



**St. John
Catholic School**

**STUDENT
HANDBOOK
2016 – 2017**

(Revised: 6/22/16)

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MISSION STATEMENT OF MAINE CATHOLIC SCHOOLS

The mission of the Catholic Schools in Maine is to strengthen the Catholic Church and to create an environment in which the faith is preserved, nourished, shaped and communicated to foster values that give meaningful direction to the growth, development and formation of the student by proclaiming the message, creating community, providing service and celebrating worship so that our students will become faith-filled Christians, creative and critical thinkers, life-long learners and confident contributors.

St. John Regional Catholic School

Mission Statement

Our school offers a Catholic atmosphere to provide quality education and spiritual development to our students and their families.

VISION STATEMENT FOR CATHOLIC SCHOOLS

Catholic Identity

- Religious instruction and formation will be rooted in the Scriptures and teachings of the Catholic Church and the liturgical life of the parish.
- A distinctive Catholic environment of Gospel-inspired values will be integrated into all areas of curriculum and school life.

Educational Program

- Catholic Schools will strive to be centers of educational excellence.
- Curriculums, programs, and methodologies will be evaluated on a regular basis and updated to produce students who are prepared for employment, self-actualization, and productive lives in society and for future education.
- State-of-the-art educational resources and up-to-date technology will be provided to support and integrate learning and instruction.
- In addition to a strong core curriculum, Catholic schools will offer extracurricular such as fine arts, music, athletics and clubs.

- Where there is a need, Catholic schools will provide a preschool, before and after school care, parenting classes for school parents, etc.
- Catholic schools will continue to encourage religious vocations and involvement of their students and graduates in parish life.

ORGANIZATION OF THE CATHOLIC SCHOOLS IN MAINE

Schools in the Diocese of Portland are under the governing structure of a corporation sole. In this type of arrangement, all boards are consultative, and the pastor is the “CEO.” Each Catholic School is responsible for the operation and maintenance of its own elementary school.

At St. John, the pastor, in collaboration with a search team, hires the administrator and delegates education decisions to his/her leadership. St. John has a school board with members serving a term of three years. The board serves as a consultant to the pastor in matters of policy and procedure. The Superintendent of Schools for the Diocese is the consultant for all of Maine’s Catholic Schools.

ORGANIZATION OF ST. John CATHOLIC SCHOOL (SJCS)

Pastor	Rev. Daniel Baillargeon
Principal	Valerie Wheeler
Administrative Assistant	Karen MacLean

ST JOHN SCHOOL BOARD/ADMINISTRATION/STAFF

Administration

Jim King
Superintendent of Schools

The Most Rev. Robert Deeley
Bishop, Diocese of Portland

School Board

Steven Letourneau

Catherine Warme

Ron Loubier

St. John Catholic School Staff

Principal	Valerie Wheeler
Administrative Assistant	Karen MacLean
Child Care Director	Janice Souviney
Bookkeeper	Michelle Giroux-Pare

Grades K-8

Kindergarten	Kristie Irza
Grade 1	Ashley McDonald
Grade 2/3	Lucille Nassar
Grade 4	Valerie Wheeler
Grade 5-8	Rachel Roberge
Religion/Library	Doreen White

Preschool

Director/Teacher	Janice Souviney
Aide	Ruth Walsh
After School Aides	Andrea Daigle, Linda Cresci

Specials

Art Teacher	Jenn Kelly
French Teacher	Michelle Giroux-Pare
Music	Kristen Day
Title I	Jeannie Poulin
Physical Education	Jeff Fowler

- **SCHOOL STUDENT ADMISSION POLICY**

Students shall be admitted to parish elementary schools according to the following guidelines. In considering applicants for acceptance, decisions are based on: records review, recommendations by the elementary school administrator and/or the applicant's pastor.

- It is recommended that each applicant and his/her parents have a pre-admission interview with the administrator. In most cases, a pre-admission interview will be necessary before a final decision can be made regarding an applicant's admission.
- The acceptance of a transfer student shall be preceded by consultation with the previous principal and a review of the student's academic record.
- Students applying to Catholic elementary schools shall, if qualified, be accepted according to the following criteria, applied in sequence:
 - A. Catholic students from the parish sponsoring the school
 - B. Catholics who have brothers and sisters who are presently students at the school
 - C. Catholic students from other parishes in the Diocese of Portland
 - D. Catholic transfer students from parishes outside the Diocese of Portland
 - E. Non-Catholics who have brothers and sisters who are presently students at the school
 - F. Other Non-Catholics students
- The decision of the administrator on grade placement is final.
- At the Kindergarten level, applicants must be five years of age on or prior to October 15 for the year in which they are enrolling. This is a State of Maine law.

- **STUDENTS WITH DISABILITIES**

Students with a disability will not be denied admission to Maine Catholic Schools on the basis of disability within the limits of state and federal law, provided the student meets the school's admission and eligibility requirements. Reasonable accommodations for a child with disabilities will be made depending on the child's needs.

Students with physical disabilities who are enrolled in a school of the Roman Catholic Diocese of Portland and who are eligible to participate in federally assisted programs and activities (Title I, Title II, Title IV, and Title VI) will be provided the opportunity to participate in these programs and activities at one of the Roman Catholic Diocese of Portland designated sites. These accessibility features will conform to the applicable standards of the Uniform Federal Accessibility Standards (Rev. 4/1/88) (UFAs) or such other standards that provide for equivalent access specifically approved by Region 1, OCR, and United States Department of Education.

