

**JOHN PAUL II CATHOLIC SCHOOL**  
**PARENT/STUDENT HANDBOOK**  
**2019** **2020**



**BUILDING MINDS, FORMING FAITH,  
CHANGING LIVES**

**9375 WINTON ROAD  
CINCINNATI, OH 45231**

**Telephone Numbers**

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|                            |          |
|----------------------------|----------|
| Absence Line               | 728-3104 |
| School Office              | 521-0860 |
| Religious Education Office | 728-3105 |
| School Nurse               | 521-0774 |
| Cafeteria                  | 728-3109 |

**Web Page**

**[www.JPIICS.org](http://www.JPIICS.org)**

## Table of Contents

|                                                                          |    |
|--------------------------------------------------------------------------|----|
| Introduction.....                                                        | 3  |
| Our Mission .....                                                        | 3  |
| Our Beliefs .....                                                        | 3  |
| Organization .....                                                       | 3  |
| Admission and Registration Policy .....                                  | 4  |
| The School Day, Attendance, & Withdrawal .....                           | 8  |
| Arrival, Dismissal, & Transportation Policies and Procedures .....       | 10 |
| Payment of Tuition & Fees .....                                          | 13 |
| Academic Information .....                                               | 13 |
| Student Code of Conduct and Discipline.....                              | 16 |
| Uniform Dress Code.....                                                  | 28 |
| Out of Uniform Days .....                                                | 30 |
| Health & Safety .....                                                    | 30 |
| Child Protection Policy.....                                             | 30 |
| Health & Safety (Grades K-8) .....                                       | 30 |
| Sunscreen Policy.....                                                    | 30 |
| Food Allergy Policy .....                                                | 33 |
| Emergency Response Plan.....                                             | 37 |
| Food Allergies and Anaphylaxis Checklist for Parents .....               | 38 |
| Tuberculosis Screening .....                                             | 39 |
| Child Abuse Policy .....                                                 | 39 |
| AIDS: Guidelines and Procedures .....                                    | 40 |
| Fire & Tornado.....                                                      | 40 |
| Lock Down .....                                                          | 40 |
| Shelter in Place.....                                                    | 40 |
| Ohio Law Regarding Missing Children.....                                 | 40 |
| Smoke-Free Building Policy .....                                         | 41 |
| General Information Policy .....                                         | 41 |
| Cafeteria Policy & Procedures.....                                       | 41 |
| Challenges to Instructional Materials.....                               | 42 |
| Gender Identity .....                                                    | 42 |
| Guidelines for the Care and Use of the JPII School Building and KAC..... | 43 |
| High School Recruitment .....                                            | 44 |
| Parties & Healthy Snacks.....                                            | 44 |
| Phone Calls .....                                                        | 45 |
| Responsible Use of Technology Policy .....                               | 45 |
| Visiting the School & Picking Your Child Up From School.....             | 46 |
| Weekly Newsletter .....                                                  | 46 |
| School Board & PTO .....                                                 | 47 |
| John Paul II Catholic School Board .....                                 | 47 |
| John Paul II Catholic School PTO .....                                   | 47 |
| Procedure for Problem Resolution .....                                   | 48 |
| Problem Resolution Procedure for Parents/Guardians to Follow .....       | 48 |
| Alternate Education Policy .....                                         | 49 |



# Introduction

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

The administration, teachers, and staff are committed to providing a quality Catholic education that will enhance and develop the spiritual, intellectual, physical, and social growth of every child who enters the doors of John Paul II Catholic School (JPII). In keeping with this commitment, this handbook is designed to acquaint you with the policies and procedures that are followed at JPII.

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. "Jesus is the reason for this school. He is the ever present teacher in all its classes, the model of its faculty, and inspiration for its students."

## **New additions to our handbook are as follows:**

|                                      |               |                                                     |
|--------------------------------------|---------------|-----------------------------------------------------|
| <b>Mission and Belief Statements</b> | <b>pg. 1</b>  |                                                     |
| <b>School Day Schedule</b>           | <b>pg. 6</b>  | <b><i>The school day will begin at 8:45 am.</i></b> |
| <b>Bullying Policy</b>               | <b>pg. 20</b> |                                                     |

## Our Mission

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JPIICS in partnership with the parents, its affiliated parishes, and its local communities is committed to Gospel values incorporated throughout its strong academic program which is student-need based.

We nurture the spiritual, intellectual, physical, emotional, and social development of all our students and empower them to become valuable, caring, and contributing members of their families, churches, school, communities, and society. Prayer is integral to advancing this mission.

## Our Beliefs

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1. We believe that each student is a valued individual with unique spiritual, physical, social, emotional, and intellectual needs and talents.
2. We believe that all students can learn.
3. We believe that all aspects of student learning are the focus of our school.
4. We believe that students need to be owners of their learning and believe in their own ability to complete tasks and reach goals.
5. We believe that students learn best when they are actively engaged in the learning process, supported by the entire school community, through an ongoing assessment program to effectively meet the changing needs of the students.
6. We believe that a commitment to continuous improvement is imperative if our school is going to continue to enable students to become confident, self-directed, lifelong learners.
7. We believe that the students, parents, teachers, administrators, and community share in the responsibility for advancing the school's mission.

## Organization

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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 pre-k 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.

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## **Admission and Registration Policy**

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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.

### **General Admission Policies**

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- A. John Paul II Catholic School admits students of any race, color, religion, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sex, national and ethnic origin but administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
- B. JPII will not admit students entering the eighth grade unless he/she is an active parishioner of a member parish.
- C. It is understood that JPII must be beneficial to the child seeking admission. Families seeking admission for students in grades K-8 are to complete the following procedures:
  - 1. Families must agree to a probationary period of one trimester which is contingent upon the student's academic progress, discipline, attendance, and meeting all financial obligations. **At this time, the admissions review committee (consisting of but not limited to the principal, classroom teachers, intervention specialist and psychologist) will determine if the student should be placed in a different grade in order for him/her to succeed, or if the student's needs require a school other than John Paul II. The admissions review committee's determination will be final: if the parent does not support the decision, the parent will be asked to withdraw the student.**
  - 2. Submit a copy of a current report card and **records from the previous school prior to admission.**
  - 3. **Prospective new students will be given a reading and math assessment. The admissions review committee will review the results as well as the student's academic, behavioral and other records to determine admissions and grade placement.**
  - 4. **Prospective new students must not have been dismissed or suspended from other schools for serious disciplinary infractions.**
  - 5. Report card, school records, and screening are necessary to assure that the child is placed in the best grade level considering his/her abilities. It is also to ascertain whether this is the proper setting for your child.
  - 6. **Prospective new students, in grades 6, 7, & 8 must have an interview scheduled with the principal prior to acceptance.**
- D. 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.
- E. 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.

