



# **St. John Regional Catholic School**

## **STUDENT HANDBOOK 2009 - 2010**

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## **1. MISSION STATEMENT OF MAINE CATHOLIC SCHOOLS**

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

### **St. John Regional Catholic School** *Mission Statement*

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

## **VISION STATEMENT FOR CATHOLIC SCHOOLS**

### **Catholic Identity**

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

### **Educational Program**

- Catholic Schools will strive to be centers of educational excellence.
- Curriculums, programs, and methodologies will be evaluated on a regular basis and updated to produce students who are prepared for employment, self-actualization, and productive lives in society and for future education.
- State-of-the-art educational resources and up-to-date technology will be provided to support and integrate learning and instruction.
- In addition to a strong core curriculum, Catholic schools will offer extracurricular such as fine arts, music, athletics and clubs.
- Where there is a need, Catholic schools will provide a preschool, before and after school care, parenting classes for school parents, etc.
- Catholic schools will continue to encourage religious vocations and involvement of their students and graduates in parish life.

## **ORGANIZATION OF THE CATHOLIC SCHOOLS IN MAINE**

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

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

**2. ORGANIZATION OF ST. JOHN REGIONAL CATHOLIC SCHOOL (SJ RCS)**

Pastor: Rev. Philip Tracy  
 Teaching Principal: Mrs. Valerie Wheeler  
 Business Manager: Mrs. Doris Smith

**School Board**

Valerie Wheeler, ex-officio	Kerry Smart, ex-officio	Diane Charland
Janice Souviney, ex-officio	Russell Clavette	Jeff Wrigley
Fr. Philip A. Tracy, ex-officio	Ryan Loubier	

Sr. Rosemary Donahue Ph.D.  
 Superintendent of Schools  
 The Most Rev. Richard J. Malone, Th.D  
 Bishop, Diocese of Portland

**St. John Regional Catholic School Staff, 2009-2010**

Administrator	Valerie Wheeler
Assistant Administrator	Sarah Sirois
Child Care Director	Janice Souviney
Kindergarten	Kristie Irza
Grade 1	Amanda Pollard
Grade 2	Lucille Nassar
Grade 3	Shari Kinney
Grade 4	Valerie Wheeler
Grade 5	Rhonda Kimball
Computer/French Teacher	Sarah Sirois
Music	Sarah Sirois
Title I	Jeannie Poulin
Physical Education	Marie Cates
Library Asst.	Doreen White
Ed Techs	Susan Mathieu and Tammey Quirion
Secretary	Louise Bennett
Maintenance	Louie Moniz; Jr; Ernie Robinson; Steve Inman, and Richard Vigue
Bookkeeper	Tessa Guerrette

**Preschool**

Teacher/Director	Janice Souviney
Teacher	Lisa Grard
Aides	Linda Cresci, Ruth Walsh, and Kelly LaFlamme
Secretary (part-time)	Tessa Guerrette
After School Aides	Becky Owen and Andrea Lemieux

### **3. ADMISSION POLICY**

#### Admission of Students

Students shall be admitted to parish elementary schools according to the following guidelines.

In considering applicants for acceptance, decisions should be based on: review of the records, recommendations by the elementary school administrator and/or the applicant's pastor.

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

### **4. STUDENTS WITH DISABILITIES**

Students with a disability will not be denied admission to Maine Catholic Schools on the basis of disability within the limits of state and federal law, provided the student meets the school's admission and eligibility requirements. Reasonable accommodations for a child with disabilities will be made depending on the child's needs, including but not limited to: relocation of classrooms to the accessible floor, library services, computer hook-ups, hot lunch programs, and other services.

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

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

## **5. NOTICE OF NON-DISCRIMINATION**

Internal Revenue Service Required Notice on Non-Discrimination

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

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

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

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

## **6. RELATIONS WITH PUBLIC SCHOOLS**

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

## **7. HEALTH REQUIREMENTS**

### **A. Immunization Requirements**

In accordance with Maine Law (Section 20-A Subsection 6352), the parents of each student shall be required to present proof of immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenza (type B), before the student is allowed to attend the school. Only those exceptions noted in the law shall be permitted.

