

Dear Students and Parents,

Welcome to the 2021 - 2022 school year at John Bapst. After the past year, we had all hoped for a more normal school year. That hope remains, and we will be all together in person this year, but we will have to work through the pandemic a little longer.

We are deeply grateful for the work of the teachers, staff, and administrators as we continue to confront the pandemic. Teachers and staff will continue to work hard to meet the needs of all students in this continued struggle. Be assured that John Bapst will work to keep you safe and on track toward a successful graduation. We are happy to have all our students and teachers together again and are ready for a great school year!

In this handbook you'll find important information and guidelines – everything from our revised mission statement and the John Bapst Code to information on counseling, activities, and athletics. No handbook can contain the answers to all of your questions, however, and we hope you will always feel free to call or email us. It's our intention to communicate well. The feedback you give us helps us to do a better job of that each year.

John Bapst is known as an outstanding academic high school. The John Bapst Code that appears in this handbook every year addresses the equally important non-academic side of education. We believe strongly in community, ethical behavior, kindness, and fair treatment of others. As a school that seeks out and champions diversity, John Bapst prepares students to be knowledgeable, capable, and contributing citizens of our global community.

Thank you for your support, and best wishes for a successful school year!

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Armistead".

Dave Armistead  
Head of School

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## Mission and Philosophy

### Mission Statement

John Bapst, an independent, college-preparatory school, cultivates academic excellence and personal growth, encourages exploration of opportunities, and fosters connections in an inclusive and global community.

### School Motto and Philosophy

The school motto, *Integrity – Achievement – Respect*, emphasizes the school community's three core values.

People of **integrity** can be counted on to do the right thing for the right reasons. Courtesy, kindness, fairness, tolerance, acceptance, helpfulness, and honesty are the principles that govern everyone's personal conduct.

The school's focus on **achievement** means that academically, artistically, athletically, and socially, we are all here to learn, to grow, and to better ourselves and our school.

The **respect** we agree to show one another brings about the cooperative spirit necessary for learning and growth. Our relations with one another are founded on the trust that comes when we assume good will and good intentions.

The words of the motto go hand in hand with the school's core concepts of fairness, friendliness, and responsibility.

### The John Bapst Code

From the moment students arrive at school, students should follow the John Bapst Code, promoting:

1. academic integrity;
2. a desire for self-improvement;
3. a focus on the learning opportunities available;
4. respect for all members of the school community;
5. dependability and timeliness in completing assignments and meeting obligations;
6. tolerance and understanding of differences that arise from personalities, backgrounds, and beliefs;
7. support for the efforts of others in learning, competition, public events, and performances;
8. honesty, including forthrightness, when it comes to admitting mistakes;
9. friendliness and helpfulness toward all members of the school community and toward new students and visitors;
10. care of school facilities and property.

### **Equity and Access in the School Community**

John Bapst Memorial High School works with students and their families to ensure an equitable, comfortable environment and a positive experience for all students. For transgender and gender-nonconforming students, the school follows Maine law and educational best practices in affording appropriate access to programs and facilities. Students are allowed to use the bathroom and locker room that match their gender identity. Note that any student who has an increased need for privacy is entitled to use a single-user bathroom or to request an alternative space to change clothes for PE class or other activities. The same principles of access and right to privacy apply on school-sponsored overnight field trips and other activities.

### **Ethical Literacy**

The school embraces Ethical Literacy as the cornerstone of good decision making and good conduct. As a community, John Bapst teaches and models what it means to practice ethics. Building character and building community both benefit when the study of ethics and the practice of ethics align.

In daily life, the practice of ethics leads us to make decisions consciously – especially decisions involving situations that pull us in opposite directions. An important step toward maturity is to see dilemmas as positive opportunities. Instead of acting on impulse, we recognize the decision-making moment for what it can be: an opportunity to make a decision based on values in which we really believe.

## Academic Policies

Students at John Bapst pursue an academically challenging curriculum. At the same time, the school serves a wide range of student needs and aspirations, not only preparing students for college, but also providing them, through challenging work and an emphasis on growth, with a base from which they can pursue whatever choices they make after graduation. An important part of that foundation is academic integrity, a fundamental expectation of behavior at John Bapst.

### Course Requirements

To graduate, students must have successfully completed the following requirements:

- English (4 credits)
- Mathematics (4 credits, including a class in the senior year)
- Social Sciences (3 credits, including 1 credit each in World History/Human Geography and American History; all 9<sup>th</sup>-graders take either World History or AP Human Geography)
- Science (3 credits, including 1 credit each in Biology and Chemistry; all 9<sup>th</sup>-graders take either Biology or Honors Biology)
- Modern and Classical Languages (2 credits in the same language)
- Wellness (1/2 credit)
- Physical Education (1 credit in two years)
- Fine Arts (1 credit) – may be satisfied by any combination of the following: all music electives, art electives, Creative Writing, and Drama

### Scheduling

Students are required to carry a course load of at least five academic subjects each semester. A minimum of 20 credits is required for graduation. Most full-year courses are worth one credit. Each semester course is worth one half credit. Some full-year courses meet on a reduced schedule only earn one half credit.

At registration time, students select courses carefully, consulting with teachers and counselors about appropriate courses and course levels and soliciting permission from teachers and/or department chairs for those courses that have prerequisites or require a recommendation. Students should not select courses with the idea that they will be placed with a particular teacher; requests for specific teachers are not entertained.

### Schoology

All teachers will be using Schoology on a daily basis. Schoology is an online learning platform that will contain Students should have a laptop or tablet which they can bring to school and also use at home. The school will be able to loan laptops to students who need one.

### **Opportunities and Requirements for Honors and AP Courses**

Requirements and recommendations for honors and Advanced Placement courses vary by department. The school follows the Equity Policy Statement of the College Board and the Advanced Placement Program and is committed to the principle that all students deserve an opportunity to participate in rigorous and academically challenging courses and programs. **Students in AP courses are required to take the Advanced Placement examination in those courses. Fees for AP examinations are the responsibility of the student's family; fee reductions are available for families that qualify.**

### **Repeating Courses**

Students repeating a course are required to fulfill all course requirements. Transcripts reflect the grade earned for each course. Repeated course grades will be included in the GPA in addition to the grade previously earned in the course. The repeated course counts as one of the five academic courses required for full enrollment.

### **Course Credits from Online Courses, Colleges, and Other Sources**

Students who have demonstrated proficiency in their curriculum and wish to expand their knowledge beyond what is offered at John Bapst are encouraged to pursue additional educational programs. Upon the presentation of official documentation from an accredited institution, the course title, grade, and credit awarded are documented in the additional information section of the student transcript. In most cases, grades from online and college courses are not figured in the student's overall GPA, nor do such credits count toward graduation requirements. Expenses for external courses are the responsibility of the student. Flexibility is a cornerstone of the John Bapst program. With prior approval from the Academic Dean, a student may take a reduced schedule at John Bapst to accommodate college or online courses or to accommodate other special circumstances such as work-study programs and internships.

### **Schedule Changes During Add/Drop Periods**

The Add/Drop Period is the first full five days of school of each semester. During the Add/Drop Period, the Academic Dean works with teachers and counselors to adjust section sizes for over- or under-enrollment, and students and parents consult with teachers and counselors on issues involving course placement and availability. Students may add courses as class size and prerequisites allow. Changes are not made to accommodate a request for change in teacher. Schedule changes may be restricted because of class sizes, master schedule limitations, and graduation requirements.

### **Schedule Changes After Add/Drop Periods**

The expectation is that students will choose course schedules carefully and that few schedule changes will be necessary after the Add/Drop Period. In circumstances in which changes are necessary after an Add/Drop Period, students and parents consult with the Academic Dean and counselor. Before a late change in

schedule is made, the student and parent contact the teacher to discuss strategies other than a change in schedule that could address the academic situation the student is experiencing.

In the case of schedule changes after the Add/Drop Period, grades from the previous class follow the student to the new class for averaging. If the course is dropped during the first quarter, a grade designation of W is entered on the transcript. Students who drop a course after the first quarter receive one of three designations on the transcript: WF (withdraw failing), WP (withdraw passing), or WA (withdrawal with administrative approval).

### Grading

Grades are reported at the end of each academic quarter to students and their parents/guardians via mail. Grades are recorded numerically using the following system, equivalents with ordinary letter grades are shown:

95 - 100	= A	79 - 81	= C
93 - 94	= A-	77 - 78	= C-
90 - 92	= B+	75 - 76	= D+
87 - 89	= B	72 - 74	= D
85 - 86	= B-	70 - 71	= D-
82 - 84	= C+	0 - 69	= F

The following codes are used on report cards to indicate specific conditions or circumstances:

W	Withdrawal	AU	Audited course taken on non-credit basis
WP	Withdrawal Passing	I	Incomplete (course not completed at end of grading period)
WA	Administrative Withdrawal	P	Pass (no GPA, but student has earned credit)
WF	Withdrawal Failing	F	Fail (no GPA, but student has failed basic requirements)

### English Language Learners

In cases where an English language learner (i.e., a non-native speaker) earns a quarter, semester, exam, or final grade of C or below in a regular John Bapst course, the student, in conjunction with the Counseling Department and the Academic Dean, may request a change in course title to include the "ESL" designation and a grade adjustment according to the following conversion chart:

<i>Regular Course Grade</i>	<i>ESL Adjusted Course Grade</i>
C	B
D	C
F	P

In order to be eligible for such consideration, the student must have demonstrated reasonable effort. The Academic Dean makes this judgment in consultation with the student's counselor and the teacher in the course in question.

### **Incompletes**

Incompletes (“I”) are assigned by teachers in consultation with the Academic Dean. All incompletes are expected to be made up within ten school days after the end of the quarter. Extensions because of exceptional circumstances require the approval of the Academic Dean.

### **Online Access to Grades**

Parents and students can view grades online from any computer with an internet connection by accessing PowerSchool. Login information is included in the mailing sent prior to the opening of school. Access to a student’s grades is secure as long as the user name and password are not shared with anyone else. If parents or students lose or forget a password, they may obtain a new login by contacting the main office. The school uses Schoology as a learning management tool. While grades may appear in Schoology, PowerSchool is the official record.

