



PARENT HANDBOOK
2005-2006

BLESSED BE GOD!

JESUS IS THE CENTER OF OUR SCHOOL

MISSION STATEMENT

John Paul II Catholic Elementary School strives to educate every child to be spiritually, academically and socially prepared to meet life's challenges. John Paul II together with parents, the primary educators of their children, seeks to provide an atmosphere of faith, love and respect where every child will be encouraged to discover his or her gifts and integrate Gospel values into his or her daily life.

PHILOSOPHY

Following the spirit of our late Holy Father, John Paul II School embraces the call to educate students to follow the message of Jesus by creating a Christian community of firm Catholic faith values. John Paul II Elementary seeks to provide an environment where teaching and learning meet the needs of a diverse student body. By assisting parents in their role as primary educators, John Paul II encourages students to strive for faith development, academic excellence, good physical habits, an understanding of cultural diversity, and an appreciation of each person's God-given talents.

The faculty and staff of John Paul II School realize the importance of their role as Catholic educators and their mission within the Church, and work toward strengthening their relationship with God, each other, parents and students, so as to be witnesses of the Gospel, which impels them to foster respect for the human dignity and uniqueness of each individual.

PARENTS AS PARTNERS

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

1. To set rules, times, and limits so that your child
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes class assignments on time;
 - Has lunch money or nutritional sack lunch everyday;
2. To actively participate in school activities such as PTG Meetings, Parent-Teacher Conferences, and Fun-raising.
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
4. To notify the school with a written note when the student has been absent or is tardy.
5. To notify the school office of any changes of address or important phone numbers.
6. To meet all financial obligations to the school.
7. To inform the school of any special situation regarding the student's well being, safety, and health.

8. To complete and return to school any requested information promptly.
9. To read school notes and newsletters and to show interest in the student's total education.
10. To support the religious and educational goals of the school.
11. To support and cooperate with the discipline policy of the school.
12. To treat teachers with respect and courtesy in discussing student problems.

GENERAL INFORMATION

Pastor: Fr. Rodolfo Llamas - St. Peter/All Hallows Parishes

Associate Pastor – Ambrose Ugwuegbu

Principal: Sr. Maryanne Beeler SJS

Assistant Principal: Mrs Flora Simard

ADMISSION POLICY

John Paul II School in the Diocese of Sacramento, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any race, color, and national and /or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. John Paul II School, in the Diocese of Sacramento does not discriminate on the basis of race, color, national and /or ethnic origin, age, gender, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administration programs.

Likewise, the Catholic School in the Diocese of Sacramento do not discriminate against any applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin.

ADMISSION TO PRE-KINDERGARTEN AND TO KINDERGARTEN

After the priorities listed above, admission will be determined by the following factors:

- The child must be four years old by November 1st during the academic year the parent is seeking admission for pre-kindergarten.
- The child must be five years old by November 1st during the academic year the parent is seeking admission for kindergarten.
- Any new student applying to enter Kindergarten must demonstrates a development readiness shown on Gessell Testing results.

REGISTRATION FOR RETURNING STUDENTS

- For students currently enrolled in K-7, registration for the new school year takes place in April. By the end of April parents must notify the office if child will be staying for the next school year; if not, the child may loose his/her place in their class for the next school year.
- Registration fee must be paid at time of registration. Registration fees are non-refundable.

- No registration will be accepted without baptismal (if Catholic) and birth certificates.
- Health immunization records are required by law and must be updated at the time of registration.
- **Children entering First Grade** are required by law to have a physical examination. This examination may be done no sooner than 18 months prior to the child's entering First Grade.
- All tuition and fees must be paid to date at the time of registration

REGISTRATION FOR NEW STUDENTS

Selection of new students is made on the basis of:

- Test results and references from former school.
- New student must submit report cards, health records, and transcripts.
- Students will not be allowed to register if they have been retained for 2 years in their prior school.
- Applicants for Kindergarten must be five years old by November 1st of the current school year.
- Applicants for First Grade must be six years old by November 1st of the current school year.
- New students at John Paul II School (Kindergarten – 8th Grade) will be admitted on probation for a period of one semester or 90 school days. During this time they must work toward their academic potential and maintain good citizenship and behavior.
- No registration will be accepted without baptismal (if Catholic), birth certificates, and immunization report.