A student with disability who is eligible to participate in a federally assisted program and who attends a Roman Catholic Diocese of Portland school shall not be denied access to these programs. Parental and guardian concerns related to this access and/or programs or activities, which surface and which are not resolved by the RCDP School, may be referred to the Superintendent of Schools of the Diocese of Portland who will hear the concern and offer a resolution.

- **NOTICE OF NON-DISCRIMINATION**

Internal Revenue Service Required Notice on Non-Discrimination

The Diocesan non-discrimination policy must be published in the school handbook.

The policy of each school should reflect full participation in equitable solutions to the ethnic and cultural dimensions of American education.

Maine Catholic Elementary and Secondary Schools within the Roman Catholic Diocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

The above policy is in keeping with Internal Revenue Procedure 75-50, and is in accordance with Sections 0602 and 0603.

- **RELATIONS WITH PUBLIC SCHOOLS**

Maine Catholic Schools share with the local public schools the common mission of providing the best possible educational opportunities for all children of the diocese. Acknowledging this common responsibility, local leadership should meet and communicate on a regular basis and collaborate by sharing information, exchanging best practices, offering mutual support, and maintaining a positive environment to foster ongoing relationships.

- **HEALTH REQUIREMENTS**

- A. Immunization Requirements**

In accordance with Maine Law (Section 20-A Subsection 6352), the parents of each student shall be required to present proof of immunization against before the student is allowed to attend the school. Only those exceptions noted in the law shall be permitted.

- a. Diphtheria
- b. Pertussis
- c. Tetanus
- d. Poliomyelitis
- e. Measles
- f. Mumps
- g. Rubella
- h. Hemophilus
- i. Influenza (type B)

Schools shall observe the regulations of Maine State law regarding their required immunization of children for admission to school. (**See Appendix G attached**).

School Nurse: St. John Catholic School has part time nursing support. Our nurse serves on call and is available to our school during school hours as needed. In the event of an emergency our procedure is to

call 911. The school nurse ensures that the following are in accordance to Maine Department of Education regulations.

Department of Education School Nurse Consultant: Nancy Dube: 207-624-6600

Maine Center for Disease Control (CDC): 1-800-821-5821

B. Health Policy

No child shall be sent to school if there are any symptoms of an illness present. Exclusion from school shall result when any of the following conditions are found to exist:

1. Existence of communicable disease.
2. Presence of nits, lice, or other parasites
3. Any contagious or infectious diseases of the skin, mouth or eyes.
4. Any suspicious rash, with or without accompanying symptoms.

Parents must be notified if a student is sent home.

The administrator has the authority to request a doctor's note at any time for a child to return to school after a prolonged absence.

Emergency cards, completed and signed by the parent, are kept in the office.

Parents sign a release for the school to act in emergency situations when they cannot be reached.

No student will be dismissed without notification to the school office. Minor first-aid is given as needed by a teacher, or other staff member, and is recorded in a book in the office.

Prescription and over the counter medication cannot be dispensed to a child unless the school has written permission from the parent and the child's doctor. The medication must be in the original container and clearly labeled. (**Medication form follows.**)

All medicine is given by Front office personnel, or school administrator

When it appears to be in the best interest of the child, the school may call Rescue. Responsibility for payment for the ambulance service rests with the parents.

* If a child is suspected of having a contagious disease, parents will be notified.

C. School Medication Policy

It is the general policy of the St. John Catholic School Committee to discourage dispensing of medications on school premises. With few exceptions, school employees are not trained medical or nursing personnel and are not authorized to dispense medication on a regular basis. Whenever possible, the schedule of drug administration should be altered to allow a student to receive all

prescribed doses at home. Where medication during the day is necessary, it may be administered in accordance with this policy.

Self-Administered Medication

Students who have a valid medical need for medication at school will be requested to self-administer the medication under the supervision of school personnel, if the following conditions are met.

1. The child is, in the parent's opinion, physically and mentally capable of assuming that responsibility and has been adequately instructed at home.
2. Neither parent is available during school hours to administer the medication.
3. The medication is necessary to the child's health and must be taken during school hours.
4. Supervision will be by the administrator or his/her designee.
5. The parent has represented in writing that the child has the parent's permission to self-administer the medication.

Self-Administered medications will fall into two (2) categories:

1. Medication prescribed for a short time (5 days or less) for an acute condition (ear or throat infection, respiratory infection, congestion, cough etc.). A Student will be in a non-contagious phase of that condition and will return to school only upon the advice of the family physician.
2. Medication prescribed for chronic or permanent condition (behavioral disorder, seizure disorder, asthma, cystic fibrosis, diabetes, heart or kidney condition, etc.).

Medication Administered by School Personnel

In the case of a child too young or otherwise unable to self-administer a vital medication

1. In such situations, the parents will sign an informed consent form acknowledging that they are aware that non-medical personnel (or unlicensed) personnel will be administering the medication.

Medications in Emergencies

In the case of students prone to suffer an acute and life threatening allergic reaction to insect stings:

1. Appropriate school personnel will be made aware of the student's condition.

2. Medication as provided by the parent will be kept in a pre-determined place at SJRCS and personnel involved with the child will know its location.
3. A clear emergency procedure will be outlined on the child's health record. All teachers will be informed of the procedure.
4. At least two staff members at that school will be instructed in the administration of said medication.
5. The student will be required to wear a medic-alert emblem indicating his/her condition.

