



**Saint John School  
Student and Parent Handbook  
2023-2024**

**Saint John School**  
9 Ledyard Street  
Wellesley Hills, MA 02481  
781-235-0300  
[www.saintjohnschool.net](http://www.saintjohnschool.net)

**St. John the Evangelist Parish**  
9 Glen Road, Wellesley, MA 02481  
781-235-0045  
[www.saintjohnwellesley.net](http://www.saintjohnwellesley.net)

## FACULTY AND STAFF

### Faculty

Preschool	Amy O'Neill
PreSchool	Seana Kilcullen
Preschool Assistant	Stephanie Scordino
Prekindergarten	Stacey Pini
Prekindergarten	Nicola Kearney
Prekindergarten Assistant	Kelly Jacobs
PreKindergarten Assistant	Emily Webster
Early Childhood Float Asst.	Ann Romanowski
Kindergarten	Judy Lewis
Kindergarten	Mikayla Pochebeit
Kindergarten Assistant	Kelsey D'Allessandro
Grade 1	Alexandra Ranucci
Grade 1	Anna Schnegg
Grade 2	Kristine Dougherty
Grade 3	Traci Medeiros
Grade 3	Susana Fantozzi
Grade 4	Amanda Penza
Grade 4	Grace Gilarde
Staff Assistant	Clare Ahearn
Art	Cate Hayes
English & Religion	Danielle Phinney
Math	Danielle Varnum
Music	Richard Pope
After School	Michael Cox
Physical Education	Bonnie Houston
Physical Education	Michael Almeida
Social Studies & Religion	Rachel Metcalf
Spanish	Vanesa Grande Gomez
STEM	Haley Smith
Tech	Jesse Murphy

### Staff

Pastor	Fr. James Laughlin
Principal	Siobhan Mahoney
Administrative Assistant	Marjorie Greco
Enrollment/Advancement	Henry Lapham
Facilities Manager	George Cronin
Finance and Operations	Jackie Welham
Nurse	Melanie Kelley
Nurse	Stephanie Morgan
School Counselor	Karen Hawthorne

## **FORWARD**

This handbook has been compiled to serve as a reference for consistent information about Saint John School. Material includes our mission and values, policies and procedures, logistical details, and other pertinent information. Students and parents are expected to adhere to all written policies of the school. Many questions will be answered and issues resolved by referring to the accepted policies contained in this document. If you need any clarification or have any questions about information in the handbook, please do not hesitate to contact me.

Mrs. Siobhan Mahoney  
Principal

## **MISSION STATEMENT**

Built on the cornerstones of **Academic Excellence**, **Faith Development**, and **Community**, the mission of Saint John School is to provide each student with an education that promotes the development of the whole person. The school helps each student grow intellectually, spiritually, emotionally, and physically in the Catholic tradition within an atmosphere of Christian concern and commitment. In keeping with the ideals of its patron saint, Saint Julie Billiart, the school values joy, respect, and kindness.

## **PARENT-TEACHER ORGANIZATION**

The Parent-Teacher Organization (PTO) serves as a source for community building, spiritual enrichment, information sharing, and volunteer opportunities at Saint John School. Additionally, the PTO serves as a source for additional fundraising to support school programs and needs not covered by tuition. Every parent and staff member at Saint John School is a member of the PTO. All are encouraged and welcome to attend events, monthly meetings, and committee meetings. The PTO will meet the second Tuesday of every month during the 2023-2024 school year. Meetings will begin at 7:45 am (after morning drop off) and will be held in a hybrid fashion: in-person at school with an option for Zoom dial-in. PTO meeting agendas are set by the PTO Executive Board

and will include committee updates, information about upcoming events, and ongoing discussion as to the needs of the school community.

## **ADMINISTRATIVE POLICIES**

The following administrative policies are made out of concern for the well being of the individual student and to preserve the rights of the entire student community.

### **ATTENDANCE AND PUNCTUALITY**

Daily attendance is the key to success. Every effort should be made by parents to see that the child is in school each day. Students in Kindergarten through Grade 6 should arrive at school between 7:30-7:45 AM. At 7:45 AM, students will be marked tardy. Students in Preschool and Prekindergarten should arrive between 7:30-8:00 AM. Preschool and Prekindergarten students are not considered tardy until 8:01 AM.