A student’s grades change during the term due to the type and number of assignments, missing work not yet graded or submitted, and the frequency with which teachers record grades. Parents can expect updates to occur at least every two weeks.

### **Mid-Year and Final Exams**

Exam week is defined as the final four class days of each semester. Some courses may have papers or projects that count as the exam grade. During exam week, semester exams or assessments are given in each course. Mid-year and final exams count 20% of the semester grade.

At the discretion of the teacher, seniors who have earned a grade of A in all quarters of a course may be exempt from taking the final exam. Circumstances permitting, the scheduling of athletic competitions is avoided during exams. Varsity athletic practices may continue during exam week.

Midterm and Final exams are only to be given during the scheduled exam period. Alternative exams and alternative exam periods must be arranged with the Academic Dean. Practice exams may be given in AP classes, but may not count for more than 20% of the quarter grade.

### **Progress Reports and Report Cards**

At the middle of each quarter, teachers send progress reports for students who are failing or are in danger of failing. Report cards are printed and sent quarterly.

### **Transcripts**

Student transcripts are prepared at the end of each school year and include semester grades, year-end grades, and honors. Disciplinary information does not appear on transcripts.



## Honor Roll

- High Honors for the quarter is awarded to a student who has achieved the minimum quarterly average of 93 in every course taken.
- Honors for the quarter is awarded to a student who has achieved the minimum quarterly average of 85 and no grade lower than 85 in any course.
- An Academic Letter is awarded to any student who has maintained Honor Roll status for four consecutive quarters in a scholastic year.
- Through Class Awards teachers recognize one or two students from each section of each of their courses for outstanding achievement. Awards in grades 9 through 11 are presented at an Awards Assembly in the spring. Awards for seniors are presented at Class Night.
- Departmental and Book Awards from academic departments, colleges and universities, and other organizations are presented at the spring Awards Assembly and on Class Night, depending on the grade.
- Students with unresolved Incompletes are ineligible for Honors.

## Ranking

John Bapst does not rank its students.

## Distinguished Graduate Program

Through its Distinguished Graduate Program, John Bapst offers students the opportunity to specialize in one of five areas: Fine Arts, Global Studies, Humanities, Interdisciplinary Studies, and STEM (Science, Technology, Engineering, and Math). Distinguished Graduates are those students who have taken a rigorous academic program and have completed an extensive special project outside of class. Projects are approved in advance and done under the guidance of a qualified mentor from the faculty or outside the school. Students who wish to be considered for a Distinguished Graduate Medal apply through the department chair and/or their counselor. Copies of approved plans are given to the Academic Dean and Counselor. Students may apply as early as their freshman year and are encouraged to apply by the spring of their junior year. Applications can be accepted later, but are not generally accepted after November 1 of the senior year. The student, department chair, and mentor design the course of study and special project. That course of study is approved by the department and by the Academic Dean. The minimum course requirements for each Distinguished Graduate Program diploma are listed below.

- **Fine Arts** – 4 years of Fine Arts courses (or equivalent with department approval), including 2 different artistic areas.
- **Global Studies** – 4 credits of Social Science and 4 credits of Modern & Classical Languages, with 1 additional credit in either department.
- **Humanities** – 4 credits of Social Science and 4 credits of English, including AP Lit and AP Lan, with 1 additional credit in either department.

- **STEM** – 9 credits combined from the areas of Math, Science, and Technology, including at least 4 at the AP or advanced level.
- **Interdisciplinary Studies** – customized for individual students; requires the agreement of department chairs from all affected departments as well as the Academic Dean.

### **National Honor Society**

John Bapst's National Honor Society chapter recognizes students for their outstanding accomplishments in the four areas of scholarship, leadership, character, and service. In the fall, juniors and seniors who have achieved a GPA of 89 or above receive written notification from the chapter faculty advisor that they have met the scholastic requirement. Students wishing to be considered for membership submit a letter of interest to the Faculty Council detailing their accomplishments. The Council reviews the materials submitted and gathers input and recommendations from the faculty at large. The selection process concludes with a majority vote by the Council. Students and their parents are notified in writing of the selection results.

NHS members are expected to demonstrate scholarship, leadership, character and service; participate in peer tutoring, the annual Red Cross blood drive, individual service projects, and academic awards ceremonies; and sponsor additional service projects and fundraisers.

Students who are not selected to be members of NHS may appeal the decision and may request a detailed description of the appeals process from the Academic Dean. Transfer students who have already been inducted as NHS members from other schools are automatically accepted as members into the chapter. Transfer students not yet selected are eligible for consideration once they have completed a semester at John Bapst.

### **Graduation Honors**

The valedictorian and salutatorian are recognized as the two highest-ranking members of the graduating class after three quarters of their senior year. Solely for the purpose of determining valedictorian and salutatorian, a grade point average is calculated using weighted grades for honors and AP courses. In order to be valedictorian or salutatorian, a transfer student must have entered John Bapst no later than the beginning of the second semester of the sophomore year.

Seniors who achieve a cumulative grade point average of 97 or above, based on all quarters, graduate *Summa Cum Laude*. Seniors who achieve a cumulative grade point average of 95 or above, but less than 97, based on all quarters, graduate *Magna Cum Laude*. Seniors who achieve a cumulative grade point average of 89 or above, but less than 95, based on all quarters, graduate *Cum Laude*. Seniors who have completed an individual

Distinguished Graduate program receive a Distinguished Graduate medal at Class Night and a Distinguished Graduate diploma at Graduation.

### **Early Graduation**

In special cases, early graduation (after the junior year) may be beneficial to the intellectually and socially mature student with specific plans for the future. Consideration for early graduation requires a written request to the Head of School by the fall of the junior year. To graduate early, a student must have completed the required graduation requirements *and* have been accepted by an accredited college or university.

## **Academic Support Services**

The school's high academic expectations mean that all John Bapst students are challenged to reach their potential. The Academic Dean, as the administrator in charge of the academic program, works with students, parents, counselors, and teachers to provide a program in which individual students can be successful. Each student is assigned a guidance counselor, and each department has a department chair who oversees teaching and learning in the department.

### **Contacting Teachers**

The best sources of information about grades and class assignments are students and teachers. Teachers are more than willing to explain assignments and grading. The best way to contact a teacher is by email. Faculty e-mail addresses are posted on the school website ([www.johnbapst.org](http://www.johnbapst.org)) by clicking on Academics → Departments and Faculty (first initial, last name @johnbapst.org). To leave a message for a teacher, call the school at 947-0313.

### **Counseling Department**

Individual student course schedules and comprehensive college planning are the responsibility of the school's two full-time counselors. The Counseling Department offers guidance in academic, career, college, and personal counseling, as well as remedial resources and referrals. Parents are encouraged to contact counselors by phone or email with any questions.

### **Advisory Groups**

All students in grades 9 and 10 are assigned to homeroom advisory groups, led by a faculty advisor. The advisor's role is to meet frequently (generally bi-weekly) with students to provide support and guidance.

### **Academic Assistance**

Extra help from teachers occurs during Academic Assistance, scheduled after school Monday through Friday. Athletic practices and intercom announcements are generally avoided during this period. Teachers are available during Academic Assistance, as well as before most school days from 7:30 to 8 a.m. Students are

encouraged to take advantage of extra help. Teachers also make individual arrangements to meet student needs for extra help.

### **Mandatory Academic Assistance**

Teachers and administrators may assign Mandatory Academic Assistance to students who need extra support. Students who are assigned Mandatory Academic Assistance and do not attend may face disciplinary consequences.

### **Study Halls**

Study hall is a class, and every place that study hall is held is considered a classroom. The purpose of a study hall is to allow time for students to engage in independent academic work. The independent learning skills that are discussed and taught in the individual academic disciplines are reinforced here. Quiet and respect for the rights of other students are maintained. To achieve this goal, students adhere to the following guidelines:

- 1) Students are required to have something to read in their possession during all study halls. Students may be required to read when their homework assignments have been completed.
- 2) Electronic devices may be utilized for school work during study halls. Students may have their electronic access limited if it is not used responsibly.
- 3) Students who need to do research or work with others may request permission to go to the library or another teacher's classroom. In order to do this, the student must first get a pass from one of their teachers indicating what specific work will be done and/or with whom the student will be working.

### **Open Campus (OC) Privileges**

Juniors and seniors in good academic and disciplinary standing are eligible for Open Campus. Open Campus can be taken only during the first or last period of the day with the exception that if a student has two consecutive study halls at the beginning or end of a regular school day (not a Purple or White day), both periods can be taken as open campus. Only one open campus period can be taken on Purple or White days. Students on Open Campus who choose to stay in the building must be in the auditorium or their assigned study hall. Juniors and seniors who do not report to their first period study hall are assumed to be taking open campus. Students who do not wish to attend their assigned study hall at the end of the day should report to their study hall for attendance and inform the study hall teacher if they will be taking on- or off-campus OC.

### **Library**

The library is a center for reading and research, affording students excellent resources for learning. To use the library during the academic day, students request a signed and dated pass from their classroom or study

hall teacher. A photocopy machine and printers are available for students in the library. Computers are also available for student use.

Books may be borrowed for three weeks, back issues of magazines for one week. Reserve materials may be used in the library or borrowed for one night. There are no fines for overdue books, but students are expected to return materials on time. Two overdue notices will be sent to students, after which students are reported for a disciplinary violation. Students must pay for lost or damaged materials.

### **Computers**

Computers in the library may be used during library hours. Students are encouraged to bring their own laptop, tablet or other computing device to school for academic use. Teachers will make clear when computer use is appropriate in a given academic environment.

### **Peer and Private Tutoring**

The National Honor Society pairs students who need tutoring in a specific subject with a suitable peer. This supervised peer tutoring is offered on an as-needed basis for all subjects. For more information on peer tutoring, contact the NHS faculty advisor, a teacher, or counselor. More extensive tutoring may sometimes be arranged through a hired private tutor listing. Contact the Counseling Department for more information.

### **Academic Review**

The Academic Review Committee meets quarterly to monitor the academic performance of students. According to the guidelines below, the Committee places students who are struggling on Academic Restriction or Academic Probation and reviews eligibility for athletics and extracurricular activities.

