



JOHN PAUL II CATHOLIC SCHOOL

HANDBOOK

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Telephone Numbers

Absence Line	728-3104
School Office	521-0860
Religious Education Office	728-3105
School Nurse	521-0774
School Psychologist	522-6752
Auxiliary Services Office	522-6752
Cafeteria	728-3109

Web Page

www.JPIICS.org

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Introduction

Welcome to all the new members of our school community and welcome back to all those who were with us last year!

This handbook is provided to acquaint you with the John Paul II Catholic School (JP II) community and to facilitate cooperation with the administration, teachers, and other staff members in providing a quality Catholic education.

It is our goal to provide the best possible academic education for your children, but more importantly, it is our goal to continue the work you parents have begun by instilling in your children basic Catholic values and attitudes.

Our Mission

John Paul II Catholic School, in partnership with the parents, parishes, and greater communities, provides a quality, Christ-centered, Catholic education. We assist all students to develop spiritually, intellectually, physically, emotionally, and socially and empower them to become valuable members of their church, school, and community. Our Catholic identity is lived as we pray and learn together.

Our Philosophy

The purpose of John Paul II Catholic School is to provide a Catholic and quality education for its students. Steeped in our Catholic heritage, the staff, parents, and students work together to form a community of faith intent on sharing the Gospel ideas with each other.

This community of faith seeks to create an atmosphere where all individuals are respected as persons of worth and encouraged to work to the best of their ability. The curriculum and instructional program of JP II strives to meet the varied educational needs of its students.

In an effort to make this philosophy viable and meaningful, we have set for ourselves certain goals that serve as directives for the purpose and operation of the school on a daily basis. These goals are:

- The staff, parents, and students will unite to foster a friendly and understanding climate where each person is esteemed, respected, and encouraged.
- The school staff and parents will collaborate in providing a high standard of education that meets the needs of the individual student and fosters mature and responsible behavior. It is our aim that the educational program at our school will be the foundation for on-going intellectual and spiritual growth.

- The school staff, parents, and students will strive to deepen their knowledge of Jesus Christ and to direct their lives according to gospel norms and the Catholic Church.

Organization

JPII is a regional elementary school operated, supported, and directed by John Paul II Catholic School Board of Education representing St. Bartholomew, Our Lady of the Rosary, and St. Clare parishes, pursuant to the policies of the Archdiocesan and Area Commissions on Education. JPII is a grade school offering a kindergarten through eighth grade sequential program.

The Administration and/or School Board may amend this handbook at any time without prior written notice.

No student is excluded from John Paul II Catholic School solely because of race, color, religion, gender, national origin, or ancestry.

Academic Information

Curriculum

The curriculum is child-centered. It endeavors in all areas of learning to develop the potential of each student to the utmost.

Programs adopted by the school are based on the course of study, *Teaching for the 21st Century*, adopted by the Archdiocese of Cincinnati and in accordance with the minimum standards of the State of Ohio.

The school calendar and schedule for classes and activities meet, and in some areas exceed, the minimum standards for Ohio elementary schools and the Archdiocesan Education Commission.

Religious Education

Religious education is the essence of Catholic schools. Religion classes are conducted for all students enrolled at JP11. Grades are given based on class participation and retention of subject matter taught. Incorporated into each grade's class are Eucharistic Liturgies, prayer services, and the practical instruction on Church seasons, such as Advent and Lent.

Instruction and preparation for the reception of the sacraments of Penance, Holy Communion, and Confirmation are provided at parishes for the appropriate grade levels. The students will receive these sacraments at their respective parishes.

Textbooks

With the exception of religion books and some workbooks, students use textbooks purchased through the state of Ohio Auxiliary Service Program. Proper care must be taken of all books; that is, they must be covered at all times and carried to and from school in bags of some durable material. Restitution must be made for damaged or lost books.

Homework

A reasonable amount of homework will be given taking into consideration the individual student's age, grade level, and subject area. In general, teachers work together to coordinate homework assignments. Homework assignments are considered an outgrowth of class work and the students are expected to be conscientious about completing this task.

Since students learn and accomplish assigned tasks at different rates, it is sometimes difficult to determine a specific time for homework assignments. The following is the recommended time for homework:

Grades 1, 2, &3	15 to 30 minutes
Grades 4 & 5	30 to 45 minutes
Grade 6	45 to 60 minutes
Grades 7 & 8	60 to 75 minutes

All classroom assignments are expected to be submitted on time.

Academic Rules & Consequences

Homework serves as an extension of classroom learning and gives students practice with certain skills. If a student does not complete the work and return it to the teacher on time, it is considered a missing assignment. Not completing homework because of sports or extra-curricular activities is not an acceptable reason for missing assignments. Teachers at each grade level will determine appropriate consequences for missing assignments, and will give details about their homework policies to the parents at Open House.

Reporting Pupil Progress

JPII utilizes a variety of methods to apprise parents of their child's progress in school. It is our hope that the different communications will help both the parent and teacher to provide for the needs of the child.

- *On-Line Grade Reporting* - Parents of students in grades 4 through 8 should access student grades on-line throughout the quarter. It is the parent's responsibility to check grades on OptionC.
- *Interim Reports* - All students in grades 1-3 will receive interim reports quarterly. Interim reports are not given to students in grades 4-8. Teachers will not notify you if your child is failing. **It is the parent's responsibility to check grades on OptionC.**
- *Quarterly Report Cards* are sent home with the students at the end of each quarter. These reports will indicate progress and areas of needed improvement. Academic skills as well as growth in social and personal responsibility are reported. Much attention and importance should be given to the social and personal responsibility marks.
- *Conferences* - Scheduled Parent/Teacher conferences are held after the first quarter. See calendar for conference dates. Notices are sent home indicating the time schedule of the conference. During the conference, the child's progress and development will be reviewed and discussed. Parents are encouraged to contact the school for additional conferences with the teacher(s) and/or principal, should the need arise.

Please refer to Procedures for Problem Solving if a concern arises in regards to an academic or behavior problem.

A Cumulative Record is maintained on each student in the school. This record contains detailed information regarding the student's growth in academic skills, scores on standardized tests, and attendance. School authorities will furnish other schools with this data upon written request and with at least 24 hours notice. Records will be mailed to the new school. Records will not be released to parents.

Grading Scale for Grades 4 through 8

93-100	A
85-92	B
77-84	C
70-76	D
Below 70	Failing

Academic Honor Roll Criteria (Grades 6 through 8)

First Honors	3.5 grade average
Second Honors	3.0 grade average

All subjects are considered in the grade point average for honor roll and are given an assigned value according to the number of times per week the class meets. To be eligible for the honor roll, a student may not have a grade lower than a C.

If a student receives three or more checks for personal development or has accumulated 5 or more points on the behavior card for the quarter, she/he is not eligible for the honor roll. One or more teachers may give these checks. The faculty and administration will determine the criteria for behavior at each grade level.

Christian Student Award (Grades K through 8)

The Christian Student Award is presented each quarter to two students in each homeroom, kindergarten through eighth grade, who exemplify the teachings of Christ in the JP II school community. A student is eligible to receive the Christian Student Award once per school year.

Effort Award (Grades K through 8)

The Effort Award is given to a student per homeroom each quarter in grades K through 8. The recipients of this award put forth their best effort in their studies, are humble in their success, and are willing to share their talents with others. A student is eligible to receive this award once per school year.

Testing Program

Children in grades 2, 4, 6, and 8 are given standardized tests chosen by the Archdiocese of Cincinnati in the first quarter of the school year.

In accordance with the regulations from the State of Ohio Department of Education, the Archdiocesan School Office has developed competency-based education programs for English composition. Provisions shall be made for periodic assessment of pupil performance, including testing at least once in grades one through four, grades five through eight, and grades nine through eleven.

Guidelines shall be established for the use of assessment results for instruction, evaluation, intervention, guidance, and promotion decisions.

Promotion & Retention

Promotion from one grade level to the next is dependent on the child's ability to successfully complete the course of study at his/her grade level. At the primary level, Grades 1-3, a pupil should be promoted if he/she has done satisfactory work in the language arts program, especially reading, and has given evidence of adequate social development.

At the fourth through eighth grade levels, a pupil should be promoted if he/she has done satisfactory work in Reading, English, Mathematics, Social Studies, and Science.

If a student fails one or two core subjects, he/she is required to attend summer school or receive 30 hours of tutoring in each subject from a certified teacher, in addition to 15 hours of homework. Documentation of the teacher's certification and the fulfillment of the 30 hours of instruction and 15 hours of homework in each subject is required before the student is accepted the following year.

Retention at the same grade level for the following school year will be required of a student who has failed to complete the requirements at his or her grade level. If a child has an "F" average in more than two of the major subject areas, he/she will have to repeat the grade.* If a seventh or eighth grader is retained, he/she may not return to JP II the following year.

* Decisions concerning summer school and retention are to be made by the principal who will consult with the teacher or teachers concerned.

