

# ST. JOHN THE BAPTIST DIOCESAN HIGH SCHOOL

1170 MONTAUK HIGHWAY • WEST ISLIP, NEW YORK 11795-4959

(631) 587-8000 FAX (631) 587-8996

September 10, 2021

Dear St. John's Students and Families,

Welcome! We are very excited to be reunited with our St. John's Family and trust it will be a rich experience for us all.

While we continue to monitor the directives regarding schools from the Governor's Office, State and local public health agencies, we remain committed to resume all on-campus operations at this time. As a result, we are providing you with this information designed to assist families and students to prepare for the start of the 2021-2022 school year.

Please be aware, given the uncertain nature of the COVID-19 situation, circumstances and protocols may change at any point. We will continue to communicate directly with you when changes are made and thank you for your patience in this matter. Please know the health and safety of our students, faculty, and staff remain our priority.

Communication is a very important. **Email is our primary form of communicating with our families.** Please be sure to check your email daily for updates. If, at any time during the year, you have changes to your work, home, cell phone numbers, or e-mail, please notify the Admissions Office, in writing, [admissions@sjbdhs.org](mailto:admissions@sjbdhs.org), so that we may update our records and be able to contact you in case of emergency.

**If there is any legal documentation regarding your child, please contact your child's Guidance Counselor and make it is on file in the office.**

## **Start of School**

The first day of school for all students will be Monday, September 13, 2021. All students are to be in full uniform on this day. Students may wear the Fall/Spring Uniform polo shirt on this day until mid-October. Polo shirts are available for purchase in the School Store.

## **Arrival/Dismissal**

The school day is 7:50 a.m. to 2:36 p.m. **All students must wear masks.** Upon arrival, all students who are dropped off by their District bus should enter the South Lobby Entrance. Seniors who drive to school must also enter through the South Lobby Entrance. Students who are driven to school by a parent/guardian must enter the building through the Front Entrance on Montauk Highway.

All students must have their temperature scanned before they enter the building. Any student with a fever will be sent to the Health Office for an evaluation.

Students being picked up after school will meet their parent/guardian in the parking lot at the first entrance on Beach Drive (closest to Montauk Highway). School personnel will be in the parking lot to assist you.

Late buses are available at 5:30 p.m. The Library and Cafeteria are open daily, after school for students who are involved in extracurricular activities or attend extra help sessions.

*A Diocesan Catholic school fully accredited by the Board of Regents of the University of the State of New York and by Cognia®, North Central Association Commission on Accreditation and School Improvement*

### **Attendance Procedures**

Since excessive absence is frequently the cause of poor grades or failure, it is of utmost importance that students be present every day. If a student is absent from school, it is required that a parent/guardian telephone the Attendance Office at 631-587-8000 x175 on the day of the absence between 7:30 a.m. and 9:30 a.m. to inform school officials of the reason for the student's absence. If a parent/guardian fails to notify school, the automated School Reach system will call the parent/guardian.

Please review the **Late to School Policy** in the *Student Handbook*.

### **Dress Code Policy**

Please review the Dress Code and Personal Appearance Standards in the *Student Handbook*. It has also been emailed to all parents and is posted on the Parent Portal and the St. John's webpage. The purpose of the uniform is to help establish a work atmosphere which encourages an emphasis on academics and learning and creates a safe atmosphere. Please be advised violations will result in detention. Please make sure your child has made any adjustments necessary to be prepared for the start of school in September (hairstyles, hair color, earrings, etc.).

### **ID Cards**

All students will receive new ID cards with lanyards this year. Students must wear their grade appropriate color lanyard. Gray-Freshmen, Yellow-Sophomores, Blue-Juniors and Red-Seniors. Replacement ID's will be available in the Back Lobby when you enter the school building in the morning for a \$10 replacement fee. Students must wear the school-issued lanyard with their school ID card around their neck each day as part of the school uniform.

A student will receive a disciplinary referral if they do not wear their ID card.

### **Cafeteria** (See *COVID-19 Protocols* section for more information.)

The cafeteria is open at 7:15 a.m. for students who arrive to school early, and breakfast is available for purchase.

The Cashless Cafeteria Account system provides students to pay for lunch using their SJB ID Card. For more information contact [lessings@sibdhs.org](mailto:lessings@sibdhs.org). To register for this program, visit <https://www.mykidsspending.com>. Students can begin to use their accounts when they get their SJB ID cards in early October.

### **Lockers**

Students will be permitted to go to their lockers at the start of the school day and at the end of the day, and during designated lunch periods. Students whose lunch period is D or E may also go at 10:16 a.m., and students whose lunch is F or G may go at 11:44 a.m.

Only school-issued locks are permitted on the lockers. Replacement locks will be available in the school store for \$10. Students must use the locker which is assigned to them.

