



ST. JOHN PAUL II CATHOLIC SCHOOL



STUDENT/PARENT HANDBOOK 2015-16



**An Indiana Dept. of Ed. FOUR STAR SCHOOL
A Blue Ribbon School of Excellence
105 St. Paul Street, Sellersburg, Indiana 47172
812-246-3266 FAX 812-246-7632
office@stjohnpaulschool.org
www.stjohnpaulschool.org**

The mission of St. John Paul II Catholic School is to provide quality educational services and opportunities designed to nurture the spiritual and academic growth of the children committed to our care in a safe, happy and secure learning environment and serve as an extension of the family.

HOURS

Office Hours 7:00 a.m. to 3:30 p.m.
School Doors Open for Student Arrival 7:20a.m.
(Students Remain in Gym Until 7:45a.m.)
Student Hours 7:55a.m. to 2:40p.m.

Students entering the building in the morning between 7:20 and 7:45 should report to the gym. At 7:45 all students will be dismissed from the gym to his/her classroom to prepare and get organized for the school day. Any student that is not in his/her classroom organized and ready to begin class by 7:55 will be considered tardy and must report to the office to receive a Tardy Pass.

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ATTENDANCE

ABSENCES

Irregular school attendance hinders the student's progress and minimizes the benefit of the total school experience. Your child should come to school each day he/she is well. Parents are urged to make medical, dental and all other personal appointments for their children after school hours and on Saturdays and school holidays if possible. If a student is absent more than 20 days in a school year, retention is possibly indicated. If a child must be absent, parents must call the school office (246-3266) the morning of the absence by 8:30 a.m. Upon returning to school the child should present a written statement from the parent to the teacher explaining the absence.

SYMPTOM FREE

Students must be symptom free for 24 hours before returning to school. If your child has run a fever, has had vomiting or diarrhea within 24 hours they are to be kept home. This is for your child's benefit as well as to reduce spreading of illness to others.

REQUESTING ASSIGNMENTS FOR ABSENT STUDENTS

1. The parent is responsible for seeing that arrangements are made for the assignments to be picked up in the office after school.
2. A special effort is made by the teachers to supply assignments, etc. The absent student must complete the work and return it to the teacher.
3. Teachers are not expected to prepare work in advance of absent days. If teachers are given advanced notice, some work may be able to be prepared in advance, but work will remain upon the child's return.

LEAVING EARLY

Although not encouraged, we know that students sometimes have to leave the building during the school day. We ask that these procedures be followed:

1. The student must bring a note to school signed by the parent stating the reason for leaving early, the time the student will be leaving, and who will pick the student up.
2. The individual picking the child up must come to the office at the specified time to sign the child out and the student will be called from his/her room.
3. If an Aftercare child is doing something different from the regular schedule please send two notes, one for the teacher and one for Aftercare.
4. For the safety of the child, identification may be required before releasing the child.

BEHAVIOR

BEHAVIOR EXPECTATIONS

We, the faculty and staff, believe all students can behave appropriately during the school day and all school sponsored events. We wish to establish an atmosphere where students develop long term positive and productive behavior habits. In order to do this we must provide them with clear and explicit expectations and consequences. We encourage them to become more responsible for themselves by allowing them to make choices and decisions based upon known rules and consequences and accept the consequences of those actions. We strive to create an environment which fosters mutual respect and cooperation among students and adults.

Students are expected to display courteous, respectful, Christian behavior at all times. The following rules are general and are to be followed by all students. Teachers will have specific rules that apply to their classrooms. These rules and expectations will be explained and communicated to the children.

RULES

- Follow directions given by an adult the first time they are given.
- Be respectful to and accepting of others (no name-calling, teasing, profanity, or disrespectful language of any kind whether written, oral or electronically generated.)
- Keep hands feet and objects to yourself.
- Use equipment properly. Be respectful of school and church property.
- Be in proper uniform.
- Cheating is a form of stealing, and is not allowed.
- Report problems or emergencies to the teacher or other adult.
- No toys or electronic devices are allowed at school. (See Electronic Reader Agreement)
- Do not chew gum on school grounds.
- St. John Paul II Catholic School is a tobacco, drug, and alcohol free campus.

CONSEQUENCES

- Verbal Warning
- Written assignments of a beneficial nature
- Detention - During recess or before or after school hours
- Loss of classroom privileges (i.e. incentives, field trips, etc.)
- Student, parent, teacher and principal conference
- In school/out of school suspension by decision of teacher and principal
- Expulsion by the decision of the teacher, principal and pastor

The Threat Assessment Team will review and assess situations containing alleged threats.

A student may be receive consequences for engaging in unlawful activity on or off school grounds at any time if the activity is an interference with school purposes or is necessary to restore order or protect persons on school property.

When a student is sent to the principal for disciplinary consequences, it is regarded as a serious matter. There will be a record kept of the student's visit. Referrals to the principal may result in any or all of the following: conference with the student about the behavior, parent contact, consequences for behaviors.

The school reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

RESPECTING PERSONS

The good name, reputation and personal safety of each student, faculty and staff member is vitally important. In order to protect students, employees, and the school itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as a serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, blogging, images, pictures, etc. any individual found to have made or participated

with others in making any such remarks or actions will be subject to disciplinary action by the school. Also out of respect for others, students are not allowed to photograph or video tape other students or faculty and staff members without their written consent.

CHRISTIAN FORMATION

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

In response to the religious practices of some faiths, it is important to note that the school will retain the right to limit or prohibit the wearing of any item that is considered by the school to be a violation of school policy. The school reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

MASS

Parents are always welcome and encouraged to attend our weekly liturgies on Wednesdays at 8:30 A.M. They are a very special part of your child's Catholic School Education. The students must always be in uniform on "Mass Day". Please come and share in the spirituality of our children and the celebration of the Mass. To help us run things smoothly, we ask that the children remain with their class during Mass.

PERSONAL WITNESS

The personal witness of each priest and faculty and staff members is one of the most important factors creating a religious atmosphere for the students

SCRIPTURE

The bible is the most important book in each classroom. Its display and use, both for prayer and instruction should reflect that importance.

SACRAMENTS

EUCCHARIST: All students and teachers attend Mass each Wednesday at 8:30 a. m. They are an important part of your child's Catholic school education. All classes will have the opportunity to plan Masses with guidance from the teacher and priest to help learn about the elements of the Liturgy. Students must always be in uniform on "Mass Day". All are welcome to attend the Children's Liturgies. We do ask that children remain seated with their classmates.

First Holy Communion is celebrated at St. John Paul II in the spring of the second grade year for those who are ready and meet all requirements. Children make their First Eucharist at one Mass only and do not make First Communion twice. Baptismal certificates are submitted at the beginning of the school year in second grade, to receive these sacraments.

SACRAMENT OF RECONCILIATION: The children are given the opportunity for Reconciliation twice each school year and are encouraged to celebrate the Sacrament of Reconciliation with their families regularly. First Reconciliation is made in the first semester of the second grade year.

PARA-LITURGIES

In addition to the Eucharistic celebrations students will be involved in Ash Wednesday, Holy Week, and other special services. Advent Wreath ceremonies, Stations of the Cross, praying the Rosary, etc. are planned to enrich student faith experiences.

CLASSROOM PRAYERS

Each teacher prays with his/her students at the start and end of the day, before and after lunch, and throughout the day.

CHRISTIAN LIFESTYLE

SEASONS AND SYMBOLS OF THE CHURCH YEAR: The seasons of the Church year are explained to the children by means of visual displays, activities, and instruction. In particular, special attention is paid to devotions to the Blessed Mother during the months of October and May, and sacrifices during the Season of Lent.

DOCTRINE: Basic Catholic doctrine will be taught in keeping with the age level of the child.

MORAL VALUES: We hope to develop a person who proves his/her love for God and neighbor by his actions in everyday life.

SERVICE: Students are encouraged to join the altar servers and Children's Liturgy Cantors. Our students all participate in recycling. School wide service projects are held at Thanksgiving, during Catholic Schools Week, and Lent. Each class participates in an Outreach Challenge service project each year.

COMMUNICATION

ROLES:

Pastor: The pastor has the ultimate authority for all operations in the school. He delegates the administrative responsibilities of the school to the principal.

Principal: As the spiritual leader, the principal ensures strong Catholic Identity of the school. As the academic leader the principal ensures that the curriculum meets the standards of the Indiana Department of Education and the Archdiocese of Indianapolis. Other responsibilities include, but are not limited to, the operation of the school building, the hiring and supervision of faculty and staff, professional development and evaluation, establishment of educational programming and the management of student behavior.

School Commission: The school commission of St. John Paul II Catholic School is a group of lay persons who, as representative of their community are selected to participate in decision-making in the areas of planning, development, and marketing.