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

### **B. Health Policy**

No child shall be sent to school if there are any symptoms of an illness present.

Exclusion from school shall result when any of the following conditions are found to exist:

1. Existence of communicable disease.
  - A. Presence of nits, lice, or other parasites
  - B. Any contagious or infectious diseases of the skin, mouth or eyes.
  - C. Any suspicious rash, with or without accompanying symptoms.

Parents must be notified if a student is sent home.

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

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

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

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

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

All medicine is given by the school administrator, assistant administrator or a person so authorized by the administrator.

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

\* If a child is suspected of having a contagious disease, parents will be notified. Information will be given to the parents for the appropriate treatment, or referral will be made to the child's doctor.

### **SCHOOL MEDICATION POLICY**

It is the general policy of the St. John Regional Catholic School Committee to discourage dispensing of medications on school premises. With few exceptions, school employees are not trained medical or nursing personnel and are not authorized to dispense medication on a regular basis. Whenever possible, the schedule of drug administration should be altered to allow a student to receive all prescribed doses at home. Where medication during the day is necessary, it may be administered in accordance with this policy.

### **Self-Administered Medication**

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

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

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

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

**Medication Administered by School Personnel**

In the case of a child too young or otherwise unable to self-administer a vital medication, and when the parent is unavailable, the administrator, assistant administrator or his/her designee, will review the circumstances with the parent and the family physician to determine whether a non-medical school employee may administer the medication.

1. In such situations, the parents will sign an informed consent form acknowledging that they are aware that non-medical personnel (or unlicensed) personnel will be administering the medication.
2. All other requirements of the base protocol will be implemented.

**Medications in Emergencies**

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

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

**Base Protocol for Medication**

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

- A. Medication will be sent to school in clearly labeled container, preferably an original prescription bottle, with the name of the child and medication on it. Only the dosage to be administered during the school day should be sent with the child.

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

**The administrator or his/her designee will:**

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

## 9. ATTENDANCE / DISMISSAL

First bell is 7:35 a.m. Second bell is at 7:40 a.m. and the students are taken to their class by their teacher. **Parents are asked to drop their child off in the cafeteria and not go to their lockers or hallway with them.** This is one means of teaching responsibility in developing their organizational skills and organizing their own items for the day. *The student is considered tardy after 7:45 a.m..* A student who is late or absent from school must, upon returning to school, present a note written by the parent/guardian explaining the reason for the absence or tardiness.

An unexcused absence is considered a truant absence and will be reported as such. Excusable absences are as follows: personal illness, appointments with health professionals that cannot be made outside of the school day, emergency family situations, and planned absences for personal or educational purposes.

Although family vacations are highly discouraged during the time when school is in session, their work will be made up upon the return of the student. **Teachers will not prepare packets for children prior to vacation.**

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

**Dismissal** time is 1:55 pm. for non-bus students. Non-bus students leave the building from the cafeteria door.

Parents picking up their children are asked to wait in the cafeteria of the school and **not at their child's classroom door.** Parents are asked to advise grandparents and anyone else picking up their child(ren) about our pick-up policy. *Bus students are dismissed from the school office area at 1:50 p.m*

## 10. STUDENT RELEASE DURING THE DAY

A student should not be released from school during the school day without the written request or consent of the parent or guardian. Students should be released only to parents/guardians or to the person authorized by them. *A student dismissal book is kept in the school office and person picking up the student should sign out in this book.* When a student is ill, a parent/guardian or authorized person should be called to pick up the student. At no time should a student be sent home during school hours unless it is certain someone is home to care for him/her. Each school is expected to have an emergency information form on file for each student.

## 11. DISCIPLINE POLICY

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

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

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

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

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

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

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

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

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

- **Corporal Punishment**

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

- **Suspension**

Suspension is defined as a temporary dismissal of a student from the school for no more than 10 days. Suspension shall be within the jurisdiction of the school administrator. It is used only after the school personnel have made reasonable efforts to assist the students in adjusting to the social and academic requirements of the school environment.