### **Academic Restriction and Academic Probation**

At the end of each quarter, the Committee identifies students with two or more Ds or one or more Fs. Such students are initially placed on **Academic Restriction**. After two consecutive quarters of Academic Restriction, a student whose performance continues to be deficient is placed on **Academic Probation**. A student on Academic Probation whose record does not improve substantially may be required to withdraw from the school.

In order to use the library during study hall, students on Academic Restriction or Academic Probation must first get a pass from a teacher indicating that specific work has been assigned.

Juniors and seniors on Academic Restriction or Academic Probation lose open campus privileges. Students on Academic Restriction remain on Restriction until the end of the quarter.

Students on Academic Restriction or Academic Probation who miss an assigned study hall may be required to attend mandatory after-school Study Hall. Mandatory after-school Study Hall takes precedence over after-school extra-curricular practices and rehearsals.

#### **Academic Intervention**

Parents may be asked to participate in an academic intervention meeting to formulate a plan to address academic deficiencies. Elements of such plans may include mandatory Academic Assistance, curtailment of school activities (see Eligibility Policy), and peer or professional tutoring.

#### **Required Withdrawal**

A student who has been placed on academic probation or academic restriction and whose record fails to improve substantially may be required to withdraw. Similarly, a student who habitually neglects assignments may be asked to withdraw.

#### **Readmission**

A student seeking readmission after a withdrawal from John Bapst must reapply. Applications for readmission are considered by the Admission Committee. Students must demonstrate academic success and good citizenship in their current school.

## Attendance

All students are expected to attend school during the time school is in session. With the exception of open campus students, all students arriving or leaving the school building between 8 a.m. and 1:50 p.m. must check in or out in the Administration Office.

### Absences

A parent or guardian should call the school at 947-0313 by 8 a.m. on the day of each absence and state the reason for the student's absence. Students who are absent from school are not permitted to attend extracurricular events on the day of the absence. Students who arrive at school after 11 a.m. or miss more than four class periods (or two periods on block days) are considered absent for the day. When an extracurricular event is scheduled on a non-school day, the participants must have been in school on the last regularly scheduled school day prior to the event, unless excused.

### Excused Absences

In accordance with Maine Law, a student's absence is excused when the absence is for the following reasons:

- personal health, including the person's physical, mental, and behavior health;
- appointment with a health professional that cannot be made outside the regular school day (the school may request documentation);
- observance of religious holidays;
- emergency situations;
- planned absences **approved at least one week prior to the absence.**

After four consecutive days absent, the school may require a doctor's note. In all cases, the school reserves the right to determine whether a student's absence is excused or unexcused.

### Planned Absences

Planned absences should be reported to the Administration Office in writing by completing a planned absence request form at least one week prior to the absence. The school discourages families from making plans that interfere with a student's academic progress and may advise that a requested absence is not recommended. Students with excessive absences (including planned absences) risk academic success and may be penalized academically. The student is responsible for all class work missed during absences. Teachers are not expected to re-teach material missed during planned absences.

### Late Assignment Guidelines

Students have one day to make up work for each excused day of absence from school, up to five days. Students are expected to be proactive with their teachers in creating a plan to satisfy missing work because

of absences. In general, absences do not affect the due dates of long-term assignments. These will be collected on the day the student returns. Teachers may negotiate later due dates as circumstances require.

When absences extend beyond five days, students and teachers work together to develop an appropriate make-up plan in each course. In the event of lengthy illnesses and emergencies, reasonable extensions are considered, subject to the approval of the Academic Dean.

### **Unexcused Absences and Truancy**

Skipping a school day and cutting classes are major school rule violations. A student who deliberately misses school or class may not be permitted to make up work (including quizzes, tests, or exams), may have their quarter grade reduced, and may face disciplinary consequences. Absences that are unexcused may result in disciplinary action and academic penalties.

### **Excessive Absences**

The state of Maine requires all schools to report students with excessive absences. A student who has missed nine or more classes (including excused and planned absences) in one course during a semester may be placed on Academic Restriction or Academic Probation, may have their course grade lowered due to lack of class participation and/or may be denied credit for the course. The student and a parent or guardian may be required to meet with a school counselor, teacher(s), and the Academic Dean to evaluate the student's status in the course.

### **Tardiness to School**

A student who is tardy to school must report to the Administration Office for an office pass before attending class.

If the student is less than 20 minutes late, the following rules apply:

- The student will be allowed two tardy days per quarter. Any tardiness thereafter (no more than 20 minutes) will result in referral to the Dean of Students, who will assign disciplinary consequences if the tardiness is unexcused.
- Tardies are considered excused when a student is tardy for any of the reasons listed above for excused absences. In addition, a tardy may be excused if, in the judgment of the office staff, a weather-related delay is involved.

Making up work (including tests and quizzes) that the student misses because of an unexcused tardy is subject to the same rules as for an unexcused absence.

If the student is tardy beyond 20 minutes, it will be considered an absence from class. The same rules regarding make-up work and/or disciplinary consequences apply.



### **Tardiness to Class, Study Hall, Assembly, and Homeroom/Advisory**

A student who is not in class or study hall by the time the bell at the beginning of the period rings is tardy. During homeroom periods, students are expected to report to their assigned homerooms in a timely manner. Students who are tardy to class because they were held after class by a previous teacher must get a pass from that teacher. Students are allowed two unexcused tardies per quarter. More than two unexcused tardies may result in a referral to the Dean of Students for disciplinary action.

### **Early Dismissals**

Parents or guardians requesting that a student be dismissed from school during the day must send a note with the student, or call the Administration Office in the morning to explain the reason for the dismissal. The student obtains a dismissal pass from the Administration Office at the beginning of the day and gives it to the teacher of the class from which he or she is being dismissed to sign. The student then takes the pass to the Administration Office and checks out.

Students may not leave school for any purpose – including illnesses, doctor appointments, driver’s tests, or other situations – without first reporting to the Administration Office. Students who are taking open campus report first to their study hall teachers. Students are required to report to the office upon return to school.

### **Alternative Programs**

Students may enroll in alternative educational programs, like the United Technology Center, to pursue opportunities not available at John Bapst. Counselors and the Academic Dean work with the students and with these programs to help students meet the demands of both institutions. Students who are enrolled in alternative programs are expected to attend those programs and follow the school calendar of those programs.

Students taking Driver’s Education may be released from study halls for practice driving, with permission from a parent/guardian or, in the case of an international student, the Director of the International Program.

### **Participation in Athletics and Extracurricular Activities**

Regular attendance at school, practice, and rehearsals is mandatory. To be eligible for participation in a practice, game, competition, or performance, students must attend school at least half the school day.

When students anticipate returning late from a school-sponsored event (after 10 p.m.), they are responsible for contacting their teachers in advance should they wish to request an extension of a due date or deadline. On the day following an evening meeting, rehearsal, competition, performance, or other school-related activity, students are expected to be in school for their first scheduled class of the day. If they are not, it may

be considered an unexcused absence or tardy and they may be ineligible to participate in any scheduled extra-curricular event for that day.

To participate in an athletic event, non-athletic competition, or performance scheduled on a non-school day, participants must have been in school on the last regularly scheduled school day prior to the event, unless excused.

## Disciplinary Policies

All expectations for appropriate conduct and good citizenship follow from the school's mission, its motto, and the **John Bapst Code**. In terms of the school's disciplinary system, two categories are involved, one for less severe infractions of the rules set forth in this handbook and one for the Major School Rule violations set forth below.

The school's approach to discipline is based on the philosophy of restorative justice, according to which a rule broken is a tear in the school community's fabric. A student who breaks a rule must first understand and acknowledge what has happened, then show, through school service or other assigned consequences, that the fabric can be made whole again. Note that a student who breaks a Major School Rule may be subject to consequences as serious as suspension or dismissal.

### The John Bapst Code

The John Bapst Code is based on the school's core values of integrity, achievement, and respect, as well as the core concepts of responsibility, fairness, friendliness, and maturity. The following are positive behaviors the school encourages in all students:

1. academic integrity;
2. a desire for self-improvement;
3. a focus on the learning opportunities available;
4. respect for all members of the school community;
5. dependability and timeliness in completing assignments and meeting obligations;
6. tolerance and understanding of differences that arise from personalities, backgrounds, and beliefs;
7. support of the efforts of others in learning, competition, public events, and performances;
8. honesty, including forthrightness when it comes to admitting mistakes;
9. friendliness and helpfulness toward all members of the school community and toward new students and visitors;
10. care of school facilities and property.

### Prohibited Behaviors under the John Bapst Code

In the school buildings and their immediate vicinity and in school-sponsored activities, John Bapst does not permit:

1. dishonesty in dealing with members of the school community;
2. lack of adherence to attendance policies, including leaving school premises without permission or checking out;
3. disruptive behavior in classrooms, hallways, assemblies, and elsewhere in the building, including loud, rude, or inappropriate physical behavior;

4. disrespectful or unmannerly behavior toward faculty (including substitute teachers), staff, coaches, bus drivers, and guests;
5. public profanity;
6. violations of the school's dress code;
7. the use during school hours of cell phones, iPods, MP3 players, laptops, tablets, and other portable electronic devices, except at lunch in the auditorium or with the permission of a faculty member in that faculty member's classroom, homeroom, or study hall;
8. using headphones, earbuds, or any portable electronic device in the hallways or stairwells during school hours;
9. snowballs, water balloons, hacky sacks, rollerblades, skateboards, water pistols, laser pointers, and similar items, inside or immediately outside the school;
10. parking in the faculty-staff parking lots, in the auction winner's spot, or in areas designated for bus pick-up and drop-off;
11. inappropriate physical contact, including kissing and other public displays of affection;
12. adding a name (one's own or the name of another student) to a pass signed by a teacher without that teacher's knowledge;
13. damage to school and personal property, including writing on or otherwise marring desktops, tables, walls, or another student's work or possessions.

The above list of prohibited behaviors is a list of examples; it is not intended to be all-inclusive. **Attending John Bapst is a privilege;** students whose behavior is routinely contrary to community values and rules risk continued attendance. **An accumulation of violations of the John Bapst Code may constitute a Major School Rule violation.**

#### **Dress Code**

The purpose of the school's dress code is to encourage and maintain an atmosphere conducive to learning while at the same time providing flexibility for individuality and self-expression. Students at John Bapst are expected to project an appearance that reflects well on themselves and on the school.