Parents: To assist the school in maintaining quality education, there must be effective communication between parents, students, teachers, and the administration. To help young people develop the self-control necessary to succeed to the best of their ability, adults are obligated to teach and give good example. Parents need to develop in their children good habits of behavior as well as proper attitudes toward school. To help children, all parents should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach and explain to children respect for law, for authority, for the rights of others, and for private and public property.

3. Talk with children about school programs, activities, and share an interest in pupil progress. Praise improvement demonstrated by the child on progress reports.
4. Insist on prompt and regular school attendance and comply with attendance rules and procedures.
5. Make every effort to attend individual and group parent-teacher conferences.
6. Arrange for a time and place for students to complete homework assignments.
7. Work with the school in a cooperative effort to carry out recommendations made in the best interest of the child.
8. Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action.
9. Explain and review periodically the Catholic-Christian behavior with the child.
10. Parents, who are Catholic, must be practicing Catholics; accept responsibility for their child/children's Sunday Mass Attendance; and live the Catholic values in the home.

Students: As a student, you attend school so that you develop your individual capabilities to their full potential. To accomplish this, you need to:

1. Make a sincere effort to do your best work.
2. Accept responsibility for your own actions.
3. Respect the rights of others.
4. Obey school rules and regulations.
5. Be regular and punctual in attending school and classes.
6. Observe the Dress Code, which is:
 - Neatness and cleanliness at all times
 - See Uniform Policy
 - Your attire needs to be modest and in good taste and appropriate for the classroom at all times
7. Help maintain school property and keep the school environment free from damage.
8. Recognize that the teacher takes the place of your parent in school.
9. Pray, think, and act as a Christian.

PARENT/SCHOOL COMMUNICATION

Open and frequent communication is a necessary component of the school-family relationship. Parents are urged to confer with their child's teacher on a regular basis especially if they receive notice of academic difficulties or conduct problems.

Parent/Teacher Conferences: Conferences are scheduled for all students during the week of October 21, 2015. Parents or teachers may request a conference at any time during the school year. These conferences must be scheduled to allow for preparation, availability of the staff, and to maximize the effectiveness of the meeting. Telephone calls, emails, and the exchange of notes are other ways of conferencing with your child's teacher.

Phone Contact: The school office is open from 7:00 a.m. to 3:30 p.m. If parents wish to contact a teacher, they may call the school office at 812-246-3266.

Email Contact: Teacher email addresses are available on the school website or from the teacher. **Do not email time sensitive information such as changes in schedule or pick up after school.** These changes are to be reported by sending a note with the child or calling the school office. Teachers are busy during the school day teaching and may not check their email until after school.

It should be noted that expectations of civility in communications are the same for email and notes as for face-to-face conversation. Respect for one another should be evident in tone and language as well as content. Unfortunately, email or notes do not convey tone and may cause the message to seem abrupt or confrontational when used in haste. Therefore issues of significant concern or problem solving are best left to a phone call or personal meeting.

Parental Concerns: Cooperation and communication between a parent and teacher is vital for the success of the child. Parents who have a concern should first bring the concern directly to the teacher through a phone call, or by scheduling a meeting with the teacher(s) involved. If a concern cannot be resolved successfully, parents are invited to make an appointment with the principal. Please afford us the opportunity to discuss the situation by scheduling an appointment when the proper amount of time can be given to the consideration of your concerns. Written communication must be signed to be acted upon.

Exit Interview: Parents withdrawing students are required to submit a written exit interview to the office. These parents may also be asked to speak with the principal and/or Pastor before records are forwarded to the school the child will be next attending.

Newsletter: A newsletter for parents is sent via email weekly by the school. It contains information on current happenings in the school featuring individual children, grade levels, or the total school. A hot lunch menu for the coming month is sent home with the "oldest" sibling. The newsletter, monthly calendar and lunch menu are also available on the school website.

SCHOOL CLOSINGS

In the event that it is necessary to close school or have a delayed opening or early closing, announcements will be broadcast on WDRB. For your convenience WDRB offers free text and email alerts of closings and delays. Sign up for alerts at WDRB.com. PLEASE NOTE: ST. JOHN PAUL II CATHOLIC SCHOOL WILL BE LISTED SEPARATELY AS CLOSED OR DELAYED. PLEASE LOOK FOR "ST. JOHN PAUL II CATHOLIC SCHOOL".

CURRICULUM and CO-CURRICULAR ACTIVITIES

CURRICULUM

The curriculum of St. John Paul II Catholic School meets or exceeds all guidelines set forth by the Indiana Department of Education and the Archdiocese of Indianapolis Office of Catholic Education and is fully accredited by the state of Indiana. The school offers a full academic program including religion, reading, spelling, handwriting (including cursive writing), writing, mathematics, science, social studies, technology, art, music, and physical education.

SPECIAL NEEDS

There may be instances in which a concern with a student's ability or progress is questioned. At that time the parent may approach the teacher, or the teacher approach the parent, to set an initial conference. A team consisting of the teacher, parent, principal and support teachers will develop a plan to address areas of concern and track progress on this plan. Open communication, continuous monitoring, and follow up conferences will be necessary to ensure proper tracking. If progress is made the plan will be adjusted to move further ahead academically. If progress is not made, the support team at St. John Paul II School will have the opportunity to meet with school psychologists and diagnosticians to look in depth at concerns and either develop new plans or refer students for psychoeducational testing. The testing process is conducted by licensed psychologists and diagnosticians employed by the Clark County Special Education Cooperative. Testing is completed within the school during normal school hours. Once testing is complete the psychologist along with the initial St. John Paul II School team of parent, teacher, principal and support teachers, will meet to discuss the results and develop a plan of action based on these results. As an extension of the family, and to provide quality education, the school of St. John Paul II will work with the child and parents for success whenever possible. Contact your child's teacher if you are concerned about your child's progress.

There are two licensed support teachers servicing St. John Paul II School. Both a Response To Intervention (RTI) teacher and Special Education teacher are on staff. The purpose of RTI is a multi-tier approach to the early identification and support of students with learning concerns. The RTI process begins with high quality instruction in support and additional to the general education classroom. Struggling learners are provided with interventions at increasing levels and intensity to accelerate their rate of learning. Progress is closely monitored to assess performance. The RTI teacher works closely with the Special Education teacher creating a well-integrated system of instruction guided by outcome data. The Special Education teacher works with students who have a wide range of learning, emotional, organization and social needs. This teacher adapts general education lessons and teaches various subjects such as reading, writing, and math in supplement to the core teaching in the general education classroom. The Special Education teacher develops Individualized Education Plans (IEP), implements IEPs, assesses and tracks student performance, teaches in various settings, as well as prepares students for transition from grade to grade. The Special Education teacher collaborates with teachers, assistants, psychologist, principal, and autism coordinator to supply the most appropriate strategies to allow a child to be successful.

RESPONSE TO INSTRUCTION

The St. John Paul II Catholic School Response to Instruction Program allows teachers to continually change and adapt their instruction to correspond with individual student needs. The program's intent is to ensure all students meet or exceed proficiency standards through a focus on effective instruction. Individualized or small group instruction facilitated by instructional assistants offer additional intensive instruction to students that are determined by the teacher to need this assistance. The additional lessons are created and supervised by the teacher.

FIELD TRIP INFORMATION

A field trip is a privilege afforded the student by the teacher and the school. No student has an absolute right to a field trip, therefore must be in good standing in conduct and academic classroom performance to participate. Due to liability concerns faculty and staff of St. John Paul II are called upon to supervise field trips.

KINDERGARTEN INFORMATION

Children who will be five years old by August 1 are eligible to register for Kindergarten that year. Physical examinations are required by the first day of school. St. John Paul II Catholic School proudly offers a full day program. This program offers your child a unique school experience for developing readiness skills and promoting healthy growth and development. Our Kindergarten curriculum is approved by the Department of Education and the Archdiocese. The children come to us at many different developmental levels. We provide academics, hands on activities and enrichment to prepare each child for 1st grade.

FIRST GRADE INFORMATION

First grade is such an important year in the life your child. We need your help to provide an excellent foundation for academic success in the future. Sight words, vocabulary words, and math facts must be practiced at home with your child on a regular basis. This repetition and reading nightly with your child, enables the children to proceed and builds self-esteem in reading and math. Please make this top priority on your already busy evening schedules. A list of the sight words will be maintained and communicated to you for follow up and reinforcement at home.

SECOND GRADE INFORMATION

Second grade is a year filled with both academic and spiritual growth. The students prepare for and take part in the Sacraments of Reconciliation and First Holy Communion. Addition and subtraction math facts are a crucial part of second grade. The students work hard at mastering them both at school and at home through various math fact games, flash cards, and daily timed tests. Second graders also work on their reading fluency and comprehension. The Accelerated Reader Program is utilized, encouraged, and incorporated weekly into the curriculum by the teachers. Students will also have nightly reading assignments to foster reading growth.

