

# **SJPII Family Handbook 2023- 2024**

## **St. John Paul II Catholic School**

2922 Camp Easter Road  
Southern Pines, North Carolina 28387  
910.692.6241 phone  
910.692.2286 fax

<http://www.sjp2catholicsschool.org>

There are forms at the end of this handbook that must be signed and returned to the SJPII office



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**St. John Paul II Catholic  
School 2922 Camp Easter Road  
Southern Pines, NC 28387  
910.692.6241**

Dear Parents and Students,

***“Pray as though everything depended on God. Work as though everything depended on you.”  
~St. Augustine***

Welcome to St. John Paul II Catholic School. In choosing our school, you have demonstrated a commitment to the values and philosophy of a Catholic education. We echo your commitment with care and enthusiasm.

We look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. We believe your child will thrive with love, guidance, and academic rigor appropriate to her/his developmental needs.

We are excited about our partnership with you. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

In God’s Peace and Love,

The Faculty and Staff of SJP

***Our Beloved Namesake***

## ***St. John Paul II***

Karol Jozef Wojtyła, known as John Paul II since his October 1978 election to the papacy, was born in the Polish town of Wadowice on May 18, 1920, the youngest of three children born to Karol Wojtkta and Emilia Kaczorowska. His mother died in 1929 when he was only nine, and his eldest brother Edmund, a doctor, died a few short years later in 1932. Karol's father, a non-commissioned army officer, died in 1941. A sister, Olga, had died before he was born.

Karol was baptized on June 20, 1920. He made his First Holy Communion at age 9 and was confirmed at 18. After high school, he enrolled in college and studied drama. In 1942, aware of his call to the priesthood, he began courses in the clandestine seminary of Krakow, run by Cardinal Adam Stefan Sapieha, archbishop of Krakow.

After the Second World War, he continued his studies in the major seminary of Krakow, and he was ordained to the priesthood on November 1, 1946. Shortly afterwards, he worked in Rome and finished his doctorate in theology in 1948 with a thesis on the subject of faith in the works of St. John of the Cross. In 1948, he returned to Poland and was vicar of various parishes in Krakow. A decade later, on July 4, 1958, he was appointed titular bishop of Ombi and auxiliary of Krakow by Pope Pius XII, and was consecrated September 28, 1958, in Krakow, by Archbishop Eugeniusz Baziak. On January 13, 1964 Pope Paul VI, who had made him a cardinal in 1967, appointed him archbishop of Krakow. Just over a decade later, the Cardinals elected him Pope at the Conclave on October 16, 1978, and he took the name of John Paul II. On October 22, the Lord's Day, he solemnly inaugurated his Petrine ministry as the 263rd successor to the Apostle. His pontificate, one of the longest in the history of the Church, lasted nearly 27 years.

Driven by his pastoral solicitude for all Churches and by a sense of openness and charity to the entire human race, John Paul II exercised the Petrine ministry with a tireless missionary spirit, dedicating it all his energy. He made 104 pastoral visits outside Italy and 146 within Italy. As bishop of Rome, he visited 317 of the city's 333 parishes.

His love for young people brought him to establish World Youth Day. The 19 World Youth Days celebrated during his pontificate brought together millions of young people from all over the world. At the same time, his care for the family was expressed in the World Meetings of Families, which he initiated in 1994. In addition, John Paul II successfully encouraged dialogue with Jews as well as representatives of other religions, prepared us for the third millennium, and promoted the spiritual renewal of the Church.

On April 2, 2005, while Saturday was drawing to a close and the Lord's Day was already beginning, during the Octave of Easter and Divine Mercy Sunday, the Church's beloved Pastor, John Paul II, departed this world for the Father. He was canonized on April 27, 2014 - a historic day we celebrate each year with great love

## **Welcome**

It is our pleasure to welcome you to St. John Paul II Catholic School (SJPII). As a Catholic learning community, we aspire to create a quality education within a Catholic environment that fosters the development of the whole child.

An education at St. John Paul II Catholic School integrates academic instruction in the message of Jesus, Catholic doctrine, values, and moral standards and attitudes.

This education will help students develop the moral, spiritual, and intellectual character necessary to meet the challenges and opportunities they will face in a complex world. They will be provided the opportunity to grow and develop in the knowledge and love of a Triune God. St. John Paul II Catholic School will afford students the best opportunity to realize the threefold purpose of Christian education: message, community, and service.

## **About Our School**

St. John Paul II Catholic School is a pre-kindergarten through 8th grade Catholic elementary and middle school under the Diocese of Raleigh Catholic Schools office.

The curriculum stresses academic achievement within a Christian community where the child feels that s/he is loved and respected by her/his peers and teachers. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. John Paul II Catholic School, as described in one pastoral message from the 1972 National Conference of Catholic Bishops, we are attempting to “teach as Jesus did.”

The diocesan curriculum guidelines, consistent with the state of North Carolina guidelines, are followed for the teaching of all subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. 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.

## **Diocesan Schools Mission Statement**

The Diocese of Raleigh’s mission includes engaging our schools and communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

## **Our Mission**

St. John Paul II Catholic School is dedicated to preparing the hearts and minds of our students for spiritual growth, academic excellence, personal responsibility, and service to others all in accordance with the teachings of the Roman Catholic faith.

## **Vision & Beliefs**

At St. John Paul II Catholic School we strive to foster an environment that is available, accessible, and affordable for children and their families with a shared commitment to the following beliefs:

- Each person is created by God and deserving of love and respect.
- A Catholic education exemplifies and is faithful to the Magisterium of the Church.
- Faith formation encourages a continuous collaboration between school, family, and community.
- Students bear witness to the global community by serving the spiritual and social needs of others.
- Instruction and assessment address the diverse needs and abilities of all students by teaching the mind, body, and spirit
- Faculty must engage in continuous professional and spiritual development through ongoing education and implementation of best practices.

St. John Paul II Catholic School is a traditional Catholic school that aims to instill moral and intellectual virtues in a safe, nurturing environment for all students, and we dedicate ourselves to these principles:

- God is the beginning and end of human existence.
- Education is essentially a moral endeavor.
- The subject of education is the student.
- Teaching is an intimate communication between souls.
- Parents bear primary responsibility for the education of their children.

## **Accreditation**

St. John Paul II Catholic School is accredited by Cognia and the State of North Carolina.

## **Admission Information**

### ***Nondiscriminatory Policy***

St. John Paul II Catholic School admits students of any religion, race, or color, and any national or ethnic origin, to all the rights, privileges, programs, and activities generally accorded to students of the school. It neither discriminates on the basis of race or color, nor on the basis of national or ethnic origin, with regard to the administration of any of its educational policies, admissions policies, athletic programs, or other school programs.

We prioritize admissions as follows:

Priority 1: Active members of the St. Anthony of Padua Parish and the Sacred Heart Parish

Priority 2: Members of other Catholic parishes

Priority 3: Non-Catholic students

Children entering Pre-K must be four (4) years of age by August 31 of the school year.

Children entering kindergarten must be five (5) years of age by August 31 of the school year.

All new students seeking admission to St. John Paul II Catholic School are evaluated on the basis of current report cards, teacher recommendations from previously attended schools, observations made during shadow days or interviews, and intake assessments.

Admissions requirements include:

- Verification of active parish affiliation/stewardship
- Health records for the prospective student
- Birth certificate (original)
- Baptismal certificate (Catholic applicants only)
- Report cards
- Standardized test results
- Teacher recommendations from previously attended school
- Official record of IEP (if applicable)

Students applying for admission to 1<sup>st</sup> grade through 8<sup>th</sup> grade must present a copy of their most current report card as well as standardized test results. These will be reviewed to determine whether the programs at St. John Paul II Catholic School will meet the educational needs of that student. An interview with a prospective student is often part of the admissions process. Such an interview does not guarantee admission. Conversely, any absence of this interview from a particular child's admissions process should not be understood to represent the status of that prospective student as having been denied admission. Please note, in addition to these prerequisites, an intake assessment of multiple academic areas is conducted for incoming students.