Emergency cards must be turned in prior to the first day of school and are kept on files in the school office. If information changes, parents must let the school know as soon as possible

PARENT COMMUNITY INVOLVEMENT

Parents, teachers and students are all members of this community. All families are expected to comply with the contract signed during registration. Parents are the primary educators of their children and should maintain a Catholic atmosphere at home by:

- Encouraging regular family prayer and a wholesome home environment.
- Attending Sunday Mass and community involvement.
- Parents are responsible for reading this handbook and understanding the school's policies, rules, and philosophy.
- Signing all pertinent documents (progress reports, monthly envelopes, etc.)
- Attending three P.T.G. meetings during the year.
- Attending Parent Back to School Nights.
- Attending scheduled conferences.
- Participating in school fundraisers.

THE P.T.G. (Parents/Teachers Group)

The Parent Teacher Group's purpose is to:

- Promote an appreciation of Catholic Education.
- Make use of resources at home and school to provide the best education possible.
- Provide a forum of communication for parents and teachers.
- Provide a solid organization for fund-raising.

PARENT-PRINCIPAL APPOINTMENTS

In order to serve you in a more efficient manner, it is required that you call our office or come in personally to make an appointment with the principal if you wish to discuss any matters concerning your child or school policies. The principal will be tending to students, classes, observations, faculty, staff and other important administrative affairs. Every effort will be made to see you in a timely manner. Please respect this policy and make the necessary arrangements when you need to meet with the principal. When you phone for an appointment please provide the following information:

- Your name and phone number where you may be reached
- The name and grade of your child
- The purpose of your appointment

DAILY SCHEDULE

John Paul II School hours of instruction are as follows:

Regular school days 8:00 a.m. – 3:00 p.m.

Minimum days 8:00 a.m. – 12:00 p.m.

Office Hours 7:45 a.m. – 3:15 p.m.

Children should not be on school grounds before 7:45 a.m. There is no student supervision before that time.

PARENT VISITS DURING SCHOOL HOURS

- Parents must check-in at the office and receive a visitor's badge before visiting a classroom during school hours.
- Parents are to deliver lunches, messages, etc. to the office, NOT the classroom.
- Requests for appointments to see teachers must be made in advance. This can be done by telephoning the office or by sending a note to the teacher. Teachers/staff members are not to be called at home.

ATTENDANCE POLICY

To receive maximum benefit from classroom and instructional participation, it is important that students report on time to school each day.

- A student that has been absent for more than 15 days (even if necessary and excused) in one school semester could be grounds for decreased academic credit or disciplinary action.
- When students are absent from school, parents are required to notify the school office by phone no later than 8:30 a.m. and submit a written excuse when their child returns to school.

- Students shall not leave school grounds during school hours without permission from the principal and the student's parent(s).
- Medical and dental appointments should be made, whenever possible, outside of school hours.
- When parent(s) wish to take their child out of school for several days for personal reasons, the principal should be notified by the parent(s) so she may discuss the student's progress with the parent(s) and advise them of the effect such and absence would have on the student's schoolwork.
- **The school is not under obligation to provide tutoring, makeup work, or special testing schedules for such an absence for personal reasons. (DSB #5220)**

TARDINESS

Students will be considered tardy if they are not in the classroom by 8:00 a.m. or failing to report to class at the scheduled time. The student must report to the office and receive a tardy slip before entering the classroom.

When students have been tardy five times to school or class within a quarter a warning notice will be sent home. After four (4) tardies, student will be sent to detention. If the matter continues it may result in suspension.

TUITION POLICY

Every parent or guardian enrolling a student at John Paul II School will sign an agreement to pay specified tuition and fees, and to comply with all Diocesan school policies and regulations, including those governing tuition delinquency. Tuition is to be paid in the method chosen by each parent according to the tuition and policy agreement, which were signed at the time of registration.

