



# **Saint John Paul II School**

## **PARENT/STUDENT HANDBOOK**

*2019-2020*

87 S. Main Street      Middletown, CT 06457

Phone: 860-347-2978      FAX: 860-347-7267

[www.jprii.org](http://www.jprii.org)      email: office@jprii.org

## SCHOOL OFFICE HOURS

7:00am – 3:00 pm  
And by appointment

Principal: Lawrence Fitzgerald  
[principal@jpii.org](mailto:principal@jpii.org)

Director of Advancement, Communications and Marketing: Tiffany Ruvolo  
[truvolo@jpii.org](mailto:truvolo@jpii.org)

Business Manager: Mrs. Betsy Leyden  
[bizmgr@jpii.org](mailto:bizmgr@jpii.org)

Office Phone: 860-347-2978  
Office Fax: 860-347-7267  
School Website: [www.jpii.org](http://www.jpii.org)

## FACULTY AND STAFF 2019-20

PreK	Mrs. Joan Smith
Kindergarten	Mrs. Patricia Cala
Grade 1	Mrs. Nicole Kelly
Grade 2	Mrs. Theresa Sammataro
Grade 3	Mrs. Ulli Dzimian
Grade 4	Mrs. Anna Dennehy
Grade 5	Mrs. Kathy Riordan
Middle School Math	Mrs. Allison Donnelly
Grade 6 HR; 5-8 Science	Mrs. Tara Serio
Grade 8 HR; Lit/Rel	Ms. Emilia Lynch
Grade 7 HR; SS/LA	Mrs. Amanda Hearn
Spanish 1-5	Mrs. Emilie Triay
Spanish 6-8	Victor Triay, Ph.D.
Art K-8	Mrs. Barbara Lee
Comp Sci K-8	Mrs. Karen Hoover
Music; Band	Mrs. Jill Hernandez
Physical Education; AD	Mr. Branislav Obrenovic
PreK Teacher Asst.	Mrs. Patti Vadasz
K Teacher Asst	Mrs. Kathy Pelletier
Paraprofessional	Mrs. Nicole Milardo
After Care Director	Mrs. Nicole Milardo
After Care Assistant	Mrs. Sophia Formica
Aftercare	Ms. Alicia Ruiz
Aftercare	Mrs. Lynn Scamparino
School Nurse	Mrs. Rosanne Dahn, R.N.

## **Saint John Paul II School**

Saint John Paul II School is a pre-Kindergarten through 8th grade Catholic Regional Diocesan Elementary and Middle School under the Diocese of Norwich Schools Office supported by the parishes of the Deanery of Middletown.

What distinguishes Catholic education? His Holiness, Pope Benedict XVI, addressing a gathering of educators, stated, "First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth." As a Catholic school, all dimensions of education are presented in light of the gospel of Jesus Christ. A Catholic school education seeks to educate not only the mind with a love for truth but also to touch the hearts and form the consciences of its students to pursue what is good, right, and just.

Saint John Paul II School seeks to provide this kind of education, rooted in the wisdom of the Church's teaching on faith and morals, recognizing that each child who enters our doors is imbued with a dignity derived from his or her Creator. Our commitment is to provide a rigorous student-focused academic and faith-filled school environment where all children flourish and grow spiritually, intellectually, emotionally, morally, and socially. Recognizing that parents are the "first and primary educators" of their children, we partner together as a community of students, faculty, and families, living and growing in the example of Jesus Christ, to foster and support learning.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Saint John Paul II, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Connecticut guidelines in secular subject areas, provide a strong academic program. The curriculum is marked by current content and research-based approaches to instruction. We emphasize principles, higher order thinking, and application. We strive to offer a program that makes use of many sources of reading material, a wide variety of technology tools and a multi-text approach to the content areas.

### **Mission Statement of Saint John Paul II School**

The mission of the school is to engage each student in these dual priorities: a challenging academic program that will promote life-long learning and a Catholic, Gospel-based faith formation. We achieve this through a structured, family-centered, safe environment that values diversity and enriches the life experience of its students.

### **Philosophy**

Saint John Paul II School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the

early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

### **Statements of Belief**

We believe that:

- Jesus is the way to salvation.
- The creed is the formal expression of our Catholic belief.
- Each child is an image of God.
- Academic excellence and faith formation are complementary.
- School activates each child's God-given talents.
- Social justice is an essential manifestation of a Catholic education.
- Catholic schools provide faith formation to each student and his/her family.
- School success flows from a partnership of home, school, and church.
- Teamwork is essential for success.
- Educating the whole child includes faith formation.
- Children benefit when parents model Christian values and actively display a Catholic commitment.
- School faculty models learning, love, respect, and a commitment in all they do.
- Children are unique and the school responds within its resources.
- Schools develop socially responsible students who make valuable contributions to society.
- A certified, highly qualified faculty contributes to student success.
- An accredited school communicates a standard of success.

### **History**

Catholic education has a rich tradition in Middletown. For over 100 years, parish Catholic Schools of St. Mary, St. John, and St. Sebastian Churches provided education to students Pre-Kindergarten through eighth grade.

To ensure the preservation of Catholic elementary education well into the future, the Diocese School Office recommended a plan to Bishop Michael R. Cote, D.D., Bishop of Norwich, to join the parish schools, St. Mary School and St. John School, into one regional Catholic elementary school for the Middletown region. The plan to extend Catholic education is predicated on the support, not just of the local parishes whose schools are joining, but of all the parishes of the Middletown Deanery. The regional school would be the school of all the Middletown deanery parishes.

The plan was approved, and Saint John Paul II School became the first regional elementary school in the diocese. Housed on the former St. Mary School campus, Saint John Paul II School opened its doors to students in the fall of 2013.

Building a vibrant Catholic identity is central to our vision. Our patron, Saint John Paul II, provides these words to guide us:

*Catholic school is a place where students live a shared experience of faith and God, and where they learn the riches of Catholic culture...Catholic schools must help students to deepen their relationship with God and to discover that all things human have their*

*deepest meaning in the person and teaching of Jesus Christ.*

As the Catholic elementary-middle school in Middletown, Saint John Paul II Regional School now draws from the rich heritage of St. Mary, St. John, and St. Sebastian Schools and moves forward with new vitality and vision for the future of our young people. We work closely with Mercy and Xavier High Schools, to ensure our students are rigorously prepared for high school and afforded the opportunity for a complete Catholic education PreK-12<sup>th</sup> grade, should he or she choose. Our desire is to instill the habits of heart and mind that will last a lifetime.