THIRD GRADE INFORMATION

Third grade is a very important year as students become more responsible and independent workers. Academically, they are challenged in many subjects. The students master multiplication facts, and begin more complicated operations with multiplication and division. The children develop good reading and writing skills and are well prepared for the IREAD3 and ISTEP tests they take in the spring. In Religion class they learn many facts about their Catholic faith. The third graders participate in a very special All Saints Day Mass. Grandparents are invited to share in this special liturgy.

FOURTH GRADE INFORMATION

Fourth graders will expand their knowledge of science by growing plants, looking at cells through a microscope, and building electrical circuits. Students will also learn how to analyze reading texts and infer from what they are reading across many different genres. In math, they will build on their skills of multiplication and learn how to divide, work with fractions, and measure angles. The students also learn about our Indiana History. They do an in depth study of a Famous Hoosier in which they create a Power Point presentation, a display board and an oral report. Fourth graders travel to Corydon to visit our state's first capital.

FIFTH GRADE INFORMATION

The fifth graders participate in many academic activities throughout the year. As part of their Language Arts studies, they focus on improving their reading by focusing on many comprehension strategies while reading a variety of novels throughout the year. They tie in many nonfiction articles, novels, and passages

throughout each novel unit. They also present a play during the spring. They expand their knowledge of the Solar System by doing projects and visiting the Planetarium. They also learn about the history of our nation and many aspects of the American Revolution. The fifth graders grow spiritually throughout the year by participating in activities such as the Seder Meal during Holy Week and helping their first grade faith friends.

6th GRADE IPADS

As part of our BYOD program, each sixth grade student is required to have an iPad in class every day. Use of the iPads will be integrated into our sixth grade curriculum and used as a resource tool for students. Students will use a variety of apps to enhance their learning in the classroom. The iPads will allow students to be more engaged in lessons, motivated about their learning, and will give them a way to connect and share their learning with their peers. By incorporating iPads into our curriculum, we hope to better prepare our students for the technology-rich world we live in today. Each student is responsible for his or her device. Students are expected to bring their iPad, fully charged, to school each day. While at school the device is to be used solely for school purposes instructed by the teacher(s). iPads and passwords should not be shared with other students.

***SIXTH GRADE INFORMATION**

1. A sixth grade graduation awards banquet will be held for the graduates. Parents and grandparents of sixth graders are welcome and encouraged to attend. This is a special event for graduates, parents and grandparents ONLY. It is planned, organized and conducted by the teachers and principal of the school. Students and their families are asked to refrain from wearing jeans or tennis shoes. Wearing business casual attire is part of the way we honor the graduates.
2. The graduation Mass and reception immediately after the Mass will be held on a separate date than the banquet in order to provide friends, siblings and other relatives an opportunity to share in this special event. Diplomas will be presented at the Mass. Cake and refreshments will be served at the reception by the 5th grade parents and students.
3. Sixth grade class colors will be presented at our annual May Crowning of the Blessed Virgin Mary. The students work throughout the year to earn their class colors. Parents are invited to attend, as well as other relatives. **Girls' dresses must be appropriate for this sacred occasion on the 1st Wednesday in May to honor Mary, Our Blessed Mother.** Shoes and dresses should be age appropriate for sixth graders. Girls' dresses must be pastel in color; white, ivory, yellow, pink, light blue, mint green, lavender. Dark or bright colors are not in keeping with the sacred tradition honoring Our Blessed Mother. Shoulders must be covered. Boys wear dark suits (jacket & pants) and ties with dress shirts along with dress shoes.
4. Graduation Mass - Girls may wear the same dress to both events, however any color is fine for the graduation Mass as long as it is age appropriate and shoulders are covered. Boys wear suits (jacket & pants) and ties with dress shirts along with dress shoes.
5. Activities specific to the 6th grade are the following:
6th Grade Overnight Retreat to CYO Camp Framasa, Banquet, Academic Olympics, Crowning of Our Blessed Mother/ Presentation of Class Colors, Graduation and Reception after Graduation.
6. Try outs for Academic Olympics will be held in the fall of the 6th grade year. All sixth graders are encouraged to try out for the team.

***THIS INFORMATION IS SUBJECT TO CHANGE PENDING THE POSSIBLE ADDITION OF 7TH/8TH GRADES.**

HALLOWEEN

St. John Paul II Catholic School has a Halloween costume parade and party for each class. This is a traditional event and we welcome parents, relatives and friends. Please monitor costumes very carefully for good taste and appropriateness. No revealing or frightening costumes are allowed.

FINANCES

TAX CREDIT SCHOLARSHIPS AND STATE VOUCHERS

The Tax Credit Scholarship Program allows students that meet family income criteria to be eligible for a \$500, \$1000 or \$1500 scholarship for tuition and fees. This scholarship allows the student to possibly be eligible for a State Voucher the following school year based on a separate set of income guidelines. There are several pathways to a State Voucher. All families receive information about Tax Credit Scholarships and State Vouchers when they register. All families are encouraged to check the income guidelines. We want all families to receive all of the scholarship dollars that the state allows. Applications are made through the school office. For more information about either program, please contact our principal, Karen Haas.

FUNDRAISERS

The income for our school comes from parish subsidy, tuition and fundraisers. Money raised from school fundraisers goes into the budget to cover expenses of the school. Fundraisers are a vital part of our St. John Paul II budget to keep tuition as low as possible. Through the years, we have always been blessed with many devoted, hard-working supportive parents. We must ask for your full support and cooperation in all of our fundraisers to continue to provide a high quality education at the current tuition level. St. John Paul II parents and students do a terrific job on our fundraisers. Your help and support is appreciated and expected to make our school a success. A fine quality St. John Paul II Catholic School education is the best investment any parent can make for their child. It is a gift that will remain with them throughout their lives. The Archdiocese does not allow soliciting money or goods on behalf of a Catholic school without approval and knowledge of the school administrator.

At present the following fundraisers help our school:

1. Reverse Raffle or "Non" Fundraiser Fee
2. Walk-A-Thon
3. Annual Springfest
4. Market Day
5. Box Tops for Education/Campbell Labels
6. Spirit Wear

FEES

The following fees are included in the cost of tuition. These fees are non-refundable.

Textbook Fee: \$400

Fee in Lieu of the Fall Fundraiser: \$150 (Included in years that no Reverse Raffle is hosted.)

The Athletic Fee is non-refundable if a student withdraws after the school year begins. It is refunded at the end of the school year if a student does not register for any sport.

A \$15 NSF fee is assessed on payments made to the school that are returned.

TUITION ASSISTANCE

Tuition Assistance beyond the Tax Credit Scholarship and State Vouchers is available through the St. John Paul II parish. Please contact the school office for an application.

TUITION AND FEES 2015-16

Early Application and Technology Fee for the 2016-17 school year is \$175.00 per student. The fee is Non-Refundable & Due By February 4, 2016. After February 4, 2016 the fee is \$200.

TUITION, BOOK, NON-FUNDRAISER and a \$75 per child ATHLETIC FEES

PARISHIONER	One child	\$4791	NON-PARISHIONER	One child	\$6437
	Two	\$7316		Two	\$9085
	Three	\$9687		Three	\$11,445
	Four	\$12,756		Four	\$15,355

There are three payment options for tuition:

- *Tuition may be paid in full by July 12, 2015.
- *Tuition may be paid in two installments due July 12, 2015 and January 12, 2015.
- Tuition may be paid in 12 monthly payments beginning in July. Payments are due on the 5th or the 20th through the FACTS payment plan.

***If annual or bi-annual payments are not received by the due date, a \$30 late fee will be assessed. In cases where tuition is divided among parents St. John Paul II School maintains that the parent enrolling the child is responsible for the tuition. St. John Paul II School will not maintain 2 separate payment accounts for a student unless FACTS is chosen as the method of payment.**

Tuition must be paid on a regular basis to continue enrollment at St. John Paul II. All fees must be paid, from the preceding school year, before the summer registration date for the next school year, to enroll students for the new school year. **Any exceptions to the above stated payment policy must be approved by the Parish Business Office.**

Parishioner status is checked 4 times each year on a quarterly basis, **based on the use of church envelopes in the collection basket.** If insufficient use of church envelopes is shown the non-parishioner rate will apply.

DELINQUENT ACCOUNTS

If an account becomes delinquent St. John Paul II Catholic School has the right to:

Withhold the student's report card and/or records.

Turn the account over to an attorney for professional collection.

REFUND POLICY

Tuition is refunded on a quarterly basis. If a student attends class for any length of time during a quarter, full tuition for that quarter will be charged. The \$400 book fee, \$150 Non-fundraiser, and \$75 Athletic Fees are non-refundable if a student withdraws.