A \$25.00 fee will be charged on each delinquent payment.

A \$20.00 fee will be charged on all returned checks. It must be paid at the school's office. Payment must be paid to the school either in cash, by money order, or by cashier's check.

Report cards will not be issued if tuition or fees are pending. Arrangements for payment of fees must be agreed upon by the administration before release of report cards.

OFFICE PROCEDURES

MESSAGES

During school hours, communication with teachers and students is to be done by contacting the school office first. Messages will be relayed to the person.

STUDENT'S RELEASE

Student's release will only be to their parents or to the authorized person indicated in the emergency card, otherwise, written authorization of the parent is required. Parents are to report to the office first and fill out the student release form.

VISITORS

All visitors, including parents, who desire to contact a student or teacher, must check in at the office to receive authorization.

HEALTH

- Only designated staff members of John Paul II may give medication to a student. Medication is not be given unless the school has written instructions on how to administer it signed by the child's physician and parent(s). **All medication must be kept and consumed in the office. Medication must be dropped off in the office first thing in the morning and picked up after school. The school will not administer medicine that is not clearly marked or in the original bottle.**
- The school office must be notified immediately if your child has contracted a communicable disease i.e. Chicken Pox, Measles, Pink Eye etc.
- The school office must be notified immediately should your child contract head lice. This includes cases of head lice, which have been contracted on non-school days and vacations. The school adheres to a nit free policy. Children who have had head lice will not be readmitted to school until their heads have no nits (eggs) visible.

MEDICAL EMERGENCY

In case of an emergency parents and guardians will be notified immediately.

- If there is a serious illness and accident, 911 will be called.
- Authorized personnel will accompany child to hospital if necessary.
- Parent or guardian will be contacted as soon as possible and informed of the situation and if their child has been taken to a hospital.

SAFETY REGULATIONS

Campus Safety

- Stay within the boundaries of the playground.
- Park bicycles in the bicycle area.
- Do not ride bicycles, scooters, skateboards or skates on school grounds.

Playground Safety

- Play in designated area
- Stay out of the classrooms and breezeway during recess
- Use playground equipment properly
- No rough playing, e.g. tackle football

Before and After School Safety

- School gates will open at 7:45 a.m.
- No student is to be on the school grounds prior to 7:45 a.m. unless he/she is enrolled in the Extended Care Program.
- School gates will be locked at 3:15 p.m.

- No student is to be on the school grounds after 3:15 p.m. unless he/she is enrolled in the Extended Care Program or is under ADULT supervision for extracurricular activities.
- Students on school grounds before or after the times specified above who are not under designated adult supervision will be assigned adult supervision and the parents will be charged a fee established by the school administration.
- The school is not responsible, nor does the school insurance cover any accident, which may occur to children without an approved pass on the school premises before or after school hours.

Parking Lot Rules

- Do not enter or park in the Pre-school parking lot or go through the Pre-school gate unless you are dropping off or picking up a student in Extended Day Care or Pre-school. An adult must walk the child to or from the Pre-school or Extended Day area and sign them in or out.
- Students will be kept in the waiting area until their parent comes to pick them up. It is the parent's responsibility to make sure their child is dropped or picked up in a safe manner. Students must not run in the parking lot toward their parent's car.
- Students and parents must obey the direction of the staff member or teacher on yard supervision at the drop off area.

EMERGENCY PROCEDURES

Emergency dismissals may be made at any time by the principal or his/her representative when serious conditions such as sickness, accidents, emergency home conditions, etc. warrant. If an emergency occurs outside of school hours, please listen to your radio station for instructions on school closure. As a general rule, our school will follow the same procedures as the public schools in the area.

In the event of a natural disaster or emergency, the faculty of our school is prepared to care for the students. During the disaster or emergency period all children will remain at the school under the teachers guidance until parents arrive to care for their own children personally.

