

# JOHN PAUL II

**SJPII FAMILY HANDBOOK  
2015-2016**

**ST. JOHN PAUL II  
CATHOLIC SCHOOL**

**2922 CAMP EASTER ROAD  
SOUTHERN PINES, NORTH CAROLINA 28387  
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[www.JP2CatholicSchool.org](http://www.JP2CatholicSchool.org)



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SOUTHERN PINES, NC 28387  
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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!

Our faculty and staff 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(ren) will thrive with love, guidance, and academic rigor appropriate to his or her 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 & Love,

*Janice R. Jett*

Janice Jett, PhD  
Principal

[www.JP2CatholicSchool.org](http://www.JP2CatholicSchool.org)

## *Our Beloved Namesake*

### *Saint 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 Wojtyła 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, 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 made him a cardinal in 1967, appointed him archbishop of Krakow. Just over a decade later, the Cardinals elected him Pope at the Conclave 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 the World Youth Days. 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, 2011 - a historic day we celebrate each year with great love!

[www.JP2CatholicSchool.org](http://www.JP2CatholicSchool.org)

## **WELCOME**

It is our pleasure to welcome you to St. John Paul II Catholic School. Our mission is to create a quality education within a Catholic environment that fosters the development of the whole child.

An education at Saint John Paul II Catholic School integrates academic instruction in the message of Jesus, Catholic doctrine, values, 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. Saint 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**

Saint John Paul II Catholic School is a Pre-Kindergarten (both full and half-day pre-kindergarten classes are available) 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 he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. 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 North Carolina guidelines, are followed for the teaching of all secular 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.

## **Mission Statement of the Diocese of Raleigh Schools**

Schools in the Diocese of Raleigh engage our school/center 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 according to the teachings of the Roman Catholic faith.

## **Our 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 teaching Magisterium of the Church.
- Faith formation encourages a continuous collaboration between the school, family, and community.
- Students witness to the global community by serving the spiritual and social needs of others.
- Instruction and assessment addresses the diverse needs and abilities of all students by teaching the whole child: mind, body, and spirit.
- Our faculty engage in continuous professional and spiritual development through ongoing education and implementation of best practices.

Faithful to the teaching magisterium of the Church, St. John Paul II Catholic School is a traditional Catholic school seeking to instill moral and intellectual virtues in a safe, nurturing environment for all students, and dedicated 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 School is accredited by AdvancED (2014) and the state of North Carolina.

### **Admission Information**

#### ***Nondiscriminatory Policy***

St. John Paul II School admits students of any religion, race, color, 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 religion, race, national or ethnic origin in the administration of its educational or admissions policies, or athletic and other school programs.

As openings become available, the following priorities will be used to accept students to SJPII:

1. Members of St Anthony of Padua and Sacred Heart Parishes
2. Members of other parishes
3. Non-Catholic students

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

Children entering Kindergarten must be five (5) years of age by August 31. Students will be conditionally

accepted into kindergarten with full acceptance contingent on displayed readiness on the kindergarten entrance test. At the time of registration, all new students seeking admission to Saint John Paul II School are evaluated on the basis of current standardized test scores and report cards.

*Requirements include*

- \*Verification of active parish affiliation/stewardship
- +Use of weekly envelopes or automatic deposit
- \*Health Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP (if applicable)

Students applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. John Paul II School will meet the educational needs of the students. An interview with the student is often part of the admission process. In addition, an intake assessment in the academic areas is given for incoming students.

**All new students will receive the benefit of a trial period in which to prove themselves both socially and academically.** If during this trial period there are any serious concerns regarding a child’s safety, academic fitness, or general impact upon the learning environment, the family may be asked to withdraw their child’s attendance at St. John Paul II School.

