

Parent/ Student Handbook (2017-2018)

SCHOOL HOURS: 7:55 AM – 3:15 PM

MISSION STATEMENT: *The Mission of John Paul II Catholic School is to help our students reach their greatest potential so they can serve God and others.*

CORE VALUES: *United in Christ, Empowered with opportunity, Enriched by diversity, Inspired through excellence.*

Community (Archdiocese #6000)

Parents must be acknowledged as the first and foremost educators of their children (Vatican II Declaration on Christian Education). Today, more than ever, the Catholic School is in a position to assist parents in fulfilling their sacred duty of the Christian education and formation of their children. It is important that parents cooperate closely with the school and that teachers collaborate closely with parents.

Parents (Archdiocese #6010)

Parents shall...

- model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- support the efforts of the schools in the education of their child(ren);
- share talent, time and treasure with their parishes and schools;
- serve as their child(ren)'s first teacher, encourage and help them to learn;
- promote regular attendance and punctuality;
- provide an appropriate environment and schedule adequate time for completion of school work at home;
- maintain Christian decorum in all manner of communication with school personnel and other members of the school community.

Principals and teachers shall, with continuing information, assist parents in understanding the Catholic schools are called to become communities of faith within the school, parishes and the local communities, reflecting the acceptance of Jesus Christ and His teachings. Presidents, Principals, teachers and parents shall work together to make the Catholic school, whether elementary or secondary, an integral part of the parish communities. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great

esteem." (Canon Law 796 #2) Parents of both elementary and high school aged students shall strive to ensure that their children are active in their parishes as age-appropriate. In addition, at the time when parents register their children, schools shall communicate in writing to parents a code of acceptable parent conduct. Schools may reserve the right to reevaluate a student's enrollment based upon parental behaviors that violate this policy.

ADMISSION AND ENROLLMENT

Nondiscrimination Policy (Archdiocese #9210)

The Catholic schools of the Archdiocese of Kansas City in Kansas welcomes students of every race, color, national origin and gender and admit them to all rights, privileges, programs, and activities generally made available to students in these schools. Preference in admissions is given to members of the Catholic parishes/regions served by the Catholic Schools in the Archdiocese and members of the Catholic faith.

TUITION AND FEES

For the 2017-2018 School Year, all JPII School and Preschool families will be required to enroll with FACTS Tuition Management. There is a fee for using this system. Acceptable payment methods include automatic debit from a checking or savings account, or credit card.

Information regarding tuition, registration fees, and other fees is maintained in the school office. We will not track tuition or fee payments in EduConnect for the 2017-2018 school year. You will need to monitor your FACTS Management account for your balances, credits, payment due dates, and fee information. Families have the option of paying their school tuition bill for children in one of four ways:

1. Full payment of tuition is due by September 5th or 20th
2. Semi-Annual payments with 50% due by September 5th or 20th and the remaining due on January 5th or 20th
3. Quarterly payments with 25% paid by Aug/Nov/Feb/May 5th or 20th
4. Monthly payments paid August-May 5th or 20th (or September-May 5th or 20th for Preschool/Child Care/After Care)

REMEMBER: If we have not received your Parish Verification form, your tuition amount will be considered "Out of Parish" until a pastor/designate-signed form denotes otherwise. Once a family is two payments behind they must contact the principal to make arrangements to catch up on delinquent payments or their students will not be allowed to attend class. If a family's financial obligations are not met, report cards, diplomas, and student records will be withheld pending full payment of tuition and all fees. This includes lunch and library balances as well. **If a tuition agreement is not fulfilled, tuition assistance may be redacted.** 8th graders will not be allowed to participate in the graduation ceremony unless all tuition and fees are paid in full.

EARLY ENTRANCE PROTOCOL (Archdiocese #7040.1)

The following procedures should be used when Kindergarten placement is appropriate for a four-year-old child:

1. Age ready 5 yr. olds have priority enrollment over developmentally-ready 4 yr. olds.
2. For 4 yr. olds, the normal parish/school enrollment priorities (e.g. parishioner, Catholic but non-parishioner, non-Catholic) must be considered first. Then the three type of data described below are used to determine the suitability of placement:
3. In-house screening by the kindergarten teacher using both informal and formal instruments that are commonly recognized by early educators as valid and reliable tools. In-house screening results may prompt the school staff to ask the parents to provide the following evaluation described below.
4. Evaluation by an independent, licensed child development professional (LCSW, School Counselor, Child Psychologist, Ph.D., KSDE certified School Psychologist are acceptable for this evaluation). Parents are responsible for the expense of this evaluation and also must provide their consent to the child development professional to release information to the school.
5. Other information that the parents determine is important to consider:
 - a. Principal consults with the Superintendent of Schools
 - b. Final decision remains the school's and is based on both the individual child, as well as the makeup of the kindergarten class as a whole. Any 4 yr. old admissions will be considered provisional and will be reviewed, in consultation with parents frequently during the first semester.

