

**2024 - 2025
PARENT AND STUDENT
POLICY HANDBOOK**



SAINT JOHN REGIONAL SCHOOL

61 S. State Street

Concord, NH 03301

Dear Families,

This Parent-Student Policy Handbook governs the expectations of parents and students of the school. The policies, benefits, and rules contained in this handbook may be changed from time to time as Diocesan or school policy dictate.

I invite families to note the Diocesan Statement on Parental Partnership in Education at the start of this handbook. Strong home/school collaboration is essential to your child's personal and academic growth at St. John's, and we look forward to partnering with you this school year.

If and when provisions are changed, the school will, as soon as possible, provide you with replacement pages for those policies that have become outdated. If any parent or student has any questions regarding the policies and rules of the school, they should feel free to contact the principal.

Sincerely,
Stephen Daigle
Principal
St. John Regional School



Diocese of Manchester Catholic Schools Statement on Parental Partnership in Education

Parents are the primary educators of their children; this is an essential tenet of the Catholic faith¹. We, the teachers and administrators of the Diocese of Manchester, consider it our privilege to work alongside you in the education and formation of our Catholic school students.

When you choose to partner with our Catholic schools, we both commit to a collaboration of effort and good will, opening the door to a world of goodness, truth and beauty. Your child will experience the transformative effect of God's love in his or her life and you will be amazed at the ways it touches others, both in and outside of school.

Parents have both the right and duty to act as role models – physically, mentally, and spiritually – and a good example is the strongest teacher. Your personal relationship with God and your active involvement in the school community will influence the ways in which your child relates to God and others. It will enhance their education and create the next generation of societal leaders. The Catholic values and Christian behavior taught in our schools will take root in your child if they are also demonstrated at home. The Diocese of Manchester Catholic Schools will provide resources throughout the year which will seek to support and affirm your responsibility as the first educator of your child.

In our schools, we gladly welcome students of all faiths, at all stages along the journey to faith, and we need parents to support us according to our mission. Catholic schools will continue to be transparent about expectations, curriculum, and every aspect of our committed partnership. Students may not “opt out” of religion class, Mass, rosary, or any other of the Catholic practices that distinguish our Catholic schools from their secular counterparts. It is for the benefit of every child, in a true spirit of evangelization, that devotions are taught and required for all students.

During their formative years, your child needs constant support at home as well as at school to develop his or her moral, intellectual, social, cultural, and physical endowment. Parents and teachers must trust the sincerity of the efforts of their educational partner in the quest to nurture and challenge each student to reach his or her potential. We follow the Catholic principle of subsidiarity; that is, concerns should always be brought, first, to the staff member, teacher, or administrator that the parent has the concern with. It is vital that both parents and teachers model respect. Open and two-way communications between family and school are foundational to your child's growth and accomplishment.

Students are naturally eager to grow and learn. Sometimes, in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and structure. At times, your child may perceive structure as restrictive. However, we believe appropriate boundaries and limits provide children with much needed guidance and security. It also provides the best learning environment, where everyone can learn free from distraction. As a partner, we will work alongside you, to uplift you in your role as primary educator, while creating an atmosphere where students can best be readied to achieve academic and personal success.

Nothing is more important, or more beautiful, than the task of forming knowledgeable, kind, effective and moral citizens of tomorrow. We are honored to have earned your trust, encouraged by your strong commitment, and we look forward to working alongside you.

¹ Catechism of the Catholic Church §2223

Mission Statement

St. John Regional School is a Catholic community where students grow in faith, are challenged to achieve academic excellence, develop individual responsibility and imitate Jesus in their service to others.

School Philosophy

St. John Regional School is first and foremost a Catholic school. Our students are children of God, made in His image and likeness. By virtue of this, we are called to help each child reach their full potential and be who God meant them to be. At St. John Regional School, students receive the intellectual, spiritual and moral formation needed to develop a mature relationship with God and others. St. John Regional School, through its committed faculty and staff, nurtures a faith community that reaches beyond the school building.

Belief Statements

- We believe that our Catholic faith drives our mission as a school.
- We believe our students are called to live fully the Gospel message.
- We believe that a quality education forms the whole child: spiritual, moral, intellectual, social, emotional and physical.
- We believe that all students deserve a safe and nurturing environment.
- We believe our students should be given the opportunity to develop their unique talents and abilities.
- We believe our students are being prepared to become lifelong learners, contributing members of society and saints.

Notice of Non-Discrimination Policy for Schools of the Diocese of Manchester

The Catholic Schools of the Diocese of Manchester, mindful of their primary mission to be witnesses to the love of Christ for all, admit students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. The Catholic Schools of the Diocese of Manchester do not discriminate on the basis of race, color, national and/or ethnic origin, in administration of their educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Notice of Nondiscriminatory Policy as to Students

St. John Regional School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Subsidiarity

In the Roman Catholic Church, subsidiarity is the Catholic Social Justice principle of social doctrine that posits that all issues should be dealt with at the most immediate level. In our schools, this translates into Students and Parents first consulting with Teachers about immediate spiritual, social, and academic concerns before seeking counsel from Administration.

POLICIES

ACADEMIC INTEGRITY

Students are expected to do their schoolwork to the best of their ability. Cheating, in any form, is not tolerated.

Cheating is defined as presenting someone else's ideas, words or information as one's own or giving unauthorized assistance to someone else's work. Unless authorized by a teacher, the following examples are considered cheating:

- a. Using "crib" notes, looking at someone's paper, having someone else write a paper
- b. Copying homework, giving or receiving answers, allowing someone to copy work, test, etc.,
- c. Presenting information as one's own without giving credit to the source.
- d. Receiving more than 25% assistance on a book report or project from a parent, guardian, or sibling

Parents are encouraged to help enforce our policy of academic integrity by ensuring that the work received is truly the work of the student.

Cheating will result in an automatic zero on the assignment. This is a serious infraction.

ADMISSION AND REGISTRATION

Enrollment/re-enrollment for the upcoming school year opens on Nov. 1. A copy of the child's birth certificate, a record of completed immunizations, a medically verified plan for completion of immunization, or a medical or religious exemption, as well as a record of a physical exam by a physician are mandatory. (Immunization Law 1-1-88)

Required Forms for Registration

In order to process your child's enrollment, the following registration forms and information must be submitted before your child is accepted into St. John Regional School:

New Students

1. Completed Application Form
2. Tour and/or interview with parent and child
3. Non-Refundable Application Fee of \$200

If accepted, new students will submit the following (some items may be requested for review during the interview process):

1. Completed Registration Form along with non-refundable registration fee
2. A copy of the Birth Certificate
3. A copy of Baptismal Certificate (if applicable)
4. Signed "General Records Release Form" (students entering K-8)
5. A record of completed immunizations, a medically verified plan for completion of immunization, or a medical or religious exemption, as well as a record of a physical exam
6. A copy of the most current custodial agreement/parenting plan (if applicable)
7. A copy of the most current ISP/504 (if applicable)

New families will set up an account with FACTS tuition management via our school website. See “Tuition” section for more information.

New families seeking tuition assistance will need to submit their information to FACTS by the deadline published by the school office in order to be considered for tuition assistance.

New families will then read, sign, and return a Tuition Agreement/Enrollment Contract to the school by the deadline published by the school office.

Returning Students

1. Completed Registration Form along with non-refundable registration fee
2. A record of completed immunizations, a medically verified plan for completion, or a medical or religious exemption, as well as a record of a physical exam
3. A copy of the most current custodial agreement/parenting plan (if applicable)
4. A copy of the most current ISP/504 (if applicable)

Families seeking tuition assistance will need to submit their information to FACTS by the deadline published by the school office in order to be considered for tuition assistance.

Families will then read, sign, and return a Tuition Agreement/Enrollment Contract to the school by the deadline published by the school office.

Immunization Requirements: As determined by the NH State Department of Health and Human Services. <https://www.dhhs.nh.gov/programs-services/disease-prevention/immunizations>

ADVISORY BOARD

The advisory board is comprised of the chaplain, parents and community members at large. The board assists the principal in the formulation of policy regarding the philosophy, mission and goals of the school. Meetings are held monthly as needed.

ALCOHOL/DRUG POLICY

St. John Regional School is a drug-free school zone. Alcohol, tobacco, e-cigarettes, any form of drug or tobacco paraphernalia, and all illicit drugs are strictly prohibited on school property. Failure to comply will result in serious disciplinary action and reporting to law enforcement.

ASBESTOS MANAGEMENT

In accordance with the EPA’s Asbestos Hazard Emergency Response Act of 1986 (AHERA Public Law 99-5190) and the Asbestos Containing Materials in Schools Rules (40 CFR Part 763 Subpart E) inspection of St John Regional School by an accredited inspector takes place every three years, and an accredited Management Inspector has developed a management plan for this facility. The plan is available for public inspection during school hours in the Principal’s office and at the Diocesan School Department.

The school is complying fully with the requirement of the above-cited rule. Thus, you may be assured that we are taking all the necessary steps to ensure that the school remains a completely safe environment for all students and personnel. Should you have any questions, please do not hesitate to contact the Principal.

ATHLETIC POLICY

1. All athletes must be academically eligible. (See Extra-Curricular Activities)
2. If an athlete is absent from school, he/she may not participate in any athletic event that day. In the event that the absence occurs on a Friday or the day before a break, he/she may not participate in any athletic event that weekend or break.
3. All athletes are representatives of the school. When traveling, all are expected to behave respectfully and courteously. At home games, all are “ambassadors,” welcoming the visiting teams and answering any questions or offering direction when necessary. It is expected that all students participating in athletics at St. John’s exhibit the character and sportsmanship that is consistent with our mission as a school. Students who do not do so will not be permitted to continue as part of the team.
4. All athletes who make a team will be issued a uniform. Uniforms are to be worn for games only. Although most uniforms are on loan, some uniforms must be bought. The athlete is responsible for the uniform loaned to him/her. All uniforms must be returned to the school in good, clean condition within two weeks after the last game.
5. All athletes must be picked up within ten minutes after any practice or game. Any athlete who is not picked up on time will not attend the next game, meet or tournament.
6. All athletes must have had a recent physical (within the past year), and must have a current medical release form signed by the parent or guardian. This form remains in the athlete’s school record.
7. All athletes need parental permission to participate in any of the programs.
8. Students are only eligible to participate on our school’s sport teams consistent with their biological sex.

ATTENDANCE

Regular attendance is important to your child’s success in school. When your child is absent or tardy, please notify the school by 7:45 a.m. by calling 225-3222 and leaving a brief message or emailing the office at office@stjohnregional.org.

Prolonged absences: Vacations during school time are discouraged. However, in the event that this does occur, parents are requested to inform the principal before leaving and contact each teacher to arrange for make-up work upon return.

It is not school policy to give out assignments ahead of time. The student will have three school days to complete all written work after he/she has returned to class. After that time, no credit will be given.