F. Admission and readmission are on an annual basis.

## Admission Requirements and Priorities

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### **A. Age Requirements**

1. No child may be admitted to kindergarten at JPII 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 JPII 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 JPII.
  - c. New students whose parents are parishioners in good standing of one of the member parishes and who have had a sibling attend JPII 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/had a sibling enrolled at JPPII.
  - 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 JPPII, 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 JPPII 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.

## Kindergarten Admittance Policy

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1. No child may be admitted to the Kindergarten at JPPII 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 JPPII 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 JPPII 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

- JPII 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 \$160.00 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.

## Registration

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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 JPII shall have first priority in registration and acceptance. These children will be registered through the school. Children from families, who have not attended JPII in the previous year, must be registered through the parishes at a designated time.

### **Registration throughout the School Year**

Registrants seeking admission into JPII after the start of a new school year for reasons other than relocating must have a letter of recommendation from the principal of the student's former school indicating that the student is in good standing. Acceptance will also be at the discretion of the JPII administration and respective pastors. 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 JPII new family registration period, regardless of their parish's policy on tuition payment.

### **Fees**

At the time of registration, a TBD (non-refundable) registration fee is required to secure a child's space. Registration fee must be paid prior to acceptance. Registration fee must be paid prior to acceptance. The fee (per family) is \$225 made payable to JPII. A portion of the registration fee is credited toward tuition.

## Waiting List

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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.

# The School Day, Attendance, & Withdrawal

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## Schedule

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School day – 8:45 AM to 3:30 PM. School doors will be opened at 8:25 A.M. Children are to go immediately to their homerooms. **It is encouraged to have the students in their homerooms before 8:40 am in order for them to be ready to start their day.**

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.

## Attendance

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Regular attendance at school is important to the academic development of the child and is required by state law. The following factors are considered reasonable excuses for time missed at school:

- Personal illness (a written physician's statement verifying the illness may be required)
- Recovery from an accident
- Illness in the family necessitating the presence of the child
- Death in the family
- High School Shadow Days (3)

**Vacations are not excused absences and are highly discouraged as it adversely affects the child's academic progress.**

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 trimester, the school may require a written doctor's excuse. Students with excessive absences (**10 days in a month**) 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 office and present a note from his/her parent.
7. **Late arrivals, leaving and returning in the middle of the day, or early departures are considered "tardies". Accumulation of 10 unexcused tardies in a trimester will result in a detention or loss of recess depending on the grade level. A note from the physician is required for excused tardies.**
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 period.
10. No child will be dismissed from school during class hours without prior notification (verbal/written) by the parent. 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. 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.
13. The office will not fax homework and homework may not be faxed to school.
14. 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 a designated student or may be picked up by a parent/guardian between 3:30 PM and 4:00 PM on the homework table outside the school office. It is not possible for these assignments to be picked up at an earlier time in the school day.**
15. 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.
16. 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 **3:25** are marked as tardy because of an early dismissal. These tardies are recorded on the report card.

17. Attendance is mandatory for all students at yearly music concerts.

## Withdrawals or Change of Residence

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1. Should you change your place of residence within the JPII district, send your new address and telephone number to the office. If your childcare provider's address changes inform JPII 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 JPII 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

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Upon request JPII 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 JPII school office.

## Arrival, Dismissal, & Transportation Policies and Procedures

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### Bus Transportation

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Bus transportation is provided for those who are eligible in 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. JPII 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 JPII.

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 JPII.

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.

## Car Riders and Car Pools

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**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 by the kindergarten entrance. 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.

## General Dismissal Policy

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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.**

## Walkers

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

## School Closings Before the Start of the School Day

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**Should school be closed or delayed due to inclement and hazardous weather conditions, parents and students will be notified through an automated call system,** radio and television announcements, or the school website/app. Any announcements concerning JPII will be made individually.

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

JPII school delays will be:

- 2 Hour Delay - School will begin at 10:50 AM.
- Students should arrive no earlier than 10:20 AM.
- The School will NOT be open prior to 10:20 AM.
- There will be no half day 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 JPII 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 JPII is not delayed, but your bus district is delayed,** school will begin at 8:45. 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.

JPII will announce a **school closing** if safety dictates and/or the majority of our students would be without bus transportation.

## Emergency Early Dismissal

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Students at JPII 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. JPII 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 JPII students from that school district. An automated message will be sent out to notify parents of this change. Unless we receive acceptable written instructions to the contrary, JPII 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 broadcasted on the radio, television, our website/app and an automated message will be sent to all parents. 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. An automated message from JPII will be sent to all parents about this change. It is imperative that you listen to those messages in their entirety.

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.), JPII 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 JPII are kept current. Failure to provide JPII with new or changed telephone numbers makes it impossible for JPII to notify you in case of an emergency.**

## Payment of Tuition & Fees

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Tuition is collected by the school for all students. The tuition can be paid in full before June 20<sup>th</sup>, or in 10 monthly payments. The payment of tuition and fees will be reviewed at the end of each trimester. All fees and tuition must be paid before report cards will be given. In addition, access to Option C will be denied. **Tuition which is 2 months behind will result in the withdrawal of the student. In the case of an 8<sup>th</sup> grader, all tuition and fees must be paid or the student will not be permitted to participate in the graduation celebration.** Fees 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 and tuition is current. **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.

## Academic Information

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### Curriculum

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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 21<sup>st</sup> 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.

### Grading Scale for Grades 4 through 8

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

### Academic Honor Roll Criteria (Grades 6 through 8)

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|               |                   |
|---------------|-------------------|
| 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 10 or more points on the behavior card for the trimester, 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.

## Totus Tuus Award (Grades K through 8)

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Totus Tuus was Pope John Paul II's apostolic motto. It is a Latin phrase meaning "totally yours" or complete commitment to Christ. The Totus Tuus Award is presented each trimester to two students in each homeroom, kindergarten through eighth grade. These students are chosen for their commitment to living out the love of Christ through their curiosity about the Catholic faith, commitment to service, reverence during prayer, and respect for the dignity of each person. A student is eligible to receive the Totus Tuus Award once per school year.

## Effort Award (Grades K through 8)

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The Effort Award is given to a student(s) per homeroom each trimester 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.

## Field Trips

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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 releasing the school from liability 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.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. 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. **These 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.