Payment of Fees & Fines

All fees and money owed to the school must be paid before report cards will be given. These include, but are not limited to fines incurred because of damage to textbooks, library fines, lunch money, and fees imposed when children are not picked up on time from detention or school activities. Records will not be transferred to another school until fees are paid. **Students will not be permitted to buy lunch once a family is behind more than a month in lunch fees.**

Library

All children will be provided the opportunity to regularly make use of the library. In the event of lost or damaged books, the amount to be paid will be determined by school officials. Report cards will not be given to students with overdue books or fines owed the library.

Field Trips

Field trips that have been planned by any teacher are an important part of a child's instruction in a particular area of knowledge or experience and children are expected to attend. A permission slip signed by the parents or legal guardians and returned to the teacher is required. Permission slips will be provided by the school. This slip must be returned before any student is permitted to take part in a field trip. For liability reasons younger children may not accompany chaperones on any field trip. Field trip chaperones must be a parent or legal guardian.

Children who consistently neglect their schoolwork and/or are consistent discipline problems will not be permitted to accompany their classes on field trips. Parents will be notified. Children must come to school on the day of the field trip.

In situations when private cars are used to transport children, seat belts must be available for each child in that car.

Child Protection Policy

Any adult who works with students is required to participate in the Archdiocesan Child Protection Training. This training is provided through parishes and at school. Contact the Coordinator of Religious Education to schedule.

Dismissal & Transportation Policies and Procedures

General Dismissal Policy

A child is not dismissed from school until his/her bus is called or until car riders or walkers are specifically called for dismissal. If a student leaves before this time, he/she will be marked tardy.

Walkers are dismissed first. We ask the parents of car riders to stay in the parking lot and not come into the office to pick up their children. If a child has the parent/guardian's permission to ride with another adult, a note granting such permission must be given to the child's teacher.

If a child who usually rides the bus wishes to walk or ride in a car, the parent/guardian must write a note granting such permission.

Chaperones for field trips and school activities such as field day may indicate that their child/children will be car riders and write a note accordingly. Children will be dismissed from their homerooms at the normal dismissal time.

No child will be kept after school without a parent's knowledge and consent.

Once students are dismissed, there will be no re-admittance to the building for forgotten items.

Bus Transportation

Bus transportation is provided for those who are eligible in Cincinnati Public, Fairfield, Finneytown, Winton Woods, Mt. Healthy, and Northwest School Districts. Bus stops are determined by the public school district and are established to convenience, as much as possible, the child and family. Children will only be picked up or dropped off at official stops.

It is the policy of public school transportation departments that students may only ride buses within the district of residence.

Lists are kept on file at the Public Boards of Education of all students eligible for bus service in the district. JP11 will notify the public school district of withdrawals, new enrollments, or changes of address.

All public school districts will notify families of transportation. This information is not provided by JP11.

If no one is at home when a child is dropped off after school, the child will be taken to the district bus compound. If no parent can be reached, for safety reasons the child will be taken to the local police station.

Bus transportation for half-day kindergartners is not guaranteed by public school districts serving JP11.

Walkers

Walkers must observe safety regulations. Students are required to follow the directions of the school staff member.

Car Riders and Car Pools

For the safety of our children, please follow these procedures:

Morning: Enter the north driveway and proceed around the building. Children will exit cars at the walkway across from the modular building. Use the Winton-Fleming Road exit.

Afternoon: All car riders are dismissed from the north exits. Park cars in the North parking lot. Please remain parked until the children are safely in their cars and the stop signs are removed. Exit by driving behind the school to the Winton-Fleming Road exit.

Dismissal to After-School Activities: All coaches, scout leaders, and other adult organizers should inform the office staff of the group they will be picking up. The adult should immediately proceed to the hall outside the computer room and wait for their group. Groups will not be called until the adult leader has left the lobby.

School Closings Before the Start of the School Day

When inclement weather threatens, please listen to the radio, watch television, or check the website. Any announcements concerning JP11 will be made individually.

JP11 will announce a **two-hour school delay** if safety dictates and/or the majority of our students would be affected by bus delays.

- JP11 school delays will be announced on the radio and television stations and will be posted on the website.
- School will begin at 11:00 AM.
- Students should arrive no earlier than 10:30 AM.
- The School will NOT be open prior to 10:30 AM.
- There will be no morning kindergarten.
- Lunch will NOT be served if there is a two-hour delay. Drinks and snacks will be sold as usual.

If the weather continues to deteriorate, it is possible that the delay will be changed into a school closing.

If your child's bus district is not on a delay but JP11 is, you are responsible for providing transportation to school. DO NOT SEND YOUR CHILD ON THE BUS, as there will not be anyone here at school. If you are unable to arrange transportation, your child will be marked absent. (We must have an accurate count of students in the building for safety reasons.) This would, however, be considered an excused absence.

If JP11 is not delayed, but your bus district is delayed, school will begin at 9:00. You may either transport your child/ren or send them on the delayed bus. In this instance, students will not be counted tardy, but they will be expected to make up missed work.

JP11 will announce a **school closing** if safety dictates and/or the majority of our students would be without bus transportation. JP11 School closings will be announced on the radio and television stations and will be posted on the school website.

Emergency Early Dismissal

Students at JP II live in various school districts around the area. On rare occasions, one or more of the school districts may decide to dismiss students before the end of the regular school day due to inclement weather. JP II has no input and is not consulted in that decision. When a school district decides upon an early dismissal, that school district automatically sends its buses to pick up JP II students from that school district. Unless we receive acceptable written instructions to the contrary, JP II has no choice but to dismiss its students who reside in those school districts, allow them to board the buses, and allow them to be taken home.

When a school district decides to have an early dismissal because of inclement weather, that decision is broadcast on the radio, television, and our website. On days when it appears possible that inclement weather may cause an early dismissal, parents must listen to the radio and television for information about the specific school district in which they reside. If the parents are unable to listen to the radio and television, they should see to it that their designated emergency backup person(s) listen(s) to the radio and television.

We require that each family develop written instructions for their children on what to do in the event of an unexpected early dismissal. Forms will be sent home for this purpose.

If another type of emergency situation were to arise (i.e., fire, tornado, bomb threat, gas leak, etc.), JP II will seek and follow the advice of safety personnel such as the police and fire department. Parents must ensure that their home and business telephone numbers as provided to JP II are kept current. Failure to provide JP II with new or changed telephone numbers makes it impossible for JP II to notify you in case of an emergency.

Adopted 12/93

Attendance, Withdrawals, Healthy & Safety

Attendance

Regular attendance at school is important to the academic development of the child and is required by state law.

1. All students attending JP II are expected to participate in all curricular and extracurricular programs and activities during the regular school day.

If a child cannot participate in a routine manner:

- a. The parent or guardian must submit a written note each week to the child's homeroom teacher. If the duration is a long period of time, weekly notes may not be required at the discretion of the principal.
 - b. A note from the doctor may be required under certain circumstances. The note must state the reason, specific limitations or restrictions and the anticipated duration of the condition.
 - c. It is the parent's or guardian's (not the teacher's or principal's) responsibility to be certain the child understands his/her limitations and heeds them.
2. As a precautionary measure, parents are asked to call the school before 9:30 to report a child's absence. This will clear the school of worry that an accident may have befallen the child on his/her way to school. If the absence is not reported, parents will be contacted at home or at work to verify the absence.

CALL 728-3104 TO REPORT ABSENCES!!!
This line is available 24 hours a day.

3. JP II does not recognize perfect attendance with a reward.
4. **State law requires that a written excuse stating the reason for the absence, the date(s), and parent's signature is required when a child returns to the school after an absence.** A physician's note is required after any contagious disease or for some extended absences. After five absences during the year, the school may require a written doctor's excuse. Students with excessive absences will be reported to the truancy officer for the district.
5. All absentee notices are kept on file by the teachers until the end of the year.
6. If a child arrives late for school, he/she must report to the attendance office and present a note from his/her parent. He/she will then receive an admittance slip to present to the teacher.

7. Late arrivals, leaving and returning in the middle of the day, or early departures are considered "tardies". Accumulated tardiness may be calculated as days absent.
8. Students arriving after 12:00 or leaving at 12:00 and not returning to school will be counted 1/2 day absent.
9. If a student has missed more than 1/4 of the school days in any one report card period, grades may be withheld for that quarter.
10. No child will be dismissed from school during class hours without a prior written request from parents. This request should be presented by the child to the homeroom teacher. Parents should then come to the office to pick up their child. You may not wait for your child outside the classroom.
11. No child will be dismissed before the end of the regular school day in order to participate in extracurricular activities such as scouts, sports, etc., unless, for some extraordinary reason, the principal gives permission.
12. If parents of children who normally ride a bus intend to drive their children home at dismissal, the parents must send a note to the teacher stating the child(ren) will be driven home. If the teacher does not receive a note, the child will be dismissed by his/her normal mode of transportation.
13. The school cannot give permission for students to take a vacation during school time. It is the parent's decision to do so. No assignments will be given in advance for students being taken out of school for family vacations. Work will be made up following the same guidelines for absence and illness. The responsibility lies with the student to get missed assignments, turn them in on time, and arrange to make up tests.
14. The office will not fax homework and homework may not be faxed to school.
15. It is the policy of the school that all in-class and homework missed due to absence because of illness, medical treatment or appointments, or family emergencies must be completed within a reasonable length of time. The amount of time to complete these assignments is determined by the number of days absent. If absent 1 day, you have one day to make up the work. If absent 2 days, 2 days are given to make up the work, etc. Assignments will be put together for the students who are absent. **Books and assignments will be sent home with another student or may be picked up by a parent/guardian between 3:15 PM and 4:00 PM in the school office. It is not possible for these assignments to be picked up at an earlier time in the school day.**
16. The parents are asked to please try to make all doctor appointments after school hours, if possible. The school is not authorized to grant permission for frequent absences. However, if it is necessary to take a child out of school for an appointment, a written note must be submitted.