Earthquake Preparedness:

Our school will make every effort to ensure the safety of the children in the event of an earthquake. Regular drills are conducted to instill proper reaction and a plan has been implemented. In the event of an earthquake and /or emergency involving serious transportation problems the teachers and staff will remain at the school until proper re-uniting of the children with their families has been completed. The procedure for re-uniting the families will be in a clearly visible area. A detailed re-uniting procedure will be posted which include the area and name of person assigned as establish liaison.

After major earthquake, the children are to remain at the school for two hours. This waiting period is necessary to give the city time to clear roads of fallen electrical wires and check for broken gas lines.

Children will be released only to their parents or to someone designated on their Emergency Card or earthquake emergency letter. Parents will not be allowed to enter the area where the children are. Instead, the person in charge of establishing liaison will bring the child/children to them.

Parents will have to sign a form when taking their child/children.

CARE OF BOOKS

Books are school property. For this reason, graffiti or doodling is prohibited. Any lost or damaged books must be reported and paid for immediately.

Books must be covered at all times. Please do not use the stretch cloth covers sold in stores on the large book. They tend to damage the books.

Graffiti and doodling are also prohibited on uniforms, notebooks, binders, agendas, and school bags. Any graffiti item will not be allowed at school and you will need to purchase a new one.

The buildings, grounds, and equipment are to be treated with the greatest respect. Students are expected to take care of all school property. If, through carelessness or willful destruction, any material is damaged, **students are expected to replace or pay for the repair of the item and may face disciplinary action.**

FOOD, DRINKS AND GUM

Because of the problem they pose on floors, furniture, sidewalks, etc., students may not eat or drink inside the classroom. Only water is allowed in the classrooms.

NO GUM IS ALLOWED ON SCHOOL PREMISES.

LOST AND FOUND

All personal items must be permanently labeled with full name and class. Clothing, school bags, notebooks should be properly identified.

SCHOOL PERSONNEL IS NOT RESPONSIBLE FOR LOST ITEMS. Lost items will be placed in the lost and found box.

COMMUNICATION

PARENT BULLETIN

An important factor in home-school relationship is adequate communication. For this reason, the principal sends home important school-related documents monthly with the oldest child inside a large envelope. The envelope must be signed and returned the following day. **STUDENTS ARE RESPONSIBLE FOR TAKING THIS INFORMATION HOME.** There will be a \$2.00 replacement fee for any lost envelope. John Paul II uses many methods to keep parents informed of academic progress: agendas, report cards, progress reports, parent-teacher conference, Standardized Test Results (Grades 2nd-8th), tests and class work.

Parents will be notified if students are trying and succeeding as well as if students are experiencing difficulty or not trying, as they should be.

PARENT-TEACHER CONFERENCES

Parents – Teacher conferences will be held once a year. Parents will be notified ahead of time of the date and time. During this conference, parents and teachers will talk about student’s academic progress and of ways in which both can help the student grow and improve. Parents are always welcomed to set up appointments with teachers at the office.

INSTRUCTIONAL PROGRAM CURRICULUM

Curriculum includes all subjects as well as academic development: student’s physical, spiritual, intellectual and emotional growth. John Paul II School wants to help students form the right understandings, attitudes, and habits not only in connection with subject matter, but also in each and every school experience.

John Paul II School strives to offer a well-rounded academic program following the standards given by the Diocese of Sacramento, which equals or surpasses those of the State of California.

We incorporate the areas of:

- Religion
- Language Arts (Reading, Grammar, Spelling, Speech and Composition)
- Math
- Social Studies
- Science
- Family Life
- Art
- Music
- Physical Education
- Computer Literacy
- Spanish
- Fine Arts
- Library Services

RELIGIOUS PROGRAM

We provide daily religious instruction that incorporates: liturgy, prayer, moral development, theological and Church teachings and Scripture studies that help students grow as committed Christians.

W.C.E.A./W.A.S.C. ACCREDITATION

John Paul II Catholic School will have a one-day visit by two Western Catholic Educational Association/Western Association of Schools and Colleges representatives to accredit John Paul II School as a new school.