## **School Guidelines & Protocols**

Saint John Paul II School is a Diocesan school and abides by the policies stated in the *Diocese of Norwich Manual of Policies and Procedures* prepared by the Diocese School Office. A copy of the manual is available in the school office. The following guidelines (arranged alphabetically) support or implement these policies locally.

**When a student is absent from school, a parent/guardian should call the office by 8:00 AM each day of the absence.** If the office does not receive a call, will attempt to contact the parent. This policy is for the protection of the Saint John Paul II students. **A written statement with parent/guardian signature giving reasons for the absence or tardiness must be sent in upon the student's return.** Emails, while encouraged to keep the teacher and office informed of the student's situation, do not replace the signed note. These are kept on file in the office for one year. *By definition of state statute*, a student is **truant** who has four unexcused absences in a month or ten unexcused absences in one school year, so written explanations are imperative. ***If a student is absent due to illness for three or more consecutive days, a doctor's note is required before the student is permitted to return to school. This note must clearly state that the student is well enough to return.***

Students absent from school **may not** participate in school related activities that occur after school hours.

Parents will be notified in writing if absences approach this limit, if being tardy to school becomes excessive, or when absences, tardies, or frequent dismissals begin affecting the child's academic progress. When a child reaches ten unexcused absences in a school year, the principal will hold a conference with the parent/guardian and homeroom teacher. Parents will also be notified in writing of excessive absence. Twenty (20) or the equivalent of 20 days including tardies are considered truant and can be cause for a student to be retained in the current grade for another year.

## **Tardies to School**

### **Grades PK-4**

Students who arrive after the tardy bell (**7:40am**) will be considered tardy and must report to the school office for a tardy slip. Parents of Pre-Kindergarten and Kindergarten students arriving late must bring their child to the office for a tardy slip rather than to the PK or Kindergarten

building. Staff will bring the child to class. Kindergarten teachers will be in the classroom and unavailable to attend the door in the kindergarten building after **7:40am**.

When a student has accumulated five unexcused tardies, parents will be notified and asked to meet with the principal in order to resolve the problem.

### **Grades 5-8**

Students who arrive after the tardy bell (7:40 a.m.) will be considered tardy and must report to the office for a tardy slip to present to the designated teachers. Teachers do not admit students late to class without a tardy slip. Parents will be notified when a student accumulates five tardies to school and asked to meet with the principal to resolve the problem. When a student accumulates his/her sixth unexcused tardy, he/she will be required to serve an afterschool detention. Every subsequent unexcused tardy in a trimester will result in a detention.

### **Appointments and Vacations**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Should absence for any reason other than illness seem unavoidable, parents are requested to consult with the Principal and present a written reason for the absence to the school office.

Teachers are not required to give make-up tests or assignments for extended absences not attributed to illness or bereavement. *No assignment will be provided in anticipation of the vacation.*

Students needing medical **appointments during school hours** require a written note by the parent. Parents are required to sign their child out at the office. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 hours or more will be counted as absent for ½ a day. **Three (3) early withdrawals**, each of which are less than 3 hours are considered a one-half day absence.

### **Absence Due to Illness**

**Students should be fever free without medication for 24 hours before returning to school.**

Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

**Make up work due to absence:** Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Please do not request homework be sent home for single day absences. Teachers will provide missed work upon the student's return. Daily homework assignments are also posted on the student's class Portal webpages daily, so missed work will be easily accessible. When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:00

AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 and 2:30 pm or sent home with a sibling.

Teachers are not required to give make-up tests or assignments for extended absences not attributed to illness or bereavement. *No assignment will be provided in anticipation of the vacation.*

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date and may require staying after school to make up.

### **Accreditation**

John Paul II School is accredited through the New England Association of Colleges and Schools. In addition, the National Standards and Benchmarks for Effective Catholic and Elementary Schools provide a standard to assess and strengthen our operation.

### **Admission**

#### **Nondiscriminatory Policy**

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

As openings become available, the following priorities will be used to accept students to Saint John Paul II School:

1. Siblings of current students
2. Members of parishes of the Middletown Deanery
3. Members of other parishes
4. Non-Catholic students

### **Prekindergarten and Kindergarten**

Prior to the start of school, PreK4 students will be scheduled for the Brigance Developmental Screening.

Children entering Pre-K must be four (4) years of age by December 31<sup>st</sup>. The Brigance Early Childhood Developmental Inventory will be administered to all incoming prekindergarten students prior to entering school. This assessment provides information on the developmental readiness of the child and serves as a benchmark for his or her growth throughout the year. The PreK teacher conducts the screening. Results will be shared with parents. Appointments will be made through the school office. The Brigance Inventory is administered again at the end of the school year.

Children entering Kindergarten must be five (5) years of age by December 31<sup>st</sup>. New students (not already enrolled in the JPII PreK) will also be scheduled for the Brigance Early Childhood Developmental Inventory.

## **Asthma Policy**

Saint John Paul II School recognizes that asthma an important condition affecting many school children and positively welcomes all pupils with asthma.

The school encourages children to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who encounter children with asthma are provided with proper training from the trained school nurse. Training is updated as needed.

## **Asthma Medication**

Immediate access to reliever inhalers is vital. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent. Inhalers are kept in the nurse's office for easy access and sent with teachers on class field trips. Teachers and administration are trained in administering medication in the absence of the school nurse.

## **Record Keeping**

At the beginning of each school year, or when a child joins Saint John Paul II School, parents are asked to submit a child's medical record. From this information, the school keeps its asthma register, which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

## **The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals that are potential triggers for children with asthma.

## **Food Allergy Policy**

Saint John Paul II School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes many pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, Saint John Paul II School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student whose parent/guardian, and physicians have informed the school in writing that the student has a potentially life threatening allergy.

The school takes all precautions to maintain a peanut/tree nut aware environment. No nuts or nut products, including peanut butter or Nutella, are to be sent to school. Any food for parties, school events, should be nut-free and produced in a nut-free environment. Labels should be provided to the school nurse prior to serving "treats" if at all possible.

