St. John's Catholic School
Parent/Student Handbook
2026-2027

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Exceptional Education Anchored by Faith
Since 1883

Right to Amend: St. John's Catholic School reserves the right to amend this handbook.

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I: HISTORY

St. John's Catholic School on the campus of St. John the Baptist Church opened in 1883 in the basement of the existing church. Since then, it has occupied three locations including the current building. The school we now occupy was built in 1912. It experienced a severe fire in the late 1940s which destroyed the top floor. The school was last renovated in 1951. Three orders of Religious nuns have ministered to the children. The last order, The Ursuline Sisters, left in 1998.

Currently, the school offers programs in Pre-Kindergarten, Kindergarten and Grades 1-8. It operates as a Catholic school under the Diocese of Portland, Maine. The curriculum stresses academic excellence within a Catholic centered foundation. Each child is encouraged to be part of a tradition of intellectual pursuit and spiritual growth. Our Theology is in compliance with the United States Catholic Bishop's Conference. We are united in prayer and liturgy. At SJCS, we are always striving to "Teach as Jesus taught".

Curriculum content is based on the Archdiocese of Hartford Curriculum Standards per diocesan requirement. Our teachers are qualified and certified by the State of Maine Department of Education. We offer programs rich in tradition but supported by current thoughts, materials, and technologies.

St. John's Catholic School
Mission Statement

St. John's Catholic School is devoted to providing our students with an enriching classical education anchored by our faith.

Classical Education Statement

St. John's Catholic School cultivates wisdom through rich scholastics, living the virtues, and the appreciation of what is true, good, and beautiful. Improved technologies have been important tools through the years, but the central focus is, and always has been, on our children and how our children best learn.

In that spirit, St. John's Catholic School is transitioning to a Classical based education model. This is an educational methodology that has stood the test of time. Much of St. John's instruction is derived from the basic tenets of this form of education; *we are now making the focus more explicit*. Our goal is to provide a strong background in language and grammar, assist our students in applying these skills in a logical way, and then develop a proficiency in being able to discuss this knowledge in a variety of means. The result is that we are training our students in a way of learning, that can then be applied to mathematics, science, and other disciplines.

How is this similar to St. John's previous methodology?
We provide a quality education, the use of Latin as a pathway to learn English and other romance languages, and our faith-based approach that reveals the truth, beauty, and goodness of our world.

How is a classical education model different from previous methodology?
Students will see an increased use of memorization, reading literature that has been acknowledged as excellent, an emphasis on applying what is learned, and not simply learning for a test.

PHILOSOPHY

Students are welcomed into a caring and stimulating environment where they learn to think independently, become socially competent, and make decisions based on Catholic teachings. Our school ministry is expressed in objectives of personal spirituality, social justice and fairness, and a rigorous academic program where curiosity and excellence are expected.

As Disciples of Christ, students, staff, and families are encouraged to show kindness, respect, and concern for others. Each of us, as children of God, made in His image, has been given talents and gifts which must be respected, loved, and honored in His name.

The school is confident that in this environment where a strong sense of self, fostered by a well-balanced, challenging academic curriculum and supported by a rich and vibrant faith life, each child will grow in mind, body, and soul and succeed in God's world.

STATE OF MAINE APPROVED

SJCS is approved for attendance purposes by the State of Maine Department of Education and adheres to state regulations regarding teacher certification, student health, and safety.

II: PARENT'S ROLE IN EDUCATION:

At SJCS, we consider it a privilege to work with parents in the education of children because ***we believe parents are the primary educators for their children.*** Therefore, it is your right and duty to become the primary role models for the development of your child's life: physically, mentally, spiritually, emotionally, and psychologically. Your decision to send your child(ren) to SJCS involves a commitment and exhibits a concern for helping your child recognize the truth, beauty, and goodness of God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, with your church community, and with SJCS students and faculty will affect the way your child relates to God and to others. Values taught either at home or at school, and in the community will be well rooted, if the child is nurtured by examples of the virtues, Catholic morality, and an honest personal relationship with God in your family life.

Once you have entered a relationship/partnership with SJCS, we trust that you will be loyal to the commitment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partners in the quest of challenging yet nourishing the student to reach his/her potential.

It is vital that both parents and staff remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home/school will only foster disrespect of authority. If there is an incident at school, you, as parents, must make investigation of the complete story your first step. Evidence of mutual respect between parents and staff will model good mature behaviors and relationships. Sometimes children lose focus during their development journey. This is natural and requires guidance and discipline. Children may perceive discipline as restrictive and/or punitive; however, it is boundaries and limits which provide them with guidance and security.

It is of utmost importance that the child takes responsibility for his/her actions both behaviorally, academically, and spiritually. The responsibility extends to times of absence and tardiness as well.

Together let us be partners and committed to supporting one another in helping your child become the best person he/she can be.

As partners in the education process at SJCS, we ask parents

- To set rules, times, and limits so that your child:
    - Gets to bed early on school nights
    - Arrives at school on time and is picked up on time at the end of the day
    - Is dressed accordingly and in compliance with uniform and grooming expectations
    - Completes assignments on time
    - Has a lunch or is signed up for hot lunch, and a nutritious snack each day
- To actively participate in Parent/Teacher conferences with the student
- To notify the school when your child is sick
- To notify the school when there is a change in emergency information
- To meet all financial obligations
- To inform the school of special circumstances regarding the child's well being
- To assist the child in paying for lost, damaged, or otherwise neglected school material, equipment, resulting from carelessness or neglect on the part of the student
- To complete and return all requests for information
- To support religious and educational goals of the school
- To support and cooperate with discipline policies of the school
- To treat teachers with respect and courtesy when discussing student problems
- To actively volunteer and support St. John's Catholic School

III: SCHOOL DAY SCHEDULE

School Cancellations: St. John's Catholic School is closed due to weather ***usually*** when the Brunswick schools are closed. School cancellations will be announced as early as possible after 5am. Families will receive an email and phone call based upon family preferences in ParentWeb settings.
Sometimes it is determined that a one- or two-hour delay is appropriate instead of cancelling, this notification will also go out as early as possible after 5am.

School Office Hours: The school office is open daily for business from 7:15 AM to 3:30 PM. If you call before 7:45AM, please leave a message if your call is not answered. During our morning car line it is unlikely that your phone call will be answered.

Early Morning Drop-Off: Beginning with the second day of school, SJCS will offer a quiet room for children in grades PK-8 who must be dropped off early due to parent work schedules. Morning care will be available from 7:00 AM – 7:25 AM each day, for a daily fee of $3.00, or is included in the package price of unlimited before/after care ($1900/year). Students should be dropped off at the playground or Community Center.

Morning: Car Line

- Cars should enter from the Union Street entrance and proceed in a single line through the back parking lot. Students may get out once the parent's vehicle is on the side of the building.
- Once the children have been dropped off, cars ***MUST*** turn right after the school entrance as the St. John's Pleasant Street Parking Lot is ***one directional***. Cars will exit right onto Pleasant Street.
- **Parking in the front of the school for morning drop-off is not allowed;** if you need to park please utilize the fence line in the back of the school. The front lot may be used at other times of the day such as picking up a student for an appointment or for completing school business at a time other than the morning drop-off or afternoon pick-up

7:45 AM Late Bell: Students will be considered tardy if they are not in their classrooms at 7:45 AM. Late students will need to report to the main office to sign in with office staff. We begin our school wide morning prayer at 7:45am, therefore, any student entering after 7:45am will be entering into a full school assembly. This situation can be embarrassing for students. Patterns of being tardy are cause for concern and excessive tardiness may result in a conference with the principal to determine the best course of action to assist the student to be on time for school.