VOLUNTEERS

Parents are an integral part of the St. John Paul II program to help the staff accomplish the education goals for the year. All jobs done by volunteers also help to keep the operating costs of the school down. Specific needs exist for which parents can volunteer, such as lunchroom & recess supervision, preparing games and materials, putting up bulletin boards, listening to children read, and working with reading groups. Younger siblings, for liability reasons, should not accompany the parent volunteer. When volunteering or visiting school between please park in the back row of the Activity Building parking lot. Be sure to sign in at the office when arriving and departing. Room parents are asked to call the classroom teacher before parties, to discuss plans. Request for collection of money to purchase gifts for the teachers, assistants, or others must be approved by the principal in advance. Notes going home to parents must be approved by the principal.

GENERAL POLICIES

ANTI-BULLYING

"Do to others whatever you would have them do to you. This is the law and the prophets." Matthew 7:12

St. John Paul II Catholic School strives to provide a safe positive learning environment for each student. Students and adults at St. John Paul II Catholic School learn and work in a Catholic Christian setting where each person is to be treated with kindness and respect. The foundation of creating this environment is rooted in our Christian teachings of the Ten Commandments and the Beatitudes. We recognize bullying as any word (written, oral, or electronic), sign or act that inflicts, threatens to inflict physical or emotional injury upon another person's body, feelings or possessions.

Students are encouraged to:

- Include everyone and not exclude fellow students in recess, lunchtime or class-time activities
- Be sensitive to the feelings and self-esteem of others.
- Promote the well-being of others. Speak only kind words to and about others.
- Respect the personal space and belongings of others.

Consequences:

If a student chooses not to act responsibly and respectfully according to the expectations above, consequences will be issued. Depending on the seriousness of the offense and the age of the student, consequences applied by the school may vary. All incidences of bullying are to be documented by the teacher and reported to the principal. Consequences may include discussion with the teacher, principal, or pastor, parent notification from the teacher or principal, recess detention, loss of school privileges (special activities, assemblies, field trips, etc.), in-school suspension, out-of-school suspension, and/or required counselor visits, and expulsion.

CONTINUOUS ENROLLMENT

Acceptance of the registration fee does not guarantee admission for the upcoming school year. The students' academic achievements, behavior, attendance, and willingness to accept the school's mission and philosophy are all factors in continued enrollment. In addition, all tuition and fees from the previous year must be up-to-date. Students who have been asked to leave will not be readmitted unless the principal makes an exception due to extraordinary circumstances.

DRUG/ALCOHOL

A student in possession of or under the influence of drugs or alcohol will be immediately taken to the office. The principal or a teacher and a witness will search the student's desk and other possessions. Any substance found will be confiscated. Parents will be notified. A meeting between the parents, principal, and pastor will be arranged and an appropriate course of action will be determined. This may include mandatory counseling, disciplinary action, and contacting authorities.

ELECTRONIC READING DEVICES

Students are allowed to bring electronic devices to school for the sole purpose of reading. Accessing the internet on a personal device is not allowed. Please See Appendix C. (6th graders using iPads will receive separate guidelines and use agreements.)

ENROLLMENT

Through God's grace and the dedication of many, St. John Paul II Catholic School is thriving. The school enrollment has tripled since 1991. A few years ago, a priority list became a necessity due to our limited space. Many dedicated parents and others, through the years, have labored zealously and sacrificed substantially to keep our doors open. We can never forget that we are reaping a harvest that others in great measure have sown. We rejoice that others will enjoy what we have planted.

Priorities for family enrollment at St. John Paul II Catholic School:

1. St. John Paul II Catholic Church parishioners with children or siblings previously or presently enrolled.
2. All other siblings of students presently enrolled.
3. St. John Paul II Catholic Church parishioners in order membership was received and dated.
4. St. Michael's parishioners.
5. All other Catholics
6. Non-Catholics

To be considered a parishioner, for school tuition purposes, one must maintain regular attendance at Mass as a contributing, active member. **St. John Paul II Catholic Church subsidizes the cost of a Catholic Education for our children by making substantial contributions to the school budget. In order to continue doing so, the church has the expectation for regular use of church envelopes at Mass in order to continue offering the parishioner rate.** If insufficient evidence of parishioner status exists when monitored, the non-parishioner rate will apply. The finance committee monitors attendance on a quarterly basis. The amount of money donated is not at issue. Every possible effort will be made to accept parishioner families into our school.

INVITATIONS AT SCHOOL

Students are only allowed to bring personal party invitations to school to be distributed to their classmates if every student in the class receives an invitation. The only exception to this policy is if a boy wants to hand out invitations to only the boys in the class, or a girl only the girls. Invitations brought to school to be distributed must be given to the teacher for him/her to distribute as part of the "mail" procedure in the classroom.

PERSONAL PROPERTY

We strongly discourage students from bringing personal property to school. St. John Paul II Catholic School will not be held responsible for the loss or damage of personal property. Cell phones brought to school may not be used during school hours and must be kept off in the student's backpack. Cell phones that are seen or go off during the school day will be taken to the office and returned at the end of the day. Repeated problems with this issue will be dealt with on an individual basis.

ACCELERATED READER CODE OF CONDUCT

The purpose of the Accelerated Reader program is to encourage reading and improve reading and comprehension skills. With this in mind, students are expected to follow these rules:

- Students can only take tests on books they have read (or for younger students that an adult has read with them)
- Students are not to take a test on a book unless they have read the book.
- Students are not to use Cliff notes, comic books, videos, movies, or abridged versions of the book in place of the book.
- Students are not to take tests for other students.
- Students are not to discuss Reading Counts questions or answers with anyone.

Consequences:

- The test or tests involved in a code of conduct break will receive a score of 0. Students will lose all points accumulated.
- Students can continue to take tests without accumulating points or prizes.
- Teachers and/or the principal may impose additional consequences.

RIGHT TO AMEND

St. John Paul II Catholic School reserves the right to amend this handbook. Notice of changes will be sent to parents via written communication.

SEARCH

St. John Paul II Catholic School reserves the right to have a student empty the contents of a purse, pocket, backpack or gym bag, etc. if deemed necessary for reasons to include, but not limited to an illegal substance, weapon or theft is suspected. Such searches will be done in the presence of the principal or a teacher and another staff member. Refusal to cooperate with a request of this nature may result in the school contacting authorities. Any searches or seizures will be conducted in accordance with Archdiocese of Indianapolis Office of Catholic Education guidelines. These searches do not require prior notification to students or parents.

SECLUSION & RESTRAINT

St. John Paul II Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. Parents can access a full copy of our school's plan by request in the school office.

SNACKS

We request that candy or other snacks high in sugar, not be sent with the children as they are not conducive to a healthy diet and the most efficient learning environment in the classroom. Class snack times are early in the morning or in the afternoon so they do not interfere with eating a healthy lunch. Please keep this in mind if bringing in treats for birthdays and call to arrange a time with the child's teacher one week in advance. Treats for birthdays or special occasions must be purchased from a store and in the original packaging. Homemade treats are not allowed at school to be shared with classmates. Bottled water, pre-packaged juice boxes or individual cartons of milk are allowed. Certain restrictions may be included for class-wide treats for classes that include a student with serious food allergies.

STUDENT PLACEMENT PARENT INPUT

Teachers are professionals that are able to balance classes and the individual needs of students when creating class lists for the following school year. If a parent would like to submit input for the teachers to consider that involves a specific teaching style or learning environment that they feel is particularly suited for their child they need to do this in writing by the last Friday of April. The teachers will include this along with their professional assessments when assigning students. (See Appendix A.)

TRANSFERS

Parents of students wishing to transfer to St. John Paul II Catholic School must first contact the school office to arrange a time to receive introductory materials about the school and a tour of the facilities. If the family wishes to pursue the transfer after the tour, the parents will need to arrange an interview with the principal. Report cards, transcripts, and standardized test scores must be submitted to the principal prior to the interview. The student's previous school will be contacted for a recommendation. After the interview an admissions committee will determine if a transfer is in the best interest of both the student and the school. Students must be eligible in their previous school for the grade in which they are requesting to be placed in at St. John Paul II Catholic School. Transfer students must be in good academic and behavioral standing with their previous school to be considered for admission to St. John Paul II Catholic School. **All transfer students are admitted on a probationary basis. Academic, behavioral and attendance records will be reviewed by the administration at the end of the first semester and at the end of the year. At these times a determination will be made concerning the probationary status of the student's enrollment.** (For a copy of the complete Admissions Policy please contact the school office.)

Parents of students transferring to another school from St. John Paul II Catholic School are required to notify the school of the transfer and to provide a release of information for a transcript of records. Records will be forwarded when an Exit Interview is completed by the parents, and all outstanding bills are paid in full.

WEAPONS

In order to provide a safe environment, the possession of firearms, weapons and replicas of weapons are forbidden on the school premises. Weapons are defined as articles or substances that could harm persons. The term "weapon" includes look-a-like or replica weapons which could harm or intimidate persons. Failure to comply with this policy will result in disciplinary action by the school and civil authorities.

