

**St. John School
Parent/Student Handbook
2025-2026**



Saint John School

Fr. Michael Della Penna, Pastor
Mrs. Annmarie Quezada, Head of School

St. John Elementary School
9 Moon Street
Boston, MA 02113

Welcome from the Head of School

Dear Prospective Families,

Welcome to St. John School in the North End of Boston. We have been providing private, Catholic education for the past 131 years. Rooted in a historical contribution of Italian immigrant families, the school has dedicated itself to providing a rigorous academic program coupled with a deep commitment to a faith based value system. We believe each and every child deserves to experience a loving community who supports a steadfast work ethic, service to others, and an understanding that his/her individual gifts and talents can be used to better the larger community and world.

Our mission is Be, Belong, Become.

Students at St. John are encouraged to be the best version of themselves through a strong ELA and Math program coupled with a collaborative STEM program. We balance educational programs for the body, mind, heart, and soul incorporating arts, athletics, and community service into our program.

Students are encouraged to participate through a variety of enrichment activities such as Lego, Chess, Drama, Ballet, Athletics, World language study and more. We emphasize inclusivity, acceptance, and the idea that everyone has a place within the school community. and can evolve into their best selves.

Students are encouraged to become the rising stars they are with goals set high and future plans in tact. We emphasize intellectual inquiry as well as a dedication to engagement with the larger community. We encourage students to strive for excellence, to learn, and to transform.

As we embark on a five year strategic plan, we invite you to come and experience the vibrant classes, innovative Science projects and theatrical productions such as Willy Wonka and Annie. The city of Boston is at our fingertips and serves as an exploratory adventure in places such as the Museum of Science, MIT Museum, and The Freedom Trail.

Our trajectory of education for Pre-K students to 6th grade allows for a continuity of excellence in education.

Come Be, Belong, and Become with us!

Warmly,
Annmarie Quezada
Head of School

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A. Mission Statement

Be - Belong- Become

In 2023, a new mission statement was created to articulate our inclusive and welcoming vision, which encapsulates the transformation of the whole student through their journey here. St. John School exemplifies our rich history and traditions while embracing a rigorous standards-based curriculum that prepares our students for today's world while remaining strongly tied to our Catholic values.

Each day, we challenge students and each other to live out our mission.

Be who you are, a child of God

At St. John School, each child is an individual, and our role is to help them learn and grow in faith, life, and academics.

We recognize that every child is precious and inherently a child of God. They are divine, they have talents and gifts. Our task is to work with them to help them grow in their gifts, and to grow into themselves.

Belong as a member of a vibrant school invested in faith and academic excellence.

By attending St. John School, you become a member of our school community, where faith and academic excellence meet. It's our responsibility to provide opportunities for both. That's why you're coming to us - to be a kind, compassionate member of society making a difference, where the Gospel is lived, not just recited.

Become a witness to the Gospel, as demonstrated by a love for others and learning.

Students become men and women ready to contribute to the world, understand the Catholic faith, and live out the Gospel. We are a stepping stone on their journey toward excellence.

Our faculty and staff fully embrace our mission: Be, Belong, Become. They work daily, intentionally living the mission with their students, encouraging their curiosity and love for learning. We embrace a shared responsibility to journey alongside the children at St. John School, helping them realize their potential and become their best, prepared for continued success.

HOW WILL YOU LIVE OUT OUR MISSION TODAY?

Non-Discriminatory Policy - St. John School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students of the school. We do not discriminate on the basis of race, color, national and ethnic origin, in administration of educational policies, admission policies and in hiring of school personnel.

ACADEMIC POLICY

Children will be promoted to the next grade based on academic performance and compliance with the school attendance policies. Excessive absence or tardiness may have an impact on promotion.