## **Classrooms**

Teachers are familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called, and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse. Information will be kept about students' food allergies in the classroom and in the emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom or lunchroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **Application Process**

New Student Registration will be processed when these are completed.

- Registration Form submitted
- Registration Fee \$50 per family
- Financial Agreement
- FACTS enrollment form (if paying in installment)
- Parish Affiliation form (if requesting affiliated Catholic tuition rate)
- 20 Hour Service Commitment Form
- Copy of any records from a previous school (K-8), if applicable
- Copy of Birth Certificate
- Baptismal Certificate (if Catholic) 

Upon acceptance, the following items are to be turned in to the school office prior to the student entering school.

- Release of Records, including copies of IEP's (if applicable)
- Health form & Immunization Record

Students applying for Admission in Grades 1-8 must submit a copy of the current report card and standardized test results, if applicable. These will be reviewed to determine whether the program at Saint John Paul II School will meet the educational needs of the students. An interview with the principal, parent and student is part of the admission process.

Testing in reading, writing, and/or math areas may be required for new incoming students.

Non-Catholic students are welcome to Saint John Paul II School with understanding that parents accept the philosophy of Saint John Paul II School. We welcome all faiths.

At the start of school, parents are required to submit the following forms:

- Photo/Video Release
- Technology Usage Agreement
- Approved pick up

- Emergency Cards

### **Arrival and Dismissal**

Morning supervision is provided beginning at 7:00 am. Students may not arrive to school prior to that time. As a school community, we gather in the gym each morning at 7:20 for prayer, announcements, and special recognitions. School begins at 7:40am. Students arriving after 7:40 are tardy and must report to the office for a pass before going to the classroom (see Absences section). Pre-Kindergarten students are not considered tardy until 7:40am.

Parents dropping off in the morning enter the parking lot near the PreK building and exit near the church. (This is the flow of traffic for arrival and dismissal and for all school events.) Parents may pull up to the cones in front of the school to drop off OR may park and walk their child to the school.

School ends at 1:50 p.m. Bus students are dismissed from the gym first; followed by car riders. Teachers will bring the students in an orderly manner to the pick-up area. Students walking home must have written permission from a parent. Students riding home with another parent must have a note from both parents, and the parent picking up must be on the approved pick up list provided at the beginning of the school year. Car riders who are not picked up by the end of dismissal are sent to after-care.

Car riders will not be allowed to cross the parking lot to get into a car. A parent or designee must walk over to the designated area to pick up the child.

***If you must arrange for early release, please do so before 1:30pm. Beginning at 1:30 pm the office will not release students until after all dismissal procedures are completed at 2:00pm. Do NOT go the classroom to pick up your child. Sign your child out in the office and the office staff will dismiss your child to the office.***

### **Athletics**

Saint John Paul II School offers interscholastic cross country (grades 6-8), JV (grades 4-6) and Varsity (grades 7-8) basketball, and JV (grades 3-5) and Varsity (6-8) soccer. Students are required to submit a physical form prior to playing.

Student athletes participating must stay current with homework and school assignments on a weekly basis to be able to play in the game that week (see attached signature page). ***Members of the teams must maintain grades of C- or higher or face suspension from the team.*** A pay-to-play fee is assessed for each sport.

### **Buckley Amendment**

Saint John Paul II School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding student records and the rights of non-custodial parents. Parents should provide copies of any court documents that affect parent-school communication, custodial arrangements, bus or pick up requirements, etc.

### **Bullying and Cyberbullying**

Saint John Paul II School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest, online, in written notes, in text messages, etc.**) face detention, suspension, and/or expulsion.

The school may discipline students for off-campus behavior which has a detrimental effect on the on-campus educational environment, or which threatens the safety of school property, or the welfare of the staff and other students, including threats or cyber-bullying on social websites such as Facebook or through text messaging.

The school adheres to the Anti-bullying definition of the Diocese of Norwich:

*Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions, which may include detention, suspension and expulsion from school. Any student who retaliates against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension and expulsion from school. Bullying is defined as any overt action by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time. Bullying includes intimidation or assault; extortion; oral, written or electronic threats; teasing; 'putdowns', name-calling; threatening looks, gestures or actions; cruel rumors; false accusation; and social isolation.*

Suspected bullying behavior will be investigated and students found to be engaged in such behavior face consequences of suspension or expulsion.

## **Busing**

Busing for students in K-8 is available to residents of Middletown. Middletown Public Schools oversees the busing, which is provided by DATTCO. Bus routes are mailed from DATTCO to parents and to Saint John Paul II School office in August. Parents should inform the school office as soon as possible if pick up or drop off routines change. DATTCO can be reached at 860-635-8234. ***DATTCO expects students be at the bus stop at least 10 minutes prior to scheduled pick-up and remain for at least 10 minutes after scheduled pick-up.***

Each child is expected to obey the following safety rules regarding the bus:

- ❖ Students should wait for the bus safely away from traffic with the monitor
- ❖ Students will remain in their seats while the bus is in motion
- ❖ Eating food and drinking beverages is not allowed on the bus
- ❖ Children may not change from one bus to another without the written permission of the parent and the principal
- ❖ Children may leave the bus only at their home or at school
- ❖ Children should follow other rules of the bus driver

If a pupil is reported for misconduct by the bus driver, the parent will be notified via a Bus Incident Report sent from the Principal's Office. Repeated misbehavior on the bus will result in loss of the right to use the bus for a specified period.

## **Cell Phones**

Cell phones must remain **in the off position in the child's backpack** during school. *Unless directed by their teacher, students may not use their phone during the school day.* If the student does not comply and has the phone out during the day, the cell phone will be confiscated and delivered to the principal. The cell phone will have to be picked up by a parent. If the student breaks the rule a second time, a parent will be notified, and the student will have to deliver the phone to the office upon arrival to school for the remainder of the school year. At no time during the day should a cell phone be in the classroom or out of the student's bag.

Under no circumstance is the student to take photos or video with a cell phone on the school campus or at any school event. The phone will be confiscated. Posting pictures taken during school is grounds for discipline, including suspension. Expulsion is also a possibility if the content is harmful to another student or the school.

Cell phones may NOT be used during After-care.

## **Cheating**

Cheating of any type is not acceptable behavior. Academic integrity is an important value of Saint John Paul II School. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating could face suspension from the team.

