2025-2026
PARENT/STUDENT HANDBOOK
BEFORE AND AFTER SCHOOL HANDBOOK
SPORTS HANDBOOKS

1997, 2008, 2018, 2024 NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE
2020 Catholic Honor Roll

Archdiocese of Galveston-Houston

12/19/2025

ST. JOHN PAUL II CATHOLIC SCHOOL

1400 PARKWAY PLAZA DRIVE
HOUSTON, TX 77077

Phone 281 / 496-1500
FAX 281 / 496-2943
www.jp2.org

NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE
1997, 2008, 2018, 2024

St. John Paul II Catholic School is dually accredited with Texas Catholic Conference Bishops Education Department

The St. John Paul II Catholic School Community is not to pass on the personal information in this handbook to others outside our community.

NON-DISCRIMINATION POLICY

St. John Paul II Catholic School exists primarily for Catholic students of any sex, race, color, nationality, or ethnic origin, and secondarily for students of other denominations of any sex, race, color, nationality or ethnic origin who choose this Catholic School.

St. John Paul II Catholic School admits all students to the rights and activities made available to the student body. The school will not discriminate on the basis of race, color, age, national or ethnic origin in the administration of its admission, loan, athletic, or scholarship programs.

St. John Paul II Catholic School

Educating Mind, Heart, & Spirit

Archdiocese of Galveston – Houston

1400 Parkway Plaza Drive, Houston TX 77077

281-496-1500/281-496-2943 fax

www.jp2.org

Dear Parents,

Welcome to St. John Paul II Catholic School! I hope that the pages in the Family Handbook will provide you with an understanding of the mission, philosophy, policies, and procedures followed at our school. We ask parents to carefully read all sections of the handbook and review them with their children. Please sign the acknowledgements at the back of the handbook and return them with your child. Appropriate forms for each child should be returned to your child's homeroom teacher. The handbook is available on our school website for your reference throughout the year.

In Him we trust,

Rebecca Bogard
Principal

MISSION STATEMENT

St. John Paul II Catholic School prepares all students spiritually and academically to do God's will and succeed in life.

VISION

Our vision for the future of **St. John Paul II Catholic School** is to continue to offer an exceptional Catholic education to all families who desire one for their children. Academic excellence, quality extra-curricular programs, and a strong Catholic spiritual program remain the focus for the future of the school.

THE PHILOSOPHY OF ST. JOHN PAUL II CATHOLIC SCHOOL

St. John Paul II Catholic School strives to develop and nurture the spiritual life of each child. This is achieved through Catholic education, by promoting a sense of positive self-worth, and with an atmosphere of prayer and personal moral responsibility which reinforces the values instilled in the home.

St. John Paul II Catholic School strives to provide a quality learning environment where its students are encouraged to become self-directed learners, and to discover and develop their personal gifts. Students are continually challenged to pursue academic excellence and to reach their highest individual potential.

With Roman Catholic values as the cornerstone, and following Catholic Doctrine, **St. John Paul II Catholic School** instills a love of neighbor and a desire to serve others and provides an environment that builds collaborative workers and community contributors. **St. John Paul II Catholic School** expects students to take their places in society with strong Christian values, to incorporate the spiritual and corporal works of mercy into their daily lives, and to make decisions grounded in the Catholic faith.

St. John Paul II Catholic School parents, students, and faculty provide a strong Roman Catholic community as the platform from which all learning takes place. The community recognizes the importance of all its members as teachers and models of Catholic education.

St. John Paul II Catholic School believes it is essential to maintain an affordable tuition to be able to provide a Catholic education for all who desire it, regardless of financial ability.

Guided by the above philosophy, **St. John Paul II Catholic School** supports and follows the II Vatican Council Declaration about Catholic schools.

"No less than other schools does the Catholic school pursue cultural goals and the human formation of youth. But its proper function is to create for the school community a special atmosphere animated by the Gospel spirit of freedom and charity, to help youth grow according to the new creatures they were made through baptism"

II Vatican Council Declaration on
Christian Education, Section 8

HISTORY OF ST. JOHN PAUL II CATHOLIC SCHOOL

St. John Paul II Catholic School is an independent Catholic school located in West Houston near Eldridge Road and Briar Forest Drive. The school was established in 1988 as a private independent Catholic School. The School is a registered, non-profit corporation in the state of Texas with a corporate Board of Directors. St. John Paul II opened with fifty-six students in Pre-Kindergarten through third grade in the fall of 1988. Today enrollment approximates 700 students in grades Pre-Kindergarten through eighth grade. St. John Paul II is committed to academic excellence while focusing on traditional Catholic values. St. John Paul II is dually accredited by the Texas Conference of Catholic Education Division of the Texas Education Agency and AdvancED (formerly SACS) and is affiliated with the Archdiocese of Galveston-Houston.

As the student population has grown, new programs, facilities and staff have been added. A new classroom building was opened in the fall of 1994. Additional classrooms and a gym were added in the fall of 1998. In 2004-2005, we opened the next addition to our facilities with more classrooms, a library, and a space dedicated to fine arts.

In August 2011 we added another phase to our facilities with over 20,000 square feet. Our new student activity center has a full kitchen, cafeteria, stage, and choir classroom. The gym was remodeled with a PTO workroom, PE offices, and storage, and girls and boys locker rooms. New offices, a science lab, and art room, now connect the main building to the gym. Construction included covered walkways along the front of the campus for carpool. In 2012 our campus was completed with the addition of our chapel.

St. John Paul II has been named a National Blue Ribbon School by the U.S. Department of Education three times: 1997, 2008, 2018, & 2024 making it the only school in Houston to receive this coveted award four times. This also places our school in the top 1% nationally. St. John Paul II moves forward as a unique Catholic school. Its graduates are currently enrolled in public and private high schools in the area including Duchesne Academy, St. John XXIII, St. Agnes Academy, St. Thomas High School, Strake Jesuit, St Pius X, and Incarnate Word Academy.

In 2014, John Paul II was canonized a Saint by Pope Francis. The name of our school was officially changed to St. John Paul II Catholic School.

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ST. JOHN PAUL II CATHOLIC SCHOOL
BOARD OF DIRECTORS

Theresa Bramanti
David Cole
Patrick Hajovski
Fr. Clark Sample
Julie Jewett
Jessica Leibold
Mary Royston
John Fahy
Phil Morabito
Katie Hengst
Tony Navarro
John Zagata

P.T.O. BOARD

President Sandra Vreedenburgh

President-Elect Aido Patino

Treasurer Thomas Payne

Secretary Amber Leech

Past President Tiffany Doucette

Directors of Hospitality Nicole Roca, Hilda Hickman, Megan Dailey, Valentina Lares, Aida Patino

Directors of Promotions/ Spirit Store Kelly Willbanks

Communications Jacquelyn Olexa

Volunteer Coordinators Mary Pham

Room Parent Coordinators Joyce Holicek, Megan Schuchart

Fun in the Sun Leticia Shirley

Altar Society Hilda Hickman

Ambassador Families Angelica Fahy, Laura Richard

Art a la Carte Jessica Valle, Sarah Shea

Birthday Recognition Ofelia Hernandez

Book Club Patricia Wolf Dare

Brick Pavers (Garden) Megan Dominy

Community Gardens Sandra Vreedenburgh, Andrew Wenger

DARR Skate Days Payton Donahue

Faculty Snacks Valentina Lares, Aida Patino

First Friday Lunches Analia Gugliotti

St. Nick's Feast & Fest Kelly Willbanks

Library Aides Stephanie Dunn

Poinsettia Chair Kristina Nelson

Russo's Spirit Events Veronica Villareal

Bread Basket Pam Berman

FACULTY AND STAFF

e-mail address: first initial last name@jp2.org

Principal ..... Rebecca Bogard
Assistant Principal PreK – 4th ..... Ashley Wetwiski
Assistant Principal 5th – 8th Eric Olson

Early Childhood and Elementary		*~along with~* **Teacher Assistants**
Pre-Kindergarten (PreK)	McKenna Martin	Ana England
	Catherine Hewett	Martha Acosta
	Bailey Burke	Sandra Arellano
Kindergarten (K)	Monica Morales	Cindy Mendelson
	Christine Ulery	Sindy Schwab
	Carol Weido	Kim McCurry
1st Grade	Allyson Sutton	
	Nora Garcia	Danielle Nunez (all 1st grade)
	Nancy Valencia	
2nd Grade	Olivia Chambers	
	Nikki Dias	
	Katherine Griffy	
3rd Grade	Lauren Pace	
	Payton Donoghue	
	Wendy Santos	
4th Grade	Mary Beth Condara	
	Carrie Riley	
	Michelle Williamson	
5th Grade	Stacie Sudkamp	
	Martha Philips	
	Karen Love	

Middle School

Catherine Perkins (7 LA)	Betty Festa (6 LA)	Valerie Calvillo (6 Rel/SS)
Jessica Brayshaw (6 Sci)	Antonella Padula (7/8 Rel)	Paul Skudder (IPC)
Sheila Drewes (8 LA)	Sarah Gassman (6/7 Math)	
Jordan Fama (7/8 SS)	Erin Maskulinski (7 Sci/8 Math)	

Auxiliary Teachers:

Art – Elementary/Middle School	Ronda Stieber
Band – Middle School	Kenneth Griffin
Computer & IT	Jayson Alda
Computer/Journalism –Elementary/Middle School	Kadi Abad
Choir & Theatre Arts	Kelly Hughes

SOAR/STEM Innovation Specialist	Shari Hiltbrand
Librarian	Sherry Lamb
Music - Elementary	Lucy Dao
Music & Movement- PK/K	Cindy Kim
P.E. Teachers	Karolina Wall & Jennifer Linhardt
P.E. Assistants	Mary Beth Hewitt/Magda Figueroa
Intervention Teachers (Stretch Program)	Anna Silveira & Kristel Figueroa
Spanish – Elementary	Sara Nunez
Middle School	Carola Maruri

Office & Additional Staff:

Athletic Director for GHCAA/WHCSA	Mary Beth Hewitt
Business Assistant/Office	Melissa Wilhite
Business Manager	Mariangie Pagan
Chaplain	Fr. Eamonn Shelly
Counselor - PreK- 5th	Jennifer Quinlan
Counselor – MS	Laura Jackson & Laura Doherty
Custodian	Mario Garcia
Custodian Assistant	Yolanda Cavazos
Donor Relations Officer/Dir. Of Development	Jessi Cook
Annual Giving Coordinator/Events	Brittany Haley
Communications, Donor Relations & Alumni Outreach	Caroline Waller
Director of Admissions	Jessica Ande
Before and After School Program Director (BASP)	Melissa Wilhite
Nurse	Maggie Rhoden
Administrative Assistant	Lisa Chavez
Office Manager	Cyndi Grunenberg
Receptionist	Yvette Wiatrek
Receptionist/Attendance Clerk	Maria Estrada-Chapellin
Religion Coordinator	Kristi Yohr

ST. JOHN PAUL II CATHOLIC SCHOOL CALENDAR

Important Dates

2025-2026

We do our best to plan in advance, but sometimes dates need to be changed. Please refer to the master calendar on the school website and read the weekly newsletter to remain current.

August 11th	Meet & Greet / Ice Cream Social
August 12th	Classes Begin
September1st	Labor Day Holiday
October 6th – October 10th	8th Grade Washington D.C. trip
October 10th	Teacher In-Service – Student Holiday
October 14th	End of First Nine Weeks
October 24th	Parent/Teacher Conference Day (not a regular school day)
November 17th – 19th	5th Grade Camp Allen Trip
November 21st	Early Release (12:00/12:15)
November 24th – 28th	Thanksgiving Holidays
December 19th	End of Second Nine Weeks
December 19th	Early Release (12:00/12:15)
December 22rd – January 2nd	Christmas Holidays
January 5th	Students Return to School
January 19th	Martin Luther King Holiday
February 16th	Teacher In-service – Student Holiday
March 6th	End of Third Nine Weeks
March 9th – 13th	Spring Break
April 2nd	Early Release (12:00/12:15)
April 3rd	Good Friday Holiday
April 6th	Easter Monday Holiday
May 11th-14th	8th Grade Final Exams (12pm Dismissal for 8th grade only)
May 15th	Fun-In-The-Sun Day – 3pm Dismissal
May 18th – 19th	6th and 7th Grade Final Exams (regular dismissal)
May 20th	8th Grade Graduation
May 21st	**Last Day of School**-Early Release 12:00/12:15

EARLY DISMISSALS & RELEASES

Sep 23	2:00/2:15/2:30	Jan 27	2:00/2:15/2:30	May 15	3:00
Oct 21	2:00/2:15/2:30	Feb 24	2:00/2:15/2:30	May 21	12:00/12:15
Nov 21	12:00/12:15	Apr 2	12:00/12:15		
Dec 19	12:00/12:15	Apr 28	2:00/2:15/2:30		

BOARD OF DIRECTORS MEETING DATES

August 21	October 16	December 18	February 19	April 16
September 18	November 20	January 15	March 19	May 21

ACADEMIC STANDARDS

CURRICULUM

St. John Paul II Catholic School is composed of Pre-School (PreK) through eighth grade. Pre-Kindergarten through eighth grade students are required to study Religion, Language Arts, (PK Reading Readiness Skills) Mathematics, Science, Social Studies/History, Health & Safety, Physical Education, and Fine Arts.

The curriculum of the Catholic Schools within the Archdiocese of Galveston-Houston focuses on a total, Christ-centered environment. Archdiocesan schools plan according to the Texas Essential Knowledge and Skills (TEKS) and National Curriculum Standards, which serve as the core curriculum objectives in academic subjects. The objectives for Religion are from the Archdiocese of Galveston-Houston. All textbooks are selected from the approved textbook list developed by the State of Texas and the Archdiocese of Galveston-Houston. Supplementary material is used to enrich and expand the curriculum.

St. John Paul II provides a strong Catholic liberal arts education, and provides additional resources and program to address the various needs of our students; however, we do not offer special education classes, Chapter One/Remedial Math and Reading programs, ESL/Bilingual instruction, or basic pace classes and behavior control classes at St. John Paul II Catholic School. St. John Paul II has a structured academic behavior program with rules and expectations clearly identified for all parents and students.

St. John Paul II Catholic School reserves the right to ask a student to leave the School at any time due to the inability of the School to meet the academic/behavioral needs of the student.

Sacramental preparation is provided and required by the Parishes, but the School curriculum reinforces and teaches to these sacraments.
Textbooks are provided on a rental basis and are distributed to students at the beginning of the school year. Students may be fined for damages beyond the normal wear or may be asked to pay full replacement cost for lost or damaged books. Textbooks cannot be loaned out over the summer.

HUMAN SEXUALITY CURRICULUM

As part of the Religion curriculum at St. John Paul II Catholic School, a program of study on Human Sexuality is taught in grades kindergarten through eight by qualified and certified religion teachers. The Archdiocese requires all Catholic Schools to teach this course. The Archdiocesan guidelines are followed very closely in a scripture enriched program.
In Pre-Kindergarten the basic objectives are embedded in the religion program and materials. You remain the primary educators of your children in human sexuality. *All grades will use Theology of the Body as a supplemental resource.

GRADE LEVEL PROMOTION

1. If a student fails one class for the year, he or she must attend summer school at StJPII or a state level accredited school receiving a passing grade of 78 or achieve 30 documented tutoring hours under a certified teacher and may be required to pass a modified final at end of June to receive credit for the course at St. John Paul II Catholic School. Students who do not make-up failing courses will not be allowed to return to St. John Paul II or to graduate if in 8th grade, this includes all subjects.
2. Students who do not make-up failing courses will not be allowed to return to St. John Paul II or to graduate if in 8th grade.
3. Students who fail 2 or more subjects in grades 1-8, may be required to repeat the current grade level or may be asked not to return to St. John Paul II by administration.

Academic and Promotion Requirements

Pre-Kindergarten and Kindergarten students are expected to maintain satisfactory averages for the year in the academic subjects as well as satisfactory averages in social, emotional and physical development. Promotion from Pre-Kindergarten and Kindergarten shall be based upon meeting the grade-level academic, behavioral and social expectations. Should the student not meet grade level expectations, summer school or retention may be required.

Elementary (1st - 5th) students are expected to maintain yearly averages of 70 or better in all subjects to be promoted to the next grade.

Middle School (6th - 8th) students must complete three years of classes with 24 units of study and passing grades of 70 or better to graduate. (7th/8th grade students are placed in leveled Math courses based on data and teacher recommendation. All students on honors path must maintain 80% or better to remain on honors track annually)

*Students in grades PK-7th may be required to participate in summer academic programming based on teacher and administrative recommendation to ensure further academic success for promotion into the next grade level.

GRADING

1st Grade - the following procedures will be used to determine academic grades:

1. 90% - School Work (Tests, reports, projects, and class work)
2. 10% - Homework (may not count more than 10%)

2nd & 3rd Grade - the following procedures will be used to determine academic grades:

1. 35% - major grades (such as tests, reports, and projects, etc.).
2. 55% - classwork (such as class work, quizzes, etc.)
3. 10% - homework (may not count more than 10%)

4th & 5th Grade - the following procedures will be used to determine academic grades:

1. 45% - major grades (such as tests, reports, and projects, etc.).
2. 45% - classwork (such as class work, quizzes, etc.)
3. 10% - homework (may not count more than 10%)

6th, 7th, & 8th Grade - the following procedures will be used to determine academic grades:

1. 45% - major grade (items such as tests, reports, book reports, etc.).
2. 45% - classwork (such as pop quizzes, work sheets, etc.).
3. 10% - homework (may not exceed more than 15% of the grade)
4. Mid-term and Final exams are 10% of semester average.

* Each teacher will determine what is considered major, daily, or homework grades.

***Extra Credit Assignments** are not provided to bring up a student's average. Students are expected to focus on regular assignments

ASSIGNMENT BOOKS / HOMEWORK FOLDERS

Depending on the grade level, each child will bring home a homework folder or planner/assignment book each day. Planners are provided for students in 2nd-8th grades. The planner becomes the responsibility of the child, not the parent. The homework folder is a special StJPII pocket folder in Pre-Kindergarten through 5th grade. Middle school students are encouraged to keep returned papers for mid-terms and final exams. A file system may be created at home.

FORMS OF COMMUNICATION

Every reasonable effort will be made to keep the lines of communication open. Parent/teacher communication is crucial to the success of students and strengthens the school/home relationship. In addition to this information, all parents are expected to read the **principal's weekly newsletter**, which is emailed to parents using Constant Contact messaging system. The newsletter may also be found on the school website. Parents also have access to their child's grades through an **on-line grading account**. In their account, parents may check their child's updated grades as well as other pertinent information each Tuesday.

See below the following methods of communication:

- **Constant Contact** - Weekly newsletter/website– community news, events, fundraising, volunteering, and special recognitions
- **IRIS** – Emergency contact for weather delays or school closures
- **Parent Portal** – LIVE – updated weekly for academic progress

TUESDAY FOLDERS

Each week a student will bring home information from the office to their parents via the **Tuesday folder**. Beginning with the second or third week of school, students in grades PreK-5th will bring home a **school folder** containing graded student work and/or a signature page. Work contained in the folder should be removed if applicable. Parents, please sign the **teacher's report/signature page** indicating you received the information. Comments may be shared at this time. The folder must be returned to the teacher on Wednesday of each week. Middle School students receive a weekly signature page for parents to sign indicating they have had the opportunity to review grades/comments online.

CHEATING

Our school expects academic honesty and will not tolerate cheating or dishonesty, such as the following:

- Copying someone else's homework
- Giving homework to someone to be copied
- Plagiarizing - using another person's work, ideas, or a quotation, as if it were one's own
- Using unauthorized notes (i.e. using a "cheat sheet" of any kind)
- Giving or receiving help on a test by talking to another person or showing work to another person during the test, or talking about the test, after it has been taken, to someone who has not yet taken it
- A student signing the parent's name on a document

Both students will face disciplinary action and receive a zero on the assigned task. On some occasions, students will collaborate on cooperative learning projects. Projects requiring collaborative efforts will be clearly defined and announced as such.

HONOR CODE

Goal of the Honor Code - The Honor Code maintains that each student believes in and wants to uphold, respectful, honest, and responsible qualities toward faculty and fellow students. Honesty with self, others, and the school in regard to both academic and non-academic issues is fundamental in creating and maintaining a strong Christian community. Students in grades 4th – 8th will be expected to sign and abide by the school Honor Code. The Honor Code, prayer, and signature page are at the end of the handbook

HOMEWORK

Homework is the student's responsibility. It is his/her opportunity to learn self-discipline defined here as the habit of doing what one needs to do rather than what one wants to do. It is the student's opportunity to learn responsibility, time management, and experience an empowering sense of achievement at the conclusion of difficult tasks. It is the child's first opportunity to experience accountability to someone other than his/her

parents. The type of assignment and the time devoted to it are determined by the grade level and age of the pupil. Assignments may vary in length and there may be some evenings when no homework has been assigned. Students should review notes and new material daily to attain good grades. Homework and studying are different tasks. Homework guidelines and times are addressed at the grade level meetings after the start of school.

Class assignments and homework are a student's investment in his or her education. It not only provides the teacher with necessary feedback, but also provides the students with the opportunity to demonstrate the skills and knowledge he or she has acquired. Assignments are an essential part of the learning process. It is therefore essential that all assignments will be completed in a timely manner. Homework and class assignments will usually reflect four general types or categories of activities as listed below:

1. Practice - given to help students master specific skills and to reinforce materials presented in class.
2. Preparation - given to prepare students for upcoming lessons.
3. Extension - given to determine if students can transfer new skills and ideas to new situations. Extension assignments require abstract thinking skills.
4. Creativity - given to help students integrate many skills and ideas while producing a requested response. These assignments usually take more time to complete - several days to weeks.

MISSED ASSIGNMENTS

1. Assignments will be accepted one day late for a maximum grade of a 70. Anything turned in afterthat will receive a zero.
2. If a student is absent, the student is given the same number of days to complete the work as they were absent. It is the student's responsibility to ask for make-up work as well as ensure it is returned in the appropriate timeframe upon return to school. *Should the student miss an assessment, the student is responsible to discuss possible makeup dates with the teacher.*
3. Projects and assignments given several days in advance must be brought to school the day the student returns to school.

REPORTS TO PARENTS / PROGRESS REPORTS

Parents/guardians may be contacted by the teacher at any time during the reporting period when there is an indication the student is doing unsatisfactory work. Behavior reports will also be sent when a child's behavior is not meeting the standards expected. Report Cards will be sent home on a quarterly basis. Formal progress reports will be sent at the mid-point of the grading period for students with an academic grade or conduct average of a D, F, N, or U.

REPORT CARDS

Each semester is divided into two nine-week grading periods. Insofar as possible, every grade given, both academic and behavioral, will be the result of an honest, careful evaluation of all phases of the student's work and conduct. The growth of the student will be reflected on the report card and in parent conferences. Parents are expected to sign the "Tuesday Folder Signature Page" for Middle School and the "Report Card Signature Page" for Elementary School, which will be provided, and returned to school the next day.