17. School personnel will keep a record of the number of times a child is absent and/or tardy. Excessive tardiness and/or excessive absenteeism will be brought to the attention of parents with the possibility that the local public school visiting teacher will be notified. Children who leave school before **3:30** are marked as tardy because of an early dismissal. These tardies are recorded on the report card.
18. Attendance is mandatory for all students at yearly music concerts.

Withdrawals or Change of Residence

1. Should you change your place of residence within the JP II district, send your new address and telephone number to the office. If the address of your childcare provider changes, inform JP II as well as your local school district's transportation office of this change.
2. Withdrawal of a student on a permanent basis is a formal procedure and should be completed by means of a letter to the principal indicating the official date of withdrawal. The new school office should send a written request to John Paul II for your child's records, or an official withdrawal form may be signed at JP II at which time the records will be automatically sent. All fees must be paid before records will be sent to another school or district. It is the responsibility of the parent/guardian to obtain the student's report card and personal possessions on his/her last day of attendance.

Release of Records to High Schools

Upon request JP II office will forward records to two high schools once records are complete. Any additional requests will require an addressed, postage-paid envelope.

Release of Information to Archdiocese

John Paul II Catholic School provides directory information to the Archdiocese of Cincinnati for inclusion in a student database. The database will be made available to Catholic high schools in the Archdiocese. The high schools will provide information regarding their academic and co-curricular programs as well as dates and times for Open Houses, testing, etc. If you do not wish to have your child's information released to the Archdiocese, please send a written statement indicating such to the JP II school office.

Health & Safety

Under the direction of the School Nurse, maintenance of a complete health record will be provided for each child. Any child who is not in compliance with the immunizations that are required by law will not be re-admitted to school. New students are required to submit proof of immunizations no later than the 14th day of school.

Throughout the year, the nurse will conduct screening programs such as vision (grades K, 1, 3, 5, 7); hearing (K, 1, 3, 5); and scoliosis (grades 6, 7, 8). These tests are not substitutes for meeting the child's basic health and immunization requirements, which remain the parent's responsibility. Rather, these tests are aimed at raising the health standards of all our students. If the parent does not wish for their child to be screened for any or all of the screenings, they must notify the school nurse in writing.

When a child does become ill or has an accident at school, the child is sent to the health clinic. If the illness or accident warrants it, the child's parents are notified. No child will leave the school without specific parental permission, however, parents must transport or make arrangements for transporting a child who is sick or injured.

Because of unexpected illness and accidents, emergency phone numbers and emergency medical authorization must be on record at school. This is done by completing and returning the emergency forms sent home at the beginning of each school year. These forms are important as they provide for the student if he/she would require emergency care and/or emergency hospitalization.

On returning to school after an illness caused by a communicable disease, a child must present a release card from the doctor.

If your child is not feeling well in the morning, please do not send him or her to school especially during flu season.

Your child must be symptom free (including vomiting, fever, and diarrhea) for 24 hours before returning to school. This also means that if your child is sent home from school with symptoms, they need to wait 24 hours from the **time of exclusion** before returning to school. Sections 3313.67, 3313.37 of the Ohio Revised Code set forth mandated immunizations required for preschool through grade twelve. The State of Ohio requires the parent/guardian provide this information no later than the **fourteenth day of school attendance.**

- **DPT (3-5 doses depending on age)**
- **Polio (3-4 doses depending on age)**
- **MMR (measles, mumps, rubella) (2 doses)**
- **Hepatitis B (3 doses)**
- **Varicella (chicken pox) (1 dose depending on age)**

Medication

Most medication can and should be given at home. Stock medication is not kept in the school health clinic for routine use. The providing of medical care to students is the responsibility of the parents and will not be assumed by the school. Whenever it is absolutely necessary that medication be given to the student during the school day, the following will apply: *

1. Medication must be in original containers and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.**
2. Written request **MUST** be obtained from the physician and the parent or guardian before any medication may be administered by school personnel. The request must include instructions as to the name of the medication, dosage, time and duration of the medication, and the possible side effects.
3. It is advised that the medication and the signed permission forms be brought to the school by the parent or guardian. **NO MEDICATION WILL BE GIVEN TO A STUDENT ATTENDING JPII WITHOUT THE PARENT'S WRITTEN PERMISSION.**
4. Request forms for the administration of medication are available in the Health Clinic and on the website.
5. Medications will not be stored over the summer. Parents will need to notify the nurse in regards to the transfer of medication from school to home. **TO REACH THE NURSE DIRECTLY, CALL 521-0774.**
6. Students may not carry and administer medication with the exception of an inhaler or an EpiPen. In the case of an inhaler or an EpiPen, the school must have proper documentation from a physician on file.

* Adopted from the Ohio Revised Code #3313.713.

** This includes prescriptions as well as non-prescription medication such as aspirin, ointments, eye drops, etc.

Fire & Tornado/Lock-Down

Drills will be held at regular intervals, as required by law. These are an important safety precaution. It is essential that when the first signal is given everyone follow directions promptly. Directions will be given in each room at the beginning of the year and posted in a visible place. We ask that all adults who are in the building at the time of a drill follow the safety rules.

Shelter in Place

If the school is ordered to shelter-in-place by authorities, parents will NOT be permitted to pick up their child for any reason until the "all clear" is given.

Tuberculosis Screening

The following policy is based on requirements from the Hamilton County Public Health TB Control Unit in accordance with Ohio Revised Codes 3313.71 and 3701.13 and Ohio Administrative Code 3701-15-02.

1. The following students and staff must provide documented evidence of having a negative TB test within 90 days of their first day of employment or enrollment in the school:
 - All foreign-born, newly enrolled students who have been in the USA for 5 years or less.
 - All foreign-born, newly hired staff that have been in the USA for 5 years or less.
2. The TB test that is required must be either a Mantoux Test 5 TU PPD (skin test) or a QuantiFERON blood test.
3. Students and staff in the process of completing the TB testing may begin attendance or employment for no more than 30 days as long as they **do not** have TB symptoms as verified by a licensed physician or nurse.
4. If the TB skin test or blood test is positive, the person may remain in the school, but must provide proof of the following within 90 days of their first day of attendance or employment with the school:
 - a normal chest x-ray
 - verification from a physician of the absence of communicable tuberculosis

Please note: A positive skin test does not indicate active TB disease. Only those persons who display signs and symptoms of active TB disease, with or without a positive skin test, will be removed from school.

5. Any person with either: (1) a documented history of tuberculosis, or (2) a positive PPD or blood test and a normal chest x-ray, must provide documented proof of the absence of TB symptoms, as determined by symptom screening by a licensed physician or nurse. **Repeated chest x-rays are not required in the absence of symptoms of tuberculosis.**
6. Retesting is not required unless the person returns to a high-risk country for at least one week in a non-tourist capacity. A "non-tourist capacity" is defined as:
 - a mission trip
 - staying with family/friends in a private residence
 - spending most of the travel time in a home of facility where the residents of the foreign country live

Any **current staff member or currently enrolled student** who travels **at any time** to a high-risk country, as defined by the World Health Organization* Global TB Control, in a non-tourist capacity, must provide documented evidence of having a negative skin test or blood test in no less than 60 days but no more than 90 days after their return from travel.

*For a complete, up-to-date list of the "high-risk" countries as defined by the World Health Organization Global TB Control, please contact your school nurse.

Student Code of Conduct and Discipline

Goals of Discipline

John Paul II Catholic School is committed to providing a safe, positive learning and working environment for everyone in the school community. Discipline means the systematic development and training of a child's physical, social, moral and spiritual capacities through guided instruction and controlled self-activity. It is the purpose of JPII to aid parents in the formation and education of Christian children. Discipline is not regimentation; neither does it imply the detailed surveillance of every action of each child.

The Student Code of Conduct and Discipline governs student activities at all times on or off school property when such student conduct is reasonably related to the health, safety, and welfare of students, or such conduct would unreasonably interrupt the educational processes of JPII. As part of the disciplinary procedure, administrators may speak with students without a parent/guardian being present. Discipline goals focus on fostering respect for all and recognizing the dignity of each person. The following code is not intended to place undue restrictions on the students, but rather to prescribe and encourage students to act in a proper manner.

Responsibilities

Student Responsibilities

1. Come to class prepared – have necessary books, supplies, and assignments.
2. Fill in the homework notebook.
3. Exercise self-control and be accountable for his/her personal actions.
4. Know and observe all school and classroom rules.
5. Show respect for yourself, for others, and for others' property.