## **Child Abuse Laws**

Saint John Paul II School abides by the Child Abuse laws of the State of Connecticut. This law mandates that **all cases of suspected abuse and/or neglect be reported to Child Protective Services.** Teachers and school staff are mandated reporters.

## **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school that are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books, pictures, music, knives, guns, matches, cigarettes, pagers, laser lights, cameras, or anything that will detract from a learning situation are not allowed in school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of inappropriate items in the school.

**Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### **Crisis Plan**

The school has regular practice drills for lockdowns. Throughout the year, these are conducted and reviewed by the Middletown Police Department. Fire Drills are conducted by the Middletown Fire Department. All teachers and staff are aware of the procedure to follow to keep children safe. Copies of the plan are posted in yellow binders in strategic areas of the school. Staff practices emergency drills throughout the school year.

### **Discipline**

#### RESPECT, REVERENCE, RESPONSIBILITY

In all areas of learning, discipline is foundational in the development of the whole person. Growth in self-discipline and a loving respect for God and all persons is encouraged and nourished through the code of conduct of the school. Parents, faculty and students work together to create a Catholic school environment where students are learning to be disciples. Discipline for students should be corrective, not punitive, with emphasis on developing responsibility within the child for his or her actions.

Basic components of the respectful environment include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

Based upon a desire to live as Jesus taught us, students:

- Will be honest and commit to integrity
- Will be respectful and courteous toward all teachers and adults
- Will refrain from harassment of any kind
- Will use respectful language
- Will speak respectfully to and about others
- Will respect all school and personal property
- Will refrain from any deliberate disruption in the school
- Will adhere to school policies (e.g., dress code, cell phone, internet, etc.)
- Will, at all times, whether at school or in the community (physical or online), conduct themselves in a manner which reflects the Catholic values of the school
- Will take responsibility to actively participate in learning and complete all assigned schoolwork.
- Will reverence God, never taking His name in vain, and respecting His presence in the Mass.

Students are under school jurisdiction from the time they leave home to the time they return. The school may discipline students for off-campus behavior which has a detrimental effect on the on-campus educational environment, or which threatens the safety of school property or the welfare of the staff and other students, including threats or cyberbullying on social websites such as Facebook, Instagram, Twitter, etc. Possession, sales or use of alcohol, drugs, tobacco products, or any other controlled substance, on or near the school campus, at a school activity, or on the school bus is strictly forbidden. Violation of this regulation may result in immediate expulsion

from school. Weapons, or facsimiles, of any kind are not tolerated. Serious offenses will be reported to the police.

### **Detention**

Detention may be issued for a breach of classroom and/or school rules, such as conduct, dress code, or frequent tardy violations. Parents are provided with a Detention Form with written notification of the detention and the reason. The day, date, and time of the detention are at the discretion of the teacher or principal. If the teacher issues the detention, he or she will monitor. If the principal issues the detention, he/she will monitor. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

Students may also be assigned to lunch or after school study detention to complete make up homework or classwork which has not been completed. Teachers will monitor.

### **Suspension**

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the duration of their suspension. Students must complete all class work and tests from the days of suspension.

### **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Saint John Paul II School. Students who have been expelled will not be allowed to return to the school for the remainder of the school year. They may reapply with permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Saint John Paul II School.

### **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### **Early Dismissals, Delays and School Cancellations**

Parents are notified by text, email, and/or voice message of school cancellations via the school alert system. Cancellations will also be posted on the website and on local TV stations.

Early dismissals are 11:30 am, unless otherwise announced. When early dismissal is due to inclement weather, extended care and after school activities will be cancelled and all students will be dismissed at that time. Notification will be made through the school alert system, TV announcement, and school website. On early dismissal days due to teacher professional development, there will be extended care.

Late openings due to weather will be announced on local TV stations, the school website and through the alert system. Parents may also sign up for text alerts of school delays/cancellations by signing up at any of the local TV station websites. ([www.wfsb.com](http://www.wfsb.com); [www.nbcconnecticut.com](http://www.nbcconnecticut.com); [www.ctnow.com](http://www.ctnow.com)) On delayed opening days, school will begin at 9:30am.

### **Extended Day Program**

Extended Day Program is available after school from school dismissal until 6:00 pm. The cost is \$6.50 per hour (second child in a family \$4.50 per hour). Parents may utilize the program full time or as needed. Parents utilizing extended care full time may sign up at the beginning of the school year. Parents utilizing Extended Day as needed must send a note or call the school office on the day their child(ren) will be attending Extended Day. ***Snacks are not provided***, therefore parents should provide their child with juice or water and a snack. Students in grades 3-8 will be in a quiet supervised setting to work on homework from 2:00-3:00 pm, (3<sup>rd</sup>-5<sup>th</sup> graders with the EDP supervisor and middle school students in grades 6-8 in Learning Lab with a teacher. Parents/guardians pick students up in the parish center. They must sign the student out. When not picked up by a parent/guardian, children will be released only to persons on the parents' approved pick up list. They will be asked to provide appropriate ID.

Parents picking up late (after 6:00 pm) will be assessed a \$50/hr. late fee accrued in 15-minute intervals due to the additional cost of staffing and inconvenience to the after-care providers.

Parents are billed biweekly by the business manager for extended care fees. Payments are made to *Saint John Paul II School* and can be mailed or sent into the school office in an envelope marked "After-care." If a parent is entitled to reimbursement for childcare from an employer, or requires a tax document, the parent should submit the required paperwork to the Business Manager.

### **Financial Information**

FINANCIAL ASSISTANCE FORMS are available ON-LINE at [www.factsmgt.com/aid](http://www.factsmgt.com/aid). \*The application is available on January 1st to FACTS® Grant and Aid Assessment. The deadline for applications is the first week of march.

**Payment Options:** *(Please read carefully as our payment options have changed.)*

- Pay in full by August 1 (prior to the start of school) or
- Enroll in the FACTS® Tuition Management Service and pay 11 monthly payments (July – May).
- Please note that you may pay in full for one child and utilize FACTS® for another or pay more at the onset and budget the remainder of your payments.

### **Enrollment/Re-Enrollment**

- The non-refundable enrollment fee should be submitted with the application. Returning students must reserve their spot by paying the Enrollment Fee by the date designated.