Pre-Kindergarten and Kindergarten students will receive letter grades evaluating the level of attainment of skills taught. Numerical grades will be used for students in 1st through 8th grades. All students will receive a letter grade in conduct, handwriting and elementary auxiliary classes. Explanation of letter grades and their number correspondence are found on the report card and are as follows:

SUBJECT		CONDUCT HANDWRITING ELEM. AUX CLASSES
PreK/K and MS Advisory	**1st – 8th***	**1st – 8th**
E - Exceeds Expectations	100 - 93	E – Excellent
M - Meets Expectations	92 - 86	S – Satisfactory
S - Still Developing	85 - 78	N – Needs Improvement
	77 -70	U - Unsatisfactory
	69 & below	
	*The actual number from 0-100 will be reported	

STANDARDIZED TESTING

Each spring, we administer the Iowa Test of Basic Skills (ITBS), a series of achievement tests in the areas of vocabulary, reading comprehension, language skills, math, science, social studies, and the Cognitive Abilities Test (CogAt). This norm-referenced test assists the teachers and administration to set educational goals for the upcoming year as well as assess individual student progress. We ask that every effort be made to have children at school for these tests, unless they are sick. During the standardized testing week window, the campus will be closed to visitors from 8:00 am until 11:00 am.

NON-CUSTODIAL PARENT

St. John Paul II Catholic School recognizes that some of our students have non-custodial parents and/or involved in family law proceedings. In all instances, parents must endeavor to eliminate any circumstances where School employees or other families are involved in disputes over the parenting of a child, as such situations result in a disruption to the educational and religious mission of the School and are a violation of the Parent Student Handbook. For example, parents and step- parents should ensure they are open with each other regarding School early dismissal and holidays, and the disclosure of grades. Should a parent wish to have a meeting with any School employee about the child, that parent will have the responsibility to notify the other parent of the meeting, and School employees will presume that has been done. In the absence of a court order to the contrary, the School will provide the non-custodial biological parent (or most closely analogous should the child be adopted) with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. No visits, scheduled or unscheduled, will be allowed by parents or family members unless it is part of school matters. Step-parents will not be notified of any issues relating to a child, except in medical emergencies.

As well, should there be divorce and/or custody proceedings impacting a student, no employee of St. John Paul II Catholic School is permitted to provide testimony, either in deposition or a trial, relating to the proceeding, including but not limited to the relative fitness of any parent or other person, unless as part of a criminal proceeding where an employee has been subpoenaed or an interview is sought by appropriate police authorities. In non-criminal matters, should a subpoena be issued to the School or any employee of the School, or testimony sought from any School employee, or a process server attempt to serve a summons, subpoena, or any other court document on school property, this will be considered a disruption to the educational and religious mission of the School, and thus a violation of the Parent Student Handbook, resulting in potential removal of the family from the School.

CONFERENCES

School success can be attained only through cooperation between parents and educators. **One required conference will be scheduled in the fall on a designated day and students are required to attend with their parents.** The Spring Conference is mandatory for any student at-risk for academic or behavioral concerns and offered within a two-week window in February. All other parents may be required to attend a Spring Conference based on academic or behavior progress at the request of the teacher. Conference days are required by the Archdiocese, so we ask parents to please plan to attend. At any other time throughout the school year

should a parent desire a conference with a teacher, please schedule them by e-mailing the teacher. If you need help with this, please call the office. Teachers schedule their own conferences.

PROBATION

Any student with a grade below 70 will be placed on probation from athletics and extra-curricular activities. Students may also be placed on probation for on-going or serious behavior issues. If the grades/behaviors are not improved by progress report time, the student will remain on probation. If a student remains on probation for more than one nine-week period, St. John Paul II Catholic School reserves the right to ask a student to enroll elsewhere. **For further details on probation, please see "Extra-Curricular Activities" in the middle school section of this handbook, and the Athletic Manual in the back of this handbook.**

WITHHOLDING RECORDS, REPORT CARDS & ONLINE ACCESS

Student records, report cards, and access to the online Parent Portal will be withheld if all obligations to St. John Paul II Catholic School have not been reconciled each quarter and at the end of the school year. Obligations are defined as financial payments, BASP fees, return of all schoolbooks, MS athletic uniforms, library fines, tutoring payments, extra-curricular activities, etc.

HONOR ROLL

Students in grades four through eight will be eligible for the honor roll each nine weeks. All subjects are used for calculation. A child receiving two or more N's or one U in conduct/behavior is not eligible for Honor Roll.

Summa Cum Laude Honor Roll - All A's
Magna Cum Laude Honor Roll - All A's and one B
Cum Laude Honor Roll - All A's and two B's
Principal's Honor Roll – When a student earns Honor Roll all four quarters in a year

AWARDS

Nine-week awards will be given to students for reaching their Academic Achievement Goals, Saints Award and Honor Roll. Annual awards are also given at the end of the school year for outstanding performance in academics, auxiliary classes, Tom Bevans (virtues in practice) and Saints end of the year award. End of the year recognition is held in each individual homeroom for students and teachers only. Eighth grade has a special awards ceremony the last week of school for students, staff, and parents.

Tom Bevans Award - a virtues in practice program will be implemented in all grade levels to grow our students in faith and virtues. One student will be selected annually and awarded The Tom Bevans' Award to honor and recognize the student for exemplary work toward growing in their virtues.

LIBRARY

St. John Paul II will foster the love of reading and support the educational and research goals of the School and its curriculum. Through the acquisition and implementation of technology, the library/media center will strive to expand research skills and the knowledge base for the future.

All students will receive fundamental instruction in library and information skills such as:

Library responsibility	Parts of a book
Dewey Decimal System	Fiction - Non-Fiction - Easy - Reference
Card Catalog inquiry	Print, non-print and electronic materials
Research methods and sources	Computer systems and internet searches

Students in Pre-Kindergarten go to the library for activities and story time. Elementary students attend once a week and middle school students attend twice a month. Older students and students with reference work can go more often. Students check out materials for one (1) week at a time. Fines for overdue books are ten cents ($.10) a day. Lost books are paid for **(not replaced)** by the student's family. Parents may also check out

books for a two (2) week period. We have a parent reference section with some interesting materials.

Parent volunteers are a vital part of the school library program. Daily activities for parents include: clerical and computer work, aiding in processing books, helping students select books, check-in and check-out, and assistance with special events such as Book Fairs. A with all other volunteer opportunities, school rules regarding no siblings at school and other campus guidelines are required. **We welcome you as a volunteer to be a "Library Angel".**

SUMMER ENRICHMENT PROGRAM (PK3 - 8th GRADE)

StJPII SEP is held in June for three weeks, Monday through Friday from 9:30am-2:30pm every day. BASP is available during SEP before school beginning at 8am and after school until 5:30pm.

The goal of the summer program is to provide academic and social enrichment, to help students meet the challenges they will face in the upcoming school year. New students will become familiar with the curriculum and culture of StJPII and make new friends. Returning students will build upon previous knowledge in reading and math. Students will be given the opportunity to use hands-on manipulatives and technology throughout the learning process. In an effort to provide more individualized instruction during SEP, class sizes are approximately 15 students per class. A minimum of 8 students is required for each class. A full refund will be given only if a class is cancelled. No refunds made for partial attendance.

The Summer Enrichment Program also offers art, computer, recess, and Fun Fridays as part of its day.

Registration forms will be available on our website in the Spring.

STRETCH PROGRAM

StJPII provides additional services for students through our Stretch program. The Stretch program works predominantly with students needing additional instructional support. Students who have a formal diagnosis will receive three to four times a week intervention following the Neuhaus Basic Language skills program or under the advisement of administration. All other students that show academic need through IOWA and classroom assessments may receive targeted, small-group instruction on phonological skills, decoding, comprehension, and or other skills needed. When the support team provides in-class support, they are available to work with a variety of students, not just those who have received a diagnosis.

SOAR PROGRAM (Students Outstanding in Academics & Research)- provides expanded learning opportunities for students in grades 4-8 classified as exceptional learners. Students qualify for SOAR based on IOWA reading and math test scores, CogAT scores, and teacher feedback using an inventory of student characteristics to gain a snapshot of a student's learning approaches in the classroom. Students who are part of the SOAR program may have the opportunity to pursue projects and activities in areas of their choice, interests, and strengths.

Particular focus is placed on improving and enhancing the 4C's of 21st-century skills: critical thinking, creativity, collaboration, and communication. Students may work in a group or work individually. During the week SOAR students in grades 4&5 will work on their projects during an auxiliary class with students of similar interests as the schedule allows. SOAR students in 6th-8th grade will have the opportunity to select SOAR as an elective choice. SOAR students are expected to maintain academic and behavior expectations to remain a part of the SOAR program. All SOAR students will be reevaluated yearly to determine continued participation in the program.

Students are considered for SOAR qualification and participation using the following pathways:

- Overall CogAT VQN (Verbal Ability, Quantitative Ability, and Nonverbal Ability) score of 130 or higher in national norms using SAS (see explanation below)

- Verbal and quantitative scores in the top 5% of their campus (NPR-National Percentile Ranking), which usually equates to 95% or above

An adapted version of the *Slocumb-Payne Teacher Perception Inventory: A Scale for Rating Superior Students from Diverse Backgrounds* developed by Paul D. Slocumb, Ed.D., and Ruby K. Payne, Ph.D. © 2000, aha! Process, Inc.

SPECIAL NEEDS LEARNERS AND REFERRALS

Introductory Statement

Consistent with the contents of the Church document, To Teach as Jesus Did, and the Pastoral Statement of the U.S. Bishops, Persons with Disabilities, the Archdiocese seeks to include students with specials needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, St. John Paul II Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Educations Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for St. John Paul II Catholic School, the child's local district). This "Child Find" process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently call "Section 504), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, St. John Paul II and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustment to accommodate eligible students.

Records for Special Needs Learners

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to St. John Paul II Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal and any other appropriate staff member working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs

In making a determination regarding the admittance of a particular statement, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student's demonstrated ability to meet grade level requirements;
- Record of student's ability to follow school rules and regulations;
- Student's ability to meet socially acceptable behaviors, and
- Students' ability to meet the physical requirements of attendance.

St. John Paul II Catholic School's Services for Special Needs Learners
New Students – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principals and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a Catholic Accommodation Plan.

Currently Enrolled Students – If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the Principal as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The principal will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a Catholic Accommodation Plan. Accommodations for a child will be noted on the report card and in the child's permanent folder.

Student Success Expectations for Special Needs Learners
All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners
The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a psychoeducational profile or a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and

goals will be determined by the principal and classroom teacher after all available information has been reviewed.

Standardized Assessment for Students with Special Needs
Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the Principal. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

After all evaluations are completed, principals and other appropriate school personnel will review the evaluation and determine if reasonable adjustments can be made to the educational program. When accommodations are determined, the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan.

**If a student is exhibiting success in their educational program and the parents, principal and educational team decide the accommodations are no longer necessary this must be documented on a Waiver of Accommodations form.*

TITLE FUNDS

StJPII strives to provide additional services and resources to serve the needs of our students including Government Title funds. Title funds are used for continued professional development as well as supplemental resources, learning field experiences programs. StJPII works collaboratively with our local school district using funds available through Titles II, III and IV.

Middle School Advisory

Advisory period is provided for all students in grades six through eight. This period will be utilized to reinforce organizational and study skills along with social emotional learning through building relationships and interpersonal skills, spiritual formation as well as further academic support.

BEHAVIOR MANAGEMENT

All students, regardless of grade, are expected to maintain appropriate conduct. **When students are admitted to St. John Paul II Catholic School, they become identified with the school; and StJPII is judged by the manner in which our students conduct themselves both on and off campus including on-line activity.** Therefore, student conduct issues extend to any occurrence which reflects poorly on the good name or reputation of St. John Paul II Catholic School.

St. John Paul II strives to help children develop self-discipline and conduct themselves in an acceptable Christian manner to provide a pleasant educational environment. St. John Paul II Catholic School uses the BoysTown Social Skills curriculum as well as the Love and Logic philosophy school wide to develop respectful, responsible, and self-disciplined individuals. In addition, each teacher develops classroom rules which students are expected to follow.
Those students who fail to conduct themselves properly may receive an Office Referral. The administrator (principal or assistant principal) will decide the procedures to follow. The procedures available to the administrator include, but are not limited to: detention, in-school suspension, out-of-school suspension, and possible expulsion. Students are subject to referral to the local police department for anything illegal. Parents are notified of the office visit through a phone call or written note from the administrator within 24 hours of the office referral. All office referral forms must be signed and returned to the office the following day. In some cases, students may be referred to a psychologist/therapist if necessary and parents will partner with the school for any follow up treatment plan to ensure student safety and well-being.

All students are expected to:

1. Be respectful to others and school property
2. Be courteous and considerate of others
3. Obey classroom and school rules
4. Be honest, truthful and trustworthy
5. Exhibit Christian morals and behaviors
6. Report behavior that is inappropriate or threatening to them or others to an adult

Unacceptable behaviors observed on or off campus or at school-sponsored events that may result in an office referral or specified referral:

1. Inappropriate physical or verbal display of affection
2. Inappropriate statements or materials, unbecoming language and/or gestures, bodily markings
3. Wearing and/or displaying symbols not in keeping with our Catholic faith and morals
4. Threats cannot be joked about and will not be tolerated
5. Failure to report inappropriate or threatening behavior
6. Engaging in harmful behavior to self or others
7. On-going behavior by a student that has been unable to regain proper control
8. Repeated consequences or redirection in the classroom for the same behavior over a length of time
9. The student engages in physical and/or verbal aggression including fighting, bullying, or profanity against another student or staff member
10. Inappropriate online activity such as, but not limited to social networking sites, which reflects poorly on the school community. Refer to the "Technology Acceptable Use Policy" of this book.
11. Inappropriate use of cell phones, texting, online bullying or threats

Detention:

1. Students may be required to serve detention before school, after school, and during school or during lunch as a consequence for their inappropriate actions.

In-school Suspension:

1. The student receives a 20% deduction on all daily work and homework assigned that day. Tests

and major grades are not affected.
2. It is the student's responsibility to make up all work missed while in the office.
3. Parents must confer with administration before the student can return to class.

Out-of-school Suspension:

1. The student receives zeros for all daily work and homework assigned that day.
2. Students will receive a 20% deduction on all major grades missed.
3. Parents must confer with administration before the student can return to class.
4. Student cannot participate in extra-curricular activities that day.

Expulsion:

1. Students may be expelled by the administration for serious misconduct on or off campus.
2. Reasons for expulsion include, but are not limited to, violations of the drug policy of St. John Paul II Catholic School, physically violent behavior, verbally abusive behavior and any other serious misconduct inside or outside the School.

CORPORAL PUNISHMENT

Corporal punishment is not allowed at St. John Paul II Catholic School.

SEARCHES OF SCHOOL PROPERTY

Lockers, desks, parking lots, and any other fixtures or facilities provided for the students are the property of the School. School officials may conduct searches or use other detection devices within the facilities at any time. This includes requiring students to empty book bags, backpacks, pockets, sports bags, or purses.

BULLYING

Bullying of any type of aggressive repeated behavior is not acceptable and is strictly prohibited. This includes cyber bullying (bullying through the internet) and inappropriate messages and/or photos using text messaging. Any student who engages in bullying will be subject to appropriate discipline. Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct may also be subject to appropriate discipline.

In determining the appropriate response to or discipline of students who engage in bullying behavior, the school's administration will consider the following:

- The ages and maturity of the students involved;
- The type, frequency, severity and patterns of behaviors;
- The context in which the incidents occurred;
- Any other relevant circumstances.

HARASSMENT

St. John Paul II Catholic School does not and will not tolerate unlawful harassment of our students, employees, or parent volunteers. The term harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age or disability. Harassment also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic or physical conduct of a sexual nature. Any individual found guilty of harassment shall be subject to appropriate discipline, up to and including suspension or expulsion from school if the offender is a student or parent and termination of employment if the offender is an employee of the school. Appropriate legal action may also be initiated against any individual found guilty of harassment.

USE AND POSSESSION OF DRUGS & ALCOHOL BY STUDENTS

Any student knowingly in possession of illegal or dangerous drugs, alcohol, or is involved in the sale, distribution, or pretended sale of drugs on or off campus, in a school bus, or at a school sponsored event will be subject to suspension or expulsion. **No refund of tuition, fees, or expenses will be given. Student will also be subject to referral to Harris County and or City of Houston authorities who would determine if criminal charges will be filed.**

All over the counter or prescription medication must be dispensed through the nurse's office. Any student in possession of over the counter or prescription drugs may receive an office referral and possible suspension.

FIREARMS OR WEAPONS

We are a weapons free campus, including any items resembling a weapon. Firearms, knives, razors, or any similar articles capable of inflicting serious bodily injury are not allowed at school. Any student with such items found on his/her person or in his/her belongings will be subject to disciplinary action. **In addition, student will be subject to referral to the Harris County and or City of Houston authorities who would determine if criminal charges will be filed.**

POSSESSION OF TOBACCO PRODUCTS

St. John Paul II Catholic School is a smoke/tobacco free campus. If any student is smoking, vaping, in possession of tobacco, or participating in distributing on the School grounds or on school sponsored trips/events, the parents will be notified, and the student will be subject to disciplinary action which may include suspension or expulsion.

FIREWORKS

Shooting fireworks or explosive devices of any kind in the building or on the campus, at any time, during the day or night, is forbidden. Students with such paraphernalia in their possession on the campus will be subject to disciplinary action.

COOPERATION WITH SCHOOL AUTHORITY

Failure to cooperate with School personnel as they perform their duties as employees of the School, refusal to identify oneself, or walking away from an employee in a contemptuous manner will result in disciplinary action.

Necessary steps shall be taken to protect the pupils and educational climate of the School. Disorder and disruption of the School processes will not be tolerated and persons attempting such actions shall be subject to disciplinary action or held accountable.

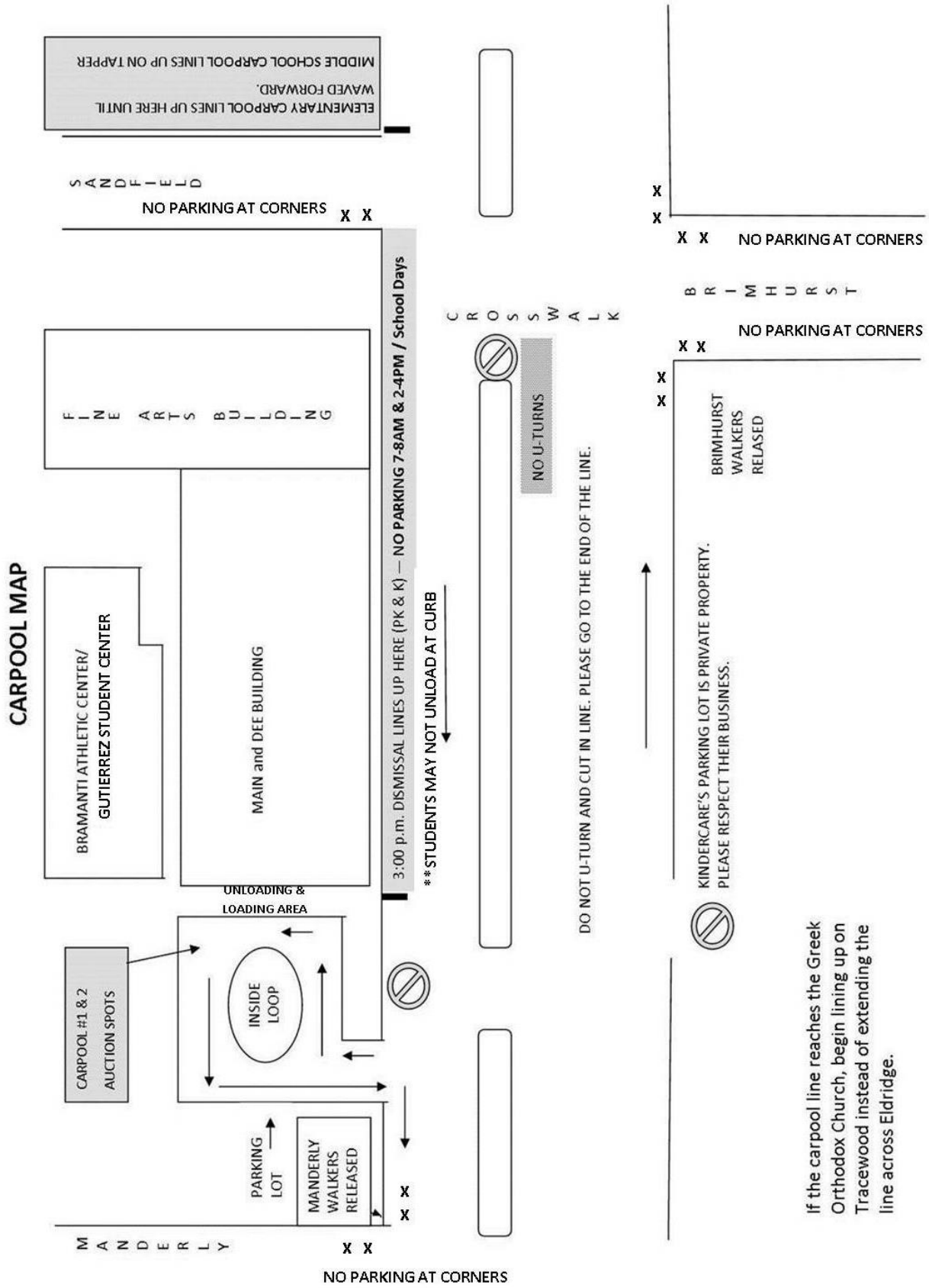
a. Any student who participates in boycotts, sit-ins, stand- ins, walk-outs, and other forms of distraction or who are involved in a threat of assault or an assault on School personnel or other pupils, shall be subject to suspension and/or expulsion from School.
b. Any distribution of printed documents or materials of any kind, sort or type without the specific approval of the principal, shall cause a student to be subject to suspension from School.

CARE OF SCHOOL PROPERTY

All buildings, equipment, supplies, materials, and books are considered to be the property of St. John Paul II. Students who cause willful damage to such property will be assessed all costs to cover repair and/or replacement. Students may also be subject to disciplinary action. **In addition, information will be provided to the Harris County and or City of Houston authorities who will determine if criminal charges will be filed. No refund of tuition, fees, or expenses will be given.**

RESPECT FOR THE PROPERTY OF OTHERS

Students may not open or tamper with another student's locker, binder, lunch, books, or other personal property without prior approval.


CARPOOL MAP
BRAMANTI ATHLETIC CENTER/
GUTIERREZ STUDENT CENTER
MAIN and DEE BUILDING
FINE ARTS BUILDING
UNLOADING &
LOADING AREA
INSIDE
LOOP
CARPOOL #1 & 2
AUCTION SPOTS
PARKING
LOT
MANDERLY
WALKERS
RELEASED
MANDERLY
NO PARKING AT CORNERS
SANDFIELD
ELEMENTARY CARPOOL LINES UP HERE UNTIL
WAVED FORWARD.
MIDDLE SCHOOL CARPOOL LINES UP ON TAPPER
3:00 p.m. DISMISSAL LINES UP HERE (PK & K) — NO PARKING 7-8AM & 2-4PM / School Days
**STUDENTS MAY NOT UNLOAD AT CURB
CROSSWALK
NO U-TURNS
DO NOT U-TURN AND CUT IN LINE. PLEASE GO TO THE END OF THE LINE.
KINDERCARE'S PARKING LOT IS PRIVATE PROPERTY.
PLEASE RESPECT THEIR BUSINESS.
BRIMHURST
WALKERS
RELASED
BRIMHURST
NO PARKING AT CORNERS
If the carpool line reaches the Greek
Orthodox Church, begin lining up on
Tracewood instead of extending the
line across Eldridge.

