mail can used to contact a teacher to set-up an appointment, to confirm a meeting or to pass along information.
- E-Mail ***should not*** be used to engage school personnel in long discussions on academic and disciplinary matters. Such matters should be addressed in person.
- E-mail forums are prohibited and will not be considered.
- Parents wishing to contact the Principal for any matter must address the e-mail only to the Principal. An e-mail copied to other parties will not be answered. An exception to this guideline is the copying of the e-mail to the Administrative Assistant for the purposes of requesting a meeting or other special requests.
- *All E-mail sent to school personnel must carry a respectful tone.* E-mail that is threatening or derogatory in any way will not be answered nor considered.

### **CONFIDENTIALITY**

The school will not give your name, address, or telephone number to anyone requesting this information. Unless we are instructed otherwise, the Home and School Association will be provided with a list of names and phone numbers in order to contact parents about class activities, early closings, or any other emergency situation involving all of the students.

## **CUSTODY AND DIVORCE**

In cases where parents are separated or divorced, the principal should be informed about such situations. The principal also is to be informed in writing regarding which parent has custody of the child. This is necessary for the safety and protection of the child. Such information is considered confidential and will be held in strict confidence by the principal. If court orders prohibit contact by one parent, a copy of the court order must be provided to the principal.

The school abides by the provision of the 1975 Buckley Amendment with respect to the rights of non-custodial parents, In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic record and to other school-related information regarding the child as requested by the non-custodial parent. **If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

The school makes every effort to comply with non-custodial parent's requests for information. However, the day-to-day "routine" school information (a missing homework notice, detentions, etc.) is sent home via the student and duplicate copies cannot be made as a practical matter.

### **Dismissal to a Non-Custodial Parent**

It is the absolute responsibility of the CUSTODIAL PARENT to provide the school with WRITTEN permission for a NON-CUSTODIAL PARENT to pick up a child at dismissal on a given day. Without the permission, the child WILL NOT BE RELEASED!

## **DETENTIONS**

- Detentions are issued to students for:
  - Specific violations of school rules or procedures
  - Failure to meet minimum acceptable behavior standards or
  - Failure to comply with the school dress code
- While detentions are always served on the very next school day after issuance, the teachers are always free to schedule individual detention times.
- Parents will receive twenty-four hours notice before the detention stay.
- Detentions are not postponed except in case of illness. **Likewise, parents should not call the principal to have a detention canceled or taken away.**
- **Only the teacher who issued the detention may take such detention away.**
- Detentions issued on a Thursday will be served the following Monday. There is no detention on Friday.

- Detentions must be served before any student is permitted to participate in any extra-curricular activities.
- Students who fail to serve a detention may not return to school until the detention is served.
- Students who receive more than 5 detentions face out-of-school suspension.
- It is the responsibility of all parents to cooperate fully with the detention policy.
- It is to be assumed that if a detention was issued to a student, there is always an adequate reason.
- The student will serve the detention first, then a discussion can be held.

### **DISCIPLINE RATIONALE AND EXPECTED SCHOOL BEHAVIOR**

Children who are trained and raised in an atmosphere of Christian love and concern, both at home and in school, should be led to self-discipline. One of the most basic expected outcomes of St. John the Evangelist School is to develop mature, socially responsible citizens who embody the basic moral and spiritual values of the gospel.

- **In the normal course of events, the principal is the final recourse in all disciplinary situations. At times, there may be extenuating or unusual circumstances which would involve the judgment of the Pastor. It is to be clearly understood that the principal may waive any disciplinary rule for just cause at his discretion. Such an action is not, nor will it be considered, as setting a precedent for a particular matter.**

- While the classroom teacher will be first person to address a disciplinary issue, the ***Vice-Principal*** may be called in to further address all non-academic disciplinary issues. With most disciplinary issues the decision/resolution of by the ***Vice-Principal*** shall be final.

Our ultimate goal is to have St. John the Evangelist School be a happy place where each individual feels free to be him/herself, while at the same time allowing all to be free.

Rules are necessary for this freedom and therefore it is expected that all students support and cooperate with these basic school rules and regulations.

- Students are expected to act and speak in a respectful manner to both teachers and other students. Disrespect is not Christian behavior and is not tolerated. The goal of living in a Christian environment always should be toward respect for the diverse community of others.
- Unkind remarks, inappropriate public displays, remarks that are racist or that demean the dignity or worth of an individual, and base comments clearly move away from that goal and have no place in a Christian environment.

- Such infractions make a student liable to detention or suspension and could lead expulsion.
- Students who demonstrate an inability to meet the social or spiritual standard expected by the school face disciplinary action and/or non-readmission for the following year.
- Any student guilty of serious disrespect in speech or attitude toward a member of the school administration, faculty, or staff is liable to immediate suspension and possible expulsion.
- A student is expected to reflect the gospel values in word and deed and to uphold the reputation of Saint John the Evangelist School at all times during the school day and when representing the school at all activities both on and off campus.

## **DRESS CODE/School Uniform**

- As ambassadors of St. John the Evangelist School, all students have the responsibility to present themselves dressed in a neat and appropriate appearance, which is reflective of their unique learning environment.
- The complete uniform must be worn into school in the morning, when leaving the school grounds in the afternoon, and at after-school functions when requested. ***It is expected*** that students will be dressed in their complete school uniform on a daily basis.
- On physical education days, all students must wear the official gym uniform, which includes school t-shirt, school sweatshirt, school gym shorts (warm weather uniform months) or gym sweat pants, white athletic socks and white sneakers. No skateboard or fad sneakers.
- The uniform must be kept neat, clean, intact, and should be worn with pride. In addition to the uniform clothing, all students must wear the official school shoe, sweater, tie, school dress socks, belts etc.
- No fad headbands or scarves. This includes any item or style which may reach popularity during the school year. ***The only headband allowed would be one purchased from the uniform company whose fabric matches the fabric of the uniform.***
- No fad hair accessories.