Parent/Guardian Responsibilities

1. Encourage and support your child.
2. Be sure your child attends school daily and is on time.
3. Make sure your child is dressed appropriately.
4. Teach your child, by work and example, respect for the law, for school rules and regulations, and for the rights and property of others.
5. Encourage and support all school personnel.
6. Provide a time and a place for homework and assist when appropriate.
7. Read the homework notebook daily.
8. Assist your child in having the necessary materials for class.
9. Keep the lines of communication open with your child and with the school.

Teacher Responsibilities

1. Be prepared for class.
2. Establish and maintain a challenging environment where all may learn and achieve.
3. Work with students to establish classroom rules.
4. Enforce school and classroom rules impartially and consistently.
5. Communicate child's progress and behavior to parent/guardian.

Administrator Responsibilities

1. Work in collaboration with students, teachers, and parents/guardians to improve the school.
2. Support teachers and students in their efforts.
3. Provide instructional leadership.
4. Organize and supervise the work of teachers and staff.
5. Ensure adherence to JP II school policies.

School Rules

General School Rules

1. Walk in the hallways.
2. Speak softly in the hallways.
3. Use appropriate language at all times.
4. Do not chew gum.
5. No selling of any items unless approved by administration.

Cafeteria Rules

1. Be courteous while moving through the lunch line.
2. Use appropriate table manners.
3. Eat your food only in the cafeteria.
4. Keep your hands to yourself and do not touch others' food.
5. Remain seated until dismissed.
6. Clean your place and leave in an orderly fashion.

Playground Rules

1. Stay in designated area.
2. Make proper use of the equipment.
3. Be concerned for the safety of others.
4. Play fairly.
5. Try to make sure everyone enjoys recess.

Teachers may remove inappropriate items from a student's possession for a period of time that may include the remainder of the school year. Any item confiscated by a school employee and not collected by the end of the school year will be donated to charity.

Students may not bring to school electronic devices of any kind, including but not limited to: video games, palm pilots, radios, CD players, or pagers. Students may not bring items such as CDs, tapes, toys (unless requested by the teacher), and aerosol cans to school. All items will be confiscated. Cell phones are permitted as long as they are kept off and in the student's backpack. Phones will be confiscated if seen, heard, or used at school. Parents are required to come to school retrieve confiscated items.

As corrective measures are taken to ensure appropriate behavior in the classroom, it is critical that the staff, teachers and administration have the full support of the parents in an effort to insure an environment that promotes access to education. Without this support, the efforts of the staff, teachers, and administration to maintain discipline will be severely hampered. If parents or guardians fail to accept corrective actions or discipline, the child may be asked to withdraw from JP II.

Inspection/Searches of School Property

School authorities, in the interest of maintenance, health, and safety, may inspect school properties. Desks, though assigned to students, are school property and may reasonably be inspected. The location of drugs, narcotics, liquor, tobacco products, weapons, poisons, and missing properties is a matter relating to health and safety and may be regarded as reasonable purpose for inspection by school personnel. Such inspection may also be part of an attempt to rid the building of fire hazards. In the case of a bomb threat or other emergency, school officials and/or police and fire officials may make a search of all desks. The JP II administration may also search a student and his/her possessions when suspected of inappropriate activity.

Probation for Transfer Students

As a condition for enrollment of any student new to John Paul II Catholic School, the student and the parent(s)/guardian(s) agree that the student will be on a probationary status for the first semester of attendance. During the probationary period, the student will:

- Achieve appropriate academic progress
- Comply with the discipline code of the school
- Attend school regularly and promptly
- Meet all financial obligations

At the conclusion of the probationary period, a meeting may be held with the administration and parent(s)/guardian(s) and a decision will be made regarding the student's enrollment. The decision made by the faculty and administration is binding and must be accepted by the parent(s)/guardian(s) on behalf of the student.

Behavior Policies for Students in Grades K – 3...

...are determined by the Classroom Teachers

Behavior Policy & Procedures for Students in Grades 4 – 8

Every student will be issued a behavior card to be stapled inside his/her homework notebook. When an inappropriate behavior occurs, the supervising teacher or staff authority will issue points and mark the child's behavior card accordingly. Written or other consequences may be assigned along with points. Parents are encouraged to check this behavior card regularly. **This card is cumulative through the semester.**

1 Point Violations

- A. Gum/Food
- B. Uniform violation
- C. Lack of cooperation
- D. Not following classroom rules
- E. Excessive talking
- F. Inappropriate language
- G. Inappropriate behavior
- H. Not on task
- I. Failure to have papers signed by due date
- J. Failure to produce behavior card
- K. Failure to bring materials to class

5 Point Violations

- L. Disruptive behavior
- M. Disrespect/defiance/lying
- N. Profanity
- O. Damage to property
- P. Encouraging/cheering fighting
- Q. Lost behavior card
- R. Copying/providing answers to assignments

10 Point Violations

- S. Endangering others
- T. Blatant refusal to follow directions
- U. Misuse of the internet or computer
- V. Misuse of school equipment
- W. Possession of/use of cell phone during school hours or functions
- X. Disrespect to authority

15 Point Violations

- Y. Verbal or written assault
- Z. Bullying/relational aggression
- AA. Forgery – signing parent's name
- BB. Cheating on tests
- CC. Fighting
- DD. Verbal or written harassment

20 Point Violations

- EE. Vandalism
- FF. Theft
- GG. Leaving school grounds
- HH. Physical Assault

Step 1: When a student accrues five points in a semester, a conduct slip will be issued. The first conduct slip is a warning. The parent must sign the conduct slip, and the student must return it to the office by the next day to avoid further consequences.

Step Two: When a student accrues ten points in a semester, a detention will be issued. There will be a \$5 charge for detention. Notification of the detention will be written on a conduct slip that must be signed and returned by the due date to avoid further consequences. Detention is held from 3:30 to 4:30pm in the school building. Parents are expected to pick up children on time. A \$5 fee will be charged for every 10 minutes a parent is late.

Step Three: When a student accrues fifteen points in a semester, another detention will be issued. The same procedures outlined in Step Two will be enforced.

Step Four: When a student accrues twenty points in a semester, the student must attend Friday Evening School, which is held from 3:45 to 6:45pm in the school building. There will be a \$20 charge for Friday Evening School.

Parents are expected to pick up children on time. A \$5 fee will be charged for every 10 minutes a parent is late. Students will not be excused from Friday Evening School for athletic events or other extracurricular activities. Honor Roll is forfeited for that quarter. A letter, indicating the number of points accrued and a warning to the student, will be sent home to parents. This letter must be signed and returned to school the next day.

Step Five: When a student accrues 25 points in a semester or 45 points in a year, a conduct referral will be sent home. A parent conference will be required with teachers and an administrator.

Step Six: When a student accrues 30 points in a semester or 50 points in a year, the student will be expelled from school.

Out of School Suspension

In certain situations that are extreme or not provided for in the point system, the administrator may find it necessary to issue an out of school suspension. The administrator will determine the terms of and the length of the out of school suspension and notify the parents. No work will be sent home. Assignments will be available to the student upon return. It is the student's responsibility to obtain the assignments and complete the work within a specific amount of time determined by the administrator.

Expulsion

Definition

A student is removed from the school community.

Offenses Resulting in Immediate Expulsion

A student is liable to immediate expulsion from school for the following reasons:

1. Possession or use of alcohol or tobacco products.
2. Possession, use, or sale of drugs, including over the counter, prescription, and/or illicit drugs, or other hallucinogenic substances, on school grounds or at school-sponsored events.
3. Physical assault or verbal harassment of any student, member of the staff, or other person in authority.
4. Possession of firearms, knives, explosives, or other dangerous objects and any facsimiles thereof.
5. Arson.
6. Bomb threat.
7. Gross misconduct.
8. Any other reason determined by the administration.

Procedures to follow in case of expulsion:

1. The case will be discussed with relevant staff, parents, and pastor.
2. The parents and student will meet with an administrator.
3. Written notice will be sent to the parents stating the reasons for the student's expulsion.
4. The student's withdrawal/expulsion will be reported to the Attendance Department of the student's local school district.

5. A report will be sent to the Archdiocese Superintendent of Schools on each student dismissed from John Paul II Catholic School.

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action for just cause. Notification will be given in writing to the parents of the disciplined student.

Violent or Threatening Behavior

Threats of physical violence or emotional intimidation will not be tolerated at JP II. Students exhibiting any behavior considered threatening, overly intimidating, or violent in nature will be subject to immediate disciplinary action. Disciplinary action is at the discretion of the administration. Indefinite suspension or expulsion may result as a consequence to such behavior. Any student falsely reporting a threat of violence, for the purpose of harming another student, will be subjected to a minimum one-day suspension from JP II. Any student who makes a bomb threat to school or a school activity may be expelled.

Sexual Harassment Policy

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted sexual touching, patting, verbal/written comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school's suspension/expulsion procedures. Any student who believes he/she is being sexually harassed needs to report such behavior to a parent, teacher, or the principal within a timely manner.