ARRIVAL AND DISMISSAL

CLASS DAY

PreK and Kindergarten 8:00 AM – 3:00 PM
1st – 5th Grades 8:00 AM – 3:20 PM
Middle School 6th – 8th 8:00 AM – 3:30 PM

EARLY ARRIVALS

1. School opens for student arrival at 7:40 a.m.
2. Students may not be dropped off before 7:40 a.m. unless they are participating in the Before and After School Program, have tutoring before school, or volunteer for Safety Patrol.
3. If one child is dropped off early for a designated reason, the driver should then get into carpool with the other students or take them and wait at Brimhurst for walkers to begin. Families not following this procedure will have their children sent to the Before School Program and be charged accordingly.

ARRIVAL AND DISMISSAL

A carpool system has been developed to provide an orderly means for student arrival and dismissal. The flow of traffic is through the parking lot and streets as shown in the diagram on the previous page. ***2:45 p.m. is the latest a student may be picked up for early dismissal, so as not to interfere with regular carpool procedures. (Use of cell phones by drivers during carpool is prohibited.)***
**** NO PARKING ALONG CURB (carpool line) from 7-8AM and 2-4PM,** during regular carpool times.

CROSSING GUARD

1. Crossing guards are provided morning and afternoon at Brimhurst and Parkway Plaza Drive.
2. Crossing guards are not provided on rainy days. Students are required to use the carpool line.
3. Parents should help their own child cross the intersection if there is no crossing guard.

RAINY DAY MORNING CARPOOL PROCEDURES (no IRIS alert)

If the side gate near Brimhurst is closed, we will not have Walkers. All cars should line up in carpool line on Parkway Plaza. If our carpool line reaches the Greek Orthodox Church, then line up on Tracewood Park Drive (behind the church) instead of extending the carpool line across Eldridge.

RAINY DAY AFTERNOON CARPOOL PROCEDURES

If the weather indicates possible rain, storms, or potential danger for students, the administration will determine whether or not Rainy Day Carpool procedures will be followed. An IRIS alert will be sent and the children will hear an announcement. If it is Rainy Day Carpool, walkers are not allowed. In this event please do not call the school office as students will be dismissed through the carpool line. Parents are not permitted to pick up students at the door. Please remain in the carpool line so carpool procedures are not disturbed. Make sure your child knows his or her carpool number, which is your Family ID#, for rainy days. We suggest writing your carpool number on your child's backpack. If the carpool line reaches the Greek Orthodox Church, begin lining up on Tracewood instead of extending the line across Eldridge. Please be patient on Rainy Day Carpool. Our staff is out in the rain to ensure your children are loaded in the cars safely.

MORNING CARPOOL AND ARRIVAL

1. Form a single line starting at the school's driveway along Parkway Plaza Drive.
2. Please go to the **rear of the line** on Parkway Plaza Drive.
3. Sandfield and Brimhurst **are not** entrances to the carpool line. Cutting in line between the island areas is also not appropriate. When doing so, you are **cutting in line** of parents who have arrived earlier.
4. A.M. carpool line enters into the parking lot when carpool begins.
5. Staff and safety patrol members will unload students.
6. **All students must unload at the front entrance of the school, NOT along the curb on Parkway Plaza, this includes even the area beyond the driveway along the soccer field.**
7. **Parents, please do not get out of your car.**
8. Students are to exit the cars from the passenger side only.
9. Please refrain from personal cell phone use for the safety of our students.
10. Cars move only when directed by the staff.
11. If the carpool line reaches the Greek Orthodox Church, begin lining up on Tracewood instead of extending the line across Eldridge.

AFTERNOON CARPOOL / DISMISSAL

Family ID Numbers / Carpool Numbers (tags)

1. Everyone must have a Family ID number, even walkers for rainy days.
2. Family ID numbers have been assigned to each family. Please write the families ID# on their backpack or school bag.
3. Please display official school provided ID/carpool tags on your rearview mirror until you have left the parking lot for safety and security – handwritten tags not allowed.
4. **Please be sure your id number is clearly visible in your windshield.**
5. **Parents may not walk up to the doors to retrieve their children.**
6. Please do not call the office and request the school pass on last minute carpool changes to students. The office must be notified by noon on the day of the change. Please make arrangements in advance with friends for last minute emergencies.
7. Share carpool numbers with friends as a backup plan.
8. **BASP** – please make sure to wait until all carpool line is over, do not cut in carpool line if you are picking up from BASP

PreK – Kindergarten – will be dismissed from St. Jude Hall. **It is strongly recommended that all PreK and Kindergarten students are picked up at the 3pm dismissal for safety reasons and to limit the additional wait time. We highly discourage the use of walkers or the later carpools, even if you have older siblings.**

1. Please line-up (single line) at the end of the school driveway
2. Leave two spaces (see map) for carpool #1 and #2 (purchased at the last Auction).
3. Do not enter the parking lot until 3:00 p.m., when a staff member motions you to move.
4. We load in a single line.
5. Several cars will be loaded at one time by the staff and safety patrol.
6. PK/K Students with older siblings in 1st-8th grades or who ride home with another family who are dismissed with Elementary (3:20) and MS (3:30) students will be escorted to Mrs. Morales' classroom for dismissal. They will wait for their older siblings or designated carpool buddy to retrieve them and escort them to carpool or walkers (Brimhurst).
7. If you are late in picking up your child, please join the existing carpool line at the end, do not cut in line.
8. Pre-K & Kinder students who utilize the 3pm carpool pick-up must be picked up by 3:15 p.m, or they will automatically be placed in our Before and After School Program and charged according to fees listed in the BASP Manual at the end of this Handbook.

1st - 5th Carpool – will be dismissed from the gym/student activity center.

1. Please line-up (single line) on Parkway Plaza Drive after Sandfield (side street). Do not block side streets.
2. Leave two spaces (see map) for carpool #1 and #2 (purchased at the last Auction/Dinner).
3. Do not enter the parking lot until a staff member motions for you to move forward.
4. We load in a single line.
5. Several cars will be loaded at one time by the staff and safety patrol.
6. If you are late in picking up your child, please join the line at the end, do not cut in line.
7. Students not picked up when the carpool line is completed will automatically be placed in our Before and After School Program and be charged according to fees listed in the BASP Manual at the end of this Handbook. Middle School carpool is typically finished by 3:35 p.m.
8. If you have additional middle school children to pick up at 3:30 p.m., your child may remain in the carpool room where they will be supervised.

Middle School (6th - 8th) Carpool – will be dismissed from classrooms

1. Line up on Tapper Hill.
2. Leave two spaces (see map) for carpool # 1 and #2 (purchased at the last Auction/Dinner).
3. At 3:30 p.m. proceed to the parking lot.
4. Do not enter the parking lot until a staff member motions for you to move forward.
5. We load in a single line.
6. Several cars will be loaded at one time by the staff and safety patrol.
7. If you are late in picking up your child, please join the line at the end, do not cut in line.
8. Students not picked up when the carpool line is completed will automatically be placed in our Before and After School Program and be charged according to fees listed in the BASP Manual at the end of this Handbook. Middle School carpool is typically finished by 3:35 p.m.
9. Please do not get into the 3:20 p.m. carpool line to pick-up Middle School students.

WALKERS

At 3:25, Brimhurst walkers will be taken outside and cross Brimhurst for parents to pick up and Manderly walkers will be escorted to the intersection at Parkway Plaza Drive and Manderly for pick up. After students have been escorted to Manderly and Brimhurst, it is the responsibility of the parents to be on time so that the students are not left unsupervised. Once students have been picked up, the streets must be cleared ASAP for normal traffic flow. Parents are expected to leave the area and not trespass onto the Temple/city property. At 3:40 pm, gates will be locked and any remaining students will be escorted to the front office and sent to BASP and emergency care fees will apply.

If your child walks/rides bike to school or home from the surrounding neighborhood unescorted by a parent, please notify their homeroom teacher by email and parents are required to sign the Walker permission form. (This form is also required if the student utilizes Brimhurst/Manderly Walker locations escorted by StJPII staff)

Students and parents who do not follow walker procedures will be required to use the carpool process.

Expectations for Walkers

1. Students walking home are to use the sidewalk.
2. Out of respect for our neighbors, the subdivision has requested students not be dropped off or picked up on Sandfield.
3. Students may walk from Manderly (at the south end of campus) or Brimhurst (next to KinderCare).
4. Students must cross streets with a crossing guard.
5. Students are not to exit their cars prior to 7:40 a.m.
6. Parents may not stop in the inside lane to pick up or drop off students on Brimhurst.

7. Students may not be left before 7:40 a.m., unless they are in the Before and After School Program. Students dropped off outside prior to 7:40 a.m. will be enrolled in the Before and After School Program and will be assessed fees according to the fee schedule in the Before and After School Program Manual included in the Handbook.
8. Gate at Brimhurst will be closed at 7:55 am, if arriving after 7:55 am, please enter the carpool line.
9. **Walkers must have an ID number and alternate plans for rainy days. Please see Rainy Day Procedures in this handbook for further details.**

BIKE RIDERS

If your child rides to school or home from the surrounding neighborhood unescorted by a parent, please notify their homeroom teacher by email or handwritten note. For the safety of our children, all bike riders will wait with the walkers to be released in the afternoon.

1. Bike riders are to enter and exit the building through the front door.
2. Bike riders are to walk their bicycles to and from the bike rack located inside the gate by the gym, along the sidewalk in front of the school.
3. Bicycle riders are to wear helmets when going to and from school.
4. **Bikers must have a Family ID/Carpool number and alternate plans for rainy days. Please see Rainy Day Procedures in this handbook for further details.**

ATTENDANCE

ATTENDANCE POLICY

Good attendance is of prime importance to your child's educational development. Please honor the school calendar. In compliance with Texas Catholic Conference Bishops Education Department and the State of Texas Family Code, St. John Paul II Catholic School follows compulsory attendance laws.

1. **Attendance will be recorded officially once daily at 9 AM.**
2. Student absences & tardies will be kept for each student and recorded on all permanent records.
3. These records will be kept on file for three (3) years.
4. Parents are responsible for notifying the school of any absences via email to the teacher or attendance@jp2.org. It is not necessary to phone the office when a child is absent.
5. Students who are absent during the day or leave school due to illness may not participate in after school activities. Students must be in attendance for the 2nd half of the school day (by 11:30 a.m.) to be able to participate in after school activities, sports, school programs, etc.

ABSENCES

***Daily school attendance, according to state laws (The following reasons are acceptable for school absences)**

1. Illness or death in the immediate family.
2. Illness of the student.
3. Weather or road conditions making travel dangerous.
4. A natural disaster such as a hurricane.
5. Student participation in a court proceeding.
6. Days missed as a runaway as defined by Texas Law.

   *Trips and vacations are not condoned by the administration and will seriously affect school performance.

   ***If it is necessary for parents/or guardians to remove children from classes for reasons other than family emergencies, illness or other medical concerns, a written request must be submitted in advance to the principal indicating the reason for the absence and the number of days the student will be absent.**

   ***Approvals for scheduled trips will be approved based on the student's regular attendance. (trips should be planned around the academic calendar utilizing the embedded breaks)**

Students who are absent have up to the same number of days absent to turn in their work or take a test. Teachers may extend this time period at their discretion. It is the student's responsibility to ask for make-up work as well as ensure it is returned in the appropriate timeframe upon return to school. *Should the student miss an assessment, the student is responsible to discuss possible makeup dates with the teacher. All make up work not completed in the appropriate timeframe may result in credit reduction.*

Teachers are not required to provide work in advance to students who are taking trips or other planned absences.

TARDINESS

***Habitual tardiness seriously affects school performance and is a disruption to those students already engaged in learning.** School begins at 8:00 a.m. Students need to be in class at least 10-15 minutes prior to the start of the school day to be prepared for the day to begin.

1. Students arriving after 8:00 a.m. must request a tardy slip from the office before going to class and will be marked tardy.
2. Tardies are recorded on the report card for each nine-week grading period.
3. Students will not be allowed to make up work missed when tardy.
4. Students who are tardy start the day off behind, frustrated, and trying to catch up.
5. If a student arrives 2 or more hours after the start of the school day, the student will be marked absent for ½ of the school day.

LEAVING SCHOOL - EARLY DISMISSAL

***In order to minimize school interruptions please adhere to the following procedures:**

1. Please send a note in the morning with your child stating the time you wish to pick him/her up for early dismissal. Your child should give the note to the morning moms table or the receptionist, not the teacher.
2. **Please do not e-mail Early Dismissal notes to your child's teacher or the office.** We can't guarantee that someone will see the e-mail in time.
3. Please do not call the office or just show up and ask to have your child come to the office. Please make doctor and other appointments in advance. Last minute changes and interruptions are a disruption to the entire class and the learning taking place.
4. Please do not call the office and request the school to pass on last minute carpool changes. Please make arrangements in advance and have backup plans with other families, sharing carpool numbers, etc.
5. When you are a field trip chaperone and you return from the field trip, please do not ask to pick up your other children. This is not considered an acceptable absence and points will be deducted on work missed. Children need to know that you value their education and the importance of being in class.
6. You must come to the office to sign your child out of school.
7. 2:45 p.m. is the latest a student may be picked-up for early dismissal, so as not to interfere with regular carpool procedures. (2:15 on early dismissal days)
8. Students who arrive at or leave school other than the designated times must do so through the front office or nurses office if parents are contacted by the nurse.

STUDENTS LEAVING CAMPUS

1. Students may not leave the School campus on their own during school hours or when participating in any StJPII extracurricular activity immediately after school.
2. Teachers may not take students off campus at any time without the parent's signature on an official school field trip permission form.

EARLY DISMISSAL DAYS / FOR FACULTY MEETINGS

Early dismissal days will be scheduled to provide for teacher meetings. Schedules for these early dismissals are published in the school calendar in the front of this handbook. Every effort will be made to adhere to this schedule; however, as this schedule is planned several months in advance there may be changes**.** Please refer to the **weekly newsletter** for calendar updates and other important changes**. Reminder -** Students not picked up by 2:45 p.m. will automatically be placed in our BASP Program and be charged according to fees listed in the BASP Manual at the end of this Handbook.

EXCESSIVE ABSENCES

After a student has been **absent for five (5)** or more days in a nine-week period the teacher will call the parents to discuss their concerns regarding these absences.

When a student has been **absent for a total of ten (10) days** during the school year for any reason, **a school administrator** will contact the parents in writing listing dates of absences and expressing concern regarding these absences.

When the student's absences total fifteen (15) days during the school year for any reason, the administrator may request a conference to discuss any academic concerns, possible summer school requirements, or retention.

Excessive absences can result in a child not receiving credit and being required to make up missed time either after school or on weekends, be retained or required to attend summer school at their grade level for the next school year.

GENERAL POLICIES AND PROCEDURES

AMBASSADOR PROGRAM

Each year at St. John Paul II, new families are assigned an ambassador family to try and help make their transition into a new community easier and friendlier. A PTO volunteer coordinates the program with the school office. Please call the school office if you would like to volunteer to be an ambassador. Duties include phoning a new family, meeting at the Newcomers Coffee and the Ice Cream Social, calling with reminders each quarter, and just being a friendly face and voice.

ASBESTOS

St. John Paul II is an asbestos free campus.

ATHLETICS

St. John Paul II is a member of the West Houston Christian Sports Association (WHCSA) and Greater Houston Catholic Athletic Association (GHCAA). The WHCSA offers non-competitive sports for students in grades Pre-K through 7th grade. The elementary sports program is for students looking for a positive skill building experience. The GHCAA offers a competitive sports program for our middle school students in 6th – 8th grade. Please refer to the Athletic Manuals included in this Handbook for further details.
*Registration information is available on the JP2 website under the Student Activities section.
***Middle school students may not participate or tryout for a team without a current physical on file at StJPII. It must be dated after May 1st.**

VISITORS

To ensure the safety of our students, the school has implemented a visitor tracking system, known as Raptor. All visitors will be asked to provide a drivers license or valid ID when visiting the campus. The license or ID will be scanned, and once cleared by the Raptor system, the individual will be issued a visitor's badge.

1. Visitors must enter through the front door, all gates are locked at 8:00 a.m.
2. **All visitors, (including parents and workers), must sign in and get a visitor's pass.**
3. No one may enter the building through the back gate or doors.
4. **Visitors must return to the office to sign out.**
5. If you would like to visit your child's class, pick up a visitor's pass in the front office, (prior approval by administration is necessary). We request that you plan to stay no more than thirty minutes. No classroom visits the first three (3) weeks of school, please.
6. Siblings and younger children are not permitted in the classrooms during visits.
7. Individuals who are visiting in the homes of St. John Paul II students while school is in session will be allowed to visit in the school with permission from the principal. These guests may not, however, remain at the school for the complete school day.

PARENT/TEACHER ORGANIZATION (PTO)

The PTO (Parent/Teacher Organization) at St. John Paul II Catholic School consists of all registered families and faculty for the current school year. The PTO's primary function is to administer parent volunteer programs within the school as well as promote the spiritual, educational, physical, and cultural welfare of the St. John Paul II student body in conjunction with the Principal. The PTO at St. John Paul II serves as a vital part in providing many benefits to the children, parents, and teachers. They strive to build a stronger community and enrich experiences for the students. See the appendix for a closer look at what they do. Monthly meetings are announced in the Tuesday Newsletter.

VOLUNTEERS - VALUABLE INSTRUCTIONAL PARTNERS

To ensure the safety of our students, the school has implemented a visitor tracking system known as Raptor. All volunteers will be asked to provide a drivers license or valid ID during their first visit to the office. The

license or ID will be scanned, and once cleared by the Raptor system, and you are **Volunteer Approved**, you will receive a permanent ID badge to be worn while on campus.

1. **Volunteer Approved**: In accordance with Archdiocesan guidelines, all volunteers on campus must attend Safe Haven/CMG training, provide information to run a criminal background check, and sign a code of conduct. Once the background check has cleared and the school has received documentation of Safe Haven training you are "**Volunteer Approved**" and will receive a permanent badge to wear while on campus.
2. The training is valid for five years. **After five years**, employees/volunteers will need to take a refresher course.
3. **Volunteers are required to sign-in on the volunteer sign-in sheet and wear a volunteer badge.**
4. Upon completion of work, volunteers must sign out.
5. All volunteer activities will be coordinated through the PTO Volunteer Coordinators and/or school administration.
6. If you cannot be at school during scheduled times, please arrange for a Volunteer Approved substitute.
7. Volunteers are encouraged to ask for assistance as needed.
8. Please make arrangements for younger siblings as they may not be brought to school during volunteer hours. At home assignments are available upon request.
9. Volunteers represent the school. Please show support for the school and governing policies at all times. Ethical and Moral Conduct policies hold all volunteers bound to confidentiality.
10. The administration may terminate services of any volunteer who fails to uphold the policies and procedures of the school.
11. All comments and concerns should be addressed with the school's administration.
12. Volunteers are expected to dress appropriately and modestly while on campus.

MASS AND RELIGIOUS CELEBRATIONS

On Friday mornings, Holy days, and other Religious celebrations, our gym and student activity center (BAC/GSC) becomes a church. Please be reverent and respectful just as you would when you walk into your parish church. Cell phones should be turned off and put away. Coffee, soda, and gum should be disposed of before coming into our place of worship. We invite you to join us in praying the rosary before mass. After mass, please remain seated until the announcements are finished.

INJURY ON CAMPUS

1. The staff member identifying the problem should send for the nurse.
2. The nurse will assess the situation and take appropriate action.
3. If the injured person is transported to a hospital via ambulance and parents or family members are not present, a staff member will accompany the person to the hospital.

CHILD ABUSE AND NEGLECT

School Personnel in the Archdiocese of Galveston-Houston have a moral obligation as well as a legal obligation to report suspicion of child abuse.

1. A report of child abuse is not an accusation or a proven fact, and Texas does not require a reporter to know or to be certain that a child has been abused or neglected.
2. The degree of certainty that must be met is that the person reporting must have "cause to believe" that abuse or neglect has occurred or will occur. This standard is based on the reasonable person convictions.
3. Confidentiality of the person making the report will be upheld.
4. The person who reports suspected child abuse or neglect is immune from civil or criminal liability if the report is made without malice.

COUNSELING & GUIDANCE PROGRAM

Texas Catholic Conference Bishops of Education Department (TCCBED) defines a guidance program as lessons/activities conducted throughout all grade levels and taught separately or integrated into other curriculum areas. Content addressed by classroom teachers include the student's social, emotional, physical, and spiritual development. Weekly guidance lessons are taught in PK-8. Counselors will supplement guidance lessons during the year. Counselors will supplement guidance lessons throughout the year including, but not limited to, the following topics: responsibility, generosity, respect, and forgiveness.

Our school works with students on self-management skills which actively support and promote their personal learning process. Counseling services are limited to issues which affect academic and social achievement in the school setting. We offer individual and group counseling when needed on issues such as bullying, interpersonal relationships, and many others. Teachers, students and parents may all refer to the counselors. If a student presents the need for ongoing counseling, a referral system is in place to provide further assistance to the parents and the children.

St. John Paul II provides short term, counseling services through our counseling staff. The counseling program helps all young persons learn problem-solving and coping skills. The counselor also consults with teachers, parents, and administration to ensure that individual student needs are being met. Students/parents may request to see the counselor at any time. Counselors will communicate with parents regarding student visits regarding any necessary concerns.

The counselor will also play a role in proactively addressing student issues by educating students on communication and conflict resolution skills. This will be done in a group or individual format as deemed appropriate.

GUIDANCE CURRICULUM

The purpose of the guidance curriculum is to help all students develop basic life skills. The following programs are available at St. John Paul II for teachers to utilize for guidance in their classrooms. (Boystown Social skills, Love & Logic, Growing in Love, and Virtues in Practice Program)

BOYSTOWN SOCIAL SKILLS

Boys Town provides a comprehensive, systematic method of teaching social skills to youth utilized as a resource by faculty and staff to serve students. The four components taught are Social Skills, Teaching Interactions, Motivation Systems and Administrative Intervention. These components help students learn productive ways of managing their own behavior and interacting with others. It combines the best of skill-based teaching with care and concern, resulting in improving students' behavior, self-esteem, and relationships with others. Please refer to the back of this handbook for a complete list of skills.

LOVE AND LOGIC CORE BELIEFS FOR OUR SCHOOL

Love and Logic is a school wide discipline program that helps create the relationships and the respectful environments that foster learning. This program trains teachers to treat students as individuals and to allow them the opportunity to solve their own problems. Mistakes are treated as opportunities to learn. Choices are used as tools to allow students' ownership in creating solutions to solve problems created by making bad choices. It is also a program for parents that equip them with practical techniques that are easy to learn, change lives and raise responsible children. The program improves parenting and communication skills and stresses raising children with choices, consequences and empathy.

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school

1. We believe students should be guided and expected to solve the problems they create without making a problem for anyone else.
2. We believe students should be given the opportunity to make decisions and live with the results whether the consequences are good or bad.
3. We believe misbehavior should be handled with natural consequences instead of punishment whenever possible.
4. We believe each student should have the opportunity to tell his/her side of the story when consequences appear to be unfair.
5. We believe misbehavior should be viewed as an opportunity for individual problem solving and real-world preparation as opposed to a personal attack against the school or staff.
6. We believe there should be a logical connection between misbehavior and resulting consequences.
7. We believe every attempt should be made to maintain the dignity of both the adult and the student.

GROWING IN LOVE

Growing in Love is a comprehensive guidance and counseling curriculum for Catholic Elementary Schools by NCEA appropriate for Grades K-8. The curriculum is comprised of four domains followed by three major goals addressing knowledge (what the student should know, skill), (what the student should be able to do), (what the student should believe.)

