

PARENT/STUDENT HANDBOOK *2025-2026*



St. John the Baptist School

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St. Elizabeth's Church

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Dear Parents and Students,

This handbook will help you understand the policies, expectations and philosophies that apply to the St. John the Baptist School Family. The staff is thoroughly committed to your children; dedicated to guide them in their faith, determined to offer rigorous curriculum, and to provide the Lord's teaching within their daily lives.

Let it be known to all who enter St. John the Baptist School that Jesus is the reason for our school; he is the supreme teacher, model, idea, and inspiration for all of our students and staff.

Parents/guardians are the first and most influential teacher(s) where children are concerned. By living the example, you guide your children in the areas of endless faith, love of others, strive for knowledge, instill responsibility, and encourage accountability. This role is unique, I implore that parents embrace this journey; take an active part within your child's life while they are attending St. John the Baptist School.

As you can be assured of our commitment to your children, I ask for your support and assistance with the Family School Association, Development Committee, Marketing Committee, Advancement, and School Board. Supporting these groups and volunteering is vital to our school's overall success. We are blessed to have been helped by so many in the past; today, we need your expertise to keep our school functional. Presently, SJB's operational finances are reaching staggering levels. Our school needs your backing, influences, ideas, and talents to maintain an operational private, catholic based educational facility I ask for your support. I am happy to say that **'We are Family'** here at SJBS.

God bless you,

Shelly Rose

Principal

St. John the Baptist School

St. John the Baptist School is a Catholic Elementary and Middle School. The Pre-K through grade 8 curriculum stresses rigorous academic achievement within a Christian community, whereas every child feels that they are loved, respected, and protected by their peers and staff.

HISTORY

St. John the Baptist School was founded by the Reverend Louis Thomas Rodier, who became Pastor of St. John the Baptist parish in 1913. His only dream was to build a parochial school and staff it with religious teachers. Thanks to the co-operation and generosity of his parishioners, his dream came true in 1925.

The Sisters of Saint Anne arrived in Ludlow on September 2, 1925. Erected on the church property is a statue of Mother Marie-Anne Blondin, the Foundress of the Congregation of the Sisters of St. Anne, accompanied by a little girl and boy. This special honor is paid to Mother Marie-Anne Blondin because she was the pioneer of mixed classes of boys and girls in parochial schools.

On September 15 the school doors were officially opened to 265 students in grades one through six. On October 5, a pre-primary class numbering 85 children was added. With the total enrollment having now reached 350, the young school began to experience growing pains caused by a shortage of classroom furniture. Boards laid on trestles became desks for some time for grades 5 and 6. Each succeeding year saw the opening of a new class until all eight elementary grades were operating.

Today, St. John the Baptist School still functions as a vital part of the Parish. The dream is still alive in the parishioners, and the dedication of the teachers ensures that Christ stays alive in the hearts of the children.

St. John the Baptist School Mission Statement

St. John the Baptist School perpetuates the teachings and traditions of the Catholic Faith. With the guidance of the Holy Spirit, we educate the whole child - spiritually, emotionally, academically and physically. Our dedicated faculty challenges each student, Nursery through Grade eight, to reach his or her fullest potential. An atmosphere of mutual respect and cooperation is fostered as we prepare the students to joyfully serve their families and communities.

St. Elizabeth Church Mission Statement

Saint Elizabeth's Catholic Community is committed to prepare the way of the Lord by welcoming with unconditional love all who gather here to celebrate the signs of God's presence among us and is challenged to proclaim the Good News of God's love to the world.

St. John the Baptist Philosophy

We, at St. John the Baptist School, seek to fulfill the educational mission of the Church. We instill in our students the need for Christian service, as well as a commitment to God. Student participation in the liturgies is a powerful source for the development of personal sanctity and for building community. Consideration and kindness must be reciprocal and so we, who are dedicated to the education of children, must constantly be aware of mutual respect and the uniqueness of each individual. As stated in *To Teach as Jesus Did*, "Catholic Education is an expression of the mission of the Church Jesus founded. Through education the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action in all areas of the students' lives." A formal period of teaching Catholic religious truths and values is an important part of the school curriculum and the message of Jesus Christ permeates all our actions. In recognition of our students varied cultural backgrounds, we respect each child's unique individuality. We ask God's blessing in all our endeavors. As Christians, we are confident of success, relying on Jesus Christ, the heart of Christian education.

I. Administration Information

Nondiscriminatory Policy

St. John the Baptist School does not discriminate in its admissions policies on the basis of race, sex, religion or national origin. The Administration of SJB may consider, in the application process, the results of any objective testing materials administered for placement purposes; prior academic records and/or test results; and prior teacher/principal recommendations when applicable.

St. John the Baptist School gives preference in admission to Catholic students who are siblings affiliated with St. Elizabeth Parish; secondly, to Catholic students affiliated with St. Elizabeth's parish or siblings of students affiliated with other regional parishes; thirdly, to Catholic students affiliated with other regional parishes; lastly, to other applicants, non-affiliated Catholic or Non-Catholic, dependent upon space available.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. John the Baptist School.

Parent's Role in Education

The staff at St. John the Baptist School considers it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is the parents' responsibility to become the primary role models for the development of the child's life---physically, mentally, spiritually, emotionally, and psychologically. As a parent, your choice of St. John the Baptist School involves a

commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideas taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Once you have chosen to enter into a partnership with us at St. John the Baptist School, we trust you will be loyal to this commitment.

During these formative years (Nursery to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of one another in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security. It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and all other assignments. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child become the best person he/she is capable of becoming.

Volunteers

All volunteers who work with the children need a CORI, Code of Conduct signed and the online Virtus program. Parent involvement in school programs is very much appreciated and needed. Parents may volunteer as lunch and playground monitors or helpers in many of the school's projects and committees. Volunteer service is encouraged as we attempt to expand our SJB School Family. The Family School Association, along with the Advancement Committee and the School Board, welcomes your support. We require at least 15 hours of volunteering per family during the year. If the 15 hours are not met, the parent will be billed accordingly at \$10 per hour on their billing statement.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. Nursery school or younger siblings are not allowed to accompany parent volunteers on the bus for field trips.

Parents as Partners

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

- Get to bed early on school nights
 - Arrive at school on time and is picked up on time at the end of the day
 - Dress according to the school dress code
 - Complete assignments on time
 - Obtain lunch money or nutritional sack lunch every day.
 - Participate actively in school activities such as Parent-Teacher Conferences
 - Fulfill volunteering requirements
 - Is accountable and responsible for any damage (monetary) to school books, Chrome Books, computers, assistive technology materials, or property due to carelessness or neglect on the part of the student
 - Notify the school with a written note when the student has been absent or tardy
 - Notify the school office of any changes of address or important phone numbers
 - Meet all financial obligations to the school
 - Inform the school of any special situation regarding the student's well-being, safety, and health
 - Complete and return to school any requested information promptly
 - Read consistently school notes, website, on-line grading system, and newsletters and show interest in the student's total education
 - Support the religious and educational goals of the school (attend your parish's services regularly)
 - Support and cooperate with the discipline policy of the school
 - Treat teachers with respect and courtesy in discussing student concerns.
 - Treat all students, paraprofessionals, staff, teachers, and other parents with mutual respect.
- Engagement in online blogs such as, but not limited to, MySpace.com®, Facebook®, Twitter, Snapchat, etc. may result in disciplinary actions if the content of the parent's blog includes defamatory comments regarding the school, the faculty, other students, parents or the parish. Such derogatory or inappropriate actions/measures/comments will be presented to the school board for review

Personal Safety Program

The staff uses Circle of Grace (<https://www.crcna.org/SafeChurch/circle-grace>) to speak to students about child safety/Bullying. Parents may address concerns (about their child participation) within school related academic programming (whereas, such request will be delivered to the school board for review and filed) of learning experience(s); however, legal guardian(s) need to notify the school in writing that their child will not be participating in any non-academic school programming. The Safe Environment Materials are accessible at any time if you would like to see the information being taught. They will also be accessible at Open House and Conferences.

Bullying Policy

Bullying of any type has no place in a school setting; therefore, St. John the Baptist School attempts to provide a safe environment for all students and faculty. Threats, verbal, written or online / virtual, made against the physical or emotional well-being of any person is taken very seriously. Students, parents, or family member(s) making such threats, seriously, in jest or online, face detention, suspension, and/or expulsion.

Family School Association

The mission of the Family School Association (FSA) is for parents, teachers and administration to work cooperatively as a Christian family; to raise money for our school in order to help defray the cost of tuition, materials, academic capital improvements, educational necessities, as well as sponsoring school community social events. We need to continuously raise funds to provide additional academic and spiritual experiences throughout the school year.