CHILD CARE

Before school (7:00 - 7:30 AM) care is available for students in all grades. After school (3:15 - 6:00 PM) care is available for students in grades K-8. During early dismissal days and full days off from school, Christmas and Spring Breaks, care is also available for students in K-8 enrolled in the After-School Program. *Registration information is available from the Preschool/Child Care Director upon request (913-432-6419).*

PRESCHOOL WITH EXTENDED CHILD CARE

John Paul II provides a licensed preschool/child care program serving children 3 years of age and older. *A handbook and registration information is available from the Preschool/Child Care Director, Donna Hogue, upon request (913-432-6419).*

ATTENDANCE

School begins every morning at 7:55 AM. Dismissal at the end of each regular school day will occur at 3:15 PM. On half-days school will dismiss at Noon. Once school is in session, we will remain in session until the scheduled dismissal time. Children may arrive at 7:30 AM and report to the Cafeteria (*with a book to read*) where there will be adult supervision until 7:45 AM, when all students report to their classrooms. **There is no supervision for students arriving before**

7:30 AM unless enrolled in Child Care. Children who are picked up in cars must be picked up promptly after the 3:15 PM dismissal. Children are not permitted to re-enter the building after 3:30 PM unless accompanied by a school staff member. **Children who are still at school at 3:30 PM will be sent to Child Care**, and an appropriate fee will be charged - **no exceptions**. *Please refer to the map included in the Arrival/Dismissal section for pick-up and drop-off procedures.*

ABSENTEEISM

To report a student's absence from school, **parents are to call the school office between 7:30 AM and 8:30 AM**. Students are expected to attend school each day unless prevented from doing so by illness or serious family crisis. This is critical to each child's success in school.

Under the laws of the State of Kansas, it is our duty to report any child who is inexcusably absent for three (3) consecutive days, or five (5) or more days in any one semester, or seven (7) days in a school year. **The principal will monitor absenteeism and parent contact and/or notification to the state may take place.** Parents are requested to schedule necessary appointments outside the school day whenever possible. Absences are excused for medically necessary reasons (sick, doctor appointments). **If a child is absent for more than five consecutive days for illness, a signed doctor's note is required for subsequent absences to be excused. Family vacations, sporting events, and other non-medical or educationally-necessary absences will be considered unexcused.** Arrival after 11:00 AM and/or departure before 12:15 PM is considered 1/2 day absence.

TARDINESS/ EARLY DISMISSAL

A child arriving to their classroom after 7:55 AM is tardy and must first report to the office before going to class. The student will be given a tardy/admittance slip, which permits entry into the classroom. Disturbing classes by coming in tardy is disrespectful and inconsiderate toward others already engaged in the class business of the day. If for any reason, a student must interrupt his or her daily schedule for an **unavoidable** appointment, the student must bring written authorization to his/her teacher from the student's parents/guardian. A student leaving the school before 3:15 is dismissed early and may not leave the premises without first signing out in the office with his/ her guardian. The principal will monitor tardies and early dismissals and parent contact and/or notification to the state may take place. Your family's attendance information is available through your EduConnect Page.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather or equipment failure. Every practical means is used to notify parents of an impending cancellation including radio, TV, social media and school web site. Listen for the closing of "Johnson/Wyandotte County Catholic Schools". All efforts will be made to remain in session once the school day has begun. However, early dismissal may be necessary due to weather conditions, emergency, etc. Families will be notified via email, and/or phone at that time.

COMMUNICATION AND VISITATION

ONE-ON-ONE COMMUNICATION

Active and open communication is essential to the successful operation of the school. The greater communication the more successful the school is in defining and achieving goals for its students and the institution. Parents are encouraged to communicate on an individual basis with their children's teachers and the principal.

When a parent feels he/she has a concern or problem, it should be addressed directly with the teacher/staff person involved. Parents desiring to discuss any aspect of their child's development should contact the school office, send a written note or email the individual teacher requesting either a phone call or meeting. If the situation is not resolved, the next proper recourse is consulting the principal.

Naturally, both the principal and the faculty may initiate such communications themselves if they feel it necessary. Parents and teachers are given formal opportunities to meet at scheduled parent/teacher conferences to discuss their child's progress. Every effort should be made to attend scheduled conferences.

GROUP COMMUNICATION

Names and addresses of students and their parents in general should not be released to any unauthorized person or agency, including Room Parents. If a class email is to be sent, it can be sent to the teacher to distribute accordingly. Such information may be released only when the Archdiocesan Superintendent of Schools or his/her designee specifically authorizes its release.

VISITORS/VOLUNTEERS

Parents are always welcome to visit the school. Anyone desiring to visit a classroom should make arrangements with the classroom teacher. Our school is very fortunate to have a large number of parent volunteers. To maintain order and safety, parents and volunteers are asked not to drop in on their child's homeroom while in the building. For the safety of the children, all doors will be locked. The front door is equipped with an access control button. Everyone, including parents coming into the school for any reason during school hours, must first stop in at the school office. **No one is to go directly to the classroom before 7:45 AM.** This will allow teachers to conduct all activities as needed. Please note that parents or former students wishing to visit with a teacher must schedule an appointment ahead of time. Teachers are not available for conferences or visits during regularly scheduled class or duty times.

VIRTUS/MANDATORY REPORTING

All volunteers must be Virtus trained with documentation on file in the school office. For information on Virtus training, please visit <http://www.archkck.org/virtusinfo>.

Under Kansas reporting law (K.S.A. 38-2223), teachers, school administrators or other employees of an educational institution which the child is attending and persons licensed by the secretary of health and environment to provide child care services or the employees of

persons so licensed at the places where the child care services are being provided to the child are required to make a report if he/she has reason to suspect that a child has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse. Further, any person who has reason to suspect that a child may be a child in need of care may report the matter to the Department of Children and Families.