## FACTS® Tuition Management Service Overview

- There is an annual non-refundable administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 11 months via automatic deduction.
- You are notified by email that your FACTS account is set up at which time you can set up your financial institution information and payment date.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to Saint John Paul II School for the entire amount of tuition no later than August 1. You may drop off your payment to the school office or to the School Business Manager.
- Student enrollment is not complete until parents have scheduled FACTS payments
- A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.
- Please address tuition payment questions to the Business Manager, Betsy Leyden.
- Tuition payments form the primary source of financial support for the academic programs of St. John Paul II School Tuition payments are the responsibility of the parent/guardian. Failure to pay tuition seriously jeopardizes the fiscal health and stability of the school.
- ***Accordingly, the financial policies are:***
  - Families are required to establish a FACTS account for the payment of tuition and incidental billing.
  - The annual tuition and fees may be divided into eleven (11) monthly installments due July through May. All tuition must be paid in full by June 1.
  - **8<sup>th</sup> graders will not be allowed to walk at graduation, nor will academic records be forwarded if tuition and fees are still outstanding as of June.**
  - If a payment has been missed through FACTS, a second attempt will be made by FACTS on the next collection date per the FACTS Agreement.
  - After two consecutive payments have been missed, parents must contact the business manager and/or principal to arrange a payment plan acceptable to the school.
  - Should extenuating circumstances occur which inhibit the parent's ability to pay tuition, it is the responsibility of the parent to make contact with the school principal or business manager as soon as possible to make alternate arrangements for payment.
  - No family may return to the school if payments for the previous school year, including all fees and After Care invoices, have not been paid in full by August 1.
  - Past due tuition balances will be pursued through legal action.
  - No student's name will be added to a class list in August if a FACTS Agreement or payment in full has not been received. If a response has not been received by August 1. JPII will assume that you will not be returning, and your place will be offered to the next family on the waiting list.
  - The School has the right to refuse class admittance to any student whose account is delinquent more than sixty (60) days. The Student may return to class when the delinquent account is current, and the Principal agrees to reinstate the student.
  - A returning student's account must be current two (2) weeks prior to the student's last day of school of the current school year. If the account is not

current, the student may not be permitted to enroll for the upcoming school year, and the school reserves the right to take a family from the waiting list to fill the class slot at that time.

- **Any delinquent payments must be paid in certified funds. This policy is not meant to be punitive, but in fairness to all families and our mission to educate, we expect our families** to maintain current tuition accounts. The School has a history of working in good faith with families in need, but families must communicate with the School, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

### **Emergency Drills**

State Law requires that schools hold fire and lock-down drills regularly. The Diocese requires a minimum of ten practice drills per year.

Saint John Paul II School has implemented a “crisis plan” in case of a lockdown emergency. These have been established with the assistance of the Middletown Police Department, who conduct our lock-down drills. Three Lock Down Drills are practiced: *Intruder Inside the Building* and *Intruder Outside the Building*, requiring a lock-down of the perimeter.

### **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. Teachers request a field trip at least one month prior to the event. If approved, the school nurse will review any necessary medical requirements for students with medical plans.
9. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
10. If your child fails to bring his/her permission slip home, call the office or contact the teacher for a new form or write a note. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
11. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
12. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

13. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
14. All monies collected for the field trip are non-refundable.
15. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
16. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures only the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
17. Only parents with Virtus Training certification may serve as chaperones.
18. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
19. All chaperones must be 25 years of age or older.

### **Gifts**

*Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.*

Invitations for slumber parties or birthday parties should not be delivered at school unless an invitation is being given to every student in the entire grade (or from boys to all other boys; girls to all other girls).

Valentines will not be distributed at school unless the student brings one for every student in the class.

### **Grading Scale**

Prekindergarten and Kindergarten are assessed with a skills-based report card. Skills in PreK – grade 3 are assessed using the following criteria:

- E: exceeding expectations*
- M: meeting expectations*
- P: progressing toward expectations*
- N: not introduced at this time*
- I: Needs improvement*

Grades 4-8 are assigned letter grades based on the following scale:

- Grades 4-8**
- A = 90 – 100*
- B = 80 – 89*
- C = 70 – 79*
- D = 60 – 69*
- F = Below 60*

## **Honor Roll**

Students in grades 6-8 are awarded High Honors for achieving all A- or above- for the trimester or Honors all grades B- or above for the trimester.

## **Home and School Association**

Saint John Paul II Home and School Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, community building, and supporting the mission of the school are goals of this organization.

The Bylaws of the Home and School Association are posted on the school website.

***Parents agree upon admission to a minimum of 20 hours per family of volunteer time per school year. This helps us to defray expenses and build a strong, committed community.*** This obligation can be fulfilled in many ways. Parents who are not able to meet the time requirement may “buy out” the hours by a one- time payment of \$300 per family. The HSA monitors volunteer hours and provides a periodic update of hours served. In June, families are billed \$15/hour for hours not served during the year.

### **Officers for 2019-20 are:**

President- Kellie Troiano & Meghan L'Heureux (hsapresidentkm@gmail.com)

Secretary- Ninette Lapila (nlapila@yahoo.com)

Treasurer- Akbar Coffy (akbar.coffy@gmail.com)

## **Home-School Communication**

In order to insure that all communication from school reaches home in a timely manner, Saint John Paul II School uses several means of communication: A Monday email of general school announcements through the e-communication LION'S ROAR, occasional mid-week announcements in the GROWL monthly PRINCIPAL'S NEWSLETTER, frequent posting on the “parent”, “student” and “calendar” sections of the website; student and parent portal announcements; Facebook; twitter; and by text message. In addition, each teacher maintains up to date class information which parents and students can access through Portals. Teachers will also have a system for providing schoolwork and teacher communications to get home. Important items are delivered hard copy to the student. ***Parents are expected to check the website and their Parent Portals regularly.***

Parents may communicate with teachers via email. During the school week, teachers will respond within a 24-hour period. Our teachers have families themselves and are not expected to check, or answer emails, during the weekend.

## **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. A rule of thumb, though it will vary with individual students, is 10 minutes per grade level per night. (For example: 1<sup>st</sup> grade – 10 minutes, 5<sup>th</sup> grade 50 minutes.) Eighth graders should expect ninety minutes of homework per night.

Homework is assigned to students Monday through Friday. The school encourages project-based learning, so projects may extend over a weekend.