- Hairstyles must be conservative in nature. Streaked or highlighted hair for both boys and girls is unacceptable and does not contribute well to the private school image. Boys should choose a conservative haircut, above the collar and above the ears. Fad hairstyles are not permitted. **Girls with longer hair must have hair pulled back and away from the face.** The student will have 3 days to return their hair to their natural color or to receive an appropriate haircut. Any violations will result in the student not be allowed to attend class at the discretion of the principal.
- Girls in grades 5-8 may wear a subdued color of nail polish. Girls with pierced ears may wear one pair of studs. Girls may also wear one piece of jewelry such as a necklace or bracelet. Students may wear a religious medal or cross around their necks. Boys may not wear earrings.
- The warm month uniform can be worn from the first day of school in September to October 1 and from May 1<sup>st</sup> to the last day of school. The regular school uniform is worn from October 2<sup>nd</sup> to April 30<sup>th</sup>.
- A detailed listing of all components of the new school uniform is included in the appendix of this handbook.
- Students who are out of dress code are liable to detention or may be excluded from class until their parents arrive with appropriate clothing. All teachers have been empowered to enforce the dress code, thus a student not in proper uniform can receive a detention from any teacher.
- If for some reason, the student is not able to wear the complete uniform on a given day, the parent is to advise the teacher in writing in advance or prior to the start of the day.

***Parents and Students Please note well:*** During outdoor activities during the late Spring and late summer, i.e. Spirit day, summer clothing must be appropriate for a school event. Girls may not wear short, bikini type shorts, low cut blouses or other items not appropriate for the school environment. Students arriving to school inappropriately dressed on those days will not be allowed to attend class or the activity until a change of clothing is made.

## **DRUGS AND ALCOHOL**

Evidence of use, possession, sale or distribution of alcoholic beverages or non-prescribed drugs or inhalants at school or any school function will render the student liable to immediate expulsion from school.





## **ENTRANCE INTO SCHOOL BUILDING**

### ***The Big School at Woodruff Avenue and Main Street***

All who visit the school at any time during the day must enter the school through the main doors and stop at the reception window and be acknowledged by the administrative assistant or whomever is seated at the front desk. Visitors must then enter the office and ***sign –in*** for a visitor's pass. The pass must be worn throughout the entire time of the visit. This applies to all visitors. Visitors are defined as anyone who not a staff member.

***No visitor, including parents and relatives, may go directly to a child's classroom without authorization from the office staff or Principal.***

With the exception of the after school classroom, all classrooms are locked at the end of the day and are not accessible after hours. Retrieving a forgotten item or assignment is the exception rather than the rule and such permission may be obtained under special circumstances by speaking directly with the Principal.

### ***For the Little School at Main Street***

Parents/visitors must ring the doorbell at the entrance facing the church parking lot. All visitors must first report to the Kindergarten aide or teacher upon entering the building. No one is allowed to enter any part of the little school without first checking in with the Kindergarten personnel.

- **In the event of tardiness, the parent must come to the Big School main office to get a late pass BEFORE proceeding to the Little School for admission.**

## Mid Year and Final Examinations (Grades 6, 7 and 8)

- Formal mid-term and final examinations are administered as part of the academic preparation for grades six, seven, and eight..
- The examinations are comprehensive in nature and play a significant part in the determination of a student's final average for the school year in the subjects of Mathematics, Social Studies and English.
- Students must keep thorough notes and maintain papers throughout the academic year in order to be properly prepared for these exams.
- It is the student's responsibility, not the teacher's, to prepare and review adequately for the examinations.
- Students are not allowed to keep their examination papers, however all exam results will be reviewed with students at the appropriate time.
- The mid-year and final examinations comprise 20% of the final average in a particular subject.
- ***Other than illness, students may not miss a mid year or final examination for any reason or situation. Such reason/situations include family vacations, unscheduled days off, etc. Examinations may not be administered early or late to a student. Exceptions to this rule will made by the principal only in extraordinary circumstances or illness.***
- ***Examinations may be waived by the Principal only in special circumstances or in cases of prolonged illness.***

## EXTRA CURRICULAR ELIGIBILITY

St. John the Evangelist School has a number of extra-curricular clubs, activities, and athletics, which enhance learning and add to the total school experience.

- The special activities are part of the extended classroom and, are therefore subject to all school guidelines.
- Participation in these extra programs is a privilege, not a right. In order to participate in extra-curricular activities or sports programs at St. John the Evangelist School, students must understand that academic performance is of the highest priority.
- Grades below 70% in any subject or inappropriate behavior will make a student ineligible to participate in extra-curricular programs or sports.
- Eligibility is determined anew at the start of each academic year. Quarter grades are used to determine eligibility.
- **Students become ineligible the day report cards are issued or before if necessary. Students who are ineligible to participate will not be eligible**

again until the progress report for the following marking period shows improvement. In all cases, the principal will determine eligibility.

- In certain cases, and with the consultation of the faculty, the principal may determine to extend or limit student academic eligibility based upon the individual's progress.
- **On a day when a student is absent from school, he/she may *not* participate in any extra-curricular activities. This includes attending athletic practices, games or other school sponsored activities.**

## FIELD TRIPS

All field trips are a privilege. No student has an absolute right to a field trip.

On all field trips, parents are to understand that the teachers are in charge and that the school and teachers act "in loco parentis" that is while the child is under school supervision, the school, principal and teachers will make decisions with the health and safety of all in mind. All parents are to clearly understand this guideline while their child attends a field trip and, as the general rule, the concept of "in loco parentis" applies to the entire time each day that the child is present in school.

- Before each trip, the parent must sign a permission form prepared by the school. Only the permission form sent from the school is considered acceptable in order for a student to attend a trip. Written notes, facsimiles copies, or verbal permission are not acceptable.
- **It is to be expressly understood that since all field trips are of an educational nature, attendance is essential and is considered a bona fide school day.**
- All Teachers will usually assign an age appropriate follow-up assignment which may be graded.
- While parents have the right to decide whether or not their child will attend for whatever reason, non-attendance on a field trip **must first be cleared with the principal. Students who do not attend a field trip MUST be present in school. Work will be provided for the student to complete for the day.**
  - **Since all field trips are an extension of the classroom and have an instructional purpose, it is most likely that the classroom teacher will assign a follow-up assignment. A student is responsible to complete the assignment even if they have not attended the field trip.**

- It is understood that a student attending any school-sponsored trip is bound by the rules and regulations stated in this *Student Handbook* and all other rules and conditions specified for the given trip.

