

# St. John's

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## CATHOLIC SCHOOL

*Exceptional Education Anchored by Faith*

### PARENT / STUDENT HANDBOOK 2016-2017

“What greater work is there than training the mind  
and forming the habits of the young?”

St. John Chrysostom

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Right to Amend: St. John's Catholic School reserves the right to amend this handbook. Notice will be given to parents through the weekly Herald.

## **Message from the Principal**

Academic Year 2016-2017

Dear St. John's Families,

It is part of our ministry as a Christian community to help our students develop positive self-esteem and learn to love God, themselves, their families, and their neighbors. A major component of their self-esteem is derived from the accomplishments of reaching their fullest academic potential. Also, one of our primary responsibilities is to create a safe and effective learning environment. The most effective way to accomplish these goals is through a cooperative effort between the school and home.

Enrollment at St. John's Catholic School presupposes that students and parents/guardians agree to abide by school system and diocesan policies. The purpose of this handbook is to acquaint you with the policies and procedures that are pertinent to the accomplishments of our mission while creating a safe, healthy learning environment. Although the handbook is not all-inclusive, it is our hope that by providing you with this information, we will be able to serve you efficiently and effectively.

The handbook is updated annually. We ask that you familiarize yourself with the policies and procedures stated herein. We also ask you to review and discuss this handbook with your child(ren).

It is our hope and prayer that you will have a positive experience as part of the St. John's Catholic School family. Please do not hesitate to communicate your thoughts or questions throughout the year. God bless you for your support and prayers as we work together to bring your children closer to God while we learn, live, and grow together. We look forward to working with you in a positive, mutually respectful manner where we support each other toward our common goal, the success of your child(ren).

Yours in Christ,

Ms. Patricia Berthiaume, Principal

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### **I: HISTORY**

St. John's Catholic School on the campus of St. John the Baptist Church opened in 1882 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".

Secular subjects are taught in compliance with Diocesan and state guidelines. 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.

## **MISSION**

### **ST. JOHN'S CATHOLIC SCHOOL PREPARING MIND, BODY AND SOUL TO SUCCEED IN GOD'S WORLD**

St. John's Catholic School is committed to providing a quality Catholic Christian education for each child who desires to grow in mind, body, and soul.

#### **In Mind:**

- Inspiring academic curiosity and excellence
- Providing a comprehensive curriculum through multiple disciplines
- Educating students to be both competent and responsible in the use of technology
- Expecting personal excellence and nurturing social competence

#### **In Body:**

- Promoting physical and emotional well-being
- Valuing the need for recreation
- Supporting a sense of fairness and justice in all endeavors
- Embracing the concept of personal safety and sacredness

#### **In Soul:**

- Encouraging a sense of stewardship
- Cherishing personal relationships with God through daily prayer and other Catholic faith traditions
- Empowering the student through the pursuit of spiritual knowledge and understanding
- Uniting as a community of students, families, parishes and staff in our mission to prepare mind, body, and soul to succeed in God's World

## **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.

## **ACCREDITATION:**

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 of 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 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 good Catholic/Christian morality, values and an honest personal relationship with God in your family life.

Once you have entered into 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 the grades he/she has earned and be accountable for his/her own homework, projects, tests, service projects, and all assignments. 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 and rules.
  - Completes assignments on time
  - Has lunch/ lunch money, 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 read the weekly Herald and to show interest in the student's total education
- 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 whenever the Brunswick schools are closed. If school has to be cancelled for other emergencies, parents will receive notification via both a phone and email message from the school.

**School Office Hours:** The school office is open daily for business from 7:15 AM to 3:30 PM.

**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. The Pre-K room will be available from 7:00 AM – 7:25 AM each day, for a daily fee of \$3.00. Students should be dropped off at the back of the school and use the door that leads directly to the Pre-K room. Pre-paid cards are available in the school office for this service.

#### **Morning: Car Line**

- Cars may form two lines into the driveway off Union Street. The double line of cars should go no further than the end of the driveway where they should alternate moving forward to form one line behind the school for drop off.
- Once the children have been dropped off, cars will exit using the Parish center driveway.
- Under no circumstance should cars exit through the main parking lot. Daily Mass also begins at 8:00 AM and there are parishioners entering the lot during arrival times.
- 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.
- Cars may begin lining up in the back of the school for drop-off at 7:25 AM.