## Homework

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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    | 45 to 60 minutes |
| Grades 6, 7, 8 | 60 to 75 minutes |

All classroom assignments are expected to be submitted on time.

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.

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

## Promotion & Retention

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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 JPII 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.

## Religious Education

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Religious education is the essence of Catholic schools. Religion classes are conducted for all students enrolled at JPII. 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.

## Reporting Pupil Progress

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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 trimester. It is the parent's responsibility to check grades on OptionC.
- *Interim Reports* - Students in grades 1-3 will receive interim reports trimesterly. Interim reports are not given to students in grades 4-8 as these reports are viewed on-line. **It is the parent's responsibility to check grades on OptionC.**

- *Trimester Report Cards* will be viewed on-line through Option C. 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. The end of the year report card will be posted on-line as well as a paper copy sent home with the student.
- *Conferences* - Scheduled Parent/Teacher conferences are held after the first trimester. See calendar for conference dates. Reminders are emailed 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 hour notice. **Records will be mailed to the new school if tuition and fees are current.** Records will not be released to parents.

## Testing Program

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Children in grades 2 through 7 are given standardized tests chosen by the Archdiocese of Cincinnati in the spring of the school year.

Dynamic Indicators of Basic Early Literacy Skills (DIBELS) testing is administered three times per year for kindergarten through 2<sup>nd</sup> grade.

ACRE tests for religious education is administered in January to grades 5 and 8.

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

## Textbooks

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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.

# Student Code of Conduct and Discipline

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## Goals of Discipline

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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

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### **Student Responsibilities**

1. Come to class prepared – have necessary books, supplies, and assignments.
2. Fill in the homework notebook (Grades 3-5).
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 (Grades 1-5).
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 JPII school policies.

## School Rules

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### **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, with the exception of e-readers and a signed Acceptable Use Policy Agreement. 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. Electronic devices and cell phones will be confiscated if seen, heard, or used at school. Parents are required to come to school to 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 JPPII.

## **Inspection/Searches of School Property**

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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 JPPII administration may also search a student and his/her possessions when suspected of inappropriate activity.

## **Probation for Transfer Students**

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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 trimester 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 admissions review committee 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...**

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The behavior policy varies per grade. Grades K – 3 uses a visual display of chips or colored cards to indicate levels of discipline; warning, notification to parents, missed time at recess, visit to the principal. Specific grade level behavior plans are provided by the teachers.

## Behavior Policy & Procedures for Students in Grades 4 – 8

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Every student will be issued a behavior card to be either stapled inside his/her homework notebook or in the front cover of their iPad. 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 trimester.**

### **1-4 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 bring materials to class
- J. Failure to produce behavior card (3 pts.)

### **5 Point**

#### **Violations - Conduct**

- K. Disrespect/defiance/lying
- L. Profanity
- M. Damage to property
- N. Encouraging/cheering fighting
- O. Copying/providing answers to assignments

- P. Possession of cell phone

### **10 Point Violations - Detention**

- Q. Endangering others/self
- R. Blatant refusal to follow directions
- S. Misuse of the internet or computer
- T. Misuse of school equipment
- U. **Use** of cell phone during school hours
- V. Cheating on tests or plagiarism

### **15 Point Violations - Detention**

- W. Forgery – signing parent's name
- X. Fighting
- Y. Verbal or written harassment
- Z. Leaving school grounds

### **20 Point Violations – Suspension or Expulsion**

- AA. Bullying (a repeated unwanted and aggressive behavior toward another person)/Cyber Bullying/Racial Comments
- BB. Verbal or written threat
- CC. Vandalism
- DD. Theft
- EE. Physical Assault

**Step One:** When a student accrues five points in a trimester, 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 trimester, a detention will be issued. 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 on Thursday from 8:00 to 8:45 am in the school building. Parents are expected to drop children off on time to the front doors. Honor Roll is forfeited for that trimester.

**Step Three:** When a student accrues fifteen points in a trimester, a 2<sup>nd</sup> detention will be issued. The same procedures outlined in Step Two will be enforced. Honor Roll is forfeited for that trimester.

**Step Four:** When a student accrues twenty points in a trimester, the student will serve a suspension. Students must turn in all assignments upon return to school. Missing assignments from the suspended days will count as a zero. Tests will be administered the day the student returns. Honor Roll is forfeited for that trimester. A conduct, indicating the number of points accrued and a warning to the student, will be sent home to parents. This conduct must be signed and returned to school the next day.

**Step Five:** When a student accrues 25 points in a trimester a two day suspension will be served. Students must turn in all assignments upon return to school. Missing assignments from the suspended days will count as a zero. Tests will be administered the day the student returns. Honor Roll is forfeited for that trimester. A parent conference will be required with teachers and the administrator.

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

## Out of School Suspension

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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. It is the responsibility of the student to gather assignments that he/she will miss during the suspension. All assignments will be due the day the student returns. Missing assignments will count as a zero. 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

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### **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. A threat to bring harm to another person – bomb threat, threat of killing.

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.

## Bullying and Teasing Policy

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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.

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.

When an incident of suspected bullying is presented the following will occur:

- Use of the previously stated definition to determine if bullying is occurring
- Protect the child/victim's anonymity
- If it is found to be bullying, the administration and/or appointed designee will conduct an investigation. The strategies of the investigation may include, but not limited to: interviews with victims, collection of anecdotal data, parent/school discussions.
- Develop strategies to protect the child from additional bullying and/or retaliation.
- Assign consequences for bullying and/or retaliation based on the school discipline code.

It is the school's objective to have united effort; school and home, staff and student to address and resolve incidents of suspected bullying in school. The administration's intent is to have a clear line of communication so as to develop strategies that work towards solving incidents of bullying and creating a culture rooted in Gospel values.

It is the policy of John Paul II Catholic School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

## **Definition of Terms**

- “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- “Harassment, intimidation, or bullying” means either of the following:
  - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

## **Types of Conduct**

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- i. Engaging in unsolicited and offensive or insulting behavior;
- ii. Physical violence and/or attacks;
- iii. Threats, taunts, and intimidation through words and/or gestures;
- iv. Extortion, damage, or stealing of money and/or possessions;
- v. Exclusion from the peer group or spreading rumors; and
- vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
  1. Posting slurs on the Internet, websites, blogs, or social

media/networks;

2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

## **Complaints**

### **1. Formal Complaints**

- i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

### **2. Informal Complaints**

- i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

### **3. Anonymous Complaints**

- i. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

## **School Personnel Responsibilities**

### **Teachers and Other School Staff**

- ii. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.
- iii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

### **Administrator Responsibilities**

#### **Investigation**

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### **Response**

3. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal

that any such prohibited behavior will end.

4. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
5. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.
6. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

### **Reporting**

#### **7. Report to the Parent or Guardian of the Offender**

- a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

#### **8. Report to the Parent or Guardian of the Victim**

- a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

#### **9. Police and Child Protective Services**

- a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

#### **4. Miscellaneous**

No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

### **Bus Conduct: Student Regulations**

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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 JPII. 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 JPII. 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 JPII. 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 bus disciplinary action, parents have the right to appeal an administrative decision.

## **Sexual Harassment Policy**

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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 immediately.

## Violent or Threatening Behavior

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Threats of physical violence or emotional intimidation will not be tolerated at JPII. 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 a n o t h e r student, will be subjected to a minimum one-day suspension from JPII. Any student who makes a bomb threat to school or a school activity may be expelled.

## Uniform Dress Code

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The JPII 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

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- 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

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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

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#### **Belts**

**All students in grades 3-8 must wear solid black, brown, tan, or navy belts** with their slacks or shorts. Belt must have a plain buckle. No decorative buckles will be permitted. Belt loops may not be cut off of slacks or shorts. Belts are to be visible at all times.

#### **Hair**

Hair should be neat, clean, combed and cut above the eyebrows and shirt collar. **Hair must not be dyed unnatural colors.** Extreme haircuts and hairstyles are not permitted, such as but not limited to shaved designs, mohawks, or feathers. The school administration will determine the appropriateness of haircuts or hairstyles. Boys must be clean-shaven at all times.

#### **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. Boys may not wear earrings. 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. 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. **Name tags must be replaced within two days of losing the name tag. There will be a charge of \$.25 for replacement of a clip. Lanyards are not permissible for Grades 1-8.**

### **Pants**

See "Slacks".

### **Shirts**

White or light blue oxford cloth dress shirts may be worn. All shirts must be appropriate size. 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. Clogs, moccasins, 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. Boots may be worn to school **only when it is snowing.** The students will change from boots to appropriate shoes when entering the classroom.

### **Shorts**

Uniform shorts may be worn all year. All students may wear navy 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. No leggings or tights will be permitted to be worn under the shorts. If shorts are worn during the colder months, students will be expected to participate with remainder of classmates without exceptions due to attire.

### **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.)

### **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**

One pair of socks of **solid white, black, or navy (no stripe on the back of the sock; a small Nike swoosh is permissible in white, black or navy)** must be worn and be visible above the shoe. Leg covering under the skirt or jumper must be ankle length leggings or tights of solid white, black, or navy. 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 or fleece with the school logo (JPII) 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.

JPII 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 JPII girls' line of jumpers & skirts:

Schoolbelles (formerly Casson)  
(carries JPII jumpers, skirts, etc.) Jumper and Skirt Code is S1951  
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**

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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, sleeveless shirts, and/or inappropriate clothing are allowed. Pants must be worn at the waist at all times. Clothing should not have any holes or tears. Messages and pictures found on clothing must be in accordance with the philosophy of JPIICS. The dress code for hair, jewelry and make-up must be followed.

## **Health & Safety**

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### **Child Protection Policy**

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Any adult who volunteers or 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.

**All volunteers (including but not limited to Room Parents, chaperones, etc.) must take the Archdiocesan VIRTUS Training and register on Selection.com. To ensure a consistent learning atmosphere we cannot allow non-school age children to accompany parents when they volunteer (lunch room, classroom, and fieldtrips).**

### **Health & Safety (Grades K-8)**

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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 14<sup>th</sup> day of 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**. The following are the current Ohio Department of Health immunization requirements for attendance:

- DTap/DT/Tdap/Td (4-5 doses depending on age given; booster dose prior to 7<sup>th</sup> grade)

- Polio (3-4 doses depending on age given)
- MMR (Measles, Mumps, Rubella) (2 doses)
- Hepatitis B (3 doses)
- Varicella (chicken pox) (1-2 doses depending on age)
- MCV4 (Meningococcal) (1 dose prior to 7<sup>th</sup> grade)

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). If the parent does not wish for their child to be screened for any of the screenings, they must notify the school nurse in writing. The exception is the scoliosis screening program which is an "opt in" program. School-wide postural screenings are no longer recommended due to the variability of each student's growth spurts. Research has shown that this type of screening method is not in the best interest of students. Parents must notify the school nurse in writing if they wish for their child to be screened for scoliosis by the school nurse. It is recommended that scoliosis screening be discussed with the student's physician during a regularly scheduled well-child visit. 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.

When a child does become ill or has an accident at school, the child is sent to the school 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. The school nurse and the main office should be notified of and change of emergency contact information and authorization during the school year. These forms are of critical importance as they provide for the student if he/she would require emergency care and/or emergency hospitalization.

The school will follow the required actions for communicable disease exclusion, control and reporting as directed and outlined on the Ohio Department of Health Communicable Disease Chart and the Hamilton County Public Health Department. On returning to school after an illness caused by a communicable disease, a child must present a release or "return to school" note from the doctor. The decision to keep a child home from school when you think they might be sick is not always easy. The accordance with school policy, the following guidelines have been provided for your convenience:

- **Fever:** If a child has a fever (100.0 F or greater) the child should remain at home until he or she has been fever free for a full 24 hours **without a fever reducing medication** such as Tylenol (Acetaminophen) or Ibuprofen (Motrin, Advil). If a child is found to have a temperature greater than 100.0F while at school, he/she will need to be dismissed from school.
- **Vomiting and Diarrhea:** A child should remain at home until he or she has been without any episodes of vomiting or diarrhea for 24 hours. If a child has an episode of vomiting or three or more episodes of diarrhea at school, he/she will be dismissed from school.
- **Cold Symptoms:** If a child has thick and green drainage, a persistent or productive cough, the child should remain at home. Please consider consulting a physician under these circumstances.
- **Pink-eye (Conjunctivitis):** Redness or swelling of the white of the eye, burning, itching, crusting of eyelids, or discharge from the eye(s) are symptoms of conjunctivitis which is very contagious. If child has these symptoms he/she should remain at home until he/she has seen the doctor and has been on medication for 24 hours.
- **Rashes:** Skin rashes of unknown origin must be evaluated by a physician before a child is sent to school. A doctor's note stating that the rash is not contagious should be sent with the student upon return to school.
- **Sore throat:** If a child has a persistent or severe sore throat, he/she should remain at home. Please consider consulting a physician if there is fever, white patches on the tonsils, swollen sore glands, headache or stomachache as these may indicate a possible strep infection. If a child is found to have strep throat he/she should remain at home until 24 hours after starting

an effective antibiotic.