STANDARDIZED TESTING

Every year students 2nd-8th take a standardized test to measure academic growth from one year to another. This test helps identify strengths and weaknesses in the areas of language, math, study skills, social studies and science.

Students must try their best when taking this test and avoid unnecessary absences. The results of these tests are recorded onto student’s permanent record.

HOMEWORK

Homework is an integral part of the total learning experience. It helps students grow in responsibility, form study habits, and reinforces or improves the skills or concepts learned in class. The amount of homework suggested by the Diocesan Catholic School Department is as follows:

Grades 1 & 2 – 20 to 30 minutes

Grades 3 & 4 – 30 to 45 minutes

Grades 5 & 6 – 45 to 60 minutes

Grades 7 & 8 – 60 to 120 minutes

When a student is absent for **more than two days**, a parent should call the school office before **9:30 a.m.** to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:15 – 4:00 p.m. For short absences, students should make arrangements with classmates regarding assignments. Students enrolled in Algebra may expect weekend homework.

The amount of time required for each individual child to do the work assigned will vary according to the ability and good study habits of the child. Assignments are not always written. At times, research, reading and memorization are assigned. All students should do some reading every night with their parent(s). Oral reading and comprehension can improve with help from parents.

If there is a valid reason for not doing homework, this should be explained in a note to the teacher and the work must be made up at a later date.

PROMOTION

Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade (DSB 5320).

Generally, if the quarter cumulative grade average is "F" in one or more academic subjects, the student and his/her parents are responsible to find and take the necessary means to achieve a passing grade, (e.g. by hiring a private tutor) with the time frame specified by the school authorities, prior to the end of the school year.

Students with the final cumulative grade average of "F" in more than one Core academic subject will not be considered for promotion.

Students who are promoted on condition must attend summer school or receive tutoring during the summer in order to improve their skills before the next school year begins.

GRADUATION REQUIREMENTS

Eight grade students must have completed service hours by the last week of April. Students must be in good academic standing.

All fees and tuition must be paid up to date. **The school is not responsible for the supervision of a student while completing his/her service hours.**

RETENTION

A student shall not remain more than two years in any single grade. Both parent(s) and teacher must consider the necessity of providing special assistance (e.g. tutoring, summer school, etc.) to the students in question or of directing the student toward some alternative program, which is more realistically suited to his/her needs.

GRADING AND REPORTING SYSTEM

REPORT CARDS

Report Cards are issued for grades K-8 at the end of each quarter at the PTG Report Card Night or Parent/Teacher Conferences. The report card shows the progress students make in each subject area for each quarter. Parents must sign and return them immediately. Report cards are an important means of communication between parent and teacher. It gives a clear picture of academic progress.

PROGRESS REPORTS

Progress report cards are issued at the middle of each quarter to inform parents about academic progress. This report gives an idea of how students are doing in classes so that they may try to improve or continue maintaining good grades.

OTHER REPORTING METHODS

Teachers may require students to take class work, homework, or tests to be signed by a parent. Students must show these papers to parents and return them to the teacher promptly.

GRADING SYSTEM

A+	(98-100)	Outstanding
A	(95-97)	
A-	(93-94)	
B+	(89-92)	Above average achievement
B	(85-87)	
B-	(82-84)	
C+	(78-81)	Average achievement
C	(74-77)	
C-	(70-73)	
D+	(67-69)	Minimum achievement
D	(64-66)	
D-	(60-63)	
F	Below 60	Below minimum achievement

- S **Satisfactory**
U **Unsatisfactory**

QUARTER AWARDS

A HONOR ROLL

A Honor Roll is an award given to students who have excelled in all subjects areas. In order to be in the A Honor Roll the students must have:

- A or better in all subject areas with only one B grade
- A- or higher in behavior

B HONOR ROLL

- B or better in all subject areas with only one C grade
- B or higher in behavior

END OF THE YEAR AWARD

Students who receive any of these awards all four quarters will receive a special recognition at the end of the school year. Any student that receives a suspension is not eligible to receive any end of the year awards.