### **Backpacks/Messenger Bags**

Backpacks, saddlebags, book bags, athletic bags and purses larger than 11" x 14" may be used during the school day. **Backpacks with wheels are not permitted.**

### **Chromebooks**

Students must charge their Chromebooks at home every night and bring their Chromebook, fully charged, to school each day. Any students who have an issue with their Chromebooks must report this issue to the Library for assistance. St. John the Baptist DHS is dedicated to creating positive Digital Citizenship and Etiquette. Students and parents are expected to adhere to the acceptable use policy, which is signed by each family before the student's Chromebook is issued.

## **Smart Phones/Watches**

Students are not permitted to use a Smart Phone/Watch during the class without the permission of a teacher, staff member or administrator. There is a dedicated phone line available in the General Office for students who need to call home. Smart Phones/Watches are permitted in the Cafeteria and Library.

Smart Phones/Watches are **NEVER** to be used in the restrooms or locker rooms. Students may serve In-School Suspension if they violate this policy. Smart phones should not be used to take pictures or videos at any time while a student is in the building without the permission of a teacher, staff member, or administrator.

Teachers may issue a disciplinary referral and are empowered to confiscate any electronic device, including a Smart Phone/Watch, if it is distracting or being used in an inappropriate way, or if the student does not comply with the teacher's request to put it away. Offending students are subject to Detention and may serve In-School Suspension.

If a Smart Phone/Watch is taken out during a quiz or test, the student will serve In-School Suspension, the device will be confiscated and the student will receive a 0 grade.

**The school is not responsible for lost or stolen Smart Phones/Watches.**

## **Parent Portal**

Parents can access grades, attendance, and student conduct reports via the Parent Portal. Log-in and password information is given to parents/guardians in the student's first year. Freshmen and transfer parents will receive shortly. The link to access the portal, as well as instructions, are located on the homepage of the St. John's website. It is important that all students and parents/guardians log in and actively refer to the St. John's Information Portal for information about their child's performance, as well as for all school notices and announcements. This is our primary form of communicating with families. Instructions on how to use the portal can be found on the St. John's Homepage. The link to access the portal is located on the St. John's Homepage. Parents should contact the school to resolve any problems related to the Parent Portal ([techsupport@sibdhs.org](mailto:techsupport@sibdhs.org)).

When a parent/guardian or student needs to contact a teacher, they must email the teacher at their school email address. Personal questions and messages should not be posted to Google Classroom.

## **Health Office Information:**

On September 13, your child will receive the *School Emergency Health Card*. Please complete it and return it to school immediately. Please consider the availability of people when selecting emergency contacts. If we are unable to contact you, this individual may be asked to pick your child up at school. In order to protect your child's safety, any person who picks up a child up at school will be asked to show identification to school personnel. To ensure the health and safety of your child, it is very important that you inform the Health Office of any health conditions, hospitalizations and medications that have been prescribed to your child.

All 9<sup>th</sup> Grade Students must submit their Immunizations and Physicals as per New York State mandates. All students entering 11<sup>th</sup> grade in September 2021 must have a Valid Physical. All students entering 12<sup>th</sup> grade in September 2021 must have the Meningitis Vaccine. All physicals and immunizations must be submitted to the St. John's Health Office **prior to the first day of school in September**. All Transfer Students must submit their Immunizations and Physicals as per New York State mandates. Students who do not provide this documentation will be withheld from classes, as per NYS law.

### **School Calendar**

The school calendar is posted on the SJB webpage: <https://stjohnthebaptistdhs.net>. We will no longer have "snow days," but rather teachers will coordinate classes and assignments with their students using Google tools on their Chromebooks.

Please note that Thursday, October 21, 2021 will be a remote instructional day for all grades 9 through 12. This day is being used to test the use of remote technology in the event that we have to cancel in-person instruction for any reason.

### **Student Handbook**

The 2021-2022 St. John the Baptist Student Handbook will be emailed to all students and parents, will be posted on the portal and also posted on the St. John the Baptist DHS webpage. This handbook is to be read by both students and parents. **All policies, including dress code and personal appearance policies, are in effect starting Monday, September 13.** Attached to the email with the handbook will be a contract for students and parents to sign stating that all students and parents have read and understand the policies and procedures of the St. John the Baptist Diocesan High School Student Handbook. **This signed contract is due Friday, September 17.**

### **Transportation**

Students at St. John's have three different options for transportation. If you have a question about transportation, you can email Mrs. J. Sloane in the *Office of Student Services* at St. John's at [studentservices@sjbdhs.org](mailto:studentservices@sjbdhs.org). Late buses depart at 5:30.

1. **District Provided Transportation:** This is determined by your home school district. Please contact your local school district's transportation department if you have any questions. All inquiries must be made to your local school district. St. John's does not have any jurisdiction over District Provided Transportation. Late buses are determined by your home district.
2. **East End Bus Transportation:** In order to serve the Catholic families of eastern Long Island, St. John the Baptist High School and the Diocese of Rockville Centre operate a transportation system. Late buses are available for these students.
3. **Shuttle from Babylon LIRR Station to St. John's:** St. John's offers a complimentary shuttle each day to and from the LIRR Babylon Train Station which operates in the morning, at dismissal and when the late buses depart at 5:30 PM.

