

# **SJPII Family Handbook 2025- 2026**

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

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

**<https://www.jp2catholicschool.org>**

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

**If the signed acknowledgment forms required in the Family Handbook are not received by September 15 of each school year, it will be understood that families have reviewed the handbook and agree to follow the policies and procedures it contains. Continued enrollment affirms acceptance of the Family Handbook's terms and expectations. (10.14. 2025)**



**CONTENTS**

**Introduction & School Identity.....2-4**

**Admissions and Financial Information .....4-8**

**Academic Life .....8-13**

**School Policies and Expectations..... 13-18**

**Parent Involvement and Communication.....18-23**

**Daily Operations & Procedures.....23-28**

**Safety, Health & Medical Information.....28-32**

**Technology Use..... 32-34**

**Uniform Guidelines..... 34-37**

**Forms and Signature Pages.....38-41**



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School 2922 Camp Easter Road  
Southern Pines, NC 28387  
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***"Pray as though everything depended on God. Work as though everything depended on you."***  
**— St. Augustine**

Dear Parents and Students,

Welcome to St. John Paul II Catholic School! We are pleased you have chosen to become part of our school family. Your decision reflects a shared commitment to the mission and values of Catholic education, and we are honored to partner with you in this sacred responsibility.

At St. John Paul II Catholic School, we strive to cultivate both spiritual formation and academic excellence grounded in the teachings of the Catholic Church. We believe that true education forms the whole child—mind, body, and spirit. Through faith, love, and a strong academic foundation, we are confident that your child will grow in knowledge, virtue, and grace.

Our school community embraces the threefold mission of Catholic education: to proclaim the message of the Gospel, to build a faith-filled community, and to serve others with love. Students at SJPII are encouraged to deepen their relationship with God while developing into thoughtful, responsible, and faith-driven individuals.

Education at SJPII is rooted in faith. We integrate academic excellence with the teachings of Jesus Christ, Catholic doctrine, and strong moral values. This holistic approach prepares students to meet the challenges of today's world with wisdom, compassion, and integrity.

We look forward to working together in partnership as we guide your child along this journey of learning and formation. May God, who has begun this good work in all of us, bring it to fulfillment.

In Christ's Peace,

**The Faculty and Staff of St. John Paul II Catholic School**



### **About Our School**

St. John Paul II Catholic School serves students from Pre-Kindergarten through 8th grade and operates under the direction of the Diocese of Raleigh Catholic Schools Office. We are dedicated to providing a strong academic foundation within a nurturing, Christ-centered environment where each child is respected, supported, and encouraged to grow in faith and knowledge.

Inspired by the 1972 pastoral message of the National Conference of Catholic Bishops to “teach as Jesus did,” our school community integrates faith and learning through daily prayer, meaningful liturgical celebrations, and the practice of Christian values in everyday life.

We follow the diocesan curriculum guidelines, which align with North Carolina state standards across all subject areas. Instruction emphasizes deep understanding, critical thinking, and problem-solving. Students benefit from a diverse program that includes multiple reading sources, integrated technology, and a variety of instructional methods designed to meet a range of learning styles.

At SJPII, we strive to educate the whole child—spiritually, academically, and morally—preparing students to lead lives of purpose, service, and integrity.

### **Our Patron: St. John Paul II**

St. John Paul II, born Karol Józef Wojtyła on May 18, 1920, in Wadowice, Poland, is the beloved patron of our school. The youngest of three children, he experienced deep personal loss early in life—his mother died when he was nine, his brother Edmund in 1932, and his father in 1941. His sister, Olga, died in infancy.

Baptized shortly after birth, he received his First Holy Communion at age nine and was confirmed at eighteen. An avid student, he initially pursued studies in drama before feeling a call to the priesthood during World War II. He began seminary studies in secret under Nazi occupation and was ordained a priest on November 1, 1946. He earned a doctorate in theology in Rome and served in parishes in Krakow, eventually being named auxiliary bishop in 1958, archbishop in 1964, and cardinal in 1967.

On October 16, 1978, Cardinal Wojtyła was elected the 264th Pope of the Catholic Church, taking the name John Paul II. His nearly 27-year pontificate was one of the longest in Church history and included 104 international pastoral visits, the founding of World Youth Day, and the promotion of interfaith dialogue and family life. He was a guiding presence during a transformative era in Church and world history.

Pope John Paul II died on April 2, 2005, and was canonized on April 27, 2014. His feast day is celebrated each year

on October 22. His life and witness continue to inspire our mission of faith, formation, and service.

### **Diocesan Schools Mission Statement**

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

### **Our Mission**

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

### **Vision & Beliefs**

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

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

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

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

### **Accreditation**

St. John Paul II Catholic School has been awarded accreditation by the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

**The three listed regional agencies provide our institution with a highly regarded accreditation that is recognized throughout the world.**

### **Admissions & Financial Information**

#### **Nondiscriminatory Policy**

St. John Paul II Catholic School welcomes students of all faiths, races, nationalities, and ethnic backgrounds. All students are entitled to the rights, privileges, programs, and activities available at the school. In keeping with our

commitment to fairness and respect for all, we do not discriminate on the basis of race, color, national origin, or ethnicity in the administration of educational policies, admissions procedures, athletics, or any other school-administered programs.

### **Admission Priorities**

When enrollment space is limited, priority for admission is given in the following order:

1. Active, registered members of St. Anthony of Padua Parish and Sacred Heart Parish
2. Members of other Catholic parishes
3. Non-Catholic applicants

### **Age Requirements**

- Pre-K-3 applicants must be three (3) years old by August 31 of the school year.
- Pre-K-4 applicants must be four (4) years old by August 31 of the school year.
- Kindergarten applicants must be five (5) years old by August 31 of the school year.

### **Application and Evaluation Process**

All applicants are evaluated through a combination of the following:

- Current report cards
- Standardized test results (grades 1–8)
- Teacher recommendations from the student's previous school
- Intake assessments in key academic areas
- Student observations during shadow visits or interviews

An interview may be part of the admissions process. However, participation in an interview does not guarantee admission, nor does the absence of one imply denial.

### **Required Documentation**

The following documents must be submitted during the application process:

- Verification of active parish affiliation and stewardship (if applicable)
- Health/immunization records
- Original birth certificate
- Baptismal certificate (Catholic applicants only)
- Most recent report card and standardized test scores
- Teacher recommendations
- Official documentation of an IEP or other learning plan, if applicable

### **Trial Period**

All newly enrolled students are subject to a trial period to ensure that St. John Paul II Catholic School is the right fit for their academic and social-emotional development. During this period, if significant concerns arise regarding the student's well-being, ability to meet academic expectations, or impact on the learning environment, the school may require withdrawal.

### **Parent-School Partnership**

**A cooperative and respectful relationship between the school and parents/guardians is essential to student**

**success. In rare circumstances where this partnership cannot be maintained, the school reserves the right to withdraw a student.**

### **Non-Catholic Applicants**

Non-Catholic students are welcome to apply and may be accepted on a space-available basis, provided their families support and respect the Catholic philosophy and values of the school.

### **Admission for Students with Special Needs**

St. John Paul II Catholic School, in alignment with the Diocese of Raleigh Catholic Schools, is committed to providing a supportive and inclusive learning environment that fosters the individual growth of each student. We recognize and value the unique strengths and challenges of all learners and strive to help each child reach their fullest potential.

For students with diagnosed special needs, as documented by licensed medical professionals, reasonable accommodations may be offered within the general education setting. These accommodations are dependent upon the availability of appropriate academic and staffing resources.

**Please note that while we make every effort to support students within our educational framework, we do not modify academic standards or alter the core curriculum.**

### **Wait Pool and Priority Enrollment**

If the maximum number of available seats in a particular grade has been filled, prospective students may be placed in the **wait pool** at the request of their parents or guardians. Please note that the wait pool at St. John Paul II Catholic School is **not** a ranked or first-come, first-served list. Instead, it consists of applicants who have completed the admissions process and are awaiting the possibility of an opening in their desired grade level.

When a seat becomes available, all students in the wait pool for that grade are reconsidered through our **priority enrollment** process. This process evaluates multiple factors, including but not limited to:

- Siblings currently enrolled at SJPII
- Assessment of the prospective student's academic readiness
- The student's educational support needs
- Admissions priorities outlined previously
- Returning student status
- Parent employment at the school

Due to the holistic nature of this process, SJPII cannot provide specific information regarding a student's "place" in the wait pool. Furthermore, no statements made by school staff should be interpreted as a guarantee of admission or a definitive ranking within the wait pool.

### **Financial Obligations**

#### **Tuition Schedule | School Year 2025–2026**

*Pre-Kindergarten through 8th Grade*

**Annual Tuition per Student:** \$9,660

All families are strongly encouraged to apply for the **North Carolina Opportunity Scholarship**, which may significantly reduce tuition costs. Information and application details are available through the North Carolina State Education Assistance Authority (NCSEAA).



If additional financial support is needed beyond what is provided through the Opportunity Scholarship, families may also complete the **FACTS® Grant & Aid Application** for consideration of internal tuition assistance.

### Tuition Payment Options

St. John Paul II Catholic School partners with **FACTS® Tuition Management**. All families must enroll with FACTS® for secure and flexible options for paying tuition.