A conference with the student, the parents/guardians, and the administrator or his/her representative should precede any suspension. A written record of the reasons for the suspension, the date, important information regarding conferences, and the process of reentry should be kept on file in the school. The pastor should be informed of each suspension.

- **Expulsion**

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

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

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

## **12. CHILD CUSTODY RIGHTS**

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

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

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

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

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

### **Eligible Pupils**

Since families who choose Catholic Education for their children receive the benefit of a parish subsidy and since that subsidy represents the willingness of the Catholic community to support the family's choice, it seems reasonable and just to require certain family responsibilities.

These responsibilities include, but are not limited:

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

### **Tuition Assistance Policy**

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

### **Tuition Refund Policy**

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

### **Excess Income Policy**

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

### **Procedural Guidelines**

- A. The school shall make available its financial reports and a projection for the next year's budget to all pastors and parties concern.
- B. In order that the receiving school and sending parish may know what to anticipate in relation to income and expenses, a proposed operating budget shall be structured by or before January 31, according to procedures established by the Catholic School Office and Fiscal Office of the Diocese.
- C. Pastors of parishes who contribute significantly to a school under this plan will be invited to attend and participate in school budget meetings.
- D. Schools shall not accept students whose parents require parish assistance until the parish supplying support has certified membership and acceptance of the support obligation. The school shall submit to each pastor a list of names and addresses of all children from his parish seeking to be enrolled in the school and requesting subsidy prior to acceptance into school.

- E. Pastors will meet with those parents requesting financial aid assistance from the parish. The school shall then be made aware of the amount of assistance awarded to each student, as well as the list of students receiving the subsidized rate.
- F. In individual instances not satisfactorily settled by the above procedure, the Superintendent of Schools shall be responsible for the final decision after consulting with all parties. When there is a problem with a pastor refusing to abide by this policy, the Most Reverend Bishop will intervene.

### **Responsibility of Catholic Schools Office**

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

## **14. TUITION PROGRAM**

Goals:

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

There are two levels at which tuition will be assessed:

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

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

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

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

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

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

## **SPECIFIC GUIDELINES**

**REGISTRATION FEE:** a NON-REFUNDABLE fee of \$50.00 must accompany each registration form. Should a child be placed on a waiting list because a classroom is filled, the fee must be paid upon acceptance. A registration will not be accepted without the registration fee. Accounts that have a balance due are requested to be paid before children can be enrolled for the upcoming year.

**ACTIVITY FEE:** a yearly student activity fee of \$50 to supplement outside educational field trips is assessed each year. This fee does not include the annual Grade Five Trip. This activity fee is included with the annual payment or it will be part of the monthly bill.

**TUITION:** The School Board will announce the tuition rates for the next school year in the Spring.

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

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

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

### **15. TUITION ASSISTANCE POLICY**

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

#### **The following considerations must be borne in mind:**

1. Tuition assistance will be granted to families based on need as indicated in the application process.
2. Grants will be made only for students who are properly registered for the upcoming school year. In the case of unpaid tuition, arrangements for payment must be made with the administrator prior to the processing of the application for Tuition Assistance. Arrangements must be in writing and acceptable to the family and to the school. If, for any reason, tuition assistance cannot be offered, the prepaid registration fee can be refunded if there is not an outstanding balance.

3. Decisions regarding tuition assistance amounts will be made by the pastor or his designee.
4. All applications for Tuition Assistance must be submitted to the school office in April. Families will be notified of the amount of their grant by the first week of July.
5. It is expected that families receiving Tuition Assistance grants will continue regular payments with FACTS Tuition Management company toward the balance of tuition in good faith.
6. ALL APPLICATIONS AND GRANTS WILL BE HELD IN STRICT CONFIDENCE BY ALL CONCERNED.