Each year the SJB School Boards' Finance Committee identifies the specific amount of money the FSA needs to raise in order to balance our school's operational budget. It is imperative that any concerns, requests, or ideas be presented (in writing) to a school board member to address your requests.

Based on the amount of funding needed to be raised annually, the FSA formulates a fundraising plan for the school year. The FSA fundraising plan contains goals for each family that has a student(s) who attends SJBS.

Throughout allocated times during the school year, each family/student is expected to achieve their assigned fundraising goal. It is understood that in achieving individual fundraising goal(s), the FSA is assisting SJBS in keeping our tuition reasonably priced for all families of SJB. The FSA fundraising initiative has a direct impact on the tuition adjustment to support costs to families as well as balancing a school year operating budget.

Admission Policies

St. John the Baptist School does not discriminate in its admissions policies on the basis of race, sex, religion or national origin. The Administration of SJBS may consider, in the application process, the results of any objective testing materials administered for placement purposes; prior academic records and test results; and prior teacher/principal recommendations when applicable.

St. John the Baptist School gives preference in admission to:

- 1st Catholic students who are siblings affiliated with St. Elizabeth's Parish
- 2nd Catholic students affiliated with St. Elizabeth's parish or siblings of students affiliated with other regional parishes
- 3rd Catholic students affiliated with other regional parishes
- 4th Applicants, non-affiliated Catholic or Non-Catholic, dependent upon space available.

Application Fee: (non-refundable)..... \$25.00

Tuition Information

There will be a non-refundable commitment fee due prior to the beginning of the school year. Tuition bills are sent out in May with payment due on the 15th of each month starting in June or July.

Financial Assistance (www.factstuitionaid.com) is available each year through the Diocesan Schools Office (K – 8) to parents who are active and contributing members of their parish and are in need of financial assistance. Any family who experiences an emergency situation should arrange a confidential conference with the Principal or Pastor, so that a temporary arrangement may be made.

There are two other scholarships or assistance families may apply for through St. John the Baptist School (K-8). The first is the Elaine McVicar/Sisters of St. Anne Scholarship Fund. The second is the Bourbeau Scholarship and this is for those families with 2 or more children in grades K – 8. These scholarships are available in February and due by June 1st. For information, contact the school office.

Families may also qualify or be considered for sponsorship from the parish to which they belong. The families must be properly registered in the parish and contact your pastor to see what the qualifications are for you to be considered.

We reserve the right to discontinue enrollment when tuition is in arrears and no prior arrangements for payment have been made.

Withdrawal Policy

Families must notify the school in writing if a student is withdrawing from the school.

Registered students who withdraw will be responsible for a portion of the tuition as well as any consumable items.

After February 1st; any student that withdraws from St. John the Baptist School, the remainder of the school year tuition is due in full.

Textbooks/Chromebooks

School backpacks are required in all grades - kindergarten through grade 8.

A consumable book fee for each student; the fee depends on the consumable books used for each grade.

All books should be treated with respect and cared for as personal property. With that said, the backpack is to ensure the safety and condition of SJB property.

Any damaged, defaced, lost textbook, class / library book, town library book, or reference book will be replaced in full value. This is the responsibility of the student and parent. Family may have to monetarily compensate depending on damage or loss item.

If Chromebooks are broken, the parents pay for the cost to fix it or if it cannot be fixed, the fee is \$250.

Insurance

The Diocese of Springfield MANDATES that all students must be covered by medical insurance. If parents' coverage does not cover the child at school, the parents MUST take the School Insurance Plan. Proof of private insurance maybe required.

Registration and Records

SJB School requires a non-refundable registration fee for all new students entering for the first time. Also, a non-refundable registration fee for any student re-entering SJB will be required (even if such student was withdrawn previously from SJB).

Registration for in-coming Kindergarten students will take place during an announced period of time in February. A pre-school assessment will take place in the spring, either formally by the Kindergarten teacher, for those students not in our Nursery School, or informally by the Nursery School staff during the year.

- Complete **HEALTH RECORDS** and proof of immunizations and physical must be presented before a child is to enter school.

According to the Town of Ludlow, Massachusetts regulations, a child entering Kindergarten must be 5 years of age by September 1st of that year regardless of residence.

Annually, a form is sent home to ask parents to update our emergency information file. Home, work and cell phone numbers should be given as well as the names and phone numbers of at least two persons who have permission to act in the parents' behalf if a parent cannot be reached. The school office should be notified if a family should move, any phone numbers are changed or if there is a change in place of employment.

Student Records

Records of student(s) transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. John the Baptist School Office. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment are in arrears.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities, such as dances, field trips, field day, etc.

Special Challenges

Philosophically, we are committed to providing an integrated Catholic education to all children. However, because St. John the Baptist School has limited resources and is not equipped to serve all children with special needs; SJB reserves the right to discontinue the enrollment of a child whose needs, as determined by the principal, staff, appropriate assessment, are not being met. Every effort by SJB will be made to assist parents in finding a suitable educational facility that will best address the needs of the child.

II. General Information

School Hours

Grades K through Grade 8: 7:45 AM – 2:00 PM.

Nursery: 7:45 am – 11:00 am and full day 7:45 am – 2:00 pm

Students in grades K – 8 who are not in their homeroom at 7:45 AM are considered tardy. St. John the Baptist School works in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Students may be dropped off at 7:15 AM. (6:45 AM for before school care at a slight cost.) If a child is late to school, parents should walk the child in and sign him/her in. Afternoon prayer and announcements begin at approximately 1:50 PM each day. Please check the school calendar and weekly newsletter for early dismissal dates. Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM.**

School Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. Visitors and/or volunteers are to sign out at the time of departure. No one will be entering the building until further notice.

School Cancellations

When the condition arises, the Ludlow Public Schools Superintendent determines the need for school cancellations or delays. Ludlow Public Schools will broadcast the closing on the local television channels. If Ludlow Public Schools are closed, so are we unless otherwise noted.

In the event it becomes necessary to dismiss children earlier than the regular dismissal time because of an emergency situation or inclement weather, announcements will be made on Channel 22 & 40. For all early dismissals, SJBS follows the Ludlow High School early dismissal schedule.

Please do not call the Police Department, Ludlow Superintendent of Schools for "No School" announcements.

IT IS STRONGLY RECOMMENDED THAT YOU PREPARE YOUR CHILD FOR THE PROCEDURE YOU WISH FOLLOWED IN THE EVENT OF AN UNEXPECTED EARLY DISMISSAL.

Parent/ Guardian Dismissal from School

If a child is to be dismissed early from school, a note should be sent to the school on the day of early dismissal.

1. Students are not permitted to leave the school grounds alone because of illness. Parents will be contacted so that suitable arrangements can be made.
2. Parents must report to the office to pick up their student(s) who leave the premises early and sign the student(s) out.
3. All medical and dental appointments should be made outside of school hours, if possible.

Extended Care Program

All students are welcome and all SJBS rules of conduct apply.

The Extended Care Program is available to all students from 2:00 PM to 5:30 PM every school day. An additional fee may be assessed if your child is picked up after the 5:30 pick-up time.

The program takes place in our nursery room classrooms. There are homework rooms for grades 1-8. Students are required to do their homework during this time with assistance if needed. A snack is provided followed by outdoor play. Arts and crafts and games are available daily. Students will be picked up at the nursery room door.

There is an hourly rate that is tallied at the end of the week. The bill will be sent out on the following Monday. If you are late picking up your child, the hourly rate after 5:30 is \$10.00 an hour.

The week runs from Monday through Friday. This weekly rate does not apply to balances carried over from previous weeks or pick up times after 5:30 when the hourly rate is \$10.00 an hour or \$2.50 for every fifteen (15) minutes. Please make payments within seven days.

The morning extended care program is available from 6:45 AM to 7:15 AM and takes place in the nursery school as well. There is a charge of \$2.00 per family per day.

Extra-Circular Activities

Extra-curricular activities will be announced at the beginning of the year or when the activity will start.

Lost and Found

All items are kept in a storage box in the main hall. It is strongly recommended that name labels be placed on all sweaters, jackets, and other items. If items are not claimed within a designated amount of time, such items will be donated to the Survival Center or used for our uniform sale.

Bicycles/Rollerblades

Students are permitted to bring their bicycles/rollerblades to school during the good weather. Bicycles must be placed in the bicycle rack. The school will not be responsible for any bicycle that is damaged or stolen. Helmets are mandatory. A note is required from a parent giving the student permission to bring his/her bicycle/rollerblades to school

RIGHTS OF SEPARATED OR DIVORCED PARENTS - REGARDING ACCESS TO THEIR CHILD IN SCHOOL

In the case of a pending or actual divorce or separation, the following policy and procedures will apply:

1. Court documentation for separated / divorce proceedings will be provided to the school.
2. A natural parent who is separated or divorced from the parent with custody of their child will have the same rights as custodial parents in the following areas:
 - a. access to their child's records
 - b. visitation to observe their child in accordance with the school's visiting policy
 - c. conferences with the teacher to discuss their child's educational progress unless rights have been limited by court actions.
 - d. custodial parent(s) who request limitation of the above rights must provide the school with a **current** copy of the relevant court documentation.
3. Non-Custodial parents do not have the right to:
 - a. meet privately with their child in school
 - b. take the child away from school
 - c. The only exception to the above will be in the case of specific instructions in writing from the custodial parent or a **relevant court document**.