Base Protocol for Medication

Any time medication is to be taken or administered at school, the following conditions must be met:

- A. Medication will be sent to school in clearly labeled container, preferably an original prescription bottle, with the name of the child and medication on it. Only the dosage to be administered during the school day should be sent with the child.
- B. The informed consent form must also be signed by the prescribing physician and will include:
 1. Name of Child
 2. Name of Medication
 3. Reason of Medication
 4. Dosage
 5. Specific area of application if medication is a topical nature
 6. Time to be administered
 7. Termination date of administering the medication (not to exceed school year)
 8. A certification by the physician that the medication is necessary to the child's health and must be taken during school hours.
- C. The parents provide an informed consent form where medication is to be administered by school personnel.
- D. For long-term situations, the medication certification and request to dispense expires at the end of each school year, unless terminated earlier by either the family physician or the parents. The certification and request can be renewed each year.
- E. The parent will assume the responsibility for informing the school in writing of any change in the child's health or change in medication.
- F. The responsibility for seeing a physician on a regular basis and following the physician's instructions rest with the parent. Failure to comply with the recommended protocol will be grounds for the school to discontinue the administration of the medication in question.
- G. St. John Catholic School retains the discretion to reject any or all requests for the administration of medications.

- H. A copy of this policy and any required forms will be provided to parents who request the administration of medication in school.

The administrator or his/her designee will:

- A. Inform the appropriate school personnel of medication.
- B. Inform parent(s) of any difficulty with the medication or circumstances which were responsible for the child's not receiving the medication.
- C. See that the medication is kept in a place inaccessible to other students.
- D. Observe the child as he/she takes the medication.
- E. Keep a record of the administration of medication on a designated log.

Memo on Cough Drop Usage

The state considers the following to be safe practice in cough drop usage.

Water Works! The state nurse liaison suggests that drinks of water are more effective than using cough drops.

Cough Drops Containing Menthol: These require a doctor's order as well as a parental permission form. These cough drops need to be dispensed through the office.

Cough Drops Without Menthol: Parental form is needed. These will be dispensed through the office.

● **ATTENDANCE / DISMISSAL**

WARNING BELL-7:28

SCHOOL STARTS-7:30

ARRIVALS-PARENT DROP OFF

- A. The drop off time for K-6 students is **between 7:15-7:30.**
- B. Parents are asked to drop off and separate from their child at the **PRESCHOOL ENTRANCE DOOR.**
- C. A staff member will be in attendance to greet your child.
- D. It is important that you separate from your child at this point. This allows your child to assume responsibility and independence for beginning their day, which is an important developmental skill.

- E. Arrival time is not a good time to have parent/teacher discussions as teachers are very busy with their responsibilities to the entire class and are expected to begin their day promptly at 7:30.

TARDINESS: K-6 Students are considered tardy after 7:30. Anybody arriving after 7:30 will need to go to the office to get a tardy slip.

TARDY SLIPS: A student, who is late, must enter through the main door (office hallway) with accompanying adult and present the administrative assistant with a written note or explanation for tardiness, before proceeding to their respective classroom.

EXCUSED ABSENCE: Excusable absences are as follows: personal illness, appointments with health professionals that cannot be made outside of the school day, emergency family situations, and planned absences for personal or educational purposes.

UNEXCUSED ABSENCE: Five unexcused absences are considered truant and will be reported to the state as such.

FAMILY VACATIONS DURING SCHOOL: Although family vacations are discouraged during the time when school is in session, we understand that there is value in travel. Modified student work will be made up upon the return of the student. **Teachers will not prepare packets for children prior to vacation.**

ILLNESS DURING SCHOOL: Students who become ill during school must report to the office. A parent or guardian must authorize a dismissal.

DISMISSAL/ END OF DAY PARENT PICK-UP

- A. Dismissal time is 1:50 pm
- B. It is important that you make alternate arrangements for pick-up, if you expect to be late.
- C. Parents picking up their children are asked to wait in the marked area.
- D. Non-bus students will be lined up for dismissal to responsible adult.
- E. Please see the teacher to dismiss your child.
- F. If you have had a change in pick-up/bus plans, please inform the office with a note or call by 1:00 PM. It is very difficult for office personnel to deal with last minute changes, as so many other things happen at the end of the day.
- G. Bus students are dismissed from the school office area at 1:50 p.m.

● **STUDENT RELEASE DURING THE DAY**

- A. A student will not be released from school during the school day without the written request or consent of the parent or guardian.
- B. Students will be released only to parents/guardians or to the person authorized by them.
- C. A student dismissal book is kept in the school office and person picking up the student should sign out in this book.
- D. When a student is ill, a parent/guardian or authorized person will be called to pick up the student.
- E. Each school is expected to have an emergency information form on file for each student.

11. DISCIPLINE POLICY

Teachers, administrators, and students in a Catholic school are guided in their behavior by the teachings of Jesus Christ who summarized all of the law in two commandments: to love God and love thy neighbor. The maintenance of proper discipline in a Catholic school will mean not merely external conformity to behavioral patterns imposed by others, but wholehearted internal assent to this Christian ideal of love. In routine cases of discipline problems, the teacher will handle the situation. In cases of flagrant violations of school regulations, the infringement of rights of others

and the destruction of property, referrals will be made to the Administrator and in rare cases to the Pastor. (Diocesan Policy Book)

A teacher may restrain a child if the child appears to be potentially harmful to others or one self.

- **ATMOSPHERE OF DISCIPLINE:** An important aim of Catholic education is the Christian development of the person. Discipline is necessary for that development. It is important that students learn to get along with others and to respect one another. Students are expected to conduct themselves in a manner that does not interfere with rights, privileges and safety of others.

The immediate goal of discipline is to create a favorable atmosphere for learning. Students are encouraged to develop good habits such as courtesy, respect, kindness, helpfulness, cooperation, responsibility and sound study habits. Self-discipline is the goal of each student. The ideal of self-discipline is to move from externally imposed discipline to self-discipline. Self-discipline is an indication that one is capable of responsibility.