- Head Lice: If a child has head lice, he/she may not return to school until all live lice and nits are removed from Hair. If a child is found to have head lice while at school, his/her parents will be contacted and he/she will be sent home from school. On the first day back to school, the child should come to the school clinic to be cleared for return prior to reporting to class.
- **If a child is not feeling well in the morning**, please do not send him or her to school especially during the flu season.

If you have any questions or concerns about these guidelines or health and safety policies, please contact the nurse in the school clinic at 521-0774.

## Medication

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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:

- According to school policy and the State of Ohio law, **all medications** requires the written consent of the parent/legal guardian and a doctor's order before any medication can be given at school. This includes **both prescription and over-the-counter medication** such as (Tylenol, Motrin, skin creams, ointments, eye drops, etc).
- A copy of the "Administration of Medication" form is available below and may be printed off. It is also available on the app and in the school clinic. If your child needs medication at school, take this form to their physician and have it filled out and bring to the school clinic. Please make sure that the form is filled out completely and both the physician and parent/legal guardian signs the form before it is sent to school with the medication.
- The physician's order and parent written request is valid for 1 school year. A new order and request must be obtained at the beginning of each school year.
- For any change in dosage or time a medication needs to be given, etc., a new physician's order needs to be provided.
- In accordance with Ohio law (ORC 3313.713), the physician's order must include the following information:
  - The name and address of the student
  - The school/class in which the student is enrolled
  - The times or intervals at which each dosage is to be administered
  - The date the administration of the drug is to begin
  - The date the administration of the drug is to cease
  - Any severe reactions that should be reported to the MD and a phone number at which the prescriber can be reached in an emergency.
  - Special administration or storage instructions of the drug
- **All prescription medications must be in the original container** and have an affixed pharmacy label including the student's name, name of the medication, dosage, rout of administration and time of administration.
- **All over-the-counter medications must be in the original container** labeled with the student's name and have an expiration date.
- Medication in plastic baggies or other non-original containers will not be administered.
- The school **will not** administer expired medications.
- Students may not carry and administer medication with the exception of an inhaler, an Epi-pen or diabetes medication. In the case of an inhaler, Epi-Pen or diabetes medication, the school must have proper written documentation from a physician on file.
- 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. Any medications left in the school clinic at close of business on the last day of school will be destroyed. **To reach the nurse directly, call 521-0774.**
- If you feel your child needs these medications and you do not have a doctor's order, you can come to the school and give them to your child.
- **Students found carrying medications without a doctor's order will be considered to be in violation of the policy and appropriate disciplinary action will occur.** Please

understand this is a serious situation and every effort needs to be made to ensure the safety of your child as well as the safety of other children.

- **Sunscreens:** Sunscreens are best applied at home by the parent/guardian, before your child comes to school. If a sunscreen is to be administered by school personnel, it must be provided by the parent. It is treated as any other non-prescription medication, including the need for written physician's authorization. If your child is participating in a school event that may involve prolonged sun exposure such as a field trip, please contact your child's teacher or the school nurse about additional sun protection such as hats, sunglasses, etc. during the activity. Your child's safety is a top priority to the school.
- **Cough drops:** Most cough drops contain menthol as an active ingredient. Students may bring cough drops to school with a note from a parent and the cough drops will be dispensed by the classroom teacher or school nurse. Students should only bring enough cough drops for 1-2 days at a time.

## Sunscreen Policy

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In accordance with ORC 3313.713 (HB 49, eff. 9/29/2017): "Nothing in this section shall be construed to require a school district to obtain written authorization or instructions from a health care provider to apply nonprescription topical ointments designed to prevent sunburn. Furthermore, nothing in this section shall be construed to prohibit a student to possess and self-apply nonprescription topical ointment designed to prevent sunburn while on school property or at a school-sponsored event without written authorization or instructions from a healthcare provider. The policy adopted by a school district pursuant to this section shall not require written authorization from a health care provider, but may require parental authorization, for the possession or application of such sunscreen. A designated person employed by the board of education of a school district shall apply sunscreen to a student in accordance with the school district's policy upon request."

JPIICS has adopted the following policy in the case that a parent determines that their child should require the application of sunscreen during school hours and/or school events. The parent/guardian should send written permission for his/her child to possess and self-apply non-prescription sunscreen while at school during a specified field trip, or event (ie Fun and Field Day, Walk-a-thon). The note should include that at student is able to safely apply (how, when and frequency of reapplication). Parents should also instruct their child/children that he/she will not be allowed to share sunscreen, which the parent(s) have provided, with any other students. Siblings are allowed to share the same sunscreen and should be listed on the written permission. The sunscreen bottle needs to be labeled with the student/family name and placed in a bag with the written permission. It is recommended that one child in the family be designated to be responsible for the sunscreen throughout the day. The sunscreen will be sent home at the end of the day.

Should a student require more frequent or regular application of a topical sunscreen (ie in addition to field trips or special outdoor school events) while at school the parent must contact the student's teacher, school nurse, and/or Principal. A long-term plan for sunscreen application and proper storage will be discussed and implemented. Also, if a student requires prescription sunscreen, then a doctor's order will be required and will be stored as any other prescription medication per Ohio law and school policy.

## Food Allergy Policy

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### I. Purpose

JPIICS is committed to the safety and health of all students and employees. In accordance with Ohio Revised Code Sec. 3313.719, the purpose of this policy is to:

- Provide a safe and healthy learning environment for students with food allergies
- Reduce the likelihood of severe or potentially life-threatening allergic reactions
- Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction
- Protect the right of food allergic students to participate in all school activities.

Education and planning is the key to establishing and maintaining a safe school environment for all students. The management of student allergies is a coordinated and collaborative approach among the parents/guardians, the student and the school.

While the policy and guidelines focus on food allergies, treatment of anaphylaxis (life-threatening allergic reaction) is the same whether it is caused by insect sting, latex or other allergen. Management of anaphylaxis caused by an allergen other than food may require additional planning and actions on the part of all involved.