If a student has an extended absence due to illness, parents should contact the teacher to arrange for collection of missing work. School policy normally allows a student two days to make up work for each day of absence due to illness. Late work will be received for the highest possible grade of 75%> Any work not turned in will be graded as 0. It is the student’s responsibility to turn in late work; teachers are not responsible for requesting missing assignments.

Early Dismissal: If a child is dismissed early, a note should be sent in with the child. It should be presented to the teacher and then brought to the office. In addition to the child’s name and the reason for early dismissal, the note should include the student’s homeroom, the time the student will be picked up, and the telephone number where the parent can be reached in case the office must call. No child will be called out of class before the parent arrives. In all cases, parents must come into the building and sign the early dismissal log. If someone other than the parent is picking the child up, this must be stated in the note.

Picture identification may be requested if the person is not known to the office staff. At no time may a parent pick up a student from the classroom.

Excessive Absenteeism: A pattern of absenteeism places a student in academic jeopardy. A student who has missed school for several days becomes the concern of his/her teachers and of the administration. In such cases, the school will communicate with the parents to determine the status of the student. An accrual of twenty or more absences in a school year may result in retention. - SEE **TRUANCY POLICY** -

Tardiness: A student's tardiness is disruptive to classmates and teachers and has a negative influence on a child's day. Punctuality is a positive trait, which we must help our children to cultivate. However, circumstances beyond anyone's control (late buses, traffic congestion, weather, etc.) sometimes come into play. When a student arrives late, they must report directly to the office. If they are in grades 6-8 and arrive before 7:50 AM, they must go directly to Barry Hall (the Junior High Building). If they arrive after 7:50 AM they must check in at the office in the main building. Repeated tardiness will not be tolerated. Appropriate consequences will apply based on the student's grade level and reasons for frequent tardiness.

AFTER SCHOOL PROGRAMS

In response to a need for quality supervision, St. John Regional School offers an After School Program. These sessions begin the first week of school and are operational when school is in session. Days when after school care may not be available will be announced in advance so that families may make appropriate arrangements. After School is available to students in Pre-K through eighth grade, Monday through Friday from 3:00 p.m. - 5:30 p.m., with the exception of school vacations, holidays, professional development days, and early release days.

The After School Program is supervised by the faculty at SJRS, and it offers a safe and happy environment where students can complete homework and enjoy supervised play time. Our faculty works together to provide individual attention and security in an atmosphere of respect and understanding.

If your child/children participates in after school activities, i.e. basketball, drama, etc., and he or she attends the after school program until the activity begins (or after the activity has ended), the family will be charged the program fees.

AFTER SCHOOL PROGRAM FEES:

Students who are signed into after school at 3:00 will be charged a full day fee.

One Child:	\$13.00
2 or More Children	\$19.00
3 or more	\$26.00

The After School Program ends promptly at 5:30 p.m. If you pick up your child later than 5:30 p.m. you will be charged a late fee. Beginning August 2024, the fee is **\$1.00 for the first five minutes that you are late and an additional \$1.00 per minute thereafter.**

After school will be billed bi-weekly, and the payment is due upon receipt of this invoice. It is important that all accounts be kept up to date. If a balance is more than 30 days in arrears, the child/children will not be allowed to use the After School Program until the account is paid in full.

ARRIVAL

An arrival and dismissal procedure is clearly outlined at the beginning of each school year. It is designed with the safety of the children and respect for the neighborhood in mind and must be observed by all - as the signing of this handbook is parent/guardian agreement to follow the rules outlined herein. As a school, we make every effort to be good neighbors, and we ask that anyone dropping off or picking up – as members and representatives of our school community – show that same respect for those who share our neighborhood and one another.

Students may not be dropped off prior to 7:30 a.m. Teachers are not on duty until 7:30 and unsupervised children may not be present on school property. This is a safety and liability issue, and is non-negotiable.

Children in grades 1 – 8 along with their siblings will be dropped off in the main parking lot, and parents will exit the parking lot onto Thorndike Street. All children should exit the vehicle on the driver's side of the vehicle and not on the passenger side of the vehicle. Please assist and direct your child(ren) in this safety procedure. Parents of children in PreK and Kindergarten will drive into the parking lot following the same direction as the car line and park in the Church parking lot, and escort their children into their respective classrooms.

Cars leaving the drop-off line must wait their turn to depart and not cut out into oncoming traffic. Students remain in the front parking lot upon arrival until after Morning Prayer, Pledge, and Announcements. At 7:45, teachers will have students line up to enter the building.

DISMISSAL

Students with their siblings in K – 8 will be dismissed in the main school parking lot. Parents will enter the parking lot from Laurel Street extension, follow the cones, and exit onto Thorndike Street. Students in Grades 6-8 without siblings at St. John Regional School, will be picked up in front of the Parish Activity Center. Parents entering the Church parking lot to either park or pick-up outside of the Parish Activity Center must enter from the Laurel Street extension staying to the right of the pick-up line and exit back onto Thorndike Street.

Please be mindful that New Hampshire law (Env-A 1100) restricts idling vehicles. The maximum idling time limit if the temperature is above 32 degrees is five minutes, between -10 and 32 degrees it is 15 minutes, and there is no time limit if the temperature is below -10. Please do not arrive for dismissal excessively early.

BEHAVIOR AND DISCIPLINE

Code of Conduct: As an institution of learning sponsored by the Church, St. John Regional School values the Catholic faith heritage and expects all members of its community to uphold the principles of honesty, and of personal and academic integrity. Whenever these standards are violated, our Christian values are compromised, and our entire school community is diminished.

The learning process is a personal undertaking and challenge. It allows students to grow and mature within the school's established mission of assisting in the formation of the whole person. The staff is dedicated to directing and guiding the students toward appropriate decision making. Mistakes will undoubtedly occur as part of the learning process and our response, while often having a consequence, is rooted in the desire to help the students grow in responsibility and learn to make appropriate choices that reflect our mission and philosophy.

Students at St. John Regional School are expected to carry out the following responsibilities to assist in creating an environment that is conducive to learning in a Catholic School setting.

- **Participation:** Students are expected to be positive contributors to the Christian environment of SJRS. They are expected to fully participate in daily opening and closing exercises, to attend all school liturgical celebrations, and to participate in all faith development activities.
- **Students are responsible for participating fully** in the educational process in accordance with their age and ability. They must report to school and to all classes regularly and on time, remain in classes until excused, pay attention to instructions, actively participate in classroom exchange, and complete assignments to the best of their ability and request help when needed.
- **Behavior:** Students are responsible for avoiding any behavior that detracts from the Christian atmosphere or from the learning process at SJRS. They must cooperate in maintaining reasonable orderliness in the school, in the classroom, or on the playground.
- **Respect for Adults:** Students are responsible for showing respect for teachers, staff members, volunteers, and visitors. Any teacher or staff member has the authority to correct a student. Students must conduct themselves in an acceptable and courteous manner at all times.
- **Respect for Other Students:** Students are responsible for recognizing and respecting the rights and human dignity of fellow students. They must refrain from harassing, threatening, or fighting with others, from name-calling, or using disparaging remarks, and deliberately attempting to embarrass or harm others. Students must always respect the personal space of others.

JUNIOR HIGH STUDENT BEHAVIOR PLAN

The purpose of this plan is to improve our sixth, seventh and eighth grades by enabling both students and teachers to focus better on instruction rather than behaviors which can detract from learning. In particular, this plan aims to target the following student behaviors in order to deal with them efficiently and effectively:

- Classroom, hallway, cafeteria, recess or bus disturbances
- Unnecessary talking in class
- Disrespect to other students through words or actions
- Disrespect to a teacher through words or actions
- Disrespect and/or damage to property
- Chewing gum
- Uniform and dress code violations, including not properly wearing the uniform, failure to comply with school rules on hair styles, make up, perfume and jewelry
- Use of personal electronics without permission and/or misuse of school technology
- Unexcused tardiness to class

DETENTION & DEMERITS

Each time a student is found in violation of one of these rules, the parents will be notified through FACTS SIS and students will receive a demerit. Students who accumulate three violations of the

above rules will be assigned an after school detention on the last day of the week from 2:45 p.m. - 3:30 p.m. Parents will be informed of the detention.

Students who have repeatedly violated the rules may face suspension or expulsion from school. Serious offenses of the school rules will be referred to the administration and may result in actions, which have more serious consequences.

The other important part of this plan is to reward students who have followed the rules and who demonstrate virtue in exemplary behavior in terms of kindness to others or service to the school community. Students will be recognized throughout the year either individually or in groups. Students who have been cited for violations of the rules within 15 school days will not be permitted to participate in some rewards.

The following behaviors are contrary to our philosophy and mission and will have immediate principal action, parent notification, and appropriate disciplinary action taken at the discretion of the Principal.

- **Weapons:** It is unlawful for any student to use or possess a firearm, explosive device or weapon while on school property or at a school related function. Weapons include, but are not limited to the following: guns, knives, sling-shots, clubs, throwing stars, brass knuckles, and any type of martial arts weapons.
- **Theft:** Theft is a serious violation against another person or against the school community. It will not be tolerated, and it will be fully investigated. In addition to facing serious disciplinary action, any student found guilty of theft will be expected to make full restitution.
- **Harassment/Bullying:** Harassment of any kind diminishes a person and creates an atmosphere of fear and intimidation. This type of behavior is governed by very strict and specific guidelines from the Catholic Diocese of Manchester and will not be tolerated. Any allegation of harassment that can be proven will earn serious consequences for the offending student.
- **Fighting:** Physical confrontation is an unacceptable manner of resolving personal differences, especially in a Catholic school setting. Fighting, wrestling, punching, pushing or similar rowdy behavior of a physical nature will not be tolerated. Any student engaging in such behavior, whether as a participant, an enabler, or an active observer will be subject to disciplinary action.

As required by the Memorandum of Understanding with the Concord Police Department, any student actions which rise to the level of seriousness outlined in that agreement will be referred to the Concord Police Department.

BIRTHDAY/PARTY INVITATIONS

To avoid hurt feelings, invitations can only be given out to students in the classroom if these are non-exclusive (all boys, or all girls, or the entire class). Invitations must be mailed (electronic or traditional) if only a few children are invited.

BOOK CARE/SCHOOL PROPERTY

Students are responsible for the proper care of all schoolbooks, supplies and furniture supplied by the school. Students, who deface property, break windows or do other damage to school property or equipment will be required to pay restitution or replace the item. This behavior is subject to suspension.

All books used in the academic year, with the exception of books purchased by the students, are loaned to the students. Students are not allowed to mark or scribble in school textbooks. Lost or damaged books must be paid for by the family of the student responsible for the loss or damage. School bags are required for carrying books to and from school.

BULLYING

St. John Regional School is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate.