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

**Financial Obligations**

**TUITION SCHEDULE SCHOOL YEAR – 2015 - 2016**

***KINDERGARTEN – GRADE EIGHT***

Tuition rate per child ..... **\$5995.00**

**PRE-KINDERGARTEN**

Tuition rate per child..... **\$6195.00**

*There is a \$100 discount per family for registered, contributing members of St. Anthony of Padua.*

**FINANCIAL AID APPLICATIONS ARE ACCEPTED ONLINE at [www.factstuitionaid.com](http://www.factstuitionaid.com) . The application deadline to FACTS® Grant and Aid Assessment for the upcoming academic year is announced each January.**

## **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.

- All tuition payments require enrollment in the FACTS program.
- There is an annual non-refundable administrative fee for enrollment in the FACTS program per family: \$41 for monthly payments, and a \$10 fee for two payments. There is no charge for single pay.
- A RETURN FEE OF \$30.00 WILL BE CHARGED TO YOUR FACTS ACCOUNT FOR ANY RETURNED PAYMENTS.

### **FACTS Payment Options:**

- 1 Payment - Pay in full by June 1
- 2 Payments - Pay ½ annual tuition in June and the remainder in November
- 11 Payments – 11 monthly installments starting in June to end in April

### ***Application & Registration Fees***

There is a \$100 application fee for all new students. This application fee is waived for siblings of enrolled students. The \$250 initial registration fee covers registration materials, hardcover textbooks, consumable workbooks, classroom resources, assignment books, art/music materials, and physical education equipment.

**THIS FEE DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, CLUBS, ATHLETIC PROGRAMS OR OTHER EXTRACURRICULAR ACTIVITIES.**

- \$100 application fee and the \$250 registration fee for all new students must be submitted with the application.
- Returning students are assessed a \$150 technology fee drafted from their FACTS account with tuition.
- All Fees are NON-REFUNDABLE.

### ***Withdrawal Policy***

- Families must notify the school **in writing** if a student is to be withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- This policy may be waived if written proof is provided the withdrawal is the result of a military transfer.
- The school will not forward records for students who withdraw with an outstanding balance.

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

We at St. John Paul II 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 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 St. 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 St. John Paul II School, we trust you will be loyal to this commitment. During these formative years, 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. Mutual respect between parents and teachers will model good mature behavior and 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 children 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.

### ***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 neatly in accordance with the school dress code;
- Completes assignments on time
- Has a nutritious lunch every day



In addition, we ask our parents to:

- actively participate in school activities such as Parent-Teacher Conferences and quarterly PTO meetings;
- see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- notify the school with a written note or email when the student has been absent or tardy;
- notify the school office of any changes of address or important phone numbers;
- meet all financial obligations to the school in a timely manner;
- inform the school of any special situation regarding the student's well-being, safety, and health, including keeping a child who is sick at home and fever-free for 24 hours before returning to school;
- complete and return to school any requested information promptly;
- read school notes and newsletters promptly and to show interest in the student's total education;
- support the religious and educational goals of the school;
- support and cooperate with the discipline policy of the school; and
- treat teachers with respect and courtesy in discussing student problems both in person and via email

### **General Information**

#### ***Arrival***

At St. John Paul II School, we work in partnership with parents to enable each child to develop as an independent learner. As often as possible, parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

Students may arrive on campus at 7:30 AM and report to the Multi-Purpose Room. Students will be allowed to proceed to their homerooms at 7:45 AM.

Announcements will begin at 7:55 AM. Students not in their homeroom by 7:55 AM are considered tardy and must be signed in by a parent/guardian. A late pass will be issued.

#### ***Dismissal***

Pre-K will dismiss at 2:30 pm. Afternoon announcements will take place at 3:00 pm. Kindergarten through Grade 8 students will dismiss immediately after announcements.

Students not picked up by 3:15 pm will be sent to the Multi-purpose Room for Afterschool Care, with families being assessed a drop-in rate of \$15 per child.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 6:00 PM (5:00 pm early release days) will receive

1. a phone call reminding you to pick up your students on time
2. a registered letter reminding you that failure to pick up your child on time constitutes neglect.

Students who remain after 6:00 PM (5:00 pm early release days) without parent contact or arrangements being made may be sent home via the Southern Pines Police Department.