## **16. TECHNOLOGY POLICY**

### **Policy for Technology Use**

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

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

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

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

### **Terms and Conditions of this Policy/Contract**

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

3. Any misuses of the network, listed below, are not acceptable.
  - Any messages sent or received that indicate or suggest pornography
  - Unethical or illegal solicitation
  - Racism
  - Sexism
  - Inappropriate language
  - Harassing or insulting messages
  - Trespassing in others' folders, work or files
  - Intentionally wasting limited resources

### **Acceptable Use**

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

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

## **17. ASSESSMENT OF STUDENT PROGRESS**

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

Assessment procedures include: Standardized tests, teacher-made examinations, questionnaires, checklist, direct observations, self-evaluations, portfolios and other methods of performance assessment. When student performance appears to indicate the need for an individual psychological, neurological and/or physical examination, a joint conference with administrator, teacher and parent/guardian shall be arranged. If further measures are indicated, the parent/guardian shall be referred to the proper persons or agencies. The administrator may require the testing as a condition for continued enrollment of the student.

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

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

## **18. REPORTING TO PARENTS**

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

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

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

## **19. TEACHER/PARENT MEETINGS**

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

## **20. PROMOTION AND RETENTION**

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

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

## **GRADING SYSTEM**

### **Grades K – 5, Computer, French, Health and Physical Education**

- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Partially Meets Expectations
- 1 Does Not Meet Expectations

### **Grades 3 – 5**

- A+ 98 - 100
- A 93 - 97
- B+ 90 - 92
- B 84 - 89
- C+ 80 - 83
- C 79 - 73
- D+ 70 – 72
- D 65 – 69
- F Below 65

## **21. STUDENT RECORDS / ACCESS OF RECORDS**

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

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

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

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

### **Access of Student Records**

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

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

Schools may require from parents/legal guardians a prior and written request when they wish to examine the child's permanent record. At the time of inspection, the school administrator, or qualified delegate, should be present.

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

**A. Privacy and Security of Student Records**

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

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

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

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

**B. Transfer/Withdrawal Records**

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

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

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

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

## 22. ACTIVITIES

### **A. Religious Activities**

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

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

### **B. Social Events, Extracurricular and Co-Curricular Activities**

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

### **C. Field Trips**

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

Guardians planning on chaperoning are required to take '**Protecting God's Children**' class.

Teachers must obtain parental approval for each child before permitting him/her to make the proposed trip.

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

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

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

**Please be reminded that FIELD TRIPS ARE A PRIVILEGE, NOT A RIGHT.**

#### **D. Spiritual**

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

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

### **24. SCHOOL ROUTINE / RESPONSIBILITIES OF PARENTS**

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

Bus students are subject to school regulations from the time they board the bus in the morning until they return home in the afternoon. Bus riders must board and get off the bus only at school. Good conduct is expected of all students at all times. Misconduct could result in loss of bus riding privileges. Students will be changing busses at Winslow Elementary School in the afternoon with the assistance of a duty teacher from St. John Regional Catholic School.

Students are asked to proceed in a quiet and orderly manner at all times inside the building. No running or loud talking will be allowed so that classes already in session will not be disturbed.

#### **RESPONSIBILITIES OF THE PARENTS**

- \*See that student is punctual for school each day
- \*See that student is well fed and nourished
- \*See that student gets 9-10 hours of sleep each night
- \*See that homework is completed each night
- \*Provide a quiet place for student to study
- \*Be an active participant in student's education
- \*Encourage respect
- \*Keep a positive attitude

### **25. RESPONSIBILITIES OF THE STUDENTS**

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

## 26. DRESS CODE

It is important that people learn to make distinctions regarding personal appearance for the various functions that they attend throughout their lives. It is our belief that a person's appearance makes a statement about the level of respect that he/she has for the people, places or the institution that he or she encounters. This is learned in the home and school with adult guidance.

Another issue related to matter of appearance is modesty. As a Catholic school, we have a responsibility to ensure that students in our school dress in a manner that is in good taste.

While we respect student's personal freedom, we reserve the right to address face painting, hairstyles, bodily adornments and other issues that we feel will have a negative impact of the school climate and learning environment.