FORGOTTEN ITEMS

To encourage development of responsibility and ownership, students will not be permitted to call home for forgotten items (projects, homework, lunches, etc.). Medication is an exception, and the nurse will notify the parent/guardian.

Forgotten lunches: Parents will check forgotten lunches in at the office where they will be taken and placed on top of the milk crate in the lunchroom. If a student forgets a lunch and has not ordered a hot lunch, a lunch and milk will be provided and charged.

Other forgotten items: Students are not allowed to call home for forgotten items including homework. If parents bring forgotten items to school, they must check in at the office and leave the forgotten item on a table near the office. Teachers are notified about the items by email so they can tell students an appropriate time to retrieve the item. ***We do ask that parents refrain from bringing forgotten items so that the students can benefit from learning the rules of responsibility.***

MONEY SENT TO SCHOOL

Whenever money is brought to school for payment of a fee, a specific activity, milk or lunch, it should be placed in a sealed envelope clearly marked with the student's name, homeroom teacher, the reason for sending the money and the amount enclosed and turned into the homeroom teacher. The school staff is not responsible for lost or stolen items.

TREATS AND INVITATIONS

Students are invited to bring treats to serve to the class on birthdays or special occasions.

While store bought treats are preferred, homemade treats are acceptable if ingredients are listed/provided. Please refer to safe snack guidelines to secure the safety of our peanut allergy students. Please do not send drinks. Arrange dates/times with your child's teacher in advance.

Invitations sent through school must include all children in a class. If your child is having a party but is not inviting the entire class, invitations may not be given out at school and any discussion of the party should be avoided at school. Parents are requested to discuss this sensitive matter with their child so other children's feelings are not hurt.

ACADEMICS

GRADES

Grades are only one of the many ways teachers have to communicate academic progress by students. Kindergarten, Grade 1 & 2 do not use letter grades. Throughout all grades a major emphasis is placed on ability, effort and improvement rather than the grade itself. The grading scale used has been recommended by the Archdiocese:

A+ 100%	C+ 86-84%	
A 99-96%	C 83-78%	+ Consistent Performance Made
A- 95-94%	C- 77-75%	S Satisfactory Progress Being
B+ 93-92%	D+ 74-73%	/ Needs Improvement
B 91-89%	D 72-70%	
B- 88-87%	D 69-68%	
	F below 68%	

Grade level markings will be part of grade card when necessary.

REPORT CARDS

For students in grades K-3, report cards will be sent home at the end of each quarter. For students in grades 4-8, a final report card will be sent home at the end of the 4th quarter. All other report cards will be accessible through the Educonnect website via the "report card" link on your family menu page.

HOMEWORK

Homework may be assigned to all John Paul II students. It provides independent practice that is needed for mastery. All assignments should be completed neatly, correctly and on time. The work assigned may be a written exercise, a set amount of pages to be read, material to study or a project to be completed. It is an extension of the school day and/or a review of the work of the day. It may also be an area where a student needs some extra help/practice.

It is the responsibility of each student to complete all homework assignments. As a staff we appreciate parent support in helping us to instill this sense of responsibility in children. We are grateful to parents for guiding students to develop a realistic and workable approach to completing their assigned lessons. We ask that parents help establish a good homework routine which communicates a serious attitude about school work/homework. Parents can assist by developing good study habits in their children by doing the following: providing a definite time and place for study, providing a quiet atmosphere, and showing a real interest in the child's work, but letting the child take responsibility for the assignment.

LATE OR MISSING WORK

Any work turned in after the due date may receive partial to zero credit. Each classroom will explain the late work policy to students at the beginning of the year.

MAKE-UP WORK

Students who are absent are required to make up missed homework assignments. For each day a student has an excused absence, he/she will be allowed one day to hand in make-up work (one day absent, one make-up day; two days absent, two make-up days, etc.). After the appropriate time has passed arrangements must be made between the teacher and student to complete all the work satisfactorily. Teachers will make every effort to deliver missed homework to the office for pick up by 3:00 PM.

Parents whose children are absent due to prolonged illness are encouraged to contact the school for homework assignments.

Teachers **are not required** to prepare work in advance for students who will be absent due to planned family vacations. Teachers are not responsible for teaching material covered while a student is gone. This becomes the responsibility of the parent/guardian. Upon the return of the student, the teacher will discuss the assignments missed and decide upon a completion deadline.

ACADEMIC HONOR ROLL

Each semester, honor roll for grades 6-8 will be celebrated with an Honor Roll assembly and a certificate.

Academic Excellence: No grade below an A- in any subject area.

Academic Honors: No grade below a B- in any area.

PROMOTION/RETENTION

There are many factors to consider before a decision is made to promote or retain. The teacher in consultation with the administration and parents will consider testing results, academic achievement, study habits and overall maturity. Based on these and other factors, the decisions to promote or retain will be made.

CURRICULUM

The course of study for all grades at our school shall include religion, mathematics, reading, language arts, computer, music, art, physical education, science, social studies. Spanish, and library skills. The curriculum shall meet the requirements of both the State of Kansas and the Archdiocese of Kansas City in Kansas. A copy of the Archdiocesan Curriculum by grade can be found here: <http://www.archkck.org/schools/2015/schools7-curriculum-by-subject>.