**7:25 AM:** Please have your children ready to exit the car safely when it is their turn to do so. All car line cars will exit from the Parish Center driveway onto Pleasant Street. No cars may be parked in any undesignated areas such as in front of the Parish Center.

Students may enter the school at 7:25 AM or as directed by the supervising staff member.

Parents of PK/ K students wishing to walk their child into the classroom must park in the back of the school facing the fence. Parents and students should walk inside the yellow safety-line to the marked crossing area across from the main door where they will be directed to cross and go in the school and downstairs to the classroom. PK and K parents are asked to leave the classrooms by 7:45AM.

**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 pick up a Tardy Slip to give to their teachers. Sometimes being late can't be helped. There are, however, patterns of being tardy that are cause for concern. The school staff is available to help parents deal with those few children who make mornings difficult by not getting ready in a timely manner. Sometimes an individual contract is appropriate and sometimes an after school detention works best. Whatever works to help the student be on time is the goal. 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 Friday 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 – 12:30 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 office to sign-out the student. The parent must also report to the office to sign in a student who is dismissed and then returns to school.

**2:00 PM Last Call for Emergency Changes in Transportation Arrangements:** With almost 200 hundred children to dismiss safely at the end of the day, the potential for this time of day to be confusing exists every day. Cars do not work, Moms are running late, someone else will pick up the child, the student missed the bus, children do not know what they are supposed to do at the end of the day, and parents request that a child stay after school for extra help are all reasons the end of the day can be very stressful for all of us. All these situations happen frequently and all are very important requests and need our attention **so 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.

**2:25 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 walk with a teacher down Pleasant Street, observing all traffic and pedestrian safety laws. Walkers are defined as those going to the Library or those who walk home. Walkers are not students who are asked to meet their parents in the front or side parking areas in order to avoid the carline.
2. Learning Center: These students are dismissed to Mrs. Curry's classroom.
3. Bus: Bus Students are dismissed to the Language Room. Students are walked to the bus after its arrival at 3:00 p.m.
4. Carline: PK and K are dismissed from the back door exit. Grades 1-3 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:** Gate opens at 2:15 PM. In the afternoon, the cars will enter the back yard via the Union Street entrance and form close tight lines behind the school. Parents are asked to stand near their car or proceed to the back door of the school to meet their children. Pre-K and K students are dismissed first followed by the older students. 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 via the Parish Center driveway only. Cars may not exit through the main parking lot.

**After Car Line – 3:15 PM:** Generally speaking, classroom and special subject teachers are available to speak with a parent. If you need to speak with a teacher, please call ahead to make sure the teacher will be available. On Faculty meeting days, there will be no after school activities except scheduled athletic events and Learning Center. **No student may return to school after 3:15 PM unless accompanied by a teacher.**

#### **IV: GENERAL INFORMATION**

**Absences:** For your convenience, parents may use the school answering machine to leave an absence notification. Students who miss school may not participate in school related activities including, but not limited to, Band, after school celebrations, sports events, etc. All absences due to illness require a note from the parent and/or Doctor upon the return to school. The note should clearly state the reason for the absence. Pink Absentee notices can be found on the wall outside the Nurse's office.

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 grades. Some students will be able to go, come back and make-up their work without any difficulty. For some children, however, 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. Absence due to vacation is not considered an approved absence. However, the school recognizes the importance of family time and the child will not be penalized as long as the work is made up within the same number of days the student was on the unapproved absence. For example, 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 15% or more (25 days) in any given year will run the risk of not being promoted. Parents of students who approach the 25 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.

**Academic Probation:** A student whose academic performance indicates serious deficiencies may be placed on academic probation, during which time mandatory study meetings with teachers take place over a period of time or until it is determined that the student has regained a successful academic standing. During the probation period, the student is prohibited from participation in other school activities unless approved by the teachers in authority.

**Assignment Books:** Generally speaking, an assignment book is provided for each student (grades 3-8) 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.