Since gum can deface property and result in unnecessary maintenance work, gum chewing is not allowed in school.

Students are expected to care for all textbooks, which have been assigned or given to them. Books must be covered. **Any books that are lost or damaged must be replaced by the student at the current price.**

The following behavior will warrant communication between the school and the parent.

- Fighting
- Swearing, obscenity
- Any form of harassment
- Disrespect for peers and staff
- Damaging school property
- Any form of harassment of others
- Possession of Weapons

Behavior in this manner will be referred directly to the administrator. Parents will be notified 24 hours prior to a detention and must make arrangements to pick up their child at 2:35p.m. Homework cannot be done in detention unless it is make-up work.

- **Corporal Punishment**

The use of corporal punishment in any form is prohibited in Maine Catholic Schools. This includes not only the use of physical force on a student, but also verbal abuse and/or ostracism. All school personnel must exercise pastoral care in the disciplining of a student and must follow carefully articulated discipline procedures.

- **Suspension**

Suspension is defined as a temporary dismissal of a student from the school for no more than 10 days. Suspension shall be within the jurisdiction of the school administrator. It is used only after:

1. School personnel have made reasonable efforts to assist the students in adjusting to the social and academic requirements of the school environment.
2. A conference with the student, the parents/guardians, and the administrator or his/her representative should precede any suspension.
3. A written record of the reasons for the suspension, the date, important information regarding conferences, and the process of reentry should be kept on file in the school.
4. The pastor should be informed of each suspension.

- **Expulsion**

Expulsion, a most serious matter, is the permanent dismissal of a student from the school. The penalty of expulsion shall be imposed only when the student presents a danger to the moral or physical well-being of others or their property, or is guilty of substantial and open disregard for school authority and/or the educational process. The administrator should invoke this rarely and only as a last resort. Expulsion should be determined only after consultation with the Superintendent of Schools and the Pastor.

The fact that a student presents serious problems in the school is not in itself sufficient reason for expulsion. The administrator should use every means available to discover the cause of the problem and should exhaust appropriate or available remedies; for example, referral to a guidance clinic, physician, or parish priest. Parents should be informed of the problem and be involved in decisions regarding referrals.

The dates, agenda, and conclusions of the student/teacher/parent conferences should be logged. Prior to expulsion, the student and his/her parents must be granted a hearing by the administrator and Pastor. If expulsion is determined, the administrator should notify the parents or guardian of the reasons prior to final resolution. The Superintendent of Maine Catholic Schools must be notified in writing of the action.

12. CHILD CUSTODY RIGHTS

In the case of family dissension involving a request to prohibit one party in a conflict from taking the child out of school, school authorities will exercise extreme caution. When legal advice is required, the Office of Maine Catholic Schools shall be consulted. Documentation related to custody rulings of the court must be on file in the school.

- **Student interviews with Police and Government Officials**

Police and other government officials are required to deal directly with the administrator in requesting an interview with a student. The administrator will inform the parents/guardians of the child, and the pastor, before permitting such an interview. The parent and /or the administrator shall be present during any interview on parish premises. Child abuse cases involving the Department of Human Services do not require the administrator to notify the parents.

13. POLICY MANDATE ON TUITION SUBSIDY - Parish Support of Catholic Education

Recognizing that an important mission of the Roman Catholic Diocese of Portland is to provide an affordable, accessible Catholic Education, it is expected that each parish will support any active member in achieving this goal. This support will be demonstrated in a number of ways, including but not limited to: providing a financial subsidy in accordance with the established tuition guideline and the budget of the school which the student attends.

Eligible Pupils

Since families who choose Catholic Education for their children receive the benefit of a parish subsidy and since that subsidy represents the willingness of the Catholic

community to support the family's choice, it seems reasonable and just to require certain family responsibilities.

These responsibilities include, but are not limited:

- To foster continuity of the student's faith experience at school, the family should attend Mass and receive the sacraments regularly;
- To participate in the life of the parish through service and active involvement in parish activities.
- To contribute a just amount to the parish through the regular use of the budget system; and
- To be aware that an annual review of the family's participation in the parish, by the pastor, for continued eligibility for the parish subsidy is expected.

Tuition Assistance Policy

- At least 2% of school income shall be budgeted annually for financial assistance.
- All financial aid, tuition grants, or academic scholarships will be administered through the school. Parish communities might wish, as discretion and their own resources allow, providing further assistance to their parishioners.
- Financial aid shall be based primarily on need and equitably distributed. Subject to criteria developed and recommended by local advisory boards.

Tuition Refund Policy

The main source of support for schools is that of tuition received from parents of children attending our institutions. It is upon the basis of the anticipated income from this source that a school's annual budget is projected. Care, then, must be taken to secure as much of the budgeted tuition as is earnable. Times arise when, because of unforeseen factors, tuition paid in advance must be refunded for services not yet received. Each school should establish a tuition refund policy that is published in the students' handbook so that students and parents will be fully informed.

Excess Income Policy

A school that raises revenues in excess of expenses shall contribute 50% to an endowment fund. The remaining 50% of these excess revenues may be used for school programs to be determined by the administration and local school board. It is recommended that a percentage of all fund raising revenues go toward the endowment fund.

