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

## LETTER from the Principal

Dear Parents and Students,

Welcome to the 2011-2012 school year at St. James-St. John School. Our hopes for this year are of educating in the spirit of Christ through the expectations of excellence as a Catholic school governed by the pastors with the help of the principal and overseen by our parents. I look forward to serving you as I enter my 5th year as principal at St James-St. John School, and I am excited by the faculty and staff we have assembled.

This handbook for parents and students has been prepared to provide information regarding the history, mission, policies, procedures, and practices of St. James-St. John School. It is important that parents and students become thoroughly familiar with the school and its activities, and this handbook can assist you in that purpose. The faculty and administration review the policies each year with an eye to the improvement of our product.

Please keep this handbook readily available for reference as it answers numerous questions that many parents and students often have. Parents and students are responsible for knowing about and understanding the information provided in the handbook (See "Parent/Student Handbook Acknowledgement Form" in the back of the handbook). This document will be available on our website ([sjsjschool.com](http://sjsjschool.com)) as all pertinent forms.

The St. James-St. John learning experience is a three-way proposition. It involves students, parents, and teachers working together for the good of the entire community. When that occurs, everyone gains the maximum benefit and we are one step closer to fulfilling God's purpose. Have a great school year!

Warm Wishes,

Mrs. Cristina Raposo  
Principal,  
St James-St. John School

## **PHILOSOPHY of St. James-St. John School**

St. James St. John School's existence and purpose is to communicate the teaching of God's message, to encourage daily prayer, and to develop the academic and spiritual growth of each child. We strive to provide a school climate which is cognizant of the needs of children to be successful.

We set forth the challenge to develop in each child an awareness of God, and identity of self worth, and the concern for the needs of others. We, as a family, strive to teach as Jesus did... with love and compassion for one another. St. James- St. John School family strives to live as a Christian Community. This involves the growth and development of each person concerned: the faculty, the student, and his/her family.

The growth and development, while rooted in our duty to Jesus and our Catholic Faith, is dedicated to enabling our students to become adept scholars of Languages Arts, Mathematics, and Science. St. James-St. John School filled with God's unconditional love, educates young persons to take responsibility for their lives. St. James-St. John students learn to contribute their creative skills and critical thinking to the lifelong process of personal growth to develop a loving, caring community.

St. James-St. John School enrolls students from diverse ethnic and socioeconomic backgrounds - a rich cultural mix to generate strong self-esteem, broadening relational skills, a spirit of justice, and compassion for others in need. The School nurtures these qualities in the students through a strong network of peers, teachers, administrators, parents, family, and community members. St. James-St. John School encourages and stimulates students to become persons strong of body, keen of mind, and pure of heart seeking to love and serve God by loving and serving their neighbors

As a faculty, it is our spiritual mission to guide our students to want to know and love God deeply. We want them to be witnesses to our faith by willingly living by the Gospel. In this way, they will venture into society armed with compassion, hope for the future, and respect for the unique dignity of every individual.

### **MISSION**

St. James-St. John School is a safe, Catholic educational environment rooted in Gospel values. Our students achieve their full potential both academically and spiritually through shared learning experiences in social justice, morality, and faith. St. James-St. John School promotes mutual respect, positive self-esteem, and individual responsibility.

# **ABSENCES, TARDINESS, DISMISSALS**

## Absences

When a student is absent from school, a parent or guardian is to call the office (508) 996-0534 before 9:00 a.m. The answering machine is on through the night. Staff reports at 7:30 AM. Excessive absences may result in non-promotion and/or non-graduation.

Students and parents are advised that extended pleasure trips are not recommended for a student's academic progress and such trips should be avoided. If you must remove your child during the school year for such reasons, they are responsible for making-up any missed work and/or tests immediately upon their return. Upon returning to school, the child is required to present a written excuse, signed by a parent or guardian, stating the reason for the absence.

For the safety and protection of your child this procedure must be followed. An absence due to illness, death in the family, religious holiday, and other conditions approved by the principal are excused; all other absences are unexcused. A student who has been absent because of illness for five or more consecutive days is required to present a doctor's permit stating the reason for the student's absence. Failure to present a permit, will exclude your child from school.

## Tardiness

Children are expected to be in school on time. Students arriving after 8:10 a.m. are considered tardy. Students must enter the main entrance of the school and report to the office to gain admittance to their respective classrooms. Promptness helps to develop good work and organizational habits.

## Early Dismissals

Students will not be released from school during the school day without the written request of a parent or guardian. Parents should try to avoid scheduling dental or medical appointments for children during school hours. If a child is to leave the building other than at normal dismissal times, the parent, guardian or a responsible adult (indicated in writing by the parent or guardian) must call for him/her at the Principal's office to sign the child out. The names of those people who are allowed to pick up the child must be on the emergency forms. Picture identification may be required upon the request of the principal.

## **ALCOHOL, DRUGS AND WEAPONS**

St. James St. John School is a smoke-free and drug-free community. The Smoking Restrictions in School Act prohibits the use of any substance or items which contain tobacco on school grounds. The following is the school's substance abuse and weapons policy for students:

- † Drugs consist of anything considered illegal by the Commonwealth of Massachusetts (alcohol and tobacco are included) and therefore, are not permitted at SJSJ. Any child in possession of or under the influence of any drug will have the drug confiscated and their parents and the police will be notified immediately. Disciplinary action will be at the discretion of the principal and proper legal authorities.

The following list of infractions will result in contact with the parents and pastor with a possible suspension or expulsion.

- † Possession of tobacco or alcohol
- † Smoking and other use of tobacco products.
- † Sale of alcohol
- † "Under the Influence"
- † use of inhalants
- † sale, possession, use of drugs
- † possession of a weapon
- † assault on a staff member

### **SEARCH**

All desks are the property of the school and as such can be searched at any time.

## **ACADEMIC REQUIREMENT FOR EXTRA-CURRICULAR ACTIVITIES**

Our extra-curricular activities, exists to promote good sportsmanship, teach fair play, and allow for student participation outside the academic environment. Participation in such represents a position of recognition and often bestows the position of role model upon the student participants. For that reason, high standards of behavior are expected from students participating in these activities. Students participating in extra-curricular activities are expected to meet the following criteria:

- maintain at least a 70% average and be failing no more than two subjects, and
- must not receive more than two detentions in any one-week period.
- students on suspension may not participate or attend any school sponsored events.

Students who do not meet the minimum criteria will not be allowed to practice or play,

but may attend games. Students participating in athletics must secure his/her physician's permission and his/her parent's approval.

## **ADMINISTRATION'S RIGHT TO AMEND HANDBOOK**

The policies and procedures contained in this handbook represent the best judgment of the school staff at the time of publication. Circumstances can change over the period of the school year. The Principal and pastor, therefore, have the right to add, delete, or make amendments to this manual as needed to ensure the safe and effective operation of the school. Changes to the manual will be done in writing and forwarded to the parents through normal distribution. The Administration (Principal or Pastor) reserves the right to make new policies when necessary. Any situation not included in the handbook will be handled at the discretion of the Principal.

## **AGE FOR SCHOOL ENTRANCE**

School entrance age shall be the same as that determined by the New Bedford public school district. A child must be full potty trained by August 31 of that school year for entrance into Pre-school. A child must be five by August 31<sup>st</sup> of that school year to enter into the Kindergarten class.