## II. Multi-Disciplinary Team Approach to Anaphylaxis Management

The management of students with life-threatening allergies should be a collaborative effort between a core team including the school nurse, parents/guardians and student's physician/healthcare provider. The school team may also include but is not limited to:

- Administrative representative
- Food Service director/staff
- Teacher (including special subject teachers-i.e. art, music, computer, P.E., etc)
- School psychologist and /or counselor
- Custodian
- Other support staff and aides
- Student with food allergies (as is age appropriate)

## III. Management

The team should focus on management activities on the following areas: Prevention, Management of Allergic Reactions, Response to Emergencies, Special situations in and out of the classroom, including but not limited to: classroom parties, science, art and mathematics projects, and field trips.

### 1. Family's Responsibility

- a. Notify the school administrator/nurse/teacher and child nutrition director (when necessary) of the child's allergies prior to entrance into school and annually thereafter.
- b. Provide necessary health provider order and/or physician's medical statement concluded from allergy testing.
- c. Work with the school team to develop a plan that accommodates the individual child's needs throughout the school including in the classroom, in the cafeteria, in after school sponsored activities, during school sponsored activities and on the school bus, as well as an Individualized Health Care Plan (IHP) and Emergency Action Plan (EAP) developed by the school nurse.
- d. Provide written medical documentation, instructions, and medications as directed by a health care provider, using the Individualized Health Care Plan and Intervention Guide. Include a photo of the child on the written form.
- e. Provide properly labeled medications and replace medications after use or upon expiration.
- f. Educate the child in the self-management of his/her food allergy including:
  - Recognizing a safe and unsafe allergens
  - Identifying strategies for avoiding exposure to unsafe allergens
  - Recognizing symptoms of allergic reactions
  - Alerting an adult they may be having an allergy-related reaction
  - Reading food labels (age appropriate) and/or be aware of environmental triggers
  - Never sharing personal items including food, eating utensils, medication, etc.
  - Review intervention guides with the school staff, the child's health care provider, and the child (if age appropriate) after a reaction has occurred.
  - Provide emergency contact information and update as needed.
  - Notify school if allergic reaction occurs outside of school.

### 2. Student's Responsibility (as age appropriate)

- a. Should be proactive in the care and management of their allergies and reactions based on their developmental level.
- b. Should **always LOOK** at the food being served.
- c. Should **not trade** food with others.
- d. Should **not eat anything with unknown ingredients or known to contain any allergen**.
- e. Should **notify an adult immediately** if they eat something they believe may contain the food to which they are allergic.
- f. Should **not share** food, beverages, personal items, medications, etc.
- g. Know **signs and symptoms** of their allergic reaction
- h. Be responsible to manage, carry, and know self-administration techniques of epinephrine auto-injector, if permitted by licensed prescriber and parent/guardian.
- i. To notify an adult if they are being picked on or threatened related by other students as it relates to their food allergy.

### 3. School's Administrative Responsibility

- a. Be knowledgeable about and follow applicable federal laws including American Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and Family Educational Rights and Privacy Act (FERPA) and any state laws or district policies that apply.
- b. Review the health records submitted by parents and health care providers for **allergy testing results correlating with proper medical orders and statements addressing the individualized student.**
- c. Assure that all staff who interact with the student on a regular basis has been educated to allergens and can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives according to the student's IHP and EAP.
- d. Coordinate with the school nurse to be sure medications are appropriately stored, and **keep student's prescribed epinephrine available.** Emergency medications should always be kept in an easily accessible secure location central to designated school personnel. **Students should be allowed to carry their own epinephrine, if age appropriate, after approval from the student's health care provider, parent and nurse.**
- e. Assure the rights of student's without allergies are respected to avoid reverse discrimination. Include allergic students in school activities. Students should not be excluded from school activities solely based on their allergy nor should students without allergies be discriminated against.
- f. **Early recognition of symptoms** and prompt interventions of the ordered treatment are vital to student survival during anaphylactic shock. Ensure that there are at least 2 to 3 staff members available who are properly trained to administer medications during the school day regardless of time or location.
- g. **Review intervention guides** with the school staff, the child's health care provider, and the child (if age appropriate) after a reaction has occurred.
- h. Discuss field trips with the family of the allergic child to decide appropriate strategies for managing the allergy. Administrators and teachers should notify the school nurse well in advance of scheduled field trips in order to allow adequate time for preparation to address student-specific special needs with respect to severe allergy.
- i. **Follow federal/state/district laws and regulations** regarding sharing medical information about the student.
- j. Take threats or harassment against an allergic child seriously.
- k. **Educate** students not to share food, beverages, personal items, medications, etc.

#### IV. **Communication**

##### 1. **Parents-Parents**

- a. Parents of allergic children may a send letter to other parents explaining/discussing their child's allergy. (This should be done through each child's teacher).

##### 2. **Parents-Staff**

- a. Each parent or the nurse may discuss food allergies with the child's teacher(s) (including those teaching, PE, art, music), librarian, computer, cafeteria workers and others with access to the child. Parents should meet with the nurse to discuss physicians ordered emergency procedures.
- b. All additional office personnel, custodians and staff will be informed of plan by school nurse via in-service sessions.
- c. All substitutes will report to the school nurse as needed for information on food allergic students, and to review the emergency plan in the sub folder.
- d. Each parent is responsible for updating his/her child's medical information when necessary.
- e. Staff must contact parents regarding projects and plans which could affect allergic children.

##### 3. **Staff-Staff**

- a. All neighboring classroom teaching staff and office personnel should be informed if substitute is present.
- b. All staff will be informed should emergency occur in school. Plan reviewed and critiqued after incident. All changes put in writing by school nurse and reviewed by staff again. Teaching staff encouraged to communicate about projects and plans which could affect allergic children.

#### V. **Staff Training**

Note: Every adult having access to allergic child must be trained to identify and react to an emergency according to the JPII Food Allergy Program and parental instructions as outlined in each child's IHP and EAP.

