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Mission and Philosophy

Mission Statement

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

School Motto and Philosophy

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

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

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

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

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

The John Bapst Code

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

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

Ethical Literacy

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

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

Equity and Access in the School Community

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

Academic Program

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

Course Requirements

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

- English (4 credits, including a class in the senior year)
- Mathematics (4 credits, including a class in the senior year)
- Social Sciences (3 credits, including one civics course and 1 credit each in World History/AP Human Geography and American History/AP U.S. History)
- Science (3 credits, including 1 each in Biology/Honors Biology and Chemistry/Honors Chemistry)
- Modern and Classical Languages (2 credits in the same language)
- Wellness (1/2 credit)
- Exercise Science (1 credit)
- Fine Arts (1 credit) – may be satisfied by any combination of the following: music, art, and drama

Scheduling

Students are required to carry a course load of at least five credits each semester. Full-year courses are worth one credit and semester courses are worth one half credit. A minimum of 20 credits is required for graduation.

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

Schedule Changes During Add/Drop Periods

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

Schedule Changes After Add/Drop Periods

The expectation is that students will choose courses carefully and that few schedule changes will be necessary after the Add/Drop Period. Before a late change in schedule is made, the student and parent contact the teacher to discuss strategies other than a change in schedule that could address the academic situation the student is experiencing. In circumstances in which changes are necessary after an Add/Drop Period, students and parents consult with the Academic Dean and counselors.

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

Opportunities and Requirements for Honors and AP Courses

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

Course Credits from Online Courses, Colleges, and Other Sources

Students who have demonstrated proficiency in their curriculum and wish to expand their knowledge beyond what is offered at John Bapst are encouraged to pursue additional educational programs. In most cases, grades from online and college courses are not figured in the student's overall GPA and generally are not included on a student's transcript, nor do such credits count toward graduation requirements. Expenses for external courses are the responsibility of the student.

Flexibility is a cornerstone of the John Bapst program. With prior approval from the Academic Dean, a student may take a reduced schedule at John Bapst to accommodate college or online courses or to accommodate other special circumstances such as work-study programs and internships.

Repeating Courses

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

Grading

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

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

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

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

English Language Learners

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

Regular Course Grade	*ESL Adjusted Course Grade*
C	B
D	C
F	P

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

Incompletes

Incompletes ("I") are assigned by teachers in consultation with the Academic Dean. All incompletes are expected to be made up within 10 school days after the end of the quarter. Extensions because of exceptional circumstances require the approval of the Academic Dean.

Online Access to Grades

Parents and students can view grades in PowerSchool (website or mobile app). Access to a student's grades is secure as long as the login information is not shared with others. The school uses Schoology as a learning management tool; while grades may appear in Schoology, PowerSchool is the official record.

A student's grades change during the term due to the type and number of assignments, work not yet submitted or graded, and the frequency with which teachers record grades. It can be expected that grades are updated at least every two weeks.

Mid-Year and Final Exams

Exam weeks close out each semester and all courses are required to have a final assessment. While many teachers give traditional exams, some courses may have papers or projects that count as the exam grade. Mid-year and final exams count as 20% of the semester grade.

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

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

Transcripts

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

Ranking

John Bapst does not rank its students.

Honor Roll

- High Honors for the quarter is awarded to a student who has achieved the minimum quarterly average of 93 in every course taken.
- Honors for the quarter is awarded to a student who has achieved the minimum quarterly average of 85 in every course taken.
- An Academic Letter is awarded to any student who has maintained Honor Roll status for four consecutive quarters in a scholastic year.
- Teachers recognize one or two students from each section of each of their courses for outstanding achievement. Class Awards are presented at an awards assembly in the spring for students in grades 9 through 11. Class awards for grade 12 are presented at Senior Night.
- Departmental and Book Awards from academic departments, colleges and universities, and other organizations are presented at the spring awards assembly and on Senior Night, depending on the grade.
- Students with unresolved Incompletes are ineligible for Honor Roll.

National Honor Society

John Bapst's chapter of the National Honor Society recognizes students for their outstanding accomplishments in the four areas of scholarship, leadership, character, and service. In the fall, juniors and seniors who have achieved a cumulative GPA of 93 or above receive written notification from the chapter faculty advisor that they have met the scholastic requirement. Students wishing to be considered for membership submit a letter of interest to the Faculty Council detailing their accomplishments. The Council reviews the materials submitted and gathers input and recommendations from the faculty at large. The selection process concludes with a majority vote by the Council. Students and their parents are notified in writing of the selection results. Students who are not selected to be members of NHS may appeal the decision and may request a detailed description of the appeals process from the Academic Dean.

NHS members are expected to demonstrate scholarship, leadership, character and service; participate in chapter meetings and events; and sponsor additional service projects and fundraisers.