### ***DROP OFF & PICK UP***

#### DROP OFF (PK-8)

- 7:30 AM – The school will open, and drop off will begin. Students will report to the multi-purpose room. All vehicles will enter through the WEST gate and drive with the passenger side closest to the school to drop children off. PLEASE DO NOT PARK in front of the school for drop off. A map of the traffic pattern is available on the school website.
- Children will leave the vehicle and go directly into the school or designated area under staff supervision.
- Parents are requested to utilize the Carpool / Vehicle Line during student arrival. **All students will enter and exit from the vehicle's passenger side with all supplies. Backpacks and other items should not be kept in the trunk of a vehicle, as retrieving or storing in this location places the student in the direct path of a moving vehicle line.**

#### PICK UP (K-8)

One placard will be issued to each family for child pick up with one additional available upon request. This procedure has been put into place for your child's protection and safety. Please understand that without this placard, children WILL NOT be placed into the vehicle by school staff. There will be a \$1 replacement fee if lost. No substitutions allowed. Parents are requested to use the Carpool/ Vehicle line for pick up.

PLEASE DO NOT EXIT your vehicle in the Carpool/ Vehicle Line during pick up.

If you enter the school parking lot prior to 2:45 PM, please be sure to follow the traffic pattern distributed to families and available on the school website. Please use courtesy when interacting with other drivers.

- 2:45 PM – Vehicles may enter through the WEST gate and pull up to the school (passenger door closest) for pick up at 3:05 pm.
- After children have loaded, vehicle will exit immediately through EAST gate.
- If child is not ready, vehicle may pull up and wait in the designated area.
- Please follow all procedures as directed by SJPII Staff. These have been established for the safety of your children.

Moore County authorities will not permit traffic buildup on Camp Easter Rd.

Please see school staff for further direction as needed.

### ***Returning to School after Dismissal***

Students are not permitted to return to the school building after the 3:00 PM dismissal unless enrolled in after-care, taking part in an after-school activity, or accompanied by a teacher. Students who choose to return to school after 3:00 PM without a teacher may face disciplinary consequences.

### ***Lunch***

Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should NOT bring lunches or drinks from carry-out restaurants.**

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.

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

On early release dates, as indicated on the calendar, all students will be dismissed at NOON. There will be NO LUNCH on these days. After-school Care will be offered from 12:00 – 5:00 PM on early release days with the exception of Fri. Dec. 18 and Fri. Jun. 3. Students staying for Afterschool Care should bring a lunch.

### ***After-School Program***

St. John Paul II School offers an After-School Care Program until 6PM M-F afternoons. The drop-in rate is \$15 per child/day, and payment is due when care is received. If required, 180 days of contracted aftercare at the rate of \$8 per child/day will be drafted from a family's FACTS account. Fewer than 180 days of contracted aftercare at the rate of \$10 per child/day may also be drafted from the FACTS account. Additionally, a fee of \$1.00 per minute may be assessed for students remaining in the program after 6:00 PM.

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

The school office is open on all school days from **7:45 AM – 3:30 PM**.

### ***School Visitors***

For safety and 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 building and proceed to the main office. Each visitor 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 return the nametags and sign out at the time of departure.

### ***Attendance***

Frequent absences from school greatly interfere with a child's academic progress. However, if your child has a fever or has been vomiting he/she should not attend school until **symptom-free for 24 hours** without the help of medication. 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 spreads sickness throughout the school.

**When a student is absent from school, a parent should email or call the office and the child's teacher by 9:00AM each day of the absence.** If the office does not receive a call, a parent may be contacted. This policy is for the protection of the Saint John Paul II students. If a parent or legal guardian is not reached by telephone, a written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. Should absence be necessary for any reason other than illness, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar generously 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.

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.

When a student is absent, a parent may email or call the school office before 9:30 AM to arrange for homework assignments. Middle school parents are encouraged to check Ren Web for lessons and assignments. Homework assignments may be sent home with a sibling or picked up at the school office between 3:15 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment is required to be given 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.

Excessive absences, including tardies, can be cause for retention in the current grade for another year.

If a student is absent during the class day, he/she may not participate in any after-school program, including athletics, clubs, and other special activities scheduled for that evening.

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

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. 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 of 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Important routines and educational reviews occur at the conclusion of each learning day. Due to the disruption it causes to other students' learning, we request that parents refrain from signing out students during the 30 minutes prior to dismissal, between 2:30 - 3:00 pm. If a child must be picked up early, parents should plan to sign him/her out by 2:30 pm. Students will not be called from their classrooms after this time due to the

disruption.