Bullying behavior is viewed as being in direct opposition to the mission of St. John Regional School and in conflict with the fundamental teachings of the Catholic Church. Students are expected to treat each other with dignity and respect, and are entitled to freedom from any kind of harassment. It should be clear that no form of harassment will be tolerated.

Definitions

According to NH RSA 193-F, **bullying** means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student's property; or
- Causes emotional distress to a student; or
- Interferes with a student's educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

According to the same RSA, **cyberbullying** means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, video games, and websites.

Bullying and cyberbullying shall not be tolerated and are hereby prohibited. St. John Regional School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the Principal.

Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of suspected bullying or cyberbullying is prohibited. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action. If an alleged

victim or any witness expresses to the Principal or other staff member that he/she is fearful of retaliation, the Principal shall develop a plan to protect that student from possible retaliation.

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee. Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to the Principal.

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the Principal.

The Safe Environment Office at the Diocese has a bullying hot-line. The number is **(603) 663-0178**.

CAMERAS

Video surveillance cameras operate to increase the safety and security of our campus. Parents and students are not permitted to view other students on the cameras under FERPA.

CHILD ABUSE

To ensure the safety and well-being of students enrolled at St. John Regional School, it is the policy of the Roman Catholic Diocese of Manchester to comply with the requirements of RSA 169-C especially C: 29, 20, 31, and NH CODE OF ADMINISTRATIVE RULES ED 510.01, in reporting suspected child abuse and neglect.

Further, it is our policy to cooperate with NH Division for Children and Youth Services, child protection social workers and law enforcement agencies in the course of investigations into child abuse and neglect as outlined in RSA 169-C. In all instances of a student being interviewed, the principal and/or a faculty member will be present to protect the rights of the student.

Protecting a Safe Environment for Children: Anyone wishing to work as a volunteer, coach, chaperone field trips, or work directly with students must complete an application, have a criminal record check and complete the online child safety course offered to meet the Diocesan requirement for child safety training. **Mrs. Tara Puleo is our Safe Environment Coordinator.** She can be reached in the office.

Use of Restraint and Seclusion No student shall be restrained by a staff member unless it is necessary for a short period of less than five minutes as a last resort to protect that student or others from imminent danger of serious bodily harm. Any such limited restraint must be reported to the Principal before the end of the school day. No student will be secluded without adult supervision.

CUSTODIAL/GUARDIAN INFORMATION

Issues of Child Custody: The school requires that the custodial parent annually files a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. If no such copy is on file, school officials will presume that both parents have custodial rights.

School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court-mandated custody agreements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

Rights of Non-Custodial Parents: Non-custodial parents have the same rights as custodial parents to inspect the records of their children and receive school communication, unless a court order to the contrary is on file with the school.

DIOCESAN POLICIES

Diocesan policies, regulations, and practices are published by the Diocese of Manchester and are available on the diocesan website and upon request.

DISCIPLINE CODE

Part I: Student Responsibility

St John Regional School expects the student to exhibit a growing maturity in personal integrity in all his/her actions and dealings at all times.

The administration and faculty are present to help each student grow and mature in a school environment conducive to learning. The faculty and staff of St. John Regional School and the parents of all students must witness and communicate appropriate behavior to the children. The following discipline policy is in effect while students are in attendance at school, activities sponsored by the school or on school property.

Rules should be in line with these objectives:

1. To maintain order
2. To protect the rights of others
3. To provide a healthy and safe environment necessary to the successful operation of the school.

The following is a non-exhaustive list of improper behaviors that will not be tolerated at St. John Regional School:

Minor Offense

- a. Being in an “off-limits” area
- b. Disruptive classroom behavior
- c. Excessive screaming or noise at assemblies or school functions
- d. Failing to cooperate or being insubordinate
- e. Failing to properly dispose litter or waste
- f. Gum chewing
- g. Running in the hallways
- h. Rude or offensive language or expressions
- i. Talking in the hallways or stairwells
- j. Unwillingness or failure to do assigned or required work
- k. Violating classroom and school rules unique to our building or school.

Serious Offenses

- a. Any gross misconduct or refusal to conform to the reasonable rules of the school
- b. Cheating and lying

- c. Defacing school property
- d. Failing to attend assigned detention
- e. Failing to report to a teacher or principal as requested
- f. Fighting or any form of pushing or shoving
- g. Leaving school grounds without permission
- h. Using forged notes or excuses

Offenses Requiring Legal Action/Reporting

- a. Abuse
- b. Possession or use of illegal substances, weapons, look-alike weaponry, dangerous materials, alcohol, etc.
- c. Smoking
- d. Threatening others/Bullying (See Bullying and Harassment)
- e. Truancy

Part II: Disciplinary Actions

Under most circumstances, teachers will manage discipline in their classrooms (or in the After School Program) and will communicate with parents when appropriate. The aim of discipline is to help students understand the problem and what he/she needs to do to correct it.

When a student requires more serious consequences either because of the degree or the frequency of the infraction, he or she will be referred to the principal.

Depending on the seriousness of the problem, the principal may elect one or more of the following disciplinary actions:

1. Withholding of Privileges: Ex: if a student acts poorly in the cafeteria, the privilege of eating in that setting may be withheld. Privileges may be withheld for similar infractions of discipline.
2. Suspension: The temporary exclusion of a student from school attendance.
3. Expulsion: The termination of a student's enrollment at the school. At any time the principal reserves the right to dismiss a student whose behavior is undesirable in attitude and general conduct or whose continuation in the school is detrimental to him/herself or to fellow students.

The principal has the authority to suspend a student following serious warnings, in the event that students are in clear violation of written rules, or if a "serious offense" has occurred (see previous page for examples). In the event of a suspension, the parents will be contacted and asked to remove the child immediately from school. Transportation for the child will be the responsibility of the parents. Parents will be responsible for ensuring that the schoolwork is completed at home during the suspension period. The principal will determine the suspension period. In most cases, the suspension will not exceed five school days. It is important that the school and home work together to support the student. Periodically reviewing the discipline code with your child will help reinforce the importance of consistent parameters in developing positive social skills and a caring supportive community.

DRESS CODE

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students must follow the dress code expectations. Students must adhere to the dress code of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times. Out of respect for themselves and others, all students are to present themselves in a neat and clean manner. In the event that a student is not wearing part or all of the required uniform, the parents will be contacted to bring the proper attire to school.

For girls, jewelry is limited to one pair of stud earrings, a watch (**smart watches or similar watches that connect to the internet or receive text messages are not allowed**), a simple bracelet, and a simple necklace. Makeup is not permitted. Acrylic or any other kind of fake nail is not permitted. Excessively long nails are not permitted. Girls cannot come to school with hair that is dyed with an unusual color (for example, red, yellow, green, blue or purple tints or tips). Temporary tattoos of any kind are not permitted. Perfume, body spray, and perfumed lotions are not allowed.

Boys cannot come to school with eccentric hair styles (including mohawks, man buns, hair designs); hair length cannot exceed below the collar. Boys cannot come to school with hair that is dyed with an unusual color (e.g., red, yellow, green, blue or purple tints or tips). Temporary tattoos of any kind are not permitted. Boys may not wear jewelry other than a watch (**smart watches or similar watches that connect to the internet or receive text messages are not allowed**), a simple bracelet, and one chain with a cross and/or religious medal. Cologne or body spray is not allowed.

Students are not permitted to wear hoodies or jackets over their uniform in the building other than St. John's spirit wear and those offered through the school page of the Lands' End website. Students will be asked to remove non-dress code hoodies and jackets in the building. New uniform pieces are to be purchased *exclusively through Lands' End or Tommy Hilfiger* (access via the school website).

Pre-K SCHOOL UNIFORM

- Pants: Burgundy sweatpants with no markings other than SJRS logo only.
- Shorts: Burgundy micromesh shorts (warm weather)
- Shirts: School tee shirt.
- Sweatshirts (optional): Uniform burgundy sweatshirts.
- Socks: White or black socks which must be visible above the shoe.
- Shoes: Athletic shoes may be of any color. Shoes may not have lights, wheels or unmatched laces. No hightops or mid tops

GIRLS SCHOOL UNIFORM

Kindergarten - Grade 4

- * **Blouse:** Uniform short sleeve or "old" long sleeved, white with school monogram.
- * **Jumper:** New or "old" Uniform plaid with length to the middle of the knee.

Grade 5 - 8

- * **Blouse:** White or burgundy uniform polo tucked in, OR short/long sleeve "old" overblouse - white or burgundy.
- * **Skirt or Skort** - Uniform plaid; fingertips to knees.
- Pants (optional): Traditional khaki dress pants with front pockets. No patch pockets or cargo pants. No jeans, sweatpants, stretch pants or leggings. Black or brown belts must be worn. White or burgundy uniform polo may be worn with pants for all grades. Shirts must be tucked in.
- Sweater (optional): Uniform burgundy cardigan or uniform fleece vest, or long sleeve with front zip.
- Socks: White, black or burgundy knee-high cable OR opaque or white bobby socks that fold over and cover the ankle.

- Tights: Black, white or burgundy. OR black leggings that match socks under skirts/rompers.
- Footwear: Black or brown with 1 inch or less heels or sneakers (no hightops or mid tops). Dress shoes are encouraged for Mass days.

School Uniform - Warm Weather Option - ONLY for August, September, May, & June

- Polo: Uniform polo white or burgundy with school monogram tucked in.
- Shorts or Skorts: Must be khaki, knee length, and must meet fingertips at the knee.
- Belt: Black or brown with shorts
- Socks: White or black socks which must be visible above the shoe.
- Sneakers: Athletic shoes - any color. May not have lights, wheels or unmatched laces. (No hightops or mid tops)

Physical Education: Uniforms are worn all day

- Pants: Burgundy sweatpants hemmed or with elastics at the bottom, with no markings other than the SJRS logo.
- Shirts: School tee shirt.
- Sweatshirts (optional): Uniform burgundy sweatshirts.
- Socks: White or black socks which must be visible above the shoe.
- Shoes: Athletic shoes may be of any color. Shoes may not have lights, wheels or unmatched laces. (No hightops or mid tops)

Physical Education - Warm Weather option ONLY for September, May, & June

- Burgundy micromesh shorts - must meet the fingertips at the knee.