All new students will receive the benefit of a trial period in which to determine if St. John Paul II Catholic School's educational program is suitable in meeting the learner's needs, both socially and academically. If during this trial period there are any serious concerns regarding a child's safety, her/his academic fitness, or the child's general impact upon the learning environment, the family may be asked to withdraw their child's attendance from St. John Paul II Catholic School.

Non-Catholic students whose parents accept the philosophy of St. John Paul II Catholic School will be accepted based on available space.

### ***Admission for students with special needs***

The Diocese of Raleigh Catholic schools recognize the responsibility to provide a learning environment that fosters growth and considers the individual needs of the child to meet her/his full human potential. The diocesan schools are committed to all students succeeding to the best of each of her/his abilities. In the event that a student has a diagnosed special need (documented by licensed medical personnel), accommodations may be offered that

can be reasonably made within standard general education classes and when the school has the resources (academic/staff) available to accommodate the student’s needs. **However, modifications to academic requirements or alterations to general courses of study will not be made.**

***Wait-listing and Priority Enrollment***

If the maximum number of seats have been filled in a grade for which a prospective student is applying, that student may be placed on a wait list at the behest of the parents. The SJPII wait list is not a first come, first served numeric order. It is a collection of prospective students who have completed the admissions process and who are additionally awaiting an open seat in a specific grade. Priority enrollment is the process through which all wait-listed prospective students in a grade are assessed when a new seat opens up. Priority enrollment takes into consideration a multitude of factors, including but not limited to, other siblings already admitted to the school, a prospective student’s resource requirements, the intake assessment of the prospective student’s academic performance, the admissions prioritizations listed above, returning student status, and parents who are employees.

Given this process, SJPII is unable to speak to queries regarding a prospective student’s “place” on a wait list and is not in any way bound by statements construed to have indicated an assured wait list order.

**Financial Obligations**

**TUITION SCHEDULE SCHOOL YEAR – 2023-2024**

***PRE-KINDERGARTEN through 8<sup>th</sup> GRADE***

Tuition rate per child .....**\$8600.00**

There are vouchers available for registered, actively contributing members of both St. Anthony of Padua and Sacred Heart parishes. A Parish Participation Voucher is required. Please check with the parish office to confirm voucher participation.

If approved, the church will send SJPII a check to be applied toward your child(ren)’s tuition.

FINANCIAL AID APPLICATIONS ARE ACCEPTED AS PART OF THE APPLICATION PROCESS VIA FACTS®

**Tuition Payment Options:**

**FACTS® Tuition Management Service Overview**

FACTS® is the largest provider of tuition payment plans, giving students and families a better way to manage education costs. With a FACTS® tuition payment plan, you can choose a convenient payment option to suit your needs. Instead of one lump tuition payment, smaller payments can be made over time.

**FACTS® Payment Options:**

- 1 payment – pay in full by June 1 of the year prior to the student starting a grade
- 2 payments – pay ½ annual tuition that same June and the remainder in November
- 11 payments – 11 monthly installments starting that same June and ending in April

**FACTS® Payment Requirements and Fees:**

- **Payment Requirements:** All tuition payments require online enrollment in the FACTS® program, regardless of the type of payment/s made. This includes payment/s made by cash or check.
- **Annual Administrative Fee:** There is a non-refundable, per-family, administrative fee for enrollment in the FACTS® program:



- \$45 total annual administrative fee for families selecting the monthly payments option
  - \$10 total annual administrative fee for families selecting the two payments option
  - There is no additional annual administrative fee for families selecting the single pay option
- **Application Fee:** There is a \$50 application fee for all new students.
- **Initial Registration Fee:** There is an initial \$250 registration fee that must be PAID UPFRONT to cover limited registration materials.
- **Initial Registration Fee Exclusions:** The initial registration fee DOES NOT cover any portion of field trips, clubs, athletic programs, aftercare, or other extracurricular activities.
- **Returned Payment Fee:** A fee of \$30 will be charged to your FACTS® account for any returned
- **Non-Refundable:** All fees are non-refundable, including aftercare fees.

### **Withdrawal Policy & Related Costs:**

- Families must notify the director of admissions at St. John Paul II Catholic School, in writing via a notarized letter, if a student is to withdraw from SJPII.
- The date that such a written notification is received will be the only date used to determine related costs.
- Parents of registered students who withdraw before the first, full day of school are responsible for paying  $\frac{1}{3}$  (one-third) of the full tuition amount.
- Parents of registered students who withdraw between the first, full day of school and December 15th of that school year are responsible for paying  $\frac{1}{2}$  (one-half) of the full tuition amount.
- Parents of registered students who withdraw any time after December 15th are responsible for paying the full tuition amount for that school year.
- This policy may be waived if written proof is provided the withdrawal is the result of a military transfer.
- **Until all fees are paid, St. John Paul II Catholic School will not forward student records if withdrawn with an outstanding balance.**

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

We at St. John Paul II Catholic School consider 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 parental responsibility to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. John Paul II Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in her/his life.

Setting a good example is the strongest teaching tool. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and to 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 this partnership with us at St. John Paul II Catholic School, we trust you will be loyal to your commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop her/his moral, intellectual, social, cultural, and physical strengths. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the shared challenge of nourishing a student to reach her/his potential. It is vital that both parents and teachers remember that allowing themselves to be caught between the student and the other educational partner will never yield positive results. Differentiating authority between school and home, or within the home, will only teach disrespect of all authority. If there is an incident at school, parents must investigate the complete story as the first step toward properly effectuating resolution. Respect between



parents, teachers, and administrators proactively models good, mature behavior and healthy relationships.

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 student takes responsibility for his/her learning 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 s/he is capable of becoming.

### ***Parents as Educational Partners***

As partners in the educational process at St. John Paul II Catholic School, we ask parents to set rules, limits, and specific times for important tasks. Among other great practices, these expectations, as set by you should:

- Enforce early and consistent bedtimes on school nights
- Help you and your child to arrive at school on-time and to effectuate a most timely pick-up
- Ensure that your child is dressed neatly and in accordance with both the school dress code and its uniform guidelines
- Ensure that your child completes assignments correctly, proactively, and on-time
- Provide your child with three nutritious meals every day

In addition, we ask our parents to accomplish all of the following:

- Actively participate in school activities such as parent-teacher conferences and quarterly PTO meetings
- See that payment is made for any damage to school property due to carelessness or neglect on the part of that student
- **Notify the homeroom teacher and office with a written note or email when the student has been/will be absent or tardy**
- Notify the school office of any changes of address or important phone numbers
- Proactively update changes of address, phone numbers, or other important information in FACTS®
- Meet all financial obligations to the school in a timely manner
- Open a Track It Forward account to access volunteer opportunities and to log mandatory volunteer hours
- Inform the school of any special situation regarding the student's well-being, safety, or health
- Keep sick children at home, returning them to school the morning AFTER having been both symptom-free and fever-free for a full 24 hours, without the use of medicine
- Promptly read school notes, newsletters, and other distributed notifications
- Promptly complete and return any requested information to the school
- Show interest in the student's total education
- Support the religious and educational goals of the school
- Support and cooperate with the disciplinary policy of the school
- Treat teachers with respect and courtesy in person, via email/text, and in any public forum (ie. social media platforms, social gatherings, etc.)

### **General Information**

#### ***Arrival***

At St. John Paul II Catholic School, we work in partnership with parents to enable each child to develop as an

independent learner. Each morning, as often as possible, parents should allow their children to enter the school building on their own. Various classes occasionally invite parent involvement or visitation. Students may arrive on campus at 7:30am.

Announcements will begin at 7:55am. Students not in class and ready to learn by 7:55am are considered tardy. Tardy students must be checked-in at the office by a parent or guardian. S/he will be marked tardy.

Under no circumstances may any student, regardless of age, be dropped off car-side when no adult employees are present in the drop-off area. Students arriving under these circumstances, regardless of age, must be accompanied by a parent or guardian to the main office.