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

**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:** 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. These will be dress up days and clothing must be appropriate for attending Mass if it is a Mass day.

### **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. Please refer to the Anti-Bullying Handbook.

**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.

**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, but cannot be used during daily school activities. With a teacher/coach's 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 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 Modifications:** 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 (but not most) children that need (due to a disability or suspected disability) classroom modifications in order to have a positive experience in school. Modifications 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. Modifications 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 modifications into place for the student. Modifications can be as simple as changing a seat or as serious as to modify a child's grade to reflect a wide range of other modifications. When a child has been identified as having a disability, as defined by State Special Education Statutes, the child is eligible for modifications. If a parent or teacher suspects a disability, a conference is scheduled to discuss the issues and to make a 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 listen to local radio and TV stations for instructions. 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 local TV and/or radio; the school emergency notification system may also be used in this situation. The safety of the children takes precedence. It is important that the School Emergency Cards be accurate and kept up to date. It is the parent's responsibility to inform the office of changes.

**Detention:**

- 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. 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 with a substitute teacher paid for by the suspended student's parents. All work must be completed for the duration of the suspension but will be graded no higher than a 70%. The cost of a substitute for SJCS is \$75 per day.
- 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.
- At all other times, dogs must be leashed and controlled by owners.
- Owners must clean up after their dogs and remove waste from property.
- The owner of a dog is liable for damages suffered as the result of their dog's aggression.
- 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.

**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. Permission slips are due in the office 48 hours prior to the trip so that last minute changes and accommodations may be made. Parents may refuse to permit their child to attend the trip by stating so on the proper form. Students who do not participate will remain at home and will be counted absent for the day.

**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. However, the opposite is true. 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.

**Gifts/Trading:** Students should not exchange individual gifts or trade popular items at school. 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:

Grade PK and Grade K will receive grades of: V=Very Good, G=Good, S=Satisfactory or N=Needs Improvement for all Report Cards items.

Grades 1 and 2 will receive grades of: E=Excellent, P=Proficient, S=Satisfactory or N=Needs Improvement for all Report Card items.

Grades 3 and up:

92-100 = A

72-81 = C

82-91 = B

65-71 = D

Below 65 = F, Not Passing

Grades 1-8 Conduct / Effort Grades:

E=Excellent

S=Satisfactory

N=Needs Improvement

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

High Honors and Honor Roll Grades 6-8:

- Liberal Arts Subjects: These subjects meet at least 4 times per week and are considered the major academic areas. They are: Math, Science, Social Studies, English, and Literature.
- Allied Arts Subjects: These subjects meet less than 4 times per week but hold importance in their own right. Allied Arts classes are: Art, Band, Technology, Foreign Language, and Physical Education.
- Religion instruction and /or activities are expected daily.

High Honors: A student must have 4 A's and 2 B's in the 5 Liberal Arts subjects plus religion and have a minimum of 3 A's with no grade lower than a B in the Allied Arts subjects and must have all E's and S's in Conduct/Behavior and Effort marks.

Honors: A student must have all A's and B's in all subjects and all E's and S's in Conduct/Behavior and Effort.

**Homework:** The staff believes that homework is an important part of becoming a responsible citizen. The assignment of homework is the responsibility of the teacher. Generally, homework should be able to be accomplished independently by most children in the classroom. However, some children will require help and assistance from their parents and teachers. Homework helps children learn to organize their time, practice their skills, and develop good efficient work habits. For some children homework is easy, while for others it can be very difficult. Some children are procrastinators, some are perfectionists, some are very contentious, and some are defiant which is why individual issues regarding homework need to be discussed frequently and openly between students, parents and teachers. These guidelines are meant to provide a framework from which students, parents, and teachers can communicate when necessary. Teachers generally review the assignments and routinely check to make sure the assignments are being written down in their students' assignment books. It is not always possible to check in with every student every day, so we encourage parents to also check the assignment books.