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

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

Shorts, skorts, and skirts must not be any shorter than 4 inches from the bottom of the kneecap. Capri pants are permitted.

Sandals must have a heel strap.

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

Sleeveless tops, tank tops or spaghetti straps are not allowed.

***School Pride Attire*** – This attire will be worn on all Mass days and designated School Pride days. Girls will be wearing shirts, a khaki skort, skirt or dress pants and boys will wear a pair of khaki dress pants.

Student consequences:

1<sup>st</sup> time – Warning – student will change into school pride attire (housed in our office)

2<sup>nd</sup> time – Call home

Time will be allotted for students to change their clothes for physical education on MASS DAYS ONLY.

Shorts and t-shirts are permitted. Sneakers are to be worn on physical education days.

## 27. LUNCH / SNACK

Lunch will be served daily beginning at approx. 11:30 a.m. for Kindergarten through Grade 5 students. Children will be given a menu by the last Monday of a full week of the month for the following month. Lunch may be purchased by the week or month. On the Thursday by noon preceding the following month or week, the money and selection needs to be placed in an envelope marked with the student's name, grade and amount enclosed. Milk and juice will be available for those bringing their own lunch at a cost of \$.35. School lunch will include entrée, milk or juice, vegetable or fruit, and possibly dessert. *The Thursday deadline will be enforced. MENUS ARE SUBJECT TO CHANGE.*

**Snack Time Milk/Juice** will be purchased by the month for the entire month. Slip will be sent home with student along with the monthly menu. This slip will contain information as to choice and cost each month. This amount may be included in a check submitted for lunch.

Designated teachers are on duty at all times in the cafeteria. Students are expected to enter the cafeteria quietly with their teacher and leave in an orderly fashion when finished eating. Students are seated by grades. No food may be taken out of the cafeteria.

Students may bring a cold lunch. No glass containers should be brought to school. Milk or juice may be purchased on a daily basis at \$.35. Students should bring a snack for the morning break and they may purchase either juice or milk *which needs to be ordered by the month*. We do not microwave lunches unless a medical condition is documented.

## **28. INSURANCE**

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

If you do not have insurance, we have an inexpensive plan available.

## **29. CEREMONIES AND OBSERVANCES**

### **Classroom Prayer**

Prayers shall be varied in form and adapted in language to the understanding of the children.

The school day should begin and end with prayer in each classroom. Traditional prayers of the Church shall be taught. Informal prayer shall also be encouraged.

### **Liturgy and Sacraments**

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

## **30. EMERGENCIES**

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

### **Inclement Weather**

All schools shall follow decisions of their local Superintendent of Public Schools regarding school cancellations or early dismissal because of weather conditions.

### **Communicable Disease**

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

## **Emergency Response Plans**

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

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

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

### **31. LIBRARY POLICY**

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

### **32. PARENT INVOLVEMENT** *Christmas Fair*

Our Christmas Fair is the largest fundraiser for our school. We will be asking every parent to be actively involved in this event.

### **33. Parent Permission for Picture**

At various times during the school year, we receive the opportunity for media pictures. ***If you do not wish your child's picture to be used, please state so on the form following.*** If there is no indication on the last page, we will consider it permissible to use your child's picture or name in media publication.

**PARENT/STUDENT HANDBOOK ACCEPTANCE FORM**

Online at: [www.stjohnschoolwinslow.org](http://www.stjohnschoolwinslow.org)

Instructions:

The bottom half of this page is to be signed and returned to the school after reading our Handbook online, *or attached hard copy provided to our new families*, by a parent or guardian responsible for the child. For families with **more than one child in attendance**, the person signing must list the full names of each child on one form under his/her signature.

St. John Regional Catholic School reserves the right to amend these policies as needed and proper notification will be given to parents.