### ***Dismissal***

Afternoon announcements will take place at 2:55pm. Pre-K through 8<sup>th</sup>-grade students will dismiss immediately after announcements.

Students not picked up by 3:15pm will be taken to the main office. Families will be contacted. Parents may be charged \$25 per child, per hour until the child is picked-up starting at 3:30. When students are not picked up by 4:00pm, they will be taken to after care. Parents are to make arrangements for their child to arrive at school on time and be picked up at dismissal time.

Students who remain after 5:00pm without a parent having successfully contacted the school to address the issue or without arrangements having been made to effectuate a pick-up may be sent home via the Southern Pines Police Department.

### ***Drop-off and Pick-up***

Both drop-off in the morning and pick-up in the afternoon will be at the five cones on the far side of the main building in front of the Pre-K playground. Parents will pull up and be greeted by SJPII staff members and student safety patrols. Students may then exit the car. Children will leave the vehicle and go directly into their learning space or designated area under staff supervision. Parents are requested to utilize the carpool/vehicle line during drop-off and pick-up. All students must enter and exit, with all of their supplies, on a vehicle's passenger side. Backpacks and other items should not be kept in the trunk of a vehicle. Using a vehicle's trunk during drop-off or pick-up constitutes a danger by placing the student in the direct path of moving traffic.

Two placards will be issued to each family for child pick-up and should be displayed whenever a vehicle is on campus.. This procedure has been put into place for your child's protection and safety. Placards must be presented during pick up whether the adult picking-up is in a vehicle or walking up. No placard substitutions are allowed.

**PARENTS, DO NOT EXIT YOUR VEHICLE** in the carpool/vehicle line during drop-off or pick-up.

Unless otherwise directed by school staff, please always be sure to maintain the integrity of the carpool/vehicle line, doing so in the line's proper, intended place.

- As often as possible, we request that vehicles not arrive on-campus for pick-up prior to 2:45pm.
- Vehicles enter through the WEST entrance (near the traffic circle).
- The carpool/vehicle line begins by the cones near the Pre-K playground and stretches back through the section of lot that is farthest from the school buildings, around the paved bend, back toward the traffic circle.
- The line is single file.
- Drivers in the carpool/vehicle line should leave two breaks in the line at the two points where it crosses the section of lot that is closest to the school buildings, allowing for traffic not part of drop-off/pick-up.
- After children have un/loading, vehicles must exit immediately through the EAST exit (the T-intersection).
- If a child is unready, a vehicle will be directed to pull forward and to wait in the designated area.

- Please always use courtesy when interacting with other drivers.
- Please follow all procedures as directed by SJPII staff. These procedures have been established for the safety of your children.
- Moore County authorities will not permit traffic build-up on Camp Easter Rd. Please see school staff for further direction as needed.
- Under no circumstances may any student, regardless of age, be dropped off car-side when no adult employees are present in the drop-off area. Students arriving under these circumstances, regardless of age, must be accompanied by a parent or guardian to the main office.
- When the school releases children to parents in the afternoon, we are handing supervision responsibilities back to those parents. **Unsupervised children playing and/or misbehaving on campus immediately after that hand-over has taken place is a safety issue. Please keep distinct watch over your children and their behavior at this critical point in the school day.**

### ***Lunch***

Students must not bring glass bottles, soft drinks, or candy to school. Parents must not provide lunches that require heating or reheating. Parents may not provide students school-time lunches or drinks from carry-out restaurants or via a food delivery service. Hot lunch options are available each day for advance purchase.

During lunch, students are expected to use the same manners that are required in the classroom. Courtesy toward other students and cooperation with lunch monitors are expected at all times.

### ***Early Release Days***

On scheduled early release days, all students will be dismissed at noon. There will be no lunch on these days. Aftercare will be offered to registered students from 12:00pm – 5:00pm on most scheduled early release days. Any variances from this timeframe are at the sole discretion of the administration and would require approval. Aftercare is neither available on the day before Christmas break nor on the last day of school. Students registered for aftercare should still bring a lunch on all other scheduled early dismissal days.

### ***Aftercare Program***

In an effort to maintain the high quality of our aftercare program, we can only guarantee placement for students whose families sign-up for a full year of care. This is necessary for planning purposes so that we may accurately determine the number of students to expect per day. Aftercare is a service offered to students in pre-k through 5<sup>th</sup> grade.

The flat rate, non-refundable fee of \$2000, per child covers aftercare expenses for the year. **Aftercare is a service offered to students in pre-k through 5th grade.**

The SJPII Aftercare Placement Agreement must be completed for students to be enrolled in the aftercare program. Unless the placement agreement AND the SJPII Medical Release Form is signed, completed and returned, care may be unavailable or refused.

No drop-ins are permitted in aftercare. Students must be registered for the full year. Otherwise, they are not permitted to attend.

FACTS® accounts belonging to the families of students enrolled in aftercare will be charged **HALF** the aftercare fee on the first day of aftercare and the other **HALF** on the first day of the second semester. All aftercare fees are nonrefundable.

### ***School Office Hours***

The school office is open on all school days from 7:15am – 3:45 pm.

## *School Visitors*

For security reasons, students have been instructed not to open doors to visitors. School visitors (volunteers, parents, etc.) must ring the doorbell located at the main entrance of the main building. Each visitor is required to sign-in at the office when s/he enters the building for any reason. All visitors and volunteers are required to wear a designated nametag that may be picked-up in the office. Visitors and volunteers are to sign-out before they depart.

## *Attendance*

Frequent absences from school greatly interfere with a child's academic progress. However, if your child has a fever or has been vomiting, s/he should not attend school until the morning AFTER having been both symptom free and fever-free for a full 24 hours, without the use of medicine. The same guidelines apply if you are called to pick-up a child who becomes sick during the school day. Teachers routinely sanitize workspaces to help keep children healthy. Sending a sick child to school can rapidly spread sickness throughout the community despite these efforts.

When a student is absent from school, a parent should email both the office and the child's teacher(s) before 9:00 am on each day of the absence. The office may also be notified by telephone call. If the office does not receive a call or an email, **a parent will be contacted**. This policy is for the protection of all St. John Paul II Catholic School students. A written statement giving reasons for the absence or tardiness may be brought to the student's teacher upon the student's return. Should absences be necessary for any reason other than illness, parents are requested to present the reason in writing.

The school calendar generously provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate interruptions to a child's learning process. Missed assignments are the responsibility of the student. All matters regarding missing schoolwork, whether pursuant to illness or other reasons, should be addressed directly with the student's teachers. We ask parents for an abundance of patience and understanding on this topic. Procedures regarding schoolwork missed, or to-be missed, are at the discretion of each teacher and will be addressed on a case-by-case basis. Faculty preparing missing schoolwork for a specific date/s is not a service that SJPII provides.

In general, students who were absent due to illness would be permitted one school day for each day of absence to complete missed assignments, quizzes, or tests. For example, a student who was absent for three days would be permitted three school days to complete missed work before it would be graded as if undone. It is expected that a student complete missed work concurrently with any new assignments, quizzes, or tests. The time required to properly complete one will not be accepted as an excuse to turn-in the other late, incomplete, or otherwise put forth with poor effort.

A parent may email teachers to request school assignments and homework. Middle school parents are encouraged to check FACTS® and Google Classroom for lessons, assignments, and homework when available. If and when provided at the teacher's discretion, schoolwork may be sent home with a sibling or picked-up at the school office during regular office hours after prior arrangements to do so have been made with the teacher.

For short absences, students are encouraged to arrange times with classmates wherein missed details might be best conveyed, student-to-student, without overly impacting the teacher's responsibility to the group.

**NOTE:** Teachers are not required to give make-up assignments, quizzes, or tests for schoolwork missed pursuant to vacations or other non-illness related absences. No assignments, quizzes, or tests are required to be distributed in anticipation of any future absence.