The dress code is in effect from the time a student arrives at school until 1:50 p.m., the end of the classroom portion of the school day for most students. This includes open campus.

Exceptions to the dress code may be granted by the administration for special occasions such as Spirit Week, exam weeks, and Dress-Down-Day fundraisers.

Dress code violations are reported to the Dean of Students, who is responsible for determining consequences. Dress code enforcement is the responsibility of all faculty members. **Students are expected**

to cooperate with faculty members who point out and/or report a dress code problem. A disagreement in interpretation can always be discussed later with the Dean of Students.

### Basic Guidelines for Appropriate Dress

The dress code requires John Bapst students to:

1. wear clothes that are neat, clean, and in good repair; no rips, tears, fraying
2. wear clothes in a conventional manner (for example, oxford shirts should be buttoned conventionally, and clothing should not be worn inside-out);
3. refrain from wearing clothing that displays objectionable themes in writing or pictures (e.g., alcohol, drugs, tobacco, sex, violence, or messages that could be interpreted as harassment).

Following a tradition begun by the Student Senate, the school respects a relaxed dress code on Fridays (“Casual Fridays”). In return, students are encouraged to dress up on Purple Days and to celebrate other special occasions.

Note that the guidelines regarding style in the chart that follows apply to the wearer while standing.

	Acceptable	Not Acceptable
<b>Pants, Shorts, Leggings</b>	<p>Pants other than blue jeans that are in good repair (free from rips, faded material, and distressing)</p> <p>Blue jeans (including blue denim skirts and dresses) on Fridays only (“Casual Fridays”)</p> <p>Tailored shorts or cargo shorts which are below the knee, at the knee, or just above the knee may be worn from the beginning of the school year in August until the Friday before Indigenous Peoples Day and from the Monday after Spring Break until the end of the school year</p> <p>Leggings worn beneath a dress-code appropriate tunic, long sweater, skirt or dress</p>	<p>Sweatpants, warm-ups, pajama bottoms, and pants meant to be part of a uniform (for example hospital or military wear)</p> <p>Athletic/gym shorts, blue denim, and short shorts</p> <p>Leggings, when worn as pants</p>

	Acceptable	Not Acceptable
<b>Skirts and Dresses</b>	Skirts and dresses should be below the knee, at the knee, or just above the knee	Short skirts and short dresses
<b>Shirts, Blouses, Tops</b>	Oxford shirts, polo shirts, blouses, tailored tops (including sleeveless tailored tops), henleys, turtlenecks and John Bapst logoed T-shirts (long and short sleeved). All clothing must cover waist, midriff, and back	Long-sleeve and short-sleeve T-shirts (without the John Bapst logo),  Tank tops, tops with spaghetti straps, undershirts and tube tops  Clothing that reveals waist, midriff, or back
<b>Outerwear</b>	Sweaters, pullover sweatshirts, hoodies and fleeces with up to ¼ zipper (logos must be appropriate)	Full-zippered sweatshirts, hoodies, and fleeces, trench coats and long coats. Hoods may not be worn over the head inside the school building
<b>Footwear</b>	Most footwear is allowed. Note: close-toed shoes are required in labs	Shower shoes and slippers
<b>Hats and Accessories</b>	Earrings, necklaces, bracelets, rings, ties, and scarves	Hats and caps may not be worn inside the school building at any time.  Bandanas, sunglasses, chains, or other hardware  Scarves worn to cover tops with low necklines
<b>Other</b>	John Bapst uniform tops on competition/event days as approved by club/team coach or advisor.	Any clothing that reveals undergarments  Any camouflage-patterned clothing

### Disciplinary Consequences I: John Bapst Code Violations

Faculty and staff report John Bapst Code violations in writing to the Dean of Students.

Students are informed by the reporting person of the need to meet with the Dean of Students and must comply within one school day. Those found to have committed John Bapst Code violations are assigned consequences designed to emphasize the values of the school community and the obligations of its members. If a student has other obligations or a transportation issue, he or she has until the following afternoon to report for school service. Failure to report or to complete assigned tasks may result in the assignment of additional school service. School Service and mandatory after-school study hall take precedence over after-school extra-curricular practices and rehearsals.

All violations are recorded, and recurring violations risk increasing consequences. Chronic failure to meet expectations of the disciplinary system may constitute a Major School Rule violation. Assigned service time must be completed before a senior is permitted to graduate or an underclass student is permitted to begin school the following school year.

### **Major School Rule Violations**

Violations of major school rules result in serious consequences. These may include suspension or dismissal from John Bapst. The following behaviors may be classified as major school rule violations and are prohibited at John Bapst and at school-sponsored events:

1. the use, possession, distribution, or sale of alcohol or illegal drugs and/or paraphernalia;
2. theft, destruction, or vandalism of property;
3. physical, sexual, or verbal harassment, including verbal or digital threats of bodily harm, bullying, and hazing (see section on Harassment later in this handbook);
4. fighting;
5. academic dishonesty in the form of plagiarism, cheating, or otherwise presenting for credit academic work that is not the student's own;
6. contact of a sexual nature;
7. bringing a weapon, a replica of a weapon, or explosives of any kind to school;
8. the use, possession, distribution, or sale of cigarettes, lighters, cigars, chewing tobacco, snuff, pipes, e-cigarettes, pods, vaporizers, cigarette papers, or any other smoking-related paraphernalia (including debris) at the school (including all dormitories) and at school functions;
9. gross misuse of technology, including electronic harassment or the possession or transmission of sexually explicit material, including digital material found on a personal computer or cell phone;
10. truancy;
11. the presence of a girl in a boy's dorm room or a boy in a girl's dorm room (note that students who are involved romantically with one another are not permitted to be behind closed doors in the dorm setting);
12. off-campus activity detrimental to the school community. Examples may include, but are not limited to, the following: any student, boarding or day, who is arrested and charged with a crime or is involved in a situation that requires the intervention of the police or the notification of the school by the police (e.g., furnishing alcohol or drugs to other John Bapst students, shoplifting, vandalism, cyber-bullying, driving to endanger, etc.).

## **Disciplinary Consequences II: Major School Rule Violations**

Students who violate major school rules appear before the Dean of Students. The Dean hears the case confidentially, contacts parents, and makes a recommendation of consequences to the Academic Dean. A letter from the school sets forth in detail the school's disciplinary decision. In cases involving breaches of law, the school cooperates with law enforcement officials.

### **Suspension**

In cases leading to suspension, the student is placed on disciplinary probation for twelve months. During that time the student is expected to maintain a record of good conduct. Further Major School Rule violations or a pattern of John Bapst Code violations during this period may result in more serious consequences up to and including dismissal from John Bapst.

Suspension is a serious penalty incurred for serious infractions of school disciplinary policy or repeated delinquencies with no evidence of improvement. Suspensions may be on- or off-campus at the discretion of the school and are served for a maximum of ten days. The suspended student is not permitted to participate in or attend any school-related activity during the suspension period.

Prior to his or her return to school, a suspended student may be required to attend a parent/administration conference to discuss reinstatement. Students must communicate with teachers during suspension to obtain work for class. Teachers are not responsible for re-teaching material missed during a suspension; the responsibility to make up lessons and work missed is the student's.

Depending on the violation, the school may recommend further consequences, including but not limited to school or community service, written apologies, and, in the case of vandalism or theft, financial restitution.

### **Procedures and Consequences for Infractions Involving Academic Integrity**

Cheating on tests, plagiarizing print and internet sources, sharing answers or information when a teacher has specified that work is to be done individually, and copying homework or class work and presenting it as one's own work are forms of academic dishonesty. This list is not intended to be all-inclusive.

As soon as a teacher believes that a student has committed an act of academic dishonesty, the following steps are taken:

- 1) The teacher meets with the student to discuss the situation, reports the violation to the Dean of Students and their department chair and calls the parent/guardian of the student to inform them of the incident;
- 2) The Dean of Students meets with the student to clarify any aspects of the situation and then, in consultation with the teacher and department chair, determines if a John Bapst Code or Major School Rule



violation has occurred – in other words, the seriousness of the incident, and what grade and/or course credit is appropriate, given the circumstances;

3) The Dean of Students submits a report to the Academic Dean with a recommendation on how the violation is to be classified and what academic and disciplinary consequences are appropriate;

4) The Academic Dean determines the classification and consequences and meets with the student to explain the immediate consequences and consequences of future infractions of Academic Integrity; and

5) The Academic Dean informs the parent/guardian of the decision via a letter.

Through counseling and graduated consequences to incidents, the school's response to academic dishonesty cases is designed to encourage character development. Consequences for academic integrity incidents usually result in a grade of zero with no opportunity to make up the grade, but may range from a verbal or written warning, a grade reduction for a single assignment, school service, a letter placed in the student local or permanent file, a loss of course credit, or in the case of repeated incidents suspension or expulsion.

#### **Procedures and Consequences for Infractions Involving Alcohol, Drugs, and Related Paraphernalia**

Conduct on-campus and in any school-related activity, including field trips and school-sponsored travel, involving alcohol, drugs, and/or drug paraphernalia is a Major School Rule violation. No student may buy, have, use, or be under the influence of alcohol or illegal drugs. No student may provide, barter, sell, furnish, or give away alcohol, illegal drugs, counterfeit drugs, imitations of an illegal drug, and/or paraphernalia, nor may any student offer to do any of the aforementioned activities. Students in violation of this Major School Rule are subject to dismissal and may be reported to the law enforcement. Possession of counterfeit drugs or imitations of an illegal drug and drug paraphernalia is also forbidden.

A student suspected of unauthorized drug use may be required to undergo drug testing. The parent will bear the financial responsibility for any professional services required. The lab should send results directly to the school. Refusal to be tested may result in the student's dismissal. A student dismissed for violation of the school's alcohol and drug policies is not eligible for readmission.

#### **Right of Appeal**

A student against whom the school has taken any action has the right to request a second consideration. Written appeals should be made to the Head of School.

## **Student Health and Safety**

### **School Nursing Services**

The School Nurse is available Monday through Friday.

### **Illness during School**

A student who feels ill to the point that he or she cannot continue classes must go to the Administrative Office or School Nurse, where proper arrangements will be made. No student is allowed to leave school unless parent/guardian permission is first obtained.