4. Prior to the awarding of legal custody by the court, schools will assume that both parents retain equal rights in all of the above areas, unless a legal temporary restraining order is presented to the school (**unless court ordered documentation is provided**).

III. Technology Concerns

Electronic Devices:

Cell phones, tape recorders, cameras, video cameras, smart watches, mp3 players and the like are not allowed in school unless approved by the principal. If an electronic device is approved by the principal, the student must keep it turned off during the day and in their backpacks. If the child is seen using the cell phone or electronic device, it will be taken away and given to the principal. A parent must retrieve the electronic device from the office. Any further incidences the parent will be given the confiscated phone at the end of the school year. If students need to bring a phone to school, the phone will be put in the basket of their homeroom teacher and be given back at the end of the day. If watches are permitted, they will be taken turned in to the teacher during a test or any time a teacher feels it is necessary.

Students should not be texting or emailing anyone, including their parents during school hours.

Chrome Book:

The Chrome Books are the property of Saint John the Baptist School. Any negligible damage due to inappropriate care will be the financial responsibility of the families.

Proper Care of the Google Chromebook

1. The Google Chromebook is not to be loaned or used by anyone other than the designated teacher and SJB students. Students will not exchange their Google Chromebook with another student.
2. Grade 5 – 8 may bring their Chrome book home but must be brought back each day fully charged. Students in other grades may be able to bring home the computer with the teacher/principal's permission.
3. Proper care is to be given to the Google Chromebook at all times, including but not limited to the following:
 - a. Give care appropriate for any electrical device.
 - b. Keep food and drink away from the Google Chromebook.
 - c. Do not leave the Google Chromebook out in extreme heat or cold, keep covered in inclement weather, etc.
 - d. Do not attempt to repair a damaged or malfunctioning Google Chromebook. Report any damage immediately to the classroom teacher or principal.
 - e. Charge the Chromebook only with the included charger and using a standard wall outlet for your power source.
 - f. Make sure Chromebooks are charged and ready to use at school at all times.
4. Proper security is to be provided by the teacher for the Google Chromebook at all

times.

Reading Devices:

Nooks, Kindles, etc. are allowed in school (with permission from the teacher and principal) for reading only.

Phone:

Permission to use the office phone must be obtained from someone in the office. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in the teacher's classroom is for the use of the teacher only unless the teacher gives permission. Forgotten homework or going over to someone's house, etc. does not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Cell Phones:

If a student needs a cell phone after school due to walking home from school and entering a house where no one is home, the student will give the phone to their homeroom teacher at the start of each day and it will be returned to them at the end of the day. At no time during the day should a cell phone be in a student's physical possession. The first time an item is taken away from the student it will be given back when a parent comes to pick it up. The second time an item is **taken away from student it will be returned to the parent(s)/guardian(s) on the last day of the school year unless other arrangements are made.**

Social Media:

Engagement in online Social Media such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Instagram®, Facebook®, Snap Chat, Tic Toc, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish. This goes for both students and parents/family members. Students are not allowed to be on any social media during school hours unless they have direct permission from a teacher/principal.

Sexting:

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting:

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com®, YouTube, and www.seconddlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

IV. ACADEMICS OR CURRICULAR

Curriculum

The Curriculum at St. John the Baptist School consists of Religion, Language Arts (Reading, Spelling, Handwriting, Grammar, Composition, and Creative Writing), Mathematics, Science, Social Studies, Music, Art, Physical Education, and Computers. In addition, a strong emphasis is placed on study skills, critical thinking, and creativity.

Extra Help

When the need arises, students are encouraged to seek extra help with their teacher. After school help can be arranged any day. If a student cannot meet afterschool, a mutually convenient time will be arranged between teacher and parent for extra help for their child.

Library

Students have access to library books in their classroom. While library books are available, the students will also have access to Hubbard Memorial Library for checking out books, research and library skills.

Any book, lost or damaged, must be replaced or paid for.

All rules set by Hubbard Memorial Library must be followed.

Physical Education

All students are required to participate in Physical Education classes. All must wear sneakers, SJB gym shorts or sweatpants, and SJB T-shirts.

State regulations require that every student participate in physical education unless they have a note from a physician to be excused.

Religion, Liturgy and Sacraments

Liturgy plays an important part in the life of each student. Liturgical and para-liturgical services provide a setting for the development of a Christian community. The gathering of the SJB School family nourishes its members and unites them in Christian spirit.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. John the Baptist School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students who are baptized.

Field Trips

Field Trips are extensions of the grade base curriculum offered at St. John the Baptist School to the school program and typically do require the participation of all students in a group or class. Students participating in a field trip are representing both our school and community and exemplary behavior is expected at all times. Parent consent, as indicated by signature on specific forms provided by the school, is also required for participation. Some field trips may require additional rules for participation. Field trips are a privilege, and a student could be refused if they have not acted in accordance of our school.

Excursions

Excursions are supplements to the school program and typically do not require the participation of all students in a group or class. Students participating in an excursion are representing both our school and community and exemplary behavior is expected at all times. Students are required to have acceptable attendance, academic and behavioral records in order to participate. Parent consent, as indicated by signature on specific forms provided by the school, is also required for participation. Some excursions may require additional rules for participation. Minimum Standards for Academic, Behavior, and Attendance:

1. Students must be passing all classes including their Specials (Art, PE, Health, etc.) at the time of the trip or excursion. Minimum grade average must be 60%.
2. One of the following discipline records will exclude you from an excursion:
 - a. After receiving two incidents of suspension, a student will become ineligible to participate on an excursion for the remainder of the year.
 - b. A series of violations of school rules and/or persistent behavioral issues may also be considered as reason to deny a child's participation under the discretion of the principal.
 - c. A student cannot miss more than 10 school days or the equivalent thereof in school tardiness.

If a student becomes ineligible to participate in an excursion due to the above standards, he/she will forfeit any payments made towards the trip that are nonrefundable at the time of the exclusion. The principal reserves the right to review this policy based upon the best interest of the school and the student(s) involved.

Each year teachers plan excursions or field trips designed to enhance classroom learning. All grades do not always have the same number of field trips or excursions.

A written **official permission slip**, signed by the parent/guardian, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot and will not** be accepted. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.

A blanket excursion / field trip permission slip is printed at the end of this handbook. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may use or copy the form provided. Call the school for information needed to complete the form.

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip/excursion will remain at home with the parent and will be marked absent for the day. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administrator.

School-sponsored field trips during school hours are directed under the supervision of the school. Parents are asked to participate as chaperones whenever necessary. Parents are asked to follow the rules set for the trip by the teacher. Students must travel on licensed buses both going to and coming home from the field trip. Students going home at the end of a field trip with another parent will provide written permission from the both parties involved and the staff should be made aware. Appropriate behavior is expected.

If a parent is unable to attend the designated field trip and their child has specific medical needs; the parent must contact the SJB nurse (or nurse will send home the appropriate paperwork) to make appropriate arrangements.

Lunch

Through the School Lunch Program, students may order a lunch with milk daily. Teachers and Staff will be monitoring the lunch room.

If your child will be late to school and ordering from the school lunch program, please call the school by 9:00 am to ensure your child will get their lunch choice. If you do not call or your child did not order lunch, they will be given a sun butter/and jelly.

Students are expected to cooperate in all of the following areas:

1. Students will eat in the lunch room unless otherwise stated.
2. Deposit all lunch litter in wastebaskets.
3. Leave the table and floor around your place in a clean condition for others.
4. All food must be eaten at the table/desk.
5. No food may be taken out of the room.
6. Students should not bring glass bottles, soft drinks, caffeinated drinks or candy.
7. Parents should not bring lunches or drinks from carry-out restaurants.
8. Upon dismissal, lunch lines must be quiet and orderly.
9. Exhibit respect at all times during lunch and lunch recess.
10. All money must be in an enclosed envelope: clearly marked with the student's name, grade, amount, and purpose
11. Voices must be at a respectable tone/level due to others in class and acoustics
12. No running when dismissed from the cafeteria
13. No nut/allergy items should be brought to school.

Snacks

Students in grades N – 8 will have time during the morning to have a snack, which will be brought from home. Please pack one **healthy** snack for your child. Please also pack something that is easy for the child to open. We are a nut aware school so please do not pack anything with nuts in it.