Transfer students who have already been inducted as NHS members from other schools are automatically accepted as members into the chapter. Transfer students not yet selected are eligible for consideration once they have completed a semester at John Bapst.

Distinguished Graduate Program

Through its Distinguished Graduate Program, John Bapst offers students the opportunity to specialize in one of four areas: Fine Arts, Humanities, Interdisciplinary Studies, and STEM (Science, Technology, Engineering, and Math). Distinguished Graduates are those students who have taken a rigorous academic program and have completed an extensive special project outside of class. Projects are approved in advance and done under the guidance of a qualified mentor from the faculty or outside the school. Students may apply as early as the ninth grade and are encouraged to apply by May 1 of their junior year. Applications can be accepted later but are not generally accepted after November 1 of the senior year. The minimum course requirements for each Distinguished Graduate Program diploma are listed below.

- **Fine Arts** – 4 years (or equivalent, as approved by department chair) in Fine Arts, including both visual and performing arts
- **Humanities** – 9 Credits in English, Modern & Classical Languages and Social Sciences; at least 3 at the AP or post-AP level
- **STEM** – 9 Credits in Math, Science, and Technology & Engineering courses; at least 4 at the AP or post-AP level ***Participation in the Maine State Science Fair may be required.*
- **Interdisciplinary Studies** – Interdisciplinary studies programs are customized for individual students and created across departments. Evidence of significant course work at the AP or post-AP Level.

Graduation Honors

Graduation honors are calculated separately from Honor Roll; these honors represent the culmination of a student's entire high school academic performance.

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

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

Seniors who have completed an approved Distinguished Graduate program receive a Distinguished Graduate medal.

Early Graduation

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

Academic Support

The school's high academic expectations mean that all John Bapst students are challenged to reach their potential. The Academic Dean, as the administrator in charge of the academic program, works with students, parents, counselors, the dean of students, and teachers to provide a program in which individual students can be successful. Each student has two school counselors, and each department has a department chair who oversees teaching and learning in the department. There are several layers of support in place that are designed to guide students through the academic program, especially in times of struggle.

Teacher, Student, and Family Connections

Strong connections between teachers, students, and families generally correlate to better academic performance and attendance for students. The school encourages students to communicate freely and directly with teachers in face-to-face conversations. In cases when in-person conversation is not possible or time is a concern, the best way to contact a teacher is by email. The school encourages parents to communicate with their students first, as students often are the best source of information about what's happening in their classes. Then, if questions or concerns remain, the school encourages parents to contact teachers first via email, with phone or in-person conversations to follow when necessary. Faculty email addresses can be found on the school website.

Academic Assistance

Teachers are available for additional help during Academic Assistance, which occurs before and after school Monday through Friday from 7:30 to 8 a.m. and 2 to 2:45 p.m. Teachers also make individual arrangements to meet student needs for extra help at other times.

Mandatory Academic Assistance

Teachers and administrators may assign mandatory Academic Assistance to students who need support or who are not meeting academic expectations. To facilitate transportation arrangements, students are given at least 24-hour notice when assigned Academic Assistance. Students who are assigned mandatory Academic Assistance and do not attend may face disciplinary consequences.

Counseling Department

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

Student Support Team

The Student Support Team is composed of administrators, counselors, and other school staff members. It meets regularly to review academic and social issues with individual students and is meant to provide additional support to students.

Peer and Private Tutoring

National Honor Society students assist teachers in some classrooms during Academic Assistance; they also are available as peer tutors for students who need tutoring in a specific subject. This supervised peer tutoring is offered on an as-needed basis for all subjects. For more information on peer tutoring, contact the NHS faculty advisor or one of the counselors. Private tutoring outside of the school is the responsibility of the student's family.

Study Halls

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

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

Library

The library is a center for reading, studying, and researching, affording students excellent resources for learning. To use the library during the academic day, students request a signed and dated pass from their classroom or study hall teacher. A photocopier, computers, and printers are available for students in the library.

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

Computers

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

Open Campus (OC) Privileges

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

Academic Review

The Academic Review Committee meets twice each quarter to review the academic performance of all students. The committee also reviews attendance and eligibility for extracurricular activities, including athletics. According to the guidelines below, the Committee may place students on Academic Restriction or Academic Probation.

Academic Restriction and Academic Probation

The Academic Review Committee identifies students with two or more Ds or one or more Fs at two points in each quarter – the first time with approximately three weeks remaining in the quarter and then again at the end of the quarter. Students and parents are notified of warning status via email, while formal letters are mailed home for students on restriction or probation. Consequences vary and are outlined below.