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**For the Academic Year 2009-2010**

I have read and will accept the handbook requirements of St. John Regional Catholic School. I perceive that these have come about from professional experiences and are aimed at the overall good of the school and will enhance the well-rounded education of my child(ren). **This is part of my contract with St. John Regional Catholic School.**

\_\_\_\_\_  
Parent/Legal Guardian signature

Child / Children's Name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**St. John Regional Catholic School**  
**Internet Use Policy**  
**2009 - 2010**

**User**

I, \_\_\_\_\_, (filled in by parent if student is in Kindergarten) understand the guidelines set forth in this contract and will abide by them. I realize that misuse of my Internet privileges will result in punishment through the discipline policy, and possible legal consequences.

User's Full Name \_\_\_\_\_

User's Signature \_\_\_\_\_

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

**Parent or Guardian**

I, \_\_\_\_\_, have read and understand the acceptable use policy set for by St. John Regional Catholic School. I realize that misuse of my child's Internet privileges will result in punishment through the discipline policy, and possible legal consequences.

Parent or Guardian's Name (print) \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

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

**Computer Instructors:**

We have read the Acceptable Use Policy and agree to promote it. We agree to instruct the student on use of the Internet to the best of our ability that is acceptable to our school and community.

St. John Regional Catholic School staff

August 26, 2009

**St. John Regional Catholic School**  
**15 So. Garand Street, Winslow, Maine 04901 (207) 872-7115**

**AUTHORIZATION TO DISPENSE MEDICATION  
(PRESCRIPTION & NON-PRESCRIPTION)**

I hereby authorize St. John Regional Catholic School to administer the following medication to

\_\_\_\_\_.  
(NAME OF CHILD)

Name of medication \_\_\_\_\_

Reason for medication \_\_\_\_\_

Dosage \_\_\_\_\_ Time to be administered \_\_\_\_\_

Continue this medication until \_\_\_\_\_  
(DATE)

Medicine must be in a clearly labeled original prescription container with the child's name and medication on it. Only the dosage to be administered during one school day should be sent to school with your child.

I have given the first dosage on \_\_\_\_\_.  
(DATE)

This medication is necessary to the child's health and must be taken during school hours.

\_\_\_\_\_  
(Signature of prescribing M.D or copy of prescription label required for prescription medicine.)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**A SEPARATE FORM SHOULD BE USED FOR EACH CYCLE OF MEDICATION**

## PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from St. John Regional Catholic School.

A brief description of the activity follows:

Name and Purpose of trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Supervisor(s) of Activity: \_\_\_\_\_

Date/Time: Date: **Depart** \_\_\_\_\_ **Return** \_\_\_\_\_

Method of Transportation: Town of Winslow – Bus      Student Cost: - 0

Your child needs to bring:

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility that may result from any personal actions taken by the named student.

I request that St. John Regional Catholic School allow my child

\_\_\_\_\_ Grade: \_\_\_\_\_ to go with staff from SJRCS

on a field trip to \_\_\_\_\_.

Transportation to and from the destination will be by the Winslow Bus. I understand my child will leave school on \_\_\_\_\_ and return on \_\_\_\_\_.

I hereby indemnify and hold harmless St. John Regional Catholic School and the Diocese of Portland and any of their official representatives from any claims of damages resulting to my child on this field trip and/or while in transit to or from the event, unless said injuries were proven to be the result of the negligence of St. John School or its agents. Furthermore, I authorize to have my child treated for emergency medical or dental problems that should result from injuries received, providing a licensed physician or dentist advises such treatment. I accept full responsibility for all costs of such emergency treatment.

Health Insurance Company \_\_\_\_\_

Subscriber \_\_\_\_\_ Policy Number \_\_\_\_\_

Does your child take medicine on a regular basis?    Yes \_\_\_    No \_\_\_\_\_

May we give your child this medicine?                      Yes \_\_\_    No \_\_\_\_\_

If yes, please give name of medicine and times to be given \_\_\_\_\_

May we give your child Tylenol for a headache?    Yes \_\_\_    No \_\_\_\_\_

Please indicate any allergies your child may have: (bee-stings, bug bites, etc.)

\_\_\_\_\_

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

Address: \_\_\_\_\_ Phone: (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

\*Please return this form by \_\_\_\_\_.