The Domains presented include the following:

- Spiritual Domain
- Academic/Educational Domain
- Career/Occupational Domain
- Personal/Social Domain

DELIVERIES, FORGOTTEN ITEMS, & MESSAGES TO STUDENTS

An important part of building responsibility in children is allowing them to experience logical and natural consequences. Therefore, we ask that you do not bring forgotten items to school except lunches. Your cooperation is appreciated.

1. Students are not allowed to use the telephone or cell phone to call for forgotten items. The office will not deliver and students are not allowed to retrieve items, other than their lunch box, dropped off in the office.
2. Students are not allowed to reenter school buildings after dismissal.
3. Messages can be relayed to students only in emergency situations by calling the front office.
4. The school phone is for school business and emergencies. Cell phones may never be used during school hours including dismissal or during after school activities by students.

EMERGENCY SCHOOL CLOSURE

If it is necessary to close the School because of inclement weather or other emergencies, the Principal will notify the school community using **IRIS (Immediate Response Information System)**, the school website, and KHOU Channel 11. Please make sure your contact information is up to date! StJPII typically follows Katy ISD and Spring Branch ISD regarding closures due to weather conditions. We do not typically follow HISD since it covers a greater area.

LOST AND FOUND

We highly recommend all articles including lunch boxes, uniforms, sweaters, binders, etc. be labeled with the student's first and last name. Many items are left at school throughout the year, and we are unable to return their owner because they are not labeled. All "lost and found" items will be placed in the "treasure box" in the

SJH and in the middle school stairwell bin in the DEE building. Students may check these bins to retrieve lost items.

TEACHER REQUESTS

StJPII does not accept teacher requests. We take pride in hiring quality teachers. We also ensure classes are balanced to meet the individual student needs. If we make an exception for one, we have to do it for all.

BIRTHDAYS and HOLIDAY CELEBRATIONS

Due to health regulations and the need for consistency and structure in the school environment, we ask that parents please follow the rules below in celebrating your child's birthday AND HOLIDAYS SUCH AS HALLOWEEN, EASTER, VALENTINE'S DAY, etc.

1. Birthday t-shirts, purchased from the PTO, may be worn to school on the child's actual birthday and on Wednesdays, **except on full dress uniform days**.
2. Do not bring or send food, cupcakes or other treats for other students on your child's birthday or holidays due to allergy concerns.
3. Party invitations may not be passed out at school unless the entire class, grade level, or all students of the same sex in your class or the entire grade level have been invited.
4. Parents may bring "fast food" only for their child and **only on his/her birthday**. Students may not bring a friend to birthday lunch. Siblings attending StJPII mayjoin if their lunch periods are the same.
5. Valentine's Day –teachers may allow students to exchange Valentine cards with a small treat. If bringing Valentines, one must be brought for every child in the class. All Valentines are to be opened at home. Please check with the teacher before purchasing Valentines.
6. Students may not give or receive gifts, flowers, candy, pizza, etc. at school.

CLASSROOM PARTIES

One party a year will be planned for the students at Christmas. There is a limit of four parent volunteers per homeroom for class parties. Due to health regulations, parents may not bring food/special treats for the class parties. The P.T.O. will purchase all food products for the party, after checking with the school nurse for food allergies. One exception- parents may send an alternative treat for children with food allergies.

IRIS – IMMEDIATE RESPONSE INFORMATION SYSTEM

IRIS is used to dispense important information within minutes to a group or the entire StJPII community using home phones, cell phones, and/or e-mails. It is necessary for the school to have the most current contact information for each family at all times. While we try to limit the use of the IRIS response system, it is not used just in case of emergencies.

SCHOOL NOTES, NEWSLETTERS, ETC.

Some communication items are sent home with your youngest child in their Tuesday folder. It is the responsibility of the student to bring these items home and give them to you. School newsletters, lunch menus, etc. are available on our website at www.jp2.org. The newsletter reminder is emailed to parents on Tuesdays. **(Please take time to read the weekly newsletter; it is our key form of communication at school.)**

AFTER SCHOOL AND EVENING PROGRAMS / ACTIVITIES

All St. John Paul II students may attend after school and evening programs/activities with a parent or an adult chaperone. All children are asked to remain seated with their parents or chaperones at all times. Students who are absent for the day or leave school due to illness may not participate in after school activities. **Students must be in attendance for the 2nd half of the day (by 11:30 A.M.) to be able to participate in after school activities, sports, or school programs**.

FIELD TRIPS (Including overnight trips)

Throughout the year, teachers schedule field trips and activities that they feel will enrich the students' academic, social, and spiritual lives. These field trips are considered privileges for students and any student who does not meet academic and behavioral requirements can be denied participation.

1. Parent permission forms are sent home for each trip.
2. A parent must sign the form.
3. Students who fail to submit a properly signed school form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of properly signed forms.
4. An extra permission form is included in the appendix section of this handbook and may be used in the event that another form is lost or misplaced.
5. Official school uniforms, StJPII spirit shirts, or StJPII polo shirts shall be worn by students on field trips unless otherwise stated. Appropriate clothing will be indicated on field trip forms.

****Some grade levels schedule field trips which incur extra costs that are not covered in school fees. These include, but are not limited to, the trips listed below. *Due to rising costs, fees are subject to change.**

GRADE	TRIP	# OF DAYS	*APPROX. COST	APPROX. TIME
8th	Washington D.C.	5	$ 2,200	October
7th	TX Trip	2	$150 - 200	February
5th	Camp Allen	3	$ 300	November

CHAPERONES

Field trips are planned by the staff of the school to enhance the curriculum of the school. Chaperones are arranged by the Room Parent or school and may be limited due to space availability. Chaperones are used to assist the staff with the field trip by providing close supervision of students and assist the staff in any manner needed. Chaperones must be "**Volunteer Approved**". Only parents asked to chaperone may accompany students on the field trip. Parents are not allowed to follow in their cars. General guidelines for chaperones are listed below for your information:

1. Students are required to wear seat belts, when available, while being transported to and from destination.
2. All classroom and school rules concerning conduct will apply while students are on the field trip.
3. It is the chaperone's responsibility to supervise and correct inappropriate behavior of the students under his or her supervision. Therefore, no siblings, other family members, or friends may take part in the field trip.
4. Fees for chaperones will be paid by the School. The School will pay for chaperones at the rate of one (1) per five (5) students in PreK thru 2nd and at the rate of one (1) per eight (8) students in grades three thru eight unless otherwise stated.
5. Students will be assigned to a chaperone for the trip. Chaperones **MUST** stay with their group of students and provide active supervision with limited cell phone use at all times during the field trip. Students will not be allowed to change groups during the field trip unless instructed by the teacher. Do not allow students to wander away; please count students often and at transition periods of the trip. (i.e. leaving or boarding the bus.)
6. The teacher(s) are in charge of the field trip and all decisions during the field trip are the responsibility of the teacher(s).

SCHOOL SUPPLIES

The costs for initial school supplies were included in your tuition and fee payment with the exception of school binders. Additional school supplies needed during the year must be purchased by the parents. The student council runs a store in the mornings where most supplies may be purchased.

Students in PreK- 1ST grade are issued a tote bag from StJPII, which is open at the top. Students in 2nd - 8th will

need to buy a backpack for the year. Backpacks with wheels are discouraged. They typically do not fit in school lockers and students are not allowed to wheel them in the halls due to the volume of traffic during arrival and dismissal times.

AFTER SCHOOL PROGRAMS

Many after school programs are offered at St. John Paul II Catholic School including gymnastics, chess, scouts, athletics, etc. Please watch your newsletters for information on these programs.

Please pick students up promptly. There is a late charge of $2.00 per minute paid directly to the person who has had to wait with your child. No refunds are available. Only students currently enrolled in BASP may attend BASP after extra-curricular programs.

ANIMALS AT SCHOOL

Live animals should not be brought onto school property unless authorized by the school administration for a special class project. This includes arrival/dismissal times.

CELL PHONES AND NON-SCHOOL APPROVED ELECTRONIC DEVICES

Students are not permitted to have non-school approved electronic devices (IPODs, recording devices, tablets, cameras, electronic games, smart watches, etc.) in their possession on the school campus while school is in session unless they are used as part of a classroom project with the exception of the Chrome-book program. **Students may not use cell phones on campus including dismissal times and all before and after school programs. (see athletic handbook for cell phone policy/procedures)** Cell phones need to be turned off and in students' lockers or backpacks while on campus. Students who need to contact parents must use an office phone with a staff member's permission. Confiscated electronic devices will be held by the administration and returned only to the parents. Students will be charged a $50.00 fee for each confiscated electronic device. Disciplinary action will be taken at the discretion of the administration should there be repeat offenses.

Parents, please turn your phones off or on vibrate when in attendance at St. John Paul II activities such as Mass, parent meetings, assemblies, performances, during carpool, and while in the school office. Please use your phone outside the building. Thank you.

DISTRIBUTION OF LITERATURE, WEARING OF BADGES, BUTTONS, ETC.

In order to ensure that the welfare and rights of the school community are adequately protected, the following will apply in the case of any distribution of literature and the wearing of buttons, badges, and other insignia on the school campus and the school buildings by students and parents.

1. Any literature which a student, individual, or organization wishes to distribute must first be submitted for approval by the school principal forty-eight (48) hours in advance of the distribution.
2. All literature must indicate the name(s) of the author(s), identify the organization or group, and expressly state the objective of the literature or reason for being distributed.
3. In addition, the literature must also state that the printed material does not express the opinions of the school or its student body.
4. The principal may deny approval of any literature or disallow the wearing of buttons, badges, insignia, etc. which:
    a. Would cause a substantial disruption of, or interference with school activities;
    b. Is patently offensive to the school community due to the depiction or description of sexual conduct, violence, or morbidity, or the use of inappropriate language;
    c. Is or tends to be injurious of the reputation of any persons and is speculative, misleading, or unreasonably critical;
    d. Would substantially interfere with the right of other persons;
    e. Promote a commercial establishment or enterprise;
    f. Is an endorsement of political candidates or ballot measures.

FIRE AND DISASTER DRILLS

There should be no talking during a drill except for official announcements and instructions.

DRILL TYPE	ALARM	PROCEDURE	DRILL OVER
Severe Weather (Duck and cover)	3 Staccato bells	Assume the duck and cover position. Sit on floor and cover head	All clear announced
Lock down/Lock-out	Announcement (Raptor Alert)	Lock down procedures are in effect. Lock door, sit on floor, away from door/windows	All clear announced
Fire drill	1 long ring	Evacuate the building	All clear announced
Shelter in Place	Announcement	Everyone needs to remain in their rooms.	All clear announced

SKATEBOARDS / ROLLER BLADES / SCOOTERS/HEELY'S

Skateboards, roller blades, heelies, or scooters are not to be brought or worn on campus at any time.

BRAMANTI ATHLETIC & GUTIERREZ STUDENT CENTER USE

The Bramanti Athletic Center (gym) and the Gutierrez Student center (GSC) may be used by St. John Paul II families when not being used for a school function. Please call the school office for more information if you are interested.

FAMILY IDENTIFICATION NUMBER

Your carpool number is the same as your Family Identification Number. Please mark your child's backpack and/or planner with your Family ID#.

CHECKS

To assist the school in crediting the correct family with a payment made with a check, we ask that you write your Family ID# on every check.

RETURNED CHECKS

There shall be a charge of $25.00 added to a student's account for the first returned check, and $35.00 for each check returned thereafter.

WITHDRAWALS

Parents must accompany students withdrawing from school. Student records and report cards will be issued after all records have been cleared. Please notify the school at least one week in advance of your withdrawal date to facilitate record processing.

RELEASE OF STUDENTS FROM SCHOOL

No person except parents/legal guardians, persons with written permission from parents/legal guardians and law enforcement officers will be permitted to withdraw or take any student away from school. The person to whom the school is responsible is the one who has signed the school enrollment card.

St. John Paul II Catholic School assumes that the person who signed the pupil's enrollment card is the parent/legal guardian or the person having lawful control of the child under an order of the court. If anyone appears at the school office, other than a law officer, with a divorce decree or legal documents that states otherwise, the following procedures will be used:

1. The person who presents himself to the school, other than a law officer, will not be allowed to pick up or withdraw the child(ren) from the School. This right belongs exclusively to the person signing the enrollment card, even though the legal documents presented by the challenging party may appear to be bona fide.

2. The person who signed the enrollment card will be contacted immediately at the phone number(s) on the enrollment card.

A law enforcement officer who has in his possession a court order directing him to pick up the child(ren) will be allowed to do so. The person who signed the enrollment card will be contacted if possible. When a student is released to leave the school in the custody of a law enforcement officer without the consent of the parent(s) or a court order, the officers taking custody of the child(ren) shall assume responsibility in writing for removing the student from school.

*U.S. Marshals, immigration officers, Harris County Sheriff, constables, or any of their duly-appointed deputies, arson investigators, police, juvenile officers, County Child Welfare workers, and all other law enforcement and/or peace officers acting in their official capacities.

CHILD RELEASE TO AN IMPAIRED PARENT/GUARDIAN

No child will be released to a parent, guardian, or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called.

ALCOHOL AND TOBACCO ON CAMPUS

The use of alcohol and/or tobacco at any school activity is prohibited. StJPII is an alcohol and smoke/tobacco free campus.

RELEASING STUDENT INFORMATION

No information contained in student records will be released to anyone except the parents/legal guardian and the school personnel with the following exceptions:

1. Student information requested by the courts, governmental agencies, probation department or community agencies working with school personnel will be furnished by the principal.
2. Student information relating to matters of litigation may be obtained by issuance of a subpoena to the principal. Note that any demands by a student's family member(s), whether or not by subpoena, for a personal appearance in civil litigation by the principal or any staff member for other than the verification of records validly subpoenaed will be considered a violation of this Handbook and could result in both expulsion of the student and forfeiture of tuition. As well, all subpoenas must provide a minimum of 30 days' notice with which to provide records.
3. Individuals employed by Harris County Protection and Child Welfare Unit, such as child protection workers, or in a related assignment may be permitted to review applicable student records if they have on their person an official picture identification badge. The parent or guardian does not need to be notified or grant permission.
4. In making investigations of legal cases of potential and or alleged violations of the law, it may be necessary for law enforcement officers to interview school personnel, students, and review student records. The principal will, as required by law, cooperate with officers of the law when they present their official picture and badge identification. The principal will attempt to notify the parents except in cases of child abuse and when requested officially by the law officers not to notify the parents.

RECOMMENDATION LETTERS & EVALUATION FORMS REQUESTED

Requests for letters of recommendation or educational evaluation forms needed to be filled out by staff, etc., must be submitted to Administrative Assistant in the office, not to the individual staff members.

BEFORE AND AFTER SCHOOL PROGRAM

All students are enrolled in the Before and After School Program each school year. The Before and After School Program provides families with supervised care for St. John Paul II students before and after school hours. Please refer to the Before and After School Program Manual found in this handbook for further details.

RESPONSIBILITIES OF SCHOOL AND PARENTS

CATHOLIC PRINCIPLES

St. John Paul II Catholic School is an institution dedicated to the education of elementary and middle school-age children pursuant to the mission and teachings of the Catholic faith. By seeking enrollment, you acknowledge that it is your family's desire for your child to receive an academic education as well as a religious education in the teachings of the Roman Catholic Church. You also acknowledge that you desire to learn and understand the ministries, beliefs, and teachings found in the Catechism and traditions of the Roman Catholic Church.

As with any educational institutions, there is a code of conduct that is intended to preserve the integrity of the function of the school and the safety and wellness of the students, teachers, administrators, and staff members. Violations of the expectations and responsibilities outlined in the Parent/Student handbook are subject to disciplinary measures, including dismissal of your child from the school.

GUIDING PRINCIPLES FOR ST. JOHN PAUL II CATHOLIC SCHOOL REGARDING SECULAR LEGAL AND REGULATORY ISSUES

As stated in the Mission Philosophy of St. John Paul II Catholic School, we are committed to developing and nurturing the spiritual life of each child, consistent with the teaching of the Roman Catholic Church. This is achieved through Catholic education, by promoting a sense of positive self-worth, and with an atmosphere of prayer and personal moral responsibility which reinforces the values instilled in the home, and which affirms the God-given irrevocable dignity of every human person.

No policy at St. John Paul II Catholic School should ever be interpreted as being inconsistent with the official teaching of the Roman Catholic Church, and will always be applied consistent with such teaching. Should any authority, be it law, regulation, or any other method, attempt to coerce an interpretation of our policies, and force the School to act in a way, inconsistent with such teaching, such authority will not be binding on any operation of the School.

Led by Catholic teaching, these Guiding Principles shall inform the creation of policies, handbooks, statements, employee agreements, training for employees, and the approach to accompaniment in the School, thus ensuring that the immeasurable dignity of every child is protected and respected, particularly as it relates to foundational beliefs of the Catholic Church, which are in part:

- God created each person body and soul "in His own image, in the image of God he created them; male and female" (Gen. 1:27).
- The dignity of each person and the source of his or her most important identity is found in this creation in the image and likeness of God (CCC §364).
- God uses the body to reveal to each person his or her sexual identity as male or female (Compendium §224).
- The harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul in the image and likeness of God (CCC §364-65).
- The physical, moral, and spiritual differences between men and women are both equal and complementary. The flourishing of family life and society depend in part on how this complementarity and equality are lived out (CCC §2333-34).
- All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God's love (Deus Caritas Est §20).

To this end, below are some examples of how these Guiding Principles apply to the School:

- All school policies, procedures, resources, employee training, and assistance given to families shall be consistent with the Church's teaching on the dignity of the human person, including human sexuality.

- Student's name, pronouns usage, access to facilities, overnight accommodations, and eligibility for single-sex curricular and extracurricular activities will correspond to his/her singular, male or female, biological and genetic sexual identity given the Child by God at birth.
- Expressions of a student's sexual identity are prohibited when they cause disruption or confusion regarding the Church's teaching on human sexuality.
- The consciences of students and employees will be respected with the assurance of their inviolable right to the acknowledgement that God has created each person as a unity of body and soul, male or female, and that God-designed sexual expression and behavior to be exclusively oriented to love and life in marriage between one man and one woman.
- Schools communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.
- In all cases and wherever used, the term for a person's "sex" shall refer to such person's biological and genetic identification as male or as female.

CHRISTIAN CHARITY

Christian charity and respect must be observed during any verbal and non-verbal communication at all levels (personnel, students and families) within the school community by following the below principles. Thus, you and your family agree:

PARENTAL RESPONSIBILITIES

1. To be a partner with the School in both the Roman Catholic and academic education of your child;
2. To understand, learn and support the Roman Catholic religious nature of the School;
3. To support and respect teacher and/or administrative decisions;
4. To trust StJPII Catholic School means parents share responsibility with all staff for their child's care which cannot be selectively withdrawn from individual staff members.
5. To avoid public criticism of School personnel, policies, or procedures, including but not limited to by way of social networking or other media;
6. To not engage in threats of any nature toward School personnel or families;
7. To avoid verbal and non-verbal acts of aggression including yelling, gossiping, screaming, pushing etc. in person, via emails, or notes to the staff, as these are not respectful forms of communication and do not reflect Christ-like interactions that build relationships needed for the best interest of all concerned;
8. To avoid public discussion of student and/or family matters based upon confidential information obtained as a result of organizing or engaging in volunteer events, etc.
9. To read all communications from the School (ex., weekly newsletter, Tuesday folder notes, etc), from the school and request clarification when necessary;
10. To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings;
11. To discuss concerns and problems with the person(s) most directly involved before escalating the matter pursuant to the School's Grievance Policy (note that contact with teachers should be during School hours and not at home on their personal time.)
12. To be as actively involved in the life of the school and volunteer assistance as possible for your family;
13. To meet your financial obligations in a timely manner and to support the fund raising efforts of the school;
14. To appreciate that Catholic education is a privilege that many persons do not have; and,
15. To abide by all provisions of the Parent Student Handbook.

SCHOOL RESPONSIBILITY

When enrolling your child in a Roman Catholic school, the School accepts certain important responsibilities:

1. To nurture the spiritual growth of students through teaching the Roman faith in accordance with the Catechism of the Roman Catholic Church;
2. To work to our utmost for the students to receive an academically sound education in a Roman Catholic environment;
3. To communicate with school personnel and parents, and to have requests for meetings answered in
   a timely manner; and
4. To develop the social/emotional growth of students through various activities and learning opportunities.

GENERAL DRESS CODE GUIDELINES

Students are expected to be neat, clean, well-groomed and wearing well-maintained school uniforms at all times. The uniform dress code is strictly enforced by teachers and administration. All uniforms are to be purchased at Risse Brothers School uniforms. You may purchase at the closest location: 10516 Old Katy RD Suite W. Houston, TX 77043 phone (346) 319-4176 or online at www.rissebrothers.com.

Jewelry

1. Jewelry is allowed, however it should not cause a distraction. Only one pair of stud earrings is allowed. Exception: boys may not wear earrings.
2. No smart watches allowed. This includes any device with capability to connect to the internet. No Air Tags are allowed.

Hair

1. Hair must be a natural color.
2. Boy's hair must be neatly trimmed, combed bangs cut above the eyebrows, above the ears and above the shirt collar in back. Hair may not be shaved, spiked, or tucked behind the ears or combed forward to cover the face.
3. Boys may not wear ponytails, braids, or side burns.
4. Girl's hair must be neatly maintained and out of the face.
5. No facial hair.

***After adequate notice, parents will be asked to come and take their child for a haircut before he or she will be allowed to return to class. Administration may request further correction should the above not be followed to standard with possible consequences.**

Clothing

1. The girls must wear navy or black shorts under their skirts and jumpers.
2. Jumpers, skirts, and shorts may not be shorter than two (2) inches above the knee.
3. All shirts/blouses are to be tucked in even under vests and sweatshirts/full/quarter zip jacket.
4. Only the top button on the boys' dress shirts or the white/gray/burgundy knit StJPII shirts may be unbuttoned.
5. Belts are not required for PreK & Kindergarten students with elastic waist pants.
6. Long-sleeved t-shirts are not to be worn under short-sleeved shirts.
7. No **printed** or **colored t-shirts or bras** are to be worn under the school shirts, blouses, or athletic uniforms.
8. All skirts, shorts, and pants will be worn at the waist, not pulled down on the hips.
9. Uniform shirts and blouses must be worn under the sweatshirt. Sweatshirts, jackets, etc. are not to be tied around a student's waist.

Jean Day – Held on early Release Tuesdays

1. StJPII house assigned shirt
2. School appropriate jeans with a hem at the bottom– students may not wear jeans with holes, faded or worn out jeans, or low cut jeans.
3. Capri jeans and jean shorts are not allowed.

Free Dress Day Clothing – on casual picture day and other special occasions

1. Students may not wear jeans with holes, faded or worn-out jeans, low-cut jeans, sweatpants, or

leggings.
2. No tight, revealing clothing, no tank tops, spaghetti straps, halters, no sleeveless tops or strapless tops, or crop tops.
3. No t-shirts with advertisements or messages for cigarettes, alcohol, music groups, or suggestive messages.
4. Skirts, dresses, shorts, or skorts may not be shorter than 2 inches above the knee.
5. Girls may wear capri pants.
6. No backless, open-toed, or high-heeled shoes.
7. Shirts do not have to be tucked in.