Many students forget snack. If anyone would like to donate goldfish or the like to the school it would be greatly appreciated.

Homework

Homework is appropriate on any grade level and will serve specific purposes in such areas as:

1. reinforce daily lessons and skills
2. enrich class work
3. remedial assistance
4. make-up work
5. study habits reinforced
6. research projects
7. background reading and fluency
8. independence

Generally speaking, time spent on homework will not exceed 30 minutes for the Primary grades; 45 minutes for Grades 4 and 5; and 1 ½ hours in Grades 6-8. Long-term assignments may exceed the total allotted time. Students are expected to be prepared for class at all times including the submission of required homework assignments when due. Students who fail to meet this obligation are subject to disciplinary action and or privileges taken away (i.e.: field trips, ski club, dances etc.). While parents are always encouraged to help the student, when necessary, please remember it is the students' work.

If a problem arises or the student is spending more than the allotted time on homework the teacher should be contacted and your concerns need to be addressed appropriately.

Homework may be assigned to students Monday through Thursday. Sometimes homework will be assigned on a Friday. Please communicate with student's teacher to understand their homework criteria. Students who miss an excess of 5 homework assignments in any one subject area in one marking period may have events taken away from them such as dances, field trips and the like. All homework will be posted in Google Classroom nightly.

Homework Policy Due to Illness or Make - Up Work

When a student is **absent**, a parent may call the school office to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 4:00 (5:30 in extended care) PM. All homework is posted in Google Classroom at the end of the day. Students should look here first before calling the school. Students will be allowed one day for each day of absence due to illness. For

example, a student who was absent three days should be given three school days to complete the missed work. It is up to the STUDENT to make sure the assignments are turned in on time. If assignments are not turned in after the allotted time, it will be counted as a zero in the gradebook.

Vacation Policy

School Vacations are on the school year calendar in advance. Please note these dates.

Vacation absenteeism is discouraged during school days. Parents are strongly encouraged to schedule vacation during the school vacation schedule. Vacations taken while school is in session significantly delay a student's progress. Please see Vacation Make-Up work.

Vacation Make-Up Work

Assignments will not be given in advance of an extended vacation.

Teachers are not obligated to give future assignments to students going on vacation.

Students are responsible to make-up all missing assignments due to extended (non-medical) days off. Upon return from such vacation the students will make up any missed work in a reasonable amount of time established by the teacher. Again, it is up to the student to make sure the assignments are turned in on time. Homework is posted in Google Classroom so students can do the homework while they are gone.

Absenteeism and Tardiness

When a student is absent from school, a parent should call the office by **8:15 AM each day of the absence**. Also, the student is required to bring a note from home on the day he/she returns to school. If it is more than three days, a student should have a doctor's note.

Parents are encouraged to schedule trips or family outings during vacation times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. If a project is due or a test has been scheduled and students will be away on vacation, they should turn in the project before they leave and make arrangements with the teacher to take the test before they leave as well.

All homework is posted in Google classroom. It is up to the students to look and see what they have missed.

If the test has not been scheduled before the student leaves, they have a week to make up the test. They will also be able to see that there is a test when going to Google Classroom, so they should be prepared. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive Absence

(40) days or the equivalent of 40 days, can be cause for a student to be retained in the current grade for another year.

Tardiness

Students learn best when they arrive on time to school. Children are expected to be in their classrooms at 7:45 AM ready to begin school. AT SJBS, we begin the school day forming a learning community with morning prayers, directions and the tone is set for the day. Parents have a responsibility to see that their student(s) is in school on time. Chronic tardiness or absenteeism will be addressed with parents by the principal/teachers. Punctuality is a sign of respect for others and a positive trait that we must cultivate in our students. Attendance and tardiness are recorded on the student's permanent record each year. *Students who are late to school, must be accompanied by a parent or guardian to sign them in.*

Returning Notes

All notes sent home which necessitates a parent's signature must be signed and returned by the next school day. Home and school communication is imperative. This applies to makeup work, progress reports, permission slips, and communication slips. Please be aware that the lack of adult correspondence may have an effect on your student(s) due to adult responsibilities (not attending / participating in programming, viewing supplementary materials, engaging in alternative academia, etc.)

The following regulations are set up for the safety and welfare of our students. All students are required to bring a note from home if they are:

1. Absent (on the day of return).
2. Tardy (regardless of how late).
3. To be dismissed early (parent is to meet the child in the office and sign the student out).
4. To be picked up at school by a neighbor or friend.
5. To go home with another child, either walking, on the bus, or by car,

BOTH children need a note. This way we know for sure that this arrangement has the approval of all parties. In the case of the bus, the bus driver must see the notes initialed by the office staff. It is up to the bus company if they will allow other students to ride the bus.

Absence during the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child in the office. Students who are away from school for an appointment, for 3 ½ hours or more, will be counted as absent for ½ a day.

V. ASSESSMENTS AND COMMUNICATION

Progress Reports

Progress Reports will be emailed or found in Facts.

- Grades 1-8 during the half-way point of each quarter (4 times a school year)
- Kindergarten will be sent home in the 2nd quarter, 3rd quarter, and in the 4th quarter (3 times a school year)
- Nursery School will be in November/December and May/June. (2 times a school year)

Parent / Teacher Conferences

The school schedules formal parent/teacher conferences in the fall. If the need for a parent/teacher conference arises at any other time, the appointment should be made for a mutually acceptable time within the school day.

Grading / Report Cards / Progress Reports

Grading Scale for Report Cards

A+ = 98 – 100	C+ = 77 – 79
A = 93 – 97	C = 74 – 76
A- = 90 – 92	C- = 70 – 73
B+ = 87 – 89	D+ = 67 – 69
B = 83 – 86	D = 63 – 66
B- = 80 – 82	D- = 60 – 62
	F = 59 or below

Students in all grades are formally evaluated using the grading system of the Diocese of Springfield. Report Cards are issued quarterly for students in Grades 1-8, employing a letter grade system for academic progress in each curricular discipline. The approved report cards contain a grading key, which defines in detail the grading system.

Kindergarten students are evaluated quarterly. The first quarter evaluation consists of Teacher/Parent conferences but no progress report. The last three marking periods they will be issued a Progress Report.

Parents are requested to look at their child's report card and if they find any discrepancies, they should contact the teacher.

Honor Roll

The Fifth through Eighth Grade Honor Roll will be published four times each year at the end of every marking period.

To earn First Honors, a student must maintain an A- average in all major subjects, with no N/U in minor subject and a E or VG in work habits/conduct grade. Students must

maintain E or VG for First Honors. If a student has straight As but received a S or lower in conduct or effort, they will receive Second Honors.

To earn Second Honors, a student must maintain at least a B average in all major subjects with no N/U in minor subject/conduct and an E or VG or S in conduct/work habits.

To earn Effort Honor Roll, the student must receive E or VG for effort/conduct.

Standardized Testing

We are using Renaissance Learning for our testing. This is a program will give strategies to the teacher to accelerate learning.

Academic Expectations for Remote Learning if the Need Arises

- We will make you aware if we will be using virtual learning. If the need arises students will be responsible for attending class daily on their Chromebook. If they are learning remotely for any reason, they need to attend the Google Meet with their camera on and take part in the discussions that the class is having.
- Work needs to be turned in during that class period or whatever the expectation is for that assignment. If a child does not, they will be considered absent and if the assignment is not turned in either a zero will be given or points taken off depending on what the policy is for that assignment/grade.

VI. Uniforms and Dress Code

Uniforms

Uniform components (pants, shorts, skirts, jumpers, polo's, vests, sweaters and socks) may be purchased through Blake's School Uniform

1205 Parker Street, Springfield. Phone: 413-782-4123

In addition, uniforms may be purchased from other retailers as long as it meets the dress code standard. If you are unsure, please check with the school before wearing.

All K - 8 students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

Students should be in dress code at all times. This means shirts tucked in, correct socks, shoes and pants/shorts. Hair should be neat and combed and hair out of the student's

eyes. If students are out of dress code, a detention will be given and/or the student will not be allowed to dress down on the following dress down day.

Physical Education Uniform

Navy mesh/cotton uniform shorts – All shorts should be fingertip length and not tight. Every student should have at least one gold T-Shirt with the school logo. This color will be used for field trips. Students may also purchase through the school gray or navy t-shirts with the school logo.

Uniform Guidelines

The following Dress Code will be strictly enforced. Failure to comply will result in disciplinary action.