Tardiness and/or dismissals that keep students out of school for more than one-half of the session are considered absences. Parents must notify the office when a student is absent. A parent or guardian must call school by 8:00 AM with the reason for the absence.

It is important that parents or guardians call or email the school immediately if your child is feeling sick. If your child is showing any symptoms of illness, Saint John School requires that you not send your student to school. Please assess your student each morning as to how they are feeling and consider checking their temperature if you have any concerns. Please see ILLNESS section below for more details.

The Principal will review the case of any student with 15 or more absences for possible loss of credit for the academic year.

### **ILLNESS**

If your child has an allergy or chronic illness as determined by your pediatrician, please write this information on your child's emergency card. A child who has been sick before school should not be sent to school. Likewise, your child must be fever-free for 24 hours, without the use of fever-reducing medication, and has not vomited for 12 hours, before returning to school. Appropriate arrangements for schoolwork should be made with the individual teacher(s).

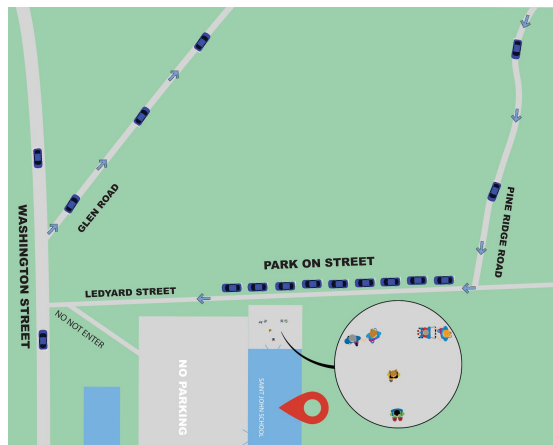
If a child is ill during the school day, parents will be notified to come to school to pick them up. Please make sure contact information is up to date and that you have a back up contact person. The school has limited facilities for sick children. In the interest of the sick child, parents are asked to respond as quickly as possible. Children who are not feeling well should not have to wait to be picked up for an extended period of time. No sick child will be sent home without the knowledge of the parent or authorized person (indicated on student Emergency Card). Please see the Health Office web page (on the

school website) for more detailed information regarding our illness policy/protocols. This dismissal is considered an absence from school if the child is not present for at least half of the day. When coming to pick up a sick child, please use the main entrance of the school, report to the office, and you will be directed to your child. The child must be signed out.

## MORNING DROP OFF

### *PreSchool to Kindergarten:*

Parents/guardians will park their cars along Ledyard Street and walk their students to the main door on Ledyard. Cars should be parked on the side closest to the Church. Please park as close to the curb to continue the flow of two way traffic. Please be mindful of the residents on Ledyard and do not block driveways.



### *Grade 1 to Grade 6:*

Parents/guardians enter the parking lot through the Ledyard Street entrance (the one closest to the Church). Cars should form a single lane to the right of the cones near the School building. Cars must pull up as far as possible. Drivers will be prompted by staff members when it is safe for the student to exit the vehicle. All cars must stay in the drop off line even if the student has already exited the vehicle. Exit onto Columbia Street.



## PICK UP

Dismissal is 2:45 PM for Full-Day Preschool and Prekindergarten, as well as Kindergarten through Grade 6, except Wednesdays when dismissal is at 11:30 AM for the whole school; Half-Day Preschool and Prekindergarten dismissal is 11:30 AM. Parents/Guardians must be prompt in picking up children.



### *Car riders:*

Students will be dismissed from the middle door of the school. Parents will drive in the Columbia Street entrance (closest to the bank) and park behind the line of cones in the lanes facing the school. Parents should wait in their cars with student name cards visible on the dashboard. A teacher will call student names and children will walk to their car. Once the first row of cars are loaded with children, those cars will be directed to depart through the designated exit onto Ledyard Street. The next row of cars will be signaled to move up to the front row to load their children. No cars are to leave without a teacher's guidance.