Bullying and Teasing Policy

Everyone at John Paul II Catholic School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school. Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when someone keeps taunting, hurting, frightening, threatening, excluding or isolating a targeted student. Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Take seriously parents' concerns about bullying.
- Assign consequences for bullying and/or retaliation based on the school discipline code.

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Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others. Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play.
- Report bullying to an adult.

Bus Conduct: Student Regulations

The need for strict adherence to school bus discipline is critical. Children causing a disturbance are actually putting themselves, the other children, and the driver in a very dangerous position. When riding a school bus, students shall:

1. Be expected to walk a reasonable distance to the bus stop.
2. Arrive at the bus stop five minutes before the scheduled pick up time; the drivers will not wait for students to walk from their homes to the bus.
3. Behave at the school bus stop in an orderly manner, not threatening life, limb, or property of any individual.
4. Load in an orderly matter and go directly to *assigned* seats. Students must remain seated, keeping aisle and exits clear.
5. Respect the driver and be aware that he/she is in charge at all times and must be obeyed promptly.
6. Be courteous; no profane language or gestures will be tolerated.
7. Keep noise on the bus to a minimum. Classroom behavior is expected.
8. Not be in violation of safety procedures, i.e., proper street crossing procedures, no fighting, pushing, shoving, or tripping.
9. Be aware that Ohio State Law prohibits eating, drinking, chewing gum, or the use of tobacco products on the bus.
10. Not be destructive to the interior/exterior of the bus and take an active role in litter control inside the bus.
11. No objects, toys, or pencils/pens may be in hands while on the bus.
12. Not throw or pass objects on, out of, or into the bus.
13. Not put objects or body parts outside of bus windows.
14. Carry on the bus only objects that can be held in the laps. Animals of any kind are not permitted. Large objects and school projects may need to be transported by parents.
15. Ride only their regularly assigned route. Students will board and disembark only at their designated stops.
16. Have written permission, from their parent or guardian and signed by the school administrator, if they wish to leave the bus at a stop other than their normal stop. >>

17. Go directly to their bus upon dismissal from school and go directly home when they leave the bus.
18. Use the emergency door only in an emergency situation or as directed by the driver.

FAILURE TO COMPLY WITH THE ABOVE RULES WILL RESULT IN DISCIPLINARY ACTION AND THE STUDENT MAY LOSE BUS RIDING PRIVILEGES. RIDING A BUS IS A PRIVILEGE, NOT A RIGHT.

Disciplinary Action

In the event that disciplinary action is required, the following procedures shall be followed:

First Offense

Driver will submit a written conduct report citing specific actions of the student. A copy will be mailed home to parents. A copy will be sent to the Transportation Supervisor. A copy will be kept by JP11. The problem will be discussed with the student and consequences given.

Second Offense

Driver will submit a written conduct report citing specific actions of the student. A copy will be mailed home to parents and phone contact will be made. A copy will be sent to the Transportation Supervisor. A copy will be kept at JP11. The problem will be discussed with the student and more severe consequences given.

Third Offense

Driver will submit a written conduct report citing specific actions of the student. A copy will be mailed home to parents and phone contact will be made. A copy will be sent to the Transportation Supervisor. A copy will be kept by JP11. The administrator will discipline the student with loss of bus privilege for up to 10 days or another suitable alternative.

Fourth Offense

Same procedure as in Third Offense except exclusion from bus service may be for up to 30 days after notification of parents.

In the event of flagrant misconduct, any of the four disciplinary actions may be initiated. The Principals are authorized to suspend or remove pupils from school bus riding privileges. In all instances of disciplinary action, parents have the right to appeal an administrative decision.

Uniform Dress Code

The JP II uniform dress code has been instituted as a symbol of pride in our school and as a way of demonstrating self-discipline and respect among our students.

General Guidelines

- Clothing must not be ripped or torn.
- Clothing must be clean.
- Baggy or oversized clothing is not permitted.
- All pants and shorts must be worn at the waist at all times.
- Students may not draw or write on their bodies or clothing.
- The administration will make the final determination as to the appropriateness of any uniform or fad item.

Consequences for Dress Code Violations

Consequences for being out of uniform will follow the discipline policies of the school and will be enforced by the faculty, staff, and administration of the school. At the discretion of the administration, students who fail to comply with the dress code may be required to call home for proper clothing.

Dress Code for Grades K-8

Belts

All students in grades 3-8 must wear solid black, brown, tan, or navy belts with their slacks or shorts. Belt loops may not be cut off of slacks or shorts.

Hair

Hair should be neat, clean, combed and above the eyebrows. Hair must not be dyed. Extreme haircuts and hairstyles are not permitted. The school administration will determine the appropriateness of haircuts or hairstyles. Boys must be clean-shaven at all times.

Gym Clothes

Students in grades 4 through 8 are expected to bring a change of clothes for physical education class. Gym shoes with non-marking soles are required. Shorts must be no shorter than three inches from the crease in the back of the knee. Tops must cover the midsection at all times. No cut-offs, tank tops, or inappropriate clothing are allowed. Shorts must be worn at the waist at all times. The dress code for hair, jewelry and make-up must be followed.

Jewelry

One watch, one ring, and one religious medal (no larger than one inch) may be worn. Girls may wear one pair of button style earrings (1/2 inch in diameter or smaller) on their ear lobes. No other ornamental jewelry is permitted. Inappropriate jewelry will be confiscated.

Jumpers

Plaid jumpers (not skirts) may be worn by girls in grades kindergarten through four. Jumpers must be no shorter than three inches from the crease in the back of the knee. (See "Stores", below.)

Make-Up

No make-up is permitted. Nail polish and artificial nails are not permitted.

Name Tags

All students must wear nametags placed approximately two inches from the shirt collar. Nametags will be kept in the classrooms overnight. Nametags may not be defaced. Students who lose or damage their nametags must pay to replace them at a cost of \$3.00. There will be a charge of \$.25 for replacement of just a clip.

Pants

See "Slacks".

Shirts

White or light blue oxford cloth dress shirts may be worn. Long or short sleeves are permitted. Plain white, light blue, or navy knit polo-type shirts with a front placket and a collar with long or short sleeves may also be worn. Banded shirts are permitted and can be purchased at Educational Outfitters.

Any undershirt or t-shirt must be white. Writing is not permitted on these shirts. Long sleeved shirts may not be worn under short sleeved shirts. Only the top button may be open on all shirts. All shirts must be tucked in, not folded under.

Shoes

Heels must not exceed 1 1/2 inches. Boots, clogs, and sandals are not permitted. Gym shoes with non-marking soles must be worn in the Krumpke Activity Center. Heelies (gym shoes with wheels in soles) are not permitted on school grounds.

Shorts

Uniform shorts may be worn from April 1 through October 31. All students may wear navy twill uniform shorts. No cargo-type pockets are permitted. Shorts may be no shorter than three inches above the crease in the back of the knee. Students in grades 6-8 may wear khaki shorts that follow the uniform guidelines.

Skirts

Plaid skirts (not jumpers) may be worn by girls in grades five through eight. Skirts must be no shorter than three inches from the crease in the back of the knee. (See "Stores", below.)

Skorts

Plaid skorts may be worn by girls in grades kindergarten through eight. They must be purchased through Schoolbelles to ensure the same style is worn. (See "Stores", below.)

Slacks

Navy twill or corduroy, straight leg, uniform slacks with set-in pockets (no denim, no polyester/knit, no jeans) may be worn. No cargo-type pockets are permitted. No flared legs or split hems are permitted. Students in grades 6-8 may wear khaki pants that follow the uniform guidelines.

Socks/Leggings

Socks of solid white, black, or navy must be worn and be visible above the shoe. Leg covering under the skirt or jumper must be the school-approved leggings purchased from PTO Spirit Wear; order forms will be sent home in the beginning of the school year. Pajama bottoms or sweat pants under a skirt/jumper may not be worn to or from school or at school.

Spirit Wear

Several spirit wear shirts may be worn as part of the daily uniform. The blue or white oxford cloth dress shirt in long or short sleeves is permitted. The knit, front placket shirt with collar in navy, white, or light blue is permitted in long or short sleeves. Navy blue or gray crew neck school sweatshirts with the school logo (JP11 or SBCS) may be worn and ordered from Spirit Wear.

Hooded sweatshirts are not permitted to be worn during the school day.

Eighth graders may wear their class shirts on designated days.

JP11 or SBCS spirit wear t-shirts may be worn with a uniform bottom on *Spirit Wear Days* (the first Wednesday of each month), not regular school days.

Stores

The following stores carry the JP11 girls' line of jumpers/skirts/skorts:

Fox's Clothing
(carries JP11 jumpers and skirts)
8786 Colerain Ave.
245.5180
www.FoxsUniforms.com

Educational Outfitters
(carries JP11 jumpers and skirts)
2241 Crowne Point Drive
771.1234
www.EducationalOutfitters.com

Schoolbelles (formerly Casson)
(carries JP11 jumpers, skirts, & skorts)
9695 Kenwood Road
621.1710
www.Schoolbelles.com

Sweaters

Solid navy or solid white cardigan, v-neck, or crew neck sweaters without a logo may be worn.