GRADES/REPORTS

REPORTING STUDENT PROGRESS

Formal reports of grades are prepared for parents at the end of each quarter and progress reports at mid-quarter. Parents are notified via email that the report is ready for viewing on the Jupiter website. The grade reporting system provided by the Archdiocese of Indianapolis Office of Catholic Education is used.

Grades are based on daily assignments, tests and participation. Music, P.E., and Computer classes are graded "S" and "U". Grades 4-6 maintain All "A" and "A&B" Honor Rolls. These are published at the end of each quarter.

GRADING SCALE

Archdiocese of Indianapolis Grading Scale:

A=95-100

B=86-94

C=76-85

D=70-75

F=69 or Below

HEALTH

CHILD ABUSE/NEGLECT

Indiana law requires that any individual who has reason to believe that a child is a victim of child abuse or neglect must report immediately to:

1. The local child protection service, or
2. A local law enforcement agency.

It is a felony not to make such a report. The reporting person is given legal immunity for making the report. Child abuse under the law includes the following:

1. Failure to provide a child with necessary food, shelter, or medical care so as to cause physical or mental condition to be seriously impaired
2. Causing physical injury
3. Sexual abuse of a child
4. Allowing a child to endanger her or his own health or safety or the health or safety of another.

In addition, if the reporting person is on the staff of a school, medical facility, or other agency, that person must immediately notify the individual in charge. The following points are noteworthy about the reporting law:

1. This reporting law applies to all persons without exception
2. Even if there is no evidence legally admissible in court, one must nevertheless make a report if there is *reason to believe* that abuse has occurred. "Reason to believe" means evidence that, if presented to individuals of similar background and training, would cause those individuals to believe that the child was abused or neglected.

FIRST AID

St. John Paul II Catholic School does not have a school nurse or nurse's office. All classrooms and the school office have first aid kits. School personnel will instruct students to clean minor injuries with soap and water and will place an adhesive bandage if necessary. Ice will be given to students that have injury that indicates it. Parents will be notified of anything more than a minor injury. School staff may also take a child's temperature to help determine if a child's parent needs to be called if he or she is not feeling well.

IMMUNIZATIONS

All students must be up-to-date on immunizations to attend school. Documentation must be provided by the first day of school. Students are allowed to attend without the requisite immunization for a 20 day "grace" period, during which time the student should obtain the immunization(s). Please check our website for a list of immunization requirements. To document immunization we must have a statement with the student's name, date of birth, the vaccine given and date (month/day/year) of each required immunization and the signature of a medical provider.

LICE

At any time during the school year the designated school staff may inspect any student for head lice. If nits or lice are identified the parent will be called to pick up the student. It is the parent's responsibility to provide treatment to the student as well as manage the student's environment. After treatment has been completed and all nits removed the student should be accompanied by the parent to the school and remain until the child is rechecked by school staff to be cleared to return to class. The student will be rechecked as deemed necessary by the school.

MEDICATIONS

The Archdiocese of Indianapolis recognizes that parents (guardians) have the primary responsibility for the health of their children. Although it is strongly recommended that medication be given in the home, the health of some children may require that they take medication or receive other medical care while in the care of St. John Paul II Catholic School.

Parents have a responsibility to confer with their physician to arrange medication intervals to avoid administration of medication outside the home whenever possible. When medication absolutely must be given at other times outside the home, parents shall provide explicit written instructions including instructions as necessary from their physician regarding the need for prescription medication or specific medical care.

Parents shall also provide written permission for non-medically trained school personnel to oversee the self-administration of medication or necessary routine medical care by the child depending upon the age and capability of the child.

Medical circumstances requiring the direct measuring and/or administration of medications, injections, blood tests, observation of symptoms, specific emergency responses and/or direct administration of medicine by non-medically trained staff personnel shall be handled on a case-by-case basis according to a specific health care plan developed and signed by a physician and kept on file for the child. In some cases, it may be necessary to preclude a child from enrollment in a school if appropriate medical care cannot be provided by non-medical staff.

Administrative Rules:

1. School age children are not permitted to carry prescription or non-prescription medications on their persons except inhalers.

1a. Children are generally permitted to possess inhalers for asthma and other respiratory conditions and to self-administer the prescribed medication as necessary provided the following conditions are met:

*A written request is received from the parent documenting the order of a physician.

*A statement from the parent acknowledging that the school or parish is not responsible for ensuring the medication is taken and relieving the school and parish and its employees of responsibility for the benefits or consequences of the child using or not using the prescribed medication.

*A written statement from the physician stating: Name of child, name of inhaled drug, dosage, times medication is to be taken, date & length of time medication is prescribed, reason medication is needed, potential serious reaction or side effects of medication, and if child is qualified and able to self-administer the medication.

*The child shall be made aware that the inhaler is intended for his/her use only and may not be shared with others.

*The student shall notify an adult before each use of an inhaler in case follow-up response is needed.

2. All prescription or non-prescription medication to be administered during school must be delivered by the parent directly to the school office. Likewise medication may only be sent home with the parent.

3. All medication must be sent in the original pharmaceutically dispensed and labeled container with instructions for administration.

4. The medication shall also be accompanied by written permission from the parent allowing non-medical staff to oversee administration of the specific medication. Please call the office to receive a copy of this required form.

5. The school will not stock and/or dispense non-prescription medications to children other than those provided by the parents.

6. Treatment with a non-prescription drug on a daily basis over a prolonged period of time should not be continued without a required medical evaluation and written instructions for continuance of treatment by a physician (i.e. taking an aspirin for a headache every day for a month).

7. Students will generally be responsible for reporting to the office at the times medication is to be given.

8. Parent of children with chronic conditions requiring specific treatment or possible emergency responses, shall annually file a health care plan (i.e., allergy, diabetes or asthma action plans, etc.) with the school that has been approved by a physician. If the plan requires non-medical staff to take specific medical actions (i.e., observing for specific symptoms, performing blood glucose tests, giving regular measured medications or injections, calibrating dosages on insulin pumps, etc.) the parents may be asked to come to the school to administer the medical treatment.

9. There may be severe cases in which the administrators may feel that she cannot ensure the appropriate care for the child, especially when no medically trained person is available. In these cases, the parent may be asked to be present or provide appropriate help to administer the medicine or medical care as needed.

SCREENINGS

Students in Grades K, 1, and 4 will be given speech/hearing screening tests. Vision screenings are administered in Grades K, 3, and 5. Parents will be notified if the screenings indicate that further testing is needed.

INSTRUCTIONAL PROGRAMS

COMPUTERS

St. John Paul II Catholic School computer classes will be using the NETS Standards for student instruction. These standards will help students better understand how to use the computer both effectively and creatively. Students will be engaged in critical thinking and problem solving as well as learning skills to help them with their future education such as keyboarding, Power Point, etc. A student must have an internet permission form signed by them and a parent on file before they are allowed access to the internet.

LIBRARY

Children in grades 2-6 enjoy their weekly visits to the library. Library books are checked out for one week intervals. A child must return the book they have checked out before being allowed to check out another book. In the event a book is lost or damaged a fee will be assessed to cover the cost of replacing the book. The fee will be the cost of replacement for a book with a copyright of five years or newer. If the book damaged or lost is more than five years old the fee will be \$5.

MUSIC

Music in school is both a body of knowledge and a sequence of activities that provide a wide variety of experiences. These experiences prepare students to be enlightened music listeners as well as performers. The St. John Paul II Catholic School music program includes the instruction of many concepts and varied activities including: recognizing and performing fast, slow, loud and soft music, learning to sing on pitch, identifying instruments of the orchestra, American music history, women in music, creative movement, music theory, hand chime and recorder techniques and performances. Grade specific Indiana Standards are woven throughout each lesson.

P.E.

The goal of the St. John Paul II Catholic School P.E. program is to provide fitness and wellness education in a manner that provides maximum participation for each child while covering the Indiana Standards.

Students are required to wear athletic shoes to participate. If skirts, dresses or jumpers are worn, leggings or tights must be worn underneath. If a student is unable to participate in P.E. for one class a note from a parent is required. If a student needs to miss more than one class a note from a physician is required.

SPANISH

Students participate in an original curriculum that supports and is aligned with Indiana State Standards and the National Foreign Language Standards. This instruction is proficiency-oriented. This means that there is a greater focus on meaningful communication than on grammatical structure. Students are encouraged first to understand and then to produce in the language. Throughout a lesson, students and teachers use the target language as much as possible. Although the course focuses principally on vocabulary acquisition, basic grammar principles are intuitively grasped through the story, games, activities, and assessments.