### **Safety Restrictions**

Hacky sacks, rollerblades, skateboards, water pistols, laser pointers, and similar items are not permitted in school. Rollerblading and skateboarding are not permitted on the sidewalk in front of the school or in the school's parking areas. Objects such as balls and Frisbees are not to be thrown in front of the school or between the school and the mall area.

### **Student Accidents**

Accidents that occur on school property or in conjunction with a school activity away from campus should be reported immediately to the Administration Office or to a faculty or staff member. The student may be asked to complete an accident report.

### **Emergency Evacuation Drills**

Emergency evacuation drills at regular intervals are required by law and are an important safety precaution. At the sound of the signal, everyone promptly clears the building by the prescribed route. If the alarm sounds during assemblies, changing of classes, lunch periods, etc., students and teachers leave the building by the nearest exit.

### **Administration of Medication by School Personnel**

Students who need over-the-counter medication may receive it from school personnel, provided parents have signed a release. Over-the-counter medications may be administered during the school day by unlicensed school personnel acting within the scope of their training only. The School Nurse authorizes trained persons to administer medication based upon documentation of training and competency in the administration of medication. The school disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication. Day and boarding students may not possess any over-the-counter or prescription drug at school. All medications will administered by school personnel.

For parental obligations, information required of healthcare providers, and other details of the policy, refer to the complete Medication Administration Policy document and Medical Information Form on the website. Sharing, borrowing, or distribution of medication is prohibited.

### **Immunization Requirements**

All students who attend John Bapst must comply with Maine laws and recommendations regarding immunization records. Philosophical or religious exemptions are only allowable for students with an IEP (Individualized Education Plan) and exemption in place prior to September 1, 2021. Medical exemptions for one or all vaccines will require a written statement from a licensed physician, nurse practitioner or physician assistant. Students can also provide laboratory evidence of immunity to specific diseases or reliable history of disease documented by a physician or other primary care provider.

A student must have all the required immunizations listed below.

DPT or DT:	5 immunizations <i>with the last immunization within 10 years</i>
OPV:	4 doses
MMR:	2 immunizations
Varicella:	1 immunization, or written statement from a health care provider providing proof of history of chicken pox, or a blood titer showing positive immunity
MCV4:	2 doses are required for students entering 12 <sup>th</sup> grade, with a minimum of 8 weeks between dose 1 and dose 2. If the first dose was administered on or after the student's 16 <sup>th</sup> birthday, a second dose is not required. If a student entering 12 <sup>th</sup> grade is 15 years old or younger, only 1 dose is required.

### **Vision Screening**

All students who attend John Bapst must comply with Maine laws regarding mandatory 9<sup>th</sup> grade vision screening.

## Harassment Policy

Everyone has the right to learn and to work at John Bapst free from the harmful effects of bullying, sexual harassment, hazing, harassment because of race, color, gender identity, sexual orientation, religion, national origin, and disability, or other personal harassment. Bullying, sexual harassment, hazing, harassment based on race, color, gender, religion, national origin, and disability are against the law. All of these types of harassment, as well as harassment based on sexual orientation, gender identity, and other personal harassment that interferes with the educational process and the work environment, are against school policy.

Note that bullying and hazing are correctly understood to be forms of harassment with the potential to compromise an individual's right to education in a physically and psychologically safe environment. For the purposes of this policy designed to protect the rights of community members, bullying and hazing are taken seriously, with all of the following anti-harassment policies and procedures applied.

The school's disciplinary policies are designed to create a positive environment. Administrators have the discretion to deal with inappropriate behavior swiftly and directly; the hope is that early intervention can prevent a situation from rising to the level of harassment governed by this policy, which applies when wrongful conduct is so severe, persistent, or pervasive that it threatens the learning or work environment or a person's ability to participate successfully in school life.

### Know When to Stop

John Bapst is an educational environment. The assumption is that all community members are learners, both academically and socially. Verbal and physical harassment can appear to begin innocently or innocuously with teasing, humor, sarcasm, and irony. Recognizing and changing the behavior before it turns to harassment requires sensitivity toward others. Would you want the same language or behavior applied to you? Use these simple rules of thumb:

- If the person towards whom the language or behavior is directed says "Stop," it is time to *Stop*.
- If a person is asked to do something uncomfortable or inappropriate and says "No," it means *No*.

### Understanding Harassment

Harassment may include the following unwelcome conduct when related to race, color, gender, sexual orientation, religion, national origin, or disability, or when directed at a person:

- offensive or degrading name-calling;
- damaging or manipulating a person's relationships to others;
- blocking access to school facilities;
- unwelcome touching or pulling on a person or clothing;
- graffiti, photographs, posters, or book covers;

- stealing or hiding backpacks, food, or other possessions;
- bullying, hazing, and cyberbullying;
- notes or cartoons;
- threats or violent acts.

All of the above behaviors apply equally to cyberbullying, or digital or electronic harassment. This may take the form of text and voicemail messages, email, social network postings, and the like, whether sent over the school's network or outside school. Cyberbullying may include posting slurs, rumors, and other defamatory or damaging material about a person on a website or other electronic communication, including cell phones; impersonating or representing another person through social media; or sending threatening, harassing, or excessive and unwanted messages.

A harasser may be a student or an adult; the person harassed may be a student or an adult. The school's policy applies to students, teachers, administrators, staff, coaches, volunteers, parents, and any other persons working under the supervision of the school (for example, contractors working on campus).

Unwelcome conduct may constitute harassment prohibited by this policy when submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational experience; submission to or rejection of such conduct by a student is used as the basis for decisions on educational matters; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

### **Sexual Harassment**

Examples of sexual harassment may include:

- sexual advances or requests;
- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
- texting and social network communications of a sexual nature, including sexting;
- graffiti, photographs, posters or book covers of a sexual nature;
- sexual gestures;
- unnecessary sexualized language or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others, including remotely over the internet;
- unwelcome lewd inquiries or joking concerning sexual activities and practices;
- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually motivated, or lewd patting, pinching or physical contact;

- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

### **Bullying, Hazing, and Other Personal Harassment**

Other personal harassment of a student consists of unwelcome verbal or physical conduct personally directed to or against an individual student or students that a person may find degrading, intimidating, threatening insulting or offensive, including hazing or bullying, when the conduct:

- is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's academic or extracurricular performance; or
- otherwise adversely affects an individual's learning opportunities and participation.

The prohibition against bullying, hazing, and personal harassment is not intended to apply to every incident of conduct by one person that another might find offensive. Name-calling, insults, jokes, physical aggression, bullying, threatening, theft, and vandalism may rise to the level of harassment for a victim whose educational environment and experience are compromised.

### **Addressing and Preventing Harassment**

A student or adult member of the school community who feels that he or she has experienced or witnessed harassment should report the situation to the Dean of Students, Head of School, Academic Dean, a counselor, or another trusted adult in the John Bapst community. Students and other reporters may do so verbally and/or make a written report to one of the administrators listed. The right to privacy will be respected as much as possible.

The school takes seriously all reports of harassment. **Depending on severity, harassment may be judged a John Bapst Code violation or a Major School Rule violation.** The school will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline persons found to have engaged in such conduct. The school will also take action if anyone tries to intimidate or take action to harm someone who has reported harassment. Retaliation against those reporting harassment in good faith is subject to the school's disciplinary procedures as well.

## School Protocols, Facilities, and Services

### Administration Office

The Administration Office at 100 Broadway is open from 7:30 a.m. to 3:30 p.m. Monday through Friday and handles student affairs and general information. Students who arrive to school tardy or require early dismissal report to the Administration Office. After-hours messages left on voicemail will be picked up the following morning. Building use requests by John Bapst-affiliated groups may be made through the Administration Office.

### Development and Alumni Relations Office

Fundraising and alumni relations are supervised by the Development Office. Fundraisers sponsored by teams and clubs require school permission in advance. Similarly, use of the John Bapst Memorial High School name or logo requires the school's permission. The Development Office maintains the school's website. Fundraising applications, Gift-In-Kind forms, and boosters guidelines are available on the website.

### Business Office

Tuition payments, fees, and change are supervised by the Director of Finance and Operations and handled by the Business Office staff on the second floor of 100 Broadway. The office is open from 7 a.m. to 3 p.m. Monday through Friday.

### John Bapst Parents' Association

The Development Office acts as liaison to the Parents' Association, a parent group that oversees volunteering at John Bapst and works to insure good communication between parents and the school. Parents interested in volunteer opportunities are encouraged to call the Development Office and to attend open houses.

### **Daily Announcements**

Announcements are made via PA twice daily. Announcements may also be posted on the monitors outside the main office and library.

### **Lunch**

School lunch must be ordered on-line and paid for in advance. Orders must be placed by Wednesday at 12 noon for the following week. Families should visit <https://johnbapst.schoollunchchoice.com> to set up an account. There are no refunds with this program, credits may be issued with proper notification.

Students are not permitted to receive take-out food delivered to school. Students must be in their assigned space during lunch; any exceptions require the permission of a faculty or staff member.

### **Paging Students**

The Administration Office will take messages for students and page students at appropriate times. Students are not paged during classes or during the academic assistance period (from 2 to 2:45 p.m.) except in emergency cases.

### **School Cancellation – Snow Days**

Cancellation announcements are made on radio, TV, the school's website ([www.johnbapst.org](http://www.johnbapst.org)), and through SchoolMessenger (via text message). The school makes cancellations independently of local public schools. In the event of bad weather, parents should decide if their student should travel to school. When parents decide that the weather makes traveling to school dangerous, they should call the school and follow absence procedures. Absences and tardies for weather-related reasons are excused.

### **Change of Address, Telephone Number, or E-Mail**

Any family that has changes in residence, telephone numbers, and email should update their demographic information directly in PowerSchool.



### **Visitors**

Parents and other visitors to the school must first report to the Administration Office and comply with school rules. Student visitors should plan to follow the John Bapst dress code. After school, non-John Bapst students may only visit with the permission of the Dean of Students or Academic Dean.

A visiting student who wishes to “shadow” a current John Bapst student, visiting classes for admission or transfer reasons, should make prior arrangements through the school. Only students who are seriously considering attending John Bapst are permitted to shadow.