Procedural Guidelines

- A. The school shall make available its financial reports and a projection for the next year's budget to all pastors and parties concern.
- B. In order that the receiving school and sending parish may know what to anticipate in relation to income and expenses, a proposed operating budget shall be structured by or before January 31, according to procedures established by the Catholic School Office and Fiscal Office of the Diocese.
- C. Pastors of parishes who contribute significantly to a school under this plan will be invited to attend and participate in school budget meetings.
- D. Schools shall not accept students whose parents require parish assistance until the parish supplying support has certified membership and acceptance of the support obligation. The school shall submit to each pastor a list of names and addresses of all children from his parish seeking to be enrolled in the school and requesting subsidy prior to acceptance into school.
- E. Pastors will meet with those parents requesting financial aid assistance from the parish. The school shall then be made aware of the amount of assistance awarded to each student, as well as the list of students receiving the subsidized rate.
- F. In individual instances not satisfactorily settled by the above procedure, the Superintendent of Schools shall be responsible for the final decision after consulting

with all parties. When there is a problem with a pastor refusing to abide by this policy, the Most Reverend Bishop will intervene.

Responsibility of Catholic Schools Office

The Department of Catholic Schools and the Finance Office shall be charged with the ongoing responsibility for overseeing the school budget development, monitoring and review process, as well as the management oversight of the cost effectiveness and cost containment of each diocesan elementary school.

14. TUITION PROGRAM

Goals:

- Establishing tuition to cover school expenses and reduce dependence on the parish.
- Increase family participation in our school.

There are two levels at which tuition will be assessed:

1. Those who are active in a Catholic parish (Parish Rate).
2. Those who are involved in a non-Catholic parish (Non-parish Rate).

The ultimate goal of the tuition policy is to reach the guidelines set by the Diocese of Portland regarding the source of funding, which directs that:

- 40% of the cost of education should come from the family,
- 40% from the home parish of the family, and
- 20% from school and parish fund-raising efforts.

Our goal is to lessen the subsidy that is required of the parish in which the school is located. Involvement in such fund-raising by the families of the students is expected. This formula change is mandated by the Bishop of Portland.

DIOCESAN GUIDELINES: A student will be considered to belong to a parish if the parents or guardian are registered in the parish and assist in the support of the home parish by using parish envelopes or contribute to its support in some equivalent manner as determined by the pastor. Tuition would be charged at the Parish Rate. In the fall of each school year, the parish records will be checked to ensure that envelopes are being used. If they are not being used, then the bill will be adjusted to reflect the non-parish rate.

The 40% funding from the student's home parish is paid directly to St. John Regional Catholic School. Families must be active members in their parish to qualify for this funding. Parents must secure the certification of their pastor annually, at the time of (re) registration. This certification must accompany the registration. Parents who fail to obtain such certification will be charged tuition at the non-parish rate.

SPECIFIC GUIDELINES

REGISTRATION FEE: a NON-REFUNDABLE fee of \$100.00 must accompany each registration form. Should a child be placed on a waiting list because a classroom is filled, the fee must be paid upon acceptance. A registration will not be accepted without the registration fee. Accounts that have a balance due are requested to be paid before children can be enrolled for the upcoming year.

ACTIVITY FEE: a yearly student activity fee of \$50 to supplement outside educational field trips is assessed each year. This activity fee is included with the annual payment or it will be part of the monthly bill.

TUITION: The tuition rates for the next school year will be announced in the Spring.

PAYMENT OPTIONS: Parents may choose to pay either in one payment or monthly (by following the guidelines explained in their invoice) through FACTS Tuition Management. They have been chosen to be our third party billing institution as past-due accounts will not be the responsibility of the school administrator. All families are required to participate in the FACTS Tuition Management payment program

NON-PAYMENT: Our goal is to provide a quality education and at the same time be financially accountable.

WITHDRAWAL REIMBURSEMENT: Families who withdraw a student from St. John Catholic School will be required to give a 30 day notice on the first day of the month and will be responsible for that full month's tuition.

15. TUITION ASSISTANCE POLICY

St. John Regional Catholic School is able to offer a limited amount of partial tuition assistance to students in need depending on funding availability.

The following considerations must be borne in mind:

1. Tuition assistance will be granted to families based on need as indicated in the application process.
2. Grants will be made only for students who are properly registered for the upcoming school year. In the case of unpaid tuition, arrangements for payment must be made with the administrator prior to the processing of the application for Tuition Assistance. Arrangements must be in writing and acceptable to the family and to the school. If, for any reason, tuition assistance cannot be offered, the prepaid registration fee can be refunded if there is not an outstanding balance.
3. Decisions regarding tuition assistance amounts will be made by the pastor or his designee.
4. All applications for Tuition Assistance must be submitted to the school office in April. Families will be notified of the amount of their grant by the first week of July.
5. It is expected that families receiving Tuition Assistance grants will continue regular payments with FACTS Tuition Management company toward the balance of tuition in good faith.
6. ALL APPLICATIONS AND GRANTS WILL BE HELD IN STRICT CONFIDENCE BY ALL CONCERNED.

16. TECHNOLOGY POLICY

Policy for Technology Use

We are pleased to announce that the Internet is available for students and faculty use. The Internet is accessed through Maine School/Library Network (MSLN). We believe it will be an asset to our school in providing resources for research, communication, and support our curriculum in student learning.

We also need to understand that with access to people and computers around the World Wide Web, there may be material that is not always stemmed to be of educational value and may be offensive. We will do everything in our power to try to control these materials, but accidents may occur. We will also try to have two adults in the class when using the Internet to observe the students. We will communicate to our students what is acceptable and what we do when these sites are received on the net. They will be taught to exit the site immediately. If a student accesses an unacceptable site purposely he/she will be refrained from using the Internet.

The purpose of this policy is to ensure the safety of our students and teachers from the misuses and abuses as a result of their experience with the net. The school believes in the value of education, using these resources on the Internet far outweigh the dissenting sites on the net.

Please read this policy carefully. We must have your signature before your child will be allowed to use the Internet.