Students engage in language learning in a rewarding, low-stress environment; get comfortable with the sounds and rhythms of Spanish; comprehend vocabulary words; begin to read, write, speak and listen for meaning in Spanish; give simple performances (e.g. songs, stories, etc.) in Spanish; and recognize distinctive practices and products of various Spanish-speaking countries. Each subsequent school year, staff will build on the previous year's curriculum adding greater detail, rigor, and breadth.

LUNCH

LUNCH PRICES

Hot Lunch with Milk = \$3.25 Daily

Additional Entrée = \$1.25

Reduced Lunch with Milk = \$0.40 Daily

Milk Only = \$0.35 Daily

St. John Paul II Catholic School participates in the Federal Hot Lunch Program. Please read the information in your Back to School packet on reduced and free lunches. If you qualify, send the form back to school. The process is very simple and confidential. This program is a great savings for families that qualify. In addition, an accurate reporting of those eligible for Free or Reduced Lunches results in an accurate amount of Title I funding for our school.

LUNCH MENU and ENTRÉE CHOICES

A paper copy of the lunch menu for the month is sent home with the oldest child in the family each month. In addition to the entrée listed on the lunch menu, a chicken patty sandwich will be available each day. If a child would rather have the chicken patty sandwich instead of the entrée listed, he or she should report that to his or her teacher in the morning when lunch count is taken. We also offer the option to purchase an additional entrée. If a child would like a double entrée for lunch (for example a double order of chicken nuggets), he or she should report that to his or her teacher in the morning. The child's account will be charged an additional \$1.25 for the additional entrée. Entrees cannot be purchased ala carte. They can only be purchased in addition to a complete hot lunch.

E-trition CAFETERIA PROGRAM

Student lunch accounts are managed by the e-trition cafeteria system. It is a debit account (**not a credit account**). A parent deposits money into the account (a minimum of \$20 to open the account) and then the student/s purchase lunch or milk. Payment reminders will be sent home on Fridays when accounts fall below \$20.

EZSchoolPay.com ACCOUNT MANAGEMENT

EZSchoolPay is a lunch account management system that allows parents to view cafeteria accounts online for free.

LUNCHTIME BEHAVIOR EXPECTATIONS: BE A LUNCH "CHAMP"

CONVERSATION:

- Talk quietly while waiting patiently in line.
- Talk with peers sitting directly next to you in a normal talking volume level.
- If a table is too noisy that table will receive a "red strip". That table will have one minute of quiet time.
- If a table receives a second "red strip", that table will remain quiet for the remainder of their time in the lunch room.
- Individual students may receive "red strips" for inappropriate behavior. This will be documented and the classroom teacher will be notified. Consequences specific to that grade level will apply.

HELP:

- If you need help with something, raise your hand and wait for adult assistance.

ACTIVITY and MOVEMENT:

- Show respect to adults and students
- Wait to be acknowledged at the computer while your account is charged.
- Get additional food items from the topping bar **before** going to your seat.
- Raise your hand to signal that you need an adult.
- Throw away garbage and return trays and silverware at the designated clean up time.
- Do not take food or drink out of the cafeteria.
- Fast food lunches and soft drinks are not allowed.

PARTICIPATION

- Use your best manners at all times.
- Remain in your seat.
- Eat your own lunch.
- Talk quietly with the peers close to you.
- Clean up your area.

PLAYGROUND BEHAVIOR EXPECTATIONS AND RULES: BE A PLAYGROUND "CHAMP"

CHRISTIAN ATTITUDE

- Show respect to playground supervisors and students.
- Demonstrate fair play, courtesy, and respect for the rights and feelings of others.

HELP

- If you need help with something, talk to the playground supervisor. He or she will help you resolve the issue in a timely manner without using instructional time.
- If you need to enter the building, ask the permission of the playground supervisor.

ACTIVITY and MOVEMENT

- Play only in the areas designated for your grade. Do not leave the playground area.
- Activities that involve pushing, pulling, tackling, wrestling, or hitting are not allowed.
- Only use playground equipment provided by the school. Use this equipment properly.
- Throwing objects such as rocks, mulch, snow, etc., is not allowed.
- When recess ends each class must return all playground equipment to the equipment bag. Equipment left behind will be taken to the office.

PARTICIPATION

- Participate in activity each day for good health and fitness.
- No food or drink is allowed on the playground. It is a place for activity.
- To ensure more room for safe activity place lunchboxes, jackets, and other items against the black rail by the steps.
- Unused playground equipment should be returned to the equipment bag. Not storing it properly can cause injury.

SAFETY

EMERGENCY DRILLS

In accordance with state laws and St. John Paul II Catholic School Safety Plan, classes at our school will discuss emergencies and will participate in periodic safety drills. The purpose of each drill is to teach the children to respond quickly and safely in the event of an emergency. Emergency kits are in each classroom. **Fire** drills are held monthly and teach the children how to evacuate the building in a rapid, orderly and safe manner.

Tornado drills will be scheduled once each semester. Students are taught to take shelter in a structurally sound location in the building.

"Man-Made" Occurrence drills are also scheduled once each semester. Students and teachers practice responding to different emergency situations.

SECURITY/VISITORS

In an effort to maximize the safety of our school community, school entrances will remain locked for the entire day once classes have begun in the morning. All visitors, including parents, arriving at school to pick up a child or any other reason are required to proceed to the door of the original school building that faces the courtyard between the two buildings. There is a call box located to the right of the B1 doors. Visitors are to "buzz" the office and identify themselves. The office staff will monitor the visitors and grant entrance into the building.

All visitors are required to sign in and out in the school office. If you need to get an item or message to your child/children, please contact or come to the office rather than going to the classroom. School personnel will deliver the item or message to your child/children. Please remember that the office closes at 3:30 p.m.

SAFE AND SACRED

In compliance with Archdiocesan policy, all paid faculty and staff, youth ministers, volunteers, field trip chaperones, coaches, and other adults who work with children, are required to complete Safe and Sacred Training, a forty-five minute on-line program designed to assist adults in protecting all children from harm, particularly from sexual predators. The training module is available at safeandsacred-archindy.org. Please contact the school if you have any questions.

SPORTS

St. John Paul II Catholic School is a part of the St. John Paul II Catholic Church ministry sports program. This is part of the New Albany Deanery Sports programs. St. John Paul II fields teams in K-2 flag football, soccer, basketball, cheerleading, track, volleyball and golf. St. John Paul II students may also participate in Deanery football, tennis, swimming, and cross-country.

STUDENT ATHLETE EXPECTATIONS

1. St. John Paul II Catholic School students must maintain an A or B in conduct and no academic D's or F's to play or participate. Academic individual needs of children with learning disabilities will be given consideration with involvement in sports. However, good effort in the classroom is necessary from all students to participate.
2. **Students absent from school for any part of the day will not participate in sports or other extra-curricular activities (on that day.)**
3. Sports participation by a student may be temporarily suspended due to classroom performance or conduct that is far below expectations. This is at the discretion of the teacher and principal in communication with the parents, and coaches.
4. Students showing unsportsmanlike behavior will be suspended from the team or group.
5. Every child should be given an opportunity to play or participate.
6. Practice participation determines playing time. This is a rule that will supersede the Deanery rule that a "B" player is to play in at least one quarter.

PARENT EXPECTATIONS:

1. Parent conduct and support is also important. Parents will conduct themselves in a Christian manner. Anything to the contrary can subject a spectator to suspension from the event or a player to suspension from the team.
2. Parents are also **required to assist with sports activities**. If your child plays sports for St. John Paul II the parents will be required to work admissions, concessions, clean-up, etc. If a parent does not work his or her designated time a \$25 fee will be assessed. This fee must be paid for the student to continue participating. (See Appendix B.)
3. A **\$75.00** athletic fee per athlete (not per sport) is required to help to cover the athletic expenses (uniforms, basketballs, volleyballs, equipment and awards) These fees also are used to pay the fees assessed by the Deanery for our teams to participate. The athletic fee does not cover all of the expenses for the athletic program that is why we request assistance with concessions, admissions and other volunteer activities. If a child does not participate in any athletic program the fee will be refunded at the end of the school year.
4. Physicals and medical consent forms are required for each child to participate in sports. Physicals and medical consent form cannot be older than one year. Once a year has passed, a new physical and consent form are required. Your child must have a current physical and consent form turned in before he or she is allowed to practice or play with the team.
5. For Kindergarten players we accept the physical that was required to attend St. John Paul II. Also for all Kindergarten, 1st and 2nd graders that only play in the St. John Paul II Basketball League a physical is not required but a consent form is required.
6. Please follow this process with questions or concerns about athletics: coach, the sport coordinator, the athletic director, and the principal.
7. Background checks and Safe and Sacred training are required for all coaches and volunteers.

K-2nd GRADE BASKETBALL LEAGUE

The athletic department offers an intramural basketball league for students in Kindergarten, 1st and 2nd grades. This league is internal to St. John Paul II only. All teams are comprised of St. John Paul II students.