## **Academic Information**

### ***Curriculum***

The Diocesan curriculum guidelines, consistent with North Carolina guidelines, are followed for the teaching of all secular subject areas. For a copy of the curriculum, please visit the Diocese of Raleigh website – <http://www.dioceseofraleigh.org/> . Curricular Pacing Guides for specific teachers and subject areas may also be accessed on RenWeb®.

### ***Grading Scale***

***A = 90 – 100***

***B = 80 – 89***

***C = 70 – 79***

***D = 60 – 69***

***F = 59 or below***

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

**Report Cards** are important tools for communication and accountability. A hard copy will be issued three times during the academic school year or approximately every twelve (12) weeks. In addition, **Progress Reports** are available on RenWeb at the midpoint of each grading period.

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

A fall Parent-Teacher-Student Conference Day is planned for Friday, October 9<sup>th</sup>. 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 School 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/faxed/scanned. **No records will be given to parents to transport to the new school.**

Students requiring records/transcripts/recommendations must make a request and submit necessary forms to Mrs. Stepnoski in the school office. **PLEASE ALLOW FIVE DAYS' PROCESSING TIME.** Completed forms will be sent via the U.S. Mail. Special handling may require parents to incur additional postal fees.

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

Students may be permitted to retake quizzes or a test to demonstrate mastery of skills and/or concepts.

Middle School students (Grades 6 - 8) may be given a **maximum of three quizzes or tests per day**. Middle School students may participate in exams at the conclusion of each trimester in major subject areas. Students in Grades 7 or 8 enrolled in Integrated Mathematics I may also be required to participate in the NC End-of-Grade exam offered for the course.

Each fall, the Iowa Test of Basic Skills (largely subject-area based) is given in Grades 3 through 8 at SJPII. The CogAT, an aptitude test, is administered to students in Grade 2 and Grade 5. Test results are shared with parents approximately six to eight weeks after the administration.

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

If a teacher believes that a student is not mastering the basic curriculum in any area, educational testing may be recommended to determine whether the student needs specialized instructional support. If desired, the school will provide recommendations for testing facilities. In order for the school to consider providing instructional support to any student, a complete diagnostic report, including complete educational testing scores must be submitted to the school office. The school will then evaluate the test results to determine what, if any, instructional support is needed by the student. If instructional support is recommended, the student's parents must sign a permission form before the student is given the recommended support. If the parents do not want the student to receive the support, they must sign a form to that effect.

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.

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

Advancement to the next grade in St. John Paul II School is based on a student's daily performance, 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 on 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 academically or emotionally for the next grade.

### ***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 extra-curricular 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 evening, with the potential exception of students in Grade 7 and 8 enrolled in advanced coursework.

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

## ***Sacramental Program***

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. John Paul II School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2 and Confirmation in Grade 8. In accordance with the Diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

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***

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity. All grades do not always have the same number of trips.
3. A field trip is a privilege and not a right. 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.
4. 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 48 hours after receipt of the permission slip.
5. 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 his/her permission slip home, you may have access to the permission slip online. Call the school for information in this situation.
6. **A telephone call will not be accepted in lieu of the proper field trip permission slip.**
7. 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.
8. Students who are participating in the field trip must ride the bus to and from the destination with their class. Students not on the bus may not participate in the field trip and will be counted absent.
9. All monies collected for the field trip are **non-refundable**.
10. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher /administration.
11. For safety purposes, parent chaperones may not be accompanied by a student's siblings.
12. Field trip transportation will be provided by a commercial bus service. For safety and liability reasons, SJPII avoids permitting parents to transport students on field trips.

13. Parents who are not official chaperones may not drive their car to a field trip destination with the plan of accompanying their child on the field trip.
14. 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.