Terms and Conditions of this Policy/Contract

1. School rules for communication and behavior are expected using the network.

2. Users are expected to conduct themselves in a responsible, ethical, and polite manner while on line.

- a. Be polite
- b. Use appropriate language. (No swear, use of vulgar or inappropriate language). Illegal activities are forbidden.
- c. Do not give out name, address or phone numbers belonging to others or yourself.
- d. E-mail or electronic mail is not guaranteed to be private. Illegal activities traveling through e-mail will be reported.
- e. Do not use the network in a way that would disrupt others using it.
- f. All communications and information accessible on the network should be considered private property.

3. Any misuses of the network, listed below, are not acceptable.

- Any messages sent or received that indicate or suggest pornography
- Unethical or illegal solicitation
- Racism
- Sexism
- Inappropriate language
- Harassing or insulting messages
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources

Acceptable Use

The use of the electronic informational services must be in support of educational and research and in connection with the educational goals and mission of St. John Catholic School. Transference of any data/material in violation of the United States or state regulations is prohibited. This includes but is not limited to:

- No message is private.
- Never give out names, addresses, or phone numbers.
- Sarcasm and humor may not be received in the way intended. Without a face to face interaction, your joke may not be accepted.
- Do not type e-mails in all caps. It is considered shouting and is rude.
- Make your e-mails short and to the point.
- Don't attach a file to a message unless it is short or important to be received immediately.
- Under no circumstances may you order any material on the Internet.
- Don't download attached files from users with whom you are not familiar. Viruses are transmitted in this way.
- You are responsible for deleting old messages from your mailbox. They take up space on the hard-drive.

17. ASSESSMENT OF STUDENT PROGRESS

To assess student progress, a variety of means should be employed. These should take into consideration the student's ability, degree of motivation, and learning style in order to assist in determining the student's potential, strengths, limitations, and level of achievement.

Assessment procedures include: Standardized tests, teacher-made examinations, questionnaires, checklist, direct observations, self-evaluations, portfolios and other methods

of performance assessment. When student performance appears to indicate the need for an individual psychological, neurological and/or physical examination, a joint conference with administrator, teacher and parent/guardian shall be arranged. If further measures are indicated, the parent/guardian shall be referred to the proper persons or agencies. The administrator may require the testing as a condition for continued enrollment of the student.

Grading is the most widely used method of reporting student progress. Teachers should use specific data from a number of assessment procedures in establishing a grade.

The administrator should be responsible for the continuous assessment of each student's work, for the consistent meaning of grades given, and for the communication of the meaning of the grades to students and parents/guardians.

18. REPORTING TO PARENTS

Written reports, including information on the student's academic achievement, behavior, and attendance, should be issued to parents at least three (3) times a year. The scores of individual students or schools shall not be released to the press, without the approval of the parents and the Office of the Maine Catholic Schools, respectively. The Superintendent of Maine Catholic Schools must approve all forms of report cards.

In order to assure that separated and/or divorced parents of a child enrolled in Maine Catholic School are informed of the student's progress, and afforded the opportunity to participate in school activities, if desired, the following procedures will be implemented.

1. Unless a student's file contains a court order or decree to the contrary, in cases of divorced and/or separated parents, both parents will be given the opportunity to be listed on the school roster of students and families. The school office roster may include the names, addresses, and telephone numbers of both parents.
2. Unless a student's file contains a court order or decree to the contrary, in cases of divorced and/or separated parents, the non-custodial or non-residential parent will be given the opportunity to request academic reports and other pertinent information, which in the discretion of the school administrator is deemed feasible. This information, if requested, may be mailed to the non-custodial or non-residential parent.

19. TEACHER/PARENT MEETINGS

At least two teacher-parent conferences must be conducted during the school year. These conferences should be made optional to the parents to provide them with an opportunity to discuss the student's progress over the previous quarter with the teacher. This conference also provides the teacher with an opportunity to elaborate on the student's strengths and weaknesses and areas for focus and development. The teacher also should comment on the student's in-class conduct and effort. Teacher/parent meetings may be arranged at any time if deemed necessary by either the teacher or parent/legal guardian.

20. PROMOTION AND RETENTION

All promotions, regular or special, and retention should be decided upon by the Administrator and the teacher in consultation with the parents/legal guardians. Such decisions should be based on a total evaluation of the student's growth in the areas of development. Although the administrator should always act in consultation with the student's teachers and parents/legal guardian, the final responsibility for a student's promotion or retention rests with the parents.

A student may not be retained more than twice during the elementary grades (K-8).

21. GRADING SYSTEM

Two different grading systems are used, or a combination, depending on the grade level.

Grades K – 8, French, Physical Education uses proficiency grading.

Proficiency Based Grading (K-2)

- 4 Exceeds expectations
- 3 Meets expectations
- 2 Partially meets expectations
- 1 Does not meet expectations

Standard Grading (3-8)

A+	98-100	B+	90-92	C+	80-83	D+	70-73
A	94-97	B	85-89	C	75-79	D	66-69
A-	93	B-	84	C-	74	D-	65
						F	65 and below

22. STUDENT RECORDS / ACCESS OF RECORDS

The administrator is the legal custodian of all permanent records, and is responsible for their preparation, maintenance, privacy, transcription, and dissemination. It is the administrator's responsibility to ensure that all records are kept in a secure place in accordance with state regulations. Records must be stored in fireproof cabinets. No records may ever be left outside the secure place, unattended, or taken from the school building.

Permanent records include the academic record and attendance record, identifying data, test results, and immunization data Grades 1-12. Preschool records should include identifying data and attendance.