A student with two or more Ds or one or more Fs are initially placed on **Academic Restriction Warning** for the remainder of the quarter. A student on **Academic Restriction** has final quarter grades at this level and signals concern that the student may not be a good fit for the school. After two consecutive quarters of Academic Restriction, a student whose performance continues to be deficient is placed on **Academic Probation**. A student on Academic Probation whose record does not improve substantially may be required to withdraw from the school. Students who have excessive absences or who have persistent disciplinary violations may be placed on Restriction or Probation, too.

Students on Academic Restriction remain on Restriction until the next Academic Review is completed. The loss of privileges such as Open Campus remain in place until the next Academic Review is completed, which will happen one week after each quarter ends. Students on Academic Probation may be removed from Probation with consecutive quarters with all grades above the restriction level, at the discretion of the Academic Dean.

Consequences vary for students on warning, restriction, and probation. Participation in extracurricular activities may be limited on a short- or long-term basis, and these students may be required to attend Academic Assistance on a set schedule in the classes in which they are struggling. Juniors and seniors lose open campus privileges until the next Academic Review is completed. In order to use the library during study hall, all students on warning, restriction, or probation must first get a pass from a teacher indicating that specific work has been assigned; otherwise, these students are expected to remain actively engaged on school work during study halls.

Participation in Extracurricular Activities

Participation in extracurricular activities is an important part of the John Bapst experience. The school supports a wide range of opportunities for its students, from athletics to robotics to theater and beyond. In order to participate in extracurricular activities, a student must be in good academic standing (as outlined above in the Academic Restriction and Probation section) and meet attendance and behavioral expectations. A student with two or more Ds or one or more Fs, who violates the school's attendance policies, and/or who is subject to disciplinary action for repeatedly violating the John Bapst Code may have the ability to participate in extracurricular activities revoked either temporarily or over a longer period of time.

Academic Intervention

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

Required Withdrawal

Students with serious disciplinary or attendance violations, or who have been placed on academic probation or academic restriction and whose record fails to improve substantially, may be required to withdraw. Similarly, a student who habitually neglects assignments may be asked to withdraw.

Readmission

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

Attendance

The school's focus on achievement as one of its three core values means that we are all here to learn, to grown, and to better ourselves and our school. Achievement is greatly impacted by attendance; thus, to maximize student achievement, students are expected to attend school during the time school is in session.

Absences

A parent should email mainoffice@johnbapst.org or call the school at 947-0313 by 8 a.m. on the day of each absence and state the reason for the student's absence. Students who arrive at school after 11 a.m. or miss more than four class periods (or two periods on block days) are considered absent for the day. In accordance with Maine Law, a student's absence is excused when the absence is for the following reasons:

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

Absences for any reasons other than those listed above are considered unexcused. Absences for school-related business (like field trips and athletic contests) are not considered unexcused. In all cases, the school reserves the right to determine whether a student's absence is excused or unexcused. After four consecutive days absent, the school may require a doctor's note.

The student is responsible for all class work missed during absences.

Planned Absences

Planned absences should be reported to the school in writing by completing a planned absence request form at least one week prior to the absence. The completed form should be returned to the main office. The school discourages families from making plans that interfere with a student's academic progress and may advise that a requested absence is not recommended. As noted above, students with excessive absences (including planned absences) risk academic success and may be penalized. Teachers are not expected to re-teach material missed during planned absences.

Unexcused Absences, Excessive Absences, and Truancy

The state of Maine requires all schools to report students with excessive absences. A student who has five or more unexcused absences or who has missed nine or more classes (including excused and planned absences) in one course during a semester may be placed on Academic Restriction or Academic Probation, may have their course grade lowered (including changing the number grade to a "P" or "F") and/or may be denied credit

for the course. The student and a parent may be required to meet with a school counselor, teacher(s), and the Academic Dean to evaluate the student's status in the course.

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

Tardiness

As with school attendance, achievement is connected to time spent working with teachers in class. Thus, students are expected to arrive to school and to each class on time and ready to engage. A student who is not in class, study hall, or homeroom by the time the bell at the beginning of the period rings is tardy. Students who are tardy to a class because they were held after class by a previous teacher must get a pass from that teacher.

Tardies to school are considered excused when a student is tardy for any of the reasons for excused absences listed above. In addition, a tardy arrival to school may be excused if, in the judgment of main office staff, a weather-related delay is involved. Students are allowed three unexcused tardies and will be referred for disciplinary action for each tardy beyond the third.

A student who is tardy to school must report to the main office for a pass before reporting to class. With the exception of open campus students, all students arriving after 8 a.m. must check in in the main office. If a student is tardy beyond 15 minutes, it will be considered an absence from that class.

Early Dismissals

Parents requesting that a student be dismissed from school during the day must send a note with the student or call or email the main office in the morning to explain the reason for the dismissal. The student must pick up a dismissal pass in the main office at the beginning of the day and then give it to the teacher of the class from which they are being dismissed to sign. The student then must take the signed pass to the main office to check out.