#### FACTS® Payment Options:

- **One Payment:** Full tuition paid by **June 1**
- **Two Payments:** Half due in **June**, remainder in **November**
- **Eleven Monthly Payments:** June through April

#### FACTS® Requirements and Fees

- **Online Enrollment Required:** All families must enroll in FACTS® for tuition processing, regardless of the payment method (including cash or check).
- **Annual Administrative Fee (per family):**
  - \$50 for monthly payment plans
  - \$15 for two-payment plans
  - \$5 for full payment option

#### Additional Fees

- **Application Fee (new students):** \$100 (non-refundable charge by FACTS®)
- **Initial Registration Fee:** \$250 per student (non-refundable; due at registration)
  - *Covers registration materials only. Does not include field trips, clubs, athletics, aftercare, or other extracurricular activities.*
- **Returned Payment Fee:** \$30 per returned payment (charged by FACTS®)
- **Chromebook Deposit:** Each student in grades 6–8 will be charged a \$100 Chromebook deposit through their FACTS® account. This deposit is required annually for the use of a school-issued Chromebook.

**Please Note:** *All fees—including tuition, registration, aftercare, and extracurricular charges—are non-refundable.*

#### Withdrawal Policy and Related Costs

Families planning to withdraw a student from St. John Paul II Catholic School must notify both the **Director of Admissions** and the **Principal** in writing. The date the school receives this written notice will serve as the official withdrawal date and will be used to determine any financial obligations.

If your child is applying to another school and requires **teacher recommendation forms**, please contact the school office in advance. Teachers should be informed to expect the request so that the forms can be completed in a timely and confidential manner.

#### Tuition Responsibility Based on Withdrawal Date:

- **Withdrawals between July 1 – July 15:** One-third of the annual tuition will be due **unless the student's seat is filled** by another applicant.
- **Withdrawals between July 16 – December 15:** One-half of the annual tuition will be due.
- **Withdrawals after December 15:** Families are responsible for the **full annual tuition**.

#### Exception:



This policy **MAY** be waived if written documentation is provided verifying that the withdrawal is due to a military transfer.

### **Outstanding Balances:**

Student records, including report cards and transcripts, will not be released until all tuition and fees have been paid in full.

### **Transfer of Records**

- Student records for those transferring to another school will be sent **directly** to the receiving institution via **U.S. Mail, fax, or secure digital transmission**.
- **Records will not be released to parents or guardians for personal delivery**, as doing so may compromise the validity of the transcripts.

### **Requesting Records**

- All requests for **transcripts, student records, or recommendation forms** must be submitted **in writing** from the new school's Registrar to our Registrar.
- Please allow up to **five business days** for processing once all required forms have been received.
- Records will be delivered using a secure and appropriate method in accordance with legal guidelines.
- Requests requiring special mailing services may result in **additional postal fees**, which are the responsibility of the requesting family.

### **Parental Rights**

Parents and legal guardians have the right to **inspect and review** their child's educational records. However, this **does not include the right to receive physical copies** of the records

### **Transfer of Students**

Parents or guardians must provide written notice to the admissions office and the principal in advance of a student's planned withdrawal from St. John Paul II Catholic School. If you are considering enrollment at another school and teacher recommendations are required, please notify both the admissions office and the appropriate teachers prior to submitting any recommendation requests.

Student records will not be released or forwarded to another school until all tuition and fees have been paid in full and the student's account is settled.

### **Office Records**

To ensure timely communication and accurate documentation, parents/guardians are responsible for keeping their family's **FACTS®** account up to date. This includes promptly updating any changes in address, phone numbers (home, cell, or work), email addresses, and emergency contact information. Accurate records are essential for effective communication and the safety of all students.

## **Academic Life**

### **Curriculum**

St. John Paul II Catholic School follows the **curriculum standards established by the Diocese of Raleigh**, which are aligned with the **North Carolina state guidelines** across all subject areas.

Families may view the full curriculum standards by visiting the Diocese of Raleigh's website:

<https://dioceseofraleigh.org/catholic-schools/standards-and-instruction>

Additionally, a summary of each grade level's **program of study** is available on the **school website** and upon request from the **main office**.

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

St. John Paul II Catholic School is committed to supporting all students in reaching their academic potential. When a student demonstrates difficulty mastering core curriculum content, the following process may be initiated:

- A **classroom observation** will be conducted to gather data on the student's academic performance and behavior.
- Based on these observations, **educational testing may be recommended** to determine whether specialized instructional support is needed.
- The school will review the **observation data and testing results** to evaluate appropriate next steps for instructional support within the classroom setting.

### **Enrollment of Students with Documented Learning Needs**

Parents of students with previously identified learning differences are expected to submit **current documentation**, which may include:

- An **Individualized Education Plan (IEP)**
- A **psychological or educational evaluation**
- Other formal documentation of instructional support services provided in the prior academic year

**The SJPII administration and faculty will collaborate with parents/guardians to determine how best to support the student's learning needs within the school's available resources.**

### **Program Limitations**

While every effort is made to accommodate a range of learning needs, if it is determined that a student's educational requirements **cannot be fully met** within the structure of SJPII's program, the school will work closely with the family to recommend alternative placements in the **best interest of the student**.

Please note that **dual enrollment** is not available at SJPII due to scheduling limitations.

### **Promotion and Retention Policy**

At St. John Paul II Catholic School, student advancement is determined through a comprehensive review of academic performance, attendance, assessment data, and teacher recommendations. Promotion to the next grade is based on the student's demonstrated ability to successfully meet the expectations of a more advanced level of study.

To be promoted, students must show **satisfactory progress in all core subject areas**. In situations where a student is not meeting grade-level expectations, the school administration—after consultation with the teacher(s) and parents—may recommend:

- **Retention** in the current grade
- **Tutoring**
- **Summer school**
- **Supplemental assignments**

These measures are intended to ensure that each student is academically and emotionally prepared for future success.

Decisions regarding promotion or retention are made with careful consideration and in the best interest of the student's overall growth and development.

### **Academic Probation**

Students whose academic performance reflects **significant deficiencies** may be placed on **academic probation**. This status serves as a formal warning and provides a period of focused support and intervention to help the student improve.

While on academic probation, a student's eligibility to participate in **extracurricular activities and athletic programs** may be **limited or suspended**, based on individual circumstances and administrative discretion.

The goal of academic probation is to ensure that students remain committed to their academic responsibilities and receive the necessary support to succeed.

### **Homework**

Homework is assigned to help students develop **self-discipline, independence, and responsibility**. Assignments are designed to:

- Reinforce daily instruction
- Enrich and extend classroom learning
- Prepare students for upcoming lessons through independent practice or experiences

### **Time Expectations**

Homework expectations vary based on **grade level, subject, and individual student abilities**. While it is difficult to assign a specific time requirement for every child, students should not be consistently spending excessive time on homework. **If your child appears overwhelmed or is regularly struggling to complete assignments, please contact the classroom teacher.**

### **Homework Schedule**

- Homework may be assigned **Monday through Thursday**.
- In general, **homework will not be assigned on Fridays**, except for **7th and 8th grade students enrolled in advanced coursework**, where weekend preparation may occasionally be necessary.

### **Make-Up Work Due to Absence**

Students who are absent due to illness are typically allowed **one school day for each day missed** to complete assignments, quizzes, and tests. For example, a student absent for three days would be given three school days to complete the missed work.

- Students are expected to complete **missed work alongside current assignments**.
- The time required to complete one should not be used as an excuse for turning in the other **late, incomplete, or poorly done**.

**Maintaining a healthy balance between school responsibilities and personal well-being is essential. Teachers and parents are encouraged to work together to support students in managing their workload effectively.**

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

Report cards serve as essential tools for communication between home and school, as well as for tracking student progress and accountability.

- **Report cards are issued four times per year**, approximately every nine weeks.
- For students in **Pre-K through Grade 3**, **hard copies** of report cards will be sent home each quarter.
- For students in **Grades 4–8**, report cards will be **emailed to parents** each quarter.
- Parents of students in **Grades 4–8** may also access **current grades and assignments** at any time through the **FACTS® Family Portal**.
- All students, regardless of grade level, will receive a **final hard copy** of their report card at the end of the academic year.

### **Parent/Teacher Conferences**

A dedicated Parent-Teacher Conference Day is scheduled each fall, during which school is not in session. This allows teachers to meet with families individually and provide focused, meaningful communication about student progress. In addition, Grade 8 student-led conferences occur in the spring. These conferences offer students the opportunity to take an active role in discussing their academic achievements and setting goals for the remainder of the school year.

Conference schedules are organized and distributed **well in advance** to ensure that all families have the opportunity to participate.

Parents who wish to schedule additional conferences at any point during the school year are encouraged to **contact the teacher directly** to arrange a convenient time for discussion.

### **Honor Roll Recognition**

Students in **Grades 6 through 8** who earn a grade of **A or B in every subject** are recognized on the **Honor Roll** at the end of each academic quarter.

At the conclusion of the school year, students in these grades who maintain a **final average of A or B in all subjects** will receive **Honor Roll pins** to acknowledge their consistent academic achievement.

This recognition celebrates students' hard work, discipline, and commitment to excellence throughout the year.

### **Testing & Assessment Procedures**

Assessment is an essential part of the learning process and provides valuable feedback to students, parents, and teachers regarding academic progress and mastery of content.

### **Retake Policy**

Students may be given the opportunity to **retake certain quizzes or tests** to demonstrate improved understanding and mastery of skills or concepts, at the discretion of the teacher.

### **Middle School Testing Guidelines (Grades 6–8)**

- A maximum of **three quizzes or tests may be administered per day** to prevent student overload.
- Students may be required to take **quarterly or semester exams** in core subject areas to assess cumulative learning.
- Students in **Grades 7 and 8** enrolled in **Integrated Mathematics I** will also be required to take the **North Carolina End-of-Course (EOC) Assessment**, as mandated by state guidelines.