TRANSPORTATION

BUSES

St. John Paul II Catholic School students may ride West Clark School buses in the afternoon if they live in the Silver Creek school district. More information can be obtained by contacting West Clark Community Schools at 246-3375. Bus service is not available in the morning. Children that plan to ride a bus must fill out a Transportation Request Form and give it to the bus driver. Please notify the office of your child's bus route number before the first day of school. This information must be on the Emergency Information form. If a child that is not usually a bus rider is riding home with a child that rides the bus, he or she will need a note of parent permission for his or her teacher AND a note for the bus driver. Bus transportation is a privilege and students shall not behave in a disruptive manner while riding school buses to and from home or on school trips. St. John Paul II Catholic School behavior expectations are in place while riding a bus and while waiting to transfer to a bus at Silver Creek Elementary, and St. John Paul II Catholic School consequences will apply.

MORNING PROCEDURE

The school doors open and supervision is available for our students at 7:20 a.m. There is not an adequate number of staff to supervise children safely prior to 7:20. Please do not leave your child unattended at the school door. If a child needs to be dropped off prior to 7:20 child care is provided for your convenience beginning at 6:30 in the St. John Paul II Child Care building. For further information about registration and fees please call 246-5890.

Children report to the gymnasium if they arrive before 7:45 a.m. After 7:45, students go directly to their classroom. Implementing our "Safe School's Plan" requires that no one is allowed in the classrooms, other than the teacher or assistant before 7:45 a.m. Parents are welcome to walk their child to the gym or to the classroom door. For parking regulations, and a smooth transition to the morning routine, please be as brief as possible. We need your help to provide a safe and secure learning environment for the children.

MORNING ARRIVAL (Drop-off)

Drop children off on the playground between the church and school at the bottom of the school steps. They will then enter Door B2. Drive in from Scheller Avenue and leave turning right on Hwy 31. Cars coming onto the playground should form a single line to drop off students. **In order to keep traffic moving smoothly, please encourage your child/children to be prompt when leaving your vehicle and entering the school building.** Children go directly to the gym by crossing the courtyard and entering the Activity Center building through the side door. School personnel will guide the students to their destination. For their safety, students ARE NOT to be dropped off on Scheller Avenue, by Day-Care building, between buildings or in the Activity Center parking lot.

MORNING ARRIVAL (Walk-in)

If you wish to walk your child into school you may park in the fenced lot by the Activity Center in spaces that are not numbered. Please do not park in the path marked and labeled for the buses. You must accompany your child into the Activity Center. There will be no drop-offs in this parking lot. The lot must be clear no later than 7:50 a.m.

DISMISSAL

Please share the following information with anyone that will be picking up your child:

The playground will open at 2:30 p.m. for pick-up of car riders. Parents who arrive before the parking lot is open must wait in the parking lot by the church ramps. Please do not line up on Scheller Ave! Please be considerate of our neighbors and do not park on Scheller Ave to pick up your child. If you do not want to park in the playground parking lot you may park in the side church parking lot or the non-numbered spaces of the Activity Center parking lot and walk to pick up your child.

1. During dismissal, at 2:40 p.m., bus riders will be dismissed from the new building. Kindergarten car riders and After Care students will be dismissed at 2:35 p.m. Car riders in grades 1-6, will be dismissed at 2:40 p.m. to the playground. Parents must park on the playground and walk up to obtain the children from the teachers. **Refrain from using this time to talk to teachers or other parents.** Help dismissal run smoothly by returning promptly with your children to the vehicle. Use extreme caution. Vehicles leave in single file onto the highway. Turn right when departing on Hwy 31.
2. Walkers will be dismissed after car riders leave.
3. Parents needing to park at dismissal and come into the school buildings, must park in the church parking lot by the ramps. **No parking on Scheller Avenue.** Additional parking is available in the non-numbered spaces in the Activity Center parking lot.
4. The playground must be cleared of vehicles as quickly as possible to enable after-care children to cross over to Father Gootee Hall. We must have your cooperation. Safety of the children is always our first priority. **Advise grandparents or others that will be picking up your child of both arrival and departure schedules.**
5. Always pull forward when leaving the parking lot. Turn right onto Highway 31. Wait until the car on your right, in the front row, leaves **before** you pull out. Please be patient.
6. The Day-Care playground on Scheller Avenue will be closed from 2:30 p.m. to 3:30 p.m. each afternoon.
7. Children that remain after school to play after being dismissed to a parent must stay on the mulch area along the highway and be closely supervised by a parent. Students are not to be outside of this mulch area including the paved playground, and the courtyard area between the school buildings. **Your support is vitally needed and expected for the safety of the children.**
8. **Anytime** there is a change in a student's dismissal procedure we **MUST** have a note from a parent giving specific information before we will release the child. **Children not picked up in a timely manner will be taken to Aftercare and fees will be applied.**

EARLY DISMISSAL DAYS:

One Friday each month school will be dismissed one hour early for professional development time for the teachers. This time will focus around these two objectives of our school's strategic plan: integrating technology, and using data to drive instruction. To help us accomplish these goals, we will be dismissing one hour early (1:40 p.m.) one Friday per month. These early dismissal days will coincide with Spirit Wear/Family Fridays each month. Please see the calendar on p. 29 & 30 for the dates of the Early Dismissal Days. **BUS SERVICE WILL NOT BE AVAILABLE ON THE EARLY DISMISSAL DAYS.**

UNIFORM/DRESS CODE

GENERAL

All St. John Paul II Catholic School students grades K-6 are required to wear school uniforms from the School Uniform Line. All clothing must be in a good state of repair, neat and clean. Uniforms must fit properly. No oversized or baggy uniforms will be allowed. All pants, shorts, skorts and skirts must be worn at the waist. Solid color clothing items will be listed below. The plaid pattern is Skort #55, Jumper #9455 and Skirt #3455. Please label all jackets, sweatshirts, sweaters, lunch boxes, backpacks, etc. with your child's name.

While an attempt is made to present dress regulations as completely as possible, there may be occasions where the appropriateness of an article of clothing or accessory is in question. The principal reserves the right to decide what is acceptable and appropriate. Violations of the dress code will be made aware to parents. Repeat violations will result in consequences appropriate to the offense and age of the child. Your support will help us achieve success with the atmosphere best conducive for learning.

PANTS/SHORTS

- Pleated or flat front pants or shorts in navy blue or khaki. (No denim or jean style or corduroy.)
- Shorts are to be walking style—just above the knee.

SHIRTS

- Plain long or short sleeve solid burgundy, navy blue or white polos with free from designs, logos, etc.
- Long or short sleeve solid burgundy, navy blue or white polos embroidered with the St. John Paul II Catholic School logo on the left chest that are available from River City Workwear (812-948-9020).
- Solid white oxford shirts or solid white blouses
- Burgundy, navy blue or gray crew neck sweatshirts with the St. John Paul II Catholic School logo embroidered on the left chest purchased from River City Workwear. Sweatshirts must be embroidered with the school logo.
- Burgundy, navy blue or gray crew $\frac{1}{4}$ zip sweatshirts with the St. John Paul II Catholic School logo embroidered on the left chest purchased from River City Workwear. Sweatshirts must be embroidered with the school logo.
- Solid white, navy blue or burgundy sweaters from the School Uniform Line may be worn.
- Only solid white undershirts may be worn under uniform shirts.
- Non-uniform sweatshirts or jackets are not to be worn during the school day in classrooms or at Mass.

SKORTS, SKIRTS, DRESSES, AND JUMPERS

- Plaid as noted above.
- Solid navy blue or khaki. They may have pleats or buttons, but otherwise should be free from embellishments (no beading, chains, etc.) If you have a question about the style please contact the office.
- Length of these items should be appropriate for the school environment.

SHOES

- Athletic shoes are recommended.
- NOT ALLOWED** (even on non-uniform days): sandals, flip-flops, clogs, platform athletic shoes, plastic shoes, Crocs (or other similar shoes), shoes with heels higher than one inch.

SOCKS/TIGHTS/LEGGINGS

- Girls: **Solid** white, **solid** navy blue, or **solid** burgundy socks or knee socks or tights
- Girls: During cold weather **solid** white, navy blue, or burgundy leggings may be worn under your uniform.
- Boys: **Solid** white or **solid** black socks.

BELTS

- Black, brown, navy blue or khaki belts must be worn if clothing item has belt loops. (Loops cannot be removed.)