### **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

***Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.***

### **Homework Policy Due to Illness**

When a student is **absent for three or more days**, a parent may call the school office in the morning to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 2:30 PM or sent home with a sibling.

For **short absences**, students should check Portals for daily assignments or should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness to make up work. For example, a student who was absent three days should be given three school days to complete the missed work.

### **Library**

The school has a well-equipped automated library. PreK-5<sup>th</sup> grade students have a scheduled library period with the librarian once a week and are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or report cards until their account is cleared.

### **Lockers**

Sixth to eighth grade students are assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated outside nor should stickers be attached inside. Student schedules and personal items for learning may be posted on the interior of a student's locker door.

### **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. *Items placed in the Lost and Found remain there for two weeks. After two weeks, uniform items are added to the uniform exchange and other items are donated to charity.*

Students who lose a library book, textbook, planner, or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

### **Lunch Program**

Saint John Paul II School offers a hot lunch program five days a week and is run by the Home and School Association and catered by David Alan Catering. The lunch program is not mandatory, and students may bring their lunch if they do not choose to purchase hot lunch. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Parents dropping lunch off for their child should bring it to the office, not to the classroom.

Students eat in the parish center lunchroom Monday – Friday. Bake sales and other school fundraisers may take place on these days but should be scheduled with the principal.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

### **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be delivered to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, lozenges, etc.) should be taken to the School Nurse with the following information provided by a physician. Non-prescription medicine will not be administered without a physician's note:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Medication that may need to be administered during school must be delivered to the school nurse by the parent/guardian with a doctor's directions. Any unused medication will be returned to the parent at the close of the school year. Students may not deliver medication to or from school.

The school nurse provides annual training on the proper procedures for administering medications and informs staff of any pertinent student health information.

### **Off-Campus Conduct**

The administration of Saint John Paul II School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes but is not limited to cyber-bullying.

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date.

### **Parents As Partners**

As partners in the educational process at Saint John Paul II School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has nutritional lunch

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address, email, or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters, regularly review the website and Portals, and to show interest in the student's total education;

To support the religious and educational goals of the school;

If Catholic, to attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

### **Parent's Role in Education**

Saint John Paul II School considers it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--- physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint John Paul II School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint John Paul II School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Scripture provides a model in Matthew Chapter 18 to guide us in handling disagreement or conflict. Go first to the person with whom you have a disagreement. If it is a teacher, talk to the teacher first before going to the principal or other parents. Try to resolve the situation. If it is another parent, go first to that parent. The Scripture teaches that if the situation is still not resolved, then bring in a third person. Following these principles will contribute to a respectful, cooperative school environment.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in Saint John Paul II School is based on a student's daily performance, test results, social and emotional development, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also, if indicated by their success plan, take individual classes at a more advanced level.

### **Report Cards/Progress Reports**

**Report Cards** are important tools for communication. Report Cards will be distributed three (3) times during the academic school year, approximately every thirteen (13) weeks.

**Progress Reports** will be posted mid-way between each grading period. Progress reports are issued electronically via Parent and Student Portals. In addition, teachers in grades 3-8 will post grades weekly.

No student will be given a final Report Card if tuition, library fines, or Extended Day Program or other fees are in arrears.

### **Sacraments**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint John Paul II School. In accordance with Diocese guidelines, Saint John Paul II encourages our students to receive the sacraments of First Reconciliation and First Holy Communion at their local parish.

While the school provides catechesis in religion classes on the sacraments, parents should make arrangements with their local parish for the reception of the Sacraments and additional instruction as the Parish requires.

### **School Office Hours**

The school office is open on all school days from **7:00 AM – 3:00 PM** and by appointment. Summer hours are Tuesday, Wednesday, Thursday, 9:00am-2:00 PM.

## **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports are issued.

## **School Safety**

Saint John Paul II School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest online, in a text, by phone, or instant message**) face detention, suspension, and/or expulsion. (See Bullying policy).

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## **Service Projects**

The purpose of the stewardship program for students in pre- Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each year, students will participate in various service projects.

## **Student Directory**

The parent-student directory is available through the Parent Portals system. When accessing your account, check the box giving permission to be included in the online directory. The Student Directory should be used to acquaint parents with the names of their child's classmates and parents. These directories should not be **used** or **sold** for other purposes. The directory is posted privately on Portals, so it is visible only to persons with a school Portals account, *not to the public*.

## **Student Records**

Saint John Paul II adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Saint John Paul II School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. No records will be sent to transferring schools of students whose financial commitment is in arrears.

# **TECHNOLOGY ACCEPTABLE USE AND CONDUCT POLICY**

Saint John Paul II Regional Catholic School

2019-2020

The primary goal of JPPII's available technology is to enrich the learning that takes place in and out of classrooms. However, certain legal and ethical restrictions apply. The following is a list of rules and guidelines which govern the use of JPPII devices and technology resources.

Technology resources refers to all aspects of JPPII's owned or leased equipment, including computers, tablets, printers, and other peripherals, as well as email, Internet services, Office 365 accounts, OneDrive, and all other technology-related equipment and services.

These rules apply to any use of JPPII's technology resources, whether this access occurs while on or off campus.

## **1. Educational Purpose**

- Academic work always takes priority over any other use of technology resources.
- JPPII's technology resources are not for public use or a public forum. JPPII has the right to place reasonable restrictions on the material accessed or posted through the system.

## **2. Student Internet Access**

- All students will have access to Internet information resources through their classroom using **ONLY** devices provided by JPPII.
- Elementary students in grades 3 – 5 will have online access to Office 365 using assigned JPPII.org accounts and passwords. Grade 5 will have email access.
- Middle school students in grades 6 – 8 will have e-mail access via assigned JPPII.org accounts and full access to Office 365 and the Internet. These students are expected to honor the rules and regulations, at school and at home, as set forth in the separate 1-1 computer user agreement.

## **3. Student Conduct and Online Footprint**

Good digital citizenship is good citizenship. Citizenship is expected whether student activity is in person or online. The following rules of citizenship should guide all use of technology and connectivity at JPPII and is expected of all students and staff:

- Respect and Protect Yourself
- Respect and Protect Others
- Respect and Protect Property

Students in grades preK-5 may not use computers, tablets, or the network without the permission from a teacher or administrator.