### **Dance Policy**

Students may invite guests from outside John Bapst to attend dances. Guests must be approved in advance of the event by the Dean of Students. Guests should be students of other high schools, or may have graduated from John Bapst. Guests 20 years old or older may not attend dances at John Bapst.

### **Club and Activity Bus Trips**

Students travel to and return from a school activities by bus unless a parent has previously made arrangements with the coach, athletic director, or activity advisor.

### **Field Trips**

Field trip procedures are used any time students participate in a school-related trip, including vacation and summer trips sponsored by the school. A copy of the complete Field Trip Policies and Permission Form is distributed by the organizers to parents and students at the first trip-related meeting or with the first trip-related mailing. Only those students whose permission forms have been completed are allowed to participate. Note that in the case of overseas trips, alcohol consumption is never allowed on a John Bapst School trip, regardless of the legal drinking age in the country visited.

### **Elevator Use**

Student use of the elevator is prohibited unless a pass is issued by the Administration Office.

### **Lockers and Backpacks**

Each student is assigned a locker for the storage of books and personal effects. The school is not responsible for any losses of personal property from lockers issued for student use. It is the student’s responsibility to keep his or her locker locked at all times. Personal padlocks are not to be used on lockers. Lockers are school property and may be checked periodically. Any illegal substance (alcohol, drugs, weapons, etc.) found will be confiscated and appropriate action will be taken. Backpacks and similar articles may be searched when reasonable suspicion exists that a school policy has been violated.

**Lost and Found**

Students are responsible for their books and personal belongings. Lost items such as electronic devices and jewelry are returned to the Administration Office. Unattended items such as clothing and books are placed in the school Lost and Found, located near the third-floor elevator. Lost items should be reported to the Administration Office.

**Book Loan Agreement**

Textbooks are loaned to students by the school. Families assume financial responsibility for loaned books and understand that if lost, stolen, or destroyed, they will be billed for the replacement cost.

**Parking**

Student parking is permitted on the street only. Parking in the pit areas and in other school parking lots is reserved for faculty and staff. Note that in the City of Bangor, special parking rules apply during the winter months. Students must be careful not to block driveways or otherwise inconvenience neighbors in the areas around the school.

**Building Supervision**

A custodian is on site and the school building is open from 6 a.m. until 9 p.m. daily. Direct student supervision is provided from 7 a.m. until 3:30 p.m. Students are welcome to be in the school at all times when it is open and are expected to adhere to school rules at all times. After 3 p.m., students may not be on the third floor or in the gym area unless a staff member is present. After 4 p.m., students may not be on the second floor unless accompanied by a staff member.

## Acceptable Use of Technology

At the beginning of each school year, students are expected to read, understand, and comply with the rules of technology use as stated in the school's Acceptable Use Policy.

### Acceptable Use

Acceptable use of school technology includes:

1. respecting the right to privacy of other users of the network;
2. using one's own account only, never an account owned by another;
3. using the network for legal activity only

### Responsible Internet Use

Students are expected to use the internet primarily for academic purposes. While communication via social networking websites, email, and internet chat is not prohibited, it can lead to dangerous encounters both on-line and off-line. The school endeavors to instill in students a sense of personal responsibility and awareness with regards to technology use. Students are expected to use these types of communication responsibly.

### Unacceptable Use

Violations of the Acceptable Use Policy may be infractions of the John Bapst Code or Major School Rule violations. These include but are not limited to unauthorized use of computers; computer hacking; vandalism to computers; accessing, downloading, storing, printing, or using profane, sexually explicit, pornographic, or otherwise inappropriate or offensive material or language; and harassment.

Violation of copyright or other contracts and attempts to gain access to other accounts are prohibited.

The use of the network is a privilege. Students are encouraged to consult IT staff with their questions before engaging in behavior that could be controversial or that could be interpreted as a violation of the Acceptable Use Policy. Inappropriate use may result in suspension of network privileges and disciplinary action.

### Vandalism

Any attempt to harm or destroy data of another user, the uploading or the creation of computer viruses, and the intentional destruction or defacing of school computer equipment may result in the loss of privileges and disciplinary action.

### **Loading and Use of Unauthorized Computer Programs**

Students are not authorized to load programs on the school's computers without the permission of IT staff.

### **Internet Safety and Technology Protection**

The school promotes internet safety in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act. Access by minors to inappropriate matter on the internet and the web, unauthorized access including hacking and other unlawful activities by minors online, and unauthorized disclosure, use, and dissemination of personal identification information regarding minors are not allowed.

The school uses industry standard content filtering for internet access. Only an administrator, supervisor, or other authorized person may disable the filter to allow internet access for lawful purposes. The law requires filtering of visual depictions of obscenity, child pornography, and materials harmful to minors.

### **Disclaimer**

The school is not responsible for damage such as lost data, non-delivery of e-mail, or service interruptions to the network. Users are responsible for information obtained from the internet, and they use it at their own risk. The school is not responsible for the accuracy or quality of internet information.

## Residential Program

### Program Philosophy

The John Bapst Residential Program is an integral part of the whole school program. The program is student-centered, designed to help each individual student maximize his or her potential not only as an academic student, but as a citizen of a diverse and mutually supportive school community. Living away from home especially challenges students to take responsibility for time management. The daily schedule in the dorms is designed to encourage the development of healthy life habits. To accomplish this, students must form a daily routine of waking up early, eating regular meals starting with breakfast, arriving at school on time, being involved after school with academics, the arts, sports, clubs, and community service and ending the day with a good night's sleep. Adopting these good habits leads to a successful high school experience. Boarding students also have opportunities to become leaders, participate on committees, meet with administration, be a part of decision making regarding life in the dorms, and be examples for their peers. The same values that form the foundation of the school as a whole – the John Bapst Code – are the foundation of the residential program.

### Boarding Students

The John Bapst residential program includes an international boarding population and a group of American students, the John Bapst Scholars. The John Bapst Scholars, as native English speakers, play a vital role in the residential community as they afford the international students authentic exposure to the English language and to American culture.

### Campus

The student housing facilities consist of 8 different dorms within one- to five- minutes' walking distance of the school at 100 Broadway. Residential staff and their families also live in the residence halls.

### House Facilities

The following facilities are common to the larger residence halls:

- common room with a television, tables, and sofas;
- kitchenette with a refrigerator, a microwave and a toaster where light cooking is allowed;
- clothes washer and dryer provided at no cost; an iron and ironing board
- high speed wireless internet connection; the internet is turned off at 11:30pm on school nights;
- computer printer;
- storage cabinet for general cleaning supplies (towels, plastic bags, broom, vacuum, etc.);
- additional storage for personal belongings.

### **Maintenance and Cleaning**

All machines and appliances in the dorms, along with electrical, plumbing, and grounds maintenance are maintained and serviced by the school. Students are responsible for the care and maintenance of their room and the furnishings contained in their room. Fees for damages owing to negligence may be charged to students. Major cleaning of hallways, common areas and bathrooms is taken care of by school staff. However, bathrooms and common rooms are shared, and each student is expected to leave the bathroom clean after using sinks and showers and to help maintain a clean kitchen and common room by washing their dishes, washing the tables and the microwave after use, disposing of trash, and removing personal belongings to their own room.

### **Rooms and Roommates**

In August, students receive their housing assignments. The majority of the students are assigned to a double or a triple room, with a small number of singles also available. The process of room and roommate assignments takes into consideration language diversity, student seniority, compatibility of personality and interests, and student and family preferences. Roommates are expected to cooperate with each other and to work out through mutual agreements such things as décor, music, noise, cleanliness and organization, quiet and wake-up times, and the respectful sharing of personal items. Experience in community living – including conflict resolution – gives students an important head start for college and helps to develop important life skills.

### **Room Furnishings**

Each student is provided with a dresser, a wardrobe or a closet for hanging clothes, a bed, sheets, blanket, and pillow, a desk, chair, bookcase, and lamp. Students are responsible for keeping their rooms neat, clean, and in good repair. Each residence hall has separate storage space for luggage and other large items.

Students are issued keys to the dorm and to their bedrooms, and are required to safeguard their keys. Students are strongly advised to keep their room doors closed and locked whenever not in the room. Under no circumstances should students lend out their keys or make duplicates. Lost keys must be replaced for \$10 each. The school can also provide safekeeping for valuables when requested.

### **Laundry**

Students are responsible for ensuring that they have clean clothes. Washer and dryer units are available at no charge, however students provide their own laundry detergent. Students may use the machines any time they are free on a first-come, first-served basis, though they should **not start a wash cycle after 10 p.m. or before 7 a.m. out of consideration of noise**. Residential staff can provide instruction and guidance on the proper operation of washers and dryers.

## **Kitchen and Dining**

Dinner is served seven nights per week, while breakfast and lunch are served on school days. Brunch is served on Saturdays and school holidays. See the Daily Schedule section for meal hours. The cost for all meals is included in student tuition. The school accommodates special dietary requirements (e.g., religious restrictions, allergies, vegetarianism). Students and parents should communicate these needs to the chef, School Nurse, and to the Director of Residential Life.

## **Residential Schedules and Routines**

### **Daily Schedule (school days and nights)**

7:00-7:55 a.m.	Breakfast is served in the Undercroft of St. John's Church
8 a.m.	School begins
2-2:45 p.m.	Academic Assistance period at school
2:00-5:30 p.m.	Students attend sports practices and events, attend clubs, see teachers for academic assistance, and socialize in the dorms.
5:30-6:30 p.m.	Dinner is served in the Undercroft of St. John's Church
7 p.m.	All students must be in their rooms and ready for study hours unless they are at a school activity or have permission from a houseparent to be elsewhere.
7-8:30 p.m.	Study hours (Sunday through Thursday); this time is dedicated to academic work only.
8:40- 9:40 p.m.	Open gym / free time / students may visit the other dorms
9:45-11 p.m.	Quiet hours in the dorms
10:00 p.m.	Evening curfew – students must be in their own dorm
11 p.m.	Lights out for students in grades 9 and 10 unless given permission for late lights.
11:30 p.m.	Lights out for students in grades 11 and 12 unless given permission for late lights.