BOYS SCHOOL UNIFORM Grade K-8

DRESS CODE: Boys, Kindergarten

NOTE: Kindergarten boys should follow the uniform guidelines below with the exception of:

**Shirts*: Burgundy or white school monogrammed polos should be worn throughout the year.

**Ties*: Kindergarteners are not required to wear ties.

DRESS CODE: Boys, Grade 1-8

- Shirt: Uniform short or long sleeve white or light blue oxford button down with school monogram worn with tie. All shirts must be tucked in.
- Tie: Burgundy (grades 1- 4) or burgundy with gray stripes (5-8)
- Pants: Traditional khaki dress pants with front pockets. No patch pockets, cargo pants or jeans.
- Socks: Black, brown or tan with dress shoes. (NOT WHITE unless wearing sneakers)
- Belt: Black or brown
- Sweater (optional): Uniform burgundy pullover, sweater vest pullover, uniform fleece vest or long sleeve with full front zipper.
- Sneakers: Athletic shoes - any color. May not have lights, wheels or unmatched laces. Dress shoes encouraged for Mass days. (No hightops or mid tops)

School Uniform - Warm Weather Option - ONLY for August, September, May, & June

- Polo: White or burgundy uniform polo with school monogram.
- Shorts: Knee length khaki dress shorts with front pockets. No cargo shorts.
- Socks: White or black socks which must be visible above the shoe.
- Belt: Black or brown
- Shoes: Athletic shoes may be of any color. Shoes may not have lights or unmatched laces. (No hightops or mid tops)
- Option: Boys may also wear a uniform button-down shirt and tie with shorts, in place of a polo.

Physical Education : Uniforms are worn all day

- Pants: Burgundy sweatpants hemmed or with elastics at the bottom, with no markings other than the SJRS logo.
- Shirts: School tee shirt.
- Outerwear (optional): Uniform burgundy sweatshirts.
- Socks: White or black socks which must be visible.
- Shoes: Athletic shoes may be of any color. Shoes may not have lights, wheels or unmatched laces. (No hightops or mid tops)

Physical Education - Warm Weather option ONLY for September, May, & June

- Burgundy micromesh shorts - must meet the fingertips at the knee.

School Photo Days:

**Students are required to wear school uniforms on school picture days.
Pre-K students may dress up.**

Dress Down Days

Occasionally, the school allows students a dress down day. All clothing worn must be appropriate and not show offensive images or sayings. Clothing advertising Victoria's Secret or other stores not suitable for elementary school children is not permitted. Skirts/dresses must be knee length. Shorts must have a 7 inch inseam and may only be worn if 50 degrees or warmer. Leggings may not be worn as pants; a tunic top or dress must be worn with leggings. Bike shorts, spandex pants or shorts, and compression pants or shorts may not be worn. Pants should not be ripped or torn. Pajama pants may not be worn as pants. Flip flops, slippers or backless shoes may not be worn. Sleeveless shirts, tank tops, cold-shoulder shirts/dresses, crop tops/midriff revealing shirts, and transparent tops are not permitted.

Enforcement of the dress code is primarily the responsibility of parents/guardians. Students who are not in dress code will be given a uniform to wear for the remainder of the day; if a uniform is not available in the student's size, parents/guardians will be called to bring alternate clothing.

Winter Clothing Considerations

Families should assume that outdoor recess will occur each day and should plan accordingly in outfitting their child for play outdoors.

When it is cold, students are expected to wear appropriate outer garments, including coats, hats and gloves/mittens. Additionally, girls must have their legs covered for recess – i.e. tights, sweatpants or leggings that can be worn under their skirt.

Students who do not wear the appropriate garments will spend both recesses indoors at the office, and a note will be sent home to the family. Given staffing constraints, students do not have the option to choose indoor recess. During the snowy, winter months, students must wear boots to school and bring their school shoes (or gym sneakers on PE day) with them in a bag to change into at school.

In order to play in the snow, students must be outfitted with the following: boots, coats, hats, and gloves/mittens. Please write the child's name or initials in each piece of clothing.

ELECTRONIC DEVICES

Students are not allowed to bring electronic devices, toys, radios, iPads, iPods, cell phones or smart watches to school. Should a student possess an electronic device in school, it will be held in the principal's office until the end of the day and the parents informed.

Exceptions to this include: educational assistive technology deemed necessary from a student's action plan. Teachers may approve the use of an E-Reader only for the classroom. Teachers will monitor its use. A student who uses an E-Reader for other than its intended purpose will lose this privilege. Please note that St. John Regional School is not responsible for damage, theft, security or maintenance of these devices.

EMERGENCY CONTACT INFORMATION

Families are responsible for maintaining emergency contact information in Renweb. Complete names and phone numbers of individuals to contact in the event of emergency must be listed by the first day of school and those contacts should be updated as necessary throughout the school year.

EMERGENCY MANAGEMENT PLAN

St. John Regional School has an established Emergency Management Plan. A copy of this handbook is on file in the office and specific classroom directions are provided in a folder to the teachers. This folder is visible near the entrance to the classroom. Regular announced and unannounced drills of different emergency situations will occur throughout the school year.

EMERGENCY SCHOOL CLOSING

In the event that the school is canceled or delayed, an announcement will be made through Renweb (email and text), on the school's Facebook page, and on the WMUR website. St John Regional School generally follows Concord School District for weather related school cancelations but may cancel independently if deemed necessary.

If during the day the Concord School District decides to dismiss early for weather or safety reasons, SJRS will also dismiss early. It is critical that your emergency information be current.

We are a regional school, and therefore have families commuting from various towns. Families should use their best judgment in making decisions about school attendance on inclement weather days. Although SJRS discourages absence from school, there is no school obligation that is worth risking anyone's safety.

EXTRACURRICULAR ACTIVITIES

To participate in any extracurricular activities (i.e. clubs, mini courses, sports) students must remain not only in good academic standing, but must also show effort and maintain good conduct.

FUNDRAISING

Because we are a privately funded school and tuition alone does not cover expenses, fundraising is an essential component of our fiscal viability. It is our goal to minimize family directed fundraisers; however, some family fundraising is required. Families will be updated yearly on that year's planned fundraisers.

FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA) AND CONFIDENTIALITY

FERPA accords families with particular rights as pertains to a student's schooling and records. With exceptions as prescribed by law, personal information such as a family's address and contact information cannot be given out to other parties without the express permission in writing of the family. Additionally, student academic records, which include any graded work, must maintain a chain of custody that includes only the student, family and relevant members of the school faculty.

FIELD TRIPS

Field trips, approved by the principal, are encouraged as part of our students' educational experience. In order to ensure the safety of the children, the chaperone/student ratio will be kept as high as possible. Parents are encouraged to volunteer as chaperones for school field trips. Field trips may require an additional fee.

Special programs, field trips and other privileges are offered to students who demonstrate maturity and trustworthiness. Inappropriate conduct and/or lack of effort on a student's part may result in the loss of a field trip privilege. When a student is suspended from a field trip or school activity, he/she remains in the care of the parent. The student will spend the day at home. Field trips are a student privilege and students may be denied this privilege by the administration for any of the following reasons:

- Lack of effort in class or incomplete homework assignments.
- Inadequate attendance.
- Inappropriate behavior on previous field trips or at school.

If families opt to keep their child home from school on the day of a field trip, this will count as an absence.

Parents/guardians must sign the appropriate field trip forms granting permission before a student may attend a planned, school sponsored field trip. Students are not allowed to use cell phones, cameras, headphones, or other electronic devices on field trips without permission from staff.

GRADING and TESTING

Grade Scale

PreK – Grade 2: Assessment of student progress is evaluated using a variety of tools. Grades are given to communicate the assessment of student work. Descriptive comments will accompany a child's quarterly report card. Subjects in grade 2 may receive letter grades indicating numerical averages.

Grade 3 – Grade 8: Academic grades are based upon several factors. Among those factors are objective and subjective evaluations by the teacher, test and quiz scores, assigned papers, projects, and homework.

- **A's (90% -100%):** The student has a complete and detailed understanding of the subject and has no misconceptions and/or makes no significant errors or omissions. The student is able to demonstrate this understanding in required assessments and shows mastery of the learning goals for this period.
- **B's (80% - 89%):** The student has a good understanding of the subject and has few misconceptions and/or makes few significant errors or omissions. The student is able to demonstrate this understanding in required assessments and shows mastery of the learning goals for this period.
- **C's (70% - 79%):** The student has a basic understanding of the subject but has some misconceptions and/or makes some significant errors/omissions. The student sometimes has difficulty demonstrating this understanding in required assessments but can usually show mastery of most of the learning goals for this period.
- **D's (60% - 69%):** The student has an incomplete understanding of the subject and consistently makes significant errors or omissions. The student has difficulty demonstrating the skills or processes important to the subject but still accomplishes a rough approximation of the skills or processes.
- **F's (59% and below):** The student's understanding of the subject is incomplete or has many misconceptions indicating that the student does not understand the topic. The student makes many errors in performing the skills or processes important to the topic so that he or she cannot demonstrate required understanding of the material.

Conduct Grades

The conduct grade is reflective of how students behave. Any major infraction of conduct, even an isolated, one-time incident, may adversely impact a student's conduct grade as will more frequent disruptive behavior and a disregard for stated rules.

- **Excellent (1):** The student most often follows rules and procedures with almost no reminders. When working in group situations, the student works toward the attainment of group goals.
- **Good (2):** The student usually follows rules and procedures and usually works toward the attainment of group goals.
- **Needs Improvement (3):** The student often needs to be reminded of rules and procedures. The student needs frequent reminders to work toward the attainment of objectives of the group
- **Unsatisfactory (4):** The student excessively disregards rules which takes away from the group's objectives. Consequences have generally not been effective in changing the student's behavior.

A teacher considering assigning a student a 3 or 4 in conduct should inform the parent of this with sufficient time for the student to improve if possible.

Honor Roll

Grade 4 and 5

- High Honors: All A's; E, VG, G or S in Art, Music, and Physical Education; and 1's and 2's in all Conduct.
- Honors: All A's and B's; E, VG, G or S in Art, Music, and Physical Education; and 1's and 2's in Conduct grades.
- Honorable Mention: All A's, B's, and C's; E, VG, G or S in Art, Music, and Physical Education; and 1's and 2's in Conduct grades.

Grade 6-8

- Principal's List: All A's; E, VG, G or S in Art, Music, and Physical Education; and 1's in all Conduct grades.
- High Honors: An A average; no F's; with E, VG, G or S in Art, Music, and Physical Education; and 1's and 2's in all Conduct grades.
- Honors: B+ average, no F's; E, VG, G or S in Art, Music, and Physical Education: and all 1's and 2's in all Conduct grades.

Eighth Grade Awards

- At the conclusion of the eighth grade the school will recognize students who have demonstrated superior mastery and dedication to academics throughout the year.
- Overall Academic Excellence: This award will be given to the top student with the highest average in the six major subjects in the eighth grade year and who has received E, VG or G in Art, Music and Physical Education.
- Individual Academic Achievement in Each Subject Area: In each of the six major subjects an award will be given to the person in the eighth grade year who has earned the highest grade average. These awards will be awarded independently of each other.
- Outstanding Commitment in each of the nine subject areas in each of the nine subjects the teacher will select a student to be commended for:
 - Outstanding Diligence
 - Passion for the Subject
 - "Going the extra mile" academically

Academic Probation

Academic probation is a tool designed to improve student performance. A student whose academic performance indicates serious deficiencies may be placed on academic probation. Poor conduct and effort grades are also reasons for academic probation. Students on probation may not participate or attend extracurricular activities until they have demonstrated academic improvement.