SCHOOL PROGRAMS AND ACTIVITIES

RELIGIOUS ACTIVITIES

In order to live its commitment to Christ and His Church John Paul II School has the following religious activities:

LITURGY: The school community will be attending Eucharistic Celebration on Fridays by grade level.

- K- 2nd on the second Friday of each month
- 3rd- 5th on the third Friday of each month
- 6th – 8th on the fourth Friday of each month

All school mass will be on First Fridays. **The religion uniform must be worn that day.**

NO P.E. uniform

ADORATION: All classes go to adore the Blessed Sacrament at least once a month at school chapel. Every day students, parents, and teachers are welcomed to visit the Blessed Sacrament in the school chapel

SACRAMENTS OF INITIATION: Third graders receive special instruction in preparation for their First Holy Communion and Reconciliation. Eighth graders will receive special instruction in preparation the Sacrament of Confirmation. Parents of students receiving a sacrament will be required to attend special meetings during the year.

HONOR OUR BLESSED MOTHER: We show our love to our Blessed Mother by praying the rosary and celebrating masses in her honor.

RETREATS: Each month a class will participate in a class retreat. Third and Eighth graders have special retreats because of the sacraments they will be receiving. Eighth grade retreat will be an over night retreat.

MISSION PROGRAM: We actively support the Holy Childhood Association, which is a nation-wide mission program to raise funds for unprivileged children in underdeveloped countries.

ALTAR ASSISTANTS: Students from John Paul II have the privilege of serving at the altar of Eucharistic celebrations under the training and supervision of a teacher. Students will be asked to serve at their parish.

SCHOOL CHOIR

Students at John Paul II will be invited to participate in the school choir. Parents must sign a contract in order of their child to participate in the school choir. Choir members will be asked to serve both St. Peter's and All Hallows parishes. There will be an end of the year activity for the school choir. Attendance to both practices and masses will determine if a student is qualified to participate in this activity.

EXTRA-CURRICULAR PARTICIPATION

Students with an academic average of "C" or higher, without an "F" in any subject and a conduct grade of "B-" or higher may participate in extra-curricular activities. If a student's grades drop during a sport season he/she may be "benched" (not allowed to participate in the sport) for a minimum of 2 week or until their grades improve.

STUDENT GOVERNMENT

Associated Student Body is a board of officers and representatives elected by the students to plan and enact activities to provide leadership and share responsibility for a successful year.

FIELD TRIPS

Every field trip must have a specific educational goal clearly related to the subject areas students are studying. Teachers will plan all field trips and the room mothers will assist them in the organization.

All students must bring a **school permission slip** signed by their parents, in order to participate in any field trip.

LIBRARY

All students have access to the school library during the day. All classes are assigned one class period each week to visit the library.

All lost or damaged books must be paid for or replaced.

PHYSICAL EDUCATION

All students are expected to participate in P.E. unless they present a written excuse signed by a doctor.

Students who wish to participate in the after-school sports programs may sign up with the coach, and must maintain a C average.

SCHOOL PICTURES

School pictures are taken every year in the fall. A notice will be sent home in advance so that unnecessary absences may be avoided.

The school assumes to have permission to take a student's picture for the yearbook, activity, or any other reason. If a parent does not wish to have their child's picture taken a written letter stating so must be sent to the office to be put on file.

DISCIPLINE

PURPOSE

In order to create an atmosphere of love and respect for all members of John Paul II School, self-direction and self-discipline are vital parts of our school program.

Each member of the community is expected to assume full responsibility for his or her own actions.

SCHOOL AND PLAYGROUND RULES:

- A. Always dress in correct school uniform.
- B. Children must walk in classrooms, on porch and in hallways.
- C. Do not congregate or play in or around restrooms.
- D. Walk bicycles while on school grounds; lock bicycles to bike rack.
- E. Use trashcans for litter.
- F. Stay away from all fences during recess.
- G. Take proper care of all playground equipment.
- H. Beepers and cell phones are not allowed. Stereos/CD players and other forms of entertainment and/or electronic equipment are not allowed.
- I. Toys, games, trading cards, etc. are **NOT ALLOWED** at school. Any athletic equipment brought to school is to be shared with the class.