Out of Uniform Days

Students must dress appropriately on out of uniform days. Shorts must be no shorter than three inches from the crease in the back of the knee. Tops must cover the midsection at all times. No cut-offs, tank tops, or inappropriate clothing are allowed. Pants must be worn at the waist at all times. The dress code for hair, jewelry and make-up must be followed.

School Board & PTO

John Paul II Catholic School Board

The principal is the chief administrator of the school.

The primary function of the School Board is to set policy for the school operations and to promote implementation of said policies. Working in close collaboration with the school administrative head, the board shall develop policies that will enable the school to accomplish its goals and objectives.

The Board conducts monthly meetings that are open to parents and other interested parishioners. The meetings are generally held on the third Thursday of the month at 7:00 PM. Parents or other interested parishioners may request to have topics placed on the agenda. Such requests should be given to a board member prior to the meeting. These topics will be brought before the Board and will be given limited time for presentation.

See the Student Directory for current members and phone numbers.

Procedure for Bringing Matters to the School Board's Attention

Adopted September 2008.

School families and parishioners are welcomed at school board meetings and given opportunity to voice their thoughts to the Board.

The procedure outlined below is designed to assist both guests and Board members by ensuring that matters are addressed to the appropriate parties and that those involved have adequate information to begin a dialogue.

A visitor who would like to address the Board should submit his/her request a minimum of one week in advance. The request should include the individual's name and a brief summary of the topic(s) s/he would like to address. Guests who would like to speak on weighty or complex matters should include a fuller submission. Requests may be submitted:

- in writing, to the school, c/o Board Communications Chair,
- or
- via email to SchoolBoard@JPIICS.org

The Board retains the right to:

- request additional information before determining the next step,
- redirect requests to other individuals who are better positioned to handle the matter,
- defer a speaker until the next meeting so that the Board has time to gather additional information/input and/or to address more pressing matters,
- move the matter to mediation instead of or in addition to discussion at a Board meeting. Members of the mediation team are determined on a case-by-case basis.

The Communications Chair will contact those who have submitted a request to let them know how the Board has decided to respond. Those whose requests are appropriate to bring before the Board will be asked to speak during the “visitor comments” portion of the meeting agenda.

John Paul II Catholic School PTO

The purpose of the Parent-Teacher Organization is to foster a partnership between parents and teachers at John Paul II Catholic School, the goal of which is to provide a quality education to the students.

PTO meetings are generally held the second Tuesday of each month at 7:00 PM in the school library. All parents are welcome to attend.

See the Student Directory for current board members and phone numbers.

Procedure for Problem Resolution

Purpose

The following procedure will enable Board Members to deal effectively with complaints. It is the philosophy of the Board that all such complaints be handled promptly, at the lowest possible level within the school structure.

Problem Resolution Procedure for Parents/Guardians to Follow

What is an issue subject to resolution?

A claim that there has been a serious violation, misinterpretation, or misapplication of policy or procedure. Personnel issues are not issues for resolution, as they would conflict with the employer/supervisor/employee relationship.

Who can present an issue for resolution?

Each parent/guardian shall have the right to present an issue for resolution in accordance with these procedures.

Ethics on Resolution

- a. Every effort shall be made to resolve each issue for resolution at the lowest level.
- b. A parent/guardian who follows these resolution procedures will not suffer any deliberate repercussions by school personnel.
- c. The failure of a parent/guardian to act on an issue for resolution within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the parent/guardian to proceed to the next step. The time limits at any level, however, may be extended by mutual written agreement.
- d. An atmosphere of mutual respect and common courtesy is to be maintained. Each level of the resolution process is an effort of both parties to seek an acceptable resolution/solution to the problem.
- e. Conferences/meetings under this procedure shall be conducted at a time and place agreed upon by those involved.
- f. Other than to offer advice on following procedure, a member of the Board may only become involved with the resolution process with the written authorization of the officers of the Board.

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Levels of Procedures

Level One

Within one calendar week of the experience of the conflict, the parent/guardian will present a written report for conference to the teacher. At the conference the parent/guardian and teacher will discuss the conflict. One calendar week from the teacher's receipt of the written request is the time limitation period for disposition of the issue for resolution at level one.

Level Two

If an issue for resolution cannot be resolved at Level One, the parent/guardian shall file within one calendar week after the conference, the issue for resolution in writing to the teacher. The written issue for resolution should state the specific nature of the issue for resolution and remedy requested. A response written by the teacher to the issue for resolution at this second step must be received by the parent/guardian within 1 calendar week of the teacher's receipt of the written issue for resolution.

Level Three

If the issue for resolution cannot be resolved at Level Two, the parent/guardian shall submit the specific issue for resolution in writing and the specific remedy requested to the principal. The parent/guardian, teacher, and principal shall meet to attempt to work toward a mutually agreeable solution. A written response by the principal to the parent/guardian at the third step must be written within one calendar week of the meeting.

Level Four

If the issue for resolution cannot be resolved at Level Three, the parent/guardian should submit the specific issue for resolution in writing and the specific remedy to the Board of Education President. The parent/guardian, teacher, principal, and Board of Education President shall meet to attempt to work toward a mutually agreeable solution. A written response by the Board of Education President to the parent/guardian must be made within one calendar week of the meeting.

Level Five

If the issue for resolution cannot be resolved at level four, the parent/guardian, teacher, principal, Board president, and appropriate pastor shall meet within one calendar week to work toward a mutually agreeable solution. A joint written response to the parent/guardian (issant) by the principal and Board president with agreement of the Pastor must be made within one calendar week of the meeting. The decision in this response is final. If it becomes evident that there is not a genuine interest in resolving the issue for resolution by the parent/guardian or there is failure to abide by the decision, the parish (or school if non-parishioner) will refund the balance of any unearned tuition and remove the child(ren) from the school.

Addendum A

If the issue for resolution is against an administrative decision of policy or procedure in the student handbook, levels one and two shall remain the same with the substitution of "administrator" for "teacher". Level Three shall be omitted. Levels Four and Five shall remain, with the substitution of "administrator" for "teacher and principal". Approved 6/18/92.

Alternate Education Policy

Because of our concern for the individual student as well as the well-being of the entire student body, we have established an Alternative Education Policy.

There may be circumstances when it would be suggested and/or implemented by the administrator that a student interrupt his/her studies at JP II and continue his/her education in a different environment. Such an action could be necessitated by any emotional, psychological, behavioral, or physical condition which could disrupt the atmosphere of education and moral standards set by our school. Examples of such conditions could include: physical affliction; emotional stress or imbalance; psychological abnormalities; pregnancy (either maternal or paternal); drug or alcohol addiction; social and/or communicable diseases; etc.

In such a case an alternate educational program could be presented to the student. Each incident should be considered on an individual basis resulting from a conference between the student, parent or legal guardian, principal, and pastor. If alternate education is to be implemented, the procedure will be as follows:

1. A conference will be held between the student, parents/legal guardian, principal, and pastor.
2. The JP II administrator shall investigate and should recommend alternate educational opportunities, possible rehabilitation or therapeutic agencies, and available counseling.
3. Whenever possible it is encouraged that a contact or support group (either at the school or parish level) should be developed to assist the student in this transition.
4. The student and parents/legal guardian will be informed of the reinstatement policy procedure.

Adopted 9/13/83

Reinstatement Policy

Upon request of the parent/legal guardian, a conference will be held between the student, parents/legal guardian, principal, pastor, and involved counselor to determine if the aforesaid emotional, psychological, behavioral, or physical condition ceases to exist or is no longer considered to be a threat to the well-being of the student in question or to the general welfare of the student body. If it is decided to reinstate the student at JP II, the following procedure will be implemented:

1. A conference will be held between the student, parents/legal guardian, principal, pastor, and faculty members who will be working with this student.
2. If the student requires continued counseling, it is the direct responsibility of the parents/legal guardians to see that this is carried through. It is also recommended that the principal and/or involved faculty members arrange periodic conferences with the student and parents to check on the progress of the situation.
3. Whenever possible the contact or support group should continue to assist the student until no longer needed.

Admission and Registration Policy

Organization

JPII is a regional elementary school that is operated, supported, and directed as part of the educational programs of St. Bartholomew, St. Clare, and Our Lady of the Rosary Parishes.

JPII is established to serve primarily the membership of the above-mentioned parishes, especially the children of parishioners, who, through their active participation in their parish community, indicate that they desire to have their children trained in the Catholic faith as an extension of their home environment. This could also be applicable in instances of recent conversion or renewal of faith.

JPII is a grade school offering a nine year sequential educational program, with grades K-8.

General Admission Policies

- A. No student may be excluded from JPII solely because of race, color, religion, sex, national origin, or ancestry. JPII will not admit students entering the eighth grade unless he/she is an active parishioner of a member parish.
- B. It is understood that JPII must be beneficial to the child seeking admission. Families seeking admission for students in grades 4-8 are to complete the following procedures:
 - 1. Families must agree to a probationary period of one semester.
 - 2. Submit a copy of a current report card.
- C. It is understood that parents seeking the admission of their child(ren) to JPII are agreeable to following the regulations and policies of the school.
- D. Classroom limitations: All available classroom space will be utilized. The maximum number of classes that can be accommodated will be determined by the Board of Education. In the event the need arises for the creation of another class and space is available, the following procedure will apply:
 - 1. No additional class for the following school year may be created after May 1 except by approval of the Board.
 - 2. a) The number of students in grades 4-8 is not to exceed 30. In any grade level where the student population will exceed the maximum students per class, an additional class may be established, provided the minimum student population per class is not less than 23.
 - b) The number of students in grades 1, 2 and 3 is not to exceed 25.