## **AGENDAS**

Each child in grades 2-8 can purchase an agenda to serve as a homework pad and organizational tool. School Agendas must be with the student for all academic classes. Should a student lose their agenda, a new one must be purchased from the school (\$7). Each student is required to write all their assignments in their agenda. The parents should check to see if the assignments are complete and initial on a daily basis. It is not the responsibility of the teachers to monitor the agendas for every child.

## **ANONYMOUS THREATS TO SCHOOL SAFETY**

In accordance with diocesan policy, any student proven to have made an anonymous threat to school safety shall be expelled without recourse or the possibility of re-admittance to any catholic school in the diocese. Any instruction time lost in school evacuation resulting from a threat to school safety shall be made up.

# BULLYING PREVENTION AND INTERVENTION PLAN FOR THE DIOCESE OF FALL RIVER

“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family.

The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., *Ten Building Blocks of Catholic Social Teaching*. (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the parent/student handbook, and it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan website as well as each school’s website.

## I. Definitions

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

“**Bullying**” is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that : causes physical or emotional harm to the victim or damage to the victim’s property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. (Massachusetts General Laws c. 71 § 37O)

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

**“Retaliation”** against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 37O)

**“Hostile Environment”** is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. (Massachusetts General Laws c. 71 § 37O)

**“Aggressor”** is a student who engages in bullying, cyber-bullying, or retaliation.

**“Target”** is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

**“Staff”** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

*Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs. (Massachusetts General Laws c. 71 § 37O)*

## **II. Formal Procedure for Reporting**

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all **credible** reports of bullying, and ensure proper documentation. This investigation will provide for the following:

- **Safety of the target**

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

- **Protection of the reporter, witness, or provider of information during the investigation**

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

- **Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement**

- a. **Parents/Guardians**: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. **Notice to another school**: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.
- c. **Notice to Catholic Education Center**: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.
- d. **Notice to law enforcement**: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

### **III. Investigation**

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

#### **IV. Determinations**

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefitting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

#### **V. Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation**

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

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

VII. At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.

*\*\*Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.*

## CAFETERIA RULES

To promote a family setting here at St. James St. John School

- † Principal/Teacher will supervise students as they eat their lunch.
- † Children will wait for their class to be called to receive hot lunch.
- † For the safety of our students, we will have a quiet lunch time.
- † Use appropriate manners as you would in your home.
- † Clean your area.
- † At the end of lunch, when called, line up quietly and wait for directions.

Lunches can be ordered on a monthly basis. Beverages and snacks may be purchased in the cafeteria daily. Behavior in the cafeteria is to reflect proper etiquette and Christian behavior. There is no running or loud talking in the cafeteria. The children are expected to display good eating habits and clean up after themselves. Unacceptable behavior will result in disciplinary action. No food or beverage is to be taken outside at recess.

All "forgotten" lunches must be delivered to the office. Parents may not bring lunch directly to students. **Students are required to bring their own lunch "accessories" - napkins, spoons, forks, straws, etc.**

## CALENDAR

A yearly calendar is distributed at the beginning of the school year. A monthly calendar that identifies daily school events is sent home at the beginning of each month. There are times when activities have been planned after the calendar has gone home. In this instance the teachers will notify parents of any changes.

## **CARE OF BOOKS AND SCHOOL PROPERTY/ACCEPTABLE USE POLICY**

Students are expected to use workbooks/textbooks and school materials with care. Jesus expects you to be a good caretaker of all the property that you own or are allowed to use. You show this respect by treating all school property and personal property as if it were a gift loaned by Jesus.

1. School hardcover books are to be covered and well cared for. Students may NOT write in any textbooks. Negligence will result in a fine, which will be used for the replacement of damaged books.
2. Students who lose their books will be charged for the lost text.
3. Students writing on walls or damaging property will be required to do clean-up work and pay for the repairs.
4. Computers and other technology are to be used for the benefit of all students. Damage to a computer or software through improper use or vandalism will be subject to a fine for damage or replacement. Students are only permitted to access their own saved work on the computers - accessing, copying, tampering with or destroying another student's saved work is subject to detention or other disciplinary actions, including suspension of computer privileges.

## **CHEATING**

Cheating or copying the work of another (plagiarism) is a serious offense. A 60 is to be given for any work in which a student has cheated or copied, or given their work to be copied. Students are expected to do their own work unless instructed to work co-operatively by their teacher.

Parents will be notified of cheating in a letter written by their own child. That letter must be signed and returned to the Principal. Appropriate disciplinary action will also be issued at the discretion of the principal and teacher.

## **COMPUTER CONTRACTS**

St. James St. John School has full internet access in most classrooms. All faculty and students will be required to sign a computer use contract. Every parent must read and review contents of the computer contract with their child.

## **CONSEQUENCES**

The consequences for a poor choice made by a student depends upon how serious the wrong is and how often it has been done. Repeated offenses will always involve notifying the parents. The following are some consequences for poor choices:

1. Taking privileges away from you.
2. Keeping you after school.
3. Excluding you from upcoming field trips.
4. Removing you from class or school for one or more days (In-school suspension).
5. Expelling you permanently from St James-St. John School.

## **CORI**

The Diocese of Fall River requires all employees and volunteers to submit to criminal offender record information (CORI) and attend a diocesan workshop on abuse prevention. CORI forms are available in the school office.

Any parents planning to have involvement within our school, including field trips must submit to a CORI and attend this workshop. The workshop dates are available in the school office. Volunteers must submit to a CORI check each year.

## **CRITERIA OF ACCEPTANCE**

Application to St. James St. John School implies a willingness to adhere to school policies and philosophy by all students and their parents.

Priority for admission is given to families with siblings already enrolled at our school and parishioners.

Transfer students must submit a letter of recommendation from their present teacher/principal and a copy of their latest report card.

## **CURRICULUM**

The curriculum, designed to be challenging, is intended to help promote self-worth through accomplishment. It requires cooperation among teachers, parents, and students to reach its potential for individual students. St James-St. John School is a grammar school; thus, the increasing challenges are intended for success through high school into college/university study.

### **Preschool**

The Preschool Program at St James-St. John School incorporates the areas of language arts, math, art, music, science and discovery, social studies, self help and gross motor skill development. The emphasis is on language, activity, and movement with major emphasis on large muscle activity. Appropriate activities make use of dramatic play, wheel toys and climbers, and puzzles and blocks. Opportunities are provided for students to listen to simple stories and verbalize their knowledge, opinions, and comprehension of lessons and feelings. The focus of this program is primarily oral language development and learning experiences that encourage involvement to enhance emotional and social growth. Skills learned earlier are practiced and enhanced. Thematic-based units offer the preparation for a variety of learning activities.

In Preschool your child should have good bathroom habits and be able to take care of his/ her own lavatory needs. (i.e. wiping, re-dressing, etc...) In the event that your child has an "accident" faculty and staff are not authorized to re-dress your child. Your child may ask to use the lavatory at any time. Children will be accompanied by the teacher/aide when using the lavatory. Please note that you will ALWAYS be called in the event that your child has an accident with a bowel movement. In the event that your child has an accident while at school, be sure to return an extra set of clothes to the school the following day! Please dress your child in elastic waist pants, which will facilitate their independence in the lavatory. NO belts, suspenders, etc...please! Children may ask for assistance with clothing. Please make sure your child has a spare set of clothing in the classroom (i.e.: pants, shirt, underwear, socks.)