Girls

1. K-8-Jumper, skirt, shorts, or pants (no cargo or skinny pants) with white or navy school polo shirt or dress shirt
2. Students may wear pants, or shorts knowing outside activities will continue and full participation is required.
3. Girls may wear school shorts under jumper.
4. White or navy long or short sleeve dress shirts or school polo.
5. Girls may wear navy blue pants or shorts (no cargo or skinny pants) or navy, gray or black (plain) leggings under their skirt/jumper
6. Plain navy blue, white or gray cardigan, vest or pullover school sweater or school sweatshirt.
7. Navy blue, black or white ankle socks that can be seen or navy blue, white or black tights.
8. Make-up is prohibited.
9. Long nails or long fake nails are prohibited.
10. Shoes or sneakers are permitted (no high heels, clogs, slip on or sandals of any type. Shoes should be buckle, Velcro or tie. No slip-ons should be worn for safety's sake. No light up sneakers. Slip-on shoes must cover the heel with a full backing and toes covered. If you are not sure, check with the principal. Appropriate boots may be worn during the winter months or the discretion of the principal.
11. Jewelry: earrings are allowed (no large hoop earrings; earrings should be no larger than a nickel) and jewelry should be kept to one bracelet and one necklace. Parents and Guardians need to be aware that jewelry that dangles and or is worn loose can have the potential to cause injury or harm. SJB staff has the right to ask students to remove any or all jewelry within the school day.
12. Sweatshirts with school logo may be worn. The sweatshirt needs to fit correctly and the student's hands need to be exposed.

Boys

1. Navy blue pants or shorts (no cargo)
2. Navy blue school shorts.

3. White or navy long or short sleeve attire or school polo.
4. Plain navy blue, gray or white cardigan, vest or pullover school sweater.
5. Socks: black, navy or white
6. Shoes or sneakers are permitted (must be tied); (no high heels, clogs, slip on or sandals of any type. Shoes should be buckle, Velcro or tie. No slip-ons should be worn for safety's sake. No light up sneakers. Slip-on shoes must cover the heel with a full backing and toes covered. If you are not sure, check with the principal. Appropriate boots may be worn during the winter months or the discretion of the principal.
7. Sweatshirts with school logo may be worn. The sweatshirt needs to fit appropriately and the student's hands need to be exposed.
8. Jewelry should be kept to a minimum (such as one chain). Parents and Guardians need to be aware that Jewelry that dangles and or is worn loose can have the potential to cause injury or harm. SJB staff has the right to ask students to remove any or all jewelry within the school day.

Shoes with laces must be tied at all times.

Students may not wear high heel shoes, Crocs, Vans, slip-ons (without backs), sandals, slippers, or open toed or back shoes during the school day. Sneakers should not be light up. During the winter dress code, students may wear Uggs type boots during the day. If students wear snow type boots, they should change into their shoes once they get to school.

If tank tops are worn under the polo, it should not be seen and should be tucked in.

All students' hair should be orderly. Student(s) hair cannot be covering their face during the school day. It must be pulled back off their face in a neat fashion.

Scrunches', hair clips, rubber bands, etc. must be in the hair, and extreme hair coloring (natural colors only) and bleaching is not permitted.

No beads, feathers, scarves, etc. should be worn in the hair.

No cosmetics or colored chap/lipstick may be worn. No visible tattoos of any kind. No Hologram contact lenses. No body piercing except pierced ears.

Watches, fit bits, apple watches, etc. with scheduled alarms need to be silenced or deactivated during the school day. Such devices may be subjected to be taken away and may be claimed at a later date or prohibited.

Students who repeatedly violate the uniform policy, will have consequences and a parent meeting may be requested.

All students should be neat and clean and dressed to show respect for themselves as children of God.

Dress Down Days

There will be assigned days for the students to use their dress down passes. Passes are good for 2 years. Students may earn passes through fundraising.

Students should be dressed in appropriate dress for dress down days.

No hats

No hoods over their heads in building

No belly shirts

No short shorts (Shorts should be tip of finger length.)

No short skirts

No tight clothing (this means leggings as pants, or tight jeans/pants) (Leggings may be worn if the shirt is down to their mid-thigh)

No spaghetti straps

Tank tops need to have at least a 3-finger width to the strap and not be tight

No inappropriate language or implied messaging on t-shirts

No backless sandals

No flip flops

No tennis shoes that convert to roller skates

No biker shorts or cutoff jeans

No pajama pants

No Make-up

Good Rule: If you think you shouldn't wear it, **DON'T**.

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

VII. SAFETY

Pick-up / Car Line Information

We realize that the car line is often long, but we all need to keep the safety of our children as our goal. We do the best job we can to keep the car line running smoothly and safely. Below please find the procedure that we feel works best for us. Please pass these on to anyone who may pick up your child(ren). Thank You.

At the beginning of the school year please put a placard or sign in your window large enough and dark enough with your child's(ren) name(s) you are picking up.

1. Please follow the flow of traffic. Do not try to pass those in front of you to get out quicker. Some of the younger children require help from the driver to buckle up so please be patient. If you do have a child that needs to be buckled up, once the child is in the car, please pull up and out of the way of the carline to buckle up the child.
2. In an effort to speed up the process, we are loading two to three cars at a time. Please pull up to where the second staff station is standing.
3. If you live close to the school and are picking up the child, please see the person calling names. Please wait off to the side to wait for your child.
4. If you are retrieving your child by parking and walking to your child,

- please do not stand in the flow of traffic to chat or wait.
6. Please do not wave to your child(ren) to come to you from a car parked in the lot or in the car line. The children are not allowed to run through the parking lot.
 7. Please do not walk in front of the cars in the car line. If you must get to your car (which you should be in the car line anyways) with your child(ren), then please walk around on the sidewalk out of the way of the cars. Please be patient. We do our best to ensure the students' safety.

Students who are not picked up in carline will be directed to extended care.

Fire Drill Procedure

Fire drills will occur on a regular basis and each drill is to be responded to as though an actual fire existed. All students and staff are to follow all fire drill procedures without exception. The objective of the fire plan is to clear the entire building with no confusion or injury. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds
2. Close windows and doors
3. Walk to the assigned place briskly, in single file at all times, and in silence
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Lock Down Procedure

Lock Down drills will take place throughout the year. Students should respond to these drills seriously and follow the procedures as planned.

Students will follow the directions from any and all adults.

Crisis Plan

St. John the Baptist School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure locations.

Weather Emergencies

If it should be necessary to close the school because of weather conditions an announcement will be made over local television stations and we will do our best to try and call families. This is why it is important to keep the emergency card updated.

Emergencies or Disaster

In case of an emergency or disaster the students will proceed to

1. St. Elizabeth's Church or St. John the Baptist Parish Center
2. Christ the King Church
3. The Polish American Club on East Street.

VIII. Health Services

Health Services

Health services include one part-time nurse and provides:

- Health Appraisal: health screenings including, vision and hearing tests, Scoliosis and growth exams including BMI.
- Health Counseling: relative to health appraisals, health problems and referrals.
- Communicable Disease Control and immunization record review.
- Emergency Cases: illnesses and accidents occurring in school.

Health Office Protocol

The Wellness/Illness policy can also be found on the school's website.

- A. Home injuries and illness should be treated by the parent/guardian and child's physician. If your child has a fever greater than 100 degrees, diarrhea, and/or vomiting, the child should remain at home. Children are encouraged to address their complaints of injury or illness with their parents/guardians for further follow up.
- B. Health office visits are computerized. The nurse will contact both parent and administration if a student is abusing the nurse's office and missing time from the classroom.
- C. It is expected that every child who attends school on a given day is able to participate in all activities that are offered. When a student returns to school after surgery, injury or an extended illness a doctor's note is required indicating any restriction in gym/sports activities, stairs, use or need for medications/treatments.
- D. When a student transfers to another school or school system, upon receipt of a signed "Release of Information" form from the student's parent(s)/legal guardian(s), the health record may be sent with other school records. Prior to transfer the nurse's office requests a 48-hour notice in order to process the school health record.
- E. Students transferring into SJB should set up an appointment to meet with the nurse to discuss any health issues.
- F. School nurses, teachers, principal are mandated reporters by law and must report any suspicions of abuse or neglect to appropriate agencies.
- G. A physician's note is needed in order to use crutches in school or any other accommodations.

Immunizations

Under Massachusetts General Laws, Chapter 75-15A. No child shall be admitted to school except upon presentation of a verified up-to-date physician's immunization record. To remain in school, it is the responsibility of the parent/guardian to keep his/her children's immunization records current. Immunization Laws change and new vaccinations for some diseases are added, therefore parents should consult with the school nurse as to the latest requirements. Missing immunization documentation for nursery school, kindergarten and 7th grade will result in exclusion from the school day.

Physical Exams

Physical exams are required for transfer students, preschool students and grades K, 4 and 7. Every student should have a health care provider. If you do not have medical insurance to cover the cost of a physical exam, you should contact the school nurse's office for information about state supported programs.