### **Weekend Schedule**

9 a.m.-12 noon	Brunch on Saturday
11 p.m.	Evening curfew Friday and Saturday nights. Students must have advance permission from the houseparent on duty to be out of the dorms after 11 p.m. and transportation must be approved.

## **Use of Common Rooms**

The common rooms are places for students to be together and socialize or do fun activities during their free time after school, evenings, and weekends. In order to ensure an atmosphere that provides for sleep, study, and relaxation among the dorm residents, the common rooms are to be used only for quiet activities after certain hours. When students gather in the common rooms from 9:30-11 p.m. during the week, it is expected they will be quiet and respectful of dorm quiet hours. The common rooms must be vacated by 1 a.m. on Friday and Saturday nights.

## Visitation Rules

Visitation hours allow students from the residence halls and friends who are John Bapst students to visit in the Common Rooms.

Sunday–Thursday:	3-6 p.m. (for all John Bapst students); 8:30-9:50 p.m. (for boarding students only)
Friday:	3-11 p.m. (for all John Bapst students)
Saturday:	12 noon – 11 p.m. (for all John Bapst students)
Sunday:	12 noon – 6 p.m. (for all John Bapst students)

Only John Bapst-affiliated visitors (including family) are allowed in the residence halls. All guests must respect residence hall rules along with the wishes and privacy of all dorm residents. Visitors are not allowed in a student's room without at least one of the occupants being present. Visitation privileges may be removed as a consequence for serious or repeat infractions.

Students of the opposite sex are welcome in the common rooms of the dorms, but are never allowed in student dorm rooms. A girl in a boy's room or a boy in a girl's room constitutes a Major School Rule violation. Similarly, students who are involved romantically with one another are not permitted to be behind closed doors in the dorm setting. Note that on-campus sexual contact is never permissible in a high school setting; such behavior on campus or while students are involved in John Bapst activities off campus constitutes a Major School Rule violation.

## Residential Life Code of Conduct

The John Bapst residential program fosters a climate that promotes healthy living, academic achievement, respect for others and other cultures, safety, and personal growth. It is important that you read the "Community Living and Expectations" document and commit to following the expectations that are in place in order to create a positive and successful experience for everyone in the residential program.

## Day-to-Day Conduct

The school's motto is *Achievement, Integrity, Respect*. On a personal, individual level we expect all students to live by these words and to follow the values of the John Bapst Code, which emphasizes friendliness, helpfulness, honesty, and dependability. Specifically, students are expected to:

- Treat others with respect, kindness, friendliness, and tolerance.
- Be on time for classes, athletic practices, school events, evening study hours, lights out, and curfews.
- Complete academic work in an honest, timely, and responsible way.
- Follow the rules for study hours and quiet hours.
- Sign out when leaving the dorm and complete all the required information.



- Have a working cell phone (able to make and receive calls and texts without a WiFi connection) for communication between houseparents and students.
- Not use vulgar or obscene language.
- Avoid public displays of affection that make the people around you uncomfortable.
- Not use hurtful language or conduct that can be considered harassment of an individual or group.
- Be a good roommate by taking care of personal space and belongings and respecting your roommate's sleep and study habits in regards to noise and activities.
- Be a good dorm citizen by helping to keep common spaces clean.
- Show respect for the personal space and personal belongings of others; do not intrude into another student's space without an invitation or permission.

### **Consequences**

The first two times a student fails to meet these day-to-day standards for conduct, he or she can expect to receive a warning. A third infraction will result in a meeting with the Director of Residential Life and a consequence will be assigned.

Persistent conduct that is not compatible with these day-to-day standards of conduct may be considered a major school rule violation and will be referred to the Dean of Students for further action. Please read the section on Major School Rule Violations in the student handbook.

Consequences for repeated offenses to the residential code of conduct may be any of the following as deemed appropriate by the Director of Residential Life:

- Suspension of use of all electronic devices including phones
- Mandatory attendance at after-school study hours
- On-campus work
- Loss of off-campus privileges
- Dorm or room restriction
- Requirement to meet with the Dean of Students

### **Tobacco, Drugs, and Alcohol**

John Bapst is a no-smoking campus. Both possession and use of alcohol and other drugs are prohibited. Violations of these rules are Major School Rule violations.

### **Prohibited Items and Activities**

The following are not permitted for students on campus:

- pets or other animals;
- anything with an open flame or heating element (including candles or incense);

- cooking and heating devices may be used *only* in the common rooms;
- electric blankets or heaters;
- weapons or other dangerous items or materials (this includes knives and chemicals that do not have a purpose in daily living);
- cooked food or food with strong odors; all food must be kept in airtight containers;
- skateboarding, riding a bike, rollerblading, skiing, or skateboarding without helmet; this is required by the Maine State Helmet Law.

### **Weekend Activities**

On weekends, there are scheduled outings and activities that provide opportunities for the international students to explore the state of Maine, to enjoy activities that are available due to Maine's natural environment, and to integrate with John Bapst day students. There are also many opportunities to attend local community events and school events. It is also a time for the students to relax, enjoy their leisure time, engage in athletics, and study. Weekend transportation is provided to a variety of places such as athletic events, restaurants, shopping malls, the movie theater, and to the homes of day students.

### **Off-Campus Privileges, cell phones, and the "Buddy System"**

Students are expected to sign out with the houseparent on duty when they leave the dorm and sign in when they return. Students are expected to take their cell phone with them when they are not in the dorm. Boarding students should be accompanied by another John Bapst student or an adult member of the community when leaving their dorm after dark. All residential students must have a working cell phone. Phones are a necessary means of communication between the student and the houseparenting staff and are very important for enabling school staff to know the students' whereabouts and ensuring the students' safety. This also affords the students the independence to be off-campus without being accompanied by an adult.

### **Cars and Riding Permission**

Parent permission, which is given through the Travel/Automobile Permission Form, and the permission of the duty houseparent or the Director of Residential Life are required before students may ride in a car driven by a John Bapst day student. International students are prohibited from driving cars except in the case that they are taking a drivers' education course. John Bapst Scholars are prohibited from driving cars except when returning home for a weekend, for a scheduled break, or under other circumstances agreed upon by the parents and the Director of Residential Life.

### **Money and Banking**

Students should not keep large sums of cash in their dorm. There are several local banks available for students to set up local accounts; staff will assist with this process. Business Office personnel are also available to help with advice about finances, credit cards, etc.

## Mail

Students receive mail Monday through Friday in the Residential Life/International Program Office. They should use (Student Name), 100 Broadway, Bangor, ME 04401 as their mailing address. Homestay students should use their homestay address for receiving mail and packages.

## Health and Health Insurance

The School Nurse is available to manage student health and medical concerns. International students at John Bapst are accepted into local doctors' offices and hospitals through their affiliation with the school. Bangor has a comprehensive network of quality medical facilities. Completed medical information is kept at school.

Students should consult with the School Nurse or a houseparent with any health concerns. If a student is ill on a school day, he or she should report directly to the nurse or contact the nurse by email (swaring@johnbapst.org and rolmstead@johnbapst.org by 7:45 AM so that the nurse can provide proper care. Should a doctor's visit be required, the school nurse will arrange an appointment.

Health insurance that covers most situations involving illness or injury is included in the cost of tuition at John Bapst. There may be a required "co-payment" for doctor's visits or fees for testing or medications. Co-payments are the obligation of the student's family to pay. **Note: Families should continue to carry health insurance from their home countries. The John Bapst policy does *not* cover pre-existing conditions (conditions, illness, or injuries that the student has before coming to John Bapst).** In the US, cost for medical treatment for things not covered by insurance can be extremely high. Except in emergency situations, the school will consult with international families before any treatment occurs.

## Medications

John Bapst policy prohibits students from administering medication to themselves except in specifically approved cases such as diabetes, asthma, and severe allergic reaction. Over the counter medicines such as ibuprofen or cold medicines are provided and available from houseparents. All prescribed medications must be registered with and kept by the School Nurse. Over the counter medicines from outside the US must be checked and approved by the school nurse. If students are found to have unapproved medication in their possession, the medication will be inventoried and locked in a secure place by the School Nurse.

## Immunizations and Physical Examination (see also COVID changes)

Students who arrive without proper documentation of their current immunizations or whose immunizations are not complete will be scheduled promptly to receive the necessary immunizations at the family's expense. Students in grades 9 and 11 and all transfer students are required to have submitted the Medical Exam document. In addition, all international students will receive the annual influenza vaccination. and must have a COVID vaccination.

### **Acceptable Use of Technology in the Residence Halls**

Rules governing acceptable use of technology at John Bapst extend to the residence halls. Students are required to sign the school's Acceptable Use Policy agreement at the beginning of the year.

### **Weekend Visits Off-Campus, Off-Campus Travel, and Vacation Planning**

Students who wish to stay off campus overnight must first obtain permission from the Director of Residential Life and complete the overnight/weekend off-campus permission form.

Students who plan to leave campus during a vacation must complete a Vacation Leave Form indicating their vacation plans, providing contact numbers, and showing parental permission for any independent travel. Vacation forms must be submitted to and approved by the Director of Residential Life and/or Director of the International Program.

### **Residence Hall Schedule During Vacations**

The residence halls are open during all breaks *except* the two-week Holiday Break in December, at which time all students are required to leave the dorms. In some cases the school may assist with a holiday placement; an additional fee may apply. Meals are provided whenever the residence halls are open.

## Athletics

The athletic program offers a wide variety of activities for male and female students. These activities are an integral part of the educational process. The goals of the program are to promote character and leadership, physical and mental fitness, opportunities for recreational pursuits, and athletic excellence through instruction and competition.

The athletics program provides students opportunities to experience the need for emotional control, to think quickly, and to act appropriately while under the pressure of competition. Emphasis is placed on providing a wholesome atmosphere around which school loyalties may be rallied and school spirit developed. Interacting in a group setting and learning to contribute within an established system of rules and regulations help students develop responsibility for themselves and for the group. Qualities such as discipline, pride, dedication, punctuality, and the ability to win and lose with grace transfer to students' lives and enable them to be good citizens and effective leaders.

### Expectations of Student-Athletes

Team members are expected to follow the policies set forth in the *Student-Parent Handbook* at all times. Student-athletes in violation of the John Bapst Code are subject to discipline by the school's administration and/or coach. Consequences assigned for Major School Rule violations may affect athletic participation. Students suspended from school may not practice or participate in games or events during the suspension.