### **FIRE DRILLS**

By order of the Fire Marshall, the school conducts ten fire drills per year in both the little and big schools. Students must move quickly and quietly in a single-file line when the fire alarm sounds. Each classroom posts directions to the nearest door. There is absolutely no talking during the exit from the school building or during the time while waiting in the schoolyard for the all-clear signal. It is essential that all students follow all directions. Every effort is made to conduct the ten drills, one per month, however, severe winter weather and a substantial snow cover may preclude drills during the winter months. Missed drills will be made up during the Spring months.

### **FORGERY/LYING**

Students who resort to forgery, lying, and any form of dishonesty have no place in a Catholic school or in our society. The student who forges a parent's signature, lies to a staff member, passes in another student's work as his/her own, or is dishonest in any other manner as determined by the teacher will receive a detention and parents will be notified. Students may be subject to suspension if warranted based on the seriousness of the situation.

### **GUM CHEWING**

Chewing gum is not permitted anywhere in both the little and big schools, on the bus, or on the school grounds at any time. A student who is chewing gum at school or at school-sponsored functions is subject to detention.

### **HALLWAY CONDUCT**

Students are dismissed from class only with the permission of the classroom teacher. They are expected to move directly from one class to the next at the period change. If waiting for another class to be dismissed, students are to wait quietly until the time is available for them to enter the classroom. At all times, there is no running or jumping of any kind allowed in the hallways or stairway.

### **HARRASSMENT/INAPPROPRIATE BEHAVIOR (bullying)**

Saint John the Evangelist School is enriched by all of its members. The school recognizes and respects individual differences in background. In order to provide an environment of respect, tolerance, and sensitivity, it is important that every member of the community recognize certain guidelines for appropriate behavior.

- It is to be clearly understood that the term bullying should not be applied nor is it an appropriate term for every situation in which a student or students displays behavior that is not acceptable. Much of the poor or inappropriate behavior which may occur from time to time is part of the normal course of

behavior during childhood. While the majority of students will always behave appropriately, there are always the select few who will act without thinking. In all cases, the Principal, in consultation with the teachers, will determine if behavior contrary to what is expected in school is actually bullying.

- Inappropriate behavior, verbal, written, or physical, that disregards the self-worth of others is unacceptable. Such behavior includes, but is not limited to, unwarranted verbal remarks or gestures, notes, letters, e-mail, pictures, derogatory statements, insults, discriminatory and/or racist comments, or unacceptable physical contact.
- The student found to be engaging IN ANY FORM OF HARRASSMENT whether it be directed towards a teacher or student will be subjected to an out of school suspension.
- In the case of an eighth grade student engaging in harassment, all of the above will apply in addition a formal notification to the student's high school detailing the infraction and disciplinary action taken.
- Sexual harassment is defined as conduct containing sexual matters or suggestions, which would be offensive to a reasonable person.
  - It includes but is not limited to the following behaviors: verbal and physical conduct such as jokes, derogatory comment, unwanted sexual advances, visual contact such as photographs, drawing, or gestures; threats or demands; retaliation for having reported or threatened sexual harassment.
- All allegations will be taken seriously and promptly investigated. Confidentiality will be ensured for both the alleged victim and the alleged perpetrator. At no time is sexual harassment condoned and people are encouraged to report such incidents.

#### **NO TOUCH POLICY**

- Pushing, shoving, and fighting etc. of any nature are not permitted and certainly are contrary to our school, which is built on the foundation of Christian love.
- If a student is involved in fighting, the parent will be notified and the student will be subject to immediate suspension.
- The school staff and Principal will determine what constitutes a "fight," verbal or otherwise.
- In all cases, the school staff will assess any reported situation and make appropriate determinations concerning which party is responsible, the causes

for provocation etc. In all cases the decision of the Principal will be final and there will be no reason for further discussion.

## **HEALTH CONSIDERATIONS**

### **Student Absences**

If a child is to be out of school for any health reason, the parent must notify the nurse's office by 9:00 a.m. each day they are to be absent. The nurse can be reached at 860-274-9208, extension #2. Should the nurse be unavailable to answer the call, parents are encouraged to leave a detailed message concerning the child's absence. The nurse's line is secure and all messages are private.

**Medical Insurance-** If your child does not have health insurance, low cost or free medical insurance is available for families who qualify. Information may be obtained by calling 1-800-CT-Husky.

St. John the Evangelist School has a full-time nurse who is responsible for the management of health related issues, medication administration and first aid treatment.

A sick child must ***not*** be sent to school. **A child must be fever-free and symptom free for 24 hours before returning to school.**

- **If a child becomes ill during the school day and is sent home due to a fever, vomiting, nausea etc. then such child must remain home for 24 hours even if the symptoms have ended.**

The school nurse is responsible for maintaining all medical histories, immunization records and the like. It is the responsibility of the parent to ensure that complete and accurate medical records as requested by the school are handed in to the nurse PRIOR to the start of school and PRIOR to participation in the athletic program.

**Medication-** No medication is allowed in school without a doctor's order and parent signature on a medication authorization form. Authorization forms must be brought with the prescribed medication(s) to the nurse by the parent. No student is allowed to carry/bring any type of medicine to school. This includes cough drops, lozenges, ointments, cough medicines, ear and eye drops, etc. The only exception is for 7<sup>th</sup> and 8<sup>th</sup> grade students who require an inhaler, but this is only allowed with a doctor's order and permission. Expiration dates on medication should be duly noted and a replacement must be provided to the school at the appropriate time. ***All medication*** kept in the nurse's office is to be picked up at the end of the school year, or it will be discarded.

School personnel can give or apply any medication only in the follow circumstances:

- When a written instruction from the child's physician has been submitted to the nurse. A written record is kept of such medication distribution.

Children are not to take **any medication on their own during school hours.**

- **Students/parents must arrange for their own after-school medications, such as inhalers. In the case of an inhaler, with approval from the nurse and permission from the parent, the principal can administer an inhaler.**



If a child becomes ill at school, the nurse or school secretary will contact the parent. If the parent cannot be reached, then the person or persons designated on the child's emergency card will be contacted to take the sick child home as soon as possible

It is the responsibility of every parent to keep the nurse's office informed and updated with documentation of immunizations and provide required physicals (Pre-K, Kindergarten and before entrance to grade 7.)

