



Parent/Student Handbook 2009-2010

Pope John Paul II Catholic School

320 North Ashe Street
Southern Pines, North Carolina 28387
910.692.6241

<http://www.jp2catholicschool.org>



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Dear Parents and Students,

*“What greater work is there than training the mind and forming the habits of the young?”
St. John Chrysostom*

Welcome to Pope John Paul II Catholic School! In choosing Pope John Paul II School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

In Christ,

Dr. Rick Kruska
Principal

Pope John Paul II School

Diocese of Raleigh School's Mission Statement

The mission of the schools in the Diocese of Raleigh is to engage our school/center communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

Pope John Paul II Catholic School's Vision Statement

Pope John Paul II Catholic School, including a strong Catholic identity and as the school of choice in the Moore County, is available, affordable, and accessible for ALL children in the Sandhills region regardless of socioeconomic status, race, religion, ethnicity, learning challenges, or physical challenges.

Pope John Paul II Catholic School's Mission Statement

Pope John Paul II Catholic School is dedicated to forming the hearts and minds of students according to the teachings of the Catholic Faith and the highest standards of academic excellence.

His Holiness Pope John Paul II

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

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

After the Second World War, he continued his studies in the major seminary of Krakow, and he was ordained to the priesthood on November 1, 1946. Shortly afterwards, he worked in Rome and finished his doctorate in theology in 1948 with

a thesis on the subject of faith in the works of St. John of the Cross. In 1948 he returned to Poland and was vicar of various parishes in Krakow.

On July 4, 1958, he was appointed titular bishop of Ombi and auxiliary of Krakow by Pope Pius XII, and was consecrated September 28, 1958, in Wawel Cathedral, Krakow, by Archbishop Eugeniusz Baziak. On January 13, 1964, Pope Paul VI, who made him a cardinal June 26, 1967, appointed him archbishop of Krakow.

The Cardinals elected him Pope at the Conclave October 16, 1978, and he took the name of John Paul II. On October 22, the Lord's Day, he solemnly inaugurated his Petrine ministry as the 263rd successor to the Apostle. His pontificate, one of the longest in the history of the Church, lasted nearly 27 years.

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

His love for young people brought him to establish the World Youth Days. The 19 World Youth Days celebrated during his pontificate brought together millions of young people from all over the world. At the same time his care for the family was expressed in the World Meetings of Families, which he initiated in 1994.

John Paul II successfully encouraged dialogue with the Jews and with the representatives of the other religions, prepared us for the third millennium, and promoted the spiritual renewal of the church.

In the light of Christ risen from the dead, on April 2, 2005, at 9:37 pm, while Saturday was drawing to a close and the Lord's Day was already beginning, during the Octave of Easter and Divine Mercy Sunday, the Church's beloved Pastor, John Paul II, departed this world for the Father.

WELCOME

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

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

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

Philosophy of Pope John Paul II School Educators

- We believe a quality Catholic Education calls us to integrate Gospel teachings and values with real life.
- We believe all secular subjects need to be taught in the light of these values.
- We recognize and accept that parents are the primary educators of their children; therefore, we work closely with parents in all areas of the students' growth.
- We believe students of all faiths, ethnic origins, and economic levels contribute to the world community and thus we welcome these students and strive to reflect the dignity of each person.
- We believe that prayer and worship within the total life of the school and parish community nourish faith shared with parents, teachers, and students.
- We believe students reach their individual potential by thinking clearly, forming strong convictions, and acting in ways consistent with their beliefs for the betterment of their own lives, their Church, and society as a whole.

Pope John Paul II Catholic School is a traditional Catholic school, faithful to the teaching magisterium of the Church. We install moral and intellectual virtues in a safe, nurturing environment for all students, and we dedicate ourselves to these principles:

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

Accreditation

Pope John Paul II School is accredited by the Southern Association of Colleges and Schools and the state of North Carolina.

About our school

Pope John Paul II School, on the campus of St. Anthony of Padua Catholic Church in Southern Pines, is a pre-Kindergarten (a full day pre-Kindergarten class is offered in addition to Kindergarten) through 7th grade Catholic Elementary and Middle School under the Diocese of Raleigh Schools Office .

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

The Diocesan curriculum guidelines, consistent with the State of North Carolina guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program that makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

Admission Information

Nondiscriminatory Policy

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

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

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

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

Children entering Kindergarten must be five (5) years of age by August 31. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to Pope John Paul II School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

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

Students applying for Admission in Grades 1-7 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Pope John Paul II School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any concerns, a student may be asked to withdraw his/her attendance at Pope John Paul II School.

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

Financial Obligations

**TUITION SCHEDULE
SCHOOL YEAR – 2009-2010**

KINDERGARTEN – GRADE SEVEN

Tuition Rate per child **\$4500.00**

PRE-KINDERGARTEN

Tuition Rate per child (full day) **\$4800.00**

FINANCIAL ASSISTANCE FORMS are available ON-LINE at www.factstuitionaid.com or at the school office.