Excessive absences and/or excessive tardies can be cause for a student to be retained in the current grade for an additional school year. If a student is absent 6 or more times during a quarter, a letter will be sent home to her/his parents reminding them of the importance of regular attendance.



Students absent during the school day are not permitted to participate in any after-school activities or programs. This includes athletics, clubs, and other specially scheduled evening activities.

### ***Absence During the School Day***

Students needing medical appointments during school hours necessitates advance notice to the office and to the teacher so that pick-ups for these appointments present a minimized impact to the classroom, the office, the school, and the family. Parents are required to sign out their child. If their child is returned to school during the same school day, s/he must sign in again in the school office.

Important routines and educational reviews occur at the conclusion of each learning day. We request that parents refrain from signing out students during the 30 minutes prior to dismissal due to the disruptions it causes the whole school. If a child must be picked-up early, parents should plan to sign out the child before 2:30pm. Students will not be called from their classrooms after this time.

### ***Academic Information***

#### ***Curriculum***

The Diocesan curriculum standards, consistent with North Carolina guidelines, are followed for all subject areas. For a copy of the curriculum, please visit the Diocese of Raleigh website via this link <https://dioceseofraleigh.org/catholic-schools/standards-and-instruction>. In addition, a summary of each grade level's program of study is available on the school website and in the main office.

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

Report cards are important tools for both communication and accountability. An email, with a report card attached, will be sent to parents four times during the school year or approximately every nine weeks. In addition, parents (grades 4-8) can access current grades through the FACTS® family portal. Hard copies will be sent to parents of students in grades pre-k through 3 each quarter. All students will receive a final hard copy of their report card at the conclusion of the academic year.

#### ***Honor Roll***

Students in the 5<sup>th</sup> through 8<sup>th</sup> grades who earn an A or a B in every subject are recognized each quarter. A and B pins are also distributed at the end of the school year to students in those grades whose final average in each subject remains an A or a B. Presentation dates will be noted, when pertinent, in our weekly Family Fact Sheet.

#### ***Parent/Teacher Conferences***

A parent-teacher conference day is planned each fall when school is not in session to permit the teacher ample focus and time for each family. Conference schedules are prepared and issued well in advance of the scheduled date. Parents requiring additional conferences during the school year are encouraged to make arrangements with the individual teachers.

#### ***Student Records***

St. John Paul II Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. The records of students transferring to other schools will only be delivered via U.S. Mail, or fax, or a digital scan resulting in a compliant means of transfer. No records will be given to parents to transport to a new school as that practice invalidates the transcripts.

Families requiring student records/transcripts/recommendations must make a written request and submit all necessary forms to the school office. Please allow for five business days' processing time once a request has been submitted in-full. Results of completed requests will be delivered via the U.S. Mail and/or via email

and/or as otherwise within legal parameters. Special handling may require parents to incur additional postal fees. Parents/guardians should note that the Buckley Amendment (among other provisions) provides them the right to inspect and review educational records, but not the right to obtain copies of those records directly.

### ***Testing & Assessment Procedures***

Students may be permitted to retake certain quizzes or tests to demonstrate mastery of skills/concepts.

Middle school students in the 6<sup>th</sup> through 8<sup>th</sup> grades may only be administered a maximum of three quizzes or tests per day. Middle school students may participate in exams at the conclusion of each quarter/semester in major subject areas. Students in the 7<sup>th</sup> and 8<sup>th</sup> grades who are enrolled in Integrated Mathematics I will also be required to complete the NC End-of-Course Assessment.

As mandated by the Diocese of Raleigh, the iReady assessment will be administered to students in grades K through 8 three times per year. Test results will be shared with parents in a timely manner at the conclusion of each administration.



DIOCESE OF RALEIGH

Office of Education

7200 Stonehenge Drive · Raleigh, NC 27613-1620 · 1.984.900.3416 • [www.dioceseofraleigh.org](http://www.dioceseofraleigh.org)

Dear Parents and Guardians,

The Office of Education is excited to share that your school will be implementing a Mathematics and Reading assessment called *i-Ready* in the 2023-2024 school year! *i-Ready* is a formative/benchmark assessment that will be administered to all students in grades K-8 in SY2023-2024. The program will replace the currently administered IOWA Assessment and Cognitive Abilities Test (CogAT) next year. Below, please find information about the assessment and how it can be used in the classroom.

#### **What is *i-Ready* ?**

*i-Ready* is an online assessment that will help us determine your child's strengths and areas for growth, personalize their learning, and monitor their progress throughout the school year. *i-Ready* allows us to meet your child where they are and provides us with data to inform instruction.

The *i-Ready Diagnostic* is an adaptive assessment that adjusts its questions to suit your child's needs. Each item a student receives is based on their answer to the previous question. For example, a series of correct answers will result in slightly harder questions, while a series of incorrect answers will yield slightly easier ones. The purpose of this is not to give your child a score or grade but to determine how to best support their learning.

Thank you for your continued support and for being a partner in your child's learning! If you have any questions about *i-Ready*, please do not hesitate to contact your child's school or Michael Mastrocinque, Director of Instruction for the Diocese of Raleigh. You can also learn more about *i-Ready* by visiting [i-ReadyCentral.com/FamilyCenter](http://i-ReadyCentral.com/FamilyCenter).

In His Service,

Lytia Reese Superintendent

#### ***Instructional Support for Students with Learning Differences***

If a teacher believes that a student is not mastering the basic curriculum in any area, a classroom observation will be conducted and educational testing may be recommended to determine whether the student needs specialized instructional support. The school will then evaluate the observation data and test results to determine what, if any, instructional support is needed by the student.



When applicable, parents of students enrolling at SJPII are expected to provide a current IEP, psychological assessment, or other documentation describing instructional support services received the year prior to enrollment.

The SJPII administration, teachers, and resource specialist will collaborate with parents/guardians of students with identified special needs. If it is determined that the student's educational needs cannot be met within the SJPII school program, every effort will be made to help with a school placement in the student's best interest. Our daily schedule does not allow for dual enrollment.

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

Advancement to the next grade in St. John Paul II Catholic School is based on a student's daily performance, attendance, assessment results, recommendations of teacher(s), and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends upon successful completion of all subject areas. 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 either academically or emotionally for the next grade. All students are encouraged to complete the Summer Bridge program using the field guides established by our faculty to optimize readiness for the following academic year.

### ***Academic Probation***

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extracurricular activities and sports.

### ***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. Students should not spend excessive amounts of time every evening working on homework. If this becomes the case or other problems arise, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will not be assigned to students on Friday, with the possible exceptions of students in the 7<sup>th</sup> and 8<sup>th</sup> grades who are enrolled in advanced coursework.

In general, students who were absent due to illness would be permitted one school day for each day of absence to complete missed assignments, quizzes, or tests. For example, a student who was absent for three days would be permitted three school days to complete missed work before it would be graded as if undone. It is expected that a student complete missed work concurrently with any new assignments, quizzes, or tests. The time required to properly complete one will not be accepted as an excuse to turn in the other late, incomplete, or otherwise put forth with poor effort.

### ***Sacramental Program***

The sacramental life of children observing Catholic traditions is an important component of our religion program at St. John Paul II Catholic School. Reconciliation and First Communion are received in second grade. Preparation for the Sacrament of Confirmation is integrated into our religion program of studies, but beginning with the 2023-24 academic year the bishop of the Diocese of Raleigh has mandated that students receive the Sacrament of Confirmation in 10th grade.

Parents are required to be active partners in preparing their children for the sacraments of Reconciliation, Eucharist, and Confirmation, which are only conferred to students baptized in the Roman Catholic tradition.