7:45-7:50 AM: Morning Prayer, Flag Salute, Announcements, Classes Begin

Weekly Mass:

- All students and staff will attend Mass on Tuesday or another day if there is a Holy Day of Obligation. Because Mass is a special event and the most important celebration of our faith, we expect all students to attend every week unless they are ill**.** Mass is a time for quiet reflection, prayer, and participation in our community of faith. Children are expected to conduct themselves appropriately and reverently by active participation in response, prayer, song and Eucharist (if Catholic and confirmed). Many of our students of other faiths and their families take great comfort in receiving God's Blessing during Communion even though they are unable to participate in the Eucharist. At Eucharist, we ask our students of other faiths to come forward with their class and to cross their arms when facing the priest to receive the blessing.
- The School Office may be closed during Mass. Parents of children who arrive after 7:55 AM on Mass days are asked to escort their child(ren) to the church to join their class.

To help parents in this matter, a large red MASS sign will be placed in the window of the school to indicate that the school is locked, and parents should walk their children to Mass to join the rest of the class.

11:00 AM – 12:55 PM Lunch periods: Lunch and recess for students.

School Day Dismissals:
Dismissal for true emergencies or for planned early dismissals will be honored. A student is considered to be dismissed early in the morning after 7:50 AM and/or before 2:20 PM. ***All requests for early afternoon dismissals must be made before 2:00 PM.*** The parent of a student being dismissed early must come to the school door to excuse their child. The parent must also report to the school door when a student is arriving back at school during the school day.

2:00 PM Last Call for Emergency Changes in Transportation Arrangements: We respectfully ask that all known changes to end of the day plans be communicated to the office before 2:00 PM. This will give the office staff time to get messages to students and teachers, make phone calls and generally make sure all children will get home. Dismissals before 2:00 PM are for emergencies or for scheduled appointments for which we have already been notified. Although we will make every effort to get messages to children regarding changes to end of the day plans, we cannot guarantee that messages received after 2:00 PM will always be delivered.

2:30 PM: Afternoon Prayer and Announcements
Student Dismissal Students will be dismissed in the following order:

1. **Walkers:** Walkers are dismissed via the Union Street door. Students in grades 6-8 may walk to Curtis Memorial Library ***only with written parental permission.*** Walkers are defined as those going to the Library or those who walk home. These students are ***not*** escorted by a teacher.
2. **Learning Center:** These students are dismissed to St. John's Community Center
3. **Bus:** Bus Students are dismissed to the middle floor. The bus typically arrives at SJCS around 2:45pm
4. **Carline:** PK, K are dismissed from the back door exits. Grades 1-4 are then dismissed. Grades 5-8 are dismissed last.
5. **Other:** For Extenuating Circumstances, please call the school office with questions or to make other arrangements.

Afternoon Car Line: Cars can start lining up at **2:15** PM. Cars should enter the back parking lot via the Union Street entrance and form close tight lines parallel to the school. Parents are asked to stand near their car or proceed to the back door of the school to meet their children. Teachers ensure that their students find their parent and monitor in between the cars until all students are in the respective cars. The cars are released one line at a time after all parents and students are in their cars, buckled, and all doors are closed. All cars will exit from the side of the school onto Pleasant Street.

Learning Center: Learning Center is open until 5:30pm each day, please park in the main parking lot and pick up your child in the Community Center or on the Playground if LC is outside. There is a $10 late fee for picking up your child after 5:30pm at Learning Center (5:00pm on Fridays).

IV: GENERAL INFORMATION

Absences: For your convenience, parents may use the school answering machine to leave an absence notification. All absences due to illness require an email, phone call or note from the parent and/or doctor upon the return to school. The note should clearly state the reason for the absence. If a student is out for three or more consecutive days, we will need a doctor's note for returning to school.

Planned Absences due to family vacations: When making the decision to take their children out of school for vacation, the parent/guardian must realize that this decision may have a negative effect on the student's learning in the classroom. For some students the time away from school may be very difficult to make up. Parents should always consult with teachers to plan how best to help the student both have a wonderful vacation and be successful upon return to school. Parents must provide the Office with notification of the family vacation

at least two weeks prior to the vacation. A student absent for 5 days will have 5 days to make up the work. It is the student's responsibility to take care of all the missing work upon return to school. *Homework will not specifically be given for students to take on vacation.* Teachers may give students (parents) an idea of the work that will be missed but are not required to give specific homework assignments. As soon as students in grades 4-8 return, they should make an appointment with their teachers to get the assignments missed. Parents of children in lower grades should assist their children in getting their assignments when they return from vacation.
Work missed due to vacation or other unapproved circumstances and not made up within the required time will receive a "0" for that missing work.

Consequences for Extended Absence from School: The law requires that school be held 175 days. ***Students who are absent 10% or more (18 days) in any given year will run the risk of not being promoted.*** Parents of students who approach the 18 days absent will be requested to attend a conference with the teacher(s) and principal to discuss the potential consequences and options.

Requesting Homework for students who miss school due to illness: Homework may be requested to be sent home after the first day of an illness. Teachers need one day notice to prepare and collect materials. Please make the request at the end of the first day missed (by 2:00 PM) for assignments to be picked up the following and subsequent days. Generally, students will have the same number of days to make up the work as the number of days that student was absent. For serious illnesses that may prevent the child from making up the work in a timely manner, the parents should speak directly to the teacher and make alternative arrangements to help the child get caught up.

Assignment Books: Generally speaking, an assignment book is provided for each student (grades 2-8) and students are expected to maintain up-to-date assignment information in them. Teachers are expected to review the assignment book periodically (more frequently in the lower grades) throughout the year. Parents may be asked to sign the book as a way of fostering good communication between the home and school.

Books and Other School Property: All students will be issued books and other school items. It is the student's responsibility to see that all books are covered as directed by the teacher. The student and parents will be responsible for replacing any book (material) that has been damaged.

Bicycles and Skateboards: Those who ride bicycles/skateboards/rollerblades/scooters to school are to walk with or carry the item while on school/parish property. Bicycles must be locked and parked, outside the school, in the designated area only. The school assumes no responsibility for any of these items.

Birthday Observances: On a student's birthday, a one-day uniform holiday will be granted to every student in the school. Those students whose birthday does not fall on a regular school day will choose their day to take this holiday. If a student's birthday falls on a Tuesday, they should wear their Mass uniform to school and can either change after Mass or choose another day for their uniform holiday. All students will be recognized at Morning Prayer during the year for their birthday. We celebrate summer birthdays either in the spring or fall.

Bullying and Cyber Bullying

St. John's Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats **(seriously or in jest or online)** face detention, suspension, and/or expulsion.

Car Line: Parents that send their children to SJCS realize that one of the unique aspects of the school day is morning and afternoon car line. Parents who drop off and/or pick up their children need to plan time for this activity and remember that most other parents are in the same situation. The car line is established to assist in the safe and smooth arrival and dismissal of children. However, we also need your cooperation and your spirit of fair play to make it work smoothly. Please exit slowly, as students have been nearly hit by cars going too fast for the parking lot.

Cell Phones: Although students are discouraged from bringing a personal cell phone to school, the school staff recognizes the convenience a cell phone offers busy parents. Cell phones will be allowed for students in grades 6-8, **but cannot be used or seen during daily school activities**. With teacher permission a student may use their cell phone to call parents for rides and travel/emergency situations. All cell phone calls must be made from the school office. Cell phones must be kept in the backpack at all times. Students found in violation will have the cell phone privilege revoked. Any exceptions must be approved in advance by the principal.

Cheating: Cheating of any kind will not be tolerated. Students who choose to cheat may face a failing grade, detention, suspension and/or expulsion. Some (but not all) examples of cheating are copying another's homework, providing and/or receiving answers from other students, using notes during quizzes or tests, unless directed to by the teacher, using someone else's work such as copying from a book or from an internet source to complete an assignment are all considered forms of cheating.