ST. JOHN SCHOOL MARKING SYSTEM - GRADES 3-6

A+ (97 - 100)	B+ (87 - 89)	C+ (77 - 79)	D+ (67 - 69)	
A (93 - 96)	B (83 - 86)	C (73 - 76)	D (63 - 66)	F (0 - 59)
A- (90 - 92)	B- (80 - 82)	C- (70 - 72)	D- (60 - 62)	

B. SCHOOL POLICIES

ABSENCES

When a child, PreK3 to grade 6, is absent from school, the parent/guardian must phone the school office to report their child's absence before 8:15 a.m. This is a mandatory process and clearly is in the best interest of your child. Your child's security is crucial and we must know where your child is at all times. PLEASE comply with this rule! We begin our day with Community Prayer at 8:00 a.m.

ATTENDANCE

It is necessary that your child be present every school day, if possible. Please do not keep your child home unless he/she is ill.

If a child has excessive absence or excessive tardiness in a school year, it may be necessary to repeat the grade. This is waived in the case of long term illness however the work must be made up in accordance with the individual teacher(s). Work not made up will be graded as a failure.

DISMISSAL DURING SCHOOL HOURS

Students must have a note from their parent/guardian if they must be dismissed during school time, and a specific reason must be indicated. Students that are dismissed may not return for the After School Program.

Doctor and dentist appointments can and should be made after school hours.

DISMISSAL DUE TO ILLNESS

Parents will be notified if a student becomes ill. Either the parent or emergency contact must come to the school and get the child. No child will be dismissed without proper escort.

HEALTH POLICY

St. John School nurses do not have the authority to administer any medication provided signed releases are on file. This is in compliance with Massachusetts State Law.

MEDICATION SHOULD NEVER BE IN A STUDENT'S POSSESSION.

To promote a healthy school environment, children will be expected to know how to use hand sanitizer, to cough or sneeze in their elbow, and to avoid touching their nose, mouth, and eyes to prevent the spread of germs.

Children who are sick should stay home. Children, who are with fever, can return to school 24 hours after being without fever (without medicine).

TARDINESS

The time schedule for school hours is listed below. All students must be in school by 8:00 a.m. All students entering the building after 8:00 A.M. are marked tardy.

TIME SCHEDULE

7:30-8:00	Students report to cafeteria
8:00	Morning Prayer
11:30-12:00	Recess K-6
12:00-12:30	Lunch Pre-K3-6
2:30	Whole school dismissal

C. STUDENT BEHAVIOR

We at St. John School feel strongly that home and school must work together to bring about good behavior in our children.

However, in the final analysis, it is you, the parent, who is ultimately responsible for the behavior of your child until he/she reaches maturity. A Christian discipline system is the foundation for the whole educational structure. It helps develop the self-control necessary for good conduct and consideration for one another. Self-discipline must be taught by example and in the classroom, it will result in an atmosphere conducive to learning. Rules, consequences, and rewards are posted in each classroom. Disruptive behavior in the classroom, within the school building, or on school property, will not be tolerated.

Students at school functions not on school property or during transit to and from school represent the school and should behave in an appropriate manner. If a discipline situation is serious enough for the teacher to refer the incident to the Administration, parents will be notified.

DISCIPLINE REFERRAL

If responses and interventions fail to effect changes in patterns of behavior, a discipline referral may be used to document misconduct. The referral will identify the behavior and consequences assigned using the Behavior Report Form. A referral is significant and is not to be taken lightly. Detention may be the result and students may be assigned to serve lunch and/or after school detention as a consequence of inappropriate behavior. Students will be told where to report for detention by the teacher or administrator assigning the detention. Parents will be notified.

IN SCHOOL SUSPENSION

In-school suspension occurs when a student is removed from his/her class for a designated time because of a serious offense. Parents are notified when this type of suspension occurs.

EXPULSION

Expulsion is the permanent dismissal of a student from the school for serious violations of the discipline code.

The following are violations of the discipline code for which students may be suspended or expelled.