EXCEPTIONAL STUDENT OPPORTUNITIES

John Paul II is equipped with a full time Learning Center staffed by a certified and licensed Learning Center teacher. She will administer tests, and will offer individual and/or group instruction as determined by individual student needs. During the course of the school year, some children develop the need for special academic or behavioral counseling. The school is sometimes able to accommodate these special needs by utilizing the resources available in the John Paul II Learning Center. We partner with the Shawnee Mission School District to further enhance our ability to accommodate individual educational plans.

CONDUCT AND ROUTINES

CODE OF CONDUCT - VIRTUOUS BEHAVIOR FORMATION

We expect students at our school to exemplify attitudes and actions that reflect Catholic values.

HEART OF A HUSKY

"Huskies are known to be loyal, friendly, hardworking, and lovable."

We will continue our school wide **Virtuous Behavior Formation** called "**The Heart of a Husky**" using Christ-like behaviors including being **helpful, excellent, appreciative, respectful, and tolerant** (which spells out HEART) which enables our teachers to give positive support in conjunction with setting firm, consistent limits for our students.

In keeping with the mission of John Paul II Catholic School, students will strive to reach their greatest potential so they can serve God and others. While doing so, students will be asked to "**Always do their personal best**" and to have the "**Heart of a Husky.**" Our school-wide management program includes a variety of age appropriate and recognized expectations, but all will inform the child that every behavior has consequences. These are listed on the chart on the following page and will be visible on posters throughout the building. By emphasizing positive consequences for appropriate choices, teachers will help children develop good habits that limit the desire to choose behaviors that can result in negative consequences.

Our "Heart of a Husky" Virtuous Behavior Formation (VBF) is:

- Every student in the class has a Husky Heart card with 13 places to be punched (Heart of a Husky = 13 letters) which is punched as positive behavior is recognized. When every class member has filled up their card, the class earns a class reward determined by the teacher and students.
- When everyone in the class fills up their individual Husky Heart punch card, the class will add a large heart to the main hall bulletin board. When every class reaches this goal and the large Husky Heart in the main hall is filled, in a timely manner (usually once or twice per quarter), there is a school wide positive reinforcement decided upon by the

principal and the entire faculty. **Students who fail to choose virtuous behavior will not participate in the incentives.**

- It is worth noting that negative behaviors do exist in classrooms. All students will be encouraged to grow in personal responsibility and be provided the opportunity to make healthy choices. However, those students choosing to abuse these opportunities will likewise choose to accept the consequences. At no time will a student be permitted to be disruptive, hurtful, or distract from the learning of others, nor the ability of the teacher to direct instruction. Early intervention will be used to first stop the behavior, and second, to help the child acquire the missing skills that led to their disruptive or hurtful choice.

DISCIPLINE

High standards of behavior are expected to be maintained both in school and while involved in school activities. This requires self-control, good manners, respect for authority, reverence in church and during prayer activities, responsibility in completing assignments and following directions, respect for other people, and care for facilities and equipment.

Appropriate behavior and self-discipline are necessary so that a positive and safe learning environment can exist. Thus, students will assume personal responsibilities for their behavior and actions and will accept the consequences of any inappropriate behavior. In terms of dealing with discipline issues, the goal is not to judge the students, but rather to provide a learning opportunity that helps them develop appropriate behavior, fostering the development of responsible Catholics. Teachers will communicate individual grade level guidelines to students and parents during the first weeks of school. Methods of cultivating and achieving self-discipline vary at different grade levels in order to be age level appropriate. The school operates under two basic principles from which all rules of conduct flow: Teachers have and must maintain the right to teach all students and students have and must maintain the right to learn. Situations may arise which indicate that a child is not functioning in a manner conducive to his or her growth and development as a Catholic. Situations may develop where the behavior of a student is disruptive to the teacher's ability to teach and other students' ability to learn. In those situations, corrective measures will be taken according to the individual teacher's plan. These plans may include, but are not limited to: verbal warnings, retaught behavior, recess discussions, think sheets, phone calls/letters home and discipline meetings.

SIGNIFICANT MISBEHAVIORS OR MISCONDUCT

Significant misbehavior or a pattern of repeated misbehavior can result in more serious consequences to be determined by school administration. Consequences may include but are not limited to: In- or Out-of –School Suspension, Discipline Hearings, and Expulsion.

Suspensions - A suspension is a form of discipline whereby a student is removed from the classroom environment. Suspensions may be assigned by the principal as the result of an offense or series of offenses which significantly disrupts the learning environment. All grounds

for suspension, procedures, rights and appeal process are in agreement with Archdiocesan policies. Suspensions may be in-school or out-of-school, at the discretion of the principal. *Expulsions* - Final expulsion of a student may occur when the educational, moral or physical well-being of a particular student, the students in a class, the student body or the faculty is deemed negatively impacted and/or when there is a prolonged and open disregard for school authority. All grounds for expulsion, procedures, rights and appeal process are in agreement with Archdiocesan policies.