### **Kindergarten**

The Kindergarten Program is for children five years old on or before August 31. The classroom is organized into learning centers designed to develop a love of learning. Time and space are organized to encourage active exploration, self-directed play, and freedom of choice at various learning centers, as well as to provide teacher-directed and structured group activities. The curriculum provides instruction in math and reading readiness skills. It also fulfills the need for different learning styles, multilevel activities in a child-oriented environment where children are given the opportunity to grow in a variety of ways. Please note Kindergarten is required to wear school uniform. Check handbook for dress code

requirements.

## **Grades 1-8**

### **RELIGION**

St James-St. John School recognizes religious education as a lifelong process. The school's program involves ongoing spiritual experience and formation, both individual and communal, for each stage of the student's development. We educate for the heart, mind, and soul. The religion program includes doctrine, scripture, sacraments, and morality. Faith experiences include liturgies at school and at our church. We follow the guidelines of the Catechism of the Catholic Church. Students in Grades Preschool-8 attend Mass once a month.

### **READING**

The school's reading program is multidimensional. It is a balanced approach that makes use of many kinds of literature to promote reading, writing, listening, and speaking. Phonics instruction is provided at appropriate grade levels. Through reading motivational programs and activities, students are encouraged to read for pleasure as well as for instructional purposes. Parents are encouraged to read with their children at least 20 minutes each day.

### **ENGLISH**

English instruction focuses on the study of grammar, composition, oral language, listening skills, spelling, and penmanship, and also includes the acquisition of information literacy skills. It is an integrated program that uses whole language, phonics, and literature-based instructional techniques and strategies. The reading program focuses on traditional or respected literature supplemented with expected independent reading. The middle school emphasis is on long and short fiction, poetry, speeches, drama, and other assorted non-fiction approaches to understanding.

### **MATHEMATICS**

The math program is based on the development of concepts and knowledge that helps the student reason and problem solve concrete problems that are age-level appropriate. Emphasis in the early years is placed on an understanding of the basic concepts of math and on understanding and knowing specific mathematical fundamentals. At the proper grade level, students are expected to have complete mastery of their times tables and other mathematical processes that are applied to the problem solving processes. Students advance their knowledge and application ability as they advance through the grades. In the middle school, pre-algebra is taught with a heavy concentration on geometry in 6th through 8th grades.

## SCIENCE

Students are taught a balance of content and process skills in the areas of earth, physical, and life science. The program provides experiences that stimulate curiosity and imagination, develop thinking and logic skills, and nurture an appreciation and concern for our environment. The school also sponsors an annual science fair, participation in which may be voluntary or mandatory, depending on the grade level.

## SOCIAL STUDIES

Social Studies provide students with the background necessary for becoming knowledgeable, productive, and responsible citizens. Students are given opportunities to practice thinking, problem solving, decision-making, and social skills. The social studies curriculum in grades 5-8 elaborates on the skills begun in the primary grades. The courses include world geography, ancient civilization, Massachusetts history, and United States history. The middle school history program will be heavily supported with lectures, notes, learning centers, and numerous approaches to understanding the importance of historical study.

## COMPUTER

Computer classes are based on the learning objectives specified by the Fall River Diocese curriculum. Topics include terminology, history, development, and applications. Students learn basic word processing and spreadsheet applications. Computers are used for in-class assignments in the elementary and middle school grade level.

## PHYSICAL EDUCATION

Within the personal abilities of each individual, students in the P.E. program should:

1. attain maximum motor development, physical fitness, and well being;
2. attain desirable social growth; and
3. utilize acquired movement and motor skills in worthwhile leisure activities.

## MUSIC

Students in Preschool- grade 3 will receive weekly instruction in musical theory, styles, and appreciation; they also learn songs for Mass, special school programs and personal enjoyment. In addition we also have a choir which meets after school for grades 4-8.

## ART

Art develops awareness and sensitivity to natural and human-made environments, increases imaginative expression through the use of art materials, promotes an understanding and appreciation of self and others, and furthers aesthetic growth through visual discrimination.

## DETENTION

Detentions are to be served anytime from 2:30 p.m. to 3:30 p.m. in the classroom of the teacher who assigned the detention. Depending on the offense, detention may be longer in time. The detention will only occur after parental notification and the return of a signed detention slip. Failure to return a detention slip on the following day will result in an additional detention. The slip is only a notification that the child will have a detention, and the parent signature is to notify teachers and staff that parents are aware of the punishment. Detentions are issued to students as a reminder that their behavior and/or academic effort is unacceptable.

## DISCIPLINE

The term and process of discipline are absolutely necessary in Catholic Education. As parents, you are your child's primary authority figure. Respect is expected from your children for yourselves as well as for all school authorities

## DISMISSAL PROCEDURES

Orderly dismissals are necessary to insure the safety and well-being of all children. For your child(ren)'s safety it is required that only parents or guardians may pick up their own children, unless other arrangements have been previously cleared with the principal. **NO STUDENT IN ANY GRADE** is permitted to be picked up by another party without the written permission from the student's parent/guardian. Notes regarding these alternative arrangements must be brought to the office before the start of school on that day. If arrangements change during the school day, please call the office.

**Parents are reminded to park their vehicles in a manner by which all necessary space is used. We are at a disadvantage of having limited parking area; so please park your cars appropriately.**

At 2:30 p.m. Students are dismissed out the back doors of the school. All students will proceed in line up to the front of their respective areas. Parents must exit their parked vehicles and pick up their children and escort them back to their cars. No child will be allowed to walk to their cars unattended.

## **DRESS CODE**

Each student attending St James-St. John School in grades K-8 will be attired in the complete and exact uniform as described by the Principal in the Parent/Student Handbook. All staff members are expected to enforce the uniform code. No deviations in the uniform will be allowed, except in specific situations as approved by the Principal.

All prescribed articles of clothing must be worn all day or the student will be considered to be "out of uniform." It is a parental responsibility to work with the staff of St James-St. John School to ensure that the child is in the proper uniform each day. The parent must notify the school, in writing, each time the child is not in complete uniform. The reason for non-compliance and when non-compliance will be corrected must be given in the notification. In the absence of this notification, the parents will be informed of the uniform violation immediately, giving them the opportunity to remedy the situation by bringing the proper uniform item(s) to school.

Repeated non-compliance to the established uniform code will result in disciplinary action. Whenever necessary, the appropriateness, cleanliness, and neatness of student attire and accessories will be determined at the sole discretion of the Principal.

The administration may call special dress days or make exceptions to the following required uniforms, in which you will be notified in writing.

### **Pre-Kindergarten**

- An optional uniform is available for all students in PK
- Clothing should be neat, easy for preschoolers to wear, and allow for free movement.
- Layering works well as it is sometimes very warm in our classroom.
- Preschoolers may wear sneakers.
- Please provide proper clothing for each season. During the winter months your child must have a warm coat, hat, mittens and boots in order to take part in outside play.

There are three (3) dress codes that are allowed at St. James St. John School. There is a summer, winter, and regular code.

### **Summer Dress Code**

All students are allowed to wear the following items:

- White or maroon polo shirt (short sleeve)
- Khaki dress shorts/skorts (no cargo shorts allowed)
- Sneakers
- White socks(no show socks are not acceptable)

### **Regular Dress Code**

Girls in grades K - 5:

- School Jumper
- White buttoned down oxford shirt
- White or maroon socks
- brown or black shoes

Girls in grades 6 - 8:

- School skirt
- White buttoned down oxford shirt
- School tie
- School Vest
- White or maroon knee socks
- brown or black shoes

Boys:

- White buttoned down oxford shirt
- Khaki dress slacks
- School vest/sweater
- School tie
- Belt
- brown or black shoes

### **Winter Dress Code**

Girls:

- Khaki dress slacks
- White oxford shirt or white/maroon turtleneck
- School vest/sweater
- White or maroon socks
- Brown or black shoes

### **Gym Clothes:**

Sneakers and School Gym Uniform

- For identification and safety purposes, SJSJ T-shirt or sweatshirt is to be worn.
- Sweatpants/sweat shorts: SJSJ with logo gym uniform.
- Sneakers are to be tied in the traditional manner.
- Long sweatpants are to be worn to the ankle. When sweatpants have been outgrown, parents may cut them to the knee and hem them.