### **i-Ready Diagnostic Assessments**

In compliance with Diocese of Raleigh requirements, all students in **Grades K–8** will complete the **i-Ready diagnostic assessments three times per year**—fall, winter, and spring.

- These assessments help measure student growth and guide instruction.

- **Assessment results will be shared with parents** in a timely manner following each testing window.

### **Sacramental Program**

The **sacramental life** of students practicing the Catholic faith is a vital part of the religious education at St. John Paul II Catholic School. Our religion curriculum includes formal **preparation for the Sacraments of Reconciliation and First Holy Communion**, typically in **Second Grade**.

While preparation takes place in the classroom, **students must receive the Sacraments through their registered home parish**, in accordance with diocesan guidelines.

Preparation for the **Sacrament of Confirmation** is also integrated into the upper-grade religion curriculum. However, per the directive of the **Bishop of the Diocese of Raleigh**, the Sacrament of Confirmation is received in **10th grade** through the student's home parish.

Parents are expected to be **actively involved partners** in the preparation process. The Sacraments of Reconciliation, Eucharist, and Confirmation are conferred only upon students who have been **baptized in the Roman Catholic tradition**.

### **Field Trips**

Field trips at St. John Paul II Catholic School are designed to enhance classroom instruction and support curricular goals. These educational experiences are carefully planned to provide meaningful learning opportunities aligned with grade-level content.

- Field trips may be offered at various grade levels, though **not all grades will have the same number or type of trips** each year.
- Participation in a field trip is a **privilege, not a right**. Teachers, in consultation with administration, may **limit or deny participation** due to academic or behavioral concerns.

### **Permission and Attendance**

- Students must submit a **signed, written permission slip** by the designated deadline in order to attend.
- **Verbal permission or phone calls cannot be accepted** in place of a signed form.
- If a student does not bring home a permission slip, parents may contact the school or access the form online.
- A field trip permission slip is the **only accepted documentation** allowing a student to leave school during instructional hours.
- If a parent chooses not to have their child participate in a field trip, this must be noted on the permission form. In such cases, the student will **remain at home** with a parent or guardian.

### **Transportation and Chaperones**

- When available, **commercial transportation** will be arranged by the school.
- If commercial transportation is provided, **parents are not permitted to transport students** to or from the field trip location.
- If commercial transportation is **not** arranged, **parents are responsible** for transporting their own child and may coordinate carpools independently. The school does **not assume responsibility** for arranging transportation in these cases.



- **Only official chaperones** may attend field trips. Siblings are **not permitted** to accompany parent chaperones.
- Parents who are **not designated as chaperones** may not visit the field trip location during the event.

### Additional Guidelines

- All **field trip fees are non-refundable**.
- **Cell phones are not allowed** on field trips unless explicitly permitted by the teacher or administration.
- Participation in a particular trip during previous years does not guarantee that the same trip will be repeated. There are **no “traditional” or guaranteed field trips**.

### Sports Participation

Students who wish to participate in **athletic teams, athletic clubs, or interscholastic sports** must meet specific health and documentation requirements to ensure safety and compliance.

### Required Documentation

- A **completed sports physical form** is required for all student-athletes.
  - The form is available on our school website:  
Sports Physical Form – St. John Paul II Catholic School
  - It can also be found on **FACTS®** under **Resource Documents**.
- A **current physical examination** must be on file in the school office before a student may participate in any organized athletic activity.

### Athletics Handbook and Contract

- All student-athletes and their parents must review the **SJPII Athletics Handbook**.
- After reviewing the handbook, both the student and parent must **sign and return the Athletics Contract** acknowledging the expectations and guidelines outlined.
- **There is a \$100 uniform deposit for each sport held on FACTS that is released upon return of uniform directly to the Athletic Director by specified due date.**

### School Policies & Expectations

#### Attendance

Regular school attendance is essential to academic success. Frequent absences—whether excused or unexcused—can significantly impact a student's academic progress and classroom engagement.

#### Illness and Health Guidelines

To protect the health of all students and staff, please follow these important guidelines:

- **Do not send your child to school if they have a fever or have been vomiting.** Students must remain home until the **morning after they have been symptom-free and fever-free for a full 24 hours without the use of medication.**
- **These same guidelines apply if your child becomes ill during the school day and is sent home.**
- While staff members routinely sanitize classrooms and shared workspaces, sending a sick child to school may still result in the spread of illness.

Students should not attend school if they feel unwell or are unable to fully participate in learning activities.

## Reporting an Absence

When a student will be absent, a parent or guardian should:

- **Email both the school office and the student's teacher(s) before 9:00 a.m. each day of the absence.**
- Alternatively, parents may call the school office to report the absence.
- If no communication is received, the school will reach out to the family to confirm the student's whereabouts for safety purposes.
- Upon return, a written note or email explaining the reason for the absence or tardiness may be submitted to the student's teacher.

If an absence is planned for reasons other than illness, a written explanation must be submitted in advance.

## Family Travel and Extended Absences

The school calendar includes extended weekends and breaks to support family time. **Parents are strongly encouraged to schedule vacations and trips during these designated breaks** to minimize disruptions to learning.

- Teachers are **not required** to prepare make-up assignments, quizzes, or tests for students who miss school due to vacations or non-illness-related absences.
- **No assignments will be distributed in advance** of planned absences.
- Students are responsible for catching up on missed classwork and homework upon their return.

## Make-Up Work Policy

Students are typically given **one day for each day absent** due to illness to complete missed assignments, quizzes, or tests (e.g., a student absent for three days has three school days to complete the work). However:

- Make-up work must be completed **in addition to current assignments**.
- Lack of time to finish missed work is not an acceptable excuse for incomplete or poor-quality submissions of current assignments.

## Communication with Teachers

- Parents may email teachers to request homework or assignments.
- Middle school families should check **FACTS®** and **Google Classroom** for available lessons and updates.
- At the teacher's discretion, work may be sent home with a sibling or picked up from the school office during regular hours **only after arrangements have been made directly with the teacher**.
- For short absences, students are encouraged to seek missed class notes or instructions from classmates when appropriate.

## Excessive Absences and Tardies

- A student who is absent **four or more times in a single quarter** may receive a notification reminding the family of the importance of regular attendance.
- **Excessive absences or tardies may result in retention** (repeating the current grade level), particularly when they hinder academic progress.

## Participation in After-School Activities

Students who are absent for the **entire school day** are **not permitted to participate in any after-school programs**



**or activities** that day, including athletics, clubs, and evening events.

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

When a student must leave school during the day for a medical or other necessary appointment, we ask that families follow the procedures below to minimize disruption to the learning environment:

- **Advance notice** must be provided to both the school office and the child's teacher.
- Parents are required to **sign out** their child at the front office.
- If the student returns to school the same day, they must be **signed back in** at the office before returning to class.

### **Early Pick-Up Guidelines**

The final portion of the school day includes important instruction, class routines, and end-of-day organization. To preserve the learning environment:

- Parents are asked to **avoid picking up students during the last 30 minutes of the school day**.
- If early dismissal is necessary, **students must be signed out before 2:30 p.m.**
- After 2:30 p.m., students will **not be called from class** for early dismissal.

**Your cooperation helps ensure a smooth, respectful conclusion to the school day for all students and staff.**

### **Student Conduct**

In keeping with the philosophy of St. John Paul II Catholic School, which upholds the **dignity and uniqueness of every individual**, students are expected to treat others with **respect, kindness, and consideration** at all times.

All students are required to **cooperate with the spirit and policies** of the school, which are designed to promote **maturity, integrity, and personal responsibility**. This includes, but is not limited to:

- Demonstrating **courtesy** in all relationships
- Showing **promptness** in fulfilling academic and behavioral responsibilities
- Exhibiting **respect for school property** and the surrounding environment
- Using **sound judgment** and a sense of appropriateness in behavior and interactions

The **principal reserves the right** to determine the appropriateness of any student action or behavior if questions arise.

### **Distractions and Prohibited Items**

Any item that distracts from the **learning environment** is **not permitted at school**. Examples may include, but are not limited to, toys, gadgets, or personal electronic devices not authorized for academic use.

- Items deemed disruptive will be **confiscated** and may only be returned to a **parent or guardian** at the discretion of the principal.
- The school administration, in accordance with **state laws and diocesan guidelines**, will determine appropriate disciplinary action when such items are brought to school.

Students are expected to contribute to a school culture that is **safe, respectful, and focused on learning**.

### **Detention**

Detention may be assigned to students who violate **classroom or school rules**. Parents will receive notification

detailing the reason for the detention.

**Timely attendance** at assigned detention is expected as part of the student's responsibility and accountability.

### **Suspension**

A student assigned in-school or out-of-school suspension is expected to **complete all missed classwork, assignments, and assessments**.

It is the student's responsibility to communicate with teachers to ensure all work is completed in a timely manner. Academic expectations remain in place during a suspension, and missed work will be assessed accordingly.

A student assigned an **out-of-school suspension** is **not permitted on campus** for the duration of the suspension period.

Suspension is considered a serious consequence and may be issued in response to significant or repeated violations of school policies.

### **Expulsion**

Expulsion is a **serious disciplinary action** reserved for cases involving significant behavioral violations. A student may be expelled from St. John Paul II Catholic School if their actions pose a **threat to the safety, well-being, or moral integrity** of themselves or others within the school community.