Height & Weight / Postural Screening

Height, weight and BMI screening is a requirement for grades 1, 4 and 7. Postural screening is required in grades 5-8. The school nurse, by law, must have records that reflect all students having been screened. Parents will be notified in writing when these screening will take place.

Hearing / Vision Screening

Massachusetts General Laws requires hearing and vision screening on all grades unless exempt by a waiver approved by the Massachusetts Department of Public Health. A record of the result is kept in the nurse's office. Only the physician can make a diagnosis and recommend whether treatment is necessary. Students who have prescription glasses should bring them to school each day and use them as directed.

Health Problems

Any health concerns should be recorded on the Health History Forms. (Migraines, asthma, diabetes, seizures, allergic reaction, gynecologic, urology and psychiatric issues.) If a health problem develops after the submission of the questionnaire, it is the parents'/guardians' responsibility to notify the nurse.

Communicable Diseases and Infections

The Massachusetts Department of Public Health has identified the following as being particular problems among school population:

- A. Conjunctivitis (pink eye)
- B. Impetigo – rash that has not been checked by your child's physician. Students can return with note from MD stating that the rash is not contagious.
- C. Streptococcal Infections (strep throat) – must be on antibiotics for 24 hours before returning to school.
- D. Pediculosis (head lice)
- E. Scabies
- F. Chicken Pox
- G. Fifth Disease
- H. Fever of 100 degrees or higher – must be fever free (also no fever reducing medication) for 24 hours before returning to school. Vomiting and/or Diarrhea – free from both for 24 hours before returning to school.

*This list is not all-inclusive. Please contact the school nurse if you have any questions.

Parents/Guardians are asked to call the school nurse or principal to report any communicable disease. If the child's physician diagnosed the condition, please request a certificate from the doctor when he/she can return to school. A child with head lice must stay home until "no nits" are evident. A "no nit" (pediculosis) policy has been adopted by SJBS. An appointment with the school nurse must be set up to do a hair check before the student may return to school.

Medications

The school nurse shall be the supervisor of the medication administration program. Prescription and over the counter medication may not be administered to a student while at school unless such medication is given by the school nurse acting under the specific request of a parent or guardian and underwritten directive of the student's personal physician or school physician in accordance with 105 C.M.R. 210.00 and the Board of Registration of Nursing Policy. In the instance of a field trip when the nurse is inaccessible, the parent is responsible to contact the school nurse to make necessary arrangements to administer medication to their child. It is recognized that over the counter medications include a wide array of medical substances from common aspirin to herbal remedies, homeopathic treatment and nutritional supplements. In accordance with all state guidelines, the school nurse will administer medication under the following guidelines:

- A. Physician, dentist, or nurse practitioner written order is on file.
- B. Parent/guardian consent is on file.
- C. Pharmacy label or original manufacturer's container with drug name, dose, dosage and dosage interval is written on bottle. *For prescription medication, please request the pharmacy to supply a separate bottle for school use.
- D. Indications and contraindications for drug use are known.
- E. Potential adverse effects of the drug are known.
- F. Medication is appropriate in the school setting.
- G. Previously arranged plan in place for school field trips.

A parent/guardian or responsible adult must bring the medication to school to leave with the school nurse. If a parent or guardian would like his/her child to receive medication during school hours without oversight from a licensed prescriber in accordance with aforementioned guidelines, he or she has the option of coming to school to administer the treatment to his/her child at a predetermined time.

Students cannot carry any medication without prior approval from the school nurse and the child's physician. Any student found carrying an over-the-counter medication or prescription medication will be sent to administration/nurse and a parent/guardian will be called.

A copy of standing orders is sent home each fall with the emergency forms and Health History Forms. Standing order medications will be administered within the guidelines of the standing orders as deemed necessary by the nurse. It is the responsibility of the parent to inform the school nurse in writing if there are restrictions regarding the

standing orders. Standing order forms must be returned to the Health Office by the end of the first week of school or your child cannot be treated by the nurse.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be brought to the School Nurse/Principal in the container received from the pharmacy and must have on its label the following information:

Child's name, name of doctor prescribing the child's medication, frequency, dose and date.

If the child needs over the counter medication not listed on standing orders, the medication should be given to the nurse in the original container with the following information: child's name, frequency, dose and date. A doctor needs to authorize this order.

Medical forms can be found on our web site.

Food Allergy Awareness Policy

St. John the Baptist School recognizes that life threatening food allergies are an important condition affecting many school children. ***We are continually updating our allergy policy***, as medical knowledge expands, in order to better serve the SJBS community.

In order to minimize the incidence of life-threatening allergic reactions for our students, St. John the Baptist School will provide training and education for all staff.

This will include (but not be limited to):

- A description/definition of severe allergies
- A discussion of the most common food, medication, latex and stinging insect allergies
- The signs and symptoms of anaphylaxis
- The correct use of an epinephrine auto-injector (EpiPen)
- Specific steps to follow in the event of an emergency
- Completion of an "Evaluation Form" by each employee after training.

Policy and procedure will be reviewed at the beginning of every school year.

It is up to the parents to notify the school nurse about the nature of a life-threatening allergy faced by their child. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid. The school nurse would then pass any necessary information on to the teachers involved with that student.

Classrooms

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called. The emergency medical services will be called immediately.

All teachers will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies should talk to the classroom teacher about providing snacks to be kept on hand on days where special treats may be served. If necessary, these snacks will either be kept in the freezer or a separate container provided by the parent or guardian.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

School Field Trips

The school nurse does not attend field trips, but the school nurse will speak to the teachers about any consideration of safety to the students with life-threatening allergies, as well as other allergies.

Teachers and teacher assistants are certified in Epi-pen administration to a student with a known allergy in the event of an emergency, including field trips. If a parent does not chaperone during one of his/her child's field trips (with a known allergy), the teacher/assistant will be responsible for administering your child's Epi-pen as the first line of treatment should be an anaphylactic reaction should occur. Any other medications will be given only by the paramedics if deemed necessary.

The nurse will work with parents prior to field trips to implement a plan of care for students who have prescribed medication that may need to be administered during the field trip.

Protocols for field trips will include timely notification to the nurse.

Medications including an Epi-Pen and a copy of the student's Emergency Health Care Plan will accompany the student.

A cell phone or other communication device will be available on the excursion/field trip for emergency calls. The adult carrying the Epi-Pen will be identified and introduced to the student as well as the other chaperones/teachers.

Illnesses / Injury

If a child becomes ill during the hours a nurse is on duty, his/her teacher will send him/her to the nurse's office. If a child is ill when a nurse is not on duty, he/she will be sent to the main office. If determined by the nurse/office staff that the student is unable to remain in school, a parent/guardian will be contacted to make arrangements for dismissal.

In the event of a serious illness or an accident requiring immediate attention, the nurse or a designated person will make every attempt to contact the child's parent(s) or guardian(s). If the parent/guardian cannot be reached, the school will attempt to reach a person listed on the child's emergency card. Thus, it is important that you list an individual on the emergency card that can make decisions about your child's health. It is also very important to notify the school in writing of any changes to the emergency card, i.e. address, phone number, or contact persons.

Physical Education

For safety reasons, students must wear suitable sneakers that are securely fastened. Platform sneakers, backless sneakers or hiking boots are not appropriate footwear. Jewelry cannot be worn during physical education classes.

Parents may excuse their student from physical education class for illness or injury for one (1) day with a written note.

Any extended injury or illness must be accompanied by a doctor's note.

If a student becomes ill during the day and has no parent or doctor's excuse, he/she must report to the nurse or principal before going to physical education class.

IX. Conduct and Discipline

Bus Rules

St. John the Baptist School students are expected to adhere strictly to the following transportation rules for students as mandated by the Ludlow Public Schools.

1. Pupils are under the authority of the bus driver when being transported to and from school or a school activity. Refusal to obey the bus driver and/or the rules stated below will make them liable to be reported to school officials and may be refused transportation privileges.
2. Pupils must be on time for the bus both morning and evening. This rule will be enforced within reason.
3. Pupils must walk on the left side of the road facing traffic. While waiting for the bus, pupils must not stand or play in the road/ highway.
4. Pupils must not attempt to get on or off the bus while it is in motion. They must not hang on the outside of the bus. Pupils must make sure that the road is clear before they cross to or from the bus. Cross by direction of bus driver.
6. Pupils must occupy the seat assigned to them by the school officials or the bus driver.
7. Pupils must not extend their hands, arms, heads, or bodies through the bus windows or doors.
8. Pupils must not leave the bus on the way to or from school or a school activity without permission of the driver. The driver will not give such permission except in case of personal emergency on the part of the pupil, or upon request of the pupil's parents, teacher, or principal.
9. Pupils will be permitted to converse in a normal tone, but loud, profane, and obscene language will be prohibited. Unnecessary conversation with

- the driver will be frowned upon, especially when the bus is in motion.
10. Pupils will not be permitted to smoke on the bus at any time.
 11. Pupils must not open or close bus windows without permission of the driver, nor shall they regulate or operate any part of the bus.
 12. Pupils must cooperate in keeping the bus clean and must abstain from damaging it. To this end, they shall not throw articles in or out of the bus, not spit on it, and not mar or deface it.
 13. With the exception of their books, musical instruments, and other school equipment, pupils shall not transport anything without the permission of the bus driver.
 14. Pupils must be courteous to the driver, to fellow pupils, and to all other persons.
 15. Positively no extra riders without permission from school officials.
 16. Absolutely no standing when bus is in motion.
 17. There shall be no eating or drinking on the school bus.
 18. Transportation in Ludlow is provided for public and private school children alike. No preferential treatment is afforded one group over the other. In like manner, rules of behavior apply to all.