**Sports Physicals**—A sports physical is required each year your child wants to participate on an SJS team and is valid for one year from the date of the exam. Sports physicals should be scheduled at a time which will cover the whole season of the sport.

## **ADDENDUM HEALTH SERVICES**

### *In conjunction with the Town of Watertown*

Nursing services are available during school hours for illness/injuries that occur on school grounds. The school nurse functions under the auspices of the Watertown School District and follows the standing orders of the town's medical advisor. Students who feel ill or are injured in school should report to the nurse after obtaining permission from their teacher.

Emergency contact information should be kept updated. Notify the school promptly of any changes in phone/address.

Each day, report the reason for absences via call to the nurse's office. Calls must be made by 9:00 a.m. please. (860) 274-9208, Extension #2. A secure line is available to leave messages.

### **Accidents/Illness**

If there is any question of your child not feeling well in the morning, please keep him/her at home. If a child has an elevated temperature, he or she should remain home until the temperature has returned to normal and is maintained at normal for 24 hours without the use of fever reducers such as Advil, Tylenol, or Ibuprofen. Children who are sent home by the nurse for illness and/or elevated temperature should remain at home an additional 24 hours to complete their recovery. Parents must sign their child out from the main office prior to picking up their child in the Health Office.

The school nurse will administer first aid if a child becomes ill or injured. No medications will be given without a physician's order. The parent will be contacted by the school nurse or office when necessary. If your child tells you that he or she received an injury at school and that it was not reported to the nurse, please inform the nurse as soon as possible.

Accident insurance is available to each student; information regarding this coverage is sent home the first week of school. The school cannot be held responsible for injuries occurring outside of school.

Students in casts, or who require crutches or wheelchairs, must have a physician's written authorization to attend school and to participate in the full program, including recess and gym. Parents requesting an indoor recess or any excuse from P.E. classes for their child must have a physician's note.

All injuries and surgery should be reported to the school nurse. After an injury or surgery, a child will be able to resume physical education classes ONLY after a WRITTEN RELEASE from his/her doctor has been received by the school. Any child with any durable medical equipment orthopedic appliances (splints, braces, and crutches) requires a physician's note. A parent's note will not be sufficient.

A parent's note is acceptable for one P.E. class/physical activity exemption due to a medical reason. A physician's note is required for missing any subsequent physical activity. A doctor's note is required for their return.

### **Emergency Forms**

All parents are provided with a special emergency form in the opening of school packet. It is important that this form be completely fill out and returned promptly. Three adult emergency contacts should be listed other than the parents. These contacts should be easily accessible in the parents' absence. If any change in the information occurs during the school year, please notify the school nurse or the Main Office in writing immediately.

### **Emergency Notification and Transportation**

If a severe accident or acute illness occurs, a parent or person listed on the student's emergency card will be notified. The pick-up person must provide a valid photo I.D.

### **Health Records**

A cumulative Health Record for each student will be maintained in a secure location in the Nurse's Office. Access to these records is limited to the school nurse. The nurse will relay pertinent information to appropriate school personnel.

### **Insurance**

HUSKY Health Insurance Policy – The State of Connecticut sponsors a health insurance program for children that covers basic health and welfare needs. The cost of this program is determined on a sliding scale tied to income guidelines. If your child is not covered by any type of health insurance coverage, you might be interested in looking into the details of the HUSKY Program. Please see the school nurse for further information or call 1-877 CT Husky.

### **Medical Appointments**

Pupil medical appointments should be made outside of school hours, whenever possible, so as to avoid taking a child out of school. Physical forms are available on *Forms and*

*Publications* on the Connecticut State Department of Education website:  
[www.sde.ct.gov](http://www.sde.ct.gov).

### **Physical Assessments/Immunizations**

Physical assessments shall be completed for those students entering preschool and kindergarten, entering Grade 7 and 10, and sports. The required Physical Assessments and Immunizations shall be recorded on the State of Connecticut form and ***filed with the nurse. Failure to meet the requirements will cause the student to be excluded from school.*** Sports physicals are required annually before try-outs. Please note, sports physicals do not take the place of state mandated physicals.

Prior to enrollment, new students to the Watertown School District must present the written results of a physical examination that is less than one year old on the day of entrance. Immunizations must be completed to meet the State of Connecticut requirements for school enrollment.

### **Screenings**

The school nurse conducts screenings of vision, hearing and posture according to the following schedule. Referral letters will be sent to parents/guardians of students who fail the screening according to state guidelines.

- |                            |   |
|----------------------------|---|
| • Annual Vision screenings | Grades K, 1, 2, 3, 4, 5, 6, and 9                                     |
| • Audiometric screenings   | Grades K, 1, 2, 3, 5, and 8   |
| • Postural screenings      | Grades 5-9 inclusive  |
| • Color Vision screenings  | Grade K and if not done previously<br>upon entering Watertown Schools |

### **Recess and Physical Education**

Children are expected to come to school properly clothed for weather conditions. Hat, coat, gloves, snow pants, boots are required in cold weather.

For an excused absence from Physical Education due to injury or illness for more than one class, a doctor's excuse **in writing** is necessary. If the doctor's written excuse states "until further notice," a second written note is required to return to Physical Education. The doctor's note should state the nature and duration of restriction.

### **Policy on Medications In School**

The Watertown School District's policy complies with the State of Connecticut's health regulations.

1. Medications may only be administered in school with the **written** order of a qualified practitioner, **and written** authorization of the parent/guardian.
2. Written orders are needed for all medications, including Tylenol or Advil, and all other over-the-counter medications. A form can be obtained from the nurse if a medication is required during school hours.
3. Students may only self-medicate with certain emergency medications only with a doctor's order.
4. Medications must be brought to the school nurse by a **parent or other responsible adult** and **must be in the original container**. Students are not permitted to transport medication

unless they have an order to self-administer the medication. At the end of the school year, medications must be picked up by a parent/guardian or a responsible adult at the close of the academic day/school dismissal. Any remaining medication will be disposed of within two days.

5. New medication orders must be written for every school year and must be on file with the school nurse.
6. The use of cough drops/sore throat lozenges is not allowed due to the choking hazard.

**Notes from the Nurse:** Please follow the guidelines listed below to determine when children should return to school or attend school.