Students placed on academic probation will meet with the principal, their teacher, and parents to make a plan for improvement. Students placed on academic probation will have 5 weeks to improve their grades

Special Education Services:

No otherwise qualified student with a disability will be excluded from the school if, with reasonable accommodation, without undue financial hardship to the school, and at the final judgment of the principal, the school can meet the child's educational needs. The principal shall make the final decision regarding the placement of students or the continuation of students. St. John Regional School shall consider seeking assistance from state or local agencies, if appropriate, for the student.

Care is to be given to the instruction of special needs students in terms of testing, placement, programs, and teaching both with the context of the support that the school is equipped to provide and through the assistance of the public school district as outlined in the student's Individual Service Plan (ISP).

GRIEVANCE POLICY

St. John Regional School will work with families to resolve any concerns they may have about policies, school events and situations as they arise. In the event a parent disagrees with a school policy or with a situation that has occurred during a school-related activity, the parent will set up a time after or before school to meet with the teacher to discuss the problem. If the parent is dissatisfied with the outcome of the meeting with the teacher, he/she should make an appointment with the Principal to discuss the issue. In the event the parent is still dissatisfied after meeting, a formal letter describing the nature of the grievance should be sent to the Superintendent of Schools. The Superintendent of Schools will address the concern as needed.

HARASSMENT

Church personnel must not engage in physical, psychological, written or verbal intimidation or harassment of any person at any time, particularly those served and other church personnel.

Church personnel must not discriminate against any individual on the basis of race, color, national origin, gender, religion, sexual orientation, age, physical or mental disability, pregnancy, or military or veteran status, except where such status is a legitimate qualification in accordance with civil and Church law.

Harassment can occur as a result of a single severe incident or a pattern of conduct that results in the creation of a hostile, offensive, or intimidating work environment. Harassment can be indirect and can take place even when the offender does not intend to offend, intimidate, or otherwise do harm. Whether conduct is considered to be harassment is based, in part, on whether a reasonable person under the circumstances would view the conduct as creating a hostile, offensive, or intimidating work environment.

Church personnel are required to report harassment, including sexual harassment, in accordance with the reporting policy contained in the Code. Church personnel are prohibited from retaliating against individuals who make good faith reports of harassment. All faculty, staff and volunteers are required to participate in diocesan training on harassment.

HEALTH

Please ensure that children stay home when sick in order to prevent the spread of illness. Parents will be contacted to pick up should their child exhibit symptoms of illness during the school day. Specific health policy updates will be provided to parents as needed. Chronic health problems should be brought to the principal's attention. Such issues must be documented in the main office, reviewed with the nurse and communicated to the teacher.

Students are encouraged to come to school every day with a personal water bottle that can be refilled at the water fountain as needed.

Any and all accidents to students that occur on school property will be reported at once to the teacher or principal. The principal will notify parents, if the accident is of a serious nature.

If a student becomes ill during school hours, the student should report to the teacher. If a student has a fever or communicable illness (cold, flu, measles, and chicken pox etc.), he/she must remain at home until the period of contagion has passed.

- a. A child with a fever should not come to school until his/her temperature is normal for 24 hours without fever reducing medication
- b. Diarrhea and Vomiting: If your child has vomited or experienced diarrhea during the night, do not send him/her to school that morning. The child must be symptom-free for 24 hours before returning to school.
- c. Strep, sore throat and scarlet fever: Students should be treated by a health care provider and may not attend school until he/she is on antibiotics and without fever for at least 24 hours.

The office of School Health Services, NH Division of Public Health Services has strict rules and regulations regarding the administration of medication to children during school hours. When possible, a medical regimen should be scheduled at home so that the child will not require medication during school hours.

Self-medication by the students is not permitted at St John Regional School unless it meets the criteria for emergency medicines as cited by law. A physician must prescribe all medications that need to be dispensed during school hours. This includes over-the counter drugs, i.e. aspirin, cough syrups, antibiotics, asthmatic medication, cough drops, etc.

All medications must be given to the school nurse or the Administrative Assistant in the school office. Parents must obtain a Medication Release Form from the office to be signed by both the doctor prescribing the medication, and the parent. The forms must include the name of the drug, dosage, and the time of day the medication is to be given. The medication must be submitted to the school office in the original prescription container. A method for complying with this would be to obtain two labeled bottles from the pharmacy. The State of New Hampshire (RSA541-A11/74) has mandated this policy. The staff at St. John Regional School abides by the rules set forth by the NH Department of School Health, and therefore will not administer any medication to a child without a doctor's written permission form and a parent's written consent. If your child has any allergies or other medical problems, please alert the school office in writing as soon as possible.

Classroom/Cafeteria Food Allergy Policy

- Students and parents will be informed that a child in class has a potential life-threatening allergy.
- Parents are asked to keep the gravity of this situation in mind when sending snacks or lunches.
- Students who have a food allergy will be seated at an "allergy free" table.
- Trading snacks, lunches, or drinks of any kind will not be allowed.
- Parents are encouraged to remind their children of this policy frequently.

Dispensing Medicine at School

1. Students requiring prescription medication during the school day must have a completed medication permission form signed by the ordering physician and the student's parent. The prescription must be in its original container. Medical Permission Forms are available at the school office. These must be signed by both the prescribing physician and the parent. The form must include the name of the drug, the dosage, and the time of day the medication is to be taken. The medication must be submitted to the office in the original prescription container and the first dosage must always be given at home.
2. Students requiring over the counter medications, such as Tylenol, Ibuprofen, Benadryl,

Tums, and cough medicine/drops, require a completed over the counter medication permission form signed by the parent.

3. Parents of a child diagnosed with a potential life-threatening allergy requiring an EpiPen may request approval for their child to be allowed to possess and use the EpiPen. Otherwise, EpiPens will be held in the office and in other designated areas assigned by the school nurse, administrative assistant and the Principal.
4. Parents requesting their child to carry a prescribed inhaler may do so on the medication permission form. Otherwise, inhalers will be held in the office.

Head Lice Policy

1. If it is determined that a child has an active infestation of head lice, parents will be immediately notified by phone.
2. Parents are required to pick up their child upon notification of an active infestation of head lice.
3. Parents of a child diagnosed with head lice will be instructed by the school nurse or administrative assistant on the signs and symptoms of head lice, how to remove the lice using a nit comb and the importance of examining all family members. Nit combing should continue for 2 weeks to help rid of remaining nits. Parents should be instructed in how to clean bedding and garments.
4. All children will be discouraged from sharing garments, pillows and blankets. If the children are age appropriate, information about head lice can be presented in an educational and nonjudgmental manner while maintaining confidentiality.
5. In the event a child is diagnosed with an active case of head lice, the school nurse or administrative assistant will inform families that lice is among the school population and to encourage vigilant examination of children each day at home. The nurse or administrative assistant may also send home a copy of the information sheet Head Lice to all families.
6. SJRS promotes self or parental inspection of hair at weekly intervals, leading to early detection of re-infestation.
7. SJRS emphasizes that nit removal at time of treatment is important for the following reasons:
 - Decrease diagnostic confusion (old vs. newly laid eggs/nits).
 - Decrease possibility of multiple treatments.
 - Removal of nits within 1cm of scalp to decrease the small risk of self re-infestation.

HOMEWORK

"Homework will be assigned to reinforce skills and understanding learned in the classroom, to develop independent work/study habits, to encourage creativity and to foster a sense of self discipline, personal responsibility, and independent thinking." - Diocesan Policy Handbook for Catholic Schools (2016)

SJRS staff assign homework on a regular basis. Homework may be intended to prepare students for new content, to deepen understanding of a lesson just taught or to sharpen skills and review material previously learned. Generally, homework guidelines will increase in ten-minute increments for each grade level, for example, 10 minutes in first grade, 20 in second, etc. Some children may take more or less time depending on their ability and concentrated effort, and work completion during the school day. Homework is checked and/or assessed. Missed homework will impact a student's grade. Homework will be meaningful and serve a valid purpose if it:

- Provides essential practice in needed skills
- Trains students in good work habits
- Affords opportunity for increasing self-direction
- Enriches and extends school experiences
- Helps children learn to budget time
- Acquaints students with out-of-school learning resources
- Promotes growth in responsibility

INTERNET ACCEPTABLE USE POLICY

The use of computer-related technology (except those devices primarily used for voice transmission/messaging, listening to music and/or viewing videos) at St. John Regional School is encouraged. Access to computers, software applications, online databases, and the internet enhances the educational experience.

The computer network at St. John Regional School and its use is not a right, but a privilege. Services provided by St. John Regional School require students and adults to act in a considerate and ethical manner, and to accept responsibilities and obligations in regard to school policy, as well as State and Federal laws.

All student work performed or stored on the school network is the property of St. John Regional School. The network administrator can monitor communications, review files and transactions, and perform other system checks to ensure integrity of the network and to acknowledge responsibility. System users should not have any expectation of privacy regarding any of their activity, online or otherwise.

Staff is asked to report security risks or violations immediately to the technology coordinator, including, but not limited to, receiving messages that are inappropriate.

In order to gain access to the school's network, an Acceptable Use Policy form, signed by the staff, parents/guardians and student must be on file. St. John Regional School has taken precautions to restrict access to prohibited internet sites using internet filtering software. This is to help protect students from harmful content on the internet, and regulate student use of the Internet so they do not harm other students, or interfere with the school's instructional program.

Students who fail to abide by this policy may lose their privilege to use the network and related technology for a defined period of time. School administrators, network administrators, or other authorized employees may monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Said staff members reserve the right to examine, use and disclose any data found on the school's networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and may furnish evidence of a crime to law enforcement. Refusal to cooperate in such supervision and monitoring may result in disciplinary action.

Actions that are NOT permitted when using the computer network and related technology, that may also be applicable to off-campus behavior that materially and substantially disrupts order in the school (interferes with class work, involves substantial disorder, or interferes with the rights of others):

- Accessing, using, or copying non-legal versions of copyrighted software.