Child Abuse Laws: SJCS abides by the Child Abuse Laws of the State of Maine and of the Diocese of Portland. These laws and regulations dictate that all cases of suspected abuse and/or neglect be reported to both the Diocese and to Child Protective Services.

Classroom Accommodations: It is our job to help our children develop to the fullest, the God-given potential present in each child's intellect, will, and heart. We believe there are a few children that need (due to a disability or suspected disability) classroom accommodations to have a positive experience in school. Accommodations do not take the place of hard work (some children need to work harder than others), or help to overcome typical preteen defiance, erase a disability, or give a child the gift of intellect. Accommodations are, however, developed and put into place when a student, identified as having a disability, is doing all that he or she can, is doing everything we ask, is trying as hard as they can, is taking advantage of after school help and still is experiencing serious difficulties. At SJCS we do not necessarily wait for a diagnosis of a disability before we begin the process of putting classroom accommodations into place for the student. Accommodations can be as simple as changing a seat. When a child has been identified as having a disability, as defined by State Special Education Statutes, the child is eligible for modifications, and we will be in touch with the local school district for testing and further educational plans. If a parent or teacher suspects a disability, a conference is scheduled to discuss the issues and to plan for any further steps.

Crisis Plan: SJCS has implemented a comprehensive "crisis plan" in case of a threat or severe weather event. In the event the school must be evacuated, parents are asked to check their email and answer school phone calls. We ask that parents not call the school so that school staff can make the necessary phone calls and alerts. In the case where students need to be removed to a separate location the information will be communicated through ParentWeb settings and local TV and/or radio. The safety of the children takes precedence. It is important that the student's emergency information be accurate and kept up to date. It is the parent's responsibility to inform the office of changes.

Detention/Suspension/Expulsion:

- Detention may be issued for a breach of classroom and/or school rules. Parents will receive notification of the day and time of the detention. The day, date and time of the detention is at the discretion of the assigning teacher or principal but must be given with 24 hour's notice to the parents. Detention takes precedence over appointments, practices, lessons, games, etc.
- In-School Suspension: Students who are given In-School Suspension will be expected to report to the office each day of the suspension and will work out of the classroom for the duration of the school day. All work must be completed for the day.
- Out of School Suspension: Students who are given Out of School Suspension will be expected to stay home for 1-3 days dependent upon the infraction. Students are responsible for making up all work on days they are suspended from school.
- Expulsion: Expulsion is the most serious consequence a student may receive. Students who pose a threat to themselves and others may be expelled from SJCS. Students who have been expelled may not return to SJCS.

Discipline: In keeping with our deep respect for the human dignity and uniqueness of every student, each student shall be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school. Personal responsibility is paramount to fostering an environment conducive to learning. Personal responsibility is shown through courtesy in all relationships, being on time, showing concern, and contributing to the positive morale of the school. The principal reserves the right to determine the appropriateness of an action if any doubt arises. Inappropriate items that have been taken from a student will be returned only to the parent.

Dog Policy: In order to manage the risk associated with the presence of dogs on school as well as Church property, the following restrictions apply to dogs on school grounds and in buildings:

- No dogs are allowed on St. John's Catholic School, the Parish Center, or Church property between 7:00 AM and 6:00 PM on any school day, except for bona fide Service, Assistance or Therapy Dogs.
- No dogs are permitted inside St. John's Catholic School, the Parish Center, or Church at any time, except for bona fide Service, Assistance or Therapy Dogs.
- Service, Assistance and Therapy dogs are permitted on All Saints Parish property, as well as inside buildings according to State Law. The animals must be controlled and up to date on all vaccinations.

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

English Language Learners Policy: At SJCS we accept learners from all ethnic backgrounds. The primary language we communicate in is English. If you communicate more comfortably in another language, please let us know. We will make every effort to make our materials and communications accessible for you in your home language.

Emergency Situations: SJCS has a complete Crisis Plan that is utilized in a variety of crisis situations. This plan is updated annually. In the event of an emergency, all families will be updated via text or email. In the event that students must leave campus for safety reasons, Curtis Memorial Library will be our gathering location.

Field Trips: All field trips are for educational purposes, must have prior approval and will follow Diocesan policy. Parents will be responsible for any cost associated with the trip. Diocesan policy states that under no circumstance is a field trip overnight to be approved for students in grades PK-8. A field trip is considered a privilege and not a right. Individual teachers in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic and/or poor performance. There are no traditional field trips. Trips to the same location in consecutive years do not constitute a tradition as each trip is reevaluated annually. A written official permission slip, signed by the parent, received 48 hours before the trip is required before the child is permitted to attend the trip. Students without timely signed permission slips may be asked to remain at school. Verbal permission cannot be accepted.

Fire Drills: Fire Drill procedures are posted in each student area. Teachers will periodically review the rules for the safe evacuation of the classroom. Students should be familiar with these procedures. Practice drills, both announced and unannounced are scheduled throughout the school year. Students will be instructed to be silent and to move quickly (but not running) to the area designated by the teacher. State law requires that we perform monthly drills.

Forgotten Items (homework, assignments, PE clothes, permission slips, instruments, sports attire): Sometimes, as parents, we think we are doing a good deed by coming to our children's assistance when they have forgotten something for school. By rescuing our children, we do two things: we don't allow them to be responsible and we give the impression that they need their parents to be responsible. The message "I don't have to worry because my mom will bring it…" is not the value we are trying to instill. That being said, all children need a one time "OOPS I FORGOT MY…." call home for something important they forgot. For some

children the exception item is lunch. Although we will feed every child that has forgotten a lunch, sometimes the child's health requirements are such that it could be an emergency for some children if they do not have the food they require. In this case the parent will be called. We encourage families to have these "forgotten item" conversations with their students and to use them as teachable moments.

Gifts/Trading: Students should not exchange individual gifts or trade popular items at school such as sports trading cards, Pokeman cards, and the like. This gesture only creates hurt feelings among students. Invitations for birthday, slumber, or other parties may not be distributed through school unless every student (or all girls/all boys) in the class is receiving an invitation.

Grades, Honor Roll, and Report Cards: Report Cards will be sent home three times each year.
Grading:

PreK – Grade 4
E: Exceptional
P: Proficient
S: Satisfactory
N: Needs Improvement

Grade 5 – Grade 8

A+	98-100	C	77-79
A	95-97	C-	74-76
A-	92-94	D+	71-73
B+	89-91	D	68-70
B	86-88	D-	65-67
B-	83-85	F	64 or below
C+	80-82		

Progress Reports Grades K-8: Progress Reports will be sent home at the mid-term of each trimester.

<u>Grades 5-8 Honor Roll</u>
High Honors: A student must have all As in all subjects for the trimester
Honors: A student must have all As and Bs in all subjects for the trimester

<u>HOMEWORK</u>

Homework is an important part of developing responsible citizens and is an integral part of a Classical Catholic education. Homework should be completed independently by students at home whenever possible. However, some students may require guidance, encouragement, or assistance from their parents and teachers. Homework teaches students to manage their time, practice essential skills, and develop effective and responsible work habits. While some students may complete homework with ease, others may find it more challenging. These guidelines are intended to provide a framework for students, parents, and teachers to communicate and work together to support student success. Below are the specific homework expectations and guidelines for Elementary and Middle School students.

Lower and Upper Elementary School (PreK–4th Grade)

Homework is generally assigned for practice, reinforcement of skills, and creative work. However, reading assignments may also be assigned to introduce new learning and prepare students for upcoming lessons. Teachers will review assignments with students and routinely check to ensure that assignments are accurately recorded in their assignment books. Parents are encouraged to check their child's assignment book daily to help students develop organization, accountability, and effective work habits. Students may complete

assignments at different rates, and the time required to finish homework will vary depending on each child's needs and level of independence. Homework assignments should be reviewed by the teacher each day before students are dismissed for the day. Periodically, teachers will ask students to record the amount of time it took them to complete an assignment. This practice will help students develop time-management skills and assist teachers in planning appropriate homework assignments.