Students who have been expelled are **not permitted to return to campus** or attend school-sponsored events unless **prior written permission** is granted by both the **principal and the pastor**.

All cases of expulsion are handled with great care and consideration, and in alignment with diocesan policies.

### **Cheating and Plagiarism**

St. John Paul II Catholic School is committed to fostering a culture of **honesty, integrity, and personal responsibility**. Cheating, plagiarism, or any form of academic dishonesty is **strictly prohibited**.

Students who engage in cheating or plagiarism may be subject to serious consequences, including but not limited to:

- A **failing grade** on the assignment or assessment
- **Detention** or other disciplinary action
- **Suspension**
- In severe or repeated cases, **Expulsion**

All incidents will be reviewed by the administration, and appropriate action will be taken in accordance with school policies.

### **Off-Campus Conduct**

St. John Paul II Catholic School holds its students to high standards of behavior both on and off campus. The administration reserves the right to address and discipline **off-campus conduct** that is deemed inconsistent with the **values, expectations, and standards** upheld during the school day.

This includes behavior that may negatively impact the school's reputation, the well-being of others, or the integrity of the school community.

Students are expected to represent the values of **respect, responsibility, and integrity** at all times, whether on school

grounds or in the broader community.

### **School Safety and Anti-Harassment Policy**

St. John Paul II Catholic School is committed to maintaining a **safe, respectful, and Christ-centered environment** for all students, staff, and community members. Any behavior—verbal, written, visual, or digital—that threatens the **physical or emotional well-being** of another individual will be taken **very seriously**.

This includes threats or harmful language made **in person, online, or through any form of communication**, whether **intentional or in jest**.

### **Consequences**

Students who engage in **threatening, harassing, or bullying behavior** may face:

- **Detention**
- **Suspension**
- **Expulsion**

### **Harassment and Bullying**

**Harassment of any kind—including verbal, physical, emotional, or sexual—is strictly prohibited.** This includes repeated behavior that causes distress, discomfort, or harm to another student.

All reports of harassment or bullying will be **promptly investigated**. Disciplinary action will be taken based on the severity and nature of the behavior.

St. John Paul II Catholic School expects all students to uphold values of **kindness, respect, and responsibility**, fostering a school culture where all individuals feel safe and valued.

### **Digital Misconduct and Cyberbullying**

St. John Paul II Catholic School expects all members of the school community—including **students and parent/guardians**—to uphold standards of **respect, integrity, and responsibility** in all forms of communication, including digital platforms.

### **Electronic Communication**

Electronic communication includes—but is not limited to—**emails, text messages, chats, social media posts, blogs, screensavers, video conferencing, and communication through apps or websites**. Misuse of these tools can result in serious consequences, especially when behavior undermines the dignity and safety of others.

### **Online Misconduct**

Inappropriate online behavior may include:

- **Bullying, hazing, or harassment** (including discriminatory or sexual harassment)
- **Stalking or retaliation**
- **Spreading rumors, false information, or threats**
- **Mocking, teasing, exclusion, or intimidation**
- **Manipulation, blackmail, or social isolation**

These actions, whether **subtle or overt**, violate Catholic values and are strictly prohibited—whether they occur **during or outside of school hours**.

### **Guidelines for Responsible Digital Behavior**

Students and parents/guardians are encouraged to follow the **"Think, Type, Post"** approach when using any

electronic communication:

- **Think** about the impact of your message and its potential audience.
- **Type** communications that reflect Catholic values and personal integrity.
- **Post** only messages that demonstrate **dignity and respect** for yourself and others.

### Reporting and Consequences

Any instance of cyberbullying or digital misconduct—even if it occurs off-campus or outside school hours—must be reported to school administration. If the behavior affects the **well-being, reputation, or safety** of members of our school community, disciplinary action may include:

- **Loss of technology privileges**
- **Detention or suspension**
- **Expulsion**, in serious or repeated cases

St. John Paul II Catholic School is committed to maintaining a **safe and respectful learning environment**—both on campus and online.

### Child Abuse Reporting

St. John Paul II Catholic School strictly adheres to **North Carolina state laws**, which require that **all suspected cases of child abuse or neglect** be reported to the appropriate law enforcement or child protection authorities.

All faculty and staff members at SJPII have completed the **Diocese of Raleigh's Safe Environment Training**, which equips educators to **recognize, respond to, and report** signs of abuse or neglect in accordance with legal and diocesan guidelines.

**Parents and guardians are also encouraged** to participate in Safe Environment Training. Parents and guardians **must** complete the Safe Environment Training if they are supervising children. Information and registration for upcoming sessions can be found at: <https://dioceseofraleigh.safeenvironment.org>

The safety and well-being of every child is a shared responsibility, and we remain committed to fostering a secure, supportive, and faith-filled environment for all students.

### Drugs and Alcohol

St. John Paul II Catholic School maintains a **zero-tolerance policy** regarding the **possession, use, or distribution of drugs, alcohol, tobacco, vaping, or controlled substances by students** on school property or at **any school-related function**.

**Students** found in possession of or under the influence of drugs or alcohol—on campus or at any school-sponsored event—will face **serious disciplinary consequences**, including **suspension and/or expulsion**.

### Parent Involvement & Communication

#### The Parent's Role in Education

At St. John Paul II Catholic School, we are honored to partner with parents in the sacred responsibility of educating their children. We recognize parents as the primary educators and believe that your example, involvement, and support are essential to your child's development—spiritually, academically, emotionally, physically, and socially.

By choosing our school, you affirm your desire to raise your child in a community that values faith, character, and academic excellence. We ask for your continued collaboration in fostering a learning environment rooted in mutual

respect and shared responsibility.

A strong partnership between home and school is vital. When parents and educators work together with consistency and trust, students thrive. Undermining the authority of either the home or the school sends conflicting messages and can hinder a child's moral development. If concerns arise, we encourage parents to communicate openly and respectfully with teachers and administrators to work toward a positive resolution.

Students are expected to take responsibility for their own learning—including completing assignments, preparing for tests, and staying current with missed work during absences. A strong partnership with parents helps reinforce this accountability.

Let us move forward this year with a shared commitment to helping every child become the person God created them to be.

### **Parents as Educational Partners**

As active partners in your child's education at SJPII, we ask parents to establish clear expectations at home and to support the school's policies and goals. This includes:

#### **At Home:**

- Enforce consistent and early bedtimes on school nights
- **Ensure punctual arrival and timely pick-up each day**
- Help your child follow the school dress code and uniform guidelines
- Support your child in completing homework and long-term assignments on time and with integrity

#### **At School:**

- Attend school events such as parent-teacher conferences and quarterly PTO meetings
- **Create and use a *Track It Forward* account to log required volunteer hours and view opportunities**
- Pay for any damage to school property caused by student carelessness or neglect
- Notify the homeroom teacher and office in writing (note or email) for all absences or tardies
- Update the school office and FACTS® with any changes in address, phone number, or emergency contacts
- Meet all financial obligations in a timely manner
- Inform the school of any relevant changes in your child's health, safety, or emotional well-being
- Keep sick children home until they have been symptom-free and fever-free for 24 hours *without medication*
- Read all school communications, including newsletters and notices
- Return requested forms or documents promptly
- Take an active interest in your child's overall education
- Support the religious and academic goals of the school
- Cooperate with the school's discipline policies
- Treat all faculty and staff with respect and courtesy—in person, via email, and in all public settings, including social media

Together, through mutual respect and collaboration, we create a Christ-centered environment where students can flourish in faith and learning.

### **Home–School Communication**

Consistent communication between home and school is essential to student success and community engagement. St. John Paul II Catholic School uses a variety of platforms to keep families informed and connected.

## Primary Communication Tools

- **Email & FACTS® Family Portal:** Teachers, staff, and administration communicate regularly via email and the FACTS® system. If you do not have internet access, please notify the school office so alternative arrangements can be made.
- **Parent Alert® System:** For time-sensitive or urgent announcements, we use the PARENT ALERT® phone and text system.
  - Please save the following numbers in your phone to avoid missed alerts: **31706** and **31-706**.

## Weekly Updates: Eagle News

- Our school newsletter, **Eagle News**, is emailed weekly and includes **important announcements, reminders, and updates**.
- To ensure delivery, please add [@jp2catholicschool.org](mailto:@jp2catholicschool.org) to your email's safe sender list.
- Eagle News is also posted to our **social media platforms**.

## Online Resources

- **School Website:**  
[www.jp2catholicschool.org](http://www.jp2catholicschool.org)  
The website is regularly updated with school news, the events calendar, contact information, and links to teacher and staff emails.
- **Stay Connected on Social Media**
  - **Facebook (School):** [SJPII Catholic School](#)
  - **Instagram:** [@sjp2\\_catholic\\_school](#)
  - **Facebook (PTO):** [SJPII PTO](#)

## FACTS® Family Directory Use

The FACTS® Family Directory is provided to foster community and parent-to-parent collaboration regarding **school-related activities**, such as class parties or field trips.

- It **should not be used** for mass emails regarding meetings, grievances, or unrelated matters.

## Volunteer Hour Requirements

Parent involvement is a cornerstone of Catholic education and plays an essential role in the life of St. John Paul II Catholic School. Your time and talents not only help **offset operational costs**, but also **enhance the learning environment** and strengthen our **school community**. Students benefit greatly from seeing their parents actively engaged in school life.

To support this shared commitment, each family is required to complete **25 hours of verified volunteer service** related to **St. John Paul II Catholic School activities** by the **last day of the school year**. Families who have not completed their 25 required hours by **the last day of school** will be charged **\$25 per unfulfilled hour**, billed through their **FACTS® account**.