### **Senior Driving Privilege**

Driving to school is a Senior Privilege and passengers must have permission on file in the office. Parking Passes will be distributed during the first week of school to the students who paid the fee and submitted the required paperwork. Students who submitted the required paperwork and paid the fee are asked to leave their name on a piece of paper on the dashboard if they drive to school before receiving their permit.

### **SJB Webpage**

We encourage you to routinely refer to our school webpage <https://stjohnthebaptistdhs.net> for the most up to date information about St. John's.

### **Social Media**

We are aware that many parents get their information from Social Media Community Groups. Please be aware that these social media pages are not managed or endorsed by St. John's, and many times, have incorrect information. Please refer to the school website for the most up-to-date and **accurate information**. If you have any questions about the school, please contact the school directly. Do not rely on an answer that you receive from a Social Media Community Group.

## **COVID-19 Protocols**

As of September 2, 2021, the following protocols have been in place by the NYS Department of Health for P-12 schools:

Masks and temperature checks will be required for anyone who enters the school building at any time. Anyone whose temperature is above 100 ° F or is suspected of having Covid-19 will be isolated immediately in a special designated area.

**Masks are required while indoors, except while eating, for anyone over the age of two regardless of vaccination status.** All students must wear an SJB or SOLID COLOR mask that fully complies with the CDC guidelines. Masks must be worn properly, covering the nose and mouth. Masks will be considered part of the uniform. Neck gaiters, open chin triangle bandanas and costume masks are not permitted. Students can ask for a mask break as if they are going to be bathroom. The teacher will give them a yellow pass. Designated areas will be the courtyard via the Senior Gallery and the Senior Courtyard in the Café (during lunch periods).

Upon arrival, before entering the school building, all students are required to walk through a scanner (much like those at the airports) for a temperature check. SJB's COVID Coordinator will monitor the scanner reports.

If a temperature higher than 100.0° F is recorded, the student will be required to be rescanned, followed by an evaluation by the School Nurse.

Anyone experiencing a symptom of COVID-19, regardless of vaccination status, must complete **ONE** of the following to return to school:

- Provide documentation of a negative PCR test result for COVID-19.
- Remain absent from school for 10 days following the onset of symptoms.
- Provide a note from a Healthcare provider documenting a preexisting condition or alternative diagnosis to COVID-19.

St. John's has been assigned two registered nurses through the West Islip School District. The Health Office will have two separate rooms for evaluation – one room for healthy students who have injuries or who need their medication or nursing treatment, and a separate isolation room for anyone who is exhibiting symptoms of COVID-19 and awaiting transport home by their parent/guardian.

Families must notify the School Nurse immediately if a student or close contact tests positive for Covid-19.

**The Registered Nurses at St. John's follow all mandates from NYS and the Suffolk County Department of Health. They will make the final determinations regarding quarantine, isolation, testing, and contact tracing procedures. These determinations are non-negotiable and must be followed.**

Due to social distancing requirements in the Cafeteria during the lunch periods, only three students per rectangular table are permitted, and four students are allowed at the round tables. Students will be able to choose their lunch seat. Please contact Mr. McKeivitt at [mckveitt@sibdhs.org](mailto:mckveitt@sibdhs.org) if you have any questions regarding the Cafeteria seating plan.

Markings throughout the building will remind students to maintain proper social distancing.

Students and staff will be instructed in proper respiratory hygiene and will be reminded to wash their hands frequently via daily reminders and signs posted throughout the school.

Hand sanitizer dispensers will be available throughout the building.

All commonly used spaces will be sanitized throughout the school day.

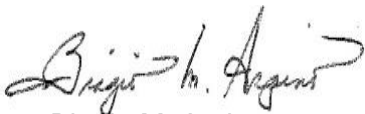
As always, food or drink is not permitted outside of the cafeteria, with the exception of bottled water.

As a student at St. John the Baptist Diocesan High School, your child is a vital part of our school community and by virtue of that status he/she has the responsibility to comply with all school rules and regulations regardless of his/her personal opinions regarding these rules. A student whose behavior endangers the safety of any member of the school community or in any way disrupts the learning environment or negatively effects the school's reputation will put their student status in jeopardy. Although SJB is committed to meeting the needs of individual students, the common good must always be taken into consideration. Your cooperation in regard to all SJB policies will insure a positive start to the 2021-2022 school year.

Be assured of our ongoing prayerful support for the health and safety of the members of the St. John's Community.

As always, we look forward to another successful school year, and we thank you for entrusting your child(ren)'s Catholic educational experience to St. John the Baptist Diocesan High School.

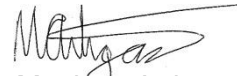
Sincerely,



Biagio M. Arpino  
Principal



Claire Gohn  
Assistant Principal



Matthew Artigas  
Assistant Principal