## **PERSONAL APPEARANCE AND PERSONAL ITEMS**

### **All Students**

Haircuts and hairstyles must be traditional, simple, and combed.

- No tails, spikes, carving, shaved heads, sculpting with gel, etc.
- Hair may not be worn in front of eyes.

Any student whose hairstyle is deemed unacceptable and distracting from the learning environment may be excluded from class and the student's parents will be notified.

Three days will be given to rectify the problem. If not corrected during this time frame,

the student may be suspended until natural hair color is restored.

For safety reasons:

- No heavy choker necklaces are allowed - i.e. spikes, chains, dog collars, etc.
- Only one bracelet, necklace, watch, ring, etc. may be worn.
- No "jelly-jewelry."
- Expensive jewelry should not be worn to school.
- No "body piercing," (lip, nose, eyebrow or tongue piercing), body art, permanent or temporary tattoos. Students may not write or draw on skin.
- Cologne, perfume, hair products, etc. are to be used in moderation, due to potential allergic reaction of others. These may not be used in the classroom and for safety reasons may not be brought to school.

**Boys:** Must have traditional, combed haircuts. No braiding, spiking, gel sculpting, carving, etc.

- Hair must be trimmed around ears and may not extend below natural hairline along sides of the head and at nape of neck.
- No facial hair (beards, goatees, mustaches, etc)
- May not wear an earring or earrings.

**Girls:** Hairstyles must be combed and neat, and ribbons and barrettes should be simple.

- Small earrings may be worn on pierced ears no larger than the size of a quarter.
- No large dangling earrings.
- Hoop earrings are to be no larger than a nickel.
- No more than two earrings per ear with traditional placement on ear lobes only.
- No ear cuffs. If upper ear is pierced, one small stud may be worn per ear.
- Clear or light pink color nail polish only. No black or fluorescent colors, no multi-colors, no false nails, no nail art or nail jewelry.
- Makeup, glitter, or false eyelashes may NOT be worn.

## **SHOES**

ALL STUDENTS

- Brown, black, or traditional black and white saddle shoes.
- Shoes must be traditional low heel less than 1" in height, low cut (below ankle).

GIRLS MAY ALSO WEAR:

- Black or brown leather strap shoe with safety non-skid soles, for example: "Mary Janes" or T-straps.
- Girls' shoes must follow all other requirements below.

**PLEASE NOTE: NO OTHER FOOTWEAR WILL BE PERMISSABLE**

- Shoes are to be properly tied at all times.
- Shoes and sneakers may not have platforms or built up heels.

- Traction or rugged soles are permissible as long as the soles are not built up.
- Sneakers may be worn only for PE or Summer Uniform.
- Boots may not be worn in the classroom.
- During cold or inclement weather, boots may be worn to school and changed before entering the classroom.

Please review these examples of acceptable uniform shoe styles and height of heel (less than 1"). Heel and sole may not be built up, chunky or platform due to safety and insurance concerns.

### **No Heelies.**

#### General Appearance

It is expected that uniforms will fit the students properly. Uniform pants that are "baggy" or have the waist of the pants worn down at the hips will not be tolerated. Students will also wear a plain black or brown belt in a size appropriate to their waist. Boys' uniform shirts must be neatly tucked in with belt showing at all times. Other departures from policy that will not be tolerated are: temporary or permanent body tattoos, drawing on the skin with ballpoint pens or markers, stick-on body jewelry, body glitter, etc. Girls will wear their skirts in a modest fashion; never more than two inches above the knee while standing.

## **EXPULSION AND SUSPENSION**

**Expulsion**, the permanent termination of a student's enrollment, is a most serious matter, and should be invoked only as a last resort. A student may be removed from class and expelled if he or she is involved in a serious offense or has established a pattern of unacceptable behavior. Students on academic or behavioral probation may be asked to leave if the issues which prompted probation are not addressed. Expulsion is determined by the Principal, after consultation with the Superintendent and the Pastor. Prior to expulsion, the student and his/her parents or guardian must be granted a hearing by the Principal. If expulsion is determined, the Principal shall notify the parents or guardian of the reasons in writing, and shall file a copy of this notification with the Superintendent. In judging the justification for expulsion, the Superintendent will consider the extent of the school's previous efforts to remedy the problem and will look for, but is not limited to, such reasons as:

- Selling harmful drugs
- Chronic refusal to obey reasonable rules
- Inability to profit from instruction
- Chronic, willful absence or tardiness
- Contagious disease
- Immoral conduct
- Bullying
- Behavior disruptive of other pupil's schooling

**Suspension** is invoked for serious infractions of school policy and shall be within the jurisdiction of the Principal. Parents are notified and will meet with the Principal. Suspension will be held in school in a supervised area with dismissal at a time to be arranged with the parent. A student may be suspended for persistent failure to correct behavior patterns or for serious actions involving physical harm to others, harassment, or disrespectful behavior. Suspensions may last 1, 2, or 3 days at the Principal's discretion.

A suspended student will not be allowed to return to school until a parent-Principal conference is held. A student may not participate in extracurricular activities, directly or indirectly, while on suspension.

## **EXTENDED DAY CARE PROGRAM**

The extended daycare program will encourage your child to converse with their friends, explore their talents, exercise motor skills, and offer the opportunity to begin daily homework. This program is being offered as a necessary service to the parents of St James-St. John School.

Extended Daycare charges begin at 2:30 sharp! The current charge for Extended Care is \$4.00 per hour per child. The program is offered in the morning from 7:00 a.m. to 8:00 a.m. and in the afternoon from 2:30 p.m. to 5:30 p.m. Please remember that anyone not picked up by 5:30 PM will be charged \$5 per student for the first ten minutes and then \$5.00 for every additional five minutes that you are late. Invoices will be sent home with students on a monthly basis. Payment is to be returned in a timely manner. The administration of St. James-St. John School reserves the right to deny Extended Care services to anyone carrying an outstanding Extended Care balance. All students will be sent to Extended Care at 2:30 PM if not picked up. **NO STUDENTS ARE TO BE IN THE HALLS, ENTRANCES, AND SCHOOL YARD UNATTENDED. YOUR CHILD'S SAFETY IS IMPORTANT TO US!** Extended Care charges begin promptly at 2:30 PM. Extended Care will NOT be available on NO SCHOOL days and on other days noted in the monthly calendar.

## **FIELD TRIPS**

Well-planned and supervised field trips are encouraged and may be scheduled during the school year. Prior to a trip, each student will be given a diocesan field trip permission slip in addition to school field trip information which is to be filled out and returned by the parent/guardian. The form will include a description of the purpose and destination of the trip. In order to participate, all chaperones must complete a CORI check and have attended the required diocesan workshop. Permission given over the telephone will NOT be accepted. No student will be allowed on a school outing if the diocesan permission slip is not completed. Field trips are privileges and student participation may be disallowed if the student does not meet academic and behavioral standards. The school will assess a charge for the field trips. Parents are encouraged to allow their student to participate in field trips, since these are planned to enhance the educational experience and learning gained in the classroom.