Volunteer opportunities are communicated throughout the year and can be tracked using our designated system. Families who are unable to fulfill the requirement may be asked to make a financial contribution in lieu of service hours.



We deeply value your partnership in helping us create a vibrant, faith-filled school community.

### Online Volunteer Hour Tracking

At St. John Paul II Catholic School, family involvement is essential to the life and success of our school community. Each family is required to complete **25 hours of volunteer service** annually. All volunteer hours must be **recorded and submitted through Track It Forward®**, our official volunteer tracking system.

### How to Set Up a Track It Forward® Account

1. Visit [www.trackitforward.com](http://www.trackitforward.com)
2. Click “**Find Existing Site**”
3. In the search box, type:  
*St John Paul II Catholic School Southern Pines, NC*
4. When prompted for an email or username, scroll down and click:  
**“Don’t have an account yet? Click here to register.”**
5. Enter your email and create a password to complete registration.

An easy-to-use **Track It Forward® mobile app** is also available for download.

### Volunteer Hour Policies

- **All families MUST have an active Track It Forward account.**
- Hours must be submitted **within one month** of the service date to be credited.
  - *Example: Hours served in October must be submitted by November.*
- **All volunteers must complete Safe Environment Training (SET)** and participate in a **volunteer orientation** (in person or online). Training dates are published by the school and can also be found on the Diocese of Raleigh website.
- All submitted hours will be **reviewed and approved monthly** by the SJPII Volunteer Coordinator.
  - If your hours are not approved or require clarification, please contact the front office.
- **Unfulfilled hours:** Families who have not completed their 25 required hours by **the last day of school** will be charged **\$25 per unfulfilled hour**, billed through their **FACTS® account**.

### Volunteer Opportunities

There are many fun and flexible ways to earn service hours, including evening and weekend options. Examples include:

- School events (Festifall, Field Day, Gala, etc.)
- Hot lunch preparation and distribution
- Recess or lunch duty (at school discretion)
- Weekend campus beautification projects
- Classroom parent (check with your child’s teacher)
- Office/administrative assistance



- Used uniform sales
- Coaching sports teams
- Assisting with extracurricular activities (e.g., LEGO Robotics)
- Providing childcare during PTO meetings or school events
- PTO committees (Box Tops, fundraising support—many tasks can be completed at home)
- Catholic Schools Week
- Teacher Appreciation Week
- Providing transportation or moving large items for events
- Donations toward **pre-approved** school purchase requisitions or donations (ie, sports uniforms, fundraiser donations, etc.). A donation/purchase of \$25 is equivalent to 1 hour of volunteer service.

### Important Reminders

- **Dependability matters.** If you sign up for a volunteer role, please honor your commitment. If you are unable to attend, kindly arrange for a substitute.
- **Extra hours may be donated** to families who have not yet met their volunteer requirement.
- **Volunteering enriches the entire school community.** Your involvement strengthens our programs and enhances your child's learning experience.

For questions about volunteer opportunities or your Track It Forward account, please contact the school office at **910-692-6241**.

We thank you for your time, talent, and generosity—SJPII thrives because of dedicated families like yours.

### Confidentiality

Volunteers at St. John Paul II Catholic School serve in a position of **trust and responsibility**. As such, maintaining **confidentiality** is essential.

Any personal or sensitive information regarding **students, families, faculty, or staff** that volunteers may observe or hear while on campus must be treated with the utmost discretion and **not shared outside of the school environment**.

This includes—but is not limited to—student behavior, academic progress, classroom concerns, or conversations between parents, teachers, and students.

If a volunteer has a concern or observes something that warrants attention, it should be referred **directly to the principal** or appropriate school administrator. Protecting the dignity and privacy of our school community is a shared responsibility and vital to a safe, respectful environment.

### Volunteer Requirements

To ensure the safety and well-being of all students, **school volunteers must meet specific requirements** based on the nature of their involvement.

### Safe Environment and Background Checks

Volunteers who have direct or regular contact with students may be required to:

- Complete the **Diocese of Raleigh Safe Environment Training**
- Undergo a **diocesan-mandated background check**

Please **contact the school office** to determine what is required for your volunteer role.

### **Sign-In Procedures**

All volunteers must:

- **Sign in and out at the front office** each time they visit the school
- Clearly indicate the **purpose of their visit**

This process supports our efforts to maintain a **safe and secure campus**.

### **Dress Code for Volunteers**

Volunteers are expected to dress in a manner that is **modest, neat, and appropriate** for a school setting. Attire should reflect the respectful and professional environment of our Catholic school.

### **Non-SJPII Children on Campus**

To maintain a safe and focused environment during the school day, non-SJPII students should not accompany parent volunteers unless prior approval has been given by school personnel.

### **School Visitors**

To maintain a safe and secure learning environment, all visitors—including parents, volunteers, and guests—must follow the procedures below:

- **Students are not permitted to open doors for any visitor** at any time.
- All visitors must enter through the **main entrance** and ring the **doorbell** for access.
- Upon entry, visitors are required to **sign in at the school office** and wear a **designated visitor or volunteer nametag**, which must be picked up at the front desk.
- Before leaving campus, all visitors must **sign out** at the office and return the nametag.

These procedures are in place to ensure the safety of all students and staff. Your cooperation is appreciated.

## **Daily Operations & Procedures**

### **Arrival Procedures**

At St. John Paul II Catholic School, we value the partnership between home and school in supporting the growth of each child as an independent learner. To foster this independence, students are encouraged to enter the school building on their own each morning, whenever possible. Opportunities for parent involvement and classroom visitation are offered at various times throughout the year.

#### **Arrival Time:**

- Students may arrive on campus beginning at **7:30 a.m.**
- **Morning announcements begin at 7:55 a.m.**
- Students must be in their classrooms and prepared for the day by **7:55 a.m.**
- Any student not in class by this time will be marked **tardy**.

#### **Tardy Procedures:**

Tardy students must be accompanied to the main office and checked in by a parent or guardian before proceeding to

class.

### **Safety Reminder:**

For the safety of all students, **no student may be dropped off curbside unless a staff member is present** in the designated drop-off area. If no adult is on duty, the student must be escorted into the building by a parent or guardian and signed in at the front office—**regardless of the student's age.**

### **Dismissal Procedures**

Afternoon announcements will begin at **2:55 p.m.**, followed by dismissal for all students in **Pre-K through 8th grade.**

- **Pick-Up Window:** Students should be picked up **no later than 3:15 p.m.**
- **Late Pick-Up Protocol:**
  - Students not picked up by 3:15 p.m. will be taken to the **main office**, and parents will be contacted.
  - Starting at **3:30 p.m.**, a **late pick-up fee of \$25 per child, per hour** may be charged.
  - Any student remaining after **4:00 p.m.** will be escorted to **Aftercare**, and corresponding fees will apply.

Parents are responsible for ensuring their child arrives at school on time and is picked up promptly at dismissal. If a student remains at school past **5:00 p.m.** without prior arrangements or communication from a parent, the **Southern Pines Police Department** may be contacted to ensure the child's safety.

### **After-School Activities:**

Students remaining on campus for after-school events in which they are **not active participants** must be signed out to a **designated adult**, as communicated in writing to both the front office and the student's homeroom teacher.

The safety and supervision of every student is of utmost importance. We thank you for your cooperation in following these procedures to ensure a secure and orderly dismissal each day.

### **Drop-Off and Pick-Up Procedures**

To ensure the safety and efficiency of student arrival and dismissal, St. John Paul II Catholic School follows the procedures outlined below. Your cooperation in adhering to these guidelines helps us maintain a safe and orderly environment for all students.

#### **Location**

**Both morning drop-off and afternoon pick-up take place at the five-cone area located on the far side of the main building, directly in front of the Pre-K playground.**

#### **Morning Drop-Off**

- Drop-off begins at **7:30 a.m.**
- Parents should pull forward in the carpool line, where staff members and student safety patrols will assist.
- Students must exit the vehicle **from the passenger side only**, with all belongings in hand.
- Backpacks and supplies **must not be retrieved from the trunk**. Opening trunks creates a safety hazard by placing students in the path of moving vehicles.
- Students will proceed directly to their classroom or designated area under staff supervision.
- **Parents must remain in their vehicles** while in the carpool line.

**Important:** Under no circumstances may a student be dropped off when school staff are not present. If no staff

member is on duty, the student must be escorted to the main office by a parent or guardian.

### Afternoon Pick-Up

- Pick-up begins immediately after **2:55 p.m. announcements**.
- Students must be picked up no later than **3:15 p.m.**
- For safety, **two carline placards** will be issued per family. These must be **clearly displayed** on your dashboard or held up when walking up.
  - **Placards are required for all pick-ups**—car or walk-up.
  - **No substitutions or handwritten notes** will be accepted.

**Early arrival:** We kindly request that families **do not arrive for pick-up before 2:45 p.m.**, unless otherwise directed.

### Traffic Flow

- **Enter** campus through the **WEST entrance** near the traffic circle.
- Follow the carpool line:
  - The line begins at the cones near the Pre-K playground.
  - It stretches through the section of the lot farthest from the school buildings, loops around the paved bend, and returns toward the traffic circle.
  - The line is **single file** (unless instructed otherwise by school personnel).
  - Drivers should leave **two open gaps** in the line at crossing points to allow non-carpool traffic through.
- After students are safely loaded or unloaded, vehicles must **exit immediately** through the **EAST exit (T-intersection)**.
- If a child is not ready at pick-up, vehicles will be directed to pull forward to a **waiting area**.