Please read and review with your child the following sections that apply:

#### Grades K-5

- I will only use the Internet when there is an adult in the room with me.
- I will not share any information about myself, or anyone else, on the Internet.
- I will not speak to people I don't know in person on the Internet without my teacher's permission.
- I will tell my teachers and parents if anyone on the Internet asks me personal questions.
- I will tell my teacher if I see anything on the Internet that makes me uncomfortable.
- I will not copy anything from the Internet and claim it is my work.

#### Grades 5-8

- All of the above plus
- I will only use my email for communicating with others in the JPII community or people that have been approved by my teacher(s) or parent(s).
- I will notify my teachers and parents if anyone I don't know sends me email.
- I will not forward or share any email without the express permission of the original person who wrote it.
- I will not open any attachments sent to me via email without the permission of my teachers/parents.
- I will not use my computer to access inappropriate or non-school related content on the internet.

#### Unacceptable use includes:

- Using profanity, obscenity, or language which may be considered offensive or abusive to another user even if you do not think it is offensive.
- Violating copyright laws which includes copying/printing material that is considered restricted or proprietary, or without proper citation.
- Giving out individual passwords or using another individual's password.
- Reading, copying, or modifying another user's e-mail or files without prior consent.
- Knowingly sabotaging computer or network equipment, including disabling certain operating system functions or network configurations or using a VPN.
- Using the computers or network for any type of illegal activity or personal gain.

#### **4. Equipment Use**

- Students will be expected to follow all directions given concerning the appropriate use of laptops, tablets, printers, and the network.
- Any student guilty of abusing the equipment or taking any action that would alter the proper functioning of the equipment will be disciplined and charged with the cost of repairing or replacing the equipment.

#### **5. Video and Audio Recording:**

- The JPII computers and tablets are banned from use for any purpose in restrooms at ALL times.
- At no time are students authorized to video, photograph, or audio record others in the school building, on school property, or at school activities without the prior consent of a teacher, coach, or school administrator.

#### **6. Legal Issues and Jurisdiction:**

- All content created, sent, accessed or downloaded using any part of JPII's network resources must abide by the rules stated in this policy.
- JPII reserves the right to monitor the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. This may include, if needed, to remotely access, to open, examine and/or delete electronic files that violate the Acceptable Use Policy.

*Students violating these rules shall be subject to reasonable discipline, the device shall be confiscated, and future use of technology may be restricted.*

#### **7. Disclaimer:**

- Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the morals and standards of JPII.
- JPII makes no warranties with respect to school network resources nor does it take responsibility for:
  - the content of any advice or information received by an account holder;
  - the costs, liability or damages incurred as a result of access to school technology resources or the Internet;
  - any consequences of service interruptions.

#### **8. Staff Responsibilities**

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make

reasonable efforts to monitor the use of this equipment to assure that it conforms to the morals and standards of JPPII.

- Staff will ensure the proper handling and care of technology resources by students and report any suspicious behavior or misuse (whether intentional or accidental) to the Principal and the Technology Coordinator

### **Telephone**

Permission to use the telephone must be obtained from the teacher and/or school administration. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. *do not* constitute emergencies. Arrangements for after-school visits with friends should be made at home.

### **Testing**

The *Iowa Test of Basic Skills* is administered in Grades 2 through 4. MAP testing is administered three times a year to students in grades 5-8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8. *Stanford Achievement* is administered in Kindergarten at the end of the school year. Benchmark assessments include *The Developmental Reading Assessment (DRA2)* three times a year in grades K-3 and as indicated in 4-8; Benchmark writing pieces; unit testing; and other formative and summative assessments.

Middle School students (Grades 6 – 8) may be given a maximum of three quizzes or two tests per day.

Seventh and eighth grade students will take Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

### **Title IX**

John Paul II School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. (See previous section on Student Records for transcript information.)

**Uniform Guidelines**

The official vendor for our uniforms is Dennis Uniforms. Except for the summer polo shirt, PE shirt/sweatshirts, and PE sweatpants/shorts, uniform pieces may be purchased via the vendor of your choice. Uniforms can be ordered from their website <https://www.dennisuniform.com/> or at the Dennis uniform store in Orange. Login directly to our school site with the school number OR00SJ **Be sure to use the “school checklist” to order required items.**

**Saint John Paul II School Uniform Checklist**

**PREKINDERGARTEN UNIFORM REQUIREMENTS**

Summer Uniform: August 28-October 31; May 1 - End of School

<b>Boys:</b>	<b>Girls:</b>
<ul style="list-style-type: none"><li>• Navy chino pants or shorts</li><li>• Red polo with school logo</li><li>• Athletic socks</li></ul>	<ul style="list-style-type: none"><li>• Navy knit skort or navy chino shorts</li><li>• Red polo with school logo</li><li>• Athletic socks</li></ul>

Winter Uniform: November 1-April 30

<b>Boys:</b>	<b>Girls:</b>
<ul style="list-style-type: none"><li>• Navy chino pants</li><li>• Red polo with school logo</li><li>• Athletic socks</li></ul>	<ul style="list-style-type: none"><li>• Navy knit skort</li><li>• Red polo with school logo</li><li>• Athletic socks or tights</li></ul>

**PE - Boys and Girls**

- Navy sweatpants or shorts
- Gray uniform t-shirt
- Navy Sweatshirt (optional, but recommended for winter)

**SHOES – Boy and Girls:**

PreK students may wear sneakers with the daily uniform as well as the PE uniform.