- c) The number of students in all day kindergarten is not to exceed 20. The number of students in half-day kindergarten is not to exceed 20.
- d) If two or more extra classrooms are required, and space is not available for all desired classrooms, priority shall be given to the grade level with the largest student population.

E. Admission and readmission are on an annual basis.

Registration

All registrations are provisional, that is, subject to the approval of the respective Pastor and the Principal.

Annual Registration

Registrations will be accepted only during the year of entry into the school. Children from families already enrolled at JP II shall have first priority in registration and acceptance. These children will be registered through the school. Children from families who have not attended JP II in the previous year, must be registered through the parishes at a designated time.

Registration Throughout the School Year

Registrants seeking admission into JP II after the completion of the designated annual registration will be accepted through the principal and admitted upon the approval of the respective pastor. This is normally handled on a first come, first serve basis.

New Parishioner Registration Policy

Any new family registering as a parishioner is entitled to register during the JP II new family registration period, regardless of their parish's policy on tuition payment.

Fees

Registration fee must be paid prior to acceptance. For parishioner registration, the fee (per family) is \$150 made out to the parish. For non-parishioner registration, the fee (per family) is \$150 made out to JP II. The registration fee is credited toward tuition.

Admission Requirements and Priorities

A. Age Requirements

1. No child may be admitted to kindergarten at JP II unless s/he is five years of age on or before September 30 of the year of admittance.
2. No child may be admitted to first grade at JP II unless s/he is six years of age on or before September 30 of the year of admittance.

B. Priorities for Admission of Students (Grades K-8)

1. It is our goal to maintain a fair balance between the member parishes of the regional school, and to maintain an optimum enrollment in the school.

2. If there are more students than spaces in any grade level, it is intended that the pastors will meet and decide among themselves which students will be admitted. If a consensus is not reached, the following priority system will determine admission:
 - a. All students in good standing who were enrolled in the school during the previous school year.
 - b. New students whose parents are parishioners in good standing of one of the member parishes and who have a sibling presently enrolled at JP II.
 - c. New students whose parents are parishioners in good standing of one of the member parishes and who have had a sibling attend JP II in the past.
 - d. New students who have not previously attended the school but are parishioners in good standing of one of the member parishes.
 - e. Transferees from another parish who have become parishioners during the school year in which registration is being conducted and have been previously enrolled in a Catholic School and are now parishioners in good standing at one of the member parishes.
 - f. Transferees from another parish who have become parishioners during the year in which registration is being conducted and were not previously enrolled in a Catholic School and are now parishioners in a good standing of one of the member parishes.
 - g. Children of full-time certified or non-certified staff employed by the school.
 - h. New students or transferees who are not parishioners of any of the member parishes and who have a sibling presently enrolled at JP II.
 - i. New students or transferees who are not parishioners of any of the member parishes. New non-parishioner students are contingent on a space so as not to take a place from a parishioner student.
3. Under each priority listed above, the order in which students will be accepted, if there are more students than space in each grade level, as determined by the board, is as follows: a ratio will be developed to allocate remaining available spaces in the priority level among the member parishes. This ratio will be the number of remaining available spaces for that priority level divided by the number of applicants in that priority level received during the announced enrollment period. This ratio, expressed in the form of a percentage, will be multiplied by the number of applicants from each parish for that priority.
4. If one or two spaces remain due to using this percentage rounded down to the nearest whole number, the space(s) will be allocated on a yearly rotation basis. The rotation ordering will be: St. Bartholomew, Our Lady of the Rosary and St. Clare. The first space will go to the first parish in the rotation and the second will go to the next parish in the rotation.

5. In the event of over-enrollment, it is up to the pastors of each individual parish to determine which student(s) from their parish will not be admitted.
6. Enrollment will be examined at each grade level.

C. Notice of Acceptance or Non-Acceptance

1. Parents or guardians registering new student(s) for JP II, regardless of grade level, will be notified by the school of the acceptance or non-acceptance of their child(ren).
2. There will be a waiting list of students not admitted because of previously stated over-enrollment maintained during the year. Registrants on this priority list may be admitted during the school year if a vacancy occurs. Vacancies will be filled by an applicant at the highest priority level with the parish creating the vacancy getting the first opportunity to fill the opening. If that parish cannot fill the vacancy from that priority level, the spot will revert to the other parishes at that priority level in the same yearly rotating basis outlined in B.4 above.
3. Those persons on the waiting list seeking to enter JP II in the following year must re-register during the designated registration period.
4. Any students registered after the close of the announced registration period will be admitted, if space is available, in the order in which they register. If space is not available, they will be put on the waiting list in the order in which they register.

May 1993

Waiting List Policy

In the event a waiting list is necessary, a child from one of the member parishes will remain on the waiting list for the following year in the same position and priority as long as the following conditions are met:

1. They remain parishioners in good standing.
2. They have registered on time.
3. They have pastor approval.

Kindergarten Admittance Policy

1. No child may be admitted to the Kindergarten at JP II unless s/he is 5 years of age on or before September 30 of the year of admittance. Children who become 5 between October 1 and January 1 inclusive, are considered underage.
2. Admittance to the kindergarten program at JP II is on a first come, first served basis with priority given to:
 - A. New kindergarten students who have a brother or sister presently enrolled at JP II and whose parents/guardian are parishioners in good standing.
 - B. New kindergarten students whose parents/guardian are parishioners in good standing.
 - C. New kindergarten students with a brother or sister presently enrolled at JP II and whose parents/guardians are non-parishioners and are in good standing at the school.
 - D. If all openings are not filled using the first two categories, acceptance is based on a first come, first served basis.
 - E. If registration openings remain, after the registration period is closed, they will be filled on a first come, first served basis.
3. Registration will begin on the Sunday of Catholic Schools Week (usually the last Sunday in January) at Open House.
4. As with grades 1 through 8, registration for kindergarten (whether full day or half day) requires a non-refundable \$150.00 fee (per family). The registration fee is credited toward tuition.
5. Placement in the kindergarten sessions is dependent upon:
 - A. Transportation needs (bussing).
 - B. Availability of space.

General Information and Policy

Schedule

School day - 9:00 AM to 3:30 PM. School doors will be opened at 8:30 A.M. Children are to go immediately to their homerooms.

Recess – All children are expected to go outside for noon recess, weather permitting. Children should be dressed properly for outdoor recess. Children will play in the area designated for their grade level. No rough play is permitted.

If a parent wishes his/her child to be excused from noon recess, the request must be made in writing and state the reason the child is to be kept indoors. Since no child should be in the classroom by himself/herself, the child will stay in the cafeteria or outside the office until it is time to return to the classroom.

Phone Calls

At certain times it will be necessary for you to speak with your child's teacher, and we encourage this. ALL MESSAGES FOR TEACHERS WILL BE HANDLED THROUGH THE SCHOOL OFFICE.

Students will not be allowed to use the phone. Students will not be taken out of class to talk to parents on the phone. Messages will be relayed to the student at an appropriate time.

No calls will be allowed to see if "Johnny" or "Jane" may go to someone's house after school. No calls will be allowed to obtain forgotten items when the child has had previous knowledge that the item is needed. Our goal is to teach responsibility; this policy is not intended as a punishment. In case of a forgotten lunch, provision will be made for the student in the cafeteria.

Please avoid calling school at dismissal, 3:15 to 3:45. There is a lot of activity at this time.

Visiting the School & Picking Your Child Up From School

ALL VISITORS AND PARENTS ARE REQUIRED TO STOP AT THE OFFICE AND SIGN IN UPON ENTERING THE SCHOOL BUILDING.

If your child must leave school early, please send a note of explanation to the teacher. Parents must come to the office and the child will be called to the office. No child will be released to a relative or friend without parental permission. Parents are not permitted unannounced visits to their child's classroom during the day. Parents are not permitted to sit in their child's

class to observe due to the distraction this presents to the other students.

Cafeteria Policy & Procedures

John Paul II Catholic School participates in the U.S.D.A.'s hot lunch program and offers a Class A Hot Lunch. Cafeteria Menus are sent home every month in the Tuesday mailing system and also put on the school web site. Milk, juice, and snacks are also available to students who pack their lunch. **Soft drinks/carbonated drinks (in any container) and fast food are not permitted in the cafeteria.** Birthday treats will be distributed in the classroom.

Free and reduced price lunches are available to families who qualify. Application forms are sent home at the beginning of each school year and are available upon request throughout the year. All information supplied on the application is kept strictly confidential.

Every family is required to have 5 prepaid emergency lunches for their children for instances of forgotten, lost, or damaged lunches. The cafeteria manager may refuse to supply lunch if lunch fees are not paid.