***The application deadline to FACTS® Grant and Aid Assessment is published in December.**

Tuition Payment Options:

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

- Pay in full by June 1, 2009, or
- Pay ½ annual tuition by June 1, 2009 and the remainder by December 20, 2009(via FACTS draft), or
- Enroll in the FACTS Tuition Management Service. Payments begin in July 2009.
- Please note that you may pay in full for one child and utilize FACTS for another.

Enrollment/Re-Enrollment

- The \$250 Registration / Materials Fee for all students must be submitted with the application.
- Returning students must reserve their spot by paying the Book/Seat Fee by the date designated by the Governing Board. A late fee may apply for re-enrollment not paid by school specified date.
- All Registration Fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to Pope John Paul II School that does not clear the bank.

FACTS Tuition Management Service Overview

- Any payment other than in full requires enrollment in FACTS program.
- There is an annual non-refundable \$41 administrative fee for enrollment in the FACTS program per family for monthly payments and a \$10 fee for two-payments (first payment made directly to PJP School). This fee will be drafted from your chosen account. Please do not make this payment to the school.
- Pay tuition over 11 months via FACTS.
- Your enrollment form to FACTS must be returned with your registration.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

**SCHOOL YEAR 2009-2010 REGISTRATION FEE
(NON-REFUNDABLE FEE).....\$250.00**

This fee covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom resources, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), Science lab fees for consumable materials; **DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS** (basketball, volleyball, soccer, etc.) or other after school activities.

Parent's Role in Education

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

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

Once you have chosen to enter into a partnership with us at Pope John Paul II School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 7), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

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

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

Parents as Partners

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

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

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

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

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

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

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

To meet all financial obligations to the school;

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

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

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

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

Parent Teacher Organization

Pope John Paul II School Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

By-Laws for the PTO are available on request.

General Information

School Hours

Pre-K: 8:15 AM – 2:45 PM

Grades K through 7: 8:10 AM – 3:15 PM. Students not in their homeroom at 8:10 AM are considered tardy.

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

The school doors are opened for students at 8:00 AM.

Prayer and afternoon announcements begin at 3:05 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

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

1. a phone call reminding you to pick up your students on time
2. a registered letter reminding you that failure to pick up your child on time constitutes neglect.
3. students who remain after 6:00 PM, without arrangements being made, will be sent home via the Southern Pines Police Department.

Three (3) tardies or three (3) early withdrawals are considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Students not picked up by the end of carpool (approximately 3:25 PM) will be sent immediately to the After School Care Program. Parents will be charged the daily per child rate of \$10.00.

Pope John Paul II School offers an After School Care Program. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM.

School Office Hours

The school office is open on all school days from **8:00 AM – 3:30 PM**.

School Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure.

Attendance

A student's absence from school interferes with his/her academic progress.

Absence

When a student is absent from school, a parent should call the office by 8:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Pope John Paul II students.

If a parent or legal guardian is not reached by telephone, a written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

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

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

When a student is absent, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:15 PM – 3:30 PM.

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

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment is required to be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

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

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of North Carolina guidelines, are followed for the teaching of all secular subject areas. For a copy of the curriculum you may request a copy from the school or visit the Diocese of Raleigh website – <http://www.dioceseofraleigh.org/> .

Grading Scale

A	= 93 – 100
B	= 85 – 92
C	= 75 – 84
D	= 65 – 74
F	= 64 or below

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or approximately every nine (9) weeks.

Progress Reports will be given mid-way between each nine-week grading period.

Parent/Teacher/Student Conferences

Two Parent-Teacher-Student Conferences are held each year. Student attendance with parents is mandatory. Conference days for children will be counted as school days. School is not in session during conferences.

Conference schedules are prepared and issued by the school office well in advance of the scheduled date. Parents requiring additional conferences during the school year may make arrangements with the individual teachers. Progress reports are issued quarterly.

Student Records

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

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Pope John Paul II School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that the parents pay all postal fees.

Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Iowa Test of Basic Skills is given in Grades 2 through 6. The ACRE Test (Assessment of Catechesis Religious Education) may be given to students in Grade 5.

Middle School students (Grades 6 and 7) may be given a **maximum of three quizzes or tests per day.**

Promotion Policy and Retention Policy

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

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

Academic Probation

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

Homework

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

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will not be assigned to students on Friday evening.

Homework Policy Due to Illness

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

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
6. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during

school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.