St. John the Baptist Safety Rules

1. Upon arrival in the morning, students shall walk along the sidewalk and congregate behind the school.
2. Students are NOT allowed to leave school grounds without the permission of the parent and teacher.
3. Students will leave the bus at their specific stop only. (Unless 2 signed notes have been provided and approved by the Principal-1 note from the parent of the student who is visiting, and 1 note from the parent of the child whom the student is visiting.)
4. Upon conclusion of a school day, students will line up for their bus in an orderly fashion.
5. It is expected that parents, who intend to drive their children to and from school, will enter the schoolyard behind the school and proceed at a cautious pace. Under NO circumstances should parents drop off or pick up their children in front of the school between 7:40-7:55 and 1:45-2:10. (Bus times).
6. All walkers must cross the street with the Crossing Guard.
7. Parents who are dropping off or picking up their child should enter the schoolyard on the right forming a single file counter clockwise line. Please use proper caution at all times.
8. Parents picking up their child from extracurricular activities, detention, make-up work, etc. should pick up in the front of the school (only after 2:10).

Discipline

We believe that every student has the right to attend school in a safe environment. Our goal is self-discipline. In order to achieve this end, certain rules and limits are established. In addition to being firm, fair, and consistent, our staff will positively approach the topic of conduct.

The SJB School will develop and maintain, through the administrator, the Rule of Conduct to govern the deportment of students in the school. The administration will be

responsible for acquainting the staff and students with the Rule of Conduct. Also, the principal will carry out the day-to-day proceedings to ensure that inappropriate behaviors do not interfere with others academics and the academic environment with SJB.

Behaviors that are not becoming of St. John the Baptist School students:

Academic Integrity • Cheating • Copying • Forging • Theft • Destruction of property / Vandalism • Lying • Disobedience / Insubordination • Unauthorized sale of items	Obscenities (written or stated) • Swearing / verbal • Comments (social media) • Posting (internet) • Photo / drawing of any sort • displays
Attendance • excessive absence • excessive tardiness • excessive dismissals • refusal to participate • removal from activity due to behavior	Physical Altercations • Fighting – Harm in any mode • Sexual contact – any mode unwarranted contact • inappropriate contact • Displays affection
Disruption / Disorderly • Interfering with others academics • Disruptive classroom behavior • Inappropriate during school function • Negatively impacting presenter /presentation • Creating an “UNSAFE” environment	Harassment • Physical • Social / Emotional • Sexual • Social Media (web-base) • Obscure Written Message • Teasing or Taunting
Threats / Harm • Attacking • Postings • Verbal • Obscure Written Message • Intimidation	Drugs / Alcohol / Tobacco • Possession / Paraphernalia • Sale / Distribution • Use • Suspicion
Bullying / Hazing • Harassment • Sexual / non-sexual Harassment • Unwelcomed advances • Request of favors (consensual / non-consensual) • Comments	Weapons • Possession / Paraphernalia • Sale / Distribution • Obscure Written Message • Suspicion / Flaunting / Threat / Intimidation • Obscure Messaging

• Gender or Orientation bias • Obscure Written Message • Intimidation	• Posting
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Students will certainly be rewarded for being "good citizens" of the St. John the Baptist School Community. We ask that students have respect for themselves, other people, and property. We also encourage our students to adopt the values of faith, community, selflessness, compassion, and integrity, in addition to exhibiting appropriate behavior at all times.

Definitions

"Bullying", the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

Hazing shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Behavior Code

As stated earlier, we take the positive approach when discussing the topic of discipline. Rather than constantly telling students what they should not do, we stress what they should "DO".

Do's

1. Use courteous phrases such as please, thank you, good morning, excuse me, etc.
2. Take the helpful attitude.
3. Respect your-self, other people, and property.
4. Stand when an adult enters the room or display appropriate manners.
5. Address all authority figures with a Mr., Mrs., Miss, Father, Monsignor, Deacon, or Sister.
6. Knock on doors before entering.
7. Call other students by their first names.
8. Be in sight of a teacher or paraprofessional during recess.
9. Stay away from all parked cars.

10. Quietly line up 2 by 2 when the bell rings or single file when necessary.
11. Follow each teacher's rules, directions, and guidelines within the classroom and throughout the course of the school day.
12. Follow all school rules and regulations.
13. When attending school functions outside of normal school hours, students are expected to behave appropriately at all times.
14. Leave snow, rocks, dirt, and landscape matter on the ground

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy (even when others may not).
- Behave in a responsible manner (always exercising self-discipline).
- Attend all classes, regularly and on time.
- Prepare for each class (take appropriate materials and assignments to class).
- Meet SJB standards of grooming and dress code.
- Obey all SJB and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the right of other obtaining an education (do not infringe or impede other academic experience)
- Do not disrupt learning environments
- Respect the property of others (including St. Elizabeth and SJB).
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to directions and instructions from adults within the school day.
- Adhere to our spiritual teachings.

Office Referral

Office Referrals are methods to keep data about behavior patterns with the St. John the Baptist School. Office referrals assist administration to implement / devise supports, professional development, monitor expectations, and revisit social & emotional guidance within our school. The Office Referral is a guide that teaches school behavior expectations that allows SJB to attain behavioral goal (setting limits, developing boundaries, and maintaining consistency).

Any such given Office Referral, when the administrator deems necessary (after multiple Office Referrals); parents will be required to attend a meeting within the school day, to review their child's behavior and expectations.

After School Detention

Detention may be issued for a breach of classroom and/or school rules.

(Detention takes precedence over appointments, practices, lessons, ballgames, etc.).

Office detention generally affects students in grades 4-8 for one hour at dismissal. Notification will be sent home on that day or a call to the parent will be made, and it will be understood that the student serves his/her detention on the next scheduled detention day. Misbehavior during detention will result in additional disciplinary action. Parents are expected to provide prompt transportation from school after the detention hour. Failure to appear for detention will also result in additional disciplinary action. If the student(s) is not picked up after the detention the student will go to the after-school program and will be charged the appropriate fees. Guardian(s)/Parent(s) may be called into the school to meet with the principal (during school hours) to discuss their child's behavior.

Recess / Lunch Detention

Students in Grade 4-8 serve Recess Detention for infractions not worthy of an Office Detention.

The same rules apply for the K-3 Grades. In lieu of an after-school detention, the students will serve a Recess/Lunch Detention. Misbehavior during detention will result in additional disciplinary action. Failure to appear will also result in additional disciplinary action.

When the condition arises, students in Grades K-3 may serve an after-school detention as well.

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them. The Principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books, text, internet usage, social media posts, pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning environment.

Items taken away from the students will NOT be returned to the student. Parents will have to pick them up at the convenience of the administration.

Cheating

Cheating, Plagiarism, forging of an adult's signature, copying from another person's work, as well as any other kind of behavior regarded as cheating WILL NOT BE TOLERATED. Parents will be notified when an infraction occurs. Students who choose to cheat will possibly face a failing grade and detention. AI is also considered cheating.

Please note that these behaviors frequently involve two students: one who shares their work inappropriately, and the other who uses it inappropriately. Both students have misbehaved in a major way, and both will receive the failing grade as well as the Office Detention.

Artificial Intelligence

Artificial Intelligence (AI) technology is fluid and evolving, as such the school policy will be as well. Initial guidelines will be based on good judgment and what is currently known about the AI generating tools available at the time. AI can serve as a helpful tool for many processes including brainstorming ideas, gaining insight, and improving writing skills. However, age-appropriate AI tools should not replace a student's own work.

Students should actively engage in ethical practices, carefully consider the validity of AI generated content, and ensure their work reflects their original thoughts and understanding. Presenting material using AI without teacher's approval will be considered academic dishonesty and will result in consequences. When AI is used, students need to use proper citation. Although age-appropriate use of AI tools may be permissible for assignments in certain classes.