Middle School (5-8)

Middle School students may have up to three quizzes or tests scheduled in a single day. Students in grades 5–8 may also participate in final examinations to assess their cumulative knowledge and understanding of the subject matter taught throughout the academic year. This experience is intended to help students develop the study habits, preparation skills, and confidence needed to meet the academic expectations they will encounter in high school. Middle school teachers will not check students' assignment notebooks. It is the student's responsibility to accurately record homework assignments, upcoming tests, and other important deadlines. Students are expected to regularly review their assignment information and ensure they have all the materials and information necessary to complete their work and prepare for assessments.

HOME AND SCHOOL COMMUNICATIONS

The Week Ahead The St. John's Catholic School's newsletter, ***The Week Ahead,*** is the main source of general school information. This online and digital newsletter is available to every family unless the internet is unavailable. ***The Week Ahead*** is typically emailed each Sunday. Email is often used for daily information regarding specific school issues and updates. **It is the parent's responsibility to read this information.** We will be making a concerted effort to cut the use of paper through this channel of communication. The St. John's Catholic School Web Page and Facebook Profile is primarily used to communicate to the larger community and to families researching schools. We are very cognizant of safety issues and will take every precaution to keep the information specific but generic enough as to not give sensitive information.

Home School Communication/Classroom: It is very important that parents know what is going on in the classrooms. As a result, teachers regularly communicate to parents via newsletters and notes.

Leaving School Grounds: Students are not allowed to leave school grounds during the school day, unless on a fieldtrip. At the end of the day, students will take the bus, be picked up in car line, or have written permission to walk to the library or some other location.

Library: SJCS has a wonderful relationship with Curtis Memorial Library. Students in grades K-5 routinely walk to the library for instruction during the school week. A monetary donation is made annually to the library for this service. ***It is important that children who use the library after school understand that they represent SJCS and that their behavior reflects on the school. Parents should keep in mind that there is limited supervision, and that the library is a public place.*** The school does not encourage the use of the library for after school care but understands the convenience. The library staff will be in contact with the school if they experience any behavioral issues with our children and disciplinary action may result in accordance with our policies. See Off Campus Conduct below.

Lost and Found: Lost or misplaced items may be found in the lost and found bins. Every effort will be made to encourage children to return home after school with all the items they brought to school. ALL PERSONAL ITEMS (clothing, books, etc.) should be clearly marked inside with the student's name or other identifying mark. The lost and found bins will periodically be emptied and items either disposed of or given to charity.

Money: All money being collected for any reason should be in a clearly marked envelope. The office keeps a supply of envelopes available to parents and students for these purposes. A single check may be written for more than one purpose as long as an itemized accounting of the money is clearly stated either on the check or on the envelope. Most bills can be paid online through your FACTS account.

Off Campus Conduct: The administration of SJCS reserves the right to discipline students for off campus behavior that is not in line with the expectations of St. John's Catholic School.

Operational School Hours: The school is a locked facility. Visitors must ring the bell and state their intentions before being allowed access. Visitors should report to the office before their intended destination.

Parent Association: The St. John's Catholic School Parent Association works to support, enhance and advance the mission and ministry of the school. Parent Association information is updated regularly in the newsletter and on the PTA Facebook group.

Parent/Teacher Conferences: Parent/Teacher conferences are scheduled two times each school year. Parents will be given the date and time of the scheduled conferences at least two weeks in advance. Because the school schedules family conferences back-to-back as a convenience to parents, it is most important that parents attend the conference as scheduled. We anticipate these conferences taking place in person or virtually. Recognizing the importance of communication between home and school, a conference with a teacher may be requested with at least 24 hours notice, except in an emergency. Teachers should be available to answer phone messages and notes from parents after 2:40 PM each day, and during some of their unscheduled time during the day. Teachers are expected to let their parents know the best ways and times for parent contact. It is expected that teacher's will return their calls/emails within 24 hours.

Parking Lots: Daily Mass participants use the main lot and it can be too dangerous for our families to try to use the same lot. Once school has started and Mass is over (around 8:45 AM) the main lot is available for anyone with school business throughout the day. Only parents picking up children for appointments and previously arranged early dismissal should use the main lot. The lot behind the school is used daily for drop off and pick-up in carline only. The back lot may also be used for large funerals. When it is used for overflow parking the students and faculty are notified and a school staff person is available to assist with parking in order to provide a safe use of all parking areas.

Parties: Generally speaking students are permitted classroom parties during the year. These could include, but are not limited to Christmas, Valentine's Day, and an End of the Year party. All classroom parties must have prior permission of the Principal before they are scheduled.

PE Classes: All students are expected to participate in PE classes and are expected to dress for PE in the approved PE uniform. To be excused from PE class for health reasons, there must be a written note from the parent. Excused students must observe PE class. Children will be graded in PE for uniform compliance. Students without proper PE uniform will "sit out" for the class. PE classes often take place outside, especially in the warm and cool months so students should be prepared to be outside.

Playground: For the safety of everyone, students are expected to play in the assigned areas only and observe safety rules. Games that do not involve physical contact (other than gentle tag) are allowed. Playground rules established for each grade level must be followed. Hard balls, sticks, and bats pose a danger and are not allowed. Balls may not be bounced against the buildings.

Prohibited Items in School: Children must not bring guns, knives (or any facsimile), alcohol, tobacco or drugs of any kind or sharp objects to school. **These items are a violation of state law and to have one in school would result in suspension or expulsion.** Other items such as pets, radios, video games, large sums of money, headsets, recorders, etc. are also inappropriate to have in school. These items are best left at home. In the lower grades, students are able to bring special toys, at the teacher's direction, for special days and Show and Tell.

Promotion/Retention: Advancement to the next grade in SJCS is based on a student's daily performance, test results, teacher recommendations and ability of the student to complete work at the next level in all areas. Promotion to the next grade depends on successful completion of all subject areas. The Administration may

recommend the repetition of a grade, tutoring, or classroom accommodation as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next class. The administration may recommend repetition of a grade or tutoring as a requirement for promotion when, after conferences with the teacher and parents, it is believed that such action will better prepare the student.

Sacramental Programs: The sacramental life of the students of the Catholic tradition is an important component of the religion program at SJCS. Preparation for sacraments (Reconciliation, Confirmation and Eucharist) forms the core of our efforts in grades 1 & 2. In accordance with Diocesan guidelines, candidates for first Eucharist will receive the sacrament of Reconciliation prior to first Eucharist. Parents are expected to be active partners in the preparation of their children for these sacraments. These sacraments are only conferred to baptized Christians who desire to be full members of the Catholic Church. With the exception of actually receiving the sacraments, all Grade 2 students from other faith traditions are expected to participate in all activities in the Religion curriculum.

Safety In and Around School/Parish Buildings: The safety of our students is most important. The school grounds consist of the Parish Hall, St. John's Community Center and the school building. No children should be moving from location to location (as to lunch) without adult supervision.

School Cancellations/Delays: SJCS will typically follow the Brunswick School Department for weather related school cancellation or delayed starts. St. John's will have notifications sent to the 3 major local television channels (6, 8, and 13) as well as sent home via email, text, and phone call after 5am. It is always the parents' prerogative to determine what the safest course of action is for their children in bad weather. The weather in Brunswick may be very different than in other towns, therefore, if you are concerned about your child's safety due to weather conditions, you may come to school and dismiss your child through the office. **Non-Weather Related Emergencies:** In the case of a non-weather emergency the School's Emergency Notification System will be used. For example, if our boilers shutdown and the school had no heat, you would be informed through the notification system that school was cancelled or delayed.