Immediate Suspension or Expulsion - Immediate suspension expulsion may occur for the following serious reasons:

- Possession and/or use of drugs (controlled substances), alcohol, tobacco products at school or school sponsored functions.
- Possession of a weapon (any object that could be used to threaten or inflict harm; “look alike” and toy weapons are also prohibited.)
- Damage or theft to school/parish or personal property.
- Serious threats (written or verbal, or gestured)
- Serious or repeated bullying/ harassing (written, verbal, or gestures)
- Sexual Harassment (written, verbal, or gestures)
- Fighting
- Plagiarism/ Cheating
- Any potential violation of the law

The school and its students are jointly in control of the lockers and desks. They are subject to search at any time for any reason. **The administration reserves the right and responsibility to carry out disciplinary measures for any offense or school related misconduct, even though not mentioned specifically in the list above.**

RESTRICTED ITEMS

Students are not to bring toys, laser pointers, i-pods, electronic devices, electronic readers, or other such items to school. This includes hand spinners unless directed by a student’s individual education plan. These distract students from their primary tasks. Students also may not bring knives, martial arts materials, guns, alcohol, drugs or drug paraphernalia to school at any time. Toy weapons are not permitted at school.

CELL PHONES

We prefer that all cell phones stay home. However, if a child must bring theirs to school, it must be completely turned off and stored in their locker or backpack not to be used until they are off school property at the end of their school day (cell phones are prohibited at all school related activities such as field trips, play practice, Science Olympiad, etc.). The school is not responsible for lost or stolen cell phones. **If a student chooses to carry and use their cell phone, the phone will be confiscated, stored, and locked in the school office until a parent or guardian retrieves it.**

DAMAGED PROPERTY

Students are expected to take care of school property. If damage is done by students through carelessness or malevolence, he/she will be responsible for paying the repair/ replacement costs (including text books and library books). All fees will be cleared through the principal's office.

ANTI-BULLYING POLICY

John Paul II Catholic School is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever present.

This Catholic environment will be free from harassment, intimidation or bullying. If any such behaviors do occur, all students, staff members, parents and volunteers will be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

"Bullying" means: Any intentional gesture or any intentional written, verbal, **electronic** or physical act or threat that is sufficiently severe, persistent, despite being told to stop, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Excluding or isolating a student within the school community;
- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

"Cyberbullying" means: Bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messaging, blogs, mobile phones, social media, online games, or other websites. Additionally, bullying means any form of intimidation or harassment prohibited by John Paul II, and amendments thereto.

For the purpose of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student. Similarly, a "staff member" means any person employed by the Archdiocese of Kansas City in Kansas. Any act of bullying by either an individual student or group of students towards a student or staff member is prohibited whether it takes place on or off school property, at school sponsored activities, programs, or events, or in a vehicle to or from such activities or events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors. John Paul II administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or

implementation of the school's bullying policies. No teacher, administrator, or archdiocesan employee shall engage in, permit, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school policy and procedures. The school administration and/or staff may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved, the developmental and maturity levels, special needs of the parties involved, the severity of the behavior, as well as any prior incidents. Discipline guidelines for student behavior and bullying may be found in the student handbook.

Consequences of harassment or bullying by a student or staff member, whether over time or a single offense, may range from positive behavioral interventions up to and including suspension, expulsion or termination of employment. The administration reserves the right and responsibility to carry out disciplinary measures for any bullying offense. Parents participating in prohibited bullying conduct aimed at school students or staff members may jeopardize their access to school property, activities, programs, and/or events; and/or students and/or staff members through the school communications systems. Parents may be asked to withdraw students from the building if they are unable to abide by this policy. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

John Paul II Catholic School, in its commitment to provide a Catholic, faith-filled environment for all students, employees, parents, and volunteers, provides the following prevention strategies to assist in preventing bullying. These include, but are not limited to:

- A school-wide Virtuous Behavior Support called The Heart of a Husky.
- School-wide internet safety classes taught in technology classes.
- Classroom character education/guidance lessons, including the Second Step curriculum taught by the classroom teacher and/or school counselor.
- Safe touch lessons led by the school counselor on an annual basis.
- An open door policy where all are welcome to voice and discuss concerns.
- School family (mixed grade level) activities to promote a positive school climate where all are included.
- Guest speakers on bullying and other topics provided for students on an as needed basis.
- A confidential locked box where students can report to the school counselor.
- Class meetings held as needed by classroom teachers to discuss positive and negative events and/or relevant issues pertaining to the classroom environment.

Because we are committed to providing a Catholic, faith-filled environment for all students, employees, volunteers and community members, we will continue to implement "Second Step", an anti-bullying policy based on Christian values and teachings. This will enable us to have a Catholic environment free from harassment, intimidation or bullying. This includes, but is not limited to, incidents involving texting, Facebook, InstaGram, SnapChat, or similar social media channels that may impact daily learning and/or relationships.

It will be the responsibility of all school staff members, volunteers, students and parents to report incidents of bullying to school staff and/or administration for further investigation. The Bullying Policy will be handed out to all families during the first week of school requiring signatures of students and parents/ guardians.

UNIFORM

All uniform regulations and guidelines are subject to the discretion of the principal. The dress code for all students within the Archdiocese shall stress cleanliness, neatness, and must reflect the ideals of Christian values. Simplicity is essential as is a youthful emphasis. The purpose of the John Paul II dress code is:

- To provide a uniform appearance that promotes school identity and a sense of community.
- To promote pride and responsibility in personal appearance.
- To reduce competition among students based upon physical appearance.
- To reduce the cost of buying clothes.

THE SCHOOL UNIFORM CONSISTS OF THE FOLLOWING:

ALL STUDENTS

Shirt tails must be tucked in at all times. All students 3rd-8th must wear a brown or black leather belt when shorts or slacks are worn.