- Plagiarizing the work of others.
- Accessing files and data which are not your own, which are not publicly available, or for which you have no usage rights.
- Intentionally accessing, transmitting, receiving, copying, and creating offensive messages, pictures or other work. In the case of inadvertent access, the site/image/writings should be deleted immediately, and notification made to the network administrator.
- Any unauthorized personal or interpersonal communication using email, IM, chatrooms, blogs, etc.
- Computer piracy.
- Vandalizing or tampering with hardware and software programs or other resources, including terminal settings.
- Interference with or disruption of computer systems and networks and related services, including, but not limited to, the propagation of worms, viruses and Trojan horses.
- Access to social media, and other personal entertainment during the school day.
- Viewing, copying, using, modifying another’s password, data, files, networks or trespassing by other means to gain access or use. You may only use your assigned account.
- Performing actions that deny others access or use of a computer or the network.
- Downloading software, internet sites, or copyright protected materials onto school computers/terminals.
- Use of proxy sites to gain unauthorized access to unauthorized websites, in an attempt to circumvent security software.
- Using resources to further acts that are criminal or violate the school’s code of conduct.
- Use for commercial purposes—selling, advertising or otherwise conducting business.
- Blogging or other behaviors displayed over the Internet that are illegal, offensive, or otherwise deemed inappropriate.
- Refusing to allow authorized school personnel to examine electronic devices and the use of same, to ensure adherence to this policy.
- Encrypting communications or files to avoid system security review

(see Appendix D for more information)

LIBRARY

Pre-K thru 5th visit the library on a class-scheduled basis. Children are allowed to check out books for one week. Students are responsible for loaned books and will be responsible to pay for any lost or damaged.

LOST AND FOUND

Lost and found articles are to be brought to a designated “lost and found” area. If money is found, it should be brought to the office. Neither money nor valuables should be left in desks. Periodically, the office will clean the lost and found area and donate unclaimed items. It is the responsibility of each student to claim lost items in a timely manner. In addition, the school is not responsible for lost, stolen or damaged property belonging to students, parents, faculty and staff.

LUNCH

Lunch menus are emailed to families each month, and ordered and paid for online through Concord School District Food Service. Lunches can be chosen by the students in homeroom each morning. Students are provided with four options daily – hot lunch, bagel meal, sunbutter and jelly, or a salad. Lunches are available for \$3.00 and include milk; reduced-price lunches cost \$.40. Please make sure that your school lunch accounts have funds available. St. John's does not track spending and account balances; these are submitted to us by Concord School District Lunch Program – as such we cannot aid with disputes in accounting. Please make sure you are checking your accounts regularly to avoid surprises. Call Concord School District Lunch Services with any concerns at (603) 225-0823.

OBLIGATION TO REPORT

To ensure the safety and well-being of students enrolled at St John Regional School, it is the policy of the Roman Catholic Diocese of Manchester to comply with the requirements of RSA 169-C especially C: 29, 20, 31, and NH CODE OF ADMINISTRATIVE RULES ED 510.01, in reporting suspected child abuse and neglect as well as to report bullying. Further, it is our policy to cooperate with NH Division for Children and Youth Services, child protection social workers and law enforcement agencies in the course of investigations into child abuse and neglect as outlined in RSA 169-C. In all instances of a student being interviewed, the principal and/or a faculty member will be present to protect the rights of the student.

Reporting Requirements of Adults under New Hampshire Law: In accordance with New Hampshire law, any adult who has reason to suspect that a minor has been abused or neglected must personally report the suspicions to the Division for Children, Youth and Families (“DCYF”) at (800) 894-5533.

Reporting Requirements of Church Personnel: Church personnel who have reason to suspect that a minor has been sexually abused by other church personnel have additional reporting obligations. When the alleged victim is a minor, in addition to reporting to DCYF, church personnel must immediately personally report the suspicion to local law enforcement and to the Delegate for Ministerial Conduct at (603) 669-3100. When the alleged victim no longer is a minor, church personnel must immediately personally report the suspicion to the Delegate for Ministerial Conduct at (603) 669-3100. Church personnel may seek the advice or assistance of their pastor, principal, or supervisor if doing so does not unduly delay the report.

PARENT/SCHOOL COMMUNICATION

It is important to maintain open communication between home and school. If parents and teachers work together, a student can fully benefit from education. It is important that there be agreement in authority between parent and teachers. It is a good policy to withhold judgment on what or who appears to be a problem about a situation until all the facts are received. Problems within the classroom should be addressed first with the teacher; if resolution is not met, the principal should be contacted.

Please note that teachers are not expected to check or respond to emails between the hours of 7:30 a.m. and 2:45 p.m., as students are the first priority. It is not the expectation of the school that teachers respond to email at night or on weekends. It is expected that teachers will respond as promptly as possible.

Parent-Teacher conferences are scheduled during the year as part of the report card process. If, at any time, a parent has questions or concerns about the child's education or discipline, he/she should arrange for a conference with the teacher. In the event that a parent is not satisfied with the meeting and discussion of a problem with the teacher, an appointment may then be made with the principal.

Regular weekly communication between home and school is accomplished by way of the weekly newsletter (via email). Failure to read the Wednesday communication will result in a lack of understanding of events and expectations for the following week. Families are also encouraged to visit the St John Regional School website (stjohnregional.org), Facebook, and Instagram frequently for additional information of programs and events.

PHYSICAL EDUCATION

Students are required to participate weekly in the school's physical education program. For the students to be excused from the program, a written directive from the child's physician is necessary. Parents are asked to send a written request if they wish their child to be excused from gym for any length of time.

PHOTOGRAPHS

Photographs of students may appear on the school web site or in other publications, such as the yearbook. Parents who do not wish their child's photograph to be placed in public media must indicate such on the photo permission form.

PARENT – TEACHER ORGANIZATION: PTO

SJRS is blessed with an active Parent Teacher Organization. The primary function of the PTO is to build community by hosting events throughout the year. Some of the PTO events are free to SJRS children and families, others are fundraising events. In addition, the PTO donates time, talents, and treasures to the teaching staff and the administrative staff to help the school run smoothly. The PTO sells Spirit Wear throughout the school year that can be worn on Spirit Fridays as well as sponsors the snack cart on those days. The PTO meets monthly and coordinates the efforts of "room parents" and teachers. They serve the school community by inviting parent participation, hosting social events, and working to support the school in a variety of capacities.

PRAYER

Students will join in prayer at the following times:

- Before school (said as a school community)
- Before lunch
- At the end of the school day (said over intercom as a school community)
- Weekly Mass and Rosary attendance
- Liturgical celebrations: Advent, Stations of the Cross, Coronation of Mary, etc.

Students who do not share our Catholic faith must remain respectful during prayer.

PROMOTION AND RETENTION POLICY

A student will be promoted to the next grade based on his/her record of academic achievement, school attendance, teacher recommendation, social and emotional maturity, and the student's ability to complete work successfully on a more advanced level. Before a final decision is made to retain a student in the current grade, a conversation between the teacher, principal and guardians will take place.

Promotion to the next grade depends on successful completion of all subject areas. The principal, in consultation with teacher(s), may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion. The principal and teacher(s) will do so when it is believed

that such action will better prepare the student academically and emotionally for the next grade. The principal has the right to refuse to accept a student back to the school if the child does not meet the criteria for promotion listed above.

RELIGIOUS EDUCATION

Faith formation is an integral part of the curriculum and is developed in keeping with the emotional and spiritual development of the child. Lived doctrine permeates every aspect of the life of the school. While St John Regional School provides ongoing religious education and catechesis, the celebration of the sacraments takes place in each child's respective parish community. The individual parishes are responsible for all sacramental preparations of children attending our school.

All students are required to participate in all liturgies, classroom prayer and other aspects of the spiritual life of the school. The teaching of religion is a content subject in which all students must participate. We remain respectful of students' diverse religious backgrounds. However, all students, regardless of their religious affiliation, must meet the religion requirements endorsed by the school.

REN WEB – Student and Family Informational Management System

Ren Web, a FACTS-owned company, helps 4,000 schools manage information, automate administrative processes and improve communications with parents through Ren Web's integrated suite of school management products and services.

*All parents are required to register with Ren Web.

ACCESSING PARENT WEB

Ren Web School Management Software gives you an opportunity to get more involved in your child's academic progress and future success.

Ren Web's Parent Web is a private and secure parents' portal that will allow parents to view useful school information specific to their children, while protecting their children's information from others. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer. Ren Web also has an app if you would like to download on your mobile device. The app does have a cost.

Here's how to access our easy-to-use **Ren Web Parent Web**:

- Make sure that the school has your email address in Ren Web.
- Access: <https://www.renweb.com/rwlogin/ParentsWeb-Login.aspx?District=scs-nh>
- Type the school's **District Code: SJ-NH**
- Click **Create New Parents Web Account**.
- Enter your email address and click **Create Account**. An email will be sent which includes a link to create your Parent Web login. The link is active for only 6 hours.



- Select the Click to create your Parent Web login link.
- A web browser displays your Name and Ren Web Person ID.
- Type a User Name, Password, and confirm the password.

Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>	<input type="button" value="Save User Name and/or Password"/>

- Click **Save User Name and/or Password**.
A message displays at the top of the browser, "**User Name/Password successfully updated.**"

User Name/Password successfully updated.

Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value=""/>	<input type="button" value="Save User Name and/or Password"/>

- You may now log in to Parent Web using your new User Name and Password.
- Parent Web allows you to access and modify:
 - Progress reports, reports cards at the end of each quarter.
 - School events and lunch calendar
 - Demographic/medical/emergency information for your child
 - Monthly lunch orders for your child (this option will be, as usual, available for one week each month)

REPORT CARD/GRADING POLICY

Parent participation in the learning process is reflected in the child's educational outcome. Both classroom and home should be environments where learning is fulfilling and rewarding. Our philosophy is that individuals, not subjects, are being taught. Teachers evaluate students according to their ability and effort. Evaluation reflects the student's progress in attaining desired educational goals. The evaluation process is designed to benefit the student and to promote learning. Report cards are issued four times throughout the year for Kindergarten – Grade 8 and annual information Pre-K with student progress as needed. Parents always have access to their child's grade through RenWeb for grades 3-8.

Parent-teacher conferences are scheduled in November after the first report card has been issued. Parents should read the information on the report card for an understanding of the grading system. All issues

pertaining to report card grades should be addressed with the student's teacher, not the Principal. If a parent is not satisfied with the teacher's explanation, then a meeting with the parent, teacher and Principal may be arranged.

RIGHT TO SEARCH POLICY

All desks, storage cubbies and lockers are the property of St John Regional School, not any individual student, and are therefore subject to search at the discretion of school administration and faculty at any time. A request may be made by school administration and faculty to search personal property such as bags, pocketbooks, backpacks, pockets, etc. upon the establishment of reasonable suspicion that items of contraband (including but not limited to alcohol, tobacco, e-cigarettes, any form of drug paraphernalia, or illicit drugs) or any items potentially injurious to the health and safety of students or faculty may be found on the student's person or in their possession.

School personnel have the right to question a student regarding suspicion of possession of alcohol, tobacco, e-cigarettes, any form of drug or tobacco paraphernalia, illicit drugs or any items potentially injurious to the health and safety of students or faculty. Failure to comply with a request to search or answer cooperatively will result in a call to the parent or guardian of the student. The Principal may choose to send the student home immediately in the event of a failure to comply. If the situation is of an emergency nature, St John Regional School reserves the right to conduct such searches without prior permission from the student.