School Property: The parent of a child who carelessly destroys or damages any furniture, equipment, building, or anyone's personal property will be obliged to pay the full cost of repairs and labor or replacement. Textbooks loaned to students for the year must be covered and must be replaced by the parents if damaged or lost. Writing in textbooks is prohibited.

Service Projects: As part of the "Stewardship" mission of our school, students in PK – Grade 8 will participate in a year-long service project designed to put faith into action. The purpose of the project is to give students an opportunity to make a difference in our church and our greater community through various service and support programs. Each grade will participate in a pre-planned project. Time is provided for students to engage in their chosen and administratively approved project. Projects may relate to the social teachings of our Church and may emphasize care of the sick, elderly, hungry, homeless and the environment.

Social Media: Engagement in social media such as, but not limited to Facebook®, Twitter, Instagram, etc. may result in disciplinary actions if the content of the student's post includes defamatory comments regarding the school, the faculty, other students, or the parish.

Special Education: St. John's Catholic School does not offer any special education programs or provide any special education staff. As part of a Christian community, the faculty endeavors to help each child develop to the fullest, the God-given potential present in his/her intellect, will and heart. To that end, SJCS will, however, work directly with parents and with the Brunswick Special Education Department in order to facilitate the most appropriate educational setting for a child with a documented Special Education need.

- Parents need to be aware that the right to Individual Special Education Services is given up when the child is placed in a private school, such as SJCS, by the parents. The federal law gives the town of Brunswick the authority to determine the level of services (with consultation from SJCS) it may

provide to privately placed students after consultation with SJCS. If it is eventually determined that the child's needs will be better met in the public school and the parent withdraws the child in order to receive the Special Education services, tuition will be refunded per the agreement signed at Registration.

Standardized Testing: Students are tested using the NWEA tests bi-annually in grades 1-8. This is for our internal data on student growth during the school year and from year to year.

Student Records: SJCS adheres to the Buckley Amendment regarding access to student records. The permanent record is the property of the school and as such is confidential. Student records include: school papers, homework, projects, tests, quizzes, as well as the contents of the permanent file. Eighth grade requests for records/transfers must be made at least two weeks in advance. All requests for records/transfers must be given to the Administrative Assistant. Records for students that move will be released upon receipt of an authorized Records Release to the new school in a timely manner. All records, with the proper signed release will be transferred by US mail. School Records are never released to parents.

Telephone Use: Students are not to use the school phones, cell phones, or teacher's phones except in the case of an emergency and as directed by the teacher. Any call approved by the staff will be made using the office phones. In the case of an activity being cancelled, arrangements will be made for all affected students to use the phones to make their travel arrangements.

V. UNIFORM STANDARDS

The school is committed to:

- Having a strong and clear Uniform and Grooming Code for students and parents
- Allowing for some individual choices and options
- Requiring cost effective uniform items
- Monitoring compliance fairly and consistently

Daily Uniform

Pants/Skirts

- Navy blue uniform style pants or walking shorts (No shorts from Nov. 1 – April 15)
  - Shorts should be no shorter than 4" above the knee
- Girls in grades PK-8: ***Hunter Navy plaid skort, skirt, or jumper*** (School Uniforms) [pants/shorts acceptable]

Shirts

- Girls: Green polo with school embroidery (purchased through School Uniforms or Lands' End)
- Boys: Green polo with school embroidery (purchased through School Uniforms or Lands' End)
- Shirts must be tucked in

Socks/Tights

- Girls may wear navy tights or leggings under skirts/jumpers
- All students should wear navy socks with their daily footwear
- From Nov. 1 – April 15 girls **must** wear tights or leggings (due to colder weather)

Shoes

- Sneakers are encouraged and may be worn daily (to allow for safe play during recess)
- Sneakers with lights or wheels are not permitted
- Crocs, Sandals (or similar), Boots or other sneaker sandal type footwear is not permitted
- Shoes must be securely fastened to the foot (no backless shoes/clogs)
- Dress shoes should have a low flat heel

Sweaters/Sweatshirts/Jackets

- Boys may wear gray uniform sweater with logo (cardigan, vest, or pullover)
- Girls may wear navy uniform sweater with logo (cardigan, vest or pullover)
- All students have the option to wear non-hooded SJCS uniform approved pullovers (spirit wear)

- ***Hooded sweatshirts are NOT PERMITTED for school use without prior approval from principal***

Mass Uniform K-8 – EVERY TUESDAY and other Holy Days announced during the year

- Boys should wear white oxford shirt with the school plaid tie, navy pants (**shorts are not allowed on Mass days)**, belt for grades 5-8, socks should navy (sweaters optional). Green fleeces are not permitted.
- Girls should white blouse or peter pan collar blouse with Hunter Navy Uniform Skort/skirt, or jumper. Navy, knee length socks(in season) or navy tights. (sweaters optional). Green fleeces are not permitted.

Physical Education Uniform *(Worn to school on PE days)*

- Black athletic shorts or sweatpants with school logo or **plain**
  - *Shorts should be no shorter than 4" above the knee*
  - *Large logos and accent colors (red Adidas stripes, Nike logo, etc..) are not acceptable*
- Gray short or long sleeve SJCS t-shirt.
- SJCS sweatshirt is permitted
- Sneakers and navy socks

Uniform Holidays:

Periodically throughout the year, the school will have Uniform Holidays. The approved dress for these days will be announced in advance. Some Uniform Holidays will be for dress up and some will be for more casual dress, including jeans. Some of the special days will be free, while others are used to contribute to specific funds. Notification will be sent home prior to each Uniform Holiday.

Approved Uniform Companies:

- St. John's Catholic School adopted a new uniform in the 2019 -2020 school year and chose School Uniforms by Tommy Hilfiger as our uniform company. Uniforms can be purchased by ordering online using code STJO27 at: www.globalschoolwear.com
- Lands' End Uniforms may also be used for plaid jumpers, embroidered shirts/sweaters, and Phys Ed uniforms using preferred school number **900095696**
- In an effort to make uniforms cost effective for families, navy blue pants/shorts and white oxford shirts may be purchased through local or online vendors such as Lands' End Uniforms, Old Navy Uniforms, The Children's Place Uniforms, etc...

Grooming Code:

Hair: Hair should be clean, neat, **of natural color** and out of the face. Hair should be out of the eyes for all students. Girls may wear scrunchies, barrettes, and headbands which are expressions of individuality. Hair accessories should not be too big, too colorful or cause a distraction.

Make-Up: **Make-up is not allowed at any grade level**. The following exceptions are approved: a natural concealer, chap stick, clear nail polish. French manicure is not approved. The principal reserves the right to determine if a student is wearing inappropriate make-up items or color.

Jewelry: A ring, a watch, or a special necklace (religious or small and simple) can be worn by either girls or boys. No jewelry can be worn if it could be a safety concern or if the item gives an inappropriate message. Small earrings may be worn by our girls.

The administration reserves the right to determine if hair and/or accessory is appropriate for the school setting. If deemed inappropriate the students will be expected to make the requested change.

VI: MEDICATION, HEALTH, and ALLERGIES

ADMINISTRATION OF MEDICATION TO STUDENTS

Although the school discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The school encourages collaboration between parents/guardians and the schools in these efforts.

The school disclaims any all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

1. Definitions

Administration: Administration means the provision of prescribed medication to a student according to the orders of a health care provider.

Health Care Provider: A health care provider is a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

Indirect Supervision: Indirect supervision means the supervision of an unlicensed school staff member when the school nurse or other health provider is not physically available on site but immediately available by telephone.