##### 1. **Classroom Teachers and Aides**

- a. Meet with parents of each allergic child in classroom prior to the first day of school as required by parents.
- b. Learn from parents:
  - Identification of allergens and "suspicious" foods.
  - Recognize symptoms and reaction of child.
  - Initiate therapy according to IHP/EAP (form provided by school).
- 2. Substitute Teachers**
- a. IHP and EAP given in writing and specific Epi-Pen review given by nurse.
- 3. School Nurse**
- a. School nurse will work with principal to ensure that all adult employees with access to allergic children are aware of the JPII Food Allergy Program and emergency procedures.
- b. All school staff should be able to consult with the school nurse at all times during the school day at 521-0774.
- c. The nurse will communicate openly and honestly with parents of food-allergic parents and work closely with parents to insure a safe environment for the children.
- d. Before the beginning of school year, school nurse will:
  - Post laminated signs outside classroom if requested by parents
  - Make sure all applicable teachers have emergency medications, IHP/EAP, and understand emergency procedures.
  - Provide awareness notice for school newsletter.
- 4. Additional Teaching and Office Staff**
- a. Emergency training provided by school nurse.
- b. Aware of Red IHP and EAP binder which is readily available to anyone having contact with allergic children. The folder will contain each child's IHP and EAP.
- 5. Lunchroom/Food Service Workers**
- a. Lunchroom staff will review Food Allergy Program and read/understand procedures.
- b. Volunteers will not assist students in opening foods at student tables.
- 6. Transportation.**
- a. Transportation is not provided by JPIICS. Parents should contact school bus transportation and inform home school district of student's food allergies.
- 7. Maintenance**
- a. Meet with school nurse regarding cleaning procedures-food messes cleaned promptly, dangers of cross-contamination discussed.

## **VI Preventative Measures**

### **1. Classroom**

- a. Laminated signs posted outside classroom if parent request.
- b. Teacher to be aware of Epi-Pen location/s with instruction.
- c. Food items are not permitted in classroom holiday parties or birthdays. Any food items brought into the classroom are not to be given to allergic child unless approved by child's parent. Child has no contact with ANY questionable item until permission from parent granted. **ALLERGIC CHILD'S MOTTO: When in doubt, do without!**
- d. No projects using food child is allergic to are permitted.
- e. No nut containers used to store materials.

### **2. EpiPen Locations**

- a. Clinic-Individual pens and non-designated Epi-pens for undiagnosed allergies
- b. Cafeteria-Non-designated Epi-pens for undiagnosed allergies and as requested by parents.
- c. Other EpiPens located as noted on IHP as requested by parents.

### **3. Food Service**

The cafeteria is currently operated by Milford Nutrition Service. Policies from Milford will be followed in JPII's cafeteria as applicable to ensure the safety our students. The following have been implemented:

- a. Milford Food Allergy Management Plan.
- b. Dietary Note signed by a medical provider to be submitted to Milford Nutrition Services via the nurse. The information will be entered into their system and the cashier will be alerted when a student comes through the line with a documented food allergy. This will allow substitutions for safe food as applicable per Federal law.
- c. In order to remove any dietary note must be completed by a parent or guardian and submitted to Milford Nutrition Services via the nurse.

Additional (JPII Specific) Food Service measures in place:

- a. Peanut butter is purchased in single serving closed containers to prevent cross contamination in preparing food.

- b. Food allergy Folder with IHP/EAP of every child with food allergy will be easily accessible to all kitchen and cafeteria staff.
- c. Pictures of children with food allergies at JPIICS are posted with allergen information. This information is visible for cafeteria staff.
- d. Poster addressing anaphylaxis will be conspicuously posted.

**4. Additional considerations**

- a. Children leave class with teacher knowledge. Absence monitored.
- b. Food allergic children will be monitored more carefully when outside food items are brought to the classroom for parties, etc..
- c. Parents should provide "safe snacks" for child to have available in the classroom if needed.
- d. Hand washing encouraged after snack and lunch.
- e. Age appropriate book will be read to students in class with allergic peers.

**5. Lunchroom Precautions**

The parents of anaphylactic children are responsible for informing the school staff of all precautions to be taken at lunchtime. The following measures are currently in place:

- a. With the permission of parents the student will bring a placemat from home or will get paper placemat from holder.
- b. Student may sit at the end of the table or laminated signs posted for allergen free tables if parent request.
- c. No food sharing or touching anyone else's food is allowed.
- d. Parents of children wishing to purchase lunch should check with Food Service Supervisor regarding menu choices and ingredient lists.
- e. Only people who can assist students opening lunches/packages is Principal, Maintenance, and cafeteria staff.

## Emergency Response Plan

**This is a general plan for treatment of anaphylaxis. This plan must be tailored to each individual student. This plan uses information adapted from Food Allergy & Anaphylaxis Emergency Care Plan (FARE,2017). JPIICS must give precedence to individual physician's orders in the administration of all emergency procedures.**

**1. School**

**a. Identification of emergency**

Child reports or teacher/adult staff notices signs of allergic reaction:

- **MOUTH/NOSE:** Itching and swelling of lips, tongue or mouth
- **THROAT:** Itching and/or sense of tightness in throat, hoarseness and cough
- **HEART:** Thready pulse, loss of consciousness
- **GUT:** Nausea, vomiting, discomfort, diarrhea
- **SKIN:** Hives, redness
- **LUNGS:** Shortness of breath, wheezing, cough
- **GENERAL:** Lethargy, weakness, anxiety, confusion

**b. Action**

- Teacher or supervising adult reviews and follows IHP/EAP
- Administer EpiPen if warranted per IHP/EAP and available.
- If not indicated, call office at first suspicion of a reaction, stating "\_\_\_\_\_ (student) is having a reaction." Bring EpiPen and/or Benadryl if applicable. Student, if able will come to the clinic escorted by an adult or nurse will go to student.
- Administer Benadryl and/or inhaler if ordered/indicated.
- **Call 911.** Stay with child and watch until EMS, nurse arrives.
- Next door teacher/adult or aide to assist with other children.

**c. Office Staff/Principal**

- School secretary/Principal notifies parents.
- Lay flat, raise legs and keep warm. If difficulty breathing or vomiting, sit them up or lie on their side.
- Stay with child until EMS arrives and go with him/her to Emergency Room, if parents are unavailable.

- d.** Teacher returns to students and reassures them that classmate is being cared for appropriately.
- e.** A child who has had an allergic reaction, however minor it may appear, will be sent home with a parent/guardian for the remainder of the school day.

## 2. Field Trip

- a. Nurse call ahead and informs host of special needs, if applicable. Emergency needs assessed and parents informed if any risk perceived.
- b. All medication and IHP/EAP is to accompany child on field trips. (Staff will keep. Remember Epi-Pen is temperature sensitive. Do not leave in a hot car/bus).
- c. Phone available to teacher at all times to contact emergency personnel.
- d. Location of nearest hospital or emergency care facility noted before field trip begins.

After registration for upcoming year, parents of incoming food-allergic children are contacted and given current JPIICS Food Allergy Program. Emergency plans and considerations will be discussed prior to entrance to school. Question about this program may contact the nurse at 521-0774.

## Food Allergies and Anaphylaxis Checklist for Parents

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### 1. Things to do

- a. Contact school nurse at 521-0774 before school starts.
- b. Request a meeting with the school nurse.
- c. Know how you can help the transition to another teacher and/or school.