When a Maine Catholic School closes, students records should be preserved in the following manner:

1. Parish school records should be kept with parish records.
2. Diocesan school records should be kept at the Catholic Schools Office.
3. Private Catholic Schools records should be kept by the religious congregation responsible for the school.

Access of Student Records

Parents and legal guardians have the right to inspect any and all material that is part of the child's permanent record. Barring court orders to the contrary, either parent, whether or not he/she has custody of the child, has access to records, including grades.

The financial records pertaining to a student are the private business of the person who "signed" the tuition contract. They are not to be included as "records" that are subject to view by opposing parties in a divorce agreement.

Schools may require from parents/legal guardians a prior and written request when they wish

to examine the child's permanent record. At the time of inspection, the school administrator, or qualified delegate, should be present.

Student records, report cards, certificates and diplomas may not be withheld as a disciplinary measure for non-payment of tuition, since a student's achievement entitles him/her to this recognition.

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A. Privacy and Security of Student Records

Administrators must insist on the accuracy of the student record information pertaining to custody, court orders, and releases, and maintain a current file of legal documents pertaining to appropriate students. Tag such student records and maintain these records in the student's file.

Confidentiality of student records must be ensured. Administrators are to remind teachers that student records are legal documents, and that discussion of them must always be considered a professional matter.

Schools may not release copies of students records without the written consent of a parent/legal guardian, to any individual, agency, or organization other than to a court or competent jurisdiction pursuant to a judicial order in which instance the school shall make a reasonable effort to notify the parent/guardian/or student (if he/she has reached the age of maturity) of the order in advance of compliance. A administrator receiving a subpoena for school records should contact the Superintendent of Maine Catholic Schools.

The names and addresses of students and/or their parents/guardians shall not be released to salespersons, commercial organizations, or to any other unauthorized person or agency.

B. Transfer/Withdrawal Records

When a student transfers to another school, a notation of the transfer, with the reason for the transfer should be made in the school register and permanent record card, which shall be retained at the school.

After receiving a parental request, the administrator should mail, to the new principal, a copy of the complete transcript of the student's grades, test scores, and health record as soon as possible. The administrator should contact the principal of the new school to supply further information that might be needed.

Other significant data, e.g. individual psychological testing reports, shall be released only upon request and with the written permission of the parent or legal guardian.

A transfer record is completed for every student who leaves the school, and is mailed to his/her new school.

26. ACTIVITIES

A. Religious Activities

Each school should provide activities designed to foster sound religious attitudes and practices in students. Such activities should be suited to the students' level of understanding and interests.

The activities should include liturgical and Para liturgical celebrations. Students should be

encouraged to participate actively within the liturgy and to fulfill the responsibilities of acolytes, lectors, musicians, etc. Lent and Advent, the Sacrament of Reconciliation should be celebrated. At the secondary school level, retreats and days of recollection would be planned for the students. They should be assisted to understand that service in behalf of the poor and needy is an essential component of the living of the Christian life.

B. Social Events, Extracurricular and Co-Curricular Activities

Social Events, Extracurricular and Co-Curricular Activities contribute significantly to the full development of students' personalities. They should be carefully planned and sufficiently varied to fulfill this purpose. Overnight trips for elementary school students are prohibited. Overnight trips for secondary school students require the permission of the Superintendent of Maine Catholic Schools.

C. Field Trips

Field trips planned with an educational objective in mind shall be allowed. It is necessary that the children have close supervision on their field trips and care should be taken that only responsible individuals are asked to chaperone the children. Because of the seriousness of this issue, parents are asked not to bring younger siblings on field trips. In conducting field trips and excursions, every precaution must be taken to ensure individual safety, as well as group security.

Guardians planning on chaperoning are required to take 'Protecting God's Children' class. Teachers must obtain parental approval for each child before permitting him/her to make the proposed trip.

Chaperones will be provided with instructions and telephone numbers when the field trip is out of town.

If a student does not return the parental permission slip, they will not attend the field trip and stay at school with another class. Permission by telephone is not permitted.

The St. John Catholic School Board, being attentive to the parents and teachers, has decided that the annual Sixth Grade educational outing would be determined by the Administrator in consultation with the teacher and parents concerned. The locale, nature, educational value and cost of this outing would be determined at a meeting convened by the Administrator for that Purpose. The time of such an outing will be in the spring at the Administrator's discretion.

D. Spiritual

The school community offers the students spiritual growth through daily religion classes, special activities, prayer services, Masses and Reconciliation with the community of Corpus Christi Parish. All students will attend these activities.

The students who are Catholic are expected to attend Sunday worship at their church and be active members of their church communities.

24. RESPONSIBILITIES OF PARENTS

Students should arrive at school **no sooner than 7:15am**. All students should enter by the preschool entrance.

Bus students are subject to school regulations from the time they board the bus in the morning until they return home in the afternoon. Good conduct is expected of all students at all times. Misconduct could result in loss of bus riding privileges. Students will be changing busses at Winslow Elementary School in the afternoon.

RESPONSIBILITIES OF THE PARENTS

- *Insure that student is punctual for school each day
- *See that student gets adequate sleep each night
- *See that homework is completed each night
- *Provide a quiet place for student to study
- *Limit video games and TV
- *Be an active participant in student's education
- *Encourage respect and kindness
- *Maintain a positive attitude

25. RESPONSIBILITIES OF THE STUDENTS

- To comply with the rules of the school.
- To come to school prepared to learn.
- To respect and respond to the authority of the teacher and other school personnel.
- To arrive at school on time.
- To be alert and responsive to directions.
- To be courteous to fellow students and faculty members.
- To respect the rights and property of others.