**The following guidelines must be adhered to before returning to school:**

1. Fever 100 degrees or over – Student must be fever free for 24 hours without the use of Tylenol or Motrin before returning to school, and 48 hours during flu season.
2. Vomiting and/or Diarrhea – no further incidence for 24 hours.
3. Strep Throat – 48 hours after the first dose of an antibiotic, fever free for 24 hours and feeling well enough to participate in school.
4. Conjunctivitis – Antibiotic treatment for 24 hours.

**Allergies**

It is important to notify the school nurse and staff if your child has an allergy such as bee stings, insect bites, foods, medication, or environmental substances. If emergency medication (ordered by a physician) is necessary, the nurse will store it.

We ask that all parents be sensitive to common childhood allergies. Some classrooms are designated “nut free zones.” It is imperative that all students in any of these classrooms not bring products with nuts into school for classroom snack. Be advised that under no circumstances is a student allowed to eat on a school bus unless a medical condition substantiated with a physician’s order warrants such activity.

**Note:** Due to latex allergies in school buildings, latex balloons, gloves, and other products are prohibited.

**Bringing Food Into School**

Celebratory snacks may be provided to students in classrooms, provided by parents, in consultation with the classroom teacher, school nurse, and approval of the principal. The school nurse must approve all snacks and food brought into a class. In certain classrooms where food allergies exist, celebratory food, snacks etc. will not be allowed.

Approved – BOE June 25, 2012

**Communicable Diseases**

If you suspect that your child has a communicable disease, please do not bring him/her to school to see the school nurse. Please schedule an appointment with your physician.

All communicable diseases should be reported to the nurse. These include:

Sore Throat/Strep Throat

The school nurse will examine a sore throat. If a sore throat persists for two days, or if there is fever with it, the child should be seen by the family physician. If a throat culture shows streptococci, the child should remain at home on medication for 48 hours and be non-symptomatic before returning to school.

Head Lice

Children with head lice are to be excluded for 24 hours following treatment. In cases of severe infestation, we may require a longer absence. No child may return to school without first being inspected by the nurse. Parents must be present for this inspection.

Conjunctivitis/Pink Eye

The systems are a reddened eye which is usually painful and accompanied by moderate lid-swelling, mucous or discharge from the eye, and tearing. School policy states that any child with conjunctivitis/pink eye is excluded from school until antibiotics have been administered for a minimum of 24 hours.

Rashes

A child who has a rash such as impetigo, scabies, or shingles, will be excluded from school until the condition is diagnosed by a private physician and treated, if necessary. Proof of treatment must accompany the student upon return to school.

Chicken Pox/Varicella

Chicken Pox requires a 5-6 day exclusion after the appearance of the first crop of lesions or until all scabs are dry. The child is to report to the school nurse upon return to school. A parent must accompany the child to school for re-admittance.

Any suspicious appearing skin condition should be reported to the nurse. Children with impetigo and scabies are to be excluded from school until they have a doctor’s permission to return.

**Quarantine Periods (Minimum Control)**

Chicken Pox	One week after appearance of first blister and when rash has begun to scab over. *Reminder to parents to avoid ASA products. Notify parents who are immuno-suppressed of an exposure so that appropriate action may be taken.
Conjunctivitis	24 hours of medication before return to school. No swimming.
Coxsackie	All suspected cases to M.D. for diagnosis. Must have a note from the physician upon return to school.
Diarrhea/Vomiting	Minimum of 24 hours after symptoms are resolved without use of medicine.
Fever	24 hours after return of normal temperature as recorded

	without use of medicine.
Flu	48 hours after return of normal temperature as recorded without use of medicine.
German Measles	One week after rash appears.
Hepatitis	With written permission of M.D.
Impetigo	48 hours of treatment before return to school. May be left uncovered. No swimming.
Lice	Pediculicide per recommendation of school medical advisor. 24 hours at home to remove nits. Parent must accompany child to school with empty pediculicide container and remain while the child is examined by the school nurse.

### Immunization

Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, and any other vaccine required by the schedule for active immunization adopted pursuant to state law (e.g., varicella).

Students who have not been adequately immunized will not be admitted to school except in cases where the parent/guardian has provided a certificate from a physician stating that such immunization is medically contraindicated or the parent/guardian presents a statement that such immunization would be contrary to the religious beliefs of the child.

## HOME AND SCHOOL ASSOCIATION

All families with children registered at St. John the Evangelist School are automatically members of the Home and School Association. Each year room mothers are chosen who will work in concert with the classroom teacher to coordinate activities throughout the year. For this current school year the room parents will also be assigned to chair one of the many fundraisers sponsored by the Home and School Association.

## HOMEWORK

Homework should serve a positive purpose and be closely integrated with class work. It is not a substitute for what should be taught in classrooms, but rather serves as a review and/or enrichment of materials learned during the school day. Unless otherwise specified, homework is a formative assessment, that is a practice and reinforcement of material taught in class that day.

Parents are encouraged to provide a suitable time and place for their children to do homework.

Students will be expected to have a nightly average of about one hour to one and one-half hours of homework in grades five and six, and two hours of homework in grades seven and eight.

Parents should question their child and the school if this general homework pattern is not witnessed at home. Frequent check of the student's required school assignment pad is encouraged.

Students who are absent due to illness or personal family reasons are expected to make up all homework and class assignments following their absence. It is the responsibility of the student to obtain and complete these missed assignments.

Students will have as many days as they were absent to complete the assignments.

***The purpose of homework*** is to reinforce the day's class work and is a formative assessment. ***Homework is not optional for any student.*** In many classes homework is part of the assessment process and is graded. All missing homework ***must*** be completed during any given trimester.

***Normally, the teacher will notify students of late or missing work and it is the student's responsibility to complete the work. Once the progress report is issued, late work will only be accepted at the teacher's discretion.***

If a student **consistently** does not complete homework, classroom assignments, etc. parents will be notified, at the discretion of the teacher via telephone call or note. *Normally, the teacher will extend this courtesy, though it is not required and lack of notification does not remove the responsibility from the student.*

While every attempt will be made to assist a student academically, individual teachers cannot provide specialized individual daily or weekly progress reports.