### Sportsmanship

Good sportsmanship must be maintained at all times, at school and while participating in or attending any school or public activity in which student-athletes are representing John Bapst. Profanity on the part of John Bapst students is a violation of the John Bapst Code.

A student-athlete who is removed from any competition by the official for unsportsmanlike conduct or the equivalent will serve the next game suspension required by the Maine Principals' Association. Repeat offenses may lead to the athlete's dismissal from the team.

### Participation Requirements

**Mandatory Athletics Meeting:** Before a student may participate in athletics at John Bapst, students and their parents or guardians must attend a mandatory Student/Parent Athletics Meeting at the beginning of each sport season. These are usually scheduled during the first week of each sport season—fall, winter, and spring. Students and parents who attend the fall meeting have met their requirement for any other sports season. The Athletics Meeting covers the paperwork required to participate, including the Participant/Parent Contract and other athletic information. In addition, parents and athletes are introduced to the school's training rules, sportsmanship code, and eligibility policy. During the meeting, the coach of

each sport meets with parents and students to go over his or her program. Athletes are expected and parents are encouraged to attend the sport-specific meeting. Note that a student may not participate on more than one athletic team during a given sports season.

**Forms, Fees, and Physicals:** All candidates for interscholastic athletic teams at John Bapst must complete and return the Parent Consent Form, Insurance Form, and Financial Responsibility in order to take part in their tryout session or first practice session. **Payment of the Sports Participation Fee should be paid by the first tryout date.** Proof of insurance must be demonstrated prior to the first tryout or practice session. Insurance can be purchased through the school at a reasonable cost. Sports physicals are required every year for all students participating in interscholastic activities and must be completed prior to the first tryout or practice session.

**Participant/Parent Athletic Contract:** Students and their parents or guardians are required to sign and follow the school's Participant/Parent Contract. The contract refers specifically to the school's training policies, team policies, goal- and priority-setting, accountability and responsibility, attendance at practices and competitions, and sportsmanship.

#### **Academic Eligibility**

All students may participate in or tryout for a sport at the beginning of the season. Students who are on Academic Restriction or Probation due to poor academic performance may have their participation in games restricted until their academic performance improves. Eligibility is determined by the Athletic Director in collaboration with the Dean of Students and Academic Dean.

#### **Participation and Commitment**

Selection to a team and playing time is determined by the coaching staff of each playing level (freshman, junior varsity, varsity, etc.).

As a rule, all sub-varsity players participate in each contest on a regular basis. The frequency and duration of play are determined by the coach. Varsity participation is determined by the coach and takes into account a wide range of team needs and individual qualities, including skill level and development, practice attitude and commitment, and teamwork.

Students who become a member of a team are expected to honor the commitment made to the coach and to teammates, attending all practice sessions and contests on a regular basis as scheduled and making the team a priority over optional trips or social events. Coaches understand that required academic and extracurricular activities in other school areas may take precedence over a team practice. Any excuse for necessary absence from practice must be given to the head coach in person.

### **Attendance**

On any given day, to be eligible for participation in practice or in a game a member of a team must have been present at school. Students who arrive at school after 11 a.m. or miss more than four class periods (or two periods on Purple or White days) are considered absent for the day, unless excused by the Dean of Students. Similarly, when an athletic event is scheduled on a non-school day, the participants must have been in school on the last regularly scheduled day prior to the event, unless excused. Under each of the above circumstances, a student whose absence was unexcused is ineligible to participate in athletics.

On the day following an evening contest, students are expected to be in school for the start of that day's first period class. If they are not in school, they may not be eligible to practice or play in any scheduled contest for that day.

When a student must miss an athletic practice or contest in the event of an emergency, medical or religious obligation, family or school trip, or other school-sponsored activity, the absence is excused if proper notification is received by the school and the coach. Depending upon the length of and reason for the absence, the coach determines when the student may return to full participation in team events.

### **Training Rules**

Team members agree to follow school training rules prohibiting the use, distribution and/or possession of alcohol, tobacco, or drugs on or off campus. Failure to follow this rule may subject the athlete to disciplinary action by the school. Such action for a first offense may include a suspension from the team. A second offense may result in an athlete's removal from the team.

### **Transportation to and from Athletic Events**

Transportation to athletic events outside Bangor is provided by the school when possible. However, with a prior written request from a parent to the coach and approval by the Athletic Director, Academic Dean, or Head of School, students may be allowed to ride with their parents or guardians instead of on transportation provided by the school. Students are not allowed to ride to or from contests outside Bangor with other students, without prior written permission (24 hours in advance) from their parents.

### **Equipment and Personal Property**

Responsibility for personal property in the locker room, gym, and other facilities is that of the individual. All equipment issued in the name of a student-athlete must be accounted for by the student and turned in to the coach at the end of the sports season. If issued equipment is not returned in good repair, the student athlete will be billed for its replacement.

## **Recognition**

All students who participate in the athletic program and fulfill team requirements receive recognition in the form of a certificate and/or athletic letter.

## **Student-Parent-Coach Communications**

Successful involvement in athletics requires commitment and understanding from students, parents, and coaches. To be successful, communication must take place. Parents may expect the following communication from coaches:

1. time and location of practices;
2. information about coaching philosophy;
3. expectations of all team members;
4. details about fees, special equipment, off-season conditioning;
5. notification of any time the student is injured during participation; and
6. any disciplinary action incurred by the student-athlete.

Coaches welcome the opportunity to discuss appropriate concerns. These may include observations and advice about skill improvement and development or concerns about the student-athlete's behavior or attitude. Issues that are less appropriate to discuss with coaches are those concerning playing time, team strategy, play calling, and other students. Parents are part of the team, too. A professional coach will always appreciate the parent who is able to wait for an appropriate time – not before, during, and immediately after the game or contest – to express concerns by phone or in person, who notifies him or her of any schedule conflicts well in advance, and who actively supports the program.

## **Conflict Resolution of School-Sponsored Activities**

In addition to their academic pursuits, students at John Bapst participate in several extra-curricular activities each year. Extra-curricular offerings include sports teams, academic clubs and teams, and fine arts activities. Whatever combination of activities a student chooses, time management and responsibility to those activities should be the student's goal.

Conflicts can arise between two school-sponsored activities. In such cases, the student notifies both the advisors and coaches as soon as the conflict arises. If needed, the student, advisors, and coaches meet to resolve the conflict. If the student fails to report a conflict, the student is held accountable in accordance with the activity's protocol.



The method to resolve a conflict can differ with each situation. Following are three examples of possible conflicts and their resolutions:

1. Two practices are scheduled for the same time. The resolution in this case would be for the student to attend the practice for the team, club, or activity with the closest upcoming event, performance, or competition.
2. A practice and an event, performance, or competition are scheduled to occur at the same time. The resolution in this case would be for the student to attend the event, performance, or competition.
3. Two events, performances, or competitions are scheduled to occur at the same time. The resolution in this case would be for the student and the advisors and coaches to determine which one the student should attend.

In all cases, every effort will be made to prevent conflicts. The first responsibility lies with the student to recognize and report any conflict.

#### **Fundraising for Athletics**

The success of the John Bapst athletic programs depends on the energy and generosity of parents, through whose efforts the school has raised funds to purchase equipment, secure locations for practice and competition, and arrange transportation. The school is a nonprofit, 501(c)3 organization, and contributions that are made to the school, carefully documented, and properly receipted may be tax-deductible to the donor. The school's Development Office provides assistance to prospective donors.

Use of the school's name, mascot, and logos requires prior permission of the Athletic Director or the Director of Development. Parents and students are not allowed to raise money for any team function without school approval, which may be granted by the Athletic Director or the Director of Development.

## Student Educational Records and Information Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents or guardians and students over 18 years of age rights with respect to the student's education records.

### Inspection of Records

Parents and students over 18 have the right to inspect and review the student's education records within 45 days of making a request. Parents or eligible students submit a written request that identifies the record(s) they wish to inspect to the Head of School or Academic Dean. The school will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.

### Amendment of Records

Parents and students over 18 have the right to request the amendment of any student's educational records that parents or eligible students believe are inaccurate or misleading. Such requests should be submitted in writing to the Head of School or Academic Dean.

### Disclosure of Records

Parents and students over 18 have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. That authorization includes directory information. Parents/eligible students who do not want the school to disclose directory information must notify the school in writing.

Institutions of Higher Learning/Military Recruiters: Institutions of higher learning and military recruiters are entitled to receive the names, addresses, and telephone numbers of secondary students. The school complies with such requests. Parents and eligible students who do not want the school to disclose this information should notify the school in writing.

School Officials with Legitimate Education Interests: Education records may be disclosed to school officials with a legitimate educational interest. A school official has a legitimate interest if he or she needs to review a record in order to fulfill a professional responsibility. School officials include persons employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel).

Other Schools: Under Maine law, the school is required to send a student's educational records, including disciplinary records, to a school to which a student applies for transfer.

Criminal Justice Agencies: John Bapst may disseminate education records as defined in 20 United States Code, Section 1232 g(a)(4) regarding a juvenile if:

- A. The juvenile has not been adjudicated as having committed a juvenile crime;
- B. The education records are disseminated to:
  - a. Criminal justice agencies; or
  - b. Agencies that by court order or agreement of the juvenile are responsible for the health or welfare of the juvenile and that have provided the school with a statement describing the purpose of the dissemination; and
  - c. The education records are relevant to and disseminated for the purpose of creating or maintaining an individualized plan for the juvenile's rehabilitation.

Education records received under this subsection are confidential and may not be further disseminated, except to the court or as otherwise provided by law. The persons to whom the education records are disseminated shall certify in writing to the school that the records will not be disclosed to any other party, except the court or as otherwise provided by law, without the written consent of the juvenile or the juvenile's parent or guardian.

#### **Internet Restrictions**

John Bapst frequently publishes/posts students' names, work, and photos (Honor Roll, athletic or promotional photos, artwork, musical or theatrical performances, and more). If parents do not want their students' name, work, or photo to be published/posted, they should contact the main office. John Bapst will respect the wishes of parents who do not want their students' names, work, or photos published/posted.