## **FINANCIAL INFORMATION**

Tuition is determined each year by the Pastor and assists with the per pupil cost of maintaining the school. Tuition is payable to the school in one of two ways: (1) payment in full made directly to school by August 1st, or (2) monthly payments through FACTS Tuition Management over a period of 10 months starting in August. You may choose automatic payments from either a checking or statement savings account. There is a \$38 annual fee payable to FACTS Tuition Management for the use of the monthly payment option. All tuition payments are non-refundable.

There is a \$30 charge for returned checks. Cash, bank check or money order payment is immediately required for all returned checks and must be remitted to the office upon notification. Returned checks CANNOT be re-deposited. Personal checks will NOT be accepted from families after the second returned check.

All payments made to school must be made by check for receipt and security purposes. Checks are to be made out to St. James-St. John School, and must be remitted in a sealed envelope with family name, grade, amount enclosed and purpose of payment. Checks for amounts over \$1,000 must be made by money order or bank check.

### St. Mary's Fund

Financial aid is available through the generosity of the Diocese of Fall River to families who apply and show financial need to the St. Mary's Fund. This financial aid will be credited to a family's tuition account only when all outstanding financial obligations from the previous year are met.

## **FIRE DRILLS**

To ensure that our students are properly instructed as to the procedures to use in case of a fire, we will have periodic fire drills in preparation. Besides the school drills, the New Bedford Fire Department pulls the drills four time a year. During a fire drill, children are to exit in a quiet, orderly fashion. To insure your child's safety, running and talking are not allowed per order of the fire department. In the classroom, children are to follow their teacher through their assigned exit and line up outside the building in the assigned area. If the children are in the cafeteria during a fire drill, they are to exit through the nearest door and line up outside the building. In the event of an emergency evacuation, all faculty and students will exit the school building in a quiet orderly fashion and will report to St. John's Church. Should the evacuation cause extended retention of students at the church, no student will be released from the church until: - the regular dismissal time for that school day, or - the principal has announced an early dismissal and parents have been contacted, or - the parent/guardian of the student comes to the church to sign the student out.

## **FUNDRAISING**

There is only one fund raiser for the school year. Each family will be assessed a \$300.00 fee, which is included in your tuition amount. This money can be raised through the Annual Walk-a-ton, which is held on the Friday of Columbus Day weekend. Through sponsorships, a family may raise enough support to achieve the required amount. If your family should raise the \$300.00, this money will be credited to your account.

## **BOOK FEE**

All students are assessed a book fee of \$100.00.

## **HEALTH RECORDS**

In accordance with Massachusetts Department of Public Health regulations, the following is required of school children:

1. Immunizations, lead levels, and physical: all students entering PreKindergarten or Kindergarten.
2. Vision and hearing: all children in grades K through 8; referrals when necessary.
3. Scoliosis testing: all children in grades 5 – 8, unless excused by family physician. We must receive a written report from the doctor that the screening has been completed.
4. Tetanus - Grade 7

## **INSURANCE**

School accident insurance forms are given to all families at the beginning of the year. Parents are asked to sign the form and return it to school even if school insurance is not needed. If a student is injured, it should be reported to the Principal as soon as possible so that the insurance process may begin. It is highly recommended that the minimal school insurance be obtained for a child whether or not already covered by family insurance.

## **HIGH SCHOOL ENTRANCE EXAMS AND VISITS**

In early fall, various high schools arrange for classroom presentations relating to their programs. Students and parents should discuss the opportunities available to them. Students planning to attend a Catholic high school should take the placement exam in December. Visits to high schools should be arranged through the parents.

## HOMEWORK

Homework is a valuable part of the learning process. Done correctly, it assists the student in his/her preparation for opportunities to demonstrate proficiency and to identify areas where more concentrated effort is needed. Homework may be assigned as reinforcement for material already introduced in the classroom, as completion of work started in the classroom, to enhance research and/or thinking skills, or to allow a student to express creativity in the subject matter assigned.

Homework must be done on time in order for it to be of the greatest value. Parents are encouraged to assist students to become responsible for their own homework by providing sufficient study time and space to enhance concentration on the work at hand.

Homework is due at the beginning of the class unless the teacher specifies that it will be completed in class. Generally, students who do not do homework do poorly on testing assessments. Teachers are not required to accept, grade, or credit late homework. No past due work will be accepted after the close-out of any grading period (including progress reports). Students who are in excused absence status may make up missed homework. In all cases, students will be allowed a minimum of two days for each day missed to turn in late work due to an excused absence.

In order to develop organizational skills, each child must write the homework in their school agenda on a daily basis, and parents must sign their agenda as an acknowledgement of checking the assignments. The recommended times for homework is as follows:

Grades 1 and 2 10 - 20 minutes  
Grades 3 and 4 15 - 45 minutes  
Grades 5 and 6 45 - 60 minutes  
Grades 7 and 8 60 - 90 minutes

In Kindergarten and Preschool, assigned homework is optional, but highly encouraged.

**EXTRA HELP FOR STUDENTS** - Extra help is available to all students who desire it, provided the student has applied him/her self in class and has shown effort. Every teacher is available after school, Monday through Thursday, until 3:00 p.m.

## HONOR ROLL

At the end of a trimester, an honor roll will be issued based on the following guidelines for Grades 1- 8:

All A's	Principal's List
More A's than B's	High Honors
More B's than A's	Honors
Mostly B's one C	Honorable Mention

The above criteria must be met in the major subject of Religion, Language Arts, Math, Social Studies, and Science.

## **HOT LUNCH/MILK**

Everyday a hot lunch is available for your child, if you wish to order. An order form is sent home with all students each month. If you are interested in ordering, these forms are to be returned to the school office with the required payment for that particular month.

Milk is available to all students. The cost for each student is \$75.00 for the school year.

## **HUMAN SEXUALITY**

The Diocese of Fall River requires that a course in Human Sexuality be implemented throughout all grades as part of the religion curriculum. SJSJ teaches human sexuality via approved texts and audio-visual aids. Communicable diseases such as Acquired Immune Deficiency Syndrome (AIDS) are also topics taught within this curriculum. Classes on pro-life issues will also be given in grades 7 & 8. Several of the lessons taught throughout this program are as follows:

### **RESPECT YOUR CLERGY, RELIGIOUS, TEACHERS, and STAFF**

You will show respect for Clergy, Religious, Teachers, and staff by:

- a) The tone and manner in which you speak to them.
- b) The manner and way you speak about them to your friends.
- c) The care and work that you put into the assignments given to you.
- d) The faithful way in which you keep the classroom rules that are given to you.
- e) Addressing them by their proper title at all times.

### **RESPECT YOURSELF AND YOUR FELLOW STUDENTS**

Some ways you show this respect are:

- a) Giving others your attention when it is their turn to speak. In class, or at an assembly, any student who cannot give that attention will be removed.
- b) Honoring other's property by not borrowing or taking without permission, destroying or defacing it.
- c) Respecting your own and others' work and efforts by not copying assignments, class work or test materials.
- d) Talking to or about others in a Christian way. Any student using unkind words or improper language must apologize.
- e) Helping others when they are having trouble instead of making fun of them.
- f) Respecting your body and other students' bodies by treating them gently and in no way hurting them. Your hands and feet are to be kept to yourself.
- g) Walking in silence when on the stairs or in the hall and leaving the building in a single file following the posted directions.