## *Field Trips*

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity. All grades do not always have the same number of trips.
- A field trip is a privilege. 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.
- 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 to the teacher by the designated deadline.
- A field trip permission slip is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring her/his permission slip home, you may have access to the permission slip online. Call the school for information in this situation.
- A telephone call will not be accepted in lieu of the proper field trip permission slip.
- 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 a parent or caretaker.
- **All monies collected for the field trip are non-refundable.**
- Cell phones are not allowed on field trips unless otherwise directed by the teacher/administration.
- For safety purposes, parent chaperones may not be accompanied by a student's siblings.
- When feasible, commercial transportation to a field trip may be arranged by the school. For safety and liability reasons, SJPII does not permit parents to personally transport students to field trips when commercial transportation has been arranged.
- **When no commercial transportation to a field trip has been secured, parents are responsible for providing transportation to that field trip and arranging any carpools with other parents. The school is not responsible for securing transportation for students if commercial transportation is not provided.**
- Parents who are not official chaperones for a specific field trip are not permitted to visit that field trip for any reason.
- There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip is a required part of the academic program.

## *Sports*

A specific medical form must be completed for all students participating in athletic clubs, on athletic teams, or otherwise engaging in interscholastic sports. This form can be found on our website at [https://tb2cdn.schoolwebmasters.com/accent\\_259618/site\\_259619/Sports-Physical-St-John-Paul-II.pdf](https://tb2cdn.schoolwebmasters.com/accent_259618/site_259619/Sports-Physical-St-John-Paul-II.pdf) or on FACTS® under resource documents. All students participating in organized athletics must also have had a current physical with its matching form on file in the school office. Upon review of our Athletics Handbook, these athletes and their parents are required to sign and return the included contract.

## *Gifts & Invitations*

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 be sent to the homes of students via the U.S. Postal Service or email unless an invitation is being given to every student in the entire grade.

## *Parties / Classroom Snacks*

Students are permitted class parties at the discretion of both the teacher and the administration. These celebrations may include All Saints Day, Thanksgiving, Christmas, etc. Room parents may assist the classroom teacher with these parties. Parties will take place during the school day at a time determined by the classroom teacher. When providing classroom snacks/treats, parents should contact the homeroom teacher regarding any dietary restrictions and/or allergies. At SJPII, we recognize the solemnity of Holy Week and the Passion of Our Lord. Therefore, extracurricular activities and classroom celebrations during this time should be curtailed to remain consistent with our teachings.

**The FACTS family directory may be used only to contact other parents about topics pertaining to things such as class parties and trips. The directory should not be used for mass emails about meetings and other parental concerns.**

### ***Pictures***

St. John Paul II Catholic School students may participate in activities in which there is an opportunity for your child to be photographed or videotaped. We may use these pictures in the newspaper, on our website, or for other social media. **Parents are responsible for notifying the school, in-writing, each year, if they do not wish for us to use their child's image.** A required form has been provided at the end of this document to record your permissions.

### ***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, which 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 that a student's sense of appropriateness should indicate to them. The principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items that, at all, distract from a learning situation are not allowed at school at any time. School administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) at the principal's discretion.

### ***Off-Campus Conduct***

The administration of St. John Paul II Catholic School reserves the right to discipline its students for off campus behavior that is not in-keeping with the expectations of its students during the course of the school day.

### ***Cheating/Plagiarism***

Cheating or plagiarism of any type will not be tolerated. Students who choose to cheat or plagiarize face a failing grade, detention, suspension, and/or expulsion.

### ***Detention***

Detention may be issued for a breach of classroom rules or school rules. Parents are provided written notification of the detention. The day, date, and time of the detention/s are at the discretion of the teacher who monitors detention. Detention takes precedence over appointments, practices, lessons, sports, etc.

### ***Suspension***

Students who receive an out-of-school suspension will not be allowed on-campus during the time of their suspension. Students must complete all class work and tests for days they were suspended.

### ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. John Paul II Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the principal and the pastor.

### ***School Safety / Harassment or Bullying***

St. John Paul II Catholic School provides a safe environment for all individuals. Verbal, written, or visual threats made against the physical or emotional wellbeing of any individual are taken very seriously. Students making such threats (seriously or in-jest, in-person or online) face detention, suspension, and/or expulsion.

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.

### ***Digital Misconduct/Cyber-Bullying:***

The use of electronic communication to inflict harm **BY STUDENTS AND PARENTS**. Electronic communication is the transfer of information (signs, writing, images, sounds, or data) transmitted by computer, phone or other electronic device. Electronic communications include, but are not limited to: text messages, emails, chats, instant messaging, screensavers, blogs, social media sites and platforms, electronic device applications, and Web/video conferencing. Examples of online misconduct include, but are not limited to: hazing, bullying, harassment, discriminatory harassment, stalking, retaliation, or any other types of misconduct that undermines dignity and respect of students, faculty, school, and/or parish.

Bullying may involve the singling out of an individual from others. It often is indirect or subtle in nature and involves an imbalance of power between the aggressor and the victim. Bullying can be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person. (a) Bullying includes intimidating, teasing, name calling, mockery, threats of violence, harassment, taunting, social exclusion, isolating, manipulating, blackmailing, and spreading rumors or false information in which there is often a power differential, whether by socio-economic background, physical stature, social standing, activity involvement, parish affiliation or other measures, between the aggressor (one or more) and the victim (one or more).

When using electronic communication devices, students should apply “Think, Type, and Post”: “Think” about the message being communicated and who could potentially view it; “Type” a communication that is consistent with Catholic values; and “Post” only those messages that demonstrate dignity and respect for self and others.

If cyber/digital bullying occurs **outside of school hours**, reports should be made to St. John Paul II Catholic School administration as these actions negatively impact a healthy and safe school environment.

### ***Child Abuse Laws***

St. John Paul II Catholic School abides by the laws of North Carolina, which mandate that all cases of **suspected child abuse** and/or neglect be reported to law enforcement. All educators at St. John Paul II have completed the Diocese of Raleigh’s Safe Environment Training to learn how to recognize and report child abuse and neglect. Parents may also attend these trainings which can be found at <http://dioceseofraleigh.org/calendar?office=2249>

### ***Drugs and Alcohol***

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

### ***Volunteer Hour Requirements***

Parent involvement is a vital part of all Catholic schools, including ours. Not only is it necessary to keep tuition costs down, but it also helps to strengthen our scholastic environment while building a sense of community. As a bonus, students can take pride in seeing their parents help at the school. Like most Diocesan schools across the



nation, **each family is required to complete 25 hours of verified service to St. John Paul II Catholic School related activities by the last day of each school year.**

### ***Online Volunteer Hour Tracking***

SJPII volunteer hours should be submitted through *Track It Forward*®. **All families MUST open a Track It Forward account.** To begin:

1. Log on to [www.Trackitforward.com](http://www.Trackitforward.com)
2. Click on “Find Existing Site.” In the search box, type “St John Paul II Catholic School Southern Pines, NC” and then search.
3. At the next screen, it will ask for an email or username. At this time, do not enter any information in those fields. Scroll down to “Don't have an account yet? Click here to register.” The next screen is where you will input your email address and create a password.

There is also an app for *Track It Forward*®. For additional questions contact the office.

Hours must be submitted within one month of service to be credited. For example, you will not be able to submit hours in February for service completed in October. **All individuals who volunteer in the school must first complete the Safe Environment Training (SET)** and participate in volunteer orientation (in person or online). The school will publish training dates. SET dates may also be found on the Diocese of Raleigh website calendar. However, feel free to contact the school for class dates and available spots. All volunteer hours in *Track It Forward*® will be approved monthly by the Volunteer Coordinator. If for some reason your hours are not approved, please contact the office for clarification.

**Any family that has not completed their 25 hours prior to June 30th will be notified by email and will be charged \$25 per unfulfilled hour. The family FACTS® account will be charged for the balance owed.**

There are many ways in which you can volunteer, all while having a fun and gratifying experience at our school. We realize that work schedules can sometimes make volunteering during the day difficult; however, we offer many evening and weekend service opportunities. The following are just a few of the ways your family can earn service hours:

- Fundraising events (Festifall, golf tournament, etc.)
- Hot lunch organizing and distributing
- Lunch or recess supervision duty (at the sole discretion of the school)
- Campus beautification projects (on weekends or evenings)
- Classroom parent (contact your child's teacher for more information)
- Administrative tasks
- Used uniform sales
- Field trip duties
- Sports (coach one or more teams)
- Extracurricular activities, such as LEGO Robotics
- Childcare during PTO meetings or other school events
- PTO committee/s (Box Tops, fundraising events...many of these hours can be completed primarily from home)
- Catholic Schools Week
- Teacher Appreciation Week
- Field Day
- Evening of Fine Arts
- School presentations & productions, such as the spring musical
- Volunteering yourself and your truck on a pre-assigned day to load, move, & unload large items

SJPII was built upon thousands of volunteer hours that were generously given by school families as well as

church and community members.