Shirts: White oxford style shirt, white, navy blue, or wine colored polyester knit shirt of either long or short sleeve length. *A white t-shirt worn under the school shirt must be plain with no writing or logos.

Walking shorts: (Not permitted Nov. 1st—Spring Break) - Navy for K-5th and khaki for 6-8th graders

Shoes: Athletic/ tennis shoes, lace-up or Velcro rubber soled shoes are allowed—No clogs, flip-flops, sandals, platforms, slippers, boots, moccasins or TOMS-like. **(Because of the variety of shoes available, the acceptability for shoe style will be at the discretion of the principal. If you have questions about the style being appropriate for school, please discuss with the principal before purchase.)**

Socks: White, black, navy or burgundy socks and they must be visible above the shoe line

Sweaters: Solid navy or burgundy sweaters (V-neck or crew neck cardigan, V-neck pullover vest) may be worn over school shirt. No zip-up sweat jackets are permitted.

Sweatshirts: School sweatshirt, navy or maroon with school logo

No make-up, glitter or tattoos (permanent or temporary) are allowed with the exception of girls in 7/8th grades may wear *light* make-up (mascara, foundation, gloss).

Hair cannot be dyed, bleached, or highlighted in an unnatural color. Any student who comes to school with inappropriate hair may be suspended out of school until it is no longer of a distracting type.

GIRLS

K-4th grades: Plaid jumper or navy skort or walking shorts/pants (no studs, corduroy, stretch, skinny or cargo pants are allowed).

5th grade: Uniform skirt or navy skort or walking shorts/pants (no studs, corduroy, stretch, skinny or cargo pants are allowed).

6th-8th grades: Uniform skirt or khaki pants/walking shorts (no studs, corduroy, stretch, skinny or cargo pants are allowed).

All grades

- No cartilage piercing & makeup that distracts from learning
- Navy, black, or gray tights or full length leggings (no lace bottoms or embellishments are permitted.)

BOYS

K-5th grades: Navy walking shorts or slacks (no studs, corduroy, stretch, skinny or cargo pants are allowed).

6th –8th grades: Khaki walking shorts or slacks (no studs, corduroy, stretch, skinny or cargo pants are allowed).

- No piercings are allowed
- All boys must be clean shaven, with natural colored hair, cut above shirt collars, ears & eyebrows. No extreme hair styles like mohawks, shaved or cut designs, including lines, are allowed.

Gym Uniforms

K-4 girls and boys: wear school uniform

5-8 girls & boys: Gym shirt, clearly labeled with name on the front (purchased through school office)

- All students must wear non-marking athletic shoes.

Please, label every uniform item with last name!! Girls and boys uniforms may be purchased from **Dennis Uniform, 6322 College Blvd.** (NW corner of College Blvd. and Lamar) 913-854-6951 or at www.dennisuniform.com. Use School code: IJP

SPIRIT DAYS

The first Monday of each month, students may replace their uniform **top** with a JPII spirit wear t-shirt or CYO shirt/jersey, along with regular uniform attire. Shirts must be tucked into bottoms.

OUT OF UNIFORM DAYS

On these days, students may wear casual clothing (including jeans) in good repair that reflect modest Christian Standards. Abuse of the out of uniform day guidelines will result in a loss of out of uniform privileges.

Not permitted:

- Short shorts, including 'running shorts'
- Yoga/ Sweat Pants
- Clothing with offensive words/ pictures
- Tank/ halter/ bare midriff shirts/ strapless or spaghetti straps tops
- Running Tights/ Compression Pants
- Flip flops

Permitted:

- Nylon track pants
- Leggings, **with appropriate finger-tip length top**
- Boots, dress shoes, Toms (on **Out of Uniform** days only)
- Basketball style shorts during season

If a student has an out of uniform pass it is to be used on a Wednesday upon approval from the classroom teacher.

TECHNOLOGY

Technological resources including the internet are provided to support and enhance goals and objectives. Internet access is a privilege and not a right. John Paul II provides guidelines for internet and computer use.

Students, parents and staff are asked to read the following information carefully before signing the attached agreement. All users will be held accountable for the rules and guidelines set forth in this document.

Internet access is available at JP2. It is our belief that the internet offers vast, diverse and unique resources to students, parents and staff. The goal in providing this service is for JP2 to afford educational excellence by facilitating resource sharing, innovation and communication.

The internet is an electronic highway connecting computers all over the world. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. GoGuardian has been installed on all Chromebooks to restrict access of inappropriate materials. However, it is impossible to control all materials and industrious users may discover inappropriate information. These guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a John Paul II student user violates any of these provisions, his/her access will be terminated, future access could be denied and receive possible disciplinary probation, suspension or expulsion from John Paul II. The administration reserves the right and responsibility to enforce disciplinary action for technology misuse even though not specifically mentioned in the policy.

Computer Etiquette/Rules

Students will follow teacher-directed procedures at all times.

The person to whom an account is issued is responsible at all times for its proper use.