**KINDERGARTEN through FOURTH GRADE  
UNIFORM REQUIREMENTS**

Summer Uniforms: August 28-October 31; May 1-end of school

<b>Boys:</b>	<b>Girls:</b>
<ul style="list-style-type: none"> <li>• Navy Chino shorts or pants</li> <li>• Red polo with school logo (tucked in)</li> <li>• Sneakers</li> <li>• Athletic socks</li> <li>• Brown or Black belt (grades 3 &amp; up)</li> </ul>	<ul style="list-style-type: none"> <li>• Navy Chino shorts or navy blue skirt</li> <li>• Red polo with school logo (tucked in)</li> <li>• Sneakers</li> <li>• Athletic socks</li> <li>• Brown or Black belt with shorts (grades 3 &amp; up)</li> </ul>

Winter Uniforms: November 1 - April 30

<b>Boys:</b>	<b>Girls:</b>
<ul style="list-style-type: none"> <li>• Navy Chino pants</li> <li>• White oxford shirt (tucked in)</li> <li>• School tie</li> <li>• Navy or black crew socks</li> <li>• Solid colored black, brown, or navy dress shoes</li> <li>• Brown or black belt (grades 3 &amp; up)</li> </ul>	<ul style="list-style-type: none"> <li>• Navy Chino pants or school jumper</li> <li>• White peter pan shirt (tucked in if wearing pants)</li> <li>• Navy knee highs or tights</li> <li>• Solid colored black, brown, or navy dress shoes</li> <li>• Brown or black belt with pants (grades 3 &amp; up)</li> </ul>

**PE Uniforms (Boys and Girls)** must be purchased from Dennis uniform. Athletic socks can be worn on PE days and can be purchased at the retailer of choice.

- Navy sweatpants or shorts
- Gray PE shirt (*For the 2019-20 students may only wear the red, blue, and gray PE shirts. Beginning 2020-21, only the PE uniform provided by Dennis Uniforms will be acceptable.*)
- Navy sweatshirt
- Sneakers

**FIFTH through EIGHTH GRADE  
UNIFORM REQUIREMENTS**

Summer Uniforms: August 28-October 31; May 1-end of school

<b>Boys:</b>	<b>Girls:</b>
<ul style="list-style-type: none"> <li>• Navy Chino shorts or pants</li> <li>• Red polo with school logo (tucked in)</li> <li>• Sneakers</li> <li>• Athletic socks</li> <li>• Brown or black belt</li> </ul>	<ul style="list-style-type: none"> <li>• Navy Chino shorts or uniform skirt</li> <li>• Red polo with school logo (tucked in)</li> <li>• Sneakers</li> <li>• Athletic socks</li> <li>• Brown or black belt with shorts</li> </ul>

Winter Uniforms: November 1 - April 30

<b>Boys:</b>	<b>Girls:</b>
<ul style="list-style-type: none"> <li>• Navy Chino pants</li> <li>• White oxford shirt (tucked in)</li> <li>• School tie</li> <li>• Navy or black crew socks</li> <li>• Solid colored black, brown, or navy dress shoes</li> <li>• Brown or black belt</li> </ul>	<ul style="list-style-type: none"> <li>• Navy Chino pants or uniform skirt</li> <li>• White oxford shirt (tucked in)</li> <li>• School tie</li> <li>• Navy knee highs or tights</li> <li>• Solid colored black, brown, or navy dress shoes</li> <li>• Brown or black belt with pants</li> </ul>

**PE Uniforms (Boys and Girls)** must be purchased from Dennis uniform. Athletic socks can be worn on PE days and can be purchased at the retailer of choice.

- Navy sweatpants or shorts
- Gray PE shirt (*For the 2019-20 students may only wear the red, blue, and gray PE shirts. Beginning 2020-21, only the PE uniform provided by Dennis Uniforms will be acceptable.*)
- Navy sweatshirt
- Sneakers

**All GIRLS:** No make-up, nail polish or false nails are permitted. Jewelry is limited to one pair of earrings - studs or small hoops- and a single bracelet. Natural hair color only - no dye. Headbands must be simple and plain red, white, or blue, or the school plaid unless it is a theme day.

**All BOYS:** Hair must not be over the collar. No earrings or jewelry.

*Religious pendants and medals are not considered jewelry.*

SPIRITWEAR is NOT considered part of the school uniform and cannot be worn during the school day or on PE days. OUTERWEAR permitted during the school day consists of the blue fleece or the 1/4 zip sweatshirt by Dennis Uniforms. Sweatshirts are only permitted with the PE uniform. *The current red and blue cardigans as well as the fleece are acceptable for the 2019-2020 school year. Effective for the 2020-2021 school year all former uniforms will no longer be acceptable.*

***All SHIRTS MUST BE TUCKED INTO PANTS/ SKORTS AT ALL TIME. During cold weather months, students may wear sweatpants over shorts or under the jumper/skort when outside.***

**Out of uniform/Dress Down Days (N.U.T. days)**

**Students may wear:**

- \*jeans
- \*sneakers
- \*short socks
- \*shorts (no shorter than three inches above the knee)
- \*skirts (no shorter than three inches above the knee)
- \*skorts (no shorter than three inches above the knee)
- \*t-shirts
- \*sweatshirts/sweatpants
- \*jogging suits
- \*jewelry
- \*dresses
- \*slacks
- \*crocs (not slides)

**Students may not wear:**

- \*flip-flop sandals
- \*open back shoes
- \*tank tops or strapless tops
- \*T-shirts with inappropriate writing
- \*sneakers that convert to roller skates
- \*biker shorts/yoga pants/leggings
- \*pajama pants
- \*make-up
- \*low cut blouses/tops
- \*clothing that is extremely tight
- \*hats

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE  
DISCRETION OF THE PRINCIPAL**

## **Volunteering**

We welcome the involvement of parents. There are many opportunities to volunteer through HSA, the school office, library, room parent, skilled services, etc. Parents may not volunteer as students since this is a violation of the Buckley Amendment. All person volunteering with children must first take the Safe Environments training and be fingerprinted for a background check.

## **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Vendors must sign in before working in the building and wear visitor's identification while in the building. Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop into a classroom to see their child during the day. This is an interruption to the teacher and to the educational process. You may, however, schedule an appointment with the teacher to visit the classroom

## **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for registration fee
- Registered students who withdraw prior to 3<sup>rd</sup> trimester are responsible for a \$100 withdrawal fee and the tuition through the month of withdrawal.
- Registered students who withdraw in the 3<sup>rd</sup> trimester are responsible for the full tuition amount and the \$100 withdrawal fee.

## **Right to Amend**

St. John Paul II School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail communication. Amendments will also be posted on the website or Portals system.

## Parent- Student Handbook/Technology Acceptable Use and Conduct

Saint John Paul II Regional Catholic School

2019-2020

**Parents:** I have read and discussed the contents of this handbook with my child and agree to adhere to the guidelines. I give permission for his or her use of resources. I understand that computer/tablet access is conditional upon adherence to the agreement, and that I will be held responsible for the cost of repairs or replacement of technology resources damaged by my child. Although students are supervised using technology, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Print Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_