Information and prepaid lunch options are sent home in the beginning of the school year. If necessary an increase in cost may be established by the Food Service Manager. Written notification will be given.

The cafeteria manager may require cash or a money order if checks are returned for non-payment due to insufficient funds.

Students owing cafeteria fees will not be given a report card.

There is to be no eating or drinking during school hours except in the cafeteria unless permission is granted by the principal for a special occasion.

NO LUNCH will be served on days with a two-hour delay. Drinks and snacks will be sold as usual.

Students must wait to enter the cafeteria until given a signal by a cafeteria staff member. Hot lunch buyers go directly to the right along the wall to the serving area. Packers go to the left to purchase drinks or directly to tables.

- Hot lunch buyers must come through the line in their designated homeroom and in rotating alphabetical order.
- Show respect in words and actions to everyone in the cafeteria: teachers, cafeteria staff, volunteers, and fellow students.
- Walk at all times in the cafeteria.
- Talk in a quiet, conversational voice to students sitting close.
- Never touch another student's food.
- Keep hands and feet to one's self and to not disturb others.
- Report spills of any kind to an adult in the cafeteria.
- Avoid wasting food.
- Eat all food before leaving the table. No food may be taken to the playground or classroom for consumption.
- Remain seated until dismissed by a cafeteria monitor.
- Leave a clean place at the table. Pick up what is dropped and dispose of all trash.

Parties

Classroom parties are permitted for special occasions in grades K thru 8 at the discretion of the homeroom teacher.

Gift exchanges among students are not permitted.

Private party invitations must be mailed from home.

Weekly Tuesday Envelope System

In an effort to simplify communication between you and the school, we have instituted a weekly envelope system. An exception to the Tuesday schedule may occur at the beginning of the school year or in the event of long vacations or breaks. You are asked to return it via the youngest child as soon as possible with your communications to us enclosed. If the Tuesday envelope is lost, there is a \$3.00 replacement fee.

Individual letters or communications will not be sent out but will be summarized and placed in the JP II weekly news.

All announcements to be added to the JP II news must be in the office by 3:30 PM on Wednesday afternoon..

Child Protection Policy

Any adult who works with students is required to participate in the Archdiocesan Child Protection Training. This training is provided through parishes and at school. Contact the Coordinator of Religious Education to schedule.

Ohio Law Regarding Missing Children

Sec. 3313.672. A pupil at the time of his/her arrival into a public or non-public school shall present to the person in charge of admission ANY RECORDS GIVEN HIM/HER BY THE ELEMENTARY OR SECONDARY SCHOOL HE/SHE MOST RECENTLY ATTENDED AND A CERTIFICATION OF BIRTH ISSUED PURSUANT TO SECTION 3705.05 OF THE REVISED CODE OR A COMPARABLE CERTIFICATE OR CERTIFICATION ISSUED PURSUANT TO THE STATUTES OF ANOTHER STATE, TERRITORY, POSSESSION, OR NATION. WITHIN TWENTY-FOUR HOURS OF THE PUPIL'S ENTRY INTO SCHOOL, A SCHOOL OFFICIAL SHALL REQUEST THE PUPIL'S OFFICIAL RECORDS FROM THE ELEMENTARY OR SECONDARY SCHOOL HE MOST RECENTLY ATTENDED. IF THE SCHOOL THE PUPIL CLAIMS TO HAVE MOST RECENTLY ATTENDED INDICATES THAT IT HAS NO RECORDS OF THE PUPIL'S ATTENDANCE OR THE RECORDS ARE NOT RECEIVED WITHIN FOURTEEN DAYS OF THE DATE OF REQUEST, OR IF THE PUPIL DOES NOT PRESENT A CERTIFICATION OF BIRTH OR POSSESSION, OR NATION, the principal or chief administrative officer of the school shall notify the law enforcement agency having JURISDICTION in the area where the pupil resides of this fact and of the possibility that the

pupil may be a missing child, as this term is defined in Section 2901.30 of the Revised Code.

For the purpose of this section, records mean Vital Statistics information such as name, address, place and date of birth, gender, and grade placement. It is not required that grades or credits be sent if, for some reason, they should be withheld. The purpose of sending the official record is to verify that the pupil was previously enrolled.

JPII will also implement the following:

1. If the principal is notified by school personnel that a missing child is attending JPII, the principal will immediately give notice of this fact to the department of education and the law enforcement agency having jurisdiction in the area where the missing child resides.
2. The administrators or secretaries of JPII shall provide access to the student's records to a law enforcement officer who indicates that he/she is conducting an investigation and that the student is or may be a missing child, as defined in Section 2901.30 of the Revised Code.
3. Each year JPII will include a wallet size photograph of each child in his/her school records so that a current photograph of each child is kept on record.
4. JPII will periodically provide a fingerprinting program for students in the school and their brothers and sisters. No student or minor shall be required to participate. Written parental consent is required. Fingerprinting shall be done by law enforcement agencies and cards are to be given to parents. When the fingerprinting program is held, it will be for the sole purpose of providing a means to aid the location or identification of a missing child. It shall be developed in cooperation with local law enforcement agencies.

Child Abuse Policy

Approved by Archdiocesan Commission on Education 10-13-86

1. All suspected instances of child abuse or neglect shall be reported by the principal to a designated governmental agency for investigation and action as may be appropriate. Procedures for reporting such instances and information relevant to identifying victims shall be made available to all certified personnel and school employees.
2. If the alleged child abuser is a member of the extended school staff, all such incidents shall be reported to the Archdiocesan authorities as well. This report shall be made to the Archdiocesan Director of Educational Services, or his designee. If the individual is a cleric or religious, the Director for Educational Services shall notify the Chancellor and/or religious superior.

AIDS: Guidelines and Procedures

Archdiocesan policy stipulates that each instance of AIDS involving a student or an employee shall be treated as a strictly confidential and an individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well being, and individual privacy and needs.

The Archdiocesan-suggested, administrative procedure for admitting or retaining students or hiring employees with AIDS has been adopted by the School Board

Challenges to Instructional Materials

If informal discussions fail to resolve a complaint about materials being used in the instructional program, the following formal procedure is observed:

1. All complaints to staff members shall be reported immediately to the building principal, including those received by telephone, letter, or personal discussion.
2. The principal appoints a review committee consisting of two representative classroom teachers, a librarian, Board member and a parent.
3. Materials subject to complaint need not be removed from use pending committee study and final action of the Board unless so directed by the principal.
4. The committee will review the material in question and form opinions based on the material as a whole and not passages taken out of context. The committee shall review the challenged material and make a written report of its findings within three weeks of its appointment. The committee may recommend that the questioned material be (1) retained without reservation, (2) retained with reservation or restrictions on its use, or (3) not retained.
5. The teacher and any other person involved in the selection or use of the material will also have an opportunity to address the committee. The committee may, in addition, call other staff and community members, as it deems necessary.

Smoke-Free Building Policy

Due to the information and research done on secondary smoke, the JP II Board feels it is important to protect our children from these hazards. JP II is enacting a smoke-free building policy during school hours. Additionally, anyone using the building for school events or activities after school hours is to adhere to this smoke-free policy.

June 1993

Guidelines for the Care and Use of the JP II School Building and KAC

The following are policies governing the use of the building in general:

1. In order to use JP II school building, contact St. Bartholomew Parish at 522.3680.
2. Do not unlock any more doors than necessary.
3. DO NOT PROP DOORS OPEN.
4. DO not turn on any more lights than are necessary for safety and adequate use of space. Follow directions on the switch boxes in order to know which switches to turn on/off and which switches to leave on at all times.
5. JP II has a smoke-free policy. NO smoking may take place anywhere in the building.
6. Each function is responsible for setting up the room(s) to their specifications. Room(s) should be returned to their original state upon departure.
7. If your function will require extra time to set up or clean up, please contact the parish office.
8. Anything attached to walls should be affixed with masking tape only, so that paint will not pull off walls.
9. If something is broken or not working properly, please notify the parish office as soon as possible.
10. Thermostats should not be touched or adjusted for any reason. If there is an emergency, contact the Parish at 522.3680.
11. Emergency cleanup supplied will be in the janitor's closet located on the main floor near the restrooms.
12. Upon leaving the building:
 - a. Check ALL rooms on the level you used to make sure the lights are off, toilets are flushed, water is not running and everything is in order.
 - b. If food was served, please empty trash containers and put refuse in dumpster located behind the KAC to avoid drawing bugs.
 - c. All outside doors should be checked and locked.

Special Rules Governing the Cafeteria

1. The serving area and/or kitchen should be left in the same condition you found it.
2. No organization should use the stove, oven, freezer, or refrigerator unless prior arrangements have been made with the cafeteria manager.
3. There should be no leftovers remaining after any function. All food and utensils should be taken home by members of the organization that sponsored the event.
4. Special attention should be paid to turning on and off lights in the cafeteria since some switches remain on to keep refrigerators and freezers running.
5. Set tables and chairs back in place according to marks on the floor and according to the diagram on the kitchen wall.
6. Organizations should provide their own paper products and trash bags. All garbage must be taken to the dumpster.