All students are expected to abide by basic rules of computer etiquette. These include but are not limited to the following:

- Be polite
- Use appropriate language
- When you cut or copy computer files, always cite your source
- Keep all computer areas clean and free of food or drink
- Never use a computer to harm other people or enter their files
- Treat computer hardware and software with respect
- Do not give out personal information

Unacceptable Uses of Computer

Failure of students to adhere to computer policy and guidelines for the use of John Paul II computers, as described below, will result in the loss of individual access privileges and possible disciplinary probation, suspension or expulsion from John Paul II. Unacceptable uses of computer hardware or software are:

- Copying commercial software in violation of federal or international copyright laws
- Using profanity, obscenity, or other language that may be offensive to users
- Users giving their password to another user
- Unauthorized inspection, alteration, deletion, publication, copying or tampering with files

- Use or downloading of any software, online service, or other media without the permission from the supervising teacher or network administrator
- Removal of any piece of John Paul II's computer equipment, hardware or software from its designated place without permission
- Deliberate defamation of others via social media platforms
- Any attempt to bypass computer security settings
- Intentional access of an inappropriate images or websites

Computer Vandalism

Vandalism is defined as a malicious attempt to harm or destroy data of another user, computer or network attached to the John Paul II computer network. This includes but is not limited to the uploading or creation of computer viruses.

WELLNESS

HOT LUNCH PROGRAM

The school offers a hot lunch and milk program. Hot lunches or milk may be purchased on a daily, weekly, or monthly basis in the Huskies' Café.

Prices for 2016-2017 school year are:

- Student lunches are \$3.40 (milk included)
- Adult lunches are \$3.75 (milk included)
- One trip to the salad bar is \$1.25 (open to students who bring a cold lunch)
- Individual milk is \$0.50

Confidential applications for free and reduced lunches will be handed out at registration and placed on the school website. We ask that you use this free and reduced opportunity if you qualify, as it helps us receive Title 1 privileges from Shawnee Mission School District. ***Due to the state mandated Wellness Policy at John Paul II, we do not allow outside "fast food" items or soda to be brought into the Cafeteria.*** If you wish to have lunch with a student, please bring a sack lunch or purchase a lunch from the Cafeteria. Lunch balances are monitored by administration. Delinquent notices will be sent home weekly to notify families of unpaid lunch balances. **Families who owe \$50.00 or more in delinquent lunch fees must bring their lunch.**

ILLNESS

In the event of illness, parents are requested to keep their children home. Children should be free from fever (without medication), vomiting, and/or diarrhea for 24 hours before returning to school. Children who have or develop these symptoms will be sent home from school. Children who have been absent due to whooping cough, measles, mumps, diphtheria or poliomyelitis are required to have releases from their physician before readmission. Parents of a

child with certain communicable diseases (impetigo, ringworm, pink eye, head lice) should obtain a doctor's note stating that child is under treatment. The child must be symptom free before returning to school.

Parents should notify the school in writing concerning any health needs, allergies, reactions, medications or other pertinent data necessary to better care for the particular child.

School personnel must have a physician's order and parent consent to dispense prescription and OTC medications. The medications are to be brought to school in the original container appropriately labeled by the pharmacy. School personnel must have parent and doctor consent to dispense "over-the-counter" medications (including but not limited to cough drops, eye drops, aspirin, and ibuprofen). All medication will be maintained in the nurse's office and dispensed according to the label instructions and at the discretion of the school nurse.

HEALTH

All students are required by state law to have on file in the school office, a Kansas Certificate of Immunization, and a physician physical form. These forms must be in the school office before a child can attend class.

RECESS

Weather can change rapidly and unexpectedly. With this thought in mind, it is important for all students to be properly dressed for each day's activities, especially recess. ***Students go outside for recess unless the actual temperature is at or below 15° or the wind chill is at or below 0°F.***

A layered approach to a child's outerwear will help ensure your child is ready for outdoors at recess time. Students are expected to participate in recess unless extenuating circumstances exist. Generally, if a child is too sick to go outside to recess, the child is too sick to be in school.

Of course, there may always be exceptions to the rule; but it is a reasonable guideline for adults to use when making decisions about recess.

SAFE SNACKS

No Peanut or Nut Products

John Paul II Catholic School has a number of students with peanut allergies. We have been successful in keeping these students healthy by requesting that parents only send snacks to school that are safe for all our students Pre-8. This helps to keep all rooms and hallways free from contamination for the students. This should also be enforced for after school activities such as Scouts, Battle of the Books, indoor sports, etc.

Read product labels to be sure of safe snacks. What to look for on labels: Read the ingredient list. Nut products of any kind, nuts themselves, nut oils, nut flours, (peanut flour is used as a filler) in the ingredients make it an unsafe product. If product is produced on equipment, or in a facility that produces nut containing products they are UNSAFE. Sometimes, not always, this

information is below the ingredient list. It may also appear on the bottom or side panels of product packaging.

COUNSELOR VISITS

Our certified licensed counselor visits with classes, groups, and individual students throughout the school year. These visits may be initiated by a student, parent, a teacher, the counselor or the administrator and may cover a variety of topics including bullying and classroom related concerns. The counselor will notify a parent if more than 2 visits have occurred with an individual student.

SAFETY

ARRIVAL AND DISMISSAL

Keeping your students safe is a priority at John Paul II. We have developed an on-site traffic plan with input from local law enforcement. Refer to the diagram at the back of handbook for arrival and dismissal diagrams. Please respect the procedures listed below:

- All students must enter the building through the front doors during morning arrival.
- Students are asked to exit out of the right hand side of the car.
- East side drop off has one lane, for the safety of the students, please respect this. We ask that you do not park and walk kids in the building, it disrupts the flow of traffic and causes a safety concern.
- West parking lot drop off has one lane.
- East parking lot dismissal has two lanes. The safety patrols are available to help students get to their cars safely.
- West parking lot dismissal has one lane. The safety patrols are available to help students get to their cars safely.
- If you must get out of your car to pick up students on the west parking lot of the school, please park in the south church parking lot (adjacent to playground) and walk over. Please do not park in the school/church parking lot on the west side. This causes a safety concern.