### *Walkers:*

Students who are walkers will be dismissed from the Ledyard Street door. Parents should email their classroom teacher directly to inform them of the mode of dismissal. Parents/Guardians of walkers will pick up students at the Ledyard Street entrance. The teachers on duty at the Ledyard street door will dismiss the students to their parents one by one. Please do not stand in the street or by or block the parking lot exit.

*Please note:*

- Ledyard Street has two way traffic
- No child or parent will be allowed to cross in front of the car line.
- No one should park on Ledyard St. or Columbia St. at dismissal.
- All children must be released to a parent or authorized person in the parking lot.
- No child will be allowed to change his or her mode of transportation at dismissal without written permission received before lunch.

### **RAIN/SNOW PICK UP**

The school follows the same dismissal procedures during inclement weather, though students wait on the first floor to be called outside. Walking parents should wait outside the Ledyard Street entrance.

### **VACATIONS**

Vacations during the regular school session and early departures for or late returns from scheduled vacations are strongly discouraged by the school. Class discussion and classroom interactions are vital to student growth. However, if missing school is unavoidable due to vacations, parents should inform the Principal in writing two weeks ahead of time. Upon return, students will be responsible for completing missing assignments within a period of time comparable to the number of school days absent. There should be no expectation that the classroom teacher will prepare work ahead of time for the student to take on vacation or for the student to complete assignments/assessments before the teacher is ready to administer the assessment.

### **EARLY DISMISSAL**

If it is necessary for a student to leave school before dismissal, written permission from the parent is necessary. Parents/guardians must email the classroom teacher before morning arrival, who will then forward the message to the office. Any request for early dismissal must be verified at the office before the student is released. All parents/guardians must ring the bell at the main entrance off of Ledyard Street. Anyone picking up a student from the school must first be identified by office personnel for the child's safety. Picture I.D. may be required when a child is being picked up. Early dismissals may take place up until 2:15pm. After 2:15pm, the student will be considered being dismissed at the usual dismissal time.

### **NO SCHOOL ANNOUNCEMENTS**

The Principal will communicate no school announcements via phone and email through RenWeb. The school generally but not always follows the decision of Wellesley Public Schools. When school is canceled, all other functions are canceled - shows, parent conferences, etc. Of course, the final decision about sending a child to school in inclement weather or picking up a child early rests with the judgment of the parents.

## UNIFORMS

All uniform items must be ordered through Lands' End (except where noted in the Saint John School Uniform Policy). The Saint John School Preferred School # for Lands' End is 9000-6047-6, and our School Logo # for Lands' End is 1562472K.

### Warm Weather

Kindergarten through Grade 6 students should wear these uniform items on non-gym days through Columbus Day and after the April Vacation. Shirts are to remain tucked in at all times except during recess.

#### Boys

From Land's End

Short sleeve interlock polo (white, school logo)

Plain front chino shorts (classic navy)

V-neck drifter sweater (classic navy, school logo)  
*\*if weather warrants additional warm layer*

From a Store

Rubber-soled shoes (black or navy)

White above-the-ankle socks

Belt (black or brown leather)

#### Girls

From Land's End

Short sleeve interlock polo (white, school logo)

Chino skort (above-the-knee length, classic navy)

Fine gauge cardigan sweater (classic navy, logo)  
*\*if weather warrants additional warm layer*

From a Store

Rubber-soled shoes (black or navy)

White above-the-ankle socks

### Cold Weather

Kindergarten through Grade 6 students should wear these OR Cold Weather Liturgy uniform items on non-gym and non-Liturgy days after Columbus Day until April vacation. Shirts are to remain tucked in at all times except during recess.

#### Boys

From Land's End

Long or short sleeve interlock polo (white, school logo)

V-neck drifter sweater (classic navy, school logo)

Plain front blended chino pants (classic navy)

#### Girls

From Land's End

Long or short sleeve interlock polo (white, school logo)

Fine gauge cardigan sweater (classic navy, school logo)

Plain front blended chino pants (classic navy)



From a Store

Rubber-soled shoes (black or navy)

White above-the-ankle socks

Belt (black or brown leather)

From a Store

Rubber-soled shoes (black or navy)

White above-the-ankle socks

### **Gym and Early Childhood**

Kindergarten through Grade 6 students should wear these uniform items on all non-Liturgy gym days. Preschool and Prekindergarten students should wear these uniform items every day.