Off-Campus Conduct

The administration of St. John the Baptist School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

Additional Disciplinary Measures

In addition to detention, the following disciplinary measures may be taken:

Internal Suspension – The student will work independently under the supervision of the Principal for a period of up to one full day, but not exceeding two full days. The student shall have absolutely no contact with other students during the course of the school day. It is expected that the student will do academic work throughout the day. Misbehavior during Internal Suspension will result in further disciplinary action. The parents will be notified prior to the Suspension. In severe disciplinary cases, the Principal reserves the right to suspend a student at any time.

External Suspension – If a student behaves in an unruly or disruptive manner or inappropriate behavior is exhibited, the student will be suspended for a period of one to three days. The parents will be notified prior to the suspension. In severe disciplinary cases, the Principal reserves the right to suspend a student at any time. Students must complete all class work, homework and tests for that day or time period. A failing grade will be recorded for this work.

Expulsion – (If the condition arises) Expulsion is the removal of a student from all direct school services. Prior to the consideration of dismissing a child, the student will

be suspended for a period of three days. A conference with the parents, Principal, and Pastor will follow. In the event of a dismissal recommendation, a formal consultation will be held, including a representative from the Diocesan School Office, the Pastor, the Principal, and in some cases, the student. The decision reached will be final. Expulsion is used only as a last resort for the protection of the child and the SJB school environment.

These policies are in line with the Diocesan policies.

Returning to School After Dismissal

If a student needs to return to their classroom after school hours, he/she need to be accompanied by the teacher, the principal or the secretary. If a student chooses to go to a classroom without being accompanied by one of these people, he/she will face detention.

School Safety/Harassment or Bullying

St. John the Baptist School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook, Snapchat, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Search and Seizure

Property of the school system assigned to students for their use during the school year is subject to inspection and search at any time for any reason. If an illegal substance/object or evidence of activity, which violates the law or disciplinary code, is found during any inspection or search, it will be confiscated and appropriate action will take against the student.

In addition, professional and administrative personnel may search a student's belongings such as clothes, backpack, handbag, wallet, etc. or search the student when the staff person has reasonable cause to believe that the student has or the student's belongings contain an illegal substance/object or evidence of activity which violates the law or disciplinary code. If any of this is found during the search, it will be confiscated and appropriate action will be taken against the student.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Child Abuse Laws

St. John the Baptist School abides by the Child Abuse laws of the State of Massachusetts. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Service

Home-School Communication

In order to ensure that all communication from school reaches home in a timely manner, St. John the Baptist uses a yellow folder system. Any correspondences will go home with the youngest/and or only child. Your child is responsible for emptying the contents of his/her folder when it is returned to their homeroom.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

X. Student Record Information

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Telephone

Permission to use the telephone must be obtained from the school secretary. The office phone is a business phone and every phone call we make is a charge to the school. Students will be permitted to use the phone only in case of an emergency. Forgotten homework does not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

XI. Miscellaneous

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade or all of the boys or all of the girls.

Parties

We request that birthday treats be already prepared into individual servings. Please also think about healthy treats.

Birthday Observances

The classroom teacher will celebrate with the students on their day. We do allow students to bring in a treat for their birthday, but we do ask that if there are allergies in the class, that you try and support those allergies by bringing in something everyone can eat. It may not always be possible, so please talk to the teacher. Summer birthdays will be celebrated before we leave for the school year.

Right to Amend St. John the Baptist School reserves the right to amend this Handbook. Notice of amendments will be sent to parents either by email or through the youngest child.

PARENT/GUARDIAN WITNESS STATEMENT

The Church, through the ages, has consistently called its parents to understand and appreciate their special dignity as God's instruments of His love to their children. In recent years, the Church in its official teaching has given even greater prominence to the importance of this truth.

The Second Vatican Council, in its "Decree on the Apostolate of the Laity, stressed the importance of the parents providing the first experience of their faith to their children.

They (Christian husbands and wives) are the first to communicate the faith to their children and to educate them; by word and example, they train their offspring for the Christian and apostolic life.

The Council Fathers even more emphatically expressed the irreplaceable role of the parents in communicating the Faith to their children in its "Declaration of Christian Education":

Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educator is so decisive that scarcely anything can compensate for their failure in it. (Paragraph #3; October 28, 1965)

Therefore, it is with a complete awareness of the Catholic Church's vision of my vocation as a Catholic parent, that I enroll my child in the Catholic school. In so doing, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my children. I understand the Catholic school as a way in which my Church seeks to share and assist me in my vocation. However, I know that no matter how clearly and effectively the Catholic school communicates the truths of our faith, unless my children see these truths take flesh in our family, then there is little hope that the faith will take root in their hearts. I believe that the Catholic school can deepen, enrich, and reinforce a Faith that my children experience in their home. I understand my own witness as essential to the religious development and growth of my children.

Aware of the dignity of my call from God and with a reverent awe for the responsibility which is mine, I commit myself to be in word and deed the first teacher of my children. Practically, I understand this to mean:

- 1) to participate consistently and actively in the Sunday Eucharist.
- 2) to speak to my children about the things of God, and to make prayer an integral and important part of the environment of our home.
- 3) to participate and cooperate, as our Catholic school requests, in the religious education and especially the sacramental preparation of my children.
- 4) to accept my responsibility to support the moral teachings of the Catholic Faith in order not to contradict in my home what is proclaimed in the school.
- 5) to teach my children by work and example to have a love and concern for the needs of others, especially the poor.
- 6) to do my fair share in financially supporting the Catholic school/parish.
- 7) I have read the student handbook and have explained it to my child completely. As a parent, I agree to abide by its rules and regulations and support the school staff in the Catholic Education of my child.

WITNESS STATEMENT FOR NON-CATHOLIC PARENTS/GUARDIANS

WHO HAVE ENROLLED THEIR CHILD(REN) IN OUR CATHOLIC SCHOOL

I enroll my child in the Catholic school with awareness:

1. That the first purpose of the Catholic school is to communicate the Catholic Faith to a new generation.
2. That the Catholic school sees itself as a partner with the parents in teaching their children.
3. That the Catholic community sees the parents as the primary educators of their children.
4. That personal and social morality that the Catholic school teaches to its students can only be effectively learned if it is re-enforced in the primary learning center of the home.

Therefore, by enrolling my child in the Catholic school, I accept the following responsibilities:

1. **To attend programs that the school encourages in order to help me become more knowledgeable about the Catholic Faith.**
2. **To speak to my child about the things of God and to make prayer an integral part of the environment of our home.**
3. **To participate and cooperate with school programs that enable parents to take an active role in the religious education of their child.**
4. **To accept my responsibility to support the moral teachings of the Christian Faith in order not to contradict in my home what is proclaimed in the school. To teach my child by word and example a love and concern for the needs of others, especially the poor. To meet my financial responsibilities in supporting the Catholic school.**
5. **I have read the Student/Parent Handbook and have explained it to my child completely.**

TELECOMMUNICATIONS USE AGREEMENT

ST. JOHN THE BAPTIST SCHOOL ACCEPTABLE USE POLICY

Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire.

In general, this requires efficient, ethical and legal utilization of the equipment, computers and network resources. Students or staff knowingly violating the terms of this policy or agreement will be dealt with according to the student or staff discipline policies of SJBS and/or civil authorities, and such activities may result in termination of their access and/or expulsion from school or termination of employment.

The signatures at the end of this document for students and parents are legally binding and indicate that those who have signed have read the terms and conditions carefully and understand their significance.

I understand and will abide by the procedures and Acceptable Use Policy for electronic resources of SJBS, I further understand that any violation of the regulations above is unethical, and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the SJBS electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to indemnify and hold harmless SJBS from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

The use of equipment, computers, network resources and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. No reasonable expectation of continued use or access shall exist. The administration, faculty, and staff of SJBS may deny, revoke, or suspend specific user access.

1. The use of your access must be consistent with the educational objectives of SJBS. Use of electronic resources for recreational games is prohibited.
2. To transmit or knowingly receive any materials in violation of any United States, Massachusetts, or SJBS regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by a trade secret.
3. Network etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not be abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material or images.
 - c. Do not reveal your full name, phone number, or home address, or those of other persons when using the Internet.
 - d. Note that electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other

computer use or storage areas are and will be treated as school property. Computers, files, and communications may be accessed and reviewed by school personnel and may be accessed by other computer users.

Permission of the supervising staff member must be obtained before downloading large files.

e. Disk space is limited. Remove outdated or unneeded files promptly.

4. Students found guilty of vandalism will lose Internet privileges and may be subject to criminal prosecution.

Parents and/or guardians are financially responsible for acts of vandalism committed by their children.

Vandalism is defined as any malicious attempt to harm or destroy data or hardware on this system or any other system.

***SIGNED ACKNOWLEDGMENT SIGNATURE FORMS THAT ARE EMAILED
TO PARENTS ARE DUE BACK TO SCHOOL BY SEPTEMBER 1, 2025***