- h) Knowing and obeying the rules for bus safety and behavior. Bus drivers and Monitors are to be obeyed. Infractions may result in losing the privilege of riding the bus.
- i) Respecting and obeying safety patrols. Students MUST USE CROSSWALKS at all times. NO student may cross the street without the permission of the teacher.

*Serious or repeated offenses will result in disciplinary action and/or the notification of parents. A conference may also be required.*

- a) Rough play, hitting, bullying, or fighting will result in disciplinary action.
- b) Bringing anything to school that could bring harm, such as guns, knives (including Jack knives /Swiss Army knives) or matches may result in immediate expulsion and notification of police and parents.
- c) Smoking materials, drugs, and alcohol are forbidden and may result in expulsion.

## **USING YOUR TALENT**

Christ gave each of us different kinds and different amounts of talents. Some ways you can show Jesus and others that you are doing your best are:

- a) Listening carefully when someone is speaking.
- b) Writing down your assignments in your agenda and taking notices and letters home.
- c) Making sure you have all the books, SJSJ agenda and materials you need for your next class and for your homework assignments.
- d) Doing your assignments carefully and neatly, to the best of your ability.
- e) Handing in your assignments on time and making up assignments promptly when you are absent.
- f) Asking your teacher (or another student when allowed) in a polite way to help you when you do not understand.
- g) Giving time, effort and care in trying to do all work before saying, "I can't do it."
- h) Sharing with your class any special skills or talents you may have, such as: music, art, etc.
- i) Getting yourself to school on time and remaining there until the end of the school day.

Once you are dismissed at the end of the day you may not return into the building. A note is needed from the parent if there is a change from normal transportation.

## **THINGS THAT HURT US ALL**

Jesus taught us that certain things we do are especially displeasing to Him. These are usually things that in some way hurt us and our brothers and sisters around us. Jesus showed us through His life and teachings that He disliked the following things:

- a) Attacking or hurting someone, even if you feel that person hurt you. (If someone hurts you, go to the teacher for help.)

- b) Hurting or bullying someone seriously and on purpose. (We believe that this is so wrong, we will remove a student from class for one or more days, the very first time it happens. If it happens more than once, a student may be dismissed from SJSJ School.)
- c) Fighting beyond the point of self-defense. Although you have the right to protect yourself if attacked, if you continue, you are considered as wrong as the person who started the fight. Instead report to the person in charge, in order to break up the fight.

## **MEDICAL RULES**

A nurse will check hearing, eyesight, weight, etc. and perform dental screenings in accordance with state law. If a student is ill and sent to the nurse/principal and it is deemed necessary to send the student home, a phone call by the nurse, principal or secretary to the parent will be made. The parent/guardian /caretaker is to report to the office to sign the child out and is responsible for taking the student home. Students with medical conditions requiring specific monitoring must call parents with daily test results.

In order to be excused from P.E. over an extended period, a student must have the written permission of a doctor. In order to be excused from P.E. on a single occasion, a parental note stating a specific reason for the exclusion must be provided.

### **Policy on Administration of Over-the-Counter Medication in School**

(in accordance with policy issued by Board of Registration in Nursing)

- A. Students requiring any medication, including cough drops, during school hours must provide the health office with medication.
- B. For administration of any over the counter medication, written consent must be obtained for each student and kept along with medication order sheet, completed and signed by a physician.
- C. Student's health record, including current medications and any known allergies, must be on file in the health office prior to administration of any medication.
- D. A record documenting name of student, date, time, dose and reason for administration of medication will be kept on file in the office.
- E. If written consent is not on file for a student, the parent must come to school to administer the medication.

### **Policy on Administration of Prescription Medication in School:**

The purpose of this policy is to ensure that students requiring prescription medication during school hours will be able to attend school, to provide minimum standards for safe and proper administration and storage of such medication, and to assure proper documentation of administration of prescription medication.

- ALL MEDICATIONS, PRESCRIPTION AS WELL AS OVER-THE-COUNTER CANNOT BE ADMINISTERED BY THE SCHOOL NURSE WITHOUT THE APPROPRIATE FORMS SIGNED BY BOTH PARENT/GUARDIAN AND PHYSICIAN.
- ALL MEDICATIONS MUST BE PROVIDED BY THE PARENT/GUARDIAN AND IT IS ABSOLUTELY IMPERATIVE THAT ALL MEDICATIONS BE BROUGHT TO THE OFFICE BY THE PARENT.
- MEDICATIONS ARE NOT TO BE BROUGHT TO SCHOOL BY THE STUDENT. IF THE SCHOOL NURSE IS NOT AVAILABLE, EITHER A PARENT OR FAMILY MEMBER, WHO IS DESIGNATED IN WRITING, MUST COME TO SCHOOL TO ADMINISTER MEDICATIONS.
  - For any prescription medication, i.e., inhalers, pain medications or emergency medication:
    1. The pharmacy -labeled container must be brought to the office by the parent for verification and recording prior to taking such medication.
    2. There is written authorization from the student's parent/guardian that the student may self-medicate, and information is provided as to the nature of the illness.
    3. The student will report to the office to take the necessary medication at the prescribed time.
    4. The student will not be permitted to keep the medication in his/her possession.
    5. A record will be kept in the office with the student's name, nature of illness, medication name, dose, frequency, and time to be taken. This record will include verification that the medication has been self-administered at the prescribed time. Also, the parent/guardian will be notified of any failure to take, or any side - effects of the medication.
    6. Whenever possible, a back-up supply of the medication will be kept in the office, and will be stored properly.
    7. Physician's Orders must be submitted with parental permission form.

## NO UNIFORM POLICY

On no uniform days, the students are expected to be dressed neatly and appropriately. Short skirts, torn jeans, short shorts, tank tops, and shirts with unacceptable pictures or vulgar writing are not acceptable. Socks and appropriate footwear (**no flip flops**) must be worn. Blouses must cover the mid section of the torso.

## NOTICES/WEDNESDAY ENVELOPE

Weekly communications and general information from the office will be sent home in the Take Home Wednesday Envelope. Please read, sign and return all applicable sheets the next morning. Parents are requested to return any envelopes containing money (lunch money, milk money, treat money, tuition, fundraising money, etc) in their child's Take Home Wednesday Envelope. Please be sure to place any money sent to school in an envelope and label it

appropriately as noted in the student handbook. If you are paying by check, please write separate checks for each item. Please make a habit of checking with your children and looking in the backpacks, so that you will be informed properly of current activities and happenings. Important information is also listed in your child's **assignment book in grades 2 through 8**. Please be sure to check these books on a regular basis.

## **NOTICE OF NON-DISCRIMINATORY POLICY**

"The non-public schools of the Diocese of Fall River admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national, and ethnic origin in administration of their educational policies, scholarship and loan programs, and athletic and all other school-administered programs.

## **PARENT-TEACHER COMMUNICATION**

A successful learning environment requires a three-way division of responsibilities among the student, teacher, and parent/guardian. When circumstances occur, whether academic or behavioral in nature, in which it is necessary for a parent to discuss a student's progress with the teacher(s), the parents and teacher(s) should first determine whether or not the student should be present for all or part of the conference. The administration is available for these conferences at the request of either party.

All parties to a conference should feel free to halt the proceedings if common courtesy and professional respect are not being demonstrated, or the conference is being directed in a personal vein against any party instead of looking for resolutions to the student's situation.