**Continued problems with homework completion may result in the student having to stay after school and/or the student having to miss recess to complete the work.**

**In some cases, the student may be required to report to the office to have his/her homework assignment pad checked and initialed by the principal.**

## **Honor Roll Status**

St. John the Evangelist School has established an Honor Roll system for Grades five to eight. (5-8) The honor roll is published in the local newspapers following the close of each of the marking periods and the distribution of report cards. The following are the requirements for students to be placed on the honor roll for each marking period during the year.

### **Grades 5-8**

**Highest Honors-**All “A” or “A+” No “A-“ in any subject, Nothing below “S” in special subjects. No disciplinary comments nor comments that indicate disorganization or late/ missing assignments on the report card.

**First Honors-** All “A”s with nothing lower than a “B” in two (2) academic subjects; no “B-“in any subject and nothing below an “S” in special subjects. No disciplinary comments nor comments that indicate disorganization or late/missing assignments on the report card.

**Honorable Mention-** “As” or “Bs” and no more than 1 C/C+ and nothing below “S” in other subjects- no disciplinary comments nor comments that indicate disorganization or late/missing work

### **Notes Concerning Honor Roll Status**

- *Honor Roll Status states that a student has fulfilled all of the above stated academic requirements and is “above reproach” with regard to academics and appropriate behavior.*



- ***A student who has attained the academic standing to qualify for Honor Roll status, but has displayed poor behavior can not be considered as an “Honor Student”.***
- In general any “negative” comment written on the report card ***for any subject*** automatically negates the Honor Roll status for a particular marking period.
- Behavior is an integral part of Honor Roll status. Comments indicating poor or disruptive behavior in and out of the classroom setting will negate Honor Roll status.
- The Principal retains the right to revoke any and all Honor Roll Status for any serious infraction of school rules.

## **INCLEMENT WEATHER / “SNOW DAYS” ANNOUNCEMENTS**

St. John the Evangelist School will follow the “no school” announcements made by the Town of Watertown. In the normal course of events, “no school” and/or “delayed opening” announcements are made by 6:00 a.m. and are posted on the school website and channels 3 and 30. If school is closed early because of inclement weather, the Town of Watertown usually makes a decision by 11:00 a.m. for a 12:15 p.m. dismissal.

In late October, the school issues a “Storm Closing” instruction sheet, which all families must complete and on which can be listed specific instructions for a particular child’s dismissal during an early closing. The school will follow all instructions listed, but WILL NOT AND CANNOT make phone calls to individual parents to notify of early closing.

## **INTERNET**

St. John the Evangelist School has Internet access in all areas of the school. Students and their parents will be required to sign an Acceptable Use Form outlining the terms and conditions for utilization of the Internet at St. John the Evangelist School.

**Abuse of the Internet outlined on the permission form will result in a variety of disciplinary actions, ranging from reprimand to suspension, depending upon the infraction. Solely the principal, after consultation with the teacher involved and the technology coordinator, will determine such disciplinary action.**

## **LOST AND FOUND**

Each year, many items that are turned into the school office go unclaimed. Students who have lost anything should report that loss to the office and check the “lost and found.” All pieces of clothing should be labeled, including ties. Students should also label any personal items including gym bags, notebooks, lunch boxes, etc.

Any item, which a student finds in the building or on the school grounds to be deposited in the office. No students may keep a “found” object. Items not claimed within two weeks are distributed to local charities.

## **LUNCHES**

The School sponsors an in house lunch program. All food is prepared on the premises and features a varied menu and a salad bar. Students may purchase tickets throughout the school year for school lunches. Students who choose not to order lunches must bring their own lunch to school. Milk is available to all students whose parents purchase milk. Appropriate order forms are made available in late August and again in January.

At the Little School, all students eat lunch in their respective classrooms with teacher supervision. At the Big School, students eat lunch in the gym seated with their class. Teacher supervision is present during lunch periods. Students in all grades are expected to be neat and orderly during the lunch periods and to be responsible for clean up of their area at the conclusion of the lunch period.

## **MARKING SYSTEM**

Marks are determined by class work, homework, test results, class participation, and independent projects. St. John the Evangelist School uses the following standardized grading system for grades 4-8:

- . **A+**: 98 – 100
- . **A** : 94 – 97
- . **A-**: 90 – 93
- . **B+**: 87 – 89
- . **B** : 83 – 86
- . **B-**: 80 – 82
- . **C+**: 77 – 79
- . **C** : 73 – 76
- . **C-**: 70 – 72
- . **D** : 65 – 69
- . **F** : Below 65

Grades Pre-Kindergarten, Kindergarten and Grades 1,2 and 3 utilize an outcome based based grading system which is age appropriate to evaluate mastery of basic skills.

## Primary Measurement Codes- Grades 1,2, 3

The purpose of grades is to measure and report learning. Grading practices must enhance, not hinder, teaching and learning. (Policy 4.134) In the primary grades, the main purpose is to report progress of the development of the whole child: academically, socially-emotionally, and in terms of work skills/habits. The goal is to strengthen the home-school partnership and to inform parents concerning their child's progress in school. Teachers use classroom assignments, assessments, and observation of your child to determine progress made or how close he/she is to meeting criteria for grade level expectations. Each term, the teacher will report to parents/guardians of each student a numbered descriptor that best reflects this progress.

- 5** Consistently exceeded grade level expectations for this term.
- This is not to be confused with an "A". This level of performance indicates that the learner/student consistently extends concepts and skills above proficiency levels; demonstrates an advanced level of understanding and/or ability to apply knowledge at a higher level.
- \*4** Consistently achieved developmentally appropriate skills and/or expectations for this term.
- This indicates consistent performance at achieving grade level mastery. This is where we would expect all student to achieve in a given grade level.
- 3** Approaching mastery of developmentally appropriate skills and/or expectations for this term.
- Indicates growth and significant progress toward consistent mastery of grade level expectations. This student has mastered a majority, but not all, of the grade level objectives taught. Performance indicates that the learner/student is approaching mastery at grade level.
- 2** Approaching proficiency toward developmentally appropriate skills and/or expectations for this term.
- This student has demonstrated proficient achievement of many of the grade level skills/concepts taught in this content area.
- 1** Difficulty meeting developmentally appropriate skills and/or expectations for this term.
- Indicates student needs intensive support at school and at home to approach grade level expectations in this content area. Very few objectives taught were met at proficiency.
  - Consistent support and intervention strategies required to meet expectations.
  - Students who demonstrate proficiency at this level will have an Academic Improvement Plan (AIP) developed by the teacher and the parent; progress will be monitored on a frequent basis.