STUDENT BEHAVIOR

The following are examples of student behavior that violates school policies. Students will be disciplined with a conduct referral for any of the following:

- Not turning in pagers, cell phones or electronic devices to their teacher at the beginning of the school day. **These items will be taken from the student if found during school hours and not returned until an appointment with the principal is made.**
- Deliberate disobedience
- Damaging school or another student's property

- Graffitiing on personal property and school materials
- Fighting or roughhousing
- Chewing gum and eating in class
- Using improper language
- Failure to obey any other posted rules and regulations
- Failing to wear the uniform properly
- Any other offenses handled directly by the principal

If any of the previous behaviors continue they will lead to more serious consequences.

CONDUCT REFERRALS

A teacher or any other school representative may give out a conduct referral slip for misconduct. The principal and parent must sign this slip.

This slip shall explain the misconduct and the consequence. This conduct referral slip will be filed. When students accumulate two conduct referral slips it will be indicated on the second conduct referral. Three conduct referral slips received in one quarter will merit a suspension.

SUSPENSION AND EXPULSION

A student may be suspended or expelled for misconduct on campus or off campus during school-related activities, or continued misconduct after probation. A student who receives three suspensions during the school year will not be invited to return to John Paul II School and will be considered for a possible expulsion.

Causes for suspension or expulsion are:

- Actions gravely detrimental to the moral and spiritual welfare of others.
- Incurable or disruptive behavior, which impedes the progress of the class or undermines morale.
- Assault, battery, threat of force or violence directed toward school personnel, students, or any person on school grounds.
- Use, sale, distribution or possession of drugs, narcotics, fireworks, toxic substances or alcoholic beverages.
- Students bringing any type of instrument that may be used as a weapon. (eg. pocket knives, tools, chains, etc.)
- Belligerent, disrespectful, disobedient or defiant attitude toward any school authority.
- Habitual or repeated violation of school rules.
- Theft, extortion, arson.
- Malicious or willful destruction of school or personal property.
- Leaving school grounds or missing regular scheduled classes without the proper permission.
- Forgery of parents'/ guardians' signature on the part of the student on any form from school.
- Changing or altering grades.
- Fighting.
- Harassing another student.
- Displaying public misconduct while wearing the school uniform.

- Other offenses handled directly by the principal.

UNIFORM REQUIREMENTS

Boys 6th– 8th

- All green or blue polo shirts **must have a school logo**. White polo shirts with a school logo are preferred but white polo shirts without a logo are acceptable.
- Navy blue or khaki color pants without patched pockets or cargo pockets.
- Shorts of the same color, during the fall and late spring. They may not be any lower than the knee.
- Black shoes and white socks to the ankle.
- Black or brown belt.

P.E.

- John Paul II “T” shirt and shorts or St. Peter’s P.E. uniform are allowed. During the winter navy blue sweat pants and John Paul II sweatshirts or St. Peters winter P.E. uniform is acceptable
- White tennis shoes and white socks.
- **P.E. uniform will be used only on P.E. days.**

RELIGION UNIFORM

- White polo, navy blue long pants, black shoes and white socks **-8th Grade Boys white shirt and tie.**
- **Religion uniform will be worn on First Fridays and special days, even when it is a P.E. day.**

Boys K-5th

- All green or blue polo shirts **must have a logo** from. White polo shirts with a school logo are preferred but white polo shirts without a logo are acceptable.
- Navy blue color pants, without patched pockets or cargo pockets.
- Shorts of the same color, during the fall and late spring. They may not be any lower than the knee.
- Black shoes and white socks to the ankle.
- Black or brown belt.

P.E.