***Parents will be contacted and asked to bring other clothes when students are in violation of the above rules which is at the discretion of the administration.**

Spirit Shirts – typically every Wednesday is Spirit Shirt Day

Students may wear any StJPII sponsored shirt (StJPII birthday, gala, athletic, FITS t-shirts, etc.) with regular uniform bottoms. All spirit shirts must be tucked in.

Birthday T-shirts

Sold by PTO and can be worn on the child's birthday, except on full dress uniform days.

Scout Uniforms

Can be worn any day except dress uniform days.

Miscellaneous

1. Students are not permitted to have tattoos or inappropriate bodily markings, including temporary and henna tattoos.
2. Body piercing is prohibited except for a single ear piercing on the lower ear lobes for girls.
3. Nails and face are to be free of colored nail polish and make-up. No false nails. Girls may wear clear polish or white French style. Nails should be naturally rounded and not shaped to a sharpened point.
4. Students may not write on their bodies.

DRESS CODE VIOLATIONS

1. Parents will be notified when consistent uniform violations occur.
2. Consistent disregard for uniform violations may result in an office referral and/or conduct grade reduction. (violation will be reflected on the report card in comments under general conduct)
3. Those students not following the rules are to receive a polite, private warning and a Uniform Violation Form sent to their parents. Depending on the violation, they are given a fair amount of time to correct the violation. For short skirts, we will try to provide a borrowed skirt that is of appropriate length to be worn for the day. For haircuts and when needing to purchase new uniform items, the school will typically allow the weekend for this to occur. If a student fails to comply after a warning and sending a note home, the student will be sent to their AP.

FULL DRESS UNIFORMS – (Mandatory dress uniforms for Mass and other special events)

Girls - PreK - 5th - Required

1. Plain white blouse with short or long sleeves and StJPII embroidered on the collar
2. Burgundy tie with peter pan collar (required to be worn all day on full dress days)
3. **Plaid jumper with StJPII patch (PreK-2nd)**
4. **Plaid skirt-not skort (3rd-5th) no shorter than 2 inches above the knee**
5. Solid white socks that may have a modest black logo. Tights may be navy or white. **(Leggings and footless tights are not allowed)** no neon or no-show socks
6. Burgundy sweater or vest with StJPII school patch

7. All bows must be school colored matching school dress uniform (burgundy, navy, white, plaid)

Girls - 6th- 8th - Required

1. Plain white blouse with short or long sleeves and StJPII embroidered on the collar
2. Plaid tie needed when not wearing a StJPII V-neck pullover sweater or vest (must wear tie when wearing a cardigan sweater).
3. Navy blue skirt -no shorter than 2 inches above the knee
4. Solid white socks that may have a modest black logo. Tights may be navy, white, or grey. **(Leggings and footless tights are not allowed)** no neon or no-show socks
5. Burgundy V-neck sweater/cardigan or vest with StJPII school patch
6. All bows must be school colored matching school dress uniform (burgundy, navy, white, plaid)

Boys - PreK - 5th- Required

1. Plaid shirt with StJPII patch on pocket
2. Navy blue slacks
3. Solid white socks that may have a modest black logo. No neon or no-show socks
4. Burgundy sweater or vest with StJPII school patch
5. Black belt with looped pants (No brown belts)

Boys - 6th - 8th - Required

1. Blue and white striped shirt (short or long sleeves) with StJPII patch on pocket
2. Navy blue slacks
3. Solid white socks that may have a modest black logo. No neon or no-show socks
4. Burgundy sweater or vest with StJPII school patch
5. Black dress belt with a standard buckle (no decorative buckles) (No brown belts)

* Designated House/Saint Family colored polo shirt **required every Tuesday**. (At enrollment time, you will be notified of your House Family color).

Sweaters and Jackets

Students are required to wear a StJPII sweater or sweatshirt/full/quarter zip jacket on campus. Additional outerwear may be used over, but not in place of StJPII sweaters/sweatshirts when students are outside for recess or PE. Burgundy sweaters or vests are required on dress uniform days and must be worn in the buildings or as the 1st layer over dress uniforms when it is cold. No other sweaters, sweatshirts, or jackets may be worn on dress uniform days inside the buildings, or going to another building. Students may wear additional coats and jackets over the StJPII sweater/vest on cold days for recess and P.E. All jackets, including StJPII jackets and outerwear must be hung in lockers or closets during the school day.

Shoes

1. Acceptable shoe colors are solid black, white, or navy. However, white soles and shoelaces are acceptable with these shoe colors. *No hi-tops on Full Dress days*
2. Normal flat heels only (not higher than one (1) inch)
3. No backless, open toed, slip-on shoes, or boots
4. Shoes need to be securely tied or buckled (ex: Mary Jane shoes) so that they may participate in recess or P.E. without shoes falling off.
5. The following should be worn: solid, white, navy, or black shoes. If the shoes are white, the logo may be black. If the shoes are navy or black, the logo may be white.
6. Administration has the final say and if you have a question, bring the shoes in for approval prior to wearing.

OPTIONAL CASUAL UNIFORMS – May be worn on days when dress uniform is not required.

Girls - PreK - 5th

1. Navy blue walking shorts
2. Long navy blue slacks
3. White, gray or burgundy StJPII knit polo shirt
4. Pleated plaid skort/skirt
5. School jacket to be worn outside
6. School sweatshirt/full/half zip jacket
7. Solid white socks that may have a modest black logo. No neon or no-show socks

Girls - 6th- 8th

1. Navy blue walking shorts
2. White, gray or burgundy StJPII knit polo shirt
3. Navy skirt
4. School jacket to be worn outside
5. School sweatshirt/full/half zip jacket
6. Solid white socks that may have a modest black logo. No neon or no-show socks

Boys - PreK - 5th

1. Navy blue walking shorts
2. White, gray or burgundy StJPII knit polo shirt
3. School jacket to be worn outside
4. School sweatshirt/full/half zip jacket
5. Undershirts must be white and may not extend past the length of sleeve
6. Solid white socks that may have a modest black logo. No neon or no-show socks

Boys - 6th - 8th

1. Navy blue walking shorts
2. White, gray or burgundy StJPII knit polo shirt
3. School jacket to be worn outside
4. School sweatshirt/full/half zip jacket
5. Undershirts must be white and may not extend past the length of sleeve
6. Solid white socks that may have a modest black logo. No neon or no-show socks

NURSE AND CLINIC INFORMATION

NURSE AND CLINIC

1. If your child is sent to the clinic because of illness or accident and needs to go home, you and/or the person you name on your emergency card will be notified.
2. Students must be picked-up within thirty minutes of notification.
3. For the protection of all students, the following rules have been set up and will be followed at all times. **A child having one or more of the following symptoms will be sent home:**
    1. Fever 100 or higher
    2. Vomiting
    3. Diarrhea
    4. Suspected contagious disease such as pink eye, chicken pox, flu, etc.
    5. General malaise – feeling too bad to remain at school

If your child has any of the above symptoms before coming to school, please keep him or her at home. **A student may not return to school until free of temperature and/or vomiting for 24 hours.**

PANDEMIC FLU/COVID POLICY

Please follow these common-sense guidelines to protect our school community from influenza.

- If your child has a temperature of 100.0 or greater, he or she needs to stay at home. No test or school activity is that important. Please keep sick children at home.
- Tylenol or other fever-reducing drugs only relieve fever, not contagion. Children with fever relieved by Tylenol are still contagious. Keep them at home. They may return to school when they are 24 hours free of fever without medication.
- If your child has a stomach virus, he or she may not return until free of vomiting or diarrhea for 24 hours.
- Teach, practice, and model good hand-washing techniques. Encourage children to wash when their hands have become soiled. Children should wash their hands with soap and water for 15-20 seconds. If soap and water are not available, an alcohol-based hand gel is a good option.
- Teach, practice, and model covering nose and mouth when coughing and sneezing. Remind children to throw away their tissues in a wastebasket.
- October or November is the best time to get a flu vaccination, but December is not too late. Immunizing children is key in preventing flu pandemics as children are most likely to spread infection. See your pediatrician or neighborhood flu clinic.
- If trends are detected in a particular class or in the school as a whole, parents are notified via email – constant contact. Notification of individual cases will be communicated if warranted.

Please know that the following guidelines and procedures are being followed at St. John Paul II Catholic School.

- Teachers will send children to the clinic if they show signs and symptoms of the flu (fever, headache, dry cough, sore throat, muscle aches and stomach symptoms such as nausea, vomiting and diarrhea).
- Children with fever of 100.0 or greater will be sent home. Please make arrangements to pick up sick children in a timely manner. Sick children who "camp out" in the clinic spread disease!
- Absences are monitored daily. If trends are detected in a particular class, or in the school as a whole, parents are notified by a note sent home.
- Employees who are not well are sent home and substitutes are found for the classrooms.
- The public health department is notified if attendance drops significantly. In the event of a significant flu epidemic the school could close for a few days to limit contagion.
- Students in all grade levels have been instructed in the importance of hand-washing and covering coughs

and sneezes.

- St. John Paul II Catholic School's janitorial service maintains cleanliness in all areas of the campus. Desk tops and fixtures are wiped down at the end of the week with antibacterial agents. Bathrooms and hand-washing facilities are cleaned several times a day.
- StJPII will refer to Heat Index guidelines listed on PG 100.

The best defense from the flu is a good offense!

- Make sure your family is well rested.
- Encourage 3 healthy meals a day. Don't forget fruits and vegetables.
- Add exercise to your daily routine.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Last but not least…HANDWASHING!

CHRONIC ILLNESS

Asthma	**Diabetes**	**General/Unspecific**
Epilepsy	**Allergy**	**Food Allergies**

1. Parents will inform the principal if their child has a serious and possibly life-threatening chronic illness or condition before entry into school.
2. Prior to the first day of school, parents will meet with the school nurse or appropriate staff to develop an "Individualized Health Care Plan" that will include:
    a. instructions for observation of the illness
    b. care and treatment
    c. medication orders and special instructions such as calling EMS or parent notification
3. "Individualized Health Care Plan" forms are available from the school nurse. If medications or treatments are involved, the "Schedules and 'As-Needed' (PRN) Medication Permission Form" must be filled out and signed by the physician, physician assistant, or nurse practitioner and returned to the school.

IMMUNIZATION RECORDS

Every student admitted to St. John Paul II Catholic School shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D. O.) authorized to practice in the State of Texas, including the physicians license number.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas.

Immunization records must be obtained from the physician's clinic and signed by the physician. My chart records and ImmTrac records will require a doctor's signature.

HEALTH SCREENING

1. **Vision** and **Hearing** screening is done on all students new to the school, PreK, first, third, fifth, and seventh grade students, or any student at any grade level who may be suspected of a hearing or vision loss by the classroom teacher or the parent. Special seating arrangements in the classroom shall be made for students with vision or hearing defects on recommendation by the school nurse.

2. All fifth grade students shall be screened for abnormal **spinal curvature**. Referral for further examination may be made by the nurse to the parent.
3. Acanthosis Nigricans Screening is done in first, third, fifth, and seventh grades along with blood pressure and BMI index when indicated. Acanthosis nigricans is a skin marker present on the backs of children's necks indicating high insulin levels in the blood which could be an early indicator of Type II Diabetes.

2025 - 2026 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38.

IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level			Notes
	Grades K - sixth	Grade seventh	Grades eighth-12th	
	K 1 2 3 4 5 6	7	8 9 10 11 12	
Diphtheria/Tetanus/ Pertussis(DTaP/DTP/DT/ Td/Tdap)	Five doses or four doses	Three dose primary series and one booster dose of tdap / td within the last five years	Three dose primary series and one booster dose of tdap / td within the last 10 years	For K – sixth grade: five doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the fourth birthday. However, four doses meet the requirement if the fourth dose was received on or after the fourth birthday.[1] For students aged 7 years and older, three doses meet the requirement if one dose was received on or after the fourth birthday.[1] For seventh grade: one dose of Tdap is required if at least five years have passed since the last dose of tetanus-containing vaccine.* For eighth – 12th grade: one dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. **Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
Polio	Four doses or three doses			For K-12th grade: four doses of polio; one dose must be received on or after the fourth birthday.1 However, three doses meet the requirement if the third dose was received on or after the fourth birthday[1]. Polio vaccine is not required for persons eighteen years of age or older.
Measles, Mumps, and Rubella [2] (MMR)	Two doses			For K – 12th grade: two doses are required, with the first dose received on or after the first birthday.[1] Students vaccinated prior to 2009 with two doses of measles and one dose each of rubella and mumps satisfy this requirement
Hepatitis B[2]	Three doses			For students aged 11 – 15 years, two doses meet the requirement if adult hepatitis B vaccine (Recombivax®) was received. Dosage (10 mcg /1.0 mL) and type of vaccine (Recombivax®) must be clearly documented. If Recombivax® was not the vaccine received, a three dose series is required.
Varicella[2, 3]	Two doses			For K – 12th grade: two doses are required, with the first dose received on or after the first birthday.[1]
Meningococcal (MCV4)		One dose		For seventh – 12th grade, one dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11th[1] birthday.
Hepatitis A[2]	Two doses			For K – 12th grade: two doses are required, with the first dose received on or after the first birthday.[1]

MEDICATION

Rules for administrating medication are as follows. Please read the guidelines carefully. The daily routine of the clinic includes the management of medications. St. John Paul II Catholic School adheres to Texas Education Code 22.052 on the administering of medication by school employees

1. Parents/guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum. (For example, the physician may be able to prescribe the medication before/after school and at bedtime.)
2. Medication (prescription or non-prescription) may be administered by the school clinic upon request by the parent/guardian and physician. The request must state the following: student's name, name of medication, prescribed dosage of medication, time(s) of administration of medicine, EXACT dates medication is to be given, liability release, and signature of the parent/guardian and physician. Parents, guardian or designated adult must deliver and pick-up medicine to be administered. (Form HF-7.0 - is in back of handbook for your convenience.)
3. All medication, prescription or non-prescription, must be in its original container and be properly labeled in English. A properly labeled prescription medication is one with a pharmacy label stating the student's name, the name of the medication, and the date the prescription was filled. Non-prescription medication must be in its original container and labeled with the student's name.
4. If there is a medication discrepancy that might be injurious to the student, the school nurse/principal designee has the responsibility to question the discrepancy or refuse to give medication. A consultation from the nurse consultant, student's physician or parent/guardian must be documented by the school nurse/principal designee.
5. All medications must be administered through the clinic. Students may not carry or administer any medication to themselves. This includes cough drops, aspirin, Tylenol, etc.

DISEASE CONTROL MEASURES

The following conditions require exclusion from school attendance in accordance with guidelines adopted by the Texas Department of Health effective September 1, 1997.

1. **Chicken Pox:** Readmit after 7 days from onset of rash, except immune compromised individuals who should not return until all blisters have crusted over (may be longer than 7 days).
2. **Conjunctivitis (bacterial and/or viral):** Readmit after a physician's certificate or health permit is obtained.
3. **Diphtheria:** Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to local health department. Fever (100.4 degrees or greater): Readmit when fever subsides.
4. **Gastroenteritis, viral:** Readmit when diarrhea subsides.
5. **Head lice (pediculosis):** Readmit when one medicated shampoo or lotion treatment has been given and all nits have been removed. Second shampoo or lotion treatment in 7-10 days is recommended.
6. **Hepatitis, viral type A:** Readmit after 1 week from onset of illness, immune globulin should be given to household contacts. If more than one case occurs in a school, immune globulin should be considered for all children and parents involved.
7. **Impetigo:** Readmit when treatment has begun.
8. **Influenza:** Readmit when fever subsides.
9. **Measles (rubeola):** Readmit after 4 days from rash onset. In an outbreak, Unimmunized children should also be excluded for at least 3 weeks after last rash onset occurs. Report suspect cases immediately to local health department.
10. **Meningitis, bacterial:** Readmit after a physician's certificate or health permit is obtained. Depending on which bacteria is causing the illness, prophylactic antibiotics may be recommended for family members. Occasionally, close contacts at school are also treated.
11. **Mumps:** Readmit after 9 days from the onset of swelling.
12. **Pertussis (whooping cough):** Readmit after 5 days of antibiotic therapy. Unimmunized contacts should be immunized and receive antibiotic prophylaxis. Report suspected cases immediately to local health department.

13. **Poliomyelitis:** Readmit after a physician's certificate or health permit is obtained. Report cases immediately to local health department.
14. **Ringworm of the scalp:** Readmit when treatment has begun.
15. **Rubella (German measles):** Readmit after 7 days from rash onset. In an outbreak, unimmunized children should be excluded for at least 3 weeks after last rash onset occurs. Report suspected cases immediately to local health department.
16. **Salmonellosis:** Readmit when diarrhea subsides.
17. **Streptococcal sore throat and scarlet fever:** Readmit after 24 hours from time antibiotic treatment was begun.
18. **Tuberculosis, pulmonary**: Readmit after antibiotic treatment has begun, and a physician's certificate or health permit is obtained. All classroom contacts should have TB skin tests. Antibiotic prophylaxis indicated for newly positive reactors.

LUNCH PROCEDURES

FOOD SERVICES

We gladly offer a school catering option for students who do not bring their lunch from home. Monthly menus are published on the website before the next month begins. Parents have the option to prepay lunches. Lunch cards will be available for purchase. You may state on the order form if you do not want your child purchasing specific items. Lunch cards will be maintained by the lunch service. In other words, the students will not be responsible for keeping track of their lunch cards. We recommend purchasing them as this eliminates the problem of lost lunch money. Parents will be able to review their child's food purchases online via the Educational Catering website at "ed-cat.com". Their e-mail is eci@ed-cat.com. Students order lunch each morning in homeroom.

GUM CHEWING / CARBONATED DRINKS

Gum chewing is not allowed on campus anytime. Carbonated drinks are not permitted during school hours. Candy is allowed only as a part of lunch, but healthier snacks are encouraged.

LUNCH

Our eating facilities are very full on rainy or bad weather days; therefore, we ask that parents not come for lunch with their children on these days.

1. Bring all "late/forgotten" lunches to the front office. Students are allowed to pick up their lunch in the front office on their way to lunch. Please pre-teach your child what to do if they forget their lunch. The office only calls students in PK and K if they have a lunch to be picked up in the office.
2. If you are visiting for lunch, please sign in at the front office, and make sure younger siblings are always under your control.
3. You may bring "fast food" lunches ONLY on your child's birthday, and ONLY for your child. Student may not bring a friend to birthday lunch. Siblings at SJPII may attend if same lunch period.
4. No carbonated drinks.
5. No glass containers.
6. No cupcakes, cakes, candy or other treats are allowed to be brought to school for other students.

LUNCH SCHEDULES

Pre-K & Kindergarten classes eat lunch in their classrooms.

12:00 - 12:30	Kindergarten
11:00 – 11:25	1st Grade
11:10 – 11:35	2nd Grade
11:20 – 11:45	3rd Grade
11:30 – 11:55	4th Grade
11:40 – 12:10	5th Grade
12:20 – 12:55	Middle School

APPEALS AND GRIEVANCE PROCESS

PROBLEM RESOLUTION

Every reasonable effort shall be made to resolve situations so that the student's education remains positive. Before differences become formalized grievances, both parties shall make every reasonable effort to resolve problems through open communication. When a parent seeks resolution of a situation relating to a student, the following steps should be taken.

1. **Please address the child's teacher first.**
2. If the matter cannot be satisfactorily resolved with the teacher, the parent may then discuss the issue with the assistant principal.
3. If the matter cannot be satisfactorily resolved with the assistant principal, the parent may then discuss the issue with the principal.
4. If, after discussion with the parent and teacher, the principal cannot settle the case, the complainant shall present the grievance to the St. John Paul II Board of Directors.

PARENT / STUDENT GRIEVANCE PROCEDURE POLICY

Consistent with the Mission Statement, it is the responsibility of the Board of Directors and all Parents, Students, school administration and staff to educate the Students of St. John Paul II Catholic School in a prayerful and professional manner. In furtherance of this goal, it is the expectation of the Board that all Parents, Students, school administration, teachers and staff work together, ***solely in the best interests of the Student body,*** to resolve all grievances that may arise, and with courtesy and respect towards each other.

The Parent/Student Grievance Policy is meant to address the rare cases when Parents and Students are legitimately not satisfied with the resolution of their grievances, and its goal is to ensure a fair hearing of legitimate grievances. The procedures that follow will be provided to all Parents/Students each year in the St. John Paul II Parent/Student Handbook.

Note, the failure of the Parent/Student to act within stated time limits and with respect and courtesy to the school administration will constitute the end of the grievance process, and the same grievance cannot later be resubmitted. The Policy also does not prohibit a teacher, the Assistant principal nor the Principal from initiating and holding a conference regarding school related matters at any time that it may be needed.

1. Within seven (7) working days of the date that the problem/incident first occurs, the Parent/Student should discuss the topic in a conference with the teacher – if related to a classroom/teaching issue – or the Assistant Principal – if related to any other issue. A good faith attempt to resolve the classroom/teaching issue with the teacher of the Assistant Principal, as applicable, must be completed before the next step in the process will be available to the Parent/Student.

2. For a classroom/teaching issue, if a resolution is not reached between the Parent/Student and the teacher, a conference should be requested in writing with the Assistant Principal within seven (7) working days of the teacher conference. Regardless of the issue, if a resolution following a meeting with the Assistant Principal is still not reached, a conference should be requested in writing with the Principal within seven (7) working days of the Assistant Principal conference. All requests for a review ***must*** include the following points:

(a) Explanation of the problem or topic in detail; (b) A report on what has been done to date; and (c) A suggested solution.

The Principal and Assistant Principal will use their best efforts to schedule a meeting with the Parent/Student within seven (7) working days of receipt of the written grievance, and they may request the presence of the teacher, Student or any other staff member to be present at the conference. The Assistant principal or Principal, as applicable to the meeting, will make a written record of the grievance review concurrent with the meeting, recording the topic discussed and resolution, if any, reached. Both the Principal/Assistant Principal and the Parent/Student will sign the record and copies will be given to both. If any person feels the record is not an accurate reflection of events at the meeting, they should so indicate next to their signature.

3. If, following the meetings above, the Parent/Student is dissatisfied with the resolution, the Parent/Student may request that the Board of Directors consider the grievance. The request must be made in writing to the President of the Board of Directors, with a copy to the Principal, no later than (7) working days following the end of the prior step in the process. In addition to the above items, the grievance must also include an indication if the Parent/Student would like to request a hearing with the Board. The President of the Board may request that the Principal and any other party also provide a description of the grievance.

Upon a satisfactory submission for a review by the Board, the Board will then decide whether or not to accept the grievance for review. While the Board will consider all requests to review grievance resolutions, the Board is under no obligation to accept any request to conduct such review. An acceptance for review is not ***an*** indication that the Board disagrees with the Principal's actions in any way, shape or form. It is merely an indication that the Board wishes to understand what happened and help resolve the dispute, if possible.

If accepted, the Board of Directors will consider the grievance based on the written material provided by the grievant, the Principal and anyone else the Board requests to provide additional information. If the Board determines an oral presentation is warranted, the grievant, the principal and anyone else the Board wishes to hear from will be given an opportunity to address the Board and present any evidence they wish solely regarding the Principal's resolution of the grievance.

The Board of Directors will notify the grievant and the Principal of the Board's decision(s) either at the hearing or within fifteen (15) working days after the meeting. If the Board determines more information is needed, the Board may postpone a decision on the grievance until a future meeting date.