Students may not leave school for any purpose – including illnesses, doctor appointments, driver's tests, or other situations – without first reporting to the main office. Students are required to report to the main office upon returning to school.

Students taking a driver's education course may be released from study halls for practice driving, with permission from a parent, or, in the case of an international student, the Director of the International Program.

Late Assignment Guidelines

Students have one day to make up work for each excused day of absence from school, up to five days. Students are expected to be proactive with their teachers in creating a plan to satisfy missing work because of absences. In general, absences do not affect the due dates of long-term assignments. These will be collected on the day the student returns. Teachers may negotiate later due dates as circumstances require. Making up work (including tests and quizzes) that the student missed because of an unexcused tardy is subject to the same rules as for an unexcused absence.

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

Participation in Athletics and Extracurricular Activities

Regular attendance at school, practices, and rehearsals is mandatory. To be eligible for participation in a practice, game, competition, or performance, students must attend school at least half the school day. Students who are absent from school are not permitted to attend extracurricular events on the day of the absence. To participate in an athletic event, non-athletic competition, or performance on a non-school day, participants must have been in school on the last regularly scheduled school day prior to the event, unless excused.

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

Alternative Programs

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

Disciplinary Policies

All expectations for appropriate conduct and good citizenship follow from the school's mission, its motto, and the **John Bapst Code**. The school's approach to discipline is based on the philosophy of restorative justice, according to which a rule broken is a tear in the school community's fabric. A student who breaks a rule must first understand and acknowledge what has happened and then show through school service or other assigned consequences that the fabric can be made whole again.

In terms of the school's disciplinary system, two categories are involved, one for less severe infractions of the rules set forth in this handbook and one for the Major School Rule violations set forth below. A student who breaks a Major School Rule may be subject to consequences as serious as suspension or dismissal.

The John Bapst Code

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

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

Prohibited Behaviors Under the John Bapst Code

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

1. dishonesty in dealing with members of the school community;
2. lack of adherence to attendance policies, including leaving school premises without permission or checking out;
3. disruptive behavior in classrooms, hallways, assemblies, and elsewhere in the building, including loud, rude, or inappropriate physical behavior;
4. disrespectful or unmannerly behavior toward faculty (including substitute teachers), staff, coaches, bus drivers, and guests;

5. public profanity;
6. violations of the school's dress code;
7. the use during school hours of cell phones, smartwatches, headphones, earbuds, laptops, tablets, and other portable electronic devices, except at lunch, between classes, or with the permission of a faculty member in that faculty member's classroom for specific and relevant academic purposes;
8. using headphones, earbuds, or any portable electronic device in the hallways or stairwells during school hours;
9. snowballs, water balloons, skateboards, water pistols, laser pointers, and similar items, inside or immediately outside the school;
10. parking in the faculty-staff parking lots, in any reserved spots marked by signs, or in areas designated for bus pick-up and drop-off;
11. inappropriate physical contact, including kissing and other public displays of affection;
12. adding a name (one's own or the name of another student) to a pass signed by a teacher without that teacher's knowledge;
13. damage to school and personal property, including writing on or otherwise marring desktops, tables, walls, or another student's work or possessions.

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

Major School Rule Violations

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

1. the use, possession, distribution, or sale of alcohol or illegal drugs and/or paraphernalia;
2. theft, destruction, or vandalism of property;
3. physical, sexual, or verbal harassment, including verbal or digital threats of bodily harm, bullying, and hazing (see section on Harassment later in this handbook);
4. fighting;
5. academic dishonesty in the form of plagiarism, cheating, or otherwise presenting for credit academic work that is not the student's own;
6. contact of a sexual nature;
7. bringing a weapon, a replica of a weapon, or explosives of any kind to school;
8. the use, possession, distribution, or sale of cigarettes, lighters, cigars, chewing tobacco, snuff, pipes, e-cigarettes, pods, vaporizers, cigarette papers, or any other smoking-related paraphernalia (including debris) at the school (including all dormitories) and at school functions;

9. gross misuse of technology, including electronic harassment or the possession or transmission of sexually explicit material, including digital material found on a personal computer or cell phone;
10. truancy;
11. the presence of a girl in a boy's dorm room or a boy in a girl's dorm room (note that students who are involved romantically with one another are not permitted to be behind closed doors in the dorm setting);
12. off-campus activity detrimental to the school community. Examples may include, but are not limited to, the following: any student, boarding or day, who is arrested and charged with a crime or is involved in a situation that requires the intervention of the police or the notification of the school by the police (e.g., furnishing alcohol or drugs to other John Bapst students, shoplifting, vandalism, cyber-bullying, driving to endanger, etc.).