UNIFORM AND NON-UNIFORM DAYS

Not Allowed at St. John Paul II Catholic School:

- Haircuts or styles (mohawks, etc.) or jewelry considered distracting to the learning environment.
- Make Up, Tattoos, bleached or dyed hair, "fake" nails, body piercing jewelry other than earrings for girls
- Halter tops, backless tops, crop tops, spaghetti strap tops, and off-the-shoulder clothing
- Shorts, skorts, and skirts must be of appropriate length for the school environment.
- Boys hair must be neat, above the shirt collar, and above the eyebrows and ears
- Infractions of these rules on non-uniform days may lead to the loss of this privilege.
- Non-Uniform Passes must be presented the day they are used.
- Non-Uniform Passes cannot be used on days that we celebrate Mass, The Living Rosary, Good Friday, Reconciliation or Family Friday/Blue Denim Spirit Wear Days

SPIRIT WEAR/BLUE DENIM DAYS

One Friday each month—usually the first Friday (See School Calendar) students, faculty and staff enjoy a spirit wear and blue denim day. The St. John Paul II Catholic School spirit wear t-shirts that have been purchased through St. John Paul II Catholic School may be worn on these designated days with blue denim. During cold weather a long sleeve uniform shirt or long sleeve white or navy t-shirt can be worn underneath the St. John Paul II Catholic School spirit wear shirt. The denim "bottoms" may be jeans or capris, shorts, skorts or skirts. The denim must be free from frays or holes. Jeggings (jean leggings) are not to be worn.

St. John Paul II Catholic School Student Placement Parent Input Policy

St. John Paul II Catholic School respectfully requests that parents honor the faculty's and the administrator's professional judgments about student placement. Student placement is taken seriously and is initiated according to a process involving time and careful thought concerning the best interest of every child. Our focus is improving student achievement by meeting student needs through well balanced heterogeneous classrooms. In order to create balanced classes of students many factors are considered including the following: academic ability levels, student needs, behavior concerns, and gender.

Letters requesting placement for a child are neither encouraged nor discouraged, but provide parents a means of input.

REQUESTS THAT WILL BE CONSIDERED INCLUDE:

- Issues relating to learning disabilities would be considered. (Testing from a psychologist and/or doctor diagnosis required and test results on file with the school.) Information concerning the learning disability of a child is essential in meeting the needs of a child and is always welcome.
- Issues relating to a medical need or physical impairment would be considered.
- Emotional issues which **dramatically impact** the learning environment would be considered.
- Requests for a particular teaching style that would best match a child's learning style would be considered.
- Parents of multiples (twins, triplets, etc.) may request to have their children placed in the same classroom or separate.

Please be aware that the final decision on all placements rests with the administration. All parent input regarding student placement must be received in the form of a letter in the school office by 9:00 on the last Friday of April to be considered for the next school year.

St. John Paul II Catholic School Athletic Parent Work Policy

PURPOSE:

The intent of this policy is to establish rules/guidelines for the Athletic Committee to ensure proper coverage from the Athletic Committee and parent volunteers for admission and concession workers while hosting athletic events at St. John Paul II Catholic School.

POLICY / PROCEDURE:

Assignment of workers

- a. Prior to the game schedule being released, the Sport Coordinator should supply the Volunteer Coordinator with a team roster (including telephone numbers and e-mail addresses) for each team participating in the sport.
- b. When the game schedule is posted by the deanery, the Volunteer and the Sport Coordinators of the St. John Paul II Athletic Committee will:
 1. Assign a member of the St. John Paul II Athletic Committee to each home date
 2. Assign 3 members of each St. John Paul II team to each home game (1 – Admission and 2 – Concession)
- c. The Athletic Committee member will be responsible for admissions and concessions (setup/run/close) for all games on their assigned date (See Concession Stand procedure).
- d. Should the Athletic Committee member not be able to fulfill their assigned responsibilities, it will be their responsibility to find a replacement and inform the committee's volunteer coordinator of the switch.
- e. The Volunteer Coordinator will:
 1. Create a calendar of home dates and record the Athletic Committee member and 3 team volunteers assigned to each date.
 2. E-mail the calendar to the Athletic Director, Athletic Coordinator, Coaches and parents.
- f. Team coaches will:
 1. Print schedule and pass out to parents.
- g. The week prior to the home event, the Volunteer Coordinator will send a follow-up e-mail to the Athletic Committee member and the parents on the schedule the following week to remind them of their job assignments.
- h. Parents: If you cannot work your assigned date, you must find a replacement and notify the Volunteer Coordinator of the assignment change.
- i. Parental support is essential for a quality sports program. Parents of children that participate in St. John Paul II Catholic School athletics are required to work at assigned St. John Paul II Catholic School sporting events. Failure to work your assigned time will result in a \$25 fee assessed to the family. Failure to pay the fee within 5 business days after the event will result in the child/children not being allowed to participate in the sport until payment is received.



Date: _____

Please allow my child, _____, to bring the following electronic device to school: _____ for the sole purpose of reading books.

It is my understanding and the understanding of my child:

- While on school property the device is to be used solely for reading books.
- While on school property accessing the internet with the device is not allowed.
- Care of the device is the responsibility of the child.
- St. John Paul II Catholic School is not responsible for damage, loss, or theft of the device.
- The device can be brought to school as long as it is not a distraction or an interruption to my child, another child or the class in general as determined by the teacher.
- Failure to follow these and all school rules that apply will result in forfeiting the privilege of having the device at school. Other consequences may also apply.

Parent Signature

Child's Signature

**ST. JOHN PAUL II CATHOLIC SCHOOL
2015-16 SCHOOL EVENTS
FIRST SEMESTER**

JULY

- 12** - K-6 Registration 12:00 P.M. to 2:00 P.M.
- 28** - Kindergarten & New Family Orientation 6:00 to 6:30P.M.
- 28** - Back to School Night/Open House 6:30 to 7:30P.M.
- 29** - First Day of School K-6

AUGUST

- 5** - 1st School Mass
- 7** - School Pictures

SEPTEMBER

- 4** - Spirit Wear & Family Friday/Early Dismissal (1:40)
- 7** - No School/Labor Day
- 11** - Walk-a-Thon
- 21** - School Picture Retakes

OCTOBER

- 2** - Spirit Wear & Family Friday/ End of 1st Quarter/ Living Rosary/ No Bus Service/Early Dismissal (1:40)
- 5-16** - No School/Fall Break
- 21-23** - Report Cards/Conference Week
- 28** - All Saints Day Mass/Grandparents' Day for Grade 3
- 30** - Halloween Parade & Parties

NOVEMBER

- 6** - Spirit Wear & Family Friday/Early Dismissal (1:40)
- 14** - JP II Parents "Knight" Out
- 25-27** - No School/Thanksgiving

DECEMBER

- 2** - Christmas Program for Kindergarten to Grade 2
- 3** - Christmas Program for Grades 3 to 6
- 4** - Spirit Wear & Family Friday/Early Dismissal (1:40)
- 11** - Santa Shop
- 18** - 1st Semester Ends/Classroom Christmas Parties
- 21-Jan 1** - No School/Christmas Break

**ST. JOHN PAUL II CATHOLIC SCHOOL
2015-16 SCHOOL EVENTS
SECOND SEMESTER**

JANUARY

- 4** - Return to School
- 7** - Report Cards
- 8** - Spirit Wear & Family Friday/Early Dismissal (1:40)
- 18** - Snow Day Make Up – Martin Luther King, Jr. Day
- 30** - Tuition Assistance/School Development Dinner
- 31** - Open House and New Student/Kindergarten Registration for 2016-17 from 12-2p.m.

FEBRUARY

- 1-5** -Catholic Schools Week
- 6** - Father/Daughter Dance
- 10** - Ash Wednesday
- 12** - Spirit Wear & Family Friday/Early Dismissal (1:40)
- 12** - Valentine Parties
- 15** - Snow Day Make Up – Presidents’ Day

MARCH

- TBA** - ISTEP+ Writing Grades 3 to 6 Begins
- TBA** -IREAD3 for Grade 3
- 4** - Spirit Wear & Family Friday/Early Dismissal
- 4** - 3rd Quarter Ends
- 6** - Annual SpringFest Fundraiser
- 10** - Report Cards
- 21-25** -No Bus Service
- 25** -Good Friday
- 27** -Easter
- *28-April 8-** No School/Spring Break
- *Snow Make-Up Days begin on April 8th & Work Back to April 4th If Needed**

APRIL

- TBA** - ISTEP+ Multiple Choice Begins Grades 3 to 6
- 15** - Spirit Wear & Family Friday/Early Dismissal (1:40)
- TBA** - 1st Eucharist

MAY

- 4** - May Crowning & 6th Grade Colors 8:30AM Mass
- 5** - Derby Day Activities
- 6** - Spirit Wear & Family Friday/Early Dismissal (1:40)
- *TBA** - 6th Grade Retreat & Camp at CYO Camp Framasa
- *TBA** - 6th Grade Banquet
- *TBA** - 6th Grade Graduation Mass & Reception
- 25** - Last Day of School for K-6 (Tentative)/Report Cards

*Subject to change with the possible addition of 7th/8th Grade.