#### **Boys**

From Land's End

Mesh shorts (classic navy, school logo)

T-shirt (gray, school logo)

Crew sweatshirt (classic navy, school logo)  
*\*if weather warrants additional warm layer*

Sweatpants (classic navy, school logo)  
*\*if weather warrants additional warm layer*

From a Store

Sneakers (no high-top sneakers allowed)

White above-the-ankle socks

#### **Girls**

From Land's End

Mesh shorts (classic navy, school logo)

T-shirt (gray, school logo)

Crew sweatshirt (classic navy, school logo)  
*\*if weather warrants additional warm layer*

Sweatpants (classic navy, school logo)  
*\*if weather warrants additional warm layer*

*\*PS and PK girls may also wear a short-sleeve mesh polo dress (class navy, school logo)*

From a Store

Sneakers (no high-top sneakers allowed)

White above-the-ankle socks

### **Cold Weather Liturgy Uniform**

Kindergarten through Grade 6 students *may* wear these uniform items every non-gym day from Columbus Day until April Vacation and *should* wear these uniform items for all liturgies from Columbus Day until April Vacation.

#### **Boys**

From Land's End

School uniform white oxford button-down shirt

V-neck drifter sweater (classic navy, school logo)

#### **Girls**

From Land's End

White short sleeve ruffle collar knit peter pan shirt

Fine gauge cardigan sweater (classic navy, school logo)

Plain front blended chino pants (classic navy)	Plaid jumper (white plaid) ( <i>K-4</i> ) OR Plaid skort ( <i>Gr. 5-6</i> )
Uniform tie (white plaid)	Solid cable knee socks (classic navy) OR Microfiber tights (classic navy)
From a Store	
Rubber-soled shoes (black or navy)	From a Store
Black or navy above-the-ankle socks	Rubber-soled shoes (black or navy)
Belt (black or brown leather)	

### **Spirit Wear**

A way for students to show their school spirit is to wear SJS colors (Red, Blue, White) or purchase spirit wear from the PTO. We have designated every first Friday (with a few exceptions when it is on a Thursday due to no school on Friday or Mass) as Spirit Wear Days. Reminders will be shared via the classroom teacher when that date is approaching.

### **PARENT-TEACHER COMMUNICATION**

A close relationship between parents and teachers helps foster a positive, progressive attitude toward students' academic and social growth. Such a relationship requires regular feedback. Students should deliver all school notices to parents the day that they are distributed in school. Often these notices must be returned the next day.

In addition, it is important that parents share concerns and/or problems as soon as possible. Classroom matters should be brought first to the attention of the teacher. The easiest form of communication is via email. Teacher email addresses are the teacher's first initial and last name followed by "@saintjohnschool.net". Though responses may not be immediate, teachers should respond to all messages within 24 work hours. Teachers should never be called at home for school matters.

Parent-teacher conferences are scheduled in the fall and spring for all grades. However, parents can always email a teacher to make an appointment via video conferencing. Such meetings must occur before or after school, and appointments must be arranged by calling, writing or emailing the teacher. Please understand that teachers do have other commitments before and after school, so prior arrangements for conferences are necessary.

Problems not rectified at this level should be referred to the Principal. In addition, if circumstances arise that could influence a child's behavior (death of a family member/close friend/pet, marital problems, etc.), please notify the teacher or Principal. We will make every effort to be sensitive to the situation.

## **REPORT CARDS**

Saint John School follows a quarter system and issues report cards four times a year. Preschool, Prekindergarten, and Kindergarten use standards-based curricula and report cards and do not issue report cards after the first quarter. Grades 1-6 report number grades in major content areas (Language Arts, Math, etc.), further explained by assigning one of the following letter grades for each content standard:

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
N/A	Not Applicable

## **NON-CUSTODIAL PARENTS**

Saint John School abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that no information be given, the custodial parent must provide an official copy of the court record.