- Smoking, vaping, the use of drugs or alcohol, possession of any type of weapon on school premises or at any official school function

- The use of profane, inappropriate, or total disrespectful language on school premises or at any school function
- Fighting on school premises
- Leaving school without permission
- Truancy from school
- Stealing or the deliberate destruction of school, church or another's property. Parents are legally and morally responsible for restitution when their child has committed such an act
- Bullying, disruptive or threatening behavior in the learning environment causing anxiety, fear for safety, or discomfort due to emotional, physical, verbal, postural, sexual or written intimidation, or any unwanted or inappropriate touching
- Accessing unapproved sites on school devices

BULLYING

All of us at St John School, agree to have a healthy school environment that is safe, inclusive, respectful, and free from bullying.

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be, but is not limited to, pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, cyber online chats, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying. Bullying is a repeated behavior.

Let us keep ourselves and our children informed and aware of school bullying policies.

Let us work in partnership with one another to encourage positive behavior, valuing differences and promoting sensitivity to others.

Let us discuss regularly with our children their feelings about school work, friendships, and relationships.

Inform faculty of changes in our children's behavior or circumstances at home that may change his/her behavior at school.

Alert faculty if any bullying has occurred.

Any student who shows disrespect for authority is subject to disciplinary action. Consequences for improper behavior will be in direct relationship to the infraction, and will be dealt with on an individual basis. Because tolerance for

others is central to our school's philosophy and mission, any display of disrespect by a student for another student is also subject to discipline.

E. OTHER REGULATIONS

BOOKS

Students are responsible for all textbooks and workbooks assigned to them. If they are lost or damaged in any way, they must be paid for by the student. All workbooks must be covered and the covers should not be marked.

SCHOOL BAG

It is mandatory for all students from Pre-K3 to grade 6 to have an appropriate size school bag or backpack.

ELECTRONIC DEVICES

Any cell phone, smart watches, and personal electronic devices brought to school must remain in the student's backpack turned off. We encourage personal devices to stay home. If any device is found in use or out of the backpack without permission, it will be taken to the office and will be returned only to a parent/guardian. Please note: the school is not responsible for any lost or stolen electronic device. SJS is not responsible for cell usage on the bus.

DRESS CODE

It is obvious that the way a student is dressed influences his/her attitude and performance. Therefore, uniforms must be worn every day unless it is a "tag/dress down" day. All students are expected to arrive at school clean and neatly groomed, with uniform shirts tucked in. A student's hair should be clean, combed, and trimmed in a reasonably neat style; no radical or extreme hair styles or colors will be allowed. Platform sneakers, crocs, slippers, hats, and nonuniform sweatshirts are not allowed. Please note: these rules will be strictly enforced.

UNIFORMS

GIRLS: Plaid uniform with a choice of a navy blue tights or navy blue knee socks, or navy blue slacks, with a plain white long or short sleeve polo shirt with our school's monogram, and a navy blue v-neck pullover sweater or fleece with our school monogram, and suitable school shoes or sneakers.

BOYS: Navy blue slacks, with a plain white long or short sleeve polo shirt with our school's monogram, and a navy blue v-neck pullover sweater or fleece with our school monogram, and suitable school shoes or sneakers. Boys' pants must be worn at the waist.

K3 Girls and Boys-white long or short sleeved polo with SJS monogram and navy bottoms (parental choice). This is worn every day except “tag” days.

GYM UNIFORMS-K4-6 are purchased through Collegiate House or Land’s End.

EMERGENCY FORMS

Each year parents are required to complete an emergency form. Please be sure that there are TWO other people listed in case of an emergency when you cannot be reached. They should be reliable and should agree with the responsibility. Other forms brought home should be completed and immediately returned to school.

HOMEWORK

Homework assignments, which are an important part of your child’s education, are required of all students from grades one through eight.

GRADES 1 & 2: Up to ½ hour of work each night. Students may be asked to study vocabulary words, number facts, poems, or spelling words. Students are asked to read 20 minutes each night to an adult.