### General Reminders

- **Parents must remain in their vehicles** at all times during drop-off and pick-up.
- Use **courtesy and caution** when driving on school grounds.
- **Follow all directions** from SJPII staff. These procedures are in place to protect the safety of all children.
- Moore County does not permit traffic to back up on **Camp Easter Road**. Please follow staff instructions to avoid traffic congestion.

### After Pick-Up

**Once students are released at dismissal, supervision becomes the responsibility of the parent or guardian. Please supervise your child closely to ensure safe behavior while on campus. Children should not be allowed to run, play unsupervised, or act disruptively after dismissal.**

### Lunch Guidelines

To ensure a safe, respectful, and efficient lunch environment, the following guidelines apply to all students and families:

#### Lunch from Home

- Students **may not** bring **glass containers** or **soft drinks** to school.
- Lunches **must not** require heating or reheating.
- **Outside food deliveries** (including fast food, restaurant carry-out, or third-party delivery services) are **not**

permitted during school hours.

### Hot Lunch Program

- A **hot lunch option** is available daily and must be **ordered in advance**.
- Orders are **non-refundable** after **Friday at 4:00 p.m.** for the following week.
- If a student is absent due to illness, parents may contact the school office **that morning** to arrange **same-day pickup** of the pre-ordered lunch. Lunches cannot be saved or distributed on another day.

### Behavior Expectations

- Students are expected to display **courtesy, cleanliness, and respect** during lunch.
- The same standards of behavior that apply in the classroom apply in the lunchroom.
- **Cooperation with lunch monitors** and respectful interactions with peers are required at all times.

### Classroom Parties and Snacks

Classroom parties may be held throughout the year at the **discretion of the teacher and school administration**. These celebrations may include occasions such as **All Saints Day, Thanksgiving, and Christmas**. Parties will take place **during the school day** at a time designated by the classroom teacher and approved by the principal.

**Room parents** may assist with planning and organizing these events in collaboration with the teacher and approved by the principal.

### Snacks and Treats

When providing classroom snacks or treats:

- Parents must **contact the homeroom teacher in advance** to discuss any **student allergies or dietary restrictions**.
- All food brought to school should be **clearly labeled** and comply with any classroom-specific guidelines.

### Aftercare Program

St. John Paul II Catholic School offers a structured and safe **Aftercare Program** for students in **Pre-K through 5th grade**. To ensure consistent staffing and quality programming, we are only able to guarantee placement for students who are **registered for the full school year**.

#### Eligibility and Registration

- Aftercare is available to students in **Pre-K through 5th grade**.
- Families must complete and submit both the **SJPII Aftercare Placement Agreement** and the **SJPII Medical Release Form** before a student may attend.
- **No drop-in care is permitted**. Only students registered for the full year are eligible to participate.

#### Cost and Payment

- The annual, flat-rate fee is **\$2,500 per child**.
- This fee is **non-refundable** and covers the full academic year.
- Families will be billed through their **FACTS® account** in two installments:
  - **50%** charged on the **first day of aftercare**
  - **50%** charged on the **first day of the second semester**

### Important Notes

- Space in the aftercare program is limited and cannot be held without completed documentation.
- Students without full registration and submitted forms may be **denied access** to the program.
- Aftercare is not offered on certain days (see Early Release section for exceptions). Aftercare will **not** be offered on the **day before Christmas break** or on the **last day of school**.

Your cooperation helps us maintain a safe, organized, and enriching after-school environment for all students.

### Early Release Days

On scheduled early release days, **all students will be dismissed at 12:00 p.m.** Please note the following guidelines:

- **Lunch is not provided** on early release days.
- **Aftercare** is available from **12:00 p.m. to 6:00 p.m.** for students **already registered** in the program.
  - Students staying for aftercare must bring a **packed lunch**.
  - Availability and times may vary and are subject to **administrative approval**.

Parents are encouraged to plan accordingly. Updates regarding aftercare availability or schedule changes will be communicated in advance when applicable.

### School Office Hours

The school office is open on all regular school days from **7:30 a.m. to 3:30 p.m.** Parents and guardians are encouraged to contact the office during these hours for assistance, information, or to schedule appointments.

### Lost & Found

Items found on campus will be placed in the **Lost & Found located in the activity center**, where they will be held for **30 days**. After this period, unclaimed items may be donated or discarded. To avoid confusion or loss, please **label all personal belongings**, including jackets, lunch boxes, and water bottles, with your **family name**.

Students are expected to take proper care of their school-issued **Chromebooks** and ensure their safekeeping at all times. Any lost, stolen, or damaged devices must be reported to the school office immediately. Families will be responsible for the **full replacement cost of \$350 in the event of loss or damage**.

Students who lose a school-issued resource (i.e. textbook, workbook, novel, etc.) must pay the replacement cost (plus shipping, if applicable) before receiving a new one.

### School Property

Students are expected to treat all school property—including buildings, furniture, equipment, instructional materials, and the belongings of others—with care and respect. Any student who carelessly or intentionally damages or destroys school property or the personal property of another may face disciplinary action.

Parents/guardians are financially responsible for the full cost of repairing or replacing any damaged or destroyed property, including labor and, if applicable, professional installation. If a repair is deemed unreasonable or not cost-effective by the school administration, the full replacement cost will be required.

All textbooks must be kept free of writing or damage. Families will be charged for any lost or damaged textbooks, Chromebooks, or other instructional materials. Final report cards, transcripts, and diplomas may be withheld until all fees are paid in full.

### Gifts and Invitations

To promote inclusivity and avoid hurt feelings, **students should not exchange individual gifts at school**.



Invitations to birthday parties, sleepovers, or other private events **should be distributed outside of school**, either by **mail or email**, unless **every student in the entire grade** is invited. This helps maintain a respectful and welcoming environment for all students.

### **Holy Week**

In recognition of the **solemnity of Holy Week** and the **Passion of Our Lord**, all extracurricular activities and classroom celebrations should be **minimized or avoided** during this sacred time, in alignment with our Catholic identity.

### **Use of the FACTS® Family Directory**

The **FACTS® Family Directory** may be used to contact other parents regarding **school-related matters**, such as classroom parties, field trips, or volunteer opportunities.

- The directory should **not be used** for mass emails concerning meetings, personal opinions, or parental concerns unrelated to classroom events.

### **Memory Books**

If parents would like teachers to complete a memory book for their child, the book must be **submitted to the school office by May 1**. Please include a **note** with the following information:

- The **student's name**
- A list of **teachers** you would like to sign the book
- A **parent contact number**

Memory books will be available for **pickup on May 31**. Please plan accordingly, as late submissions may not be accommodated.

### **Photographs and Media Use**

Throughout the school year, students at St. John Paul II Catholic School may be photographed or videotaped during school-related activities, events, or classroom experiences. These images may be used for **school publications, the school website, newspapers, and official social media platforms** to highlight student life and promote school events.

If you **do not wish for your child's image to be used**, it is the parent's responsibility to **notify the school in writing each year**. A **Media Release Form** is provided at the end of this handbook for you to indicate your preferences.

**Failure to submit this form will be considered consent to use your child's image for school-related purposes.**

## **Safety, Health & Medical Procedures**

### **Crisis Plan**

St. John Paul II Catholic School has a comprehensive crisis response plan in place to ensure the safety and well-being of all students and staff during emergency situations. The plan includes clearly defined procedures for lockdowns, secure mode, evacuations, and emergency communication.

To ensure preparedness, crisis drills are conducted regularly. All faculty and staff are thoroughly trained in these procedures and are prepared to act quickly and effectively to protect students.



In the event of an emergency, and if deemed safe to do so, students may be evacuated from the building and relocated to a secure off-site location. Parents will be notified as promptly as possible through the Parent Alert® communication system with updates and further instructions.

The safety of our school community remains our highest priority.

### **Emergency Drills**

In compliance with state law and to ensure the safety of all students and staff, St. John Paul II Catholic School conducts regular emergency drills, including fire and other safety drills.

These procedures are in place to ensure a calm and efficient response in the event of an actual emergency. Your child's safety is our top priority.

### **Weather Emergencies**

In the event that school must close due to inclement weather, families will be notified through the **Parent Alert®** automated phone system. A school-wide email will also be sent with closure information and any relevant updates. Please ensure your contact information is current in **FACTS®** to receive these important notifications promptly.

### **Medical Records and Medication**

At the start of each school year—or upon a student's enrollment at St. John Paul II Catholic School—parents must submit up-to-date medical records to the school office.

Before any medication (prescription or over-the-counter) can be administered at school, a **completed Parent Request and Physician's Order Form** must be on file. This form is available in the school office and on **FACTS®**. **Verbal permission is not sufficient** for medication distribution.

If a child requires **prescription medication** during the school day, the medication must be brought to the school office in the **original pharmacy-labeled container**, which must clearly include:

- The child's name
- The prescribing doctor's name
- The dosage
- The frequency of administration
- The date prescribed

**Non-prescription medications** (including cough drops, lip balm, pain relievers, etc.) must also be brought to the office and labeled with:

- The child's name
- The dosage
- The frequency of administration
- The date provided

Over-the-counter medications may be stored in the school office to assist students who require them periodically throughout the year.

All medications—prescription and non-prescription—must be renewed **annually** with updated documentation, and **will be returned to parents/guardians at the end of the school year**.