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*Uniforms and Dress Code*

<b>BOYS</b>	<b>GIRLS</b>
<p><b>Pre-K</b>                      light blue polo (<b>embroidered logo</b>)                      Navy pants or shorts                      Belt                      White, navy or black socks (over ankle)</p>	<p><b>Pre-K</b>                      light blue polo (<b>embroidered logo</b>)                      Navy pants or skirt                      Navy polo dress (<b>embroidered logo</b>)                      Navy or white socks (over ankle) or tights                      Navy or white leggings w/matching socks</p>
<p><b>Kindergarten</b>                      Light blue polo (<b>embroidered logo</b>)                      Navy pants or shorts                      Belt                      White, navy or black socks (over ankle)</p>	<p><b>Kindergarten</b>                      Light blue polo (<b>embroidered logo</b>)                      Navy pants or skirt                      Navy polo dress (<b>embroidered logo</b>)                      Navy or white socks (over ankle) or tights                      Navy or white leggings w/matching socks</p>
<p><b>Grades 1 - 4</b>                      White oxford (<b>embroidered logo</b>) for Mass  <b>SJPII Striped Tie</b> – Velcro closure                      White &amp; maroon polo (long or short sleeve w/logo)                      Navy pants                      Navy shorts                      Belt                      Navy or black socks (over ankle)</p>	<p><b>Grades 1 - 4</b>                      White blouse - Peter Pan Collar (<b>SJPII logo</b>) for Mass                      Navy cross tie                      White &amp; maroon polo (long or short sleeve w/logo)                      Navy polo dress (<b>knee length w/embroidered logo</b>)                      SJPII Plaid Jumper                      Navy skirt                      Navy pants (winter only)                      Navy or white socks (over ankle) or tights                      Navy or white leggings w/matching socks</p>
<p><b>Grades 5 – 8</b>                      White oxford (<b>embroidered logo</b>) for Mass                      SJPII Striped Tie                      White &amp; maroon polo (long or short sleeve w/logo)                      Navy pants                      Navy shorts                      Belt                      Navy or black socks (over ankle)</p>	<p><b>Grades 5 – 8</b>                      White oxford - (<b>embroidered logo</b>) for Mass                      Navy cross tie                      White &amp; maroon polo (long or short sleeve w/logo)                      SJPII Plaid Skirt                      Navy Skirt                      Navy pants (winter only)                      Navy or white socks (over ankle) or tights                      Navy or white leggings w/matching socks</p>
<p><b>PHYS ED (PK-8)</b>                      PE shirt (<b>SJPII logo</b>)                      PE shorts (<b>SJPII logo</b>)                      Sweat shirt (<b>SJPII logo</b>)                      Sweat pants (<b>SJPII logo</b>)                      Navy, black or white socks                      (optional) Olympian jackets with SJPII logo                      (optional) Olympian pant with SJPII logo                      (optional) Grades 6-8: Eagle Sweatshirt</p>	<p><b>PHYS ED (PK-8)</b>                      PE shirt (<b>SJPII logo</b>)                      PE shorts (<b>SJPII logo</b>)                      Sweat shirt (<b>SJPII logo</b>)                      Sweat pants (<b>SJPII logo</b>)                      Navy or white socks                      (optional) Olympian jackets with SJPII logo                      (optional) Olympian pant with SJPII logo                      (optional) Grades 6-8: Eagle Sweatshirt</p>
<p><b>Outerwear (inside classroom)</b>                      Navy Boys cardigan sweater (<b>SJPII logo</b>)                      Navy Vest (<b>SJPII logo</b>)                      Navy V-neck sweater (<b>SJPII logo</b>)</p> <p>Grades 1-8 may wear Olympian jacket, fleece or sweatshirt <u>with SJPII logo</u> inside the classroom.                      Non-SJPII outerwear is permitted for recess only.</p> <p><b><u>Hooded sweaters/sweatshirts are not allowed.</u></b>  <i>Students may wear a hat during outside recess or PE. SJPII hats preferred but not required.</i></p>	<p><b>Outerwear (inside classroom)</b>                      Navy Girls cardigan sweater (<b>SJPII logo</b>)                      Navy Vest (<b>SJPII logo</b>)                      Navy V-neck sweater (<b>SJPII logo</b>)</p> <p>Grades 1-8 may wear Olympian jacket, fleece or sweatshirt <u>with SJPII logo</u> inside the classroom.                      Non-SJPII outerwear is permitted for recess only.</p> <p><b><u>Hooded sweaters/sweatshirts are not allowed.</u></b>  <i>Students may wear a hat during outside recess or PE. SJPII hats preferred but not required.</i></p>