GRADES 3 - 4: ½ hour to 1 hour of homework each night.

GRADES 5 - 6: 1 hour to 2 hours of homework each night.

NO SCHOOL ANNOUNCEMENTS

In case of inclement weather, St. John School follows the “No School” report given by the Boston Public Schools as announced on radio and television. If Boston elementary schools are called off, St. John School and the extended after school program will be closed.

Please note: You can also register for a text message to be sent to your cell phone in case of a no school announcement. This is done through the local news station websites; regular text messaging rates are applied.

PERMISSION SLIPS

Parents are required to sign permission slips for the following:

- ✓ Any walking trip that may occur during the school year
- ✓ All field trips

PETS are not permitted in the school unless they are service animals.

SECURITY PRECAUTIONS

- All doors to the school will be locked by 8:00 A.M.
- If you wish to enter the school, please ring the doorbell at the Moon St. entrance (front door.) After 8:00 A.M. EVERYONE entering the building must go directly to the school office and sign in.

SCHOOL VISITS

Anyone coming into the school for any reason must check-in at the office, sign in, obtain a visitor pass, return visitor pass and sign out upon exiting the building. This includes any parent dropping off children in the morning or doing volunteer work. All parent volunteers must complete a CORI check. This policy is to ensure the safety of our students at all times.

ENTERING AND LEAVING THE BUILDING

- All students K5 through grade 6 enter the school through the Lewis St. door in the morning and proceed to the cafeteria.
- All students in K4 enter and exit through the Sun Court St. door.
- All students in K3 enter and exit through their classroom door..
- Students in K5 dismiss from the Moon St. door.
- Students in grades 1, and 2 dismiss from the Moon St. door.
- Students in grades 3-6 dismiss from Lewis Street door.
- Students who arrive after 8:00 A.M. are considered late. They must use the Moon St. entrance and report to the office before going to their classroom.
- Students who are being dismissed early must report to the office before leaving the building.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held in November and March. Progress reports are issued to all students each marking period. If a parent wishes to meet with a teacher, they must make an appointment. This can be done by a written note to the teacher at any time.

TRANSFERS

If your child must transfer to another school, please give a two week notification. We will also need the name and address of the new school your child will be attending as records must be mailed to the new school.

CORI CHECKS

Each member of the faculty, staff, and volunteers must complete and file a Criminal Offender Record Information (CORI) check form every academic year.

All adults who volunteer in our classrooms; chaperone field trips, and any other activity that directly involves the children must have an approved CORI on file in the school office. This must be completed yearly.

PHOTOGRAPHY & PUBLICITY

We often take pictures of the students as they work or participate in special events. These photographs may be displayed around the school, placed on the website, SJS social media sites or printed in brochures, newsletters or the local newspapers. If you do not wish your child to be in these pictures, please notify the school principal in writing.

F. CRISIS MANAGEMENT

St. John School is aware that your children attend a school in a world which has natural and man-made dangers and an ever increasing incidence of violence. We, at St. John School cannot plan for every incident, but we, with your help, can provide the safest possible learning environment.

- We have engaged in preparation for such inevitable incidents by consultation with outside safety organizations and providing safety and crisis management in-services for the faculty and staff.
- St. John School has a crisis Management Plan in place.
- Access to the school building shall be limited and monitored during the school day.
- Students are taught to take responsibility for their own safety by immediately reporting suspicious individuals or any unsafe activity in or around the school to school personnel and by learning personal safety and conflict resolution techniques.
- We foster an atmosphere in which students will learn non-violence, pro-social skills, conflict resolution, law related education, and good decision making skills.
- In collaboration with local safety and law enforcement officials, we have developed a plan to be prepared for the following:
 - Emergency evacuation of the building
 - Emergency procedures in case of accident, injury, assault/fighting, death, and dangerous intruder

- Emergency procedures due to power or heat failure, inclement weather, or other disasters
- Active shooter plan (Faculty are Trained through ALICE program)
- Emergency notifications priorities and procedures



The After School Program

St. John School

Parent Handbook

2025-2026

Dear Parents and Guardians,

Welcome to the St. John School After School Program!