The decision of the Board of Directors shall be final

REGISTRATION AND ADMISSION PROCEDURES

REGISTRATION AND ADMISSION

Registration for the school is set in January prior to the beginning of the new school year. Admission to St. John Paul II Catholic School for all students returning and new is based on the availability of space, the qualification of the applicant, the overall composition of the class, and the total readiness of the individual child to profit from the particular group experience. St. John Paul II Catholic School retains the right at any time to accept or refuse a student. Additional information is provided on our website.

1. The registration process begins with the application and application fee.
2. The application fee assures the child a test time.
3. When registering, parents are asked to bring the following: current and previous year report cards and test scores, original birth certificate and a copy, baptism record and other sacrament documentation, and the child's immunization records from a physician.
4. New students (including siblings of current students) are given entrance tests.

ADMISSION REQUIREMENTS AND ACCEPTANCE CRITERIA

1. Two teacher recommendations are required for students in 1st – 7th, one for Pre-K and Kindergarten (forms available on StJPII website)
2. Texas State guidelines are followed regarding age requirements for grade level placement.
3. To enroll a child in Pre-Kindergarten, the child must have reached the legal age of 4 years on or before September 1 of the current year.
4. To enroll a child in Kindergarten, the child must have reached the legal age of 5 years on or before September 1 of the current year.
5. All Pre-K and Kindergarten students must be fully toilet-trained.
6. To enroll a child in First Grade, the child must have reached the legal age of 6 years on or before September 1 of the current year.
7. A student less than 6 but at least 5 years old on September 1, of the current year, and who has completed Kindergarten in an accredited school in another state for the entire school year, may enroll in grade one.
8. If a student transferring into the school from an accredited school in another state or foreign country has been enrolled and received instruction for at least 40 school days he/she is eligible to be enrolled in first grade. The parents must present records.
9. If a student is transferring from a non-accredited school or home-schooling, students must meet minimum entrance assessment scores, TX state guidelines for age requirements, and may be required for a parent/student interview with the Principal.
10. Pre-Registration for the next school year will take place after the first of the year. In order to ensure your child's slot, currently enrolled families must pre-register before enrollment of new students begins or a late fee of $200 per week per family will be charged. This late fee will not apply to tuition.
11. Minimum entrance requirements are published each year with registration materials.
12. Passing grades of "C" (78%) or better in all subjects are required for last three years. Prior standardized test scores of 60 percentile or higher are required for the last three years.
13. Pre-K and Kindergarten applicants must score **75%** or higher on St. John Paul II Catholic School entrance screening. 1st - 7th Grade applicants must score **60%** or higher on the entrance exam and demonstrate **satisfactory writing skills** through their responses to certain parts of the exam.
14. Behavior and conduct ratings of satisfactory or better on both report cards and teacher recommendations are required.

15. When all other criteria are equal, children of alumni and/or Catholic students are given preference over non-Catholic students, and Christian students are given preference over non-Christian students.
16. If the admissions committee is undecided, the applicant may be asked to meet with the administration for an interview.
17. Acceptance is based on the overall strength and quality of the application.
18. Upon acceptance to StJPII, PreK, and Kindergarten, students MUST re-test annually and meet appropriate percentiles of 75% or above to advance to the next grade level.
19. If a student is admitted to St. John Paul II Catholic School, a probationary period of nine weeks exists during which time a decision is made whether or not the school can meet the needs of the child.
20. Parents will be informed by the principal of the need to enroll the child elsewhere if the school is not able to meet the needs of the student.
21. St. John Paul II Catholic School retains the right, at any time, to ask the student/family to leave.
22. New students are notified by mail of acceptance to St. John Paul II Catholic School.

LEGAL NAME OF STUDENTS

All children attending St. John Paul II Catholic School must be enrolled under their legal name as recorded on their birth certificate. This applies to all school records including the report card and diploma. Name changes can be made only through court action or due process of law. However, upon written request from the parent or guardian, a child may be permitted to substitute the surname used within that family unit on all written work and the teacher will address the student in class by this preferred name.

ENROLLMENT OF SUSPENDED / EXPELLED STUDENTS

St. John Paul II Catholic School will not accept any student who has been suspended/expelled from any school, district, or educational system.

TUITION

TUITION POLICY

St. John Paul II Catholic School provides an outstanding affordable Catholic education. It is important that every student's slot in the school be filled in order to maintain our low tuition rate. We make a commitment at registration to provide your child a place in school for the entire school year. Should that slot become vacant, it may be impossible for us to fill it with another student. Therefore, once your child is accepted the only basis for a partial tuition refund shall be as stated in number eight below.

1. Each school year the Board of Directors establishes tuition.
2. Tuition is payable prior to the beginning of the school year on a date set by the Board of Directors.
3. For current returning students, total tuition is due on or before April 30th.
4. Tuition for new students is due April 1st or two weeks after acceptance whichever is first.
5. The school will offer access to tuition financing through a local lending institution.
6. Any tuition and fees received five days after the due date may result in the student being removed from the school's roll.
7. Failure to pay tuition in a timely manner will not absolve the parent of their tuition obligation.
8. In the event that medical reasons or a change in residence to a location outside the Houston area should necessitate the removal of a student from St. John Paul II, the St. John Paul II Board of Directors may, in its sole discretion, waive any further payments or make a refund of unaccrued tuition.
9. In no event shall a refund be made of either (a) the application fee to St. John Paul II, (b) any tuition deposit, (c) any technology, sports, trips, or activities fees assessed during the academic year.
10. New Family Entrance Fee $1,800 which may be payable over three years.

FINANCING OF TUITION

Arrangements to finance tuition can be made through a local lending institution. Families applying for a loan must have a letter from the school, stating the loan amount, before the bank will process the loan. These letters are sent to new families with their acceptance letter and returning families when requested.

TUITION ASSISTANCE

St. John Paul II Catholic School offers need based financial assistance toward tuition and fees for children in Pre-K through 8th grade based on demonstrated family need, family and student commitment to St. John Paul II, and available school resources. The Tuition Assistance Committee is responsible for establishing and implementing the procedures required.

FUNDRAISING

The school's vision is to provide an exceptional Catholic education to all families who desire one for their children, regardless of economic means. StJPII relies on financial donations, over and above tuition, to ensure that tuition remains as affordable as possible, all while providing excellent academics, outstanding facilities, and a generous tuition assistance program. We believe that teaching children to be generous is an important value and one of the best ways they can learn about philanthropy is by following their parents' example. The fundraising opportunities listed on this page contribute to the school's financial operations and sustain StJPII's mission.

1. **Annual Fund Drive** - the costs to educate a child is not covered by tuition alone. The Annual Fund Drive, through tax-deductible donations from parents, staff and friends, helps cover these costs. We ask that each family contribute what they can, and also to utilize their company's matching fund programs, if applicable. These matching funds can have a significant impact on the success of the Annual Fund. Proceeds keep tuition affordable, enable us to hire/retain the best faculty, add to our endowment, and allow us to offer financial aid.
2. **Endowment** – Having a strong endowment for the school ensures that we continue to fulfill our Christ-centered mission for future generations of aspiring saints. We are valiantly committed to securing the success of the students entrusted to our care, which dictates that we secure the success of our school in perpetuity. The Endowment has designated funds for academic achievement, arts, athletics, and tuition assistance as well as a General Fund for any unforeseen needs that may arise. The Endowment Fund accepts gifts from individuals, corporations, or foundations, and invests these funds for the long-term goals of the school. There are many ways to give, including gifts of securities and planned gifts.
3. **On-Line Auction** – this is a week-long virtual event were the school auctions-off popular StJPII-related packages, such as Reserved Parking, #1 Spot in Carpool, Reserved Seating at Graduation, etc. Bidding is done via mobile phone and all proceeds supplement our Annual Fund Drive efforts.
4. **Auction Gala** – StJPII hosts this event every other year to celebrate our community and raise revenue for StJPII's operating budget. Typically held offsite, the event is chaired by a committee of volunteers who organize ticket sales, auction prizes, entertainment, class projects, great gatherings, etc. (Typically held in even years.)
5. **Fun-In-The-Sun-Day** – This PTO fundraiser is in the spring. This day is a fun family day at school. Lots of volunteers are needed to run the "field day" type activities, serve snow cones, face paint, or run the carnival type activities for the younger children. When parents sign their child out during the day, they are responsible for them from that point forward.
6. **Book Fairs - Fall and Spring** - Monies raised purchase books for our library, educational materials for the school, and send teachers to seminars.
7. **Eighth Grade Fundraisers – Used Uniform Sale, Nails, Tails, and Tennies** - These funds are used for the eighth grade's class gift to the school and provide a service to the community.
8. **Sponsorships** – corporate underwriting is often necessary to offset the cost of events and increase fundraising revenue. Sponsors who partner with StJPII get their company name and/or logo featured on various promotional platforms.
9. **Give by Shopping** – A percentage of your purchases will be donated back to StJPII when you shop at Kroger and various other participants. **KROGER:** Visit krogercommunityrewards.com to link your shopper card to our school. Search for JPII and then click Save. (see our website)
10. **Various other fundraisers** – Please see the chart on the next page.

St. John Paul II Catholic School Fundraising Activities

EVENT/ ACTIVITY	DESCRIPTION	TIME OF YEAR	SPONSOR
Annual Fund Drive	The Annual Fund is made up of unrestricted gifts which help to fund all the necessary programs, projects and materials not covered by tuition. A substantial portion of the Annual Fund helps to keep our teachers' salaries more competitive each year. (Contact: Development Office)	October	Board of Directors
Book Fairs	Monies raised purchase books for our library, educational materials for the school, and send teachers to seminars.	Fall and Spring	Library
Coin Clash	Students in each class engage in a competition involving loose change. Proceeds are donated to charities, such as Casa de Esperanza and StJPII scholarships.	Late fall	Student Council
Corporate Matching	Many companies match their employees' charitable donations dollar for dollar (and sometimes 2:1 or 3:1)! Some provide matching funds to support employee volunteer hours. Inquire with your HR department for more information.	Ongoing	Develop-ment Office
Eighth Grade	The 8th grade class hosts various fundraisers throughout the year, including a portion of the used uniform sale, to fund the 8th grade dinner dance and purchase their class gift to the school.	Ongoing	8th Grade Class
Endowment	The Endowment has designated funds for academic achievement, arts, athletics, and tuition assistance as well as a General Fund for any unforeseen needs that may arise. The Endowment Fund accepts gifts from individuals, corporations, or foundations, and invests these funds for the long-term goals of the school.	Ongoing	Board of Directors
Engraved Brick Pavers	Brick pavers may be purchased and engraved with a name and/or message. They will be installed in the statue area of the StJPII courtyard. The proceeds are used for upkeep of the garden and courtyard.	Ongoing	StJPII Garden
Fun in the Sun Day	Fun in the Sun Day is a day of fun outdoor activities for the students. Wristbands are purchased to participate in the carnival events. This is the PTO's biggest fundraiser. Available PTO funds are used at the end of the school year to purchase needed items for the Teacher wishlist.	Spring	PTO

St. John Paul II Catholic School Fundraising Activities

Gala / Online Auction	Held virtually or in person every other year, the school auctions off items such as Principal for the Day, Reserved Parking, etc. to generate revenue for the operating budget.	Spring	Develop-ment Office
Give by Shopping	Various local partnerships support our school, visit https://www.jp2.org/giving/give-by-shopping. A percentage of your purchases will be donated back to StJPII.	Ongoing	PTO
Other	Other various fundraising appeals may occur throughout the year, including: grade level projects, Stretch projects, bake sales, etc.	Ongoing	Various
PTO Fundraisers	There are several PTO fundraisers that are ongoing throughout the year, such as Box Tops for Education, Birthday Marquee, Skate Parties, St. Nicks Feast and Fest, Snacks with Santa, Russo's Pizza Night, etc. (all proceeds benefit teacher wishlist)	Ongoing	PTO
Schoolwide Community Service Project	Every school year, StJPII students participate in a community service project. **Steps for Students** is an Archdiocesan fundraiser in the Spring where individuals get people to sponsor them for the 5K.	Spring	School nurse, Diocese, Steps Committee
Capital Campaign	Approximately every 10 years the school conducts a capital campaign to fund any necessary capital improvements/projects.	As needed	School

St. John Paul II Catholic School is a 501(c)(3) nonprofit organization and as such your contribution is tax-deductible to the extent allowed by law.

MIDDLE SCHOOL

The middle school years can be a time of challenge and opportunity for both students and their parents. At no other time in their lives do children face the changes that adolescence brings. During these years, the students are developing attitudes about themselves, others, and the world around them. Middle school teachers willingly accept and enjoy the challenge of working with adolescents. Middle school is the place that provides a transition from elementary school to high school. The goal of our middle school is to help each child grow spiritually, intellectually, emotionally, and physically.

In middle school, academics are of primary importance. It is also the place for students to explore interests, to define talents, and to refine life skills. Once they enter sixth grade, students are able to participate in student government and other extra-curricular activities. They also pursue interests through their elective classes. In this way, students are exposed to new learning experiences. It is important for parents to encourage, support, and accept their child's pursuit of varied interests. Participation in different activities, not competition, is a goal of middle school.

Middle school offers new opportunities for adolescents to accept positions of leadership, as well as responsibilities for themselves and their actions. All adults in a child's life should share high expectations regarding the child's character, behavior, and caliber of work. This consistency proves to the student that parents and teachers cooperate in the upbringing of the "whole child".

At St. John Paul II, all middle school students take six academic classes: theology, literature, language arts, math ($7^{th}/8^{th}$ leveled), social studies, and science. Parents should expect that students have homework each night. Assignments might include completing a worksheet, reading ahead, studying for upcoming test, practicing a new skill, reviewing information from that day's class, or researching for a class project. Students are expected to use their planners as an organizational tool to help keep track of due-dates. Student grades and testing calendars can be checked through the school website and the online grading system. Parents can best help their children by supplying a study area with no distractions and readily available supplies. Some middle school students are not capable of consistently completing assignments; by checking their planner and assignments nightly, parents reinforce the high expectations that we all share for the student.

Adolescence is a time of intense emotions. It is natural for middle school students to question parents, faith, values, and authority figures. Adolescence is also the first time in a student's life that friends/peers are more important than parents. Students develop their attitudes and outlooks based on acceptance into a peer group. They lack self-discipline, confidence, and crave well-defined limits both at home and at school.

Adolescents have to understand that when boundaries are ignored, consequences will follow. Parents and teachers share the important responsibility of making the students accountable for their actions. By consistently having low tolerance for unacceptable behavior, well-defined limits are set at home and at school.

Students often test these limits. Even daily routines, such as wearing the school uniform appropriately, can become a battlefield. By accepting and supporting this and other school regulations and consequences, parents validate the high expectations established for the students. As confusing and challenging as adolescence is, it doesn't have to be a painful experience. Parents and teachers need to work together to supply the positive environment and loving encouragement that every middle school student needs. By

preparing students spiritually, intellectually, emotionally, and physically, their transition into high school will be a smooth and rewarding learning experience.

CURRICULUM

The academic class requirements to graduate from Middle School are listed below for your information.

TEXAS CATHOLIC CONFERENCE MIDDLE SCHOOL ACADEMIC REQUIREMENTS

6th Grade		7th Grade		8th Grade	
1	Religion	1	Religion	1	Religion
1	Language Arts	1	Language Arts	1	Language Arts
1	Literature	1	Literature	1	Literature
1	Mathematics	1	Mathematics	1	Mathematics
1	World History/Geography	1	TX History/World Geography	1	U.S. History/World Geography
1	Science	1	Science	1	Science
1	Physical Education/Health	1	Physical Education/Health	2	Electives
1	Elective	1	Elective		

- Computer technology is integrated into the regular curriculum at all grade levels and offered as an elective in middle school.

SERVICE HOURS

Students in 8th grade will serve eight (8) hours as a way to give back to their community. Students in National Junior Honor Society serve fifteen (15) hours to the school during their 8th grade year. **This is a graduation requirement.**

ATHLETICS

GHCAA (Greater Houston Catholic Athletic Association) is a competitive league for our middle school students. Coaches are hired by St. John Paul II. There are two practices and two games during the week. Most sports require mandatory tryouts to select the team. Participation in a Middle School sport is a serious commitment. Parents are responsible for transportation to and from games. There is a fee for participating in each Middle School sport. **To be eligible for practice or game participation, a student must attend school that day.**

***All middle school students trying out need to have a physical after May 1st, with the form completed, signed, and turned into the school nurse before they can tryout. Medical forms can be found on the www.jp2.org website.** Please see the athletic manual located in the back of this handbook for further details.

EXTRA CURRICULAR ACTIVITIES / PROBATION

Middle school students have many school sponsored extra-curricular activities available to them: student council, National Jr. Honor Society, Quiz Bowl, school clubs, etc. To participate in these activities, students must maintain passing academic and conduct grades. Any student with a grade below 70 will be placed on probation from the activity. Students may also be placed on probation for on-going or serious behavior issues.

CLASSROOM CONDUCT

Classroom conduct refers to both behavior and responsibility issues that take place in the classroom. Students will automatically receive an N in general conduct on their report card and progress reports if they have received an office referral. More than one office referral is an automatic U in general conduct on their report card and/or progress report.

GENERAL CONDUCT

General conduct refers to behavior and responsibility issues that happen outside the academic classroom. This includes behaviors in the hallway, lunchroom, homeroom behaviors, etc

BEHAVIORAL PLAN / DETENTION FORM

When a student receives a Behavioral Plan, the parents are asked to assist the child in completing the form to help problem solve. The Behavioral Plan is to be completed, signed, and returned to the school the following day. A copy of this form is included in this handbook.

NJHS SELECTION PROCESS (NJHS)

The National Junior Honor Society chapter of St. John Paul II Catholic School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a Faculty Council, appointed by the principal.

Students in grades seven and eight are eligible for membership. For the scholarship criteria, a student must have a combined average of 93.0 or better in their 6 academic subjects (language, literature, history, science, math, and theology) to be eligible to apply. From the beginning of Middle school (6th grade year), those students who meet this criterion are invited to complete a Candidate Form that provides the Faculty Council with information regarding the candidate's leadership, citizenship, and service. Forms are distributed to interested students after the 2nd quarter. A history of leadership experiences and participation in school or community service is required. This is the student's opportunity to highlight leadership, citizenship, and service. There is no set number of students accepted, membership is based on the quality of the entire candidate form.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. Candidates are notified regarding selection or non-selection.

Following notification, a formal induction ceremony is held at the school to recognize all the newly-selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in chapter projects.

Students or parents who have questions regarding the selection process or membership obligations can contact the school assigned sponsor at 281-496-1500.

STUCO SELECTION PROCESS

The St. John Paul II Catholic School Student Council (STUCO) is a student-run government consisting of a president, vice-president, secretary, treasurer, historian and homeroom representatives. Elections are held in September of each year after candidates have campaigned and given speeches to their peers. Once elected, STUCO plans and carries out school and community activities as well as service projects. STUCO holds regular meetings throughout the school year.

EIGHTH GRADE SHADOW DAYS

StJPII takes 8th graders on tours of the different Catholic High Schools each fall. If students want to shadow, they need to schedule it on a day when StJPII has a holiday to avoid missing academics at school.

INSTRUCTIONAL SCHEDULES

Middle School Schedule	
Period	**Time**
Homeroom	8:00-8:10
1st	8:10-8:55
2nd	9:00-9:45
3rd	9:50-10:35
4th	10:40-11:25
5th	11:30-12:15
Lunch	12:20-12:55
6th	1:00-1:45
7th	1:50-2:35
8th	2:40-3:25
Dismissal	3:30

MS Mass/Advisory Schedule	
Period	**Time**
HR & Mass	8:00-9:40
1st	9:45-10:00
2nd	10:05-10:25
3rd	10:30-10:50
4th	10:55-11:15
5th	11:20-11:40
Advisory	11:45-12:15
MS Early Dismissal Schedule	
6th period	1:00-1:30
7th period	1:35-2:05
8th period	2:10-2:40

*MS will follow Block schedule two days a week (Wednesday & Thursday)

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)
AGREEMENT AND PERMISSION FORM
For Parents, Volunteers, Students

St. John Paul II Catholic School is pleased to offer students access to technology resources for educational purposes, which includes access to the internet, computer hardware and software licensed to the school. The use of the internet is a vital part of learning and teaching. It is important that students know where and how to find information relative to their needs and gain skills for working collaboratively to build knowledge.

What is expected?
Parents and volunteers are expected to follow the same acceptable use guidelines as students, or may be asked to withdraw from StJPII. Parents may not post photos of other students on social media from school events. Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff, or students or is contrary to Catholic values the student can be subject to the full range of disciplinary consequences including the expulsion of the student. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see. Under no circumstances are students to access any sites that are sexual in nature or contrary to Gospel values.

Internet and E-mail
Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. St. John Paul II Catholic School filters and monitors internet use in compliance with the Children's Internet Protection Act. These tools do not guarantee that all inappropriate content will be blocked. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages.

Printing
Chromebooks continue to enhance engagement, interaction, and global career preparation among our middle schoolers. In addition, these learning tools have dramatically reduced the need for printer ink, hard-copy books, teaching materials, and ultimately paper. However, there are still instances where a teacher may require a student to print-out a copy of an assignment for their review. Please be sure your family has access to a printer off-campus in these instances, as StJPII does not currently have a printing hub available to all students.

What are the Rules of Appropriate Use?
Electronic Communication – Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy – Students will not post personal contact information about themselves or others unless otherwise indicated in the user agreement and parent permission form. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information.

Social Networking - Accessing social networking websites, except those used for educational purposes, are off-limits on school property. The use of circumventors to get around school network security is prohibited. Students who maintain and use a website, blog, or other social networking site must realize that even if they consider their particular site to be a personal one that they are in effect representing the school. Consequently, the way in which students portray themselves in images or in words, or the values they express must not contradict the values of the school as expressed in such documents as the mission statement, statement of philosophy, code of conduct, and acceptable use policies. If they do contradict the values of StJPII as stated above, disciplinary action will be taken. **While this policy applies to all social networking sites, TikTok is a particular concern given its reach and security problems.**

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud based storage. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate materials or language – No profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is also prohibited. A good rule to follow is never view, send, distribute, or access materials or images, which you would not want your teachers and parents to see. Should students encounter inappropriate material by accident, they should report it to their teacher immediately. Use of any electronic device to transmit unacceptable language, images and/or photos that are harmful to self or others is prohibited.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges and/or disciplinary measures at school.

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send, distribute or display offensive or bullying messages or images.
6. Do not share your passwords/personal information or in any way obtain another person's password/personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.
11. DO NOT play games on electronic devices without permission from the teacher.
12. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

St. John Paul II Catholic School

ACCEPTABLE USE POLICY FOR COMPUTERS & THE INTERNET

Your child has the opportunity to access technology resources at St. John Paul II Catholic School. With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Technology Acceptable Use Policy (TAUP) and Permission Form and discuss it together.

When your child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool.

Remember that you are legally responsible for your child's actions. Please stress to your child the importance of using only his or her own account and password, and the importance of keeping it a secret from other students. Under NO circumstances should your child let anyone else use his or her account and password!

Although we have established acceptable use policies and installed filters on our server, please be aware that there may be unacceptable material or communication on the Internet that your child can access. We cannot control material available on other computer systems.

After you have read and discussed this with your child, have both you and your child/children sign the agreement, and return it to the homeroom teacher.

TECHNOLOGY USER AGREEMENT FORM

As a parent/guardian and student/s of **St. John Paul II Catholic School**, we have read the information in the handbook on the appropriate use of technology at school and we understand this agreement will be kept on file. I further agree and understand that this privilege may be revoked at any time. (Questions should be directed to the principal for clarification.)