STUDENT RECORDS

Educational Records

St. John Regional School keeps all educational records required by state law. The school complies with the provisions of the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Parents have a right to inspect the educational records of their children. Upon request, parents may review the records in the presence of the principal or his/her designate. All requests to review records should be made in writing at least forty-eight hours in advance of the review.

Health Records

Health records, as mandated by the state, shall be kept for every student. These records shall be sent to the next school upon the student's transfer.

SOCIAL MEDIA

St John Regional School operates school social media accounts. Families and friends of the school are invited to visit and "like" the pages. Students under the required age of these social media sites should not interact with these accounts. As our commitment to child safety is unwavering, we ask that parents refrain from posting pictures of other students without parental approval, nor should the pictures be tagged. If you find something offensive on the page, please notify the office immediately.

The school is not responsible for the monitoring the content of any social media accounts or text feeds of its students and expects that parents will closely monitor any such account for appropriateness. If the school becomes aware of activity in violation of its policies, the school will make the family aware and may request for corrective action to be taken. Students are never to request to "friend" or "follow" a teacher or staff member.

SUPERVISION

School office hours are from 7:45 a.m. to 3:00 p.m., Monday through Friday. The schoolyard is open to students at 7:30. Students may not be dropped off before teachers report for supervision duty. The school is not legally responsible for students being dropped off in the schoolyard before the teacher reports for supervision duty. At the end of the school day, students are expected to be picked up through the established pick-up routine starting at 2:45 p.m. Students who are still left at 2:55 p.m. will be placed in the After School Program and will be billed accordingly.

STANDARDIZED TESTING

The Catholic Schools Office of the Diocese of Manchester uses the i-Ready to test students in Kindergarten through grade 8 several times a year. These assessment results are used to measure individual student progress, to monitor grade level progress, and to guide curriculum and instruction decisions. Results of each set of tests are made available to parents/guardians.

TARDINESS

Promptness is a self-discipline promoted at Saint John Regional School. Parents should reinforce this habit by making sure their children attend school on time each day. A conference with parents will be called for repeated tardiness.

TELEPHONE

Students should not receive telephone calls during school. Families may call at any time during the day, if there is a problem that needs immediate attention. Due to school responsibilities, the teacher or principal may not be able to return the call immediately; therefore, patience in setting appointments or in expecting a return call is requested.

TRAFFIC CONTROL

In the interest of safety for all, please do not drive cars into the main schoolyard between the hours of 7:00 A.M. and 2:30 P.M. All drivers are asked to follow the traffic guidelines distributed at the beginning of each year, particularly in regard to drop-off and pick-up. The school makes every effort to be a good neighbor, and asks that our parents share in our respect for those who surround our school property.

TRUANCY:

New Hampshire Department of Education Rules and Regulations Regarding Attendance:

10 or more half-days (or 5 full days) of unexcused absences: The school administration must review the student attendance record and determine possible action. Possible action may include one or more of the following:

- Contact by the Head of School with the parent(s)/guardian(s).
- A letter reviewing the school policy is sent to parent(s) or guardian(s) advising them that they must meet with the Head of School to remedy the issue.
- A meeting between the Head of School, Guidance staff, and Special Education Coordinator (if appropriate), parent(s), guardian(s) and student to create a plan for addressing an absence issue.
- Possible special education referral or a 504 referral.

- A referral to the police, superintendent of the SAU of student's residence, an appropriate court or DCYF.

20 or more half-days (or 10 full days) of unexcused absences: The school administration must review the students and determine possible actions. Possible action may include one or more of the following:

- All of the above in #1
- A CHINS (Child in Need of Service) petition/affidavit written by the Head of School to the appropriate court.

TUITION/FEES

At St John Regional School it is our goal to keep tuition as low as possible while operating the school in a fiscally responsible fashion. In recognition of the financial challenge parents have in providing a quality education for their children, we allocate a portion of our annual budget to provide financial assistance for qualifying families.

Families in need of financial assistance are required to complete an application and submit the necessary supporting documentation along with a \$30.00 non-refundable application fee through FACTS by May 1st each year. Applicants can apply online by logging on to the school website and clicking the FACTS link under the *Admissions* tab. Once an online application has been completed the following information will need to be sent to FACTS to complete the application process:

- Copies of your federal tax returns including all supporting tax schedules.
- Copies of your W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security income, Welfare, Child Support, Food Stamps, Worker's Compensation and TANF.

FACTS (Fast Automatic Cash Transfer System) is an independent, third party company that conducts financial analysis to determine your family's financial need. Please be assured that financial information is handled in strict confidence. While financial need is the first criteria on which awards are determined, returning students are given priority over new enrollees.

We do believe that the family should be the first resource for funding their children's education. Each family is expected to pay a portion of the cost of their student's education or seek out resources apart from financial aid to fulfill their obligation to the school. In order to be considered, all financial obligations must be current and student registration for the following year must be complete (including payment of registration fee). Due to a limited budget and the growing number of families requesting assistance, all qualified need may not be met. Financial assistance is awarded for tuition only and does not cover milk, lunches, after school program, athletic fees, or any other incidental expenses.

All students who apply for financial assistance must be accepted and registered for the school year. In order to be assured of consideration, families must be timely and thorough in completing the application process. An application is considered complete only when FACTS Grant and Aid Assessment Program has received all supporting documentation. Failure to provide all of the necessary information needed to complete the application process may result in your family not receiving financial assistance.

Please review your FACTS account for the conditions of service. Families have two options in paying for their tuition which are as follows:

Option 1: Pay all tuition and fees in a single payment. Due on or before July 5th.

Option 2: FACTS monthly payment plan. Payments are budgeted over 11 months, beginning in July. Payments can be made on the 5th or the 20th of the month.

If you are an existing family on FACTS every year your account will be re-enrolled for the next school year. If you are a new family or changing from one-payment to the FACTS monthly plan you will need to set up your FACTS payment plan. Please visit the school's website and click on the FACTS logo to create your account.

The following language is found on the annual Tuition Agreement/Enrollment Contract:

- I/We understand that my/our obligation to pay the fees for the full academic year is unconditional; and that in withdrawing a child from the School, I/We am/are responsible for remaining tuition costs. Tuition and fees paid in advance are not able to be refunded.
- I/We understand that fees or tuition outstanding from a prior academic year must be resolved before re-enrollment.
- I/We understand that completed tuition assistance applications are due by May 1st each year.
- I/We understand we must maintain a current FACTS agreement as directed by Saint John Regional School and must make all tuition payments through FACTS.
- I/We agree to fulfill all financial obligations by the required due dates.
- I/We agree to support the school's fundraisers.
- Saint John Regional School believes that a positive and constructive working partnership between the School and student's parents (or guardian) is essential to the fulfillment of the School's mission. Therefore, the School reserves the right to discontinue enrollment, withdraw an offer of enrollment or re-enrollment, and place restrictions on my or other family members' involvement or activity at School, on School property, or at School-related events, if the school concludes that the actions of a parent or guardian do not allow for a positive and constructive relationship with the School. The decision of Saint John Regional School in these matters shall be final.
- I/We understand that the school may terminate enrollment of the student and initiate collection proceedings if an outstanding balance is unpaid or delinquent. I/We understand and agree that I/we will be held responsible for all costs, expenses, and interest at the current legal rate, including but not limited to, attorneys' fees, collection agency fees, and court costs incurred by the school in connection with any proceeding to collect an unpaid balance.
- I agree to promptly reimburse the School for all expenditures incurred by the School as a result of my domestic legal disputes, including, but not limited to: disagreements about my child's education or placement; divorce proceedings; custody proceedings; and/or modifications of custody proceedings. Costs incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; communication with me or my counsel, guardians ad litem, or attorneys ad litem; to respond to subpoenas; to draft letters or motions; and to perform research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expense. I agree to reimburse School for such fees/costs within thirty (30) days of School billing me for such expenses.
- I/We understand that in signing this Enrollment Contract for the coming academic year, I/We agree to accept the rules, policies, and regulations of the School, including, but not limited to, the rules concerning payment of tuition and fees.
- I/We agree to allow my child's photograph, image, and voice to be used by the school in the school's publications, promotional materials, website, and by the media covering school events without compensation and without prior notice.

Payment for items such as field trips, extended day program, lunch, activity fees, etc. may be made to the office in cash or check. No refunds are available on payments made to the office.

Checks that do not clear will be assessed a penalty equivalent to the fee assessed to the school plus \$5. FACTS assesses a penalty for insufficient funds and late payments. Late payments on other items (i.e. afterschool program bills) will be assessed a fee of \$5 per week.

Applying for Tuition Assistance

Limited funds are granted each year in the form of financial aid to families who otherwise would have difficulty meeting their full tuition obligations. Financial aid forms are available online at www.onlinefactsmgt.com.

Families receiving financial aid are strongly encouraged to volunteer their time to help the school community.

There are other financial assistance programs available to help with tuition. All are based on income.

- The Education Freedom Account is a newly approved State program. It will provide each student with \$2,000 or more each year to spend on education. It is based on income. A family of four would be eligible if income was less than \$79,500 per year. This will be a continuing program. More information will be released in the next several weeks. You can sign up to receive this information at <https://nh.scholarshipfund.org/apply/nh-education-freedom-accounts/>
- Children's Scholarship Fund, also based on income, is available for those students starting kindergarten or Grade 1 or those who are transferring in to SJRS from a public school. For more information, visit <https://nh.scholarshipfund.org/apply/>

VOLUNTEERS

Volunteers working with our children are required to submit a volunteer application to the office, submit a background form for notarization (the school office has access to a notary), and complete a Safe Environment Workshop online. If you require a different background check form based on residence, please visit the diocesan website.

VOLUNTEER GUIDELINES

Volunteers are asked to consider confidential whatever they may see or hear while on assignment in the school. This would include discussing a student's behavior or progress with his/her own parents. The staff and the students need to know that they can trust the volunteer.

Students, their parents and the community will view you as representative of the school. They will pay close attention to what you say about staff and the educational programs. Your volunteer experience will enable you to share many positives that the students and staff are doing.

Suggestions and opinions are always welcome. It is the professional school faculty and staff, however, that are held responsible by law for the decisions that are made regarding the instruction of students and school management. Therefore, volunteers are asked to work under the direct supervision of the school's professional staff.

VISITORS

Any person who visits the school, for any reason, during the school day must use the main entrance and is expected to report to the school office to sign in and obtain a pass before going elsewhere in the building. This includes volunteers for recess and lunch.

WITHDRAWAL and CHANGE IN PAYMENT

If a family needs to withdraw a child or children from SJRS, the request should be in writing. Tuition paid in full will be refunded on a prorated basis starting with the first month AFTER the withdrawal. If payments are made monthly, payments received will not be refunded, but monthly payments will be stopped for the next month, after the notice to withdraw has been submitted and the student(s) has withdrawn.