We are delighted to welcome you and your child to the After School Program at St. John School, serving students from **Pre-K through 6th grade**. This handbook has been prepared to give you a clear and helpful overview of our program, including daily activities, procedures, and important policies. We encourage you to read it carefully and keep it handy for easy reference throughout the school year.

Our program is committed to creating a warm, supportive environment where children can learn, grow, and have fun after the school day ends. We strive to provide a balance of structured activities and free play that supports both academic and social development.

We value your feedback and welcome your suggestions at any time. Strong partnerships between families and staff are essential to making this a positive and enriching experience for every child.

A heartfelt thank you to the dedicated faculty and staff at **St. John School**, and to the many families whose ongoing support helps make this program such a success. Your involvement and encouragement are deeply appreciated.

If you have any questions about the information in this handbook or about the program in general, please feel free to reach out to me at afoti@sjsne.com.

I look forward to a wonderful and rewarding year with you and your child.

Warm regards,
Adrienne Foti
After School Director
St. John School



St. John School Afterschool Program Handbook

HOURS:

The Afterschool Program is available Monday through Friday, from 2:30 p.m. to 6:00 p.m. On all early release days, the After School Program runs from 11:30 a.m. to 3:00 p.m.

TUITION & FEES:

- Annual Tuition: \$5,000
- Payment Plan: 10 installments of \$500 (Paid August through May)

Please note:

- Payments completed are non-refundable and non-transferable.
- Tuition is based on annual enrollment
- Withdrawing during the year may result in loss of placement and no guaranteed re-enrollment.

Pre-K 3 (available only for students enrolled in 3-Day regular school Program)

- Annual Tuition: \$5,000
- Payment Plan: 10 monthly installments of \$500 (August through May)

Please Note:

- Payments completed are non-refundable and non-transferable.
- Tuition is based on annual enrollment
- Withdrawing during the school year may result in loss of placement and no guaranteed re-enrollment.

EMERGENCY FORMS:

Before your child's first day in the program, please submit:

- A list of emergency contacts with phone numbers.
- A list of individuals authorized to pick up your child

DAILY SCHOOL DISMISSAL PROCEDURE:

- Grades 1-6: The children attending the After School Program will walk to the After School from their classroom.
- Attendance will be taken upon arrival by After School staff.

For students in Pre-K and Kindergarten, the transition to the After School Program is carefully supervised to ensure safety and consistency:

- At regular dismissal time, classroom teachers will escort Pre-K and Kindergarten students directly to their designated After School classroom.
- Attendance will be taken upon arrival by After School staff

PICK-UP PROCEDURE:

- Pick-up location: Suncourt Street cafeteria door.
- Only individuals listed on your authorized pick-up list may collect your child.
- If someone else is picking up your child, you must send written permission via email to the students' classroom teacher and afterschool director.
- Individuals must show a photo ID at pick-up.
- Children may not be dropped off during Afterschool hours—only picked up.

LATE PICK-UP POLICY:

- After 6:00 p.m. (or 3:00 p.m. on early release days):
 - \$25.00 for the first 15 minutes
 - \$1.00 per minute thereafter
- Excessive tardiness:
 - 3 late pick-ups: 1-week suspension
 - 5 late pick-ups: Permanent removal from the program

If you anticipate being late, please notify the Program Director or supervisor immediately at afoti@sjsne.com or rpantaleo@sjsne.com

ABSENCES:

If your child will be absent, please notify the Program Director by noon on that day via email.

EMERGENCY DISMISSAL PROCEDURES:

The St. John School After School Program will be closed whenever Boston Public Schools announce an early dismissal or closure due to inclement weather or other emergencies that affect the safe use of the building.