Parent/Guardian Name (print) _____

Parent/Guardian Signature_____**Date:**_____

Student Name (print)_____**Signature**_____

Grade_____Teacher_____

Student Name (print)_____**Signature**_____

Grade_____Teacher_____

Student Name (print)_____**Signature**_____

Grade_____Teacher_____

Student Name (print)_____**Signature** _____

Grade_____Teacher_____

OPT-OUT FORM
St. John Paul II Catholic School

This opt-out applies to the current school year and must be specifically renewed at the beginning of each school year.

(Please check your choice/s below)

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

❑ My child's work cannot be published on the school website or the Internet.

❑ Photographs of my child cannot be used or published on the school website or the Internet or local newspapers such as the Catholic Herald, Catholic Heart, school brochures or marketing material.

Child's Name_____Teacher_____

Child's Name_____Teacher_____

Child's Name_____Teacher_____

Child's Name_____Teacher_____

Parent/Guardian's Signature_____Date_____

St. John Paul II Catholic School 1:1 Chromebook Program for 6th – 8th Grade
Acceptable Use Agreement 2025/26

St. John Paul II Catholic School is issuing 6th, 7th & 8th grade students' school owned Chromebooks to carry out the academic mission under the direction of a teacher or administrator. The use of Chromebooks follows the TAUP (Technology Acceptable Use Policies) of the school and the following guidelines. *Student and parent must initial each statement:*

_____The teacher is the instructional leader and determines when and how Chromebooks are to be used. Sixth grade parents (and new) are required to attend technology safety/navigation training through CMGConnect prior to Chromebook check-out.

_____Chromebooks must arrive at school functional and fully charged.

_____Students are responsible for the care of their Chromebooks and must have access to their password for grade checks in accordance with campus Love N' Logic student advocacy.

_____Students and parents/guardians will be held responsible for ALL damage to the issued Chromebook, including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Damage that requires repair will be charged as follows: $50 for the first instance, $100 for the second instance, and $150 for the third instance. For negligent or total loss, the replacement cost is $300. Lost or damaged charger - $25.00 Chromebook replacement case - $35.00 (Loaners will be provided based on availability and for classroom use only).

_____Chromebooks are only allowed for use in classrooms with teacher approval. Chromebooks may not be used in hallways, cafeteria, locker rooms, restrooms, or outdoors.

_____Students are not permitted to use Chromebooks to record audio or video media or take pictures of any student or staff member without permission. Distribution of unauthorized media may result in disciplinary action.

_____The use of the Internet and related technologies is a privilege, not a right; and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and filtered; however, school filters are not a substitute for vigilant, parental monitoring.

_____To participate in the program, students will be given a Google account. This account provides students with web-based storage capacities and many productivity tools, such as word processing, a spreadsheet program, and a presentation program. *A Google account also comes with email.* Students should use this account for school related communications. All students are required to share their Google account username and password with school administration. StJPII administration reserves the right to access the student's account at any time and for any reason. We recommend parents do the same.

_____The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use. Students are also required to follow rules for personal electronic devices as contained in the Parent/Student Handbook. Inappropriate use may result in confiscation of the Chromebook.

After initialing each of the statements above, please sign on the reverse side of this agreement and return to your homeroom teacher. We recommend families make a copy for their records.

Student Name (Please Print): _____

_____ _____

Parent Signature Date

_____ _____

Student Signature Date

2025 Middle School Google Chromebook Program - Frequently Asked Questions

What did we get for the one-time $450 middle school technology fee?

This one-time fee covers the cost of the Chromebook, charger, case, earbuds, and warranty/repair. The fee also helps to cover the cost of three types of management/safety software: Google Management Console (administrative management and maintenance) and GoGuardian (filtering, anti-theft, and tracking). Finally, the fee helps to cover increased infrastructure needed to support these devices as well as technology needs for middle school programs.

Will the Chromebooks ever leave the building?

Yes. Students are allowed to take the Chromebooks home for school-related use and are encouraged to do so. All students must have a StJPII Catholic School 1:1 Chromebook Program - Acceptable Use Agreement signed by themselves and a parent before they are issued a Chromebook. Students must also take the Responsibility Assurance Assessment prior to receiving a Chromebook, which will be taken at school prior to the issuing of Chromebooks.

If Chromebooks are cloud-based, can't my child leave the Chromebook at school and use another device at home for schoolwork?

Much of what students do on their Chromebooks can be accessed from any device. However, the school has managing software that will keep students safer and less distracted while on the Chromebook. Furthermore, students need to charge their Chromebooks each night.

My child forgot to charge their Chromebook before school. Now what?

Students are expected to charge their Chromebooks nightly at home and bring them to school fully charged. If one is available, students who do not bring a charged Chromebook back to school may use a classroom Chromebook, which cannot be taken home. Loaners may not be available, and your child may be without the Chromebook for the day.

How are Chromebooks transported?

Chromebooks should never be transported while open as even gentle handling can damage the screen. Chromebooks should be safely closed and placed in their travel case before they are taken from classroom to classroom, or to and from school. The cases provided will have a shoulder strap and space for the charger.

Where can you get an Internet connection if the building's wireless connection is not working?

The devices will only connect to the web wirelessly. If the school's WiFi network is down during school, the Chromebooks will not have connectivity to the web. However, some features, such as access to the student's Google Drive, will still work on a limited basis. The work that is done off-line will not be backed up until a wireless Internet connection is restored. However, internet service is very rarely down at school.

What login will students use to get into the device operating system?

Students will each have an email address that is their primary login. StJPII administration reserves the right to access the student's account at any time and for any reason. We recommend parents do the same.

Can the Chromebooks be used with another username?

No. Students and staff cannot access a school-owned Chromebook with any other login other than their school-assigned email. For example, students will not be able to log in to their personal Gmail account on a school-managed Chromebook. However, if a student logs into another device with their school username (a PC laptop, a school lab computer, a loaner Chromebook, etc.) all of their information (bookmarks, emails, documents,

applications, etc.) will be available to them on that device when using a Chrome browser.

Will unsafe or inappropriate websites be filtered on the devices?

Yes. StJPII utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the school; however, school filters are not a substitute for vigilant, parental monitoring. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, a student should notify his/her teacher to request the site be unblocked.

What happens if students have been visiting inappropriate websites?

While we do our best to stay on top of things, some websites may slip through our filters. Browsing histories cannot be deleted by the students. The school may conduct random checks of student browsing histories, we encourage parents to do the same. If you discover any inappropriate web activity, please contact your child's teacher or assistant principal. Inappropriate web browsing is a violation of the school Technology Acceptable Use Policy and may result in disciplinary action, particularly if not brought to the school's administration first.

What happens if the device is damaged or lost?

Students and Parents/Guardians are responsible for ALL damage to their Chromebook, including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Damage that requires repair will be charged as follows: $50 for the first instance, $100 for the second instance, and $150 for the third instance. For negligent or total loss, the replacement cost is $300. Lost or damaged charger - $25.00 Chromebook replacement case - $35.00 (Loaners will be provided based on availability and for in class use only).

Can you Print from the devices?

These Chromebooks have not been set up for printing. Digital online file sharing between staff and students is one of the great advantages of the Chromebooks and is an easy and efficient way to distribute and turn in assignments without printing aligned with 4Cs of 21st Century Learning (ISTE). It also saves on paper, ink and toner use, thereby saving the school money. If printing is necessary, students should access their Google account from another device and print from home.

How would you go about repairing a Chromebook that is not functioning?

Students need to report damaged Chromebook immediately to our Technology Coordinator. Fees will be assessed, and students will be issued a replacement Chromebook. The Technology Department will be performing routine checks on the Chromebooks to make sure damages have been reported.

How much storage do students have?

Students using Chromebooks will have 16 gigabytes (about 16,000 megabytes) of storage on the machine, plus another 30 gigabytes of online "cloud" storage that is attached to their email and accessible via the Google Drive application. This should be more than enough space for class work each year.

What kind of APPLICATIONS are on the devices?

There are thousands of apps available for Chromebooks covering a wide variety of topics. The apps, which run in the Chrome browser, are downloadable through the Chrome Web Store.

Can students download apps?

Students can only download apps that have been approved by the Technology Department.

What applications will be available on my child's device?

Different applications may appear on student devices depending on what grade the student is in or what classes they are enrolled in.

What devices can be connected to a Chromebook?

A Chromebook can connect to a USB storage device, mice and keyboard, SIM card, SD card, external monitor and projector (via HDMI), headphones, earbuds, and microphones.

How can students submit work or assignments via their devices?

Google Drive has features built into it that allow work to be shared with teachers. Students can create documents, spreadsheets, drawings, photos, presentations and even videos. Each item can be shared with a teacher prior to its due date. The teacher can then see the work on his or her own computer to review it or grade it for the student.

Will devices be kept by students over summer?

No, Chromebooks will be turned in the last week of school and re-issued in August.

Can the school track web history?

Yes. The school can track information on what sites students were on, when they were on them, and how long they were on those sites. Students should only visit sites that are approved by the school and those that are not in violation of the Acceptable Use Policy. Violations of the policy can result in disciplinary action, including the student being suspended from using the school network and device use.

Can student work be transferred from their Chromebook to another device?

Student applications, emails, bookmarks, documents, presentations and just anything done in the Chrome browser while a student is logged in is available on another Chrome browser on another device when the student logs in with his or her school email address. The content will be the same on the Chromebook as it is, say, on a PC desktop computer, so long as student is using a Chrome browser and their email login.

What about computer viruses getting onto the Chromebook?

Since the applications run through the browser and online, there is little worry about having viruses infect the Chromebook's software or hardware.

NOTICE to AMEND

THE ADMINISTRATION HAS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.

SIGNATURE PAGE
2025-2026

CATHOLIC PRINCIPLES

St. John Paul II Catholic School is an institution dedicated to the education of elementary and middle school-age children pursuant to the mission and teachings of the Catholic faith. By seeking enrollment, you acknowledge that it is your family's desire for your child to receive an academic education as well as a religious education in the teachings of the Roman Catholic Church. You also acknowledge that you desire to learn and understand the ministries, beliefs, and teachings found in the Catechism and traditions of the Roman Catholic Church.

As with any educational institutions, there is a code of conduct that is intended to preserve the integrity of the function of the school and the safety and wellness of the students, teachers, administrators, and staff members. Violations of the expectations and responsibilities outlined in the Parent/Student handbook are subject to disciplinary measures, including dismissal of your child from the school.

Please sign, date and return this page to your child's teacher. Your signatures indicate that you have read and agree to be governed by the **St. John Paul II Catholic School** Family Handbook and the rules of the school.

Parent's Signature	Date
Parent's Signature	Date
Student's Signature	Date

HONOR CODE
St. John Paul II Catholic School

Goal of the Honor Code

The Honor Code maintains that each student believes in, and wants to uphold, respectful, honest, and responsible qualities toward faculty and fellow students. Honesty with self, others, and the school in regard to both academic and non-academic issues is fundamental in creating and maintaining a strong Christian community.

Our school expects academic honesty and will not tolerate cheating or dishonesty, such as the following:

- •Copying someone else's homework
- •Giving homework to someone to be copied
- • Plagiarizing - using another person's work, ideas, or a quotation, as if it were one's own
- •Using unauthorized notes (i.e. using a "cheat sheet" of any kind)
  - Individual student work should be authentic and original
- •Utilization of AI (Artificial Intelligence) tools or apps without teacher permission
- •Giving or receiving help on a test by:
  talking to another person or showing work to another person during the test, or talking about the test, after it has been taken, to someone who has not yet taken it.

The standard to which all behavior is judged is based on the Honor Code. The Honor Code sets clear and reasonable guidelines with the expectation that each student will demonstrate responsible, respectful, and honest behaviors.

Acceptance of school rules and regulations means that the school's expectations for acceptable behavior are understood and valued. Each student will try his or her best to abide by them and encourage others to do so as well.

Respect includes a consideration of other people's personal belongings and their feelings. Others should be treated kindly and with compassion, and good manners should be exercised toward all.

Pride in St. John Paul II Catholic School involves assuming the responsibility for being a good citizen. This means respecting the school facilities and the rights and integrity of others. It also means obeying the dress code and finding satisfaction and fulfillment in doing school work well.

Honesty means being truthful with other people, as well as to yourself. It is recognition that "cheating is only cheating yourself". It is an acknowledgement that students will complete their own work on tests and assignments. Finally, it is an understanding that students will ask a teacher for assistance if something is not understood, or – with a teacher's permission – students may seek assistance from a fellow student.

Resolution - For the Honor code to be effective, students must agree to abide by it. Disciplinary action for failing to obey the Honor Code will vary according to the seriousness of the infraction. If students follow the Honor Code, St. John Paul II Catholic School will be the kind of place in which everyone can be successful and find fulfillment.

I have read, and agreed to the St. John Paul II Catholic School Honor Code.

_____
Student Name (Please Print)

_____ _____
Student Signature Date

SCHEDULED AND "AS NEEDED" (PRN) MEDICATION PERMISSION

Only **necessary** medication (prescribed for, but not limited to the treatment of: ADD/ADHD, Asthma, Diabetes, and Epilepsy) may be given at school. All medication should be given outside of school hours, if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. Should school personnel refuse to give medication, the parent/guardian is informed and the incident documented. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for a student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the nurse or principal designee.
2. All necessary medication prescribed for a student must be signed by a physician, dentist, physician assistant, podiatrist, or nurse practitioner and parent/guardian. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over-the-counter" medication must be in its original labeled container and have the student's name on the bottle. Medications sent in baggies or unlabeled containers will not be given. "Over-the-counter" include ointments and eye drops and may not be given without a physician and parent signature.
3. It is the responsibility of the parent/guardian to bring all medication to the clinic/office and to pick up unused medicine. Any medicine unused that is not picked up will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements, and other nutritional aids not approved as medication by the FDA will not be administered at school.
5. Only antibiotics prescribed to be taken four times a day with noon, as one of those times will be dispensed.
6. Medications must be kept in locked cabinet/drawer in the school office/clinic and administered in the school office/clinic. Unless other considerations are made.
7. A student may need medication in a school-related event. The principal is to authorize a school employee to administer medication. The medication must be in the original container, a photocopy of the parental permit, and the time(s) the medication is to be given.
8. Only the **school nurse** can give nebulizer treatments in school. Non-licensed school personnel are not permitted to administer this treatment. The parent must come to school to give the treatment if there is no nurse.
9. No one-time medication such as an antibiotic or sedative will be given.
10. Complete the "As-Needed Medications, Special Medication or Treatment" section for medications that are "prn" any other route other than oral and for special treatments needed.
11. Special forms must be filled out for emergency medications such as those for allergies. A special form must be filled out when a student is to carry asthma medication.

SCHOOL: _____

NAME OF STUDENT: _____ ROOM: ____ GRADE: _____

NAME OF MEDICATION and STRENGTH _____

DOSAGE: _____ TIME(S) _____

ROUTE _____ DIRECTIONS FOR GIVING _____

BEGINNING DATE: _____ ENDING DATE: _____

AS-NEEDED MEDICATION, SPECIAL MEDICATION OR TREATMENT SECTION

A. Circumstances warranting requested PRN treatment/medication:

Condition requiring treatment/medication: _____

Signs and symptoms of condition: _____

Signs and symptoms that require medication and/or treatment to be given. _____

Length of time signs and symptoms present to warrant treatment/medication: _____

Related signs and symptoms of condition which constitute a medical emergency for which EMS and parent called:

_____

Maximum number of treatments per school day not to exceed: _____

Additional instructions/comments: _____

Supplies needed _____ Amount _____

C. Skills required to administer treatment/medication**:** _____

D. Method of administration of treatment/medication**:** _____

E. Additional instructions/comments: _____

F. This medication may/may not be carried by school personnel to school-related events or off-campus events.

Beginning Date: _____ End Date: _____

SIGNATURE OF PHYSICIAN:_____DATE: _____
(STAMPED SIGNATURE NOT ACCEPTED)

PRINTED NAME:
_____

PHYSICIAN'S TELEPHONE NUMBER:
_____

Parent or Guardian

I want to be called: ___Before giving the medication ___After medication is given ___Other

Comments or information:

I hereby request that the medication specified above is given to the above named student and that someone may give the medication other than a medically trained person.

I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Archdiocese of Galveston – Houston, its servants, agents, and employees including, but not limited to the parish, the school, the principal, and the individuals giving the medication of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Archdiocese of Galveston – Houston, its agents, servants, or employees, including, but not limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/ GUARDIAN:_____DATE: _____

ST. JOHN PAUL II CATHOLIC SCHOOL
SCHOOL TRIP PERMISSION FORM

A field trip or school-sponsored activity has been scheduled by your child's teacher/sponsor and principal as follows:

Destination:____Date(s): _____________________

Approximate Departure Time:________________Approximate Return Time: _____________________

STUDENT SHOULD:
_____Wear official full dress uniform
_____Wear casual uniform (uniform bottom and SJPII polo)
_____Wear uniform shorts w/polo and tennis shoes
____ Wear StJPII spirit shirt w/uniform bottom
_____Other: ____
_____Bring completely disposable & labeled lunch/two drinks

Objectives of field trip: ____
Transportation will be provided by_________________________. A teacher or adult sponsor will chaperone the group and a reasonable effort will be made to ensure a safe trip and to accomplish the educational objectives for which this activity has been planned. If necessary, additional information concerning the trip is attached or may be obtained by calling 281/496-1500.

____ ______________________
Teacher/Sponsor AN Class Principal

• •

The undersigned, being the parent or legally appointed and qualified guardian of___________________________, does hereby consent to said student's participation in the field trip or school-sponsored activity to

---

I herewith authorize the teacher/sponsor to secure medical services for said student, if necessary. I agree to pay, either directly or through my own personal health and accident insurance policy, all medical or hospital costs. I further agree to hold the St. John Paul II Catholic School, its Board of Directors, administration, and/or faculty, harmless from all liability for any injuries which said student may receive while participating in or while traveling to and from such event.

I have listed below any pertinent medical information applicable to allergies, nervous disorders, heart trouble, diabetes, epilepsy, etc.
Special information: ____

_____________________________ _______________________________
Date Signature

THE <u>BOTTOM PART OF THIS FORM MUST BE SIGNED AND RETURNED</u> PRIOR TO THE STUDENT BEING ALLOWED TO PARTICIPATE. PARENTS APPROVAL MAY NOT BE OBTAINED BY TELEPHONE.

If the cost of this activity is a hardship, please contact Mrs. Bogard.

ST. JOHN PAUL II CATHOLIC SCHOOL

BEFORE AND AFTER SCHOOL PROGRAM (BASP)

PARENT AND STUDENT HANDBOOK

Directors: Mrs. Wilhite/ Mrs. Bogard

BEFORE AND AFTER SCHOOL PROGRAM (BASP)

PHILOSOPHY

The St. John Paul II Before and After School program is a part of St. John Paul II Catholic School and provides before and after school care to the children enrolled at St. John Paul II. The BASP seeks to help children achieve a balanced growth physically, mentally, and intellectually by creating a trusting, loving environment. The Program reinforces the values and personal social skills that are taught in the school.

MISSION STATEMENT

The Mission of St. John Paul II BASP is to provide a safe, caring environment before and after school hours, where respect for Christian values and the well-being of the child are evident.

NON-DISCRIMINATION POLICY

The St. John Paul II BASP is operated on a non-discriminatory basis, with equal treatment without regard to race, sex, color, religion, handicap or national origin.

IMPORTANT INFORMATION FOR ALL PARENTS

All students will automatically be enrolled in the BASP at no additional charge to the family in the event emergency care is needed. The program will be structured to serve those families who need before or after-school care on a regular basis and also to provide options for families in an emergency situation. BASP is not a "drop-in" care service. According to state and accreditation rules, we cannot work that way. Parents can choose to sign up for mornings, afternoons, or both AM & PM, five days a week. "Emergency care" is to be used only in the event of a true, rare emergency.

REGULAR USE

For families who use the program on a regular basis, we ask that you register your children for the specified block of days/hours that they will attend. We require that fees for the BASP be prepaid for the entire month on the first day of each month. We will also offer a discount to siblings enrolled in the program.

EMERGENCY CARE

When parents are unable to pick up their children on time, the emergency care program will provide a safe place for students to wait and will reduce the burden on our office staff. In situations where students have not been picked up from school by dismissal time, the children will be taken to BASP to wait for their parents. Fees for emergency care are as follows: Regular dismissal days are $30 and early dismissal days are $40. Fees will be billed to the family at the end of each month.

Registration forms are available in this handbook and on our website at www.jp2.org.

BEHAVIOR EXPECTATIONS AND POLICIES

The BASP is dedicated to providing quality before and after school care to all St. John Paul II students in the safe and familiar environment of their school. The BASP has the same behavior policies as St. John Paul II Catholic School. Therefore, children will be expected to behave accordingly. All children in the Program are entitled to a pleasant and harmonious environment; therefore, the Program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include *but is not limited to* such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program times. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged from the program. Reasonable efforts will be made to assist children to adjust to the program setting.

Disruptive behavior will be handled in the following manner:

1. The disruptive child will be given a five-minute time-out, in order for him/her to cool off and think about his/her actions.
2. If a second time-out is given to the child in a single day, an incident report will be written by the caregiver. This report is to be given to the parent or guardian to read and sign. The report will be returned to the caregiver where it will remain with the child's enrollment information. A copy will be provided to the parent upon request.
3. If a child receives three written, behavior-related incident reports a Parent/Director conference will take place in order to work out a plan for modifying the disruptive behavior and helping the student adjust to Program expectations.
4. If a child continues to misbehave, the child may be suspended from the program. During the first week of the suspension, the parents, Director, and principal will meet in a conference setting in order to determine the conditions for reinstatement. **Parents may be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program or is discharged by action of the Director and Principal.**
5. If the child is reinstated to the program and receives another behavior-related incident report, the Director may suspend the child immediately including, if necessary, notifying the parent to come and get the child. The Director may make such recommendations to the Principal as are appropriate, including discharge without the right of reinstatement. The Director will bring this to the prompt attention of the Principal who will act upon the recommendations of the Director regarding continuation of the child in the program. **Parents may continue to be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program or is discharged by action of the Director and Principal.**
6. If the severity of the problem is great enough that it could endanger the safety of the child or other children in the program, discharge will be effective immediately after the Director consults with the Principal and the Parent.

St. John Paul II BASP reserves the right to ask a student to leave the Before and After School Program at any time due to the inability of the school to meet the needs of the child.

PROGRAM HOURS

The hours of BASP are 7:00 a.m. – 7:40 a.m. and 3:15 p.m. – 6:00 p.m. These hours are subject to change due to the school calendar. Advance notice will be given. The afternoon BASP begins each day immediately after school dismissal. This includes most early dismissal days with the **exception of Grandparent's Day, Christmas Break, Fun in the Sun Day, and the last day of school** since school is dismissed much earlier on these days. The BASP is not open on Student Holidays or Parent/Teacher Conference Days.