We acknowledge that emergencies arise and that it may be necessary to change the date of your automatic payments. The office must generate that change with FACTS. We ask that you give the office at least 5 business days' notice to make the appropriate change.

No refunds will be made for a withdrawal after March 31 of the school year.

Appendix A: CONCUSSION INFORMATION

Concussion Protocol: Our school is committed to the health and safety of all students who participate in physical activities and sports while at the school, including activities during school days such as at recess or physical education, or in an after-school program, or while participating on a sports team. Given the evolving standard with regards to concussions, and our primary concern with the health and safety at the school, the goal of this protocol is to raise awareness among students, staff, volunteers, and parents.

By establishing this protocol, the school does not assume liability for advice given under this protocol, nor will liability result for failing to comply with this protocol. Rather, the protocol establishes minimum standards to be followed whenever possible. Due to the individual circumstances of each situation, the application of the protocol may vary. In the interests of safety, the following protocol is to be followed, whenever possible, when a student is suspected of having sustained a concussion while at the school.

Head Injury Evaluation: In the event that a student suffers an injury to the head (other than a minor scrape or bruise), the following procedures must be initiated. The school nurse or athletic trainer (if available) must be notified to evaluate the individual. If a school nurse or athletic trainer is not available, the principal or the principal's designee must be contacted. In addition, the parents or guardians must be notified of any injury to the head, and the school must send to the parents or guardians (either directly or with the student) a copy of the Concussion Signs and Symptoms checklist https://www.cdc.gov/headsup/pdfs/schools/tbi_schools_checklist_508-a.pdf

Severe Brain Injury Suspected:

- Obtain Emergency Services (911) if symptoms warrant. Such symptoms include:
- Headaches that worsen
- Looks very drowsy/can't be awakened
- Seizures
- Repeated vomiting

- Increasing confusion or irritability
- Unusual behavioral change
- Slurred speech
- Weakness or numbness in arms/legs
- Change in state of consciousness
- Significant neck pain/injury
- Concerns of skull fracture (excessive scalp swelling or bleeding)

Concussion Without Severe/Worrisome Symptoms (above):

The student must be evaluated and monitored by the school nurse or athletic trainer. If the school nurse or athletic trainer is unavailable or symptoms persist, evaluation must be performed by medical personnel at a nearby hospital.

Concussion Not Suspected: If history, symptoms, and exam do not support concussion, after a period of observation, the student may return to usual school activities, though teachers, coaches, and staff must be alerted to monitor for any common concussive symptoms (as above).

Concussion Ongoing Management: If a head injury (other than a minor injury such as a cut, scrape, minor bump, or bruise) occurs during an athletic event or during physical activity on school premises, the student must be removed from play immediately and cannot return to play on the same day until the student is evaluated by a health care provider and received medical clearance and written authorization from the health care provider to return to play. The student also must submit written permission from a parent or guardian to return to play.

Students suspected of concussion must not return to school until the student is evaluated by a health care provider and received medical clearance and written authorization from the health care provider to return to school.

If the student experiences any persistent symptoms or progressively worsening symptoms, especially symptoms that do not allow participation in non-sports or activity-related school activities or duties, the school must notify parents or guardians and consider sending the student home.

The school nurse should make use of the following evaluation and management tools from the CDC’s Heads Up program (<https://www.cdc.gov/headsup/index.html>).

Fact Sheet for School Nurses:

https://www.cdc.gov/headsup/pdfs/schools/tbi_factsheet_nurse-508-a.pdf

Concussions Signs and Symptoms Checklist:

https://www.cdc.gov/headsup/pdfs/schools/tbi_schools_checklist_508-a.pdf

Acute Concussion Evaluation Form:

https://www.cdc.gov/headsup/pdfs/providers/ace_care_plan_school_version_a.pdf

Concussion Fact Sheet for Parents:

https://www.cdc.gov/headsup/pdfs/schools/tbi_factsheets_parents-508-a.pdf

Concussion Management Goals: The standards for the management of concussions are evolving, with growing concerns about the long-term risks to the health of athletes who return to activity too early. For example, an athlete who is *suspected* of having suffered a concussion should not be allowed back into play on the same day as the injury and an athlete who exhibits even brief symptoms should expect a prolonged period of rest and graduated return to activity.

Coaches must remove any athletes from practice or play and initiate this protocol if a concussion injury is suspected.

Concussion Training: All employees and volunteers, including nurses, athletic directors, and coaches are strongly encouraged to complete the following free online training course:

<https://www.cdc.gov/headsup/youthsports/training/index.html>

Materials for education of employees and volunteers may be obtained for free from:

<https://www.cdc.gov/headsup/schools/teachers.html>

https://www.cdc.gov/headsup/pdfs/schools/tbi_factsheet_teachers-508-a.pdf

Appendix B: Concussion Statement

I am the parent/legal guardian of _____, a student-athlete for _____ School.

We understand the athlete must report all injuries/illnesses to the coach and/or school nurse.

We had read A Fact Sheet for Parents (a copy of which has been provided to us) and we are aware of the signs and symptoms of concussion.

We will tell the coach if the athlete has experienced any previous concussion.

We understand:

- A concussion is a type of traumatic brain injury and all brain injuries can be serious.
- Concussion symptoms may appear immediately but also may present hours, days, or even weeks after an injury.
- A concussion can impact reaction time, balance, sleep, classroom performance, and the ability to perform everyday activities.
- If an athlete suspects a teammate has a concussion, the athlete is responsible for reporting the injury to the coach or school nurse.
- The athlete must not return to play in a game or practice if the athlete has concussion-related symptoms.
- After a concussion, the brain needs time to heal. A repeat concussion is more likely if an athlete returns to play before symptoms have had an opportunity to resolve.
- Repeat or later concussions can be very serious and can cause permanent brain damage

Athlete Name (PLEASE PRINT): _____

Athlete Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix C: Responsible Use of Technology

The use of technology has become an essential tool in the quest for knowledge. SJRS is dedicated to educating our students toward responsible, ethical, moral, intelligent, and effective use of technology, especially using the Internet. The purpose of the SJRS network and its connection to the Internet is to support research and education by providing access to resources and opportunities for presenting and collaborating on class work. The use of these resources must be in support of education and research consistent with the mission of SJRS. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of SJRS resources for commercial activities is prohibited. The use of SJRS resources for product advertisement or political lobbying is also prohibited. Students may not offer, provide, or purchase products or services through the SJRS network.

Students shall not:

- Deliberately attempt to alter or destroy any program loaded on the system
- Deliberately attempt to alter or bypass the security procedures established by the school
- Use an access to the internet other than through one's SJRS email account
- Load or attempt to load any programs from outside the school
- Load or attempt to load any known viruses or malware
- Deliberately attempt to alter or destroy the work of any other user on the SJRS accounts
- Use computers to insult or denigrate another member of the St. John Regional School whether on the school network or on any webpage, or email accessed outside the school network
- Text message or email outside of the school network using SJRS accounts or equipment
- Use of SJRS computers or internet access to access social media including but not limited to: Facebook, TicTok, Instagram or other online posting apps
- Use wireless network access reserved for staff
- Utilize another's password to gain access to any account or give one's own password to another
- Use another person's account, with or without permission

The use of technology for cyberbullying is prohibited. Cyber bullying is electronic communication, directed at another pupil which: causes emotional distress to a pupil; interferes with a pupil's educational opportunities; creates a hostile educational environment; or substantially disrupts the orderly operation of the school.

Students shall use school-based Internet access and any programs designed to work with the Internet in the manner prescribed by their teacher or the procedures given as part of the course material. Students shall use school-based Internet access for educational research only. All other school-based Internet access is inappropriate. School computers are to be used to review only material that is appropriate in a Catholic school setting.

Users of the SJRS Internet are prohibited from sending and receiving the following types of material on the network:

- Any materials which are profane or obscene
- Any content that advocates or condones unlawful or dangerous acts
- Any content that advocates or condones violence or discrimination towards other people (hate literature)

All Users' Responsibilities: All users of the SJRS resources are responsible for the physical and electronic security of the resources. All users are responsible for the content of and the storage and transmission of materials. All users are responsible for ensuring the integrity of the resources and SJRS by promoting acceptable use and reporting failure to comply with SJRS policy.

Privacy: SJRS reserves the right to access, at any time, any personal files or any information placed in computer or networking resources that SJRS students might encounter. SJRS reserves the right to monitor, capture, and filter any transmitted information on SJRS networks and its social media sites.

Privileges: The use of the SJRS computing and networking resources is a privilege, not a right, and inappropriate use may result in a cancellation of that privilege. Additional penalties beyond the loss of use of technology may be assigned. The Principal will deem what is inappropriate use, and his or her decision is final. Each person who receives privileges to use technology and utilizes SJRS resources is held accountable to the SJRS Internet policy and as such is responsible for knowing its content.

Consent: This policy will be reviewed annually with all students in grades 3-8. The review will include warnings about inappropriate behaviors online, the dangers of revealing personal information online and the non-tolerance of cyberbullying. Consequences of cyberbullying shall be outlined. Students will be required to sign a form indicating that they are aware of this policy.

G Suite Permission Form: Throughout the year teachers will utilize G Suite for Education for posting assignments. Below is the Permission to use G Suite for Education and a detailed explanation from Google. These will be sent home in our summer mailing for parent signature. At St. John Regional School, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At SJRS, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

Google Access: Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail, Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts, Docs, Sheets, Slides, Forms, Google Drive
- Groups, Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Vault
- Your child may have access to the following "Additional Services": **Google Maps.**

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for **Education Privacy Notice**. You can read that notice online at:

https://workspace.google.com/terms/education_privacy.html



G Suite for Education Account Permission

I give permission for St. John Regional School to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice included in the Parent/Student Handbook.

Full name of student

Grade

Printed name of parent/guardian

Signature of parent/guardian

Date



Parent/Student Handbook Agreement Form: 2024 - 2025

This form is to be signed and returned with the “summer packet” or prior to the students first day of school.

We, the undersigned, parents/guardians and student, have read the school policies contained in the Parent/Student Handbook and agree to comply with these policies and regulations.

Parents:

_____ (Mother/Guardian’s Signature) Date: _____

_____ (Father/Guardian’s Signature) Date: _____

_____ (Print Student’s Name) Grade: _____

Middle School Students:

_____ (Student’s Signature) Date: _____

When students register at St. John Regional School, they and their parents accept the Catholic philosophy of education, regulations, and policies of St. John Regional School. They assume the responsibilities and enjoy the privileges of being students at St. John Regional School. Students also understand and agree that the school has the right to exclude them from the student body at any time if their conduct, decorum, attitude, attendance record, or scholastic standing is considered by the school to be undesirable.

The administration reserves the right to revise or edit this handbook at any time. The principal makes the final judgment in all matters and reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.