**Students are not permitted to carry or store any medication**, unless explicitly approved in accordance with SJPII school policy (e.g., inhalers or EpiPens with appropriate documentation).

### **Asthma Medication and Policy**

St. John Paul II Catholic School acknowledges that asthma is a serious medical condition that affects many students. Our goal is to support students with asthma so they can fully participate in all aspects of school life. This policy is communicated to all faculty and staff, including specials teachers and new hires.

### **Inhaler Access and Use**

Immediate access to rescue inhalers is essential. Students with asthma are expected to carry their inhalers with them at all times, including during outdoor activities and physical education. Inhalers should be kept with the student and brought to PE along with their water bottle.

Students are encouraged to begin self-carrying their inhaler once the parent/guardian, physician, and classroom teacher agree that the child is developmentally ready.

Parents must also provide the school office with a **labeled backup rescue inhaler**, which will be stored securely for emergency use. All inhalers must be clearly labeled with the student's name. Please refer to the **Medical Records and Medication** section for additional requirements and procedures.

### **Creating a Supportive Environment**

To promote a safe and accommodating school environment for students with asthma, SJPII makes every reasonable effort to:

- Limit the use of strong chemicals in science, art, and other subjects that may trigger asthma symptoms.
- Provide an alternate supervised space (such as the main office) for students who may need relief from environmental triggers.

Our staff is committed to recognizing symptoms, supporting appropriate inhaler use, and responding quickly to asthma-related emergencies.

### **Food Allergy Policy**

St. John Paul II Catholic School recognizes that life-threatening food allergies are a serious medical concern affecting many children. To reduce the risk of exposure and ensure the safety of all students, the school maintains a system-wide procedure for managing severe allergic reactions.

An **Emergency Action Plan (EAP)** will be kept on file for any student whose parent/guardian and physician have submitted written documentation of a potentially life-threatening food allergy. The plan will include the specific allergens, symptoms of a reaction, and emergency procedures, including the use of epinephrine auto-injectors when applicable.

Faculty and staff will be informed of students' EAPs and trained to respond appropriately in the event of an allergic reaction. Parents are responsible for ensuring that all medications are properly labeled and up to date, and that the school has the necessary emergency supplies on hand.

By working in partnership with families, SJPII is committed to maintaining a safe and supportive environment for all students with food allergies.

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

The safety and well-being of all students is a top priority when planning field trips. The school will assess each field trip

to ensure it is appropriate and safe for students with life-threatening allergies or other medical conditions.

Any required medications, including epinephrine auto-injectors (EpiPens), must accompany the student on the trip. A copy of the student's Emergency Health Care Plan or Emergency Action Plan will also be included. A designated adult will be responsible for carrying and administering the medication if needed. This individual will be identified to the student and introduced to the other chaperones prior to departure.

At least one adult on the trip will carry a charged cell phone for use in the event of an emergency.

### **Allergy Response Training**

To help prevent life-threatening allergic reactions and to ensure a safe learning environment, St. John Paul II Catholic School provides annual training and education for all faculty and staff.

In collaboration with the student's parent/guardian and healthcare provider and/or allergist, the school will maintain an individualized Emergency Action Plan for any student identified as having a potentially life-threatening allergy.

All school employees—including teachers, office personnel, and food service volunteers—will receive training that includes:

- An overview of severe allergies, including the most common allergens such as certain foods, medications, latex, and insect stings
- Recognition of the signs and symptoms of anaphylaxis
- Instructions on the proper use of epinephrine auto-injectors (e.g., EpiPen)
- Step-by-step procedures to follow in the event of an allergic emergency
- Guidance on activating emergency medical services (calling 911)
- The location and accessibility of emergency epinephrine within the school
- Completion of a post-training evaluation to ensure understanding

This training will be conducted at the start of each school year and reviewed as necessary to maintain readiness and compliance.

### **Health & Allergy Notifications**

Parents and guardians are responsible for notifying the main office of any life-threatening medical conditions or allergies their child may have. This information should be provided in writing and updated as needed to ensure student safety.

Once notified, the school will inform all appropriate personnel—including classroom teachers and relevant staff—of the student's condition. This communication will include:

- The severity of the health concern
- Recognizable signs and symptoms of an allergic reaction
- A list of allergens (e.g., specific foods, materials, or environmental triggers) to avoid

Maintaining accurate and timely information allows us to take the necessary precautions to support each student's well-being throughout the school day and during school-sponsored activities.

### **Classroom Allergy Awareness and Emergency Protocols**

Teachers are required to be familiar with the Emergency Action Plans (EAPs) of any students in their classrooms with known allergies or medical conditions. In the event of an allergic reaction, teachers must follow the steps outlined in the

student's EAP without delay.

If a student exhibits signs of an allergic reaction without a prior diagnosis, the school's Emergency Response Plan will be activated, and emergency medical services will be contacted immediately.

Key procedures include:

- Student allergy information will be readily available in the classroom and in each substitute teacher's emergency folder.
- All teachers and substitute staff will receive education on food allergy risks and appropriate emergency responses.
- Parents/guardians of students with food allergies are responsible for providing all snacks and food items for their child. These items should be clearly labeled and stored in a separate snack box provided by the parent/guardian.
- Classroom surfaces will be cleaned thoroughly following any food-related activities.
- Students will be instructed in proper handwashing procedures and reminded to clean their hands before and after handling or consuming food.

These steps are essential to maintaining a safe learning environment for all students.

## Technology Use

### Technology Policy & Student Devices

St. John Paul II Catholic School provides access to educational technology to enhance student learning, promote digital responsibility, and support 21st-century skills development. To ensure effective use of school-issued devices and maintain a safe and focused learning environment, the following policies apply:

#### Chromebook Use and Deposit (Grades 6–8)

- Each student in grades 6–8 will be issued a school-managed Chromebook for educational use during the academic year.
- A **\$100 Chromebook deposit** will be charged to each family's FACTS® account at the start of the school year.
- This deposit is held in trust for the duration of Chromebook use and may be rolled over to subsequent years if the device is returned in good condition.
- If a Chromebook is **lost or damaged**, the **family is responsible for the full replacement cost**, including market value, shipping, and professional setup.
- After the **third instance of a Chromebook being misplaced**, the **\$100 deposit will be forfeited**, and a new deposit may be required to issue a replacement device.
- **Students are not permitted to bring personal portable battery packs or chargers** to school.

#### Technology Expectations

- Chromebooks are for academic use only and must be used in accordance with the school's Acceptable Use Policy.
- Students are expected to treat all devices with care and to follow teacher instructions regarding use during class.
- Unauthorized downloads, games, videos, or websites unrelated to learning are not permitted on school-issued devices.

### GoGuardian Monitoring and Online Safety

St. John Paul II Catholic School utilizes GoGuardian services to help maintain a safe, focused, and productive online

learning environment.

At SJPII, we use **GoGuardian Admin** and **GoGuardian Teacher** to:

- Filter and block access to harmful or inappropriate online content
- Support students in staying focused during online instruction
- Monitor academic progress during digital assignments
- Enhance teacher-student communication during class

GoGuardian monitoring is active only when a student is logged into their school-managed account on a school-provided or school-supported device. Protections are in place exclusively during school hours.

By implementing GoGuardian, SJPII demonstrates its commitment to digital safety and responsible technology use in support of student learning.

### **Cell Phones & Personal Electronic Devices**

While we understand that families may wish for their children to carry personal communication devices for after-school use, the following rules are in place to ensure an environment focused on learning:

- **Cell phones, smartwatches, and other communication devices may not be used** during the school day.
- All such devices must remain **powered off** and **secured in backpacks** (or in an approved location in the classroom) from the time students arrive until they are dismissed.
- **Texting, recording, photography, and video capture** are strictly prohibited during school hours.
- If a student needs to place an emergency call, they must report to the school office.
- Devices used inappropriately will be **confiscated** and held in the school office until retrieved by a parent or guardian.
- Students must arrange any transportation or after-school plans with friends **prior to arriving on campus** and notify the office if those plans change.

By adhering to these policies, students help maintain a respectful and distraction-free learning environment. We appreciate the cooperation of students and families in upholding these expectations.

### **Distance Learning & Emergency Closures**

St. John Paul II Catholic School maintains a proactive plan to transition to distance learning in the event of a natural disaster, public health emergency, or any situation deemed unsafe or imprudent for on-campus instruction.

The decision to initiate distance learning will be made by the school administration in consultation with the board of directors and the Catholic Schools Office of the Diocese of Raleigh. The strategies and platforms used during distance learning will be developed by the administration and faculty, tailored to the specific needs and circumstances of each closure.

In the case of a public health emergency, guidance from the North Carolina Department of Health and Human Services (NCDHHS), the Centers for Disease Control and Prevention (CDC), and other relevant authorities will be incorporated into the school's health and safety protocols. These plans may be modified as necessary to ensure the well-being of our school community.

By enrolling their children at St. John Paul II Catholic School, parents acknowledge and accept the inherent risks involved in both on-campus and distance learning environments.

### **Office Telephones**

Students must receive permission from both their teacher and the school office before using the office telephone.

Because the office phone is designated for school business, student use is limited to true emergencies only. Forgotten items—such as homework, lunches, or athletic gear—do not qualify as emergencies. Similarly, phone calls to make or change social plans (e.g., visiting a friend after school) are not permitted.

Classroom telephones are for faculty and staff use only. Parents and students are encouraged to make any necessary arrangements for after-school activities before the start of the school day.