FEES AND PAYMENT POLICY

1. **The BASP fee for students regularly enrolled in the program is paid at the beginning of each month in full. Weekly payments will not be accepted.**
2. Two forms of payment are accepted. Parents are encouraged to pay electronically using the Automated Payment Processing (Procare). See link on www.jp2.org. Alternatively, checks are also accepted.
3. **Emergency Care fees will be billed to the families at the end of each month.** Unpaid fees will result in Report Card holds and no weekly access to Parent Portals.
4. Any tuition that is not paid by the last day of the first full week of the month in which it is due will result in a $20.00 late fee. If the tuition is not paid in full by the end of the second full week, the child shall be automatically suspended from the Program. Reinstatement may occur when all fees have been paid.
5. Non-sufficient fund checks are held until cash or a money order is received by the program to cover the amount of the check. Parents will pay a $25.00 charge for a NSF check/Tuition automated payment. Parents will be notified immediately upon receipt of the NSF notice by the program and shall have three school days in which to pay the charge and tuition in full by cash or equivalent. If not paid by the end of the third day after notice, childcare services will be suspended immediately. Reinstatement may occur when all fees have been paid.
6. **BASP services may be withdrawn if three overtime charges occur in a semester.**

WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their child from the program must provide a statement in writing at least 30 days prior to the discontinuation of this service. Tuition will be due for the balance of the month or for one-half month, whichever amount is greater.

AFTERNOON CLOSING TIME

The program closes at 6:00 p.m. Parents whose children remain past 6:00 p.m. will be charged overtime fees of $2.00 per minute per child. This money will be given to the caregiver who must stay late. Please be considerate of the staff members who have personal and family obligations after work.

ABSENCES

If your child will not be attending the program because of a scheduled appointment, vacations, or other planned absences, please notify Mrs. Wilhite in advance – email notification on the day of absence is sufficient. Absentees without prior notice may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended, the staff will contact the parents. If the parents cannot be reached, the staff will contact the child's emergency persons. Please inform the BASP staff if your child is enrolled in extra-curricular activities.

RELEASE OF CHILDREN

Due to Archdiocesan rules and to ensure the safety of our students, each child must be physically signed out before they will be released from the program to his/her parent or guardian. While we realize this may be inconvenient at times, we are concerned with the safety of our students. The only people allowed to pick up a child are the parents, legal guardians, or those listed on the registration card. If a different person plans to pick up your child, the BASP staff must be notified ***in writing or email***. The staff will request a photo ID. Your child's safety is our ultimate goal in BASP. Please remember that the BASP phone number is 281-679-1641 and is only used between the hours of 7:00-7:40 a.m. and 3:15-6:00 p.m. Messages may be left for Mrs. Wilhite, the BASP Director, at 281- 496-1500 or email at mwilhite@jp2.org. Mrs. Wilhite will be available by appointment from 7:00 – 7:40 or after school to address any concerns or suggestions that you may have. Please make sure to wait until all carpool line is over when picking up students, do not cut in carpool line.

SCHEDULED & UNSCHEDULED SCHOOL DELAYS & SCHOOL CLOSINGS.

1. **Scheduled School Closures (Holidays, In-services Days, etc.) –** BASP is not available
2. **Unscheduled School Closures, unscheduled school delays, and unscheduled early release–** There will be no BASP when school is canceled due to water main breaks, heating/cooling failure, electrical problems, weather, etc. In these instances, please check for IRIS alert messages, the school website, and KHOU-Channel 11. StJPII typically follows Katy ISD and Spring Branch ISD regarding weather related school closures.
3. **Scheduled Early Dismissal Days –** The program will be open on all early dismissal days **EXCEPT** Grandparent's Day, Christmas Break, and the Last Day of School.

HEALTH AND SAFETY POLICY

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the Directors and staff know what to do if a problem should occur during program hours. The program DOES NOT administer medication during program hours. All prescription medication must be taken during normal school hours under the supervision of the school nurse. If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: **Contagious Disease, Fever of 100° F, Vomiting or Diarrhea, Accident Requiring Medical Attention.** In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible.

Outdoor play will not be allowed when the temperature (including heat index) is above 100° F or below 32° F (including wind chill).

Environmental conditions will be monitored daily using Heat Index (local weather sources or internet based application).

HEAT INDEX: Recess & P.E. Guidelines	
Heat Index	
<95F	• Normal Activities • Rest hydration breaks **every 20 minutes** with minimum duration of **3 minutes**
95F-99F	• **1-hour maximum length outside** • Rest hydration breaks **every 15 minutes** with minimum duration **5 minutes**
100-105F	• Consider indoor recess or P.E. until a cooler Heat Index is reached • **30-minute maximum length outside** • Rest hydration breaks **every 15 minutes** with a minimum duration of **10 minutes** • No recess or P.E. on blacktops or direct sun • Recommend low exertion activities (ex: walking, seated games)
Above 105F	NO OUTDOOR RECESS OR P.E. until a cooler Heat Index is reached

CHILD'S PERSONAL PROPERTY

Children's personal property, coats, clothing, school bags, etc. should be clearly marked and must be cleared from the childcare room after each session of the program. Any personal property that remains after the session will be taken to the school lost and found box. Although the program attempts to help children stay organized, the program cannot be responsible for lost personal property. BASP staff will not provide assistance with changing clothes for extracurricular activities such as soccer or walk to the practices as all practice times vary. Parents need to pick up their child and assist.

BASP RULES

Please talk with your child about his or her BASP experience and emphasize the importance of following the rules.

1. All children must quietly report to the assigned area immediately after dismissal so that the staff can verify that they will be in attendance that day. Students not reporting immediately may be mistaken for missing children.
2. Children must remain with the teacher at all times.
3. Students should be courteous and helpful at all times and practice Boys Town Social Skills.
4. Children are allowed to bring a healthy snack and water to have during snack time. No carbonated beverages please. Due to food allergies and parental food preferences, children may not share snacks with others. Please only send enough snack food for your own child.
5. The children may not bring electronics.
6. Cell phones must remain turned off and in backpacks while on campus. Cell phones cannot be used during BASP.

7. Children may not bring friends to BASP.
8. Students need to remain in school uniforms during BASP.
9. Teacher's desk is off limits to students and BASP staff.
10. No movies, except on Fridays, and computer games allowed only once a week. This includes classroom computers and labs.
11. Students using a Chromebook may use for school related activities only. BASP staff needs to monitor use.

Children that are not enrolled in the AFTER SCHOOL PROGRAM (BASP) and need a place to stay because of other school programs such as sports, art, choir, etc., will not be allowed to come to BASP. The teacher or coach will have to call the parent and stay with the student until he or she is picked up.

BASP AGENDA

BASP students will rotate through the various activities listed in the afternoon.

1. Assemble in room (TBD), roll call
2. Snack
3. Outside play
4. Indoor activity time
5. Homework time

BASP OPTIONS AND FEES

Option A – Morning Care only (7:00 a.m.- 7:40 a.m.)
Option B – Morning and Afternoon Care (7:00 a.m.- 6:00 p.m.)
Option C – Afternoon Care only (Dismissal – 6:00 p.m.)

Tuition Fees: Fees are based on daily regular attendance.

August and December Monthly Fees Due:			
Block	**1st Child**	**2nd Child**	**3rd+Child**
A	$60	$60	$60
B	$175	$165	$150
C	$165	$155	$145

September – May Monthly Fees Due:			
Block	**1st Child**	**2nd Child**	**3rd+Child**
A	$80	$80	$80
B	$345	$325	$300
C	$320	$300	$280

*Rates are per child. EX. Block B for three children in August is (175+165+150=490)

Emergency Care Rates Per Child:
Regular Dismissal Days: $30
Early Dismissal Days: $40

Tuition Payment Due Dates:

August 22	**September 12**	**October 10**	**November 7**	**December 5**
January 9	**February 6**	**March 6**	**April 10**	**May 8**

Tuition is due at the first of each month following the payment schedule above. **Weekly payments will not be accepted.** To simplify the payment process we have averaged the cost over the ten months. Except for August and December, your monthly payment will be the same. Fees are listed for one child, two children, and three or more children. Please refer to the payment schedule above.

There will be BASP on early release days EXCEPT for Grandparent's Day, Christmas Break, Fun in the Sun Day, and the Last Day of School.

BASP-REGISTRATION FORM – Page 1

St. John Paul II Catholic School

Tuition is due at the first of each month following the payment schedule below. **Weekly payments will not be accepted.** To simplify the payment process we have averaged the cost over the ten months. Except for August and December, your monthly payment will be the same. Fees are listed for one child, two children, and three or more children. Please refer to the payment schedule below.

Please check the block which your child will be attending:

_____**Option A** – Morning Care only (7:00 a.m.- 7:40 a.m.)
_____**Option B** – Morning and Afternoon Care (7:00 a.m.- 6:00 p.m.)
_____**Option C** – Afternoon Care only (Dismissal – 6:00 p.m.)

Tuition Fees:

August & December Monthly Fees Due:			
Block	**1st Child**	**2nd Child**	**3rd+Child**
A	$60	$60	$60
B	$175	$165	$150
C	$165	$155	$145

September – May Monthly Fees Due:			
Block	**1st Child**	**2nd Child**	**3rd+Child**
A	$80	$80	$80
B	$345	$325	$300
C	$320	$300	$280

*Rates are per child. EX. Block B for three children in August is (175+165+150=490)

Emergency Care Rates Per Child:
Regular Dismissal Days: $10 for the first 15 min. and $30 thereafter
Early Dismissal Days: $10 for the first 15 min. and $40 thereafter

Tuition Payment Due Dates:

August 22	**September 12**	**October 10**	**November 7**	**December 5**
January 9	**February 6**	**March 6**	**April 10**	**May 8**

Any tuition that is not paid by the last day of the first full week of the month in which it is due will result in a $20 late fee. If tuition is not paid in full by the end of the second full week, the child shall be automatically suspended from the program. Reinstatement may occur when all fees have been paid.

_____I need a monthly receipt for my fee payment **
_____I DO NOT need a monthly receipt – just a yearly one.
**** If you do not choose an option, it will be assumed that you will use your cancelled check as a receipt.**

I understand and will follow the tuition payment schedule listed in the BASP Handbook. My signature indicates that I have received, read, and agree to be governed by the St. John Paul II Catholic BASP Handbook. **Please sign, date, and return this page to the BASP Director.**

_____ _____
Parent's Signature Date

_____ _____
Print Parent's Name Student's Name

BASP Registration Form Page 2
St. John Paul II Catholic School

Family Name_____Family ID # _____

Child's Name_____Grade _____

Child's Name_____Grade _____

Child's Name_____Grade _____

Child's Name_____Grade _____

Home Phone (_____)_____ Email _____

Address_____City_____Zip_____

Father's Name_____Cell Phone (_____) _____

Place of Employment_____Work Phone (_____)_____

Mother's Name_____Cell Phone (_____) _____

Place of Employment_____Work Phone (_____)_____

Insurance Company _____

Policy #_____Phone (_____) _____

Emergency Contact_____Phone (_____)_____

_____
Parent's Name Printed

_____ _____
Parent's Signature Date

The program closes at 6:00p.m. Parents whose children remain past 6:00 p.m. must pay the overtime fee of $2.00 per minute per child in cash immediately to the caregiver.

Please refer to the BASP Handbook at the end of the Parent/Student Handbook, for a complete explanation of the BASP.

BASP Emergency Care Statement
St. John Paul II Catholic School

Date_____Time_____Amount _____

Family Name_____Family ID # _____

Child's Name_____Grade _____

Child's Name_____Grade _____

Child's Name_____Grade _____

Child's Name_____Grade _____

Staff Signature _____

Parent Signature_____Date _____

EXCEPTION TO DEPARTURE PROCEDURES FORM

This form is for special exceptions to the procedures authorized on the student's enrollment card.

(Name of child)_____has permission to leave the St. John Paul II Catholic School BASP Program on (date)_____.

(Name of person picking up child)_____will be responsible for my child after he/she leaves the BASP Program. I understand that the staff will request a photo identification from this person before my child is released to his/her care.

_____

Date Signature of Parent/Guardian

St. John Paul II Catholic School

5th- 8th Grade

Athletic Manual

Greater-Houston
Catholic Athletic Association
(GHCAA)
Middle School Athletic Program

Athletic Director: Mary Beth Hewitt

PHILOSOPHY OF THE MIDDLE SCHOOL ATHLETIC PROGRAM

The philosophy of the Middle School Athletic Program at St. John Paul II Catholic School is in accordance with the school's overall philosophy statement. It is the primary goal of St. John Paul II Catholic School that the education of students is centered on the development and formation of the whole Christian person.

St. John Paul II Catholic School recognizes that an important component of a student's well-being is that of physical development. In addition, it is important for students to develop socially as they learn to work in a team situation and to practice good sportsmanship. The goal of the middle school athletic program is to produce young men and women of strong character, develop and cultivate school spirit, gain athletic ability, and strive to be successful in the competitive society in which we live.

INTRODUCTION

St. John Paul II Catholic School offers a variety of competitive sports for both boys and girls in middle school, including: football, volleyball, soccer, basketball, cheerleading, track and field, cross country, lacrosse, baseball and softball. In addition, and depending on interest, 6th and 7th graders can participate in non-competitive sports through West Houston Christian Sports Association. The athletic program falls under the jurisdiction of the School, and is administered by the Principal, the Athletic Director, full and part-time coaches, and parent volunteers. St. John Paul II Catholic School is a member of the Greater-Houston Catholic Athletic Association (GHCAA).

GHCAA (Greater Houston Catholic Athletic Association) is a competitive league for our middle school students. Coaches are hired by St. John Paul II. There are two practices and two games during the week. Most sports require mandatory tryouts to select the team. Participation in a Middle School sport is a serious commitment. Parents are responsible for helping with transportation to and from games. There is a fee for participating in each Middle School sport. **To be eligible for practice or game participation, a student must attend school that day.**

***All middle school students trying out need to have a physical after May 1st, with the form completed, signed, and turned into the school nurse before they can tryout. Medical forms can be found on the jp2.org website.** Please see the athletic manual located in the back of this handbook for further details.

ELIGIBILITY AND COMMITMENT OF STUDENTS

Participation in GHCAA, Middle School athletics including WHCSA is a privilege, not a right. Students earn the privilege of participating through hard work, dedication, desire, and self-discipline. **In addition, participation requires a commitment by the student to attend all practices and games with the exception of illness.** Parent/student must inform the coach in the event a student is ill and will miss a practice. Prior to tryouts, all athletes/families must commit to a Monday through Thursday athletic schedule.

Grade Level Requirements: Students in grades 6, 7, and 8 are eligible to participate in the various sports. (limited sports offered for 5th grade students)
Financial Obligations: Students will be required to pay an athletic fee for each sport in which they participate. Athletic fees are non-refundable. If financial assistance is needed, please contact the Principal.
Attendance: Students who are absent on the day of a game or practice may not participate in athletic activities that day. Students must be in attendance at school by 11:30 a.m. in order to participate that day. Students who choose to miss practice to attend activities such as, but not limited to practices/games of non StJPII teams will not start in the following StJPII game.

Students are to go directly to practice or games and roll will be taken. Students may not walk around campus or leave campus between dismissal and practices/games.

Probation and Eligibility Requirements for both GHCAA/WHCSA MS Sports:
Any student with a grade below 70 will be placed on probation from the activity. Students may also be placed on probation for on-going or serious behavior issues. As long as a student is not failing any classes (below 70), he/she may participate in practices, and may sit on the bench in uniform for games. Students failing a class may not attend practices or games.

***Note**– Once on probation, grades and/or conduct will be verified to ensure grades have improved to passing. (approximately two weeks). *Two weeks applies to after report cards, after progress reports, grades will be reviewed after 1 week. Students on probation will be allowed to play if their grades and behavior have improved to passing when probation is checked.

Team Make-Up: Middle school sports are for teaching skills and rules of the game, sportsmanship, and self-esteem. Each sport may add a student manager to their team roster. The team rosters will be composed of:

SPORT	TEAM SIZE	TEAM TYPE
Football	Up to 30 players	Boys, Varsity
Soccer	18 players	Co-ed, JV and Varsity
Volleyball	10 players	C, JV and Varsity
Cross Country	Up to 40 players	Co-ed
Basketball	10-12 players	Girls and Boys Teams, C, JV, Varsity
Track* and Field	Up to 55 players	Co-ed
Softball	13 players	Girls
Baseball	15 players	Boys
Cheerleading	Up to 16	Girls
Lacrosse	Up to 25	Girls and Boys Teams, Varsity only

* **For MS students interested in playing less competitive sports please see WHCSA manual.**
***Track participants are expected to arrive at the meet one hour prior to the usual scheduled event and remain until the event is complete.**

Sportsmanship: Any student or parent athlete whose conduct, dress, public or private remarks, or other display of behavior of unsportsmanlike conduct that might discredit the reputation of this school, may cause a student or parent to be declared ineligible for athletic competition or participation. Such decisions are made by the Coach in consultation with the Athletic Director and Principal and are final.

ATHLETIC CODE

The coach's code includes:

- Treating athletes based on what is best for the education, general welfare, and health of the student.
- Professional loyalty to other coaches.
- Coaches will take roll at beginning of practices and games.
- Fairness, willingness to motivate, help and improve students' skills through constructive criticism that's true and fair to philosophy of the athletic program.
- Adhering to in season and out of season practice regulations.
- Consistent communication with parents and students.
- Adhering to policies which do not force athletes to specialize or restrict them from participation in other sports.
- Allowing students to participate in one school sport without requiring, as a prerequisite,

participation in another school sport.

- Coaches may not require a player to participate in a camp, clinic, Sports Association or other non-school athletic event in order to participate on a school team.
- Avoiding any coaching practice which would endanger the welfare or safety of any player.
- Emphasizing the academic and behavioral progress of all participants by a regular, documented check of their academic and behavior standing.
- Assigning a team parent to arrange contact lists, email lists, driving schedule (unless buses are used as transportation), etc.
- Scheduling games and practices to avoid unnecessary loss of study or class time.
- Utilizing the best and most current teaching, coaching, and training methods through affiliation with professional associations and publications.
- Abstaining from any practice that solicits teachers to modify a student's grade for eligibility purposes.
- Coaches will not tolerate the use of performance enhancing drugs by athletes and will inform the school administration upon knowledge of such drug use.
- Coaches will assess all injuries carefully before allowing a student to return to play.

The student-athlete:

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and the community.
- True and fair to philosophy of the athletic program.
- Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- Learn the rules of the game thoroughly.
- Treat opponents the way you would like to be treated.
- Wish opponents good luck before the game and congratulate them in a courteous manner following either victory or defeat.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all the people at the event.
- It is your responsibility to maintain your grades and behavior.
- It is your responsibility to follow the cell phone policy of the school.
- Dedicate self to strong effort for improvement of skills, team spirit, and sportsmanship.
- Christian behavior/attitude should be exemplified at all times and no profanity should be utilized at any time.
- Avoid playing when injured.

The spectators:

- Remember that you are at the contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team or its fans.
- Remember that school athletics is a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve them as students, as athletes, and as people as you would praise a student working in the classroom.
- Learn the rules of the game and the Sports Association, so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators, and support groups. Treat them as you would treat a guest in your own home.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student/athlete, and admire their willingness to participate in full view of the

public.

- Recognize and show appreciation for an outstanding play by either team.
- Use only cheers that support and uplift the teams involved.
- Be a positive role model at events through your own actions.
- Please respect the buildings and property of the facilities that are used by controlling children, pick-up trash, and following rules as displayed.
- Be sure to ensure the safety of children who are spectators by supervising them inside and outside the facilities you are using. We encourage student spectators to not use cell phones during athletic events.

GENERAL INFORMATION

Expectations: Students are expected to follow team rules set by the coach. These may include items such as dress, grooming, practice attendance, warm-ups, transportation, uniforms, etc.

Cell Phones:
Prior to all practices or competitions, student athletes are required to turn in their cell phone to their coach or athletic staff present. Cell phones should never be present in a locker room or restroom during after school activities, practices or competitions. Out of respect for their classmates and coaches, if student spectators are in possession or use of cell phones, they will be encouraged to let an adult hold their device so that students may fully participate and support the athletic team. The use of cell phones against the standards set in this handbook, will result in disciplinary action (see pg 41 of Parent/Student Handbook).

Team Selection: The head coach is responsible for the team selection process for the individual sport/activity. Expectations for participation will be explained to students prior to tryouts being conducted. All students must attend all scheduled and assigned try-out days. **All try-outs are closed to parents and the public**.

Team Meeting: All coaches will hold preseason meetings. **Attendance of at least one parent is mandatory**. This requirement must be met prior to the student being allowed to participate in competition as the philosophy of the school and season guidelines are discussed. Students will be provided with fee requirements, practice schedules and game schedules. A copy of the Athletic handbook is on our website.

Practices\Games: Students are expected to attend all practices, games, and meetings called by the coach. **A student will be excused only for a death in the family, illness, or prior approval of the coach**. Students who miss practices, games, or meetings will lose playing time in future games. **GHCAA is a competitive league and playing time is not guaranteed in every game. However, in keeping with the philosophies of the school and athletic program, coaches will make every effort to play all team members unless the student has been absent, a behavior problem, or is not putting forth real effort.**

Transportation: Parents are responsible for providing transportation to/from all games, practices, competitions and tournaments**.** Students are expected to be picked up immediately at the game's conclusion with definite plans prearranged. A 5-minute grace period for athletes will be allowed prior to late fees of $2.00 per minute being assessed. This procedure adheres to general school policy for late pick ups. Parents must sign consent on parent/player form.

Uniforms and Equipment: School issued uniforms and equipment are to be used only for St. John Paul II Catholic School games, competitions, practices, and special activities. The wearing of team uniforms

for PE classes is unacceptable. Care must be taken to keep uniforms and equipment in good condition. At the end of the season, all uniforms and equipment must be returned to the school in a plastic bag labeled with the player's name. Football and cheerleading are required to pay for certain uniform items and equipment. Students are responsible for furnishing their own socks, shoes, knee pads, safety glasses, shin guards, etc. These must meet team specifications for color, etc. A student's report card may be withheld at the end of the quarter if uniforms and equipment have not been returned. Students who leave a team before the end of a season must return uniforms and equipment immediately.

Facilities and Practice Equipment: St. John Paul II Catholic School is responsible for providing the facilities and equipment needed for practices and games.

Injuries: Students should never play with injuries; however, are expected to attend practice. It is under the coach's discretion if otherwise based on specific injury and circumstance. Permanent damage can result from trying to "work through" pain and injuries. It is the responsibility of parents to provide insurance coverage for their child or to pay the expenses. The school nurse and Athletic Director must be notified in the event of any injury. The school provides an opportunity for concussion screening prior to each sport. Coaches will follow appropriate procedures in the event of a possible concussion.

Thunder and Lightning Policy:
Prior to the start of play, the athletic director and coaches will review St. John Paul II's thunder and lightning policy with the officiating squad and opposing team. At the first sound of thunder or the first sound of lightning, the officials (umpires and referees) shall suspend the game and clear the field. All coaches, players, referees, and spectators are to withdraw from the field and seek proper shelter. If a building is not available, everyone should take shelter in vehicles. Avoid convertibles and cars without metal roofs.
Games will not resume for at least 30 minutes after the last sound of thunder or the last sound of lightning flash. After 30 minutes without thunder or lightning, an "all clear" signal will be given and games may resume. If thunder is heard or lightning is seen again within that 30-minute time frame all activities will be cancelled for that time frame. Any new activities that follow shall have to repeat this same policy before starting.

HEAT INDEX Guidelines

HEAT INDEX: GHCAA Guidelines	
Heat Index	
<95F	• Normal Activities • Rest hydration breaks **every 20 minutes** with minimum duration of **3 minutes**
95F-99F	• **2-hour maximum length of practice** • Rest hydration breaks **every 15 minutes** with minimum duration **5 minutes** • ***Football specific***: protective equipment should be limited to helmets and shoulder pads, and these should be removed for conditioning
100-105F	• Consider delaying practice/competitions until a cooler Heat Index