Disciplinary Consequences I: John Bapst Code Violations

Faculty and staff report John Bapst Code violations in writing to the Dean of Students. Students are informed by the reporting person of the need to meet with the Dean of Students and must comply within one school day. Those found to have committed John Bapst Code violations are assigned consequences designed to emphasize the values of the school community and the obligations of its members. If students have other obligations or a transportation issue, they have until the following afternoon to report for school service. Failure to report or to complete assigned tasks may result in the assignment of additional school service. School service takes precedence over after-school extracurricular practices and rehearsals.

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

Disciplinary Consequences II: Major School Rule Violations

The Dean of Students works with the Head of School (or their designee) to investigate and respond to Major School Rule violations. A letter from the school sets forth in detail the school's disciplinary decision. In cases involving breaches of law, the school cooperates with law enforcement officials.

Suspension

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

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

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

A student who is suspended also is placed on disciplinary probation for 12 months. During that time the student is expected to maintain a record of good conduct. Further Major School Rule violations or a pattern of John Bapst Code violations during this period may result in more serious consequences up to and including dismissal from John Bapst.

Procedures and Consequences for Infractions Involving Academic Integrity

Academic integrity is an essential element in a student's intellectual growth and a core value promoted by the school. Thus, the school takes seriously all instances of academic dishonesty. Cheating on tests, plagiarizing print and digital sources, sharing answers or information when a teacher has specified that work is to be done individually, and copying homework or other work and presenting it as one's own work are forms of academic dishonesty. This list is not intended to be all-inclusive.

Unless explicitly allowed by the teacher, use of artificial intelligence tools or software, including generation of ideas, writing of text, and rewriting of your own work, is considered academic dishonesty. Students are expected to submit work that is wholly their own.

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

1) The teacher meets with the student to discuss the situation, reports the violation in writing to the Academic Dean and their department chair and contacts the student's parents to inform them of the incident;

2) The Academic Dean meets with the student to clarify any aspects of the situation and then, in consultation with the teacher and the department chair, determines what penalties and consequences the student will face;

3) The Academic Dean determines if a John Bapst Code or Major School Rule violation has occurred – in other words, the seriousness of the incident – and meets with the student to explain the immediate consequences and consequences of future infractions of Academic Integrity; and

4) The Academic Dean informs the parents of the decision via a letter.

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

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

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

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

Tobacco-Free Policy

To support and model healthy, tobacco-free lifestyles and to create an environment free of tobacco smoke, all school buildings and property shall be tobacco-free at all times (24 hours per day, 365 days a year). This also includes all days when school is not in session and all functions taking place on school grounds, such as athletic events or other activities not associated with or sponsored by the school.

The policy applies to everyone on school grounds, including students, staff, parents, and visitors. The policy extends to school buses and in all John Bapst owned or leased vehicles. The policy applies to the smoking or use of all tobacco products, including but not limited to, cigarettes, cigars, pipes, oral and smokeless tobacco, chew, snuff, electronic cigarettes, vape products and other electronic nicotine delivery systems. Possession of any tobacco product or related paraphernalia (including debris) is prohibited by students as well as all others under the age of 21 on school property (to include dormitories), in school vehicles, and at school-sponsored functions. The use, sale, distribution, dispensing or promotion of tobacco products and paraphernalia is prohibited on school property and at all school functions. Tobacco industry and tobacco retailer sponsorship of school activities or functions is prohibited.

Cell Phones

Cell phones must be stored in the designated storage unit in each classroom at the beginning of the period and remain stored for the duration of each period, including study halls. Cell phones must remain stored when students leave classrooms temporarily, such as when they go to the bathroom. Teachers may also require earbuds and smartwatches to be stowed with cell phones. Laptops, tablets, headphones, earbuds, and other portable electronic devices must be stored in lockers or backpacks.

A teacher may allow cell phone use for specific and relevant academic purposes. Laptops and tablets may be used during classes and study halls only for legitimate academic purposes and with teacher permission; playing games, watching videos, and other non-academic uses are not permitted.

Students with documented health conditions, as defined in their IEP or 504 plans, may be permitted to use a cell phone or other mobile device during the school day if the device is required to monitor or manage their health needs. These exceptions must be approved by the school. Students with approved exceptions are expected to follow all other device storage and usage guidelines when not actively managing their health needs.

Students will be considered in violation if they store a phone or device that is not the active phone they use on a daily basis.

Consequences for Infractions Involving Cell Phones and Other Portable Electronic Devices

Students who violate the rules regarding use of cell phones and other portable electronic devices will face a graduated set of consequences. The first infraction will result in a verbal warning by the teacher, who will also report the infraction to the Dean of Students. The second infraction will result in three days of school service. The third infraction will result in students having to place their cell phones in a locked box for the duration of each school day for a period of one week. The fourth infraction will result in suspension. Parents will be contacted for all infractions after the verbal warning.