## ***Uniform Guidelines***

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist (Pre-K and Kindergarten). Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be navy, brown, or black. **Skirts, skorts, and jumpers must be no shorter than 1 inch above the knee.**

**Solid** black, dark brown, or navy dress or athletic shoes (Mary Janes are acceptable) are required at all times except for P.E. classes. **No sandal, no open-back shoes, no boots or hi-top shoes, and no shoes with a heel over 1 inch (measured from the back exterior of the shoe) are permitted.** Shoes with laces must be tied at all times.

If a student chooses to wear outerwear inside the classroom, the item must be logoed, as listed under outerwear. Hooded sweaters or sweatshirts are not allowed. Students may wear a hat during outside recess or PE. SJPII hats are preferred.

During the winter months, girls may wear navy leggings or PE sweatpants under their uniform. Footed tights may be worn as a part of the winter uniform.

**All students** – hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, etc. must be in the hair, **not worn on wrists. Hair coloring and bleaching is not permitted.** No beads, feather extensions, or scarves should be worn in the hair.

No cosmetics, lip gloss, colored Chap Stick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear **one** pair of earrings not larger than a dime and without hoops. Boys may not wear earrings of any type. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

## **Uniform Infractions**

In the event of 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.**

## ***Sports***

A Medical Form – Interscholastic Sports must be completed for students participating in athletic clubs and/or teams. Form can be found on the Parent Page of our website or on RenWeb under resource documents. All

students participating in an athletic club or competitive sport must have a current Physical Form on file in the school office.

### *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 be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### *Parties/Classroom Snacks*

Students are permitted class parties under the discretion of the administration and teacher. These celebrations may include All Saints Day, Thanksgiving, Christmas, etc. Room parents may assist the classroom teacher with these parties. We request that parties be simple and treats be already prepared into individual servings. Parties will take place during the school day at the discretion of the classroom teacher. When providing classroom snacks/treats, parents should contact the homeroom teacher regarding any dietary restrictions and or allergies.

### *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 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, inappropriate books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, etc. that detract 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.**

### *Pictures*

Saint John Paul II Catholic School students may participate in activities in which there is an opportunity for your child(ren) to be photographed or videotaped. We may use these pictures in the newspaper, our website or other social media. **It is the parents' responsibility to notify the school in writing if you do not wish for us to use your child(ren's) image.**

### *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.

### ***Cheating***

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

### ***Detention***

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

### ***Suspension***

Students who are given an in-school suspension may be required to report to school each day and work with a substitute teacher paid for (\$80.00) by the suspended student's parents. 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 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 without prior permission from the Principal and the Pastor.

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

Saint John Paul II School provides 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 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.

Engagement in online blogs such as, but not limited to, Facebook, Twitter, Instagram etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

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

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

## *Title IX*

Saint 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.”

## *Child Abuse Laws*

Saint John Paul II School abides by the Child Abuse laws of North Carolina which mandate that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

## *Service Hours*

We believe parents are an integral and valued part of our school community. Therefore, each family is required to complete 25 service hours a year to support the various school projects. In carrying out this responsibility, we role model to our children through our actions the envisioned future we have for the next generation. Any hours unfulfilled by June 1 of each school year necessitate a conference with the principal and may be billed to the family.

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet. Depending on the nature of their contact with students, Safe Environment Training class and/or a Diocesan-mandated background check may be necessary.

**Sign-Up Procedures:** Our school appreciates support with lunches, recess oversight, and other events. The school office will seek volunteer support for these activities as needed. In addition, special event volunteer opportunities will be posted and/ or communicated to parents by the PTO Volunteer Coordinator throughout the school year. Parents are encouraged to sign up for as many activities as possible.

**Dependability:** The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and give notice of absence when commitment cannot be met.

**Sign-in Procedures:** Volunteers are required to sign-in and out in the visitor’s notebook when volunteering on campus. After completing any volunteer hours, parents may log these on RenWeb®. The honor system is our method of calculating hours, and we trust in each family’s integrity.