**To support effective communication in case of an emergency, students should know at least one phone number for a parent or guardian.**

### **Right to Amend**

**St. John Paul II Catholic School reserves the right to modify or update the contents of this handbook at any time. Should any changes be made, parents and guardians will be notified through email and/or parent alert communications.**

### **Uniform Guidelines**

Students are expected to wear the official school uniform each day, as outlined in the Uniform Guidelines/Dress Code section of this handbook. PE uniforms may be worn for the entire day on scheduled PE days, and Mass uniforms are required on all school Mass days.

**All uniform pieces, including PE uniforms, must be clearly labeled with the student's name to help prevent loss and ensure items can be returned if misplaced.**

Uniform guidelines are available on the school website, in FACTS®, and as hard copies from the school office.

**If a student borrows a Mass tie from the office more than three times, a replacement fee will be charged to the family's FACTS® account.**

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

Please note: Spirit Wear is not considered part of the regular school uniform. Any days allowing Spirit Wear in place of the official uniform will be announced in advance.

### **Modified Uniform Guidelines**

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

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

Families can purchase used uniforms during PTO-sponsored Used Uniform Sales, held throughout the school year.



**Branding & Logos:** The SJPII logo is controlled by St. John Paul II School. Embroidered and logoed items must be purchased from Flynn O'Hara, Tommy Hilfiger, and/or Lands' End. **Any use of the St. John Paul II name (in all variations), logos, or effort to represent the school will require written approval.** This includes apparel, signage, merchandise, and any other product at the discretion of administration.

## St. John Paul II Catholic School

### UNIFORM GUIDELINES

### ALL GRADES

To support a respectful and focused learning environment, all students at SJPII are expected to follow the dress code outlined below:

- Uniforms must be clean, pressed, with all buttons and hems intact; shirts tucked in (except pre-K/kindergarten elastic-waist styles).
- Skirts, shorts, skorts, and jumpers must be fingertip length. We encourage girls to wear shorts under skirts and jumpers.
- Girls can wear solid navy blue or white leggings or tights under skirts and jumpers.
- Socks must be solid navy, white, or black—**matching, logo-free, and visible above the shoe.**
- Shoes must be solid black dress shoes or solid black athletic shoes on nonPE days.
- Sandals, open-toe shoes, boots, hi-tops, and heels over 1 inch are not permitted.
- Girls: Neat hair with bangs above eyebrows; long hair tied back on PE days.
- Boys: Hair above the collar, ears, and eyebrows.
- Hair accessories must be worn in the hair, not on wrists; no dyed or bleached hair.
- No cosmetics, colored lip products, nail polish, or artificial nails.
- Fingernail polish is prohibited; parents will be contacted to either: come to school to remove the polish, or give permission for a staff member to remove it.
- No visible tattoos or body piercings (except girls' single pierced ears).
- Girls: One pair of small stud earrings (dime-size or smaller).



- Boys: No earrings allowed.
- Jewelry: Limit to one watch, one ring, two simple bracelets, and one simple or fine necklace (cross or holy medal).
- Smart Watches or any devices that connect to the internet for texting are not permitted during school hours. Watches with a beeping device should be silenced or left at home during the school day
- Distracting jewelry or accessories will be removed and sent home.
- Hooded sweatshirts and sweaters are not allowed inside the classroom. **Non-SJP II outerwear may be worn outdoors only** (arrival, dismissal, recess). Hats are allowed during outdoor recess or PE.

## St. John Paul II Catholic School DRESS CODE

### Physical Education Uniform

All students (grades PK3 - 8th) wear PE Uniforms on designated PE days.  
Socks must be solid navy, white, or black—matching, logo-free, and visible above the shoe.  
Any color sneakers are permitted.

Standard PE Uniform	Gray t-shirt with SJPII logo Navy shorts
Winter PE Uniform (can also be worn when student is cold)	Gray t-shirt with SJPII logo Navy sweatshirt with SJPII logo or track jacket with SJPII logo Navy sweatpants

### Mass Uniform

The Mass Uniform is worn on all Mass days and designated special occasions; it may also be worn on any school day, except PE days. Shoes and socks are the same as everyday wear.

#### **PreK and Kindergarten wear Everyday Uniform to Mass**

	Girls	Boys
<b>Grades 1-3</b>	White collared blouse with SJPII logo Plaid jumper or navy skirt Navy cross tie (with either option)	White oxford shirt with the SJPII logo Navy shorts or navy slacks SJPII striped tie Navy, black, or brown belt

		(optional)
<b>Grades 4 – 8</b>	White collared blouse with SJPII logo Plaid or navy skirt Navy cross tie Navy long tie (6-8 only)	White oxford shirt with the SJPII logo Navy shorts or navy slacks SJPII striped tie Navy, black, or brown belt

<b>Everyday Uniform</b>		
Socks must be solid navy, white, or black—matching, logo-free, and visible above the shoe. Shoes must be solid black dress shoes or solid black athletic shoes. A navy SJPII logoed sweater, vest, fleece, track jacket, or sweatshirt is permitted inside the classroom.		
	<b>Girls</b>	<b>Boys</b>
<b>PK3 - Kindergarten</b>	Light blue polo with SJPII logo Navy blue skort, skirt, or pants Navy polo dress with SJPII logo	Light blue polo with SJPII logo Navy blue shorts or pants
<b>Grades 1-3</b>	White or maroon polo shirt with SJPII logo Navy skort, skirt, or slacks Navy polo dress with SJPII logo	White or maroon polo shirt with SJPII logo Navy shorts or navy slacks Navy, black, or brown belt (optional)
<b>Grades 4 – 8</b>	White or maroon polo shirt with SJPII logo Plaid or navy skirt, or navy slacks Navy polo dress with SJPII logo (Grades 4 and 5 only)	White or maroon polo shirt with SJPII logo Navy shorts or navy slacks Navy, black, or brown belt

## **TELECOMMUNICATIONS USE AGREEMENT**

As a technology user at St. John Paul II Catholic School, I agree to follow the school's rules and code of ethics in all use of electronic devices, including Chromebooks, tablets, computers, and internet services:

### **1. Respect for Equipment and Learning Environment**

- I will use school electronics for academic purposes only and treat all devices with care.
- I will keep my assigned workspace and device clean.
- I will not eat or drink while using any electronic device.
- I will not use personal portable chargers or battery packs while on campus.

### **2. Responsible and Safe Online Behavior**

- I will only access websites and platforms assigned or approved by my teacher.
- I will not click on suspicious links, attachments, or pop-ups that may lead to inappropriate or unauthorized content.
- I will not access or use any form of social media during school hours.

### **3. Respect for Others' Privacy and Work**

- I will not attempt to access or alter another student's files or accounts.
- I will not attempt to bypass network security or gain unauthorized access to any systems.
- I will not use electronic communication to bully, harass, or disrespect others in any way.

### **4. Ethical Use of the Internet**

- I will use the Internet only for school-related learning and research.
- I will not post or share personal information (such as names, addresses, or phone numbers) about myself or others.
- I will not engage in commercial, political, or personal online activity using school resources.
- I will not download or transmit copyrighted, offensive, or illegal material.

### **5. Accountability**

- I understand that technology use is a privilege, not a right. Inappropriate use may result in loss of access, disciplinary action, or financial responsibility.
- I understand that school staff and administration reserve the right to monitor my device and online activity.
- I understand that school files may be periodically deleted with prior notice to preserve network function.

### **6. Damage and Replacement**

- I understand that I am responsible for the care and appropriate use of my assigned Chromebook or tablet.
- I will be charged **\$350.00** for any **lost, missing, or damaged Chromebook**.

- After the **third instance of a misplaced Chromebook**, my **\$100 Chromebook deposit** (paid via FACTS) will be forfeited.
- The full replacement cost for any damaged or lost device will be **billed through FACTS** or payable by check.

All students and parents must sign a digital or hard copy of this agreement annually to be granted access to school-issued devices and networks.

Parent signature

Date

Student Signature

Date

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

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

I have read the *SJPII Family Handbook 2025-2026* and agree to follow the school policies and procedures as written. Parents at all grade levels must sign. Students in Grades 2 - 8 are required to sign.

Parent signature:

Date:

Parent signature:

Date:

Student signature:

Date:

Student signature:

Date:

Student signature:

Date:

Student signature:

Date:

Student signature

Date

***PLEASE RETURN SIGNED FORMS BY WEDNESDAY AUGUST 29, 2025***

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

***Local Media***

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

PLEASE CHECK ONE:

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

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

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

Date \_\_\_\_\_

***School Social Media***

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

PLEASE CHECK ONE

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

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

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

Date \_\_\_\_\_

***Distance Learning***

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

PLEASE CHECK ONE

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

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

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

Date \_\_\_\_\_

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

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

2922 Camp Easter Rd. Southern Pines, NC 28387

### **Belle Meade Retirement Community Walking Permission Form**

From time to time students will have the chance to visit Belle Meade Retirement Community. Belle Meade is a short walk through the cemetery behind the school. This is a wonderful opportunity for our students to interact with the residents and learn from one another.

This Permission Form must be filled out and signed by the parent or guardian for students to be allowed to participate in the trip to Belle Meade. Only one permission form per family is required.

Family's Last Name \_\_\_\_\_

Child (ren)'s Name and Grade

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing my name below, I acknowledge that St. John Paul II Catholic School and any of its employees are free from any and all liability for any and all harm arising to my child(ren) listed above as a result of the walking trip to Belle Meade Retirement Community.

In case of emergency, I give permission for my child to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.



Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

ST. JOHN PAUL III