CRISIS PLAN

A crisis is an event that is highly unpredictable and extraordinary in its make-up. Crisis is operationally defined as (a) violent or life-threatening situation, (b) suicide, (c) death of a student or staff member, or (d) a condition that affects the functioning of a significant number of the members of the organization.

While we never anticipate a crisis situation or any type of emergency, being prepared is crucial in our times. Our staff is fully committed to protecting the safety of the children in our care. We take this responsibility seriously, and while preparing for every type of emergency is

impossible, we will do everything in our power to protect the students of John Paul II. We have implemented training on strategies designed and recommended by professionals (particularly local police departments) to minimize any attacks on school with weapons and routinely participate in drills per the school's Crisis Plan that is kept in every classroom. In the event there is a crisis situation in the school, The Catholic Community Counseling Service of Catholic Charities of Northeast Kansas will offer Crisis intervention services.

EMERGENCY DRILLS

Tornado drills are held 2 times a year and fire drills are conducted each month. Detailed escape plans are posted inside the door of each room. During tornado drills each classroom goes to a designated area on the lower floor. For fire drills each class has an escape route to an outside area at a safe distance from the building. Children are conducted to these designated areas in a safe, quick, quiet and orderly manner. Red Card drill (lockdown) is a drill for any emergency other than fire or tornado. During the Red Card drill, each classroom door is locked and all students are moved away from the windows and doors until the all-clear signal is given.

POLICE NOTIFICATION

When a school official has reason to believe that conduct by a student in a Catholic elementary school may be in violation of any criminal statute of the State or the United States (such conduct would include, but not limited to, incidents involving guns, knives or other weapons capable of inflicting harm), the local school official shall immediately contact the local superintendent of schools or her designee. The superintendent shall have in place a liaison person with the local law enforcement agency in every region of the Archdiocese where Catholic schools are located; upon receipt of the report from the local school official, the superintendent shall report the matter promptly to the liaison person with the local law enforcement agency. The local school official shall cooperate with the local law enforcement agency to ensure a safe and secure educational environment and to preserve the individual rights of the student(s). In a case where there is immediate danger to life or the potential for immediate danger to life, school officials in the local Catholic school shall notify the police immediately and then follow procedure listed above. (Archdiocesan handbook 6200.5)

ASBESTOS

An EPA school inspector makes annual visits to examine our asbestos and compliance status. One of the federal requirements regarding school asbestos inspections and reporting is that all records regarding inspections are open to the public for review. These records are available in the school office and are open to anyone requesting them.

MISCELLANEOUS INFORMATION

FIELD TRIPS

Classroom teachers may schedule field trips within our area throughout the school year. These trips must be extensions of an instructional process. A field trip permission form will be sent home for each trip. Students who fail to return the proper form will not be allowed to participate in the field trip. Parents volunteering to drive must fill out Catholic Mutual form and have VIRTUS training, and may only drive directly to the designated locations. Field trips are privileges and students may be denied participation if they fail to meet behavioral requirements.

HOLIDAY PARTIES

Halloween, Christmas and Valentine's Day provide times for casual homeroom or class parties within the school day. Generally, holiday parties take place in the last 30-45 minutes of the school day. Teachers should confer with room mothers for plans. Teachers should communicate to the room mothers what are acceptable and appropriate party food, favors and activities prior to the party. Grade level teachers should communicate prior to talking to room mothers to help coordinate the activities of the day. **ONLY WATER IS ALLOWED IN CLASSROOMS.**

SCRIP

Did you know you can **reduce the cost of your tuition** by becoming a SCRIP user? Scrip is a major fundraiser for John Paul II Catholic School. SCRIP is a program in which school families purchase gift cards for retail businesses and restaurants. Then, instead of paying participating merchants directly when you make a purchase, you pay with SCRIP.

Many, many local and nation-wide merchants participate in the SCRIP program. The portion that comes back to the school varies between 1.5% and 15%. If you are using SCRIP, you are making a difference by allowing the school to receive money that is always so desperately needed. In addition, you are putting money in your TRIP account.

Tuition Reimbursement Incentive Program

Every time you make a SCRIP purchase, one half of the percentage rebate that comes back to the school is put in *your* account. These percentages can add up into a substantial savings towards *your* tuition. At the end of May, your account is totaled. If your account total is less than \$25, the proceeds will be given back to the school. If the amount in your account is \$25 or more, you may use that amount towards your tuition!

The amount accumulated in our account is up to you. **Use SCRIP creatively and consistently!** Some families have had more than \$500 in their accounts at the end of the year. The benefits of this program are endless.

In addition to using SCRIP yourself, you can encourage your family, friends, and neighbors to use it as well. Just be sure they include your name on their orders, and each time they purchase SCRIP from JP II, you and the school will benefit.

SCRIP is also sold each Sunday morning after QHR Masses from 7:45 AM to 12:30 PM. On days when school is in session, orders can be placed by 9:00 AM in the school office, and they are ready for pickup after 2:30 PM. Order forms are found on the school web site or in the school office.