**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. Conversation 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.

## *Volunteers*

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet, depending on the nature of their contact with students, Safe Environment Training class and the Diocesan mandated background check may be necessary.

Volunteers must sign in and out upon visiting the school as well as indicate the purpose of your visit. This is used for security purposes as well as tracking your service hours.

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

### ***Home-School Communication***

In order to insure that all communication from school reaches home in a timely manner, Saint John Paul II School will implement a Weekly Mailer system. Each family will receive a Weekly Mailer every Wednesday. It is the responsibility of parents to read all enclosed materials. Envelopes should be signed and returned **each Thursday** with any returning documents. A replacement fee will be assessed if the weekly mailer is not returned.

The school administration, teachers, and staff will communicate with parents using various methods, including the school website, RenWeb®, and email. Please notify the school office if you do not have internet access. Official school-wide communications will also be sent using the PARENT ALERT ® phone system.

### ***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 must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are 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 school office accounts have been settled.**

### ***Office Records***

Parents/Guardians are requested to update via RenWeb any change of address, home telephone numbers, cell phone numbers, business phone numbers, student email, e-mail addresses and phone numbers of emergency contacts. This will insure that office records are complete and up-to-date.

### ***Telephone***

Permission to use the telephone must be obtained from the school secretary. Students must first obtain permission from their teacher. The office phone is a business phone, and students are permitted to use it only in 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.

### ***Emergency Drills***

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

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building quietly when signal is given.

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

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

### ***Crisis Plan***

Saint John Paul II School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated, and students will be moved to a central location onsite. 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 email and the Parent Alert® automated phone system.

### ***Lost and Found***

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity. 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 Saint 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 our website) must be on file in the office before any medication can be distributed to a student. This includes both prescription and non-prescription 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

All medication will be returned to parent/guardian at the end of the school year. A current order and prescription must be submitted to the office each school year.

### ***Asthma Policy***

Saint John Paul II School recognizes that asthma is a serious condition affecting many school children. We encourages 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.

#### ***1. Asthma Medication***

Immediate access to reliever inhalers is vital. 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 Medication.**

#### ***2. The School Environment***

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

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



Saint John Paul II School recognizes that life-threatening food allergies are a serious condition affecting many school children. 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(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

### ***1. Training***

In order to minimize the incidence of life-threatening allergic reactions, Saint John Paul II 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 with 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.

### ***2. Notifications***

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 to be aware of and allergens (food, materials, etc.) to avoid.

### ***3. 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 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 provided by the parent/guardian.

Tables will be cleansed with 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.

In the classroom, a “nut-free” table will be established and maintained as an option for students with peanut allergies.

#### ***4. School Field Trips***

The school will recommend the appropriateness of each field trip and 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 must accompany the student.

An adult’s cell phone will be available on the trip for emergency calls.

The adult carrying any medications will be identified and introduced to the student as well as the other chaperones.

#### ***Right to Amend***

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

TELECOMMUNICATIONS USE AGREEMENT  
*(Middle School Students will have an additional form to sign.)*  
*Adapted from NCEA's From the Chalkboard to the Chat room, 2001*

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

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. I will keep my computer work area clean and will not eat or drink while using computers.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
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 computer systems to harass other computer users or use inappropriate language in 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 hard drive limitations.