Many school events and enrichment activities cannot be held without the support of volunteers. If you sign up for a service opportunity, please keep in mind that teachers, students, and other SJPII families are relying on you to be there. If you find that you are not able to fulfill an obligation for which you signed up, please try to find another volunteer to fill your spot.

If you have questions, please contact the front office at 910-692-6241. Please know that your help is always needed and greatly appreciated, even after your commitment has been fulfilled. Service hours in excess of the 25 required per family may be donated to families who've not yet reached the requirement. We thank you in advance for sharing your time and talent with our school. In doing so, you are guaranteed to enrich the learning experience not only for your child, but for all SJPII students.

### ***Confidentiality***

A volunteer operates in a position of trust. Personal information pertaining to students and faculty must be kept confidential. **Children's actions, responses, progress, or problems at school are not for sharing in the community. Conversations between parents, faculty, and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Please refer any concerns to the principal.**

### ***Requirements***

Depending upon the nature of contact with students, a Safe Environment Training class and the Diocesan mandated background check may be required of school volunteers. Please check with the office.

Volunteers must sign in and sign out at the office upon visiting the school. As well, volunteers must indicate the purpose of their visit. This is used for security purposes.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. For safety reasons, we may recommend that preschool-age siblings not accompany parent volunteers to school.

### ***Home/School Communication***

The school administration, teachers, and staff will communicate with parents using various methods, including the school website, FACTS®, and email. Please notify the school office if you do not have internet access.

Official, school-wide communications may also be sent using the PARENT ALERT® phone system. Please add the following two numbers to your contacts list/s in your phone so that PARENT ALERTS® do not get filtered out as spam: 31-706 & 31706.

Our weekly Family Fact Sheet is emailed to all parents at week's end and should be reviewed for important information and updates as often as it is distributed. Please add the @jp2catholicschool.org domain name to your email safe list to ensure delivery. Our Family Fact Sheet is also posted to our social media outlets on a weekly basis.

Our website, <https://www.sjp2catholicschool.com>, is continually updated as your online source for school news, our events calendar, SJPII information, and links to faculty and staff emails.

Follow us on Facebook: <https://www.facebook.com/SJPIICatholicSchool>

Follow us on Instagram: [https://www.instagram.com/sjp2\\_catholic\\_school/](https://www.instagram.com/sjp2_catholic_school/)

Follow our PTO on Facebook: <https://www.facebook.com/sjp2pto>

**The FACTS family directory may be used only to contact other parents about topics pertaining to things such as class parties and trips. The directory should not be used for mass emails about meetings and**



**other parental concerns.**

### ***School Property***

The parent of a child who carelessly destroys or damages any furniture, technology devices, equipment, buildings, facilities, or anyone's personal property will be obligated to pay the full amount for repairs, including labor. If the damage cannot be repaired or if the cost of an appropriate repair proves counter-intuitive as determined by the administration, the parent of the child will instead be obligated to pay the full cost of a replacement which may likewise include the cost of professional installation. Textbooks must have proper book covers. No writing in textbooks is permitted. **The family will be required to pay a fine for the replacement of damaged or lost textbooks and Chromebooks before any final reports, transcripts, or diplomas will be presented.**

### ***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. **No student records will be forwarded to another school until all school accounts have been settled.**

### ***Office Records***

Parents/Guardians must regularly update FACTS® with any changes of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, and the contact numbers for all emergency contacts. This will ensure that office records are complete and up-to-date and that important communications can reach you.

### ***Emergency Drills***

State law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise silently when the alarm sounds
- Close windows and doors
- Walk to the assigned place briskly, silently, and in single-file
- Stand in line by the homeroom teacher, facing the building
- Quietly return to the building when the adults in charge give the all-clear

Tornado drills are held periodically. The procedure is as follows:

- Rise in silence when the alarm sounds
- Walk briskly to the assigned place in single file
- Sit, face wall, and put hands over head
- Return to classroom without talking when signal is given

### ***Crisis Plan***

St. John Paul II Catholic School has implemented a crisis plan in case of a lockdown emergency. Quarterly drills will be conducted. All teachers and staff are aware of the procedure to follow to keep

children safe. In the event of such an emergency, circumstances permitting, the building may be evacuated, and students will be moved to a safe location. Parents will be notified via Parent Alert®.

### ***Weather Emergencies***

If it should be necessary to close the school because of weather conditions, an announcement will be sent via the Parent Alert® automated phone system. A school-wide email will also be sent.

### ***Lost & Found***

Any items found in the school building or on the school grounds will be placed in the Lost & Found basket located in the activity center.. Items placed in the Lost & Found remain there for 30 days. After 30 days, items will no longer be available. Please label all items with your family name to avoid loss.

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

### ***Medical Records and Medication***

At the beginning of each school year, or when a child joins St. John Paul II Catholic School, parents are asked to submit a child's medical record. A Parent Request and Physician's Order for student medication (available in school office or on FACTS®) must be on-file in the office before any medication can be distributed to a student. This includes both prescription and non-prescription medication. SJPII cannot accept verbal permission to distribute medication.

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school 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, etc.) should be taken to the school office with the following information:

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

Over-the-counter medications can be kept in the main office to best serve those students who require them. All medications will be returned to parents/guardians at the end of the school year. A current Parent Request, Physician's Order, and prescription must be submitted to the office each school year. Students are prohibited from carrying or storing any medications apart from specific exceptions codified in our school policies.

### ***Asthma Medication and Policy***

St. John Paul II Catholic School recognizes that asthma is a serious condition affecting many school children. We encourage children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority), and pupils. Specials teachers and new staff are also made aware of the policy. Immediate access to reliever inhalers is vital. Inhalers should be kept on the student, indoors and outdoors, and should be carried to PE with their water bottles. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse, and class teacher agree they are mature enough. 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. Please see section entitled Medical Records and Medication.

### ***The School Environment***

The school does all it can to ensure our school environment is favorable to children with asthma. To the extent possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children may leave the room and sit in the office if particular fumes trigger their asthma.

### ***Food Allergy Policy***

St. John Paul II Catholic School recognizes that life-threatening food allergies are a serious condition affecting many school children. In order to minimize incidences of life-threatening allergic reactions, St. John Paul II Catholic 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.

### ***Medications on School Field Trips***

The school will recommend the appropriateness of each field trip in consideration of safety of the student with life threatening allergies.

Medications (including an EpiPen) and a copy of the student's Emergency Health Care Plan or Emergency Action Plan must accompany the student on field trips. The adult carrying any medications will be identified and introduced to the student as well as the other chaperones. An adult's cell phone will be available on the trip for emergency calls.

### ***Training***

In order to minimize incidences of life-threatening allergic reactions, St. John Paul II Catholic School will provide training and education for all school staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain an Emergency Action Plan for any student identified as having a potentially life-threatening allergy.

The training will be provided to ALL school employees (including office staff, food service staff, etc.), and will include but not be limited to:

- A description/definition of severe allergies and a discussion of the most common food, medication, latex, and stinging insect allergies
- The signs and symptoms of anaphylaxis
- The correct use of an epinephrine auto-injector (EpiPen)
- Specific steps to follow in the event of an emergency
- Completion of an "Evaluation Form" by each employee after training
- Activating emergency medical response - dial 911
- Location of emergency EpiPen

Policy and procedure will be reviewed at the beginning of every school year.