### 2. Items to Provide

- a. Diagnosis from physician or healthcare provider. (If anaphylaxis is suspected, this needs to be documented on the form.)
- b. Medication authorization forms with physician's treatment plan for an allergic reaction. Make sure physician notes the exact steps to be followed i.e. Epi-pen followed by Benadryl. Remember to include if anaphylaxis is suspected. **Use separate forms for each medication.**
- c. All medications must have a pharmacy label. Note all expiration dates on medication and let the clinic know if they will expire during the school year. Mark the date on your calendar.
- d. Provide a bag of alternate snacks or treats to be used in the classroom.

### 3. Request from the school

- a. Schools Food Allergy Program
- b. Training plans for all personnel
- c. Written Emergency Action Plans/Individualized Health Plan (EAP/IHP). Parents need to sign these forms. Epi-pen locations should be stated on the plans.
- d. Make sure medications and EAP's go with student on field trips.
- e. Kindergarteners be in-serviced on the topic.

### 4. Tips and suggestions

Consider volunteering to be the room parent and/or field trip chaperone. Talk with teachers about parties and their rooms.

- a. As you discover new information, please share this with your nurse and other parents.
- b. We strongly recommend that parents of food allergic students go on field trips.
- c. Review the emergency plans and do's and don'ts with your child.
- d. Pay close attention to special events at the school. **Read school newsletters carefully.**
- e. Make sure we have current phone numbers where you can be reached. If possible carry a cell phone at all times.
- f. Get a Medical Alert bracelet or ID for you child

### 5. Contacts

- a. Food Allergy Research and Education (FARE)  
Toll-Free: [1-800-929-4040](tel:1-800-929-4040)  
Main: (703) 691-3179  
Fax: (703) 691-2713  
Website: [www.foodallergy.org](http://www.foodallergy.org)
- b. FAAST (Food AllergyAwareness, Support and Training)  
[www.faastrcincinnati.org](http://www.faastrcincinnati.org)  
Email address: [FAASTCincy.org](mailto:FAASTCincy.org)

## Tuberculosis Screening

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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/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 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 **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 for 1 week or more, 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.

## Child Abuse Policy

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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

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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.

## Fire & Tornado

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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.

## Lock Down

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If conditions warrant a lock down that would possibly effect dismissal time, the automated phone messaging system will be activated and notification will be made on the JPII website/app and through local media. Do not attempt to remove your child from school during this time.

## Shelter in Place

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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.

## Ohio Law Regarding Missing Children

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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.

## Smoke-Free Building Policy

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It is state law that JPII is a smoke free building during and after school hours.

# General Information Policy

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## Cafeteria Policy & Procedures

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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.

## Challenges to Instructional Materials

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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.

## Gender Identity

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In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker

- rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis the physical and psychological needs of a student based on the following questions:
  - What is the specific request of the student and/or parent?
  - Is the request in keeping with the teaching of the Catholic Church?
  - Is the school reasonably able to accommodate the request?

## Guidelines for the Care and Use of the JPII School Building and KAC

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

1. In order to use JPII 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. JPII 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.

## High School Recruitment

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John Paul II Catholic School has designated the following information as directory information: student name, student address, home phone number, grade level, gender, and parent e-mail.

This information will be released for students in Grades Five through Eight to the Archdiocesan School Office for distribution to Catholic high schools in the archdiocese, **unless** the parent/guardian submits this Request to Restrict Directory Information form to the school office **prior to May 31 of each year.**

Parents who wish to restrict directory information should realize that their students will not receive information regarding high school enrollment, information events and testing. This information is available from the individual high schools.

### **High School Shadowing Days**

The shadowing experience affords the 8<sup>th</sup> Grade students an opportunity to experience first-hand the life and culture of a specific high school. An 8<sup>th</sup> grader who wishes to take advantage of the shadowing experience must adhere to specific protocols:

- 1) **No more than three days** should be used for shadowing.
- 2) It is strongly encouraged the shadowing day take place when JP II is not in session
- 3) If the shadowing experience must take place on a JP II school day, the parent must submit in **writing the date for approval by the principal and classroom teacher two weeks prior to the visit.**

## Parties & Healthy Snacks

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

In creating a healthy and safe environment for all of our students, unhealthy snacks are discouraged. Birthday treats in the form of food are not permitted. Healthy snacks and/or non-food items are permitted.

### **Examples of healthy choices**

- **Food** items such as but not limited to fruit slices (oranges, apples, watermelon, fruit kabobs)
- fruit roll ups
- 100% frozen fruit bars
- dried fruit, raisins
- applesauce
- raw vegetables and prepackaged dip
- prepackaged cheese cubes
- **Non-food** items for Birthday treats such as but not limited to pencils
- Stickers
- colorful erasers
- gel pens
- sidewalk chalk
- mini bubbles
- glow sticks
- **Donate** a birthday book, puzzle, game to the classroom or library

Gift exchanges among students are not permitted.

Private party invitations must be mailed from home.

## Phone Calls

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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 or cell phones during school hours. 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.

## Responsible Use of Technology Policy

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All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property.

All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

\*The term student applies to any individual enrolled in the school regardless of age.

### **SCHOOL RESPONSIBILITY**

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

### **USER RESPONSIBILITY**

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

## **DISCIPLINARY ACTION**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

## **IPAD ACCEPTABLE USE POLICY FOR GRADES 6 - 8**

iPads are provided to students in grades 6-8. The policies regarding the use of the iPads is separate from this handbook. Before the iPads are distributed a copy of the policies are given to the parent and student to read and sign. Upon receipt of signed agreement and iPad is issued to the student who take full responsibility for the care and use of the device. All signed agreements are kept in the school office.

## Visiting the School & Picking Your Child Up From School

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**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.

## Weekly Newsletter

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In an effort to simplify communication between you and the school, we have instituted a weekly JPII App posting which contains the newsletter and fliers.

# School Board & PTO

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## John Paul II Catholic School Board

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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

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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**

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### **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**

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#### **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.

#### **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 School Board 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 the juridic 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 school 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 JPII and continue his/her education in a different environment. Such an action could be necessitated by any educational need unable to be met by JPII, such as but not limited to: emotional, psychological, behavioral, academic, or physical condition. These behaviors could disrupt the atmosphere of education, learning 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 JPII 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.

#### **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 wellbeing of the student in question or to the general welfare

of the student body. If it is decided to reinstate the student at JPII, 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.
- 4.
- 5.