Medication: Medication means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school health advisor or prescribed by the student's health care provider.

Parent: Parent means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

School Nurse: School nurse means a registered professional nurse with Maine Department of Education certification for school nursing.

Self-Administration: Self-administration is when the student administers medication independently to him or her self under indirect supervision of the school nurse.

Unlicensed School Personnel: Unlicensed school personnel are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

2. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Parental Request
In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. In addition, the request shall indicate that information regarding the reason (diagnosis) requiring the administration of medication.

B. Health Care Provider's Order

All parental requests must be accompanied by a written order from the student's health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. A medication lable that provides sufficient information may be used in lieu of a written order unless the medication is to be administered for more than 15 consecutive days. Such written order must include:

1. The student's name
2. The name of the medication
3. The does
4. The route of administration (e.g., tablets, liquid, drops); and
5. Time intervals for administration (e.g., every four hours, before meals)
6. Any special instructions; and
7. The name of the prescribing health care provider

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider and the school administrator.

C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

D. Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

E. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. If this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20-day supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at the school.

If the health care provider's order is for a medication regulated by the Federal Narcotics Act, no more than a one-week supply shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse, with the approval of the building principal, shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

F. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given. In the event of a medication error it will be documented and reported to the school nurse, principal and child's parent/guardian. The child will also be monitored for any possible reactions due to the medication error.

The school nurse shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing, and documentation of each instance and the medication is administered.)

Records shall be retained according to the current State schedules pertaining to student health records.

G. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

H. Administration of Medication

For the safety of all our children, no student will be allowed to carry medication of any kind on them or in their possession. Any exception to this policy must be pre-approved by the school nurse along with a note from the child's physician stating that it is necessary for the child to carry the medication on them.
The first does of any medication that your student has not previously taken, MUST be administered at home or at the health care providers office, no exceptions. Any medication sent in with your child that you wish us to dispense must be in the ORIGINAL container. The pharmacist will be happy to give you a container for school purposes. Otherwise the school personnel WILL NOT give the medication. This applies to ALL medication; there will be NO exceptions. DO NOT send pills in baggies or such. Also only one dose will be given.

No medication will be given including acetaminophen (Tylenol), cough medications, cough drops, etc. without prior written consent by physician. Consent slips may be filled out ahead of time, one for each medication, and kept on file in the nurse's office for such occasions.

PARENTS: DO NOT medicate any child other than your own for any reason without the parent's permission. This includes at school or during any extracurricular or St. John's sponsored activities. This is for everyone's protection. The child may have already been medicated at school, or may have allergies of which you are unaware. Also children's medication amount is based on age and weight. Remember that the child's liver, which has not reached full maturity, metabolizes these medications.

Chapter 40: RULE FOR MEDICATION ADMINISTRATION IN MAINE SCHOOLS

SUMMARY: This rule provides directions to public and private schools approved pursuant to 20-A MRSA §2902 in the administration of medication to students during the students' attendance in school programs. It is to assist school administrative units in implementing the provision of the medication statute [20-MRSA §254(5)(A-C)] that provides direction for training of unlicensed school personnel in the administration of medication, and requires that students be allowed to carry and self-administer prescribed emergency medications; specifically, asthma inhalers or epinephrine auto-injectors with health care provider approval and school nurse assessment demonstrating competency.

1. Definitions

Administration: Administration means the provision of prescribed medication to a student according to the orders of a health care provider.
Allergen: An allergen is a substance that can cause an allergic reaction.
Anaphylaxis: Anaphylaxis is a severe, whole-body allergic reaction to a chemical that has become an allergen.
Asthma inhaler: An asthma inhaler is a device for the delivery of prescribed asthma medication which is inhaled. It includes metered dose inhalers, dry powder inhalers and nebulizers.
Health Care Provider: A health care provider is a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

Indirect Supervision: Indirect supervision means the supervision of an unlicensed school staff member when the school nurse or other health provider is not physically available on site but immediately available by telephone.
Medication: Medication means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school health advisor or prescribed by the student's health care provider.

Medication Error: A medication error occurs when a medication is not administered as prescribed. This includes when the medication prescribed is not given to the correct student, at the correct time, in the dosage prescribed, by the correct route, or when the medication administered is not the correct medication.
Parent: Parent means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.
School Health Advisor: School health advisor means a physician or family or pediatric nurse practitioner per §6402-A**.**
School Nurse: School nurse means a registered professional nurse with Maine Department of Education certification for school nursing.
Self-Administration: Self-administration is when the student administers medication independently to him or her self under indirect supervision of the school nurse.
Training for Unlicensed School Personnel: Training for unlicensed school personnel means the organized and systematic education of unlicensed school personnel who will administer medications to students.
Unlicensed School Personnel: Unlicensed school personnel are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

2. ADMINISTERING MEDICATIONS IN A SCHOOL SETTING.
   A. The school nurse will provide direction and oversight for the administration of medication in the school.
   B. School nurses are responsible for their own actions in the administration of medication. It is the school nurse's responsibility to clarify any medication order which he or she believes to be inappropriate or ambiguous. The school nurse has the right and responsibility to decline to administer a medication if he/she believes it jeopardizes student safety. In this case, the nurse must notify the parent, the student's health care provider and the school administrator.
   C. Any public or private school approved pursuant to 20-A MRSA §2902 shall have a written, local policy for administering medication. The policy must include the following:
      i. All unlicensed school personnel who administer medication must be trained before receiving authorization to do so.
      ii. Before medication is administered to a student there must be:
         1. A current written request from the parent for any medication administered to a student during school or a school sponsored event.
         2. A current written order from the prescribing health care provider for any medication administered at school. The order must include the student's name, the name of the medication, the dose, the route of administration, time intervals to be given, any special instructions, and the name of the prescribing licensed health care provider. A medication label that provides sufficient information may be used in lieu of a written order unless the medication is to be administered for more than 15 consecutive days.

3. Written parental permission forms and physician orders must be renewed at least annually. Physician orders must be renewed if there are changes in the order.

iii. It is recommended that the first dose of a newly prescribed medication be given at home. The exception will be the use of epinephrine autoinjector for an unknown anaphylaxis.

iv. The medication must be delivered to school in its original container, properly labeled.

v. Students may possess and self-administer emergency medication of an inhaled asthma medication or an epinephrine auto-injector under the following conditions:

1. Written approval is received from the student's health care provider stating that the student has the knowledge and skills to safely possess and use an inhaled asthma medication or an epinephrine auto-injector. The Maine School Asthma Plan is preferred for students who have been prescribed an asthma inhaler.

2. Written approval is received from the parent indicating that his/her child may carry and self-administer the medication.

3. The student demonstrates to the school nurse their ability to carry and use the inhaled asthma medication or epinephrine auto-injector properly and responsibly.

D. Procedures/protocols for medication administration (when not included in the school's policy) must be developed for:

i. How medications are to be safely transported to and from school.

ii. Medication administered on field trips and other off campus activities that is in compliance with the Department of Education's Procedure for Medication Administration on Field Trips.

iii. Accountability of medications, particularly those regulated by the Federal Narcotics Act.

iv. The proper storage of medication at school.

v. The training of appropriate staff on administration of emergency medications including the detailed standards for the signs and symptoms of anaphylaxis and the use of epinephrine autoinjector for previously unknown severe allergies.

vi. The procedure to use should a medication reaction occur.

vii. Access to medications in case of a disaster.

viii. The process for documenting medications given and medication errors.

ix. The proper disposal of medications not retrieved by the parents.

E. Within school administrative units or approved private schools personnel shall follow the guidelines for the stocking and administration of epinephrine autoinjectors pursuant to 20-A MRSA §6305 (1-9).