- John Paul II “T” shirt and shorts or St. Peter’s P.E. uniform are allowed. During the winter navy blue sweat pants and John Paul II sweatshirts or St. Peters winter P.E. uniform is acceptable
- White tennis shoes and white socks.
- **P.E. uniform will be used only on P.E. days.**

RELIGION UNIFORM

- White polo, navy blue long pants, black shoes and white socks
- **Religion uniform will be worn on First Fridays and special days, even when it is a P.E. day.**

Girls 6th – 8th

- Girls 6th – 8th will wear a white, blue or green polo shirts with logo White polo shirts with a school logo are preferred but white polo shirts without a logo are acceptable.
- St. Peters, All Hallows, or John Paul II uniform skirt or shorts (navy or khaki).
- During the winter months the P.E. sweatshirt and sweatpants may be used.
- Hair bows must be in uniforms colors.

P.E.

- John Paul II “T” shirt and shorts or St. Peter’s P.E. uniform are allowed. During the winter, navy blue sweat pants and John Paul II sweatshirts or St. Peters winter P.E. uniform is acceptable
- White tennis shoes and white socks.
- **P.E. uniform will be used only on P.E. days.**

RELIGION UNIFORM

- Skirt with white blouse, white socks and black shoes.
- **Religion uniform will be worn on First Fridays and special days, even when it is a P.E. day.**

Girls K-5th

- Girls K- 5th will wear jumper from St. Peter’s, All Hallows or John Paul II with Peter Pan collar blouse, green, navy or white logo polo shirt.
- Blue shorts during fall and spring months.
- Hair bows must be in uniforms colors.

P.E.

- John Paul II “T” shirt and shorts or St. Peter’s P.E. uniform are allowed. During the winter, navy blue sweat pants and John Paul II sweatshirts or St. Peters winter P.E. uniform is acceptable
- White tennis shoes and white socks.
- **P.E. uniform will be used only on P.E. days.**

RELIGION UNIFORM

- St. Peter’s, All Hallows or John Paul II jumper with a white blouse or polo shirt
- White socks and black shoes.
- **Religion uniform will be worn on First Fridays and special days, even when it is a P.E. day.**

OUT OF UNIFORM DAYS

John Paul II students are expected to dress suitably on Out of Uniform Days. Modesty, cleanliness, appropriateness, and neatness at all times shall be the criteria for the students’ choices of attire worn to school.

Girls

- Tank tops, spaghetti straps, and “T” shirts with advertising for alcohol, tobacco, or inappropriate messages are not allowed.

- All tops or blouses must cover the stomach.
- Pants or shorts may not be torn or cut off and must not be too low at the waist.
- Sandals or flip-flops are not permitted.
- Pajamas are not allowed.

Boys

- Tank tops, spaghetti straps, and “T” shirts with advertising for alcohol, tobacco, or inappropriate messages are not allowed.
- Pants or shorts may not be torn, cut off, or not oversized.
- Sandals or flip-flops are not permitted.
- **Pajamas** are not allowed.

GOOD GROOMING

At John Paul II good grooming involves certain minimum student expectations.

Girls

- Hair should be clean and well combed, not hanging in the face and covering the eyes. Hair dying is not allowed.
- Cosmetics may not be used at any time. (Make-up, nail polish, false nails, etc.)
- For safety reasons, jewelry of any kind may not be worn at school, with the exception of girl’s studded earrings.
- Nails should be short and clean at all times.

Boys

- Hair may not be more than 3 inches in length anywhere on the head and not touch the collar of the shirt. Hair should be clean and well combed, not hanging in the face and covering the eyes. Hair dying is not allowed. Spiked hair or shaved – mohawks are not allowed.
- Nails should be short and clean at all times.
- For safety reasons, jewelry of any kind may not be worn at school.
- Boys who have facial hair must be clean-shaven everyday.



JOHN PAUL II SCHOOL

The principal reserves the right to change, add, or delete the Parent/Student Handbook. Any change to this handbook will be given to the parents in writing.

I _____ have read and understand
(Parent's Name)

the John Paul II School Handbook. My signature show agreement to it contents

(Parent's Signature)