Dress Code

The purpose of the school's dress code is to encourage and maintain a professional atmosphere conducive to learning while at the same time providing flexibility for individuality and self-expression. Students and staff alike are expected to project an appearance that reflects well on themselves and on the school. The dress code is in effect from the time a student arrives at school until 1:50 p.m., including open campus. Exceptions to the dress code may be granted by the administration for special occasions such as spirit weeks and during exam periods.

Dress code violations are reported to the Dean of Students, who is responsible for determining consequences. Dress code enforcement is the responsibility of all faculty members. Students are expected to cooperate with faculty members who point out and/or report a dress code problem. A disagreement in interpretation can always be discussed later with the Dean of Students.

The dress code requires John Bapst students to wear clothes that are neat, clean, and in good repair (no rips, tears, holes, or fraying) and to refrain from wearing clothing that displays objectionable themes in writing or images (e.g., alcohol, drugs, tobacco, sex, violence, or messages that could be interpreted as harassment). Students should also refrain from wearing clothes that are revealing, including clothing that reveals undergarments.

The following clothing items are specifically prohibited:

- hats
- t-shirts without the John Bapst logo
- tank tops, tube tops, and shirts with spaghetti straps
- sweatpants and athletic pants
- leggings when worn as pants
- pajamas
- athletic shorts
- short shorts, skirts or dresses (should be at least mid-thigh)
- slippers

Right of Appeal

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

Student Health and Safety

School Nursing Services

The school nurse is available Monday through Friday. The nursing office is located on the first floor across from the main office.

Illness During School

Student who feel ill to the point that they cannot continue classes must go to the nursing office or the main office, where proper arrangements will be made. No student is allowed to leave school unless parent permission is first obtained.

Safety Restrictions

Snowballs, water balloons, water guns, laser pointers, skateboards, hacky sacks, and similar items are not permitted in school. Skateboarding is not permitted on the sidewalk in front of the school or in the school's parking areas. Objects such as balls and Frisbees are not to be thrown in front of the school or between the school and the median area.

Student Accidents

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

Emergency Evacuation Drills

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

Administration of Medication by School Personnel

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

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

Immunization Requirements

All students who attend John Bapst must comply with Maine laws and recommendations regarding immunization records. All students must have the immunizations required by the state of Maine for enrollment in a Maine school. The school nurse can clarify what immunization a student may need for enrollment at John Bapst.

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

Vision Screening

All students who attend John Bapst must comply with Maine laws regarding mandatory ninth grade vision screening.

Harassment Policy

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

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

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

Know When to Stop

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

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

Understanding Harassment

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

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

- bullying, hazing, and cyberbullying;
- notes or cartoons;
- threats or violent acts.

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

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

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

Sexual Harassment

Examples of sexual harassment may include:

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

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

Bullying, Hazing, and Other Personal Harassment

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

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

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

Addressing and Preventing Harassment

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

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

School Protocols, Facilities, and Services

Main Office

The main office at 100 Broadway is open Monday through Friday from 7:30 a.m. to 3:30 p.m. and handles student affairs and general information. After-hours voicemail messages will be picked up the following morning. Important forms and notices can be found on the school website and in the main office.

Communications and Development Offices

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

Business Office

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

Annual Fee

Each day student is charged an annual fee of $550. The fee is due prior to the start of school. This fee supports a wide range of academic supplies, sports and extracurricular activities, and other costs that tuition does not cover. The annual fee is nonrefundable once the academic year begins.

Daily Announcements

Announcements may be made over the PA system, posted on the monitors outside the main office and library, and/or distributed electronically.

Lunch

School lunch must be ordered online and paid for in advance. Orders must be placed by Thursday at noon for the following week. The link to the online ordering system is available on the school website and in weekly email communications to families.

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

School Cancellation – Snow Days

Cancellation announcements are made via text message through SchoolMessenger. They also are posted on local TV station websites and the school's social media accounts. The school makes cancellations independently of local public schools. In the event of bad weather, parents should decide if their student should travel to school. When parents decide that the weather makes traveling to school dangerous, they should call the school and follow absence procedures. Absences and tardies for weather-related reasons are excused.

Change of Address, Telephone Number, or E-Mail

Any family that has changes in residence, telephone numbers, and email should update their demographic information by emailing the changes to mainoffice@johnbapst.org.

Visitors

Parents and other visitors to the school must first report to the main office and comply with school rules. Student visitors should plan to follow the John Bapst dress code. After school, non-John Bapst students may only visit with the permission of an administrator.

Dance Policy

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

Club and Activity Bus Trips

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

Field Trips

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

Elevator Use

Student use of the elevator is prohibited unless a pass is issued by the main office.