Parents and teachers are cautioned not to engage in spontaneous, unscheduled conferences since mistaken impressions may be conveyed due to a lack of detailed information or haste on the part of either party.

NOTE: With departmental grades (grades with numerous teachers), it is recommended that all the student's teachers be involved in any summative conferences to give a more complete overview of the student's performance.

Parents are encouraged to contact the teacher if a problem arises. Conferences may be scheduled before school or after 2:30. Please allow the teacher sufficient time to resolve the situation. If you are not satisfied with the decision, at that point you should contact the principal. If the issue has not been resolved, the next step would be to contact the pastor.

## **PARENTS/VISITORS**

Anyone visiting the school (including parents) MUST report to the office and state the purpose of the visit. Visitors and parents may not proceed beyond the office without prior permission from the Secretary or Principal. There will be a sign-in book at the office for all entering the building. This is for the safety and protection of all students. All items brought for students must be delivered to the principal or secretary. Parents are not permitted to proceed directly to the classrooms at any time. Parents are encouraged and welcome to visit in the classroom. For safety purposes, all visitors are required to sign in at the office and must wear the visitor's pass while on school grounds. If a conference is needed, parents are asked to schedule in advance since teachers may not visit with adults if students are in the classroom. School-age children not enrolled in school are not normally permitted to visit classrooms. Exceptions must be cleared with the Principal.

## **PARTIES/STUDENT GIFTS**

Class parties may be held each year in grades preschool through grade 8. Birthday parties are not allowed during class time. However, parents are encouraged to honor their children during the lunch hour with cupcakes or cakes. Balloons, flowers, and all other types of student gifts disrupt the class environment and are not allowed in classrooms during the school day. In order to avoid hurt feelings, party invitations may be sent to school and distributed to your child's classmates only if every child is invited. Parents are reminded that by law, they are responsible for any minor attending a party at their home. Teachers are not allowed to chaperone non-school sponsored student parties.

## **PROMOTION AND RETENTION**

If a student is performing unsuccessfully at his/her present grade level it may prove beneficial for him/her to repeat the grade. Retention provides some students with the time to grow socially and intellectually, enabling them to succeed in following grades. Parents of students having academic difficulty should arrange for a parent / teacher conference at mid-year. Parents of students in danger of retention will be officially notified and a parent / teacher conference will be required at that time. An average 69 or below in any subject will result in summer school attendance. If the summer session is not successfully completed, retention will be required. An average of 69 or below in two or more subjects will result in retention.

There are no social promotions at St. James-St. John School. Students are promoted to the next grade level based on their academic achievement and teacher recommendation.

Grades 1-4: A student must have at least a "70" in religion, language arts (including a "70" in reading), and math, and an overall "70" average.

Grades 5-8: A student must have at least a “66” in all core subjects (religion, language arts [includes English and reading], math, science, and social studies). The student may not fail more than two of these subjects. For each core subject below “66”, a student must make up the class in Summer School.

**Notes:**

In Grades 1-5 a student who does poorly in reading and/or math may not be promoted to the next grade based on the final evaluation of the Principal.

In Grades 6-8, if a student does not maintain a yearly average of “66” or above in all core subjects, then he/she will be required to successfully complete Summer School in the failed courses prior to being granted promotion to the next grade. Failure of more than two core subjects in 6th-8th grades is grounds for retention. Eighth grade students who fail one or two subjects their eighth grade year will be permitted to participate in the graduation proceedings of his/her class but will not receive a diploma until the deficiencies are remedied through Summer School. Failure of more than two subjects in the eighth grade year forfeits the student’s presence at the graduation proceedings. Failure of any subject during the last semester may cause failure for the entire year.

## **PERSONNEL**

The staff at St. James-St. John School is comprised of qualified and Diocesan approved lay teachers, religious and a trained and qualified support staff. A variety of additional programs are offered to our students throughout the year by qualified instructors from the local community under the supervision of the principal. Title I, a federally funded program offering remedial reading, provides services to eligible students in Gr. 1 - 8. A registered nurse is expected to be available to meet the standards required under State Law. The nurse would be hired by the school with funding coming directly from the school budget or, when available, through Public Health Grants and is available on a very limited basis. Any health concerns should be discussed with your doctor.

The Principal of the school is available by appointment during the school day from 8:00 a.m. until 3:00 p.m. Teachers are available after 3 p.m. or before 8 a.m.

## **PHOTO RELEASE**

Throughout the school year we photograph special events, project, classes, and plays to be used for publication in newspapers, brochures, etc.. Sometimes names may be required. Parents must sign and return a Photo release stating whether their child’s photo and name may or may not be used.

## **PROHIBITED ITEMS**

Personal items brought to school for educational purposes should be by request of a teacher. Students are not to bring or to use on school premises radios, tape players or recorders, cards, cameras, CD, DVD, MP3 players, CDs/DVDs, pagers, cigarette lighters, matches, phones, laser pointers, video games, skate boards, inline skates, Heelies, or other items determined by school officials to be nuisances. Any items displaying immoral or unchristian words, characters, or logos will not be allowed on school property or at any activity sponsored by SJSJ. Any of these items must be picked up by the parent. Cell phones must be kept off and kept in student's backpack, for students in middle school and may be used by teacher permission after school. Other children should not have a cell phone unless approved by the principal. These devices will be kept in student's backpack at all times during the school day.

The administration reserves the right to determine what words, characters and logos are inappropriate for young people in our Catholic Christian environment. Any student not in full compliance with this policy may be excluded from class until the parent of that student has come to school to pick up the item in question. Parents are reminded not to allow their child to test the rules. Your cooperation with school rules will assist your child to have respect for himself, you, and school personnel!

## **REPORT CARDS AND PROGRESS REPORTS**

Report Cards are issued to students in Pre-school through Grade 8. These reports are sent home in November, March, and June. The purpose of a report card is to guide the student's progress. The lowest passing grade in any academic subject is a 66. All work with a grade of 66 or below is required to be signed by a parent or guardian and returned the next school day. A student whose yearly average is 66 or below may be considered for non-promotion. We encourage communication between parents and teachers. For this reason, we require one parent-teacher conference which will be held in the fall/early winter. After careful inspection of the progress report or report card it should be signed and returned promptly. The parent's signature means only the progress report or report card has been seen, not necessarily that the parent approves of it. If necessary further parent/teacher conferences can be arranged by the parent by calling the school office and scheduling a mutually convenient date and time. Progress reports are sent home in the first trimester to all students in grades Pre-school through 8. During the second and third trimester only the students who are in academic danger will receive a progress report. These reports should be carefully reviewed by parents, signed and returned to school the following day. Progress reports provide a mid-point indication of the student's academic status. The report cards and progress reports will be sent home. All tuition and fees must be current in order to receive a report card. If tuition has not been paid in full, the student may be denied the opportunity to take a final exam in a course and therefore may risk not being promoted or graduate. Parents are requested to sign and return these promptly. If a question or problem arises, the parent is strongly advised to contact

the teacher or Principal immediately through the school office.

## **RESPONSIBILITIES OF PARENTS/GUARDIANS**

- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardiness to the school.
- Assist their child in being properly dressed in her/his uniform.
- Take an active interest in the overall school program.
- Communicate regularly with the school concerning their child's conduct and progress.
- Discuss report cards and assignments with their child.
- Bring to the attention of the school any problem or condition which affects their child.
- Maintain current home, work, and emergency telephone numbers at the school.
- Cooperate with the administration, teachers, and staff in their efforts to achieve and maintain a quality school.