26. DRESS CODE

It is important that people learn to make distinctions regarding personal appearance for the various functions that they attend throughout their lives. It is our belief that a person's appearance makes a statement about the level of respect that he/she has for the people, places or the institution that he or she encounters. This is learned in the home and school with adult guidance. While we respect student's personal freedom, we reserve the right to address face painting, hairstyles, bodily adornments and other issues that we feel will have a negative impact of the school climate and learning environment.

The above comments are offered as rationale for the need of standards regarding student appearance at St. John Catholic School.

As we articulate the standards we realize it is impossible to write something that covers every possible contingency related to personal appearance. Ultimately, somebody has to make a judgment. In this school it will be the Administrator or the Assistant Administrator.

Every student will be given an updated Formal and Non Formal School Pride Attire requirements with open house paperwork or when requested by the family.

Footwear

Girls: Dark dress shoe/Dark sneakers

Boys: Dark dress shoes/Dark sneakers

Gym: Sneakers must be worn during gym.

Winter: Boots must be worn in winter months and students must have indoor shoes.

Quick Uniform Information Guide

1. Monday, Tuesday and Thursday: Non formal Wear: Polo w/Logo, Khaki pants w/ plain front. Girls may wear Polo dress w/Logo
2. Wednesday, Mass Day & Holy Days: Formal wear
3. Gym Day: Athletic wear is optional
4. Items with Logo: Anything with a logo needs to be purchased through Land's End.
5. Items without logo: Can be purchased in other places, providing they have the same look and color as our uniform.
6. Ordering Information: www.landsend.com/school

Mass Day & Other Holy Days: Formal Wear

Boys

1. Oxford shirt with logo
2. Tie (approved Land's End color-classic navy plaid)
3. Chino pants (approved Land's End color-khaki)
4. Dark dress shoe or dark sneaker
5. Navy or beige socks, Dark Belt

Girls

1. K-8 girls can wear jumpers at any grade level
2. Jumper with logo
3. Oxford shirt
 - a. Logo required on shirts that will be worn with skorts
 - b. Logo not required on shirts that will be worn with jumpers.
4. Knee socks, tights, Leggings: Navy only

Non Mass Days:

Boys & Girls Uniform Guide (continued)

1. Polo with Logo
 - a. Khaki plain front
 - b. Athletic wear: Optional for gym day.
 - c. Girls can also wear skorts or jumpers on casual wear day in addition to polo's and Khaki.

Consequences for Non-compliance

1st time – Warning – student will change into appropriate uniform for that day

2nd time – Call home

27. LUNCH / SNACK

Lunch Time: 11:10 AM (K-6)

**Children will be given a menu on Wednesday of week three.
Forms need to be submitted the following Monday of week four.**

Purchasing Lunch: May be purchased by the week or month (\$3.25 a day) and must be paid when the selection list is sent in to the office.

Lunch Payments: Money and selections need to be placed in an envelope marked with the student's name, grade and amount enclosed.

School lunch: Will include entrée, milk or juice, vegetable or fruit, and possibly dessert.

MENUS ARE SUBJECT TO CHANGE.

Designated teachers are on duty at all times in the cafeteria. Students are expected to enter the cafeteria quietly with their teacher and leave in an orderly fashion when finished eating. Students are seated by grades. No food may be taken out of the cafeteria. We do not microwave lunches unless a medical condition is documented.

Cold Lunch: Students may bring a cold lunch. No glass containers should be brought to school.

White Milk or Juice: May be purchased on a daily basis at \$.40 for those bringing cold lunch.

Snack: Students should bring a snack for the morning break.

28. INSURANCE

In order for your child to participate in physical education classes, you must show proof of insurance.

29. CEREMONIES/OBSERVANCES

Classroom Prayer

Prayers shall be varied in form and adapted in language to the understanding of the children. The school day should begin and end with prayer in each classroom.

Traditional prayers of the Church shall be taught. Informal prayer shall also be encouraged.

Liturgy and Sacraments

Students shall be encouraged to practice their faith and receive the Sacrament of Reconciliation and Holy Eucharist frequently.

EMERGENCIES

The following conditions define emergencies that can disrupt the planned school calendar. Policy for dealing with each type of emergency is discussed.

Inclement Weather

All schools shall follow decisions of their local Superintendent of Public Schools regarding school cancellations or early dismissal because of weather conditions. If the Winslow Schools close because of inclement weather, St. John School will be closed, since we rely on them for bussing.

Communicable Disease

The directives of the local and State Director of Health and the Office of Maine Catholic Schools shall be followed in the event that the school must be closed because of communicable disease or other health hazards.

Emergency Response Plans

In order to take every effort to avoid any injury to person or property, administrators, upon receipt of a bomb threat or other emergency jeopardizing the safety of the school environment, should immediately:

1. Evacuate the school building
2. Notify the police
3. Notify the Fire Department

In order to avoid undue confusion, delay and possible injury, an evacuation plan is to be established beforehand. The plan shall be reviewed annually by staff.

31. LIBRARY POLICY

1. No more than two books can be signed out at one time.
2. Books are signed out for two weeks and two or more renewals may be allowed if books are not needed or requested by someone else.
3. Students with overdue books or fines due cannot sign out other books.
4. A fee will be charged for any lost or damaged book at replacement cost.
5. Students are asked to place books on the shelf if they remove them and have no intention of signing them out. If they do not know where they go, please give them to the volunteer to place them.
6. Any book signed out by a teacher for a student becomes the responsibility of the teacher and cannot be taken out of the school by the student.

32. PARENT INVOLVEMENT

The expectation is that every family is actively involved (5-10 hours) in support of school fundraising. The funds we raise help to defray the cost of tuition. Our Christmas Fair is the largest fundraiser. We will be asking every family to be involved in this event.