Lockers and Backpacks

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

Lost and Found

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

Book Loan Agreement

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

Parking

Student parking is permitted on the street only. Parking in the pit areas and in other school parking lots is reserved for faculty and staff. Note that in the City of Bangor, special parking rules apply during the winter months. Students must be careful not to block driveways (per city ordinance a vehicle must be 10 feet from the center of a driveway) or otherwise inconvenience neighbors in the areas around the school.

Building Access

Students will have access through the foyer door to 100 Broadway between 6:30 a.m. and 4 p.m. on days when school is in session. This access is provided through an app that students will install on their personal smartphones. Building access is regularly monitored by staff and students are expected to check-in in the main office if they are tardy. Misuse of the system will result in suspension of a student's account and disciplinary action.

Building Supervision

Direct student supervision is provided from 7 a.m. until 2:45 p.m. Students are welcome to be in the school at all times when it is open and are expected to adhere to school rules at all times. After 2:45 p.m., students may not be on any level of the building other than the first floor unless they are working with a staff member. A custodian is on site and the school building is open from 6 a.m. until 9 p.m. daily.

Acceptable Use of Technology

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

Acceptable Use

Acceptable use of school technology includes:

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

Responsible Internet Use

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

Unacceptable Use

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

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

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

Vandalism

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

Loading and Use of Unauthorized Computer Programs

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

Internet Safety and Technology Protection

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

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

Disclaimer

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

Residential Program

Program Philosophy

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

Boarding Students

The John Bapst Residential Program includes an international and a domestic boarding population living in on-campus residences or in local homestays.

Campus

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

House Facilities

The following facilities are common to the larger residence halls:

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

Maintenance and Cleaning

All machines and appliances in the dorms, along with electrical, plumbing, and grounds maintenance are maintained and serviced by the school. Students are responsible for the care and maintenance of their room and the furnishings contained in their room. Fees for damages owing to negligence may be charged to students.

Major cleaning of hallways, common areas and bathrooms is taken care of by school staff. However, bathrooms and common areas are shared, and each student is expected to leave the bathroom clean after using sinks and showers and to help maintain clean common areas by washing their dishes, washing the tables and the microwave after use, disposing of trash, and removing personal belongings to their own room.

Rooms and Roommates

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

Room Furnishings

Each student is provided with a dresser, a wardrobe or a closet for hanging clothes, a bed, sheets, blanket, and pillow, a desk, chair, bookcase, and lamp. Students are responsible for keeping their rooms neat, clean, and in good repair. Each residence hall has separate storage space for luggage and other large items; such items should not clutter a student room.

Students are issued keys to the dorm and to their bedrooms, and are required to safeguard their keys. Under no circumstances should students lend out their keys or make duplicates, or share door codes. Lost keys must be replaced for $10 each. The school can also provide safekeeping for valuables when requested.

Laundry

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

Kitchen and Dining

Dinner is served five nights per week, while breakfast and lunch are served on school days. The cost for these meals is included in student tuition. The school accommodates special dietary requirements (e.g., religious restrictions, allergies, vegetarianism). Students and parents should communicate these needs before arrival to the Director of Residential Life and/or the Director of the International Program. If a boarding student opts out of eating in the dining hall, there is no refund or reduction in tuition.

Residential Schedules and Routines

Daily Schedule (school days and nights)

7 – 7:55 a.m. Breakfast is served

8 a.m. Classes begin

2 – 2:45 p.m. Academic Assistance period at school

2 –5:30 p.m. Students attend extracurricular activities, see teachers or attend study hall for academic assistance, and socialize in the residences

5:30 p.m. Dinner is served

6 – 9:45 p.m. Free time; students may visit the other residences; Open Gym is available for 90 minutes (specific Open Gym schedule is communicated to students via email)

10:00 p.m. Evening curfew – students must be in their own residence; quiet hours begin in all residences

Weekend Schedule

The curfew on Fridays and Saturdays is 11 p.m. Off-campus weekend plans or activities, including transportation (other than those coordinated by Residential Life staff), should be communicated to the houseparent before a student leaves campus.

Use of Common Rooms

The common rooms are places for students to be together and socialize or do fun activities during their free time after school, evenings, and weekends. The common rooms are closed during quiet hours. The common rooms must be vacated by 1 a.m. on Friday and Saturday nights.

Visitation Rules

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

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

Visitation hours:

Monday – Thursday:	2:30 – 6 p.m. (all John Bapst students)
	8:30 – 9:50 p.m. (boarding students only)
Friday:	3 – 11 p.m. (for all John Bapst students)
Saturday:	12 noon – 11 p.m. (for all John Bapst students)
Sunday:	12 noon – 6 p.m. (for all John Bapst students)

Residential Life Code of Conduct

The John Bapst Residential Program fosters a climate that promotes healthy living, academic achievement, respect for others and other cultures, safety, and personal growth. It is important commit to following the expectations that are in place in order to create a positive and successful experience for everyone in the Residential Program.