3. REQUIRED TRAINING OF UNLICENSED SCHOOL PERSONNEL TO ADMINSTER MEDICATION.

A. Any unlicensed school personnel who administer medication to a student in a school setting must be trained in the administration of medication before being authorized to carry out this responsibility. Following the initial training, a training review and information update must be held at least annually for those staff members authorized to administer medications.

B. The training must be provided by a registered professional nurse or physician.

C. The training on administration of medication must include the following components:

i. Current laws and school policies related to medication administration,
ii. Resources available to staff regarding medication administration,
iii. Basic anatomy of routes of medication (ex. gastro-intestinal route, lung, ear, eye, and nose),
iv. Basic classification of medications,
v. Common medications with side effects,
vi. How to read a medication label,
vii. How to document medications administered and medication errors,
viii. The five rights of medication administration (right student, right medication, right dose, right time, and right route),
ix. Procedure/protocols for administering medication(s),
x. Signs and symptoms of anaphylaxis,
xi. Signs and symptoms of adverse effects,
xii. Responding to emergencies,
xiii. Working with parents, and
xiv. Protecting the confidentiality of student health information.

D. The trainer shall document the training and the competency of school personnel trained. Based upon the documentation of training and competency of unlicensed personnel to administer medication, the school nurse shall make a recommendation to the Superintendent concerning the authorization of such persons to administer medication to students.

E. School personnel trained in the administration of fluoride as part of the Oral Health Program in the Bureau of Health, are exempt from this rule for the administration of fluoride.

4. REPORTING

A. Each school administrative unit and approved private school is encouraged to submit to the Department of Education, on a form developed by the Department, a report of each incident in the school administrative unit or the approved private school or at a school event involving a severe allergic reaction or the administration of an epinephrine autoinjector; and

B. Each school administrative unit and approved private school shall provide an annual report to the Department of Education summarizing and analyzing all the incident reports.

STATUTORY AUTHORITY:
20-A M.R.S.A. §254(5)(A-C); Resolve 2005 ch. 11; PL 2013 ch. 526
EFFECTIVE DATE:
June 24, 2005 – filing 2005-186 (Final adoption, major substantive)
NON-SUBSTANTIVE CORRECTIONS:
February 1, 2007
AMENDED:
May 11, 2016 – filing 2016-061 (Final adoption, major substantive)

Medical: Other

- **Lice:** If your child is found to have lice at any time this year, please contact the school nurse. All information is confidential. If your child is found to have lice here at school, a parent will be notified. There are very effective over-the-counter medications available at your local pharmacy to kill the nits.
- **Chicken Pox*:*** Chicken pox is a virus that is transmitted through the air by the respiratory tract. The child is contagious just before the outbreak of blisters, up until the last sore has scabbed over. This usually involves a period of seven to ten days. Because chicken pox is so highly contagious and

dangerous to people with compromised immune systems and some pregnant women, a child with chicken pox will not be allowed back into school until all sores have scabbed over (7-10 days).

- **Strep Throat:** Any child with strep throat must be on antibiotics for a full 24 hours before returning to school.

Immunization Requirements:
Effective 9/1/2021

- Students enrolled in PreK through 9 are to be immunized against diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, and varicella. Additionally, all students enrolled in grades 7-8 must be immunized against meningococcal disease. In May of 2019, LD 798 was signed into law which removes both philosophical exemptions and religious exemptions from the exceptions to immunization requirements. Medical exemptions are still allowed and there is an exception for those students with an Individualized Education Plan and either philosophical or religious exemption is in place prior to Sept. 1, 2021.
- **Food and Other Life-Threatening Allergies:** SJCS recognizes that life threatening food allergies are an important condition affecting some school children and will work with any family to minimize the potential for a life-threatening event while at school. In order to minimize the incidence of life-threatening allergic reactions, SJCS will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an emergency action plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potential life-threatening allergy. The school nurse will provide yearly training for all staff on these and other life-threatening allergies.

VII: DIOCESAN REQUIREMENTS for SCHOOL VOLUNTEERS

The Diocese of Portland has established very strict rules and regulations regarding all adults that work with children and the vulnerable. Because St. John's Catholic School has many parent volunteers these rules and regulations become even more important.

All parents are encouraged to become an "Approved Volunteer" for working with our students. Going through the process will mean that a parent can fill in as a volunteer when the need is immediate.

REGULATIONS: All applications, background checks, etc. are confidential. The principal reviews the application and calls references as listed on the application. The principal has no access to any background material. All background checks are completed by the Diocese.

PROCESS:

- Complete the Diocesan Volunteer Application
- Give permission to conduct background checks to the Diocese
- Read and sign-off on the Diocesan Ethics Policy
- Attend a Protecting God's Children Training within three months of beginning the volunteer effort
- Have references (as listed in the Application) checked by the principal

All but one of the regulations takes a little bit of time to complete individually. Attending Protecting God's Children Training takes 2½ to 3 hours to complete. Trainings are offered throughout the Dioceses in the fall. The Diocesan web site lists all the training locations and dates. Watch Parish bulletins for specific trainings in our local area. The training involves watching two videos about child abuse prevention and some group discussion.

If you have any questions as to whether or not you need to complete this process, please ask us. Applications may be requested from the school office. If you believe that you have completed the process, please contact the school office which maintains a list of all approved applicants.

VIII: EXTRACURRICULAR ACTIVITIES

School Extra Curricular Participation: This policy is in the process of review and any changes will be communicated to students and parents in a timely manner.
Students at SJCS are very fortunate to be able to participate in sports teams and other activities that represent the school**.** There is risk involved, and parents and students need to be aware that the possibility of injury is a part of playing sports**.**

All St. John's Catholic School athletes should realize that athletic participation is a privilege. SJCS promotes the belief that athletic contests are games designed and conducted to promote the physical, moral, social and emotional well-being of the individual players. Team members are afforded the privilege of representing themselves and their school and SJCS expects that the following standards of good sportsmanship will be exhibited at all times and in all activities by athletes, parents, coaches, and other students.

Participation Rules:

1. The student must behave appropriately both in and out of school in a manner that is a credit to them, the school and the community.
2. Drinking of alcoholic beverages, smoking, and the use of other harmful substances and drugs is prohibited. Disciplinary action for violation of this rule will be taken in accordance with law and school policy.
3. Three unexcused absences from practices will result in termination from the team.
4. If a student is removed from the classroom for any disciplinary reason more than once during the season, the student will be required to sit out the next scheduled practice and game.
5. If a student's grade in any subject drops below 70%, the student will be required to report to the teacher and make a plan to raise the grade.
6. If a student misrepresents SJCS either at a home or at an away game, disciplinary action will follow. The disciplinary action will be determined by the coach/AD and Principal.
7. With the exception of #3 the disciplinary action may require the student athlete to sit during practices and games for a determined number of days.
8. The student athlete is responsible for all uniforms and equipment issued. Restitution will be made for any and all damaged items. Uniforms must be returned to the AD within one week of the close of the season.
9. The student athlete must attend all practices unless excused in advance by the coach.
10. A student who is absent for any part of the school day, with the exception of excused planned absences, will be ineligible to practice or play in that day's event. Planned absences or extenuating circumstances will be subject to approval of the AD.
11. A sports fee will be assessed for each sport. The fee must be paid prior to the first game. The fee schedule is determined by the AD and Principal.
12. Individual coaches have the responsibility to take appropriate disciplinary actions pertaining to any problem that may arise that has not already been stated.
13. Students may appeal any disciplinary action in writing to the AD. If the student is not satisfied with the decision of the AD, the student may continue the appeal with the Principal.
14. Commitment is strongly encouraged from the parent/guardian in supporting the student athlete during practices and games.