## **VISITORS**

All visitors to Saint John School should enter the school via the Ledyard Street entrance. Visitors should ring the doorbell and someone will greet them at the door. Visitors will be asked to sign in with the office before going to their intended destination.

## **TRANSPORTATION**

In order to ensure students' safety, no student is allowed to change from their assigned and regular means of transportation unless they provide written notification to their teacher and/or email dismissal@saintjohnschool.net. Students in Preschool through Grade 2 may ride bicycles to school only if accompanied by a parent or legal guardian.

## **NUT-AWARE SCHOOL**

Recent guidelines from the Centers for Disease and Prevention (CDC) encourage schools to consider the needs and preferences of nut-allergic students in deciding whether to designate a nut-free area or restrict nut-containing products altogether. With that in mind and because our priority is to keep our students safe, Saint John School seeks to maintain

a peanut-and tree nut-free environment for the health and safety of students and staff members with potentially life-threatening allergies.

Teachers will work to ensure that foods provided by the school will not contain nuts or peanut oils. When packing your child's lunch or bringing in a snack, please do your best to avoid sending in products containing nuts.

**NEW THIS YEAR-** The only outside food accepted into school this year by families will be for class holiday parties- no exceptions will be made. If you have a child with a food allergy- please reach out to your child's teacher for holiday dates and to discuss what foods are appropriate. Halloween, Thanksgiving (early childhood), Christmas, Valentines, Easter, Mother's/Father's breakfast/tea (early childhood), Multicultural day, and Field Day, Catholic school's week. Your cooperation is appreciated. Items intended for a whole classroom should be sent to school in their original packaging (no home-cooked products will be allowed). This will assist us in determining any possible allergy complications.

Please speak with the nurses should you have any questions or would like suggestions regarding appropriate foods or snacks that can be brought to school. Thank you in advance to all parents for appreciating the needs for these new expectations and working with our staff to create a safe and mutually agreeable learning environment for all students.

### **STUDENT BIRTHDAY CELEBRATIONS**

Birthdays are a special time for students, and we appreciate that students want to share their birthday celebrations with their classmates. For each student, their birthday gets announced over the loudspeaker following prayer and students also get to have a free dress down day on their birthday. If the student's birthday falls on a weekend or vacation week, it will be celebrated on the Friday before or Monday after. No food items will be permitted in school for birthday celebrations.

### **HOMEWORK**

Students are assigned home study to reinforce materials studied in class, to prepare for future lessons, and to study independently in areas of interest. Homework helps students achieve academic success and develops each student's sense of responsibility and self-discipline. Students have homework each night beginning in Grade 1 with a gradual increase according to grade level. Missed assignments will be taken into consideration when grades are computed.

### **CORI FORMS**

CORI stands for Criminal Offender Record Information. The Archdiocese of Boston requires that all faculty members, paid school staff (part-time and full-time), all volunteers 17 years of age and older, and any individual who may have direct and

unmonitored contact with children undergo a CORI check each school year. A CORI check begins with an individual's submission of his/her completed CORI Request Form to the School Coordinator. CORI forms are submitted to the Archdiocese before the end of the prior year. Further, each individual must provide in person a government-issued photographic identification to verify his/her identity (i.e., Massachusetts drivers license).

### **VIRTUS Training**

All faculty, staff, and volunteers (including coaches, chaperones, and those helping with lunch duty) must attend a VIRTUS training session and submit a copy of the VIRTUS Certificate of Attendance to the school. Please note that this is a one-time requirement and does not need to be repeated annually. Parents who are new to Saint John and have already attended a VIRTUS training session should submit their certificate to the school office.

## **STUDENT BEHAVIOR**

Saint John School values and seeks to create a community where respectful students actively promote the physical and emotional safety of themselves and others by exhibiting integrity, cooperation, and respect. Individual teachers develop and implement classroom-specific rules in support of these community ideals.

### **EXPECTATIONS AND DISCIPLINE**

Over time, Saint John teachers and students have developed standards of conduct fundamental to the education that the school provides. Rules, boundaries and guidelines have evolved to protect individual students from behavior that is not healthy or safe for them, to foster the cohesion and morale of the community, and to enhance education by discouraging barriers to learning.