### ***Notifications***

Parents are responsible for notifying the school's main office about any life-threatening conditions and/or allergies that students have. The school will be responsible for notifying classroom teachers about any life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms of which to be aware, and allergens (food, materials, etc.) to avoid.

### ***Classrooms***

Teachers must be 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's Emergency Response Plan activates, and emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute's emergency folder, accessible by teachers, substitutes, and other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

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

Tables will be cleansed following any food-related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### ***Distance Learning / Closings***

St. John Paul II Catholic School has a plan for transitioning to distance learning strategies in the event of a natural disaster, disease outbreak, or any other circumstances that make it unsafe or imprudent to continue on-campus education. The judgment of the school administration, in consultation with our pastor, and in conjunction with the Catholic Schools Office of the Catholic Diocese of Raleigh, will determine when the change to our school's normal instructional model warrants the transition to distance learning. The strategies used for distance learning will be developed by the school administration and faculty as specific to each such transition.

In the case of a public health crisis / pandemic situation, guidance from public health experts (i.e. NCDHHS and/or CDC) shall be incorporated into the St. John Paul II Catholic School plan for prudent precautions for student/faculty health. This plan may be modified as necessary. Parents accept and assume all risk of sending their child to school.

### ***Cell Phones Policy***

St. John Paul II Catholic School recognizes the importance of communication and collaboration and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following: Cell phones, smart watches and any other communication devices may not be used while on campus during school hours. If you feel your child must have a cell phone/smartwatch/communication device; it must remain in their backpack, TURNED OFF while at school. Texting, recording, videotaping, and collection of images are not permitted anytime during the school day. Failure to follow these guidelines will result in confiscation of the phone. The cell phone may be retrieved at the end of the day by the parent/guardian. Students are to make arrangements to go to a friend's home BEFORE they arrive at school that day and the office informed prior to departure. If a student needs to make an emergency call during the day, they are to come up to the office.

### ***Office Telephones***

Permission to use the office telephone must first be obtained from the child's teacher and then from the school office. The office phone is a business phone, and students are permitted to use it only in the case of an emergency. The telephone in a teacher's classroom is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made outside of school.

### ***Uniforms***

Please see the Uniform Guidelines / Dress Code in this handbook. Students are required to wear uniforms to school daily. PE uniforms may be worn all day on scheduled PE days, and Mass uniforms are to be worn on Mass days. Please refer to the Uniform Guidelines/Dress Code found on our school website and on FACTS®. Hard copies are available in the school office for your convenience. In the event of a uniform infraction, parents will be contacted. Repeated offenses may result in age-appropriate consequences. Please note, Spirit Wear is not officially part of our school uniforms. It will be communicated if future days, times, or events can permit students to dress in Spirit Wear

in place of the required uniforms.

***Right to Amend***

**St. John Paul II Catholic School reserves the right to amend this handbook as needed. Notice of amendments will be sent to parents via email.**

## St. John Paul II Catholic School

### UNIFORM GUIDELINES ALL GRADES

- Uniforms should be clean and pressed with all buttons attached and all hems intact.
- Shirrtails should be tucked in while a student is on campus, except when a student in pre-k or kindergarten is wearing a uniform style shirt that includes an elastic band at the waist.
- Skirts, shorts, skorts, and jumpers must be knee-length.
- Girls' hair should be neat with bangs above the eyebrows. Long hair must be up and away from the face for designated PE days.
- Boys' hair should be above and not touching the shirt collar, trimmed around the ears, and cut above the eyebrows.
- Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists.
- Hair coloring and/or bleached hair are not permitted.
- Cosmetics, lip gloss, colored ChapStick®, nail polish, and artificial nails are not permitted.
- Visible tattoos of any kind are not permitted.
- Body piercings are not permitted, except for girls' single pierced ears.
- Girls may wear one pair of stud earrings not larger than a dime.
- Boys are not permitted to wear earrings of any type.
- Jewelry should be limited to one watch, one ring, up to two simple bracelets, and one simple cross or holy medal necklace. One fine or delicate metal necklace may be worn in place of the simple cross or the holy medal necklace.
- Any article of jewelry or other accessory that becomes a distraction will be removed and sent home.

#### **Uniform Infractions**

In the event of a uniform infraction, parents will be contacted. Repeated offenses may result in age-appropriate consequences. All uniform regulations and guidelines are subject to the discretion of the principal.



**St. John Paul II Catholic School**  
**DRESS CODE**  
**Pre-K to Kindergarten**

***Everyday Wear***

Light blue polo with the SJPII logo (boys and girls)  
Knee-length, navy polo dress with the SJPII logo (girls)  
Navy blue slacks or shorts (boys and girls)  
Navy blue skorts or skirts (girls)

***Everyday Shoes and Socks***

**Girls:** Solid black, solid navy, or solid white socks with no logos or emblems showing, must be matching, must be visible above the shoe, and must be worn with solid black dress shoes or with solid black athletic shoes.

**Boys:** Solid black, solid navy, or solid white socks with no logos or emblems showing, must be matching, must be visible above the shoe, and must be worn either with solid black or solid brown dress shoes or with solid black athletic shoes.

***Sandals, open-toe shoes, boots, hi-tops, and heels over 1 inch are not permitted.***

***PE Uniform: Required on Designated PE Days***

Gray, PE t-shirt with the SJPII logo and/or  
Navy sweatshirt with the SJPII logo and/or  
Track jacket with the SJPII logo  
with

Navy sweatpants with the SJPII logo or  
Shorts with the SJPII logo

***PE Uniform Shoes and Socks: Required on Designated PE Days***

Solid navy, solid white, or solid black socks with no logos or emblems showing must be matching, must be visible above the shoe, and must be worn with any color athletic shoes.

***Sweatshirts or track jackets, both with sweatpants, are required for cold weather and must match the descriptions for PE uniforms.***

***Outerwear in the Classroom:***

Cardigans, sweaters, vests, V-neck sweaters, track jackets, fleeces, or non-hooded sweatshirts may be worn inside the classroom if they are both navy blue and have the SJPII logo.

***Embroidered and logoed items must be purchased from Flynn O'Hara, Tommy Hilfiger, and/or Lands' End***

*No hooded sweatshirts or sweaters will be allowed inside the classroom.  
Non-SJPII outerwear is permitted outdoors and for outdoor recess only.  
Students may wear a hat during outside recess or PE.*



# St. John Paul II Catholic School

## DRESS CODE

### First Grade to Third Grade

**Everyday Wear:**

**Girls:**

Knee-length, navy polo dress with SJPII logo or white or maroon polo shirt with SJPII logo or white collared blouse with SJPII logo

The above shirt or blouse to be worn with:

Knee-length, navy skort, knee-length navy skirt, or navy slacks

Solid black, solid navy, or solid white socks with no logos or emblems showing, must be matching, must be visible above the shoe, and must be worn with solid black dress shoes or with solid black athletic shoes

**Sandals, open-toe shoes, boots, hi-tops, and heels over 1 inch are not permitted.**

**Boys:**

White or maroon polo shirt with SJPII logo or white oxford shirt with SJPII logo

The above shirt to be worn with

Navy shorts or navy slacks, each using a navy belt, a black belt, or a brown belt

Solid black, solid navy, or solid white socks with no logos or emblems showing, must be matching, must be visible above the shoe, and must be worn with solid black, solid brown dress shoes, or solid black athletic shoes

**Sandals, open-toe shoes, boots, hi-tops, and heels over 1 inch are not permitted.**

**Mass Uniform: Required on Designated Mass Days**

**Girls:**

Plaid jumper with SJPII logo or white collared blouse with the SJPII logo, a navy cross tie, and either navy dress pants or a knee-length, navy skirt. Both of the above to be worn with the same shoes and socks as everyday wear for this grade

**Boys:**

White oxford shirt with the SJPII logo, a clip-on tie, navy shorts or navy slacks each with a navy belt, a black belt, or a brown belt; all along with the same shoes and socks as everyday wear for this grade.