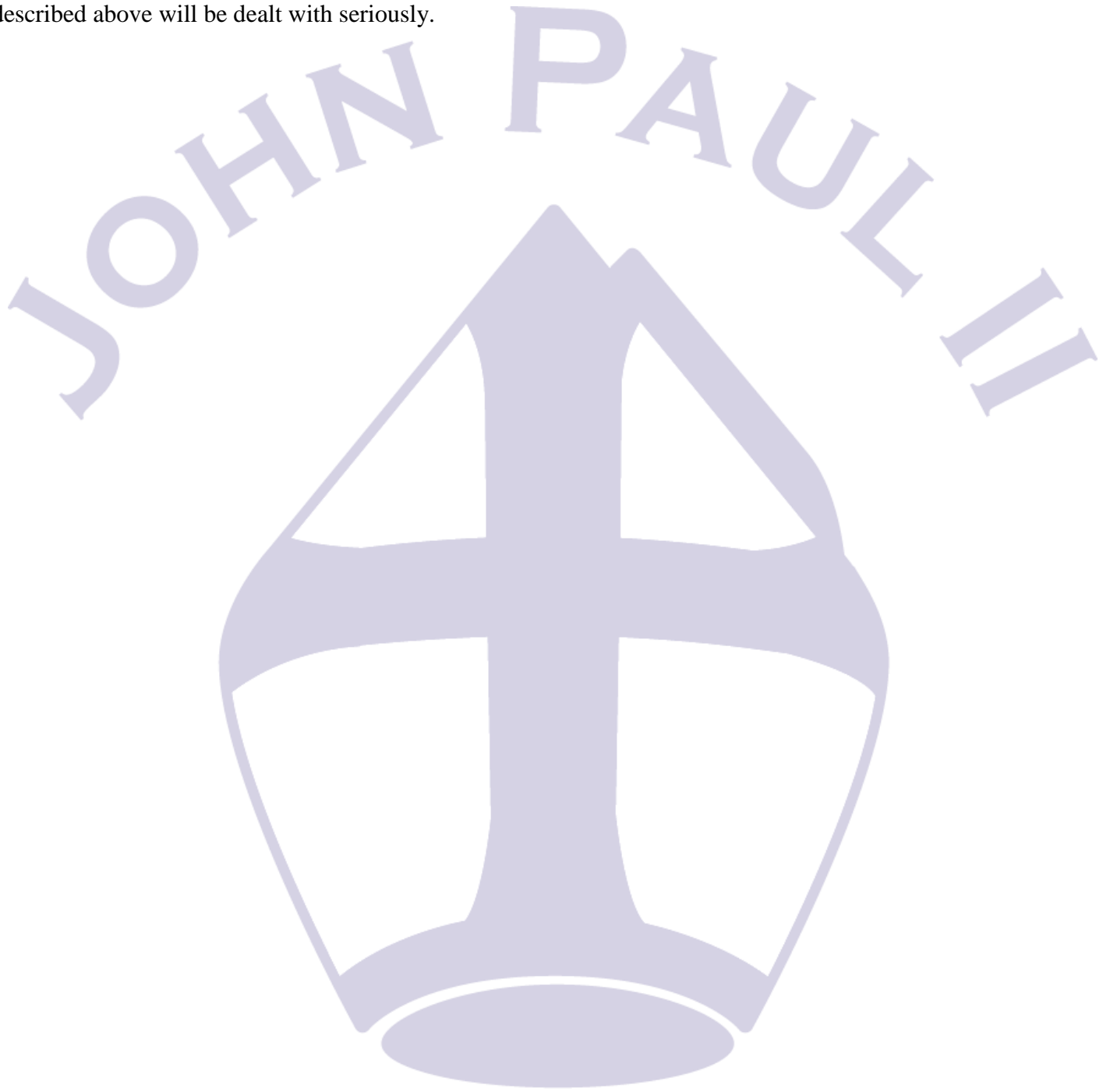
4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards or chat lines for personal use. 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 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. The use of the computer is a privilege, not a right, and 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 any 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 specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.



[www.JP2CatholicSchool.org](http://www.JP2CatholicSchool.org)

Family Signature Page (ONE PER FAMILY)

Please print Family Name \_\_\_\_\_

I have read the 2015/2016 SJPII Family Handbook and agree to follow the school policies and procedures as stated. Parents at all grade levels and students in Grades 4-8 are required to sign.

\_\_\_\_\_  
Parent signature    Date

\_\_\_\_\_  
Parent signature    Date

\_\_\_\_\_  
Student signature    Date

\_\_\_\_\_  
Student signature    Date

\_\_\_\_\_  
Student signature    Date

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Student signature    Date

\_\_\_\_\_  
Student signature    Date

***PLEASE RETURN SIGNED FORM BY MONDAY, AUGUST 24, 2015.***

[www.JP2CatholicSchool.org](http://www.JP2CatholicSchool.org)