Homework should never be assigned for new learning but should be assigned for practice purposes and creative works only. Teachers are expected to use the "10 minutes per grade formula" when assigning homework. For example, a third grader could be expected to have 30-40 minutes of school work each night, not including routine reading which should be done by all students every night. Some children may take longer to complete assignments and others may need half the time. Homework assignments should be reviewed by the teacher each day prior to sending the children home for the day. If possible, parents should review homework with their children before having the student return it to school and help their children develop healthy homework habits. Periodically, teachers will ask the students to write down the amount of time it took to complete an assignment to help them plan.

If the teacher utilizes a weekly packet for homework, it is expected that the teacher will help breakdown and review how the packet can be broken into daily work for those students not as independent or able to handle long-term assignments. The skill of working independently and organizing time over the course of a week or month takes time and is developmental. Some will be able to complete this kind of work in Grade 3, some in Grade 4 and most by grade 5.

Long-term projects (over weeks or whole trimester) can be a good way to accommodate different learning styles within the classroom. They are appropriate when a student's individuality and or an assessment of material gathered over a long period of time, is important. However, a long term project should be accompanied by a rubric (guide) for

the students to help them and the parents understand the expectations of the project. We encourage teachers to send home two copies of the guide so families can have one to post and review from time to time. A teacher might even ask for a parent signature for a long-term project (especially in the lower grades).

As a general rule, weekend homework should be kept to a minimum. Homework on the weekends may, however, be assigned for long-term projects, reading, and studying for anticipated tests/or quizzes. Junior high students may have weekend homework occasionally.

Generally speaking, tests and quizzes are not to be given on Monday; however, the pace of the work may make a Monday test or quiz appropriate. No projects will be due on Mondays. However, students taking Algebra I may expect to have some weekend work in order to complete the course of study.

Junior High students may experience up to three quizzes or tests per day. Junior high students will also participate in Final Exams to assess the cumulative knowledge of the subject matter taught during the academic year. This experience will help prepare students to be more fully prepared for the assessment challenges and expectations they will face in high school.

When issues regarding homework (too much, too hard, takes too long) arise, parents are urged to communicate with the teacher as soon as possible.

**Home School Communications: Web Page/The Herald/School:** The St. John's Catholic School weekly newsletter, **Herald**, is the main source of general school information. The Herald is published weekly, usually on Friday afternoons. The Herald is sent via email to every family unless the internet is unavailable. 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** 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.

**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. Parents and visitors will need to use the Video/Bell System in order to enter the building using the side door closest to the Parish Center. **All visitors must report to the school office and sign the Visitor's Log.**

**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 Herald and on the web.

**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. **The school encourages all children to attend the conferences as the information being discussed is directly related to the child's performance.** 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. Grade four and above 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 modifications 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 grade 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 and the school building. Sometimes the Parish Center is also used for activities. We are continually reviewing our safety procedures to make sure our children are safe. With the exception of the students that take band lessons, no children should be moving from location to location (as to lunch) without adult supervision. Band students will walk between the school and the church hall for lessons. Ms. Downing will report any student late for a lesson and the office staff will watch Band students walking to and from lessons. This procedure will be reviewed and updated as necessary to maintain the safety of these children.

**School Cancellations/Delays:** SJCS will follow the Brunswick School Department for weather related school cancellation or delayed starts. The Brunswick School notifications can be seen on the 3 major local television channels (6, 8, and 13). 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 Directory:** The School Directory will be published by the school office during the first month of school. Each family will receive a copy which is considered confidential and to be used for school purposes only. The contents may not be shared/used or sold for any other purpose. Parent emails are to be used for school business and may not be used for any other purpose such as personal communication between friends, for gossip, or for purposes of a derogatory or negative nature. Emails are a convenient way to communicate important information but should never be used for personal reasons. Emails are not secure and may be tampered with and therefore must be used very carefully and with integrity by all of us. A copy of all Room Representative communication via email will also be sent to the office. The directory will contain student and parents/guardian names, addresses, home phone numbers and e-mail addresses. Appropriate uses might be to: Invite the whole class to a party, communicate important classroom activities, or to find classroom volunteers for a specific project.

**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 amount 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.

**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 annually in grades 1-8. Generally, the test will be administered in the fall.