Team Fees and Other Related Costs: A fee may be assesed to participate in an after school activity. As many of you are aware, the fees we collect for participation on our sports teams does not begin to cover the expenses incurred for providing the programs. However, even with these added funds, we do not cover all of the expenses. Most of our uncovered costs are related to the purchase of uniforms,

transportation, and referees. The bus costs anywhere from $200-$400 each trip. The average cost of referees is over $100 per event. We are considering several solutions to help cover these costs.

IX. ST. JOHN'S CATHOLIC SCHOOL ADMISSION POLICIES AND PROCEDURES:

Admission Policies and Procedures are reviewed prior to each new Registration period for the following year.

X. TUITION POLICY

The process of tuition collection is an essential component of business operations of St. John's Catholic School. All efforts at tuition collection must be consistent with the mission of the school and undertaken in a pastoral manner.

Tuition Collection with FACTS Management

St. John's contracts with FACTS Management to administer all billing and tuition collection. Families with students entering grades PK-8 must complete an enrollment contract by May 16. The business office will then establish a FACTS account for new families and re-activate accounts of current families. All new families must activate their FACTS account by May 31.

FACTS will receive all tuition payments and begin pulling funds from checking/saving accounts by July 5 or 20, depending on the chosen pull date. The business office collaborates with FACTS to monitor tuition payment according to the schedule chosen. The business office will be the primary liaison with FACTS. The business office will reconcile FACTS disbursements on a biweekly basis.

Delinquent Tuition Accounts

The Principal and Business Office will meet on a monthly basis to monitor delinquent accounts and develop strategies to collect outstanding balances. The frequency of meetings will increase to biweekly during the months of February through May. In the event an account has not been activated by May 31 for the upcoming school year, reminders are sent to the responsible parent/guardian. The All Saints Parish Finance Council will be consulted on outstanding delinquent accounts.

St. John's understands that unforeseen circumstances may occur resulting in late tuition payments and requests that timely notice is made to the school so that a mutually beneficial solution can be determined.

St. John's seeks to identify tuition collection issues early, communicate with families via phone, email and letters, and work with families in a fair and equitable manner to collect tuition.

St. John's has established the following sanctions for delinquent tuition accounts:

After the beginning of the school year:

• 30 days late: phone call and letter from the business office
• 45 days late: letter sent to family regarding delinquency
• 60 days late: student is not permitted to begin the second trimester until a meeting is scheduled with the family to discuss missed payments and a payment plan for missed tuition. If both parties agree to the plan, student may start attending classes for the second trimester.

Additionally, after the beginning of the second trimester:

• 90 days late: students not permitted to attend school and a request for release of records will be sent to the family with a letter stating the reason for the request.

Withdrawal Policy

Students must follow procedures set by the Principal's Office regarding withdrawal from the school. Academic records will be sent when procedures and financial obligations have been met.

Tuition Cancellation Policy

The cancellation of tuition after the first two weeks of classes is at the discretion of St. John's Catholic School and All Saints Parish.

Criteria for Excusing Tuition
Excused

- SJCS will excuse the balance of tuition for the months following the dismissal or suspension of a student for academic or disciplinary reasons.
- SJCS may excuse tuition for medically necessary withdrawals due to illness or injury, death of the student or death of the parent or guardian.
- SJCS may excuse tuition for an involuntary job loss or relocation of the parent or guardian who is financially responsible for paying tuition.

Generally, Not Excused

- Voluntary withdrawal by the family does not warrant excusing the tuition, as costs have been incurred for the school year in the hiring of faculty and other program expenses.

Process
A letter, with supporting documents, requesting to forego tuition should be submitted to the Principal and All Saints Parish Business Coordinator.
What is Canceled?
When canceling tuition is warranted, SJCS will forego the balance of tuition for the months following the withdrawal month.
Exceptions to the above tuition policy are made at the sole discretion of the Principal

VIII. REQUIRED NOTIFICATIONS: SJCS is required by law to provide the following notifications to parents and students.

To: All Employees and Parents of St. John's Catholic School
From: J. P. Yorkey, Principal
Re: Internal Revenue Notice of Non-Discrimination 2025-2026

The Roman Catholic Elementary and Secondary schools within the Diocese of Portland, Maine, 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. These do not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, scholarships, and loan programs and athletic and other school administered programs.

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

August 25, 2025
Cc: Mrs. Shelly Wheeler, Superintendent,
Rev. Philip Tracy, Administrator
Parent Handbook,
Faculty Handbook

INTEGRATED PEST MANAGEMENT
ANNUAL NOTIFICATION
2023-2024 School Year

To: All Parents and Employees of St. John's Catholic School
From: J. P. Yorkey, Principal
Date: August 25, 2025
Re: Annual Notification of Integrated Pest Management

We are writing about the subjects that can affect the health of individuals in the school: pests, pesticides and your right to know.

Pest Control: Because pesticides pose risks, the school uses an alternative approach merely applying pesticides. Control of insects, and work at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation pest exclusion, proper food storage, pest Integrated Pest Management (IPM).

Pesticide Use: Sometimes pesticide use may be necessary to control a pest problem. When this happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians, and staff that have a right to know.

Your Right To Know: Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least 5 days before planned pesticide application. Pesticide applications made at school will be posted in the school and on the school grounds. Notification need not be given for pesticide application recognized by law to pose little or no risk of exposure to children or adults.

The school also keeps records of prior pesticide applications and information about pesticides used. You may review these records, a copy of the school's IPM policy and Pesticides in School Regulations (CMR 01-026 Chapter 27) by contacting the IPM Coordinator at 725-2624.

If you have questions, please contact Mrs. Wheeler. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine IPM website at www.thinkfirstspraylast.org/schoolipm.

Cc: Mrs. Shelly Wheeler, Superintendent
Rev. Philip Tracy, Administrator
File
Handbooks

ASBESTOS HAZARD EMERGENCY RESPONSE ACT
ANNUAL NOTIFICATION
2023-2024 School Year

To: All Parents and Employees of St. John's Catholic School
From: J. P. Yorkey, Principal
Date: August 25, 2025
Re: Presence of asbestos-containing materials in the school

St. John's Catholic School located in Brunswick, Maine has been inspected for the presence of asbestos-containing materials by an accredited AHERA inspector. All known asbestos has been removed from the building and church hall. We are aware of asbestos still in the parish hall that is not approved for student use. A written plan for the management of these materials in the church has been developed and is available for your review. A copy of the plan is available in the school's administration office during regular school hours. Copies of the plan may be made on request at a cost of $.25 per page.

Cc: Mrs. Shelly Wheeler, Superintendent
Rev. Philip Tracy
File
Handbooks

ST. JOHN'S CATHOLIC SCHOOL
ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

Inspection of Records

Parents or eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the principal in writing and must identify the record(s) to be inspected. The parent or eligible student will be notified of the time and place where the record(s) may be inspected.

Amendment of Records

Parents or eligible students may ask the school to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the principal in writing, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the principal decides not to amend the record as requested, the parent or eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

The school must obtain a parent or eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law, which include the following:

- **Directory Information**
  The school designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance, honors and awards received, and photographs and videos relating to school attendance and participation. Parents or eligible students who do not want the school to disclose directory information must notify the principal in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

- **School Officials with Legitimate Educational Interest**
  A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the school, parish or diocese as an administrator, instructor, or support staff member (including health or medical staff); persons or companies contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and members serving on an official board or committee.

- **Other School Units**
  As required by Maine law, the school sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

- **Health or Safety Emergencies**
  In accordance with federal regulations, the school may disclose education records without prior written consent in a health and safety emergency to any person whose knowledge or the information is necessary to protect the health or safety of the student or other individuals.

- **Other Entities/Individuals**
  Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents or eligible students may obtain information about other exceptions to the written consent requirement by request to the principal.

Complaints Regarding School Compliance with FERPA

Parents or eligible students who believe that the school has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202