## **RESPONSIBILITIES OF SCHOOL PERSONNEL**

- Maintain an atmosphere conducive to good behavior.
- Be in regular attendance and on time; be prepared to perform their duties with appropriate working materials.
- Exhibit an attitude of respect toward individuals and property; conduct themselves in a responsible manner at all times.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective training and discipline based upon fair and impartial treatment of all students.
- Encourage parents/guardians to keep in regular communication with the school.
- Encourage parental participation in school affairs.
- Model task organization and management skills to ensure classroom time-on-task.
- Serve as appropriate Christian role models.
- Develop a cooperative working relationship among staff, students, and parents.

## **SCHOOL CANCELLATION**

St James-St. John School follows the decision of the New Bedford Public School System. If the weather is inclement, please listen to local radio and television stations (WFHN, WBSM, WMYS, or WNBH or WPRI Channel 12 TV) for "NO SCHOOL" announcements. Please do not call the school, Principal or teachers. We learn of school cancellations the same way you do; by a radio announcement.

## **SCHOOL HOURS**

Our school day begins at 8:10 a.m. and ends at 2:30 p.m. Schoolyard supervision begins at 8:00 a.m. Students should not be in the schoolyard before 8:00 a.m. The school assumes no responsibility for your child before school hours. If you have to bring your child earlier than the starting time, we do have extended care services available for them. On days of inclement weather, doors will be opened in the back of the school at 7:55 a.m. No vehicles are allowed in the schoolyard from 7:45 a.m. to 2:15 p.m.

Dismissal on regular school days is at 2:30 p.m. Any child not picked up by 2:40 p.m. will be sent to extended care. The fee for this extended care is \$4.00 per hour.

Dismissal on professional half days is at 11:00 a.m. Any child not picked up by 11:10 a.m. will be sent to extended care, if extended daycare is available. Same fee applies.

## **SCHOOL PROPERTY**

Textbooks, workbooks, desks, and furniture represent a substantial investment for the school and must be treated with respect. All hard-covered textbooks must be covered at all times. **DO NOT PUT THE TAPE ON THE BOOKS THEMSELVES.** Students and parents are advised that **NO ADHESIVE BOOK COVERS ARE ALLOWED.** Books damaged by the use of adhesive covers will be charged to the parents. Damage to any school property will merit a meeting with parents, teacher, principal, and pastor and further action will be taken. Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. School officials may search a student's outer clothing, pockets, or property. Desks and other furniture are the property of St. James-St. John School and are subject to inspection and search.

## **STANDARDIZED TESTING**

The IOWA testing is administered to Grades 2-8 and the Cognitive Abilities Test to Grades 3, 5, and 7. The results of these tests will help us analyze each child's performance and to identify their strengths and weaknesses. In this way, we will be able to improve the quality of the programs being offered. These scores are sent home to the parents and are also included in the student's permanent cumulative record.

## **STUDENT DROP OFF**

When dropping off your child, please enter on the side of the school with the cobblestone driveway. Proceed down the driveway to the orange cones. Have your child exit the car and continue to proceed down the cobblestone driveway to County Street. It is important to keep the flow of traffic moving. Please do not exit your vehicle to let your child out. There will be older students at the drop off point to help your child.

## **STUDENT RECORDS**

In the event of an address move or change your phone number, please contact the office. Any changes to the students' address, telephone number, or emergency contact information **MUST** be communicated to the school office immediately. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, SJSJ will provide the non-custodial parent access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide SJSJ with a court-certified copy of the court order. Detailed information about student records and the right of the parent/guardian to restrict access to student directory information is included on student information forms. Questions about or additional copies of student record information may be obtained from the school office. In the event that more than one copy of a record is required, advance notice and the appropriate legal documentation if applicable are required.

## **TELEPHONE USE**

The office telephone is for school business. Students will use the telephone only when absolutely necessary and must have teacher/office permission. Calls for forgotten homework or to make afternoon plans will not be permitted. For emergency purposes, the school office must be notified immediately if there is a change in the home and/or work telephone number. In the case when telephone numbers and addresses are changed without school notification, and when the administration must make a decision regarding the health, welfare, or treatment of a student without parental contact, the parent waives his/her right to address the school at a later date for decisions made in their absence.

## **TRANSFER AND WITHDRAWAL**

Withdrawal is the voluntary termination of a student's enrollment by the parents or guardian without provision for enrollment in another school. This action may be taken only in cases where the student is exempt by the reason of age or other cause from the compulsory

education law. A parent or guardian may withdraw a student at any time, but students should be encouraged to complete their education if at all possible.

When a student withdraws permanently from school, a Massachusetts Transfer Card is to be sent to the Department of Education with a notation that the student is withdrawing and not transferring to another school. A notation is to be made in the School Register with the reason for withdrawal. The Principal should report each withdrawal to the Superintendent according to the established child accounting procedure.

Transfer is the voluntary termination of a student's enrollment by the parents or guardian with provision for the student to be enrolled in another school. A parent or guardian may decide to transfer a student at any time and for any reason, but transfers for frivolous reasons should be discouraged. The Principal should report each transfer to the Superintendent according to the established child accounting procedure, and should forward the student's records to the new school as soon as possible. Parents who wish to transfer a child to another school are required to sign a release form in the office for records to be released. All financial commitments are to be in order before records will be released.

It should be noted that Withdrawal and Transfer are voluntary on the part of the parents or guardian. If the student's enrollment is terminated involuntarily, this must be considered Expulsion.

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

## BULLYING INCIDENT REPORT

1. Name of Reporter/Complainant: \_\_\_\_\_

2. Check whether you are the:  
Target (of the behavior)  Reporter (not the target of the behavior)

3. Check whether you are a:  Student  Staff Member  Administrator  
 Parent  Other (specify) \_\_\_\_\_

3A. Provide your contact information/telephone number: \_\_\_\_\_

4. If student, state your school: \_\_\_\_\_ Grade: \_\_\_\_\_  
Homeroom: \_\_\_\_\_

5. If staff member, state your school or worksite: \_\_\_\_\_

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6. Information about the incident:

Name of target (of behavior): \_\_\_\_\_  
Please check:  Student  Staff  Other \_\_\_\_\_

Name of subject of report/complaint: \_\_\_\_\_  
Please check:  Student  Staff  Other \_\_\_\_\_

Date(s) of incident: \_\_\_\_\_  
Time when incident(s) occurred: \_\_\_\_\_  
Incident location (be as specific as possible): \_\_\_\_\_

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7. Witnesses: List people who saw the incident or have relevant information about the incident.

Name: \_\_\_\_\_  
Please check:  Student  Staff  Other \_\_\_\_\_

Name: \_\_\_\_\_  
Please check:  Student  Staff  Other \_\_\_\_\_

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8. Describe the details of the incident (the names of persons involved, what occurred, and what each person did and said, including specific words used; use additional paper, if necessary):

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9. Signature of reporter/complainant: \_\_\_\_\_ Date: \_\_\_\_\_

10. Form received by: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT AND STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

The school handbook has been compiled to acquaint both students and parents of the rules of SJSJ. After reading the Handbook, please sign below to indicate that you understand and are willing to comply with the rules and policies included here, in the SJSJ Dress Code, and in any SJSJ publication referred to in this document. The Principal and Pastor, have the right to make new policies when necessary.

Please detach and return the portion below to your child's teacher within one week.

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

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

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

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

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

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

St James-St. John School  
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