**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. A stamped, addressed envelope must be included with the request. 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 and/or the Principal. 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.

**Visitors and Parents:** During school hours (7:25 AM – 3:00 PM) ALL PARENTS and VISITORS must report to the main office to sign in before going to any other location in the school. This is not only important for our children's, employees', and volunteers' safety it is also a regulation for fire safety. We must know who is in the building at all times in case of a fire. Visitors and parents who need to be on the floors will be given a visitors' pass in order for them to be recognized as such. Visitors are expected to sign out at the end of their stay. Visitors include parents, care givers, relatives, guest speakers, and other persons who are not employees or students of the school. (Cafeteria volunteers will have a sign in sheet in the cafeteria.)

**Water in the Classroom:** Students should drink water throughout the school day. Students are allowed to bring a water bottle from home to keep in their classroom. Teachers also allow time for students to refill their bottles. Water bottles should be taken home and rinsed each day.

**When are parents welcome at school?** Parents are always welcome to attend all school activities such as Mass, Prayer Services, Assemblies, Open Houses, special classroom events, special presentations, field trips (as chaperones if needed), and other non-routine events. Parents are welcome to visit their child's classroom periodically throughout the year. Visitors of any kind in the classroom including the Principal, Pastor or parents can be a disruption, however, although usually short lived. For some children, having someone new in the class can be stressful. We, therefore, respectfully ask that parents talk to the teacher about visiting the classroom in advance.

## V: MEDICATION, HEALTH, and ALLERGIES

Please consult the School Nurse regarding:

**Medication and Health Policy:** 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 dose 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.

### 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:** 5 DPT, 4OPV, 2MMR, 1 Varivax or has had the chicken pox illness.
- **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.

05-071 DEPARTMENT OF EDUCATION

### 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 properly and responsibly carry and use the inhaled asthma medication or epinephrine auto-injector.
  - 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 ADMINISTER 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)

### **VI: 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. Although the requirements are strict, they are reasonable and necessary for keeping all our children and vulnerable adults safe. One of the rules deals with field trips and how they are to be conducted. Most of the rules deal with adults working directly with children.

I encourage all of you to consider becoming an "Approved Volunteer". Some of the volunteers that must meet these regulations are:

- All volunteer coaches
- All Cafeteria volunteers
- Busy Hand volunteers

Parents who plan and help supervise classroom parties  
Others that meet regularly with children such as;  
After school activity volunteers  
Play volunteers

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.

## **VII: JUNIOR HIGH EXTRACURRICULAR ACTIVITIES**

**Junior High Sports Participation: This policy is in the process of review and any changes will be communicated to students and parents in a timely manner.**

JH students at SJCS are very fortunate to be able to participate in sports teams 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. This year the Athletic Director will be collecting specific information regarding health and emergencies that will be given to each coach prior to the start of the season.

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:** The cost for all sports in 2015-2016 will be \$45 per sport. 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.

## **VII. 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.

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

**St. John's Catholic School  
Parent/Student Handbook 2016-2017**

To: All Employees and Parents of St. John's Catholic School  
From: Patricia Berthiaume, Principal  
Re: Internal Revenue Notice of Non-Discrimination 2016-2017

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 27, 2016  
Cc: Mr. James King, Superintendent,  
Rev. Tom Murphy, Administrator  
Parent Handbook,  
Faculty Handbook

**INTEGRATED PEST MANAGEMENT  
ANNUAL NOTIFICATION  
2016-2017 School Year**

To: All Parents and Employees of St. John's Catholic School  
From: Patricia Berthiaume, Principal  
Date: August 27, 2016  
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 Ms. Berthiaume. 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](http://www.thinkfirstspraylast.org/schoolipm).

Cc: Mr. James King, Superintendent  
Rev. Tom Murphy, Administrator  
File  
Handbooks

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT  
ANNUAL NOTIFICATION  
2016-2017 School Year**

To: All Parents and Employees of St. John's Catholic School  
From: Patricia Berthiaume, Principal  
Date: August 27, 2016  
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 occasionally used for student activities and for Title I. 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: Mr. James King, Superintendent  
Rev. Tom Murphy  
File  
Handbooks