In the event of an unexpected school closure, families will be notified through:

- The school sends automated phone calls and email alerts.
- An email directly from the school and/or After School Program Director.

Important Reminder:

If school is closed or dismissed early, the After School Program will not operate unless communicated otherwise. All children will be dismissed according to the school's emergency plan. Please ensure a designated adult is available to receive your child.

ILLNESS & DISMISSAL:

- If a child becomes ill while attending the Program, a parent or emergency contact person will be notified.
- An approved adult must pick up the child within one hour of notification.
- Children must be illness-free for 24 hours before returning.
- Children who attend the After School Program should be well enough to follow the normal routine of the Program.
- Children, who have a contagious condition, fever, vomiting, or diarrhea, may not attend the After School Program and must be fully recovered before returning to the After School Program.
- Please report any changes of emergency contact information, telephone numbers, or addresses to the Program Director as soon as they become available.

INJURY PROCEDURE:

- Parents/guardians will be contacted for all injuries.
- All incidents are logged using a school report form.
- No nurse is on duty during Afterschool hours; the Director or Supervisor handles first aid.
- In serious cases, emergency services (911) will be called unless instructed otherwise.

BEHAVIOR MANAGEMENT POLICY:

- The children and staff of the After School Program are asked to treat each other with respect, tolerance, kindness, and consideration.
- The rules and behavior expectations utilized by the After School Program will be explained to the children clearly and reinforced in a consistent manner.
- Children will be given reminders and redirection in order to encourage positive behavior.
- A child who is unkind verbally will be asked to apologize.
- A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time.
- Any activities where participants purposely exclude another child will not be allowed.
- If a child has specific behavior issues, every effort will be made to implement a behavior management plan consistent with efforts being made at the child's home and classroom.

- If a child's behavior indicates that the Program is not able to meet his or her needs, the Program Director will contact the child's parents to arrange a meeting.
- If the Program Director feels the Program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the Program reserves the right to terminate the child's participation in the Program.

SNACK & FOOD POLICY:

- Children must bring their own snack and water bottle daily.
- Food is not provided unless part of a scheduled cooking activity.

TOILET TRAINING:

- Toilet training is strongly recommended, encouraged, and preferred.
- Afterschool employees will assist children as needed, but we encourage children to complete toileting activities independently.
- If a child is unable to change themselves, parents may be called to assist or pick up.

Note: This policy is not in place to shame or punish a child or inconvenience primary caregivers. This policy ensures safety and allows staff to maintain focus on programming. This policy is intended to ensure the safety and happiness of children and staff.

HOMEWORK:

- Available Monday–Thursday for Grades 1–6.
- Staff provide support but are not responsible for homework completion.
- Parents are encouraged to check homework at home.

ENRICHMENT PROGRAMS:

- Optional enrichment classes are offered in 3 sessions per year (10–12 weeks each).
- Class offerings and fees vary.

OUTDOOR PLAY:

- Children who attend the After School Program can expect to spend a minimum of 20 minutes outside during the day.
- Outdoor play will be cancelled due to precipitation, icy ground conditions, temperatures below 20 degrees, or excessive wind or heat.

TOYS & ELECTRONICS:

- No toys or games from home are allowed.
- Electronic devices, including phones and iPads, are not permitted.

MEDICAL INFORMATION:

- Please inform the staff of any medical needs (e.g., allergies, asthma).
- Staff do not administer medications, but are trained to use EpiPens in emergencies.

CONTACT INFO:

Ms. Adrienne's E-mail (Director): afoti@sjzne.com

Ms. Rosanna's E-Mail (Supervisor): rpantaleo@sjzne.com

SJS Office Phone Number: 617-227-3143

****The Afterschool Director reserves the right to make changes to the handbook if necessary. The full cooperation of the parents/guardians is always appreciated.****

I have read and understood the After School Handbook

Child(erns) Name_____

Parent / Guardian Name _____

Date _____