Day-to-Day Conduct

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

- Treat others with respect, kindness, friendliness, and tolerance.
- Be on time for classes, athletic practices, school events, study hours, quiet hours, and curfews.
- Complete academic work in an honest, timely, and responsible way.
- Sign out or communicate when leaving their residence, providing required/requested information.
- Have a working cell phone (able to make and receive calls and texts without a WiFi connection) for communication between houseparents and students.
- Not use vulgar or obscene language.
- Avoid public displays of affection that make the people around you uncomfortable.
- Not use hurtful language or conduct that can be considered harassment of an individual or group.
- Be a good roommate by taking care of personal space and belongings and respecting your roommate's sleep and study habits in regards to noise and activities.
- Be a good citizen by helping to keep common spaces clean.
- Show respect for the personal space and personal belongings of others; do not intrude into another student's space or take or use the property of another student without an invitation or permission.

Consequences

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

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

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

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

Tobacco, Drugs, and Alcohol

John Bapst is a non-smoking campus. Both possession and use of alcohol and other drugs or paraphernalia are prohibited. Violations of these rules are Major School Rule violations.

Prohibited Items and Activities

The following are **not** permitted for students on campus:

- pets or other animals;
- anything with an open flame or heating element (including candles or incense);
- use of cooking and heating devices in spaces other than common area;
- electric blankets or heaters;
- weapons or other dangerous items or materials (this includes knives and chemicals that do not have a purpose in daily living);
- food with strong odors (all food must be kept in airtight containers);
- skateboarding, riding a bike, rollerblading, skiing, or skateboarding without helmet; this is required by the Maine State Helmet Law.

Weekend Activities

On weekends, there are scheduled outings and activities that provide opportunities for the boarding students to explore the state of Maine, to enjoy activities that are available due to Maine's natural environment, and to integrate with John Bapst day students. There are also many opportunities to attend local community events and school events. It is also a time for the students to relax, enjoy their leisure time, engage in athletics, and study. Weekend transportation is provided and coordinated by residential life staff.

Off-Campus Privileges, Cell Phones, and the "Buddy System"

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

Cars and Riding Permission

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

Money and Banking

Students should not keep large sums of cash in their dorm. Students are required to open and maintain a local bank account; staff will assist with this process.

Mail

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

Health and Health Insurance

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

Students should consult with the school nurse or a houseparent with any health concerns. If a student is ill on a school day, he or she should report directly to the nurse in person or email nurse@johnbapst.org by 7:45 a.m. Whether a student should attend school is at the determination of the school nurse or other administrator.

Health insurance is secured by the school and paid for by the family. There may be a required "co-payment" for doctor's visits or fees for testing or medications. Co-payments are the obligation of the student's family to

pay. Note: Families should continue to carry health insurance from their home countries. The John Bapst policy does *not* cover pre-existing conditions (conditions, illness, or injuries that the student has before coming to John Bapst). In the U.S., cost for medical treatment for things not covered by insurance can be extremely high. Except in emergency situations, the school will consult with international families before any treatment occurs.

Medications

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

Immunizations and Physical Examination

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

Acceptable Use of Technology in the Residences

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

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

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

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

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

Athletics

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

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

Expectations of Student-Athletes

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

Sportsmanship

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

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

Participation Requirements

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

over his or her program. Athletes are expected and parents are encouraged to attend the sport-specific meeting.

Forms, Fees, and Physicals: All candidates for interscholastic athletic teams at John Bapst must complete and return the Parent Consent Form, Insurance Form, and Financial Responsibility in order to take part in their tryout session or first practice session. Proof of insurance must be demonstrated prior to the first tryout or practice session. Insurance can be purchased through the school at a reasonable cost. There is no separate sports participation fee. Sports physicals are required every year for all students participating in interscholastic activities and must be completed prior to the first tryout or practice session.

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

Academic Eligibility

All students may participate in or try out for a sport at the beginning of the season. Student-athletes must meet the requirements for participation in extracurricular activities listed above. Eligibility is determined by the Athletic Director in collaboration with the Dean of Students and Academic Dean.

Participation and Commitment

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

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

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

Attendance

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

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

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

Training Rules

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

Transportation to and from Athletic Events

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

Equipment and Personal Property

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

Recognition

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

Student-Parent-Coach Communications

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

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

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

Conflict Resolution of School-Sponsored Activities

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

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

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

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

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

Fundraising for Athletics

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

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

Student Educational Records and Information Rights

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

Inspection of Records

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

Amendment of Records

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

Disclosure of Records

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

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

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

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

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

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

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

Internet Restrictions

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