**PE Uniform: Required on Designated PE Day**

Gray, PE t-shirt with the SJPII logo and/or		Navy sweatpants with the SJPII logo or
Navy sweatshirt with the SJPII logo and/or	ALL WITH	Shorts with the SJPII logo
Track jacket with the SJPII logo		

**PE Uniform Shoes and Socks: Required on Designated PE Days**

Solid navy, solid white, or solid black socks with no logos or emblems showing must be matching, must be visible above the shoe, and must be worn with any color athletic shoes.

**Sweatshirts or track jackets, both with sweatpants, are required for cold weather and must match the descriptions for PE uniforms.**

**Outerwear in the Classroom:**

Cardigans, sweaters, vests, v-neck sweaters, track jackets, fleeces, or non-hooded sweatshirts may be worn inside the classroom if they are both navy blue and have the SJPII logo.

**Embroidered and looged items must be purchased from Flynn O'Hara, Tommy Hilfiger, and/or Lands' End**

*No hooded sweatshirts or sweaters will be allowed inside the classroom.*

*Non-SJPII outerwear is permitted outdoors and for outdoor recess only.*

*Students may wear a hat during outside recess or PE.*

# St. John Paul II Catholic School

## DRESS CODE

### Fourth Grade to Eighth Grade

**Everyday Wear:**

**Girls:**

White or maroon polo shirt with SJPII logo or white oxford blouse with SJPII logo  
(Grades 4 & 5, only, may also wear a knee-length, navy polo dress with SJPII logo as everyday wear)

The above shirt or blouse to be worn with:

Knee-length, plaid skirt or knee-length, navy skirt; knee-length; navy skirt; or navy slacks  
Solid black, solid navy, or solid white socks with no logos or emblems showing, must be matching, must be visible above the shoe, and must be worn with solid black dress shoes or with solid black athletic shoes.

***Sandals, open-toe shoes, boots, hi-tops, and heels over 1 inch are not permitted.***

**Boys:**

White or maroon polo shirt with SJPII logo or white oxford shirt with SJPII logo

The above shirt to be worn with

Navy shorts or navy slacks, each using a navy belt, a black belt, or a brown belt  
Solid black, solid navy, or solid white socks with no logos or emblems showing, must be matching, must be visible above the shoe, and must be worn with solid black, solid brown dress shoes, or solid black athletic shoes.

***Sandals, open-toe shoes, boots, hi-tops, and heels over 1 inch are not permitted.***

**Mass Uniform: Required on Designated Mass Days**

**Girls:**

White collared blouse with SJPII logo to be worn with a navy cross tie or alternate long tie and either a knee-length, plaid skirt; a knee-length, navy skirt; or navy dress pants; all along with the same shoes and socks as everyday wear for this grade.

**Boys:**

White, oxford shirt with SJPII logo, a clip-on tie, and either navy shorts or navy slacks, each using a navy belt, a black belt, or a brown belt; all along with the same shoes and socks as everyday wear for this grade.

**PE Uniform: Required on Designated PE Days**

<p>Gray, PE t-shirt with the SJPII logo and/or</p>		<p>Navy sweatpants with the SJPII logo or</p>
<p>Navy sweatshirt with the SJPII logo and/or</p>	<p>ALL WITH</p>	<p>Shorts with the SJPII logo</p>
<p>Track jacket with the SJPII logo</p>		

**PE Uniform Shoes and Socks: Required on Designated PE Days**

Solid navy, solid white, or solid black socks with no logos or emblems showing must be matching, must be visible above the shoe, and must be worn with any color athletic shoes.

***Sweatshirts or track jackets, both with sweatpants, are required for cold weather and must match the descriptions for PE uniforms.***

**Outerwear in the Classroom:**

Cardigans, sweaters, vests, V-neck sweaters, track jackets, fleeces, or non-hooded sweatshirts may be worn inside the classroom if they are both navy blue and have the SJPII logo.

***Embroidered and logoed items must be purchased from Flynn O'Hara, Tommy Hilfiger, and/or Lands' End***

*No hooded sweatshirts or sweaters will be allowed inside the classroom.*

*Non-SJPII outerwear is permitted outdoors and for outdoor recess only.*

*Students may wear a hat during outside recess or PE.*

**Modified Uniform Guidelines**

From time to time, the principal may permit students a modified uniform day. Students may be permitted to accessorize their uniform or wear spirit wear with uniform bottoms. All dress code guidelines meant to prohibit

distraction in the learning environment will still remain.

Students who come to school in attire that is deemed inappropriate will be asked to call a parent to have more suitable clothing brought for them. As supplies permit, students displaying a uniform infraction may be provided suitable, temporary clothing by the school. Students, please use good judgment. Be sure you are presentable for the school day. Do not be a distraction to yourself or others. Exercise the virtues of moderation, purity, and modesty. **If you think something may not be appropriate, it is likely not appropriate. Don't wear it.**

CATHOLIC SCHOOL

## TELECOMMUNICATIONS USE AGREEMENT

As a computer user, I agree to follow the rules and code of ethics in all of my work with electronics while attending St. John Paul II Catholic School:

1. I recognize that all electronics users have the same right to use the equipment; therefore, I will not use the electronic resources for non-academic purposes. I will keep my assigned device and computer work area clean. I will not eat or drink while using electronics.
2. I recognize that I am being trusted as a responsible user of technology. I will not use any social media or visit any websites that have not been expressly assigned by my teachers. I will not click on any suspect links, email attachments, digital buttons, or downloads as they may lead to inappropriate content or unauthorized copyrighted material.
3. I recognize that the work of all users is valuable. Therefore, I will protect the privacy of others by not trying to learn their password. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to system programs for computer equipment. I will not use electronic systems or communication platforms to harass other electronics users or use inappropriate language in any of my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted to protect the integrity of the network or because of hardware limitations.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use online chats, posts, or comments for personal reasons. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may occasionally encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. Electronics use is a privilege. Inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend user privileges. Violations of the rules and/or code of ethics will be dealt with seriously. Chromebooks or tablets damaged due to misuse, dropping, or carelessness will be replaced with a cost of \$300.00 (or market value of replacement device) charged to the family FACTS account.

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Parent signature

Date

Student Signature

Date

CATHOLIC SCHOOL

Family Signature Page (**ONE PER FAMILY**)

Please Print Family Name \_\_\_\_\_

I have read the *SJPII Family Handbook 2023 - 2024* and agree to follow the school policies and procedures as written. Parents at all grade levels must sign. Students in Grades 2 - 8 are required to sign.

Parent signature:

Date:

Parent signature:

Date:

Student signature:

Date:

Student signature:

Date:

Student signature:

Date:

Student signature:

Date:

Student signature

Date

***PLEASE RETURN SIGNED FORMS BY WEDNESDAY AUGUST 30, 2023***

CATHOLIC SCHOOL

**Media Permission Form (ONE PER STUDENT)**

**Local Media**

Local media frequently want to interview students to add a personal touch to stories. Students' comments may be used in newspapers, publications, web-based outlets, or broadcast on radio or TV. The school system monitors these presentations to ensure that they reflect positively on the children involved. You will be informed if your child is interviewed by the media. This form allows you as a parent or guardian to choose whether your child may be interviewed.

PLEASE CHECK ONE:

I give permission to the news media to interview my child. Further, I authorize its use without inspecting or approving the finished product or its specific use.

I do not give permission for my child to be interviewed by the news media.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**School Social Media**

I understand that my child's photograph may be published on the SJPII website, social media accounts for St. John Paul II Catholic School.

PLEASE CHECK ONE

I give my permission for my child's photo on SJPII social media

I do not give permission to put my child's photo on SJPII social media

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Distance Learning**

I understand that, if the need arises to return to a distance-learning format, my child may be seen or heard during distance-learning activities at St. John Paul II Catholic School.

PLEASE CHECK ONE

I give my permission for my child to participate in distance learning sessions

I do not give permission for my child to participate in distance learning sessions

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Name \_\_\_\_\_