**I** Incomplete work for this term.

- The students did not do enough work or submit enough work to assess a level of mastery.
- Students will be given the opportunity to make up the work with the goal of becoming proficient. Failure to do so by the next grading period will result in the letter grade remaining Inc.

**Descriptors:**

\*An indicator of **4** shows the expectation of mastery and is the goal for students to receive by the end of the year in any subject area. **A 4** indicates students are doing well and reaching or exceeding grade level expectations.

An indicator of **5** is for a student who is consistently exceeding standards and specific objectives. Students receiving a **5** are being provided with extended learning opportunities to ensure intellectual growth.

A descriptor of **3** or **2** indicates areas where growth is possible. It should be perceived as an area where goal setting and extra focus/practice is needed.

A descriptor of **1** indicates significant attention is needed. It is important for the teacher and student's family to meet to discuss and devise intervention plans and support.

If at any time you have any questions regarding your child's performance in school, please contact your child's classroom teacher. Thank you for supporting your child's journey during these formative and developmental years.

**MEDICAL INSURANCE**

All students must be covered by medical insurance. No student may participate in school sports without being insured. The school does not have individual medical insurance policies on the students. Such coverage is the parent's responsibility.

## **MISSING A CLASS**

A student may not miss a class without specific authorization from a member of the faculty or the Principal or Vice-Principal

Students who are feeling ill must obtain permission from a teacher to visit the nurse.

Only the School Nurse and or Principal/Vice-Principal have the authority to excuse a student from class due to illness.

Any unauthorized absence from class makes a student liable to detention or suspension.

## **NON-READMITTANCE**

All students are accepted to St. John the Evangelist School on an annual basis. Students who have unsatisfactory disciplinary and/or academic records are liable to non-readmission to St. John School for the following academic year. In addition, students with habitual absent or tardy records are liable to non-readmission. The decision for non-readmission rests with the principal.

## **REPORT CARDS AND PROGRESS REPORTS-Trimesters**

St. John the Evangelist School issues report cards three times a year for grades K-8, during each of the three trimesters. The Pre-Kindergarten report cards are issued ***two times per year***, in January, April and June. The academic calendar included in this handbook indicates the closing dates of the individual marking terms. Normally, report cards are issued one to two weeks following the close of the marking term, and depending upon the time of year and the coincidence of other activity dates. The report card is one of the school's most important forms of evaluation. It indicates a student's academic progress and evaluates some personal and social traits as well as work study habits.

## **Access to Grades Online**

Access to grades online is available to parents in grades 4-8. Parents are issued a user name and password to gain access to the grading website. In general, teacher grade books are updated every two weeks. However given the instructional level of certain subjects and the time needed to grade assessments accurately and effectively, grade books may be updated at different intervals.

## **Progress Reports**

Progress reports are issued for all students in grades one through eight three times a year during each of the three trimesters.. Progress reports are issued usually after 30-35 teaching days have been completed in a given trimester. The purpose of the Progress Report is to inform the student and the parent of good or poor progress and the necessary steps needed to improve. The Progress Report and the Report card are the school's formal means of notification of progress to parents. ***It should be noted that a student's academic achievement status at the time of progress reports is not indicative of the final grade at the end of each marking period.***

## **Remediation and Enrichment**

As part of the school curriculum offering, all teachers at St. John the Evangelist school are available two days per week from 2:15-3:15 p.m. for the purpose of assisting students requiring academic assistance or those who are taking part in enrichment activities. While a student may request extra assistance, parents should also note that there may be times when the teacher will request that the student remain for extra assistance on a given day. In such cases, a call will be placed to the parent to secure permission for the student to remain.

## **RIGHTS AND RESPONSIBILITIES OF THE SCHOOL**

As an accredited institution of learning, St. John the Evangelist School operates under the concept of "***in loco parentis***," that is, "in place of the parent". The school is concerned with the safety and the well being of its students not only while they are at school but also while not with their parents to and from school. (travel on the school bus) School officials, therefore, in their capacity of "in loco parentis" have the obligation and the right to make rules, to provide for their implementation, and to impose appropriate sanctions when students do not follow the rules. Parents who choose to challenge this concept compromise their own integrity and create unnecessary conflict. ***As a non-public, private Catholic institution, parents and students have no constitutional rights. Therefore, there is no sense of entitlement in any situation.***

## **Sacramental Program**

St. John the Evangelist School recognizes the fundamental responsibility of parents/guardians to prepare their children for the reception of the Sacraments. It is also the responsibility of parents/guardians to attend all preparation meetings and activities. Preparation for the reception of the Sacraments of Reconciliation and the Holy Eucharist is provided to students in the third grade through their school religion program. Meetings are scheduled with parents to inform them about the instructions in these sacraments.

### **School Hours**

The school day begins at 7:55 a.m. with the Pledge of Allegiance and National Anthem in the schoolyard. Classes begin at 8:15 a.m. and end at 2:10 p.m. Students are dismissed at 2:15 p.m.

On scheduled half-day sessions, classes begin at 8:15 a.m. and students are dismissed at 12:15 p.m.

*All students must be present in the classroom by 8:07 a.m. and BEFORE the beginning of Morning Prayer and announcements, to be considered on time.*

### **School Pictures**

St. John the Evangelist school in cooperation with the National Life-touch School Studios sponsors a fall and spring school portrait program. The portrait program affords parents the opportunity to purchase pictures as desired. During the fall portrait program, all students are photographed. Purchase of pictures is optional. The school utilizes pictures and class photos for the school website and for school files.

### **School Website/Calendar**

The school website is found at [www.stjohnwtn.org](http://www.stjohnwtn.org). The website features pertinent information as well as a running calendar. The purpose of the website calendar is to provide important calendar dates for each month. The advantage of the website calendar is that it can be updated daily. Parents should check the website calendar at least weekly for any changes or additions to the calendar.

### **School Supplies**

On promotion day (the last day of school) each year, a specially prepared letter from each grade teacher is issued to students. The letter contains a list of supplies, which may be purchased for the coming school year. The letter also lists items, which are supplied by the school for use in the classroom.