Saint John School expects the cooperation of parents in upholding our standards. The school believes that the parents and the school share the task of establishing the right balance of freedom and responsibility, realistically and consistently, for young people.

Saint John School recognizes that students make mistakes and hope that they will learn from them. If necessary, teachers and administrators can assign consequences, with compassion and firmness, toward the goal of fostering habits of self-awareness, self-discipline and respect. The school does not operate a system of strictly automatic responses, believing that discipline should take into account, as far as the welfare of the community will allow, such factors as the needs and age of the individual student, previous behavior, and the circumstances of the problem-causing behavior.

If a student's behavior is found to be unsatisfactory, conversations will occur among the classroom teacher, student, and parents to provide feedback on how the student can grow and improve, in developmentally and age-appropriate ways. Continued unsatisfactory

behavior or more serious incidents may result in a loss of privileges or disciplinary actions. The school reserves the right to suspend or dismiss any student whose behavior or lack of cooperation is deemed unacceptable, or whose parents no longer have a cooperative relationship with the School, in the judgment of the Principal.

## **RECESS**

Students are to:

1. Walk quietly from their classrooms to the designated recess area after being dismissed.
2. Follow designated playspace outlines and social distancing protocol.
3. Use approved play equipment and return them to the designated spot at the end of the recess period.
4. Line up in the designated area when the recess period ends.
5. Follow the directions of staff supervising the recess period in a prompt and courteous manner.
6. Remain in the recess area unless given permission from a person on duty.

## **TECHNOLOGY USE**

We strive to provide students with the best opportunities and tools for learning. Technology is one of those tools with great potential to facilitate information fluency, creative expression, and collaboration. Saint John students become proficient consumers and producers of information but must also be safe, legal, and responsible. The school network has Internet filters and security measures in place to prevent inappropriate materials from getting through, though no filter can catch everything. For students using devices outside of the school network, the school cannot offer such filtering. Additionally, there can be no expectation of privacy from the school when using school-provided devices, accounts, or applications.

Students are expected to embrace the following responsibilities whether on- or off-campus:

1. Students will use the computers only to do school work, as explained by my teacher and not for any other reason. Students will not use a school computer for personal or illegal purposes.
2. Students will use the Internet only in ways the teacher has approved.
3. Students will not give their password to anyone else, and students will not ask for or use anyone else's password.
4. Students will not put on the computer their address or telephone number, or any other personal information about themselves or anyone else.
5. Students will not upload, link, or embed an image of themselves or others to unsecured, public sites.
6. Students will not use games or other electronic resources that have objectionable content or that engage them in an inappropriate simulated activity.

7. Students will be polite and considerate when using the computer. Students will not use technology to annoy, be mean to, frighten, tease, or poke fun at anyone. Students will not use swear words or other rude language.
8. Students will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
9. Students will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion or sex.
10. Students will not damage the computer or anyone else's computer. Students will be aware that they are liable for damage to school property.
11. Students will not break copyright rules or take credit for anyone else's work.
12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the monitor and then seek help.
13. Students will not block or interfere with school or school system communications.
14. Students' computer use is not private; teachers may look at my work to be sure that students are following these rules, and if students are not, there will be consequences which may include not being able to use the computer.
15. Students know that the conduct that is forbidden in school is also forbidden when students use computers outside of school if it interferes with other students' education, and if students break the rules there will be consequences in school.

By signing the enrollment contract, every student and their legal guardian agree to uphold the responsibilities listed above. Irresponsible and inappropriate use of technology tools may result in social, academic, or behavioral consequences. These consequences and several examples of behaviors that Saint John regards as irresponsible or inappropriate uses of technology follow:

*Social consequences* may include ruined friendships and damaged reputations and may result from:

- Gossiping or spreading rumors online
- Posting hurtful information or embarrassing photos of others
- Harassing others

*Academic consequences* may include reduced or failing grades and may result from:

- Plagiarism
- Enabling yourself or others to cheat

*Behavioral consequences* may include a conversation with your teacher, loss of the device for a class period or more, a meeting with the Principal, a confiscation of electronic devices, loss of the privilege of using electronics on campus, a

parent conference, or other disciplinary actions. These consequences may result from:

- Using electronics at an inappropriate time, such as during the academic day for non-school-related purposes
- Bullying others
- Viewing inappropriate materials or playing inappropriate games

### **PHONE POLICY**

Children may bring cellphones to school. Cell phones will be kept in a designated area in the classroom from the time the student enters the classroom until the end of the day. They will have access to the phone in emergency situations. Other cellular devices, such as apple watches or i-pads connected to a cell phone plan are not permitted and should be left at home. If those items are brought to school, they should be placed in the designated cell phone bin in the classroom. Please help us uphold this policy by not texting or calling your student on their personal device during the school day. If your student texts you during the school day, please call the school directly and we can arrange for you to talk to your student on the phone.

**\*Please see enrollment contracts for all admissions and tuition-related issues**

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4. Students will not put on the computer their address or telephone number, or any other personal information about themselves or anyone else.



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8. Students will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
9. Students will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion or sex.
10. Students will not damage the computer or anyone else's computer. Students will be aware that they are liable for damage to school property.
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14. Students' computer use is not private; teachers may look at my work to be sure that students are following these rules, and if students are not, there will be consequences which may include not being able to use the computer.
15. Students know that the conduct that is forbidden in school is also forbidden when students use computers outside of school if it interferes with other students' education, and if students break the rules there will be consequences in school.

By signing the student handbook acknowledgement page, every student and their legal guardian agree to uphold the responsibilities listed above. Irresponsible and inappropriate use of technology tools may result in social, academic, or behavioral consequences. These consequences and several examples of behaviors that Saint John regards as irresponsible or inappropriate uses of technology follow:

### **MEDIA CONSENT**

Saint John School is making an effort to promote the positive activities, honors, and work of our staff and students. During the course of the school year there are times when pictures or videos of students may be taken or when students may be interviewed while at school to showcase an event or to detail a project. Saint John School reserves the right to use these photographs and videos for internal and external publications, such as assembly presentations, yearbooks, and concert videos. The school would only share images externally with local media newspapers, radio, and television stations as well as on the school website, social media accounts, or promotional materials.

If a parent/guardian would like to excuse their student(s) from Saint John School visual media, a signed, dated and written letter must be sent to the main office. Please note, if you excuse your student(s) from visual media content, they will not be included in class pictures, yearbook photos and all other visual media created by Saint John School.

### **NOMINAL GIFT POLICY**

Saint John School recognizes the selfless dedication of Staff and the Administration in enabling Saint John School to meet and fulfill its goals. We also recognize the incredible outpouring of support by the Saint John School community, in particular the parent, towards the faculty and the School generally. The school and its students are able to stand on these twin pillars.

Saint John School is aware of the statutory restrictions that have been placed on public employees, including public school teachers, with regard to the acceptance of personal gifts or items of a certain value. Although the state limit on public school teachers is not appropriate in a Catholic school setting for several reasons, Saint John School must nevertheless be cognizant of the fact that guidance should be provided to the school community to ensure a balanced and equal approach across all classrooms.

For that reason, Saint John School established the following guidelines: Gifts of any kind to a member of the faculty for his or her personal use should be valued at no more than \$200, whether the gift is monetary or in-kind in nature. Parents may contact the Principal regarding possible exceptions. This policy does not apply to bonuses or salary increases provided in the normal course.

### **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

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



## PARENT-STUDENT HANDBOOK SIGNATURE PAGE 2023-2024

Please review Saint John School Parent-Student Handbook and print and sign below as indicated. If you have multiple students at SJS, you may have each of them sign this one form. Annual review and expressed agreement with the Parent-Student Handbook is a condition of enrollment/reenrollment. Your student(s) **MUST** return this form to their classroom teacher by **Wednesday, September 6th**.

We, the undersigned, have read the 2023-2024 Saint John School Parent-Student Handbook and our signature below indicates that we understand and agree to abide by the expectations, policies and procedures expressed therein.

**Student 1 Name:** \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Student 2 Name:** \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Student 3 Name:** \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Student 4 Name:** \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_