7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and may be marked absent for the day.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
10. All monies collected for the field trip are **non-refundable**.
11. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

Sacramental Program

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

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Lunch

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.**

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

Uniforms and Dress Code

Pope John Paul II Catholic School 2009-2010

Uniform List

Boys	Girls
White oxford Tie – clip on (1-5) and tie (6 -7) Navy pants Navy shorts Belt PE shirt – Logo PE shorts – Logo Sweat shirt – Logo Sweat pants – Logo Boys cardigan sweater – Crest Vest – Crest V-neck sweater – Crest Kinder white polo (embroidered school name)	White blouse – Peter Pan Collar Navy cross tie Jumper (optional 6/7) Skirt (6/7 only) Skort PE shirt – Logo PE shorts – Logo Sweat shirt – Logo Sweat pants – Logo Girls cardigan sweater – Crest Vest – Crest V-neck sweater – Crest
Pre-K light blue polo (embroidered school name) Navy pants or shorts Belt	Pre-K light blue polo (embroidered school name) Navy pants or skorts

Uniform Guidelines

Black dress shoes are required at all times except for P.E. classes. **No sandal, no open-back shoes, or any type shoe which resembles a tennis shoe, no boots or**

hi-top shoes, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted. Shoes with laces must be tied at all times.

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

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

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

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

During the winter months girls may wear plain navy blue sweatpants under their uniform during arrival, recess, and dismissal. However, pajama style pants may not be worn at any time.

If a student wishes to wear outerwear (sweater or jacket) inside the classroom the item must be logoed sweater or sweatshirt.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist. Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be navy, brown, or black.

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

Medication

A Parent Request and Physician's Order for Student medication (available in the office) must be on file in the office before any medication can be distributed to a student. This includes prescription and non-prescription medication.

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

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

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the school office with the following information:

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

Gifts

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

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Parties

Students are permitted class parties under the discretion of the administration and teacher. Room parents may assist the classroom teacher with these parties. We request that treats be already prepared into individual servings.

Conduct

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

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

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Off-Campus Conduct

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

Cheating

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

Detention

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

Suspension

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

Expulsion

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

Drop Off (K – 7)

Parents are asked to pay close attention during the drop off process. It is recommended that cell phones not be used at this time. Please follow any traffic directions given by the teachers on duty.

Students may be dropped off no earlier than 7:45 AM. The drop off point for all students is in the parking lot near the church and hall. All students are to remain in the playground area until 8:00 AM or when the hall is opened. All students are to be in the hall, in their class lines, promptly at 8:10 AM. Students arriving after 8:10 AM will be considered tardy. Students arriving after 8:10 must proceed to the office for an admittance slip before entering their classroom.

In case of inclement weather, students will be permitted to enter the parish hall as they arrive.

Pick Up

Parents are asked to pay close attention during the drop off and pick up process. It is recommended that cell phones not be used at this time. Please follow any traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact car pool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

All students are dismissed from the enclosed playground area at the rear of the school. Dismissal is at 3:15 PM unless otherwise indicated on the calendar. Any student not picked up by 3:25 will be sent to After School Care and the family will be charged \$10. If someone other than the parent, guardian, or persons listed on the Pick Up Authorization form is picking up a student, notification **MUST BE IN WRITING** and that person must be prepared to show a picture ID.

In case of inclement weather, students may be picked up in the parish hall.

Returning to School after Dismissal

Students are not permitted to return to the school building after the 3:30 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:30 PM without a teacher, face detention, suspension, or expulsion.

School Safety/Harassment or Bullying

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

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

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's

blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Drugs and Alcohol

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

Title IX

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

Child Abuse Laws

Pope John Paul II School abides by the Child Abuse laws of the State of North Carolina. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

Pre-school siblings are not allowed to accompany parent volunteers to school.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, Pope John Paul II School asks that parents check their child’s folder daily for important information.

Official school-wide communications are sent using the ALERT NOW® phone system.

School Property

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

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until school office accounts have been settled.**

Office Records

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

Telephone

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

Emergency Drills

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

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;

4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Crisis Plan

Pope John Paul II School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to St. Anthony of Padua Church parking lot. Parents will be notified via Alert Now.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the ALERT NOW® system.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

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

Asthma Policy

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

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff,

their employers (the local education authority) and pupils. Specials teachers and new staff are also made aware of the policy.

1. Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. Record Keeping

At the beginning of each school year, or when a child joins Pope John Paul II Catholic School, parents are asked to submit a child's medical record.

3. The School Environment

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

4. Food Allergy Policy

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

5. Training

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

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

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

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

6. Notifications

The school will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

7. Classrooms

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

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

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

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

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

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

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

8. School Field Trips

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

Medications (including an EpiPen) and a copy of the student’s Emergency Health Care Plan must accompany the student.

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

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

Right to Amend

Pope John Paul II School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via email.

TELECOMMUNICATIONS USE AGREEMENT
Telecommunications Use Agreement
Adapted from NCEA's From the Chalkboard to the Chat room, 2001

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

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

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

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

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

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

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage cause by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Parent Signature Page

I have read the 2009/2010 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

SIGNED FORM DUE TO OFFICE BY AUGUST 21, 2009.