### **Student Council**

St. John the Evangelist School maintains an active student council, which is dedicated to service in the school. Elections are held each year in late September and students in grades 5, 6, 7 and 8 are eligible to vote for President, Vice-President, Secretary and Treasurer of the Student Council. The President and Vice-President are eighth grade students and the Secretary and Treasurer are seventh grade students.

### **Standardized Testing**

At St. John the Evangelist School the IOWA Tests of basic Skills are administered to students in grades 3-7 at the beginning of May of each school year. In addition, the Cognitive Abilities Test is administered to students in grades five and seven. It is important to note that the IOWA tests are standards based and differ greatly from the Connecticut Mastery tests which are criterion based. The results of the IOWA testing are issued to parents in early June of each school year.

### **Transportation (Dismissal Procedures)**

Dismissal procedure must be well orchestrated to allow for accounting of students. Those students being picked up by car must use the car line which forms along side the gym. At no time during the dismissal time should parents park in the bank or post office parking lots. Upon arrival of each parent, students should enter the car as quickly as possible so that the line of cars is kept moving.

*It is strongly recommended that students in the lower grades- grades 2-4 at the Big School, be dismissed as riders and not as walkers. This is the best procedure to ensure the safety of younger children.*

### **Morning Drop Off**

All students arriving by car at the Big School are to be dropped along side the front sidewalk where the teachers on duty will greet them. Parents may not drive onto the schoolyard for any reason.

### **Little School Drop Off**

**All parents are asked to strictly observe the traffic and drop off procedures at the little school.** Because the parking lot is shared with the church, parents should enter the lot by way of the driveway to the left of the church and drive around the back of the church and into the parking lot. Parents must park and walk children to the gathering area for students. Parking should not interfere with the arrival of busses and their ability to turn around and exit the lot.

### **Tuition Payments and Obligation to the School**

All parents have the obligation to make tuition payments on time. At the beginning of each year, all parents sign a tuition agreement, which stipulates the policy for paying tuition.

**If tuition payments are not up-to-date at the time of Christmas vacation, a student may not return to school for the second semester.**

Tuition accounts are again reviewed prior to the April vacation.

**A student will not be allowed to return to school after the April vacation if tuition account may not current.**

### **Tuition Refund Policy**

The school's policy for tuition obligation is as follows:

**If a student is voluntarily withdrawn from the school, *for whatever reason, or for no reason* before Christmas vacation, then the parent is responsible for paying one half of the total tuition. If a student is withdrawn from the school, *for whatever reason, or for no reason*, after Christmas vacation then the parent is responsible for the entire tuition.**

**There are no exceptions. The parents' obligation to pay whatever tuition is owed is UNCONDITIONAL. All parents are to understand that this policy and the obligation to pay is both *jointly* and *severally* their responsibility.**



## **VANDALISM / SCHOOL PROPERTY**

Any student who damages school property or other private property on school grounds or at school functions shall be held responsible for the cost of repair and/or replacement cost of the property as well as face disciplinary action.

Any student who damages the property of another individual similarly shall be held responsible for the cost of repair and/or replacement of the property as well as face disciplinary action.

No student is to write in or on his/her textbooks. Students who lose textbooks, library books, or other school property must bear the cost of replacement to the school.

Intentional vandalism by a student will result in parental notification and immediate suspension from school.

## **VISITORS**

All visitors/parents are to report to the school office reception to obtain a visitor's pass. No one may visit the classroom without a specific appointment. Parents may not go into classrooms before school without an appointment since this time is used for teacher preparation of the day's activities.

### **Visitors to School Nurse**

Parents needing to speak directly with the School Nurse must first check-in at the reception window. The office will then notify the nurse that a visitor is waiting.

## **WEAPONS**

**Any student who brings a weapon to school of any kind will be subject to immediate suspension and probable expulsion.**

### **Principal's Right To Amend**

At St. John the Evangelist School, the principal retains the right to amend any or all policies contained in this handbook at any time for just cause. Likewise a new policy or policies may be added at any time as necessary to address any issue, which may arise throughout the school year.

## Appendices

# St. John the Evangelist School

School Board- 2016-2017

***The Reverend Anthony Smith, Pastor, Ex Officio***  
***John J. Petto, Principal, Ex-Officio***

Mr. Timothy Gaydosh, Chair, Alumna Parent  
Attorney Nancy Kinsella, Vice-Chair Alumna Parent  
Dr. Jason Molitierno, Parishioner  
Mr. Steven Zarrella, Alumna Parent  
Mr. Robert Malaspina, Parishioner alumna  
Attorney Mary P. Brigham, Alumna parent  
Ms.. Lisa Jones, Current Parent  
Mr. Charles Baudinet, Parishioner, Alumna Parent  
Mr. Kenneth Forgue, Community Member

The St. John the Evangelist School board is responsible for the governance of the school. Through a 2012 directive from then Archbishop Henry Mansell, Archbishop of Hartford, the school board is consultative in nature and thus works in concert with the school administration and the Pastor. In all cases, the Pastor has the final word on all decisions approved by the school board.

Appendix 2  
**Notes of School Uniform/Dress Code**

- All students are expected to be dressed in the proper uniform everyday.
- Currently the only authorized uniform suppliers are Blakes Uniform Company and Land's End clothing.
  - The uniform shoe may be purchased at Blakes Uniform or from Land's End.
  - Uniform items purchased at other uniform stores in the area, not authorized by St. John the Evangelist School, are not acceptable.
- Headbands which are not part of the uniform offering, that is offered by the uniform company using the same matching plaid fabric as jumpers or skirts, are not allowed.
- All fad items of clothing are not allowed. The school administration reserves the right to address any new fad item which appears during the school year.
- An excellent rule of thumb concerning the uniform and the items which are allowed is: "***if it is questionable, it is probably not allowed***" and therefore should not be worn to school.
- Students should choose the most conservative sneakers possible for wear during physical education classes. Sneaker color must be a subdued color. Fad sneakers, skateboard sneakers or sneakers that light up as well as those in bright neon colors are not allowed.
- Socks must be worn at all times during the year, with the warm month and regular uniform and the gym uniform.
- St. John School Spirit Wear may be worn to and from school, but not during the school day.
- On cooler and cold days, the only outer wear allowed in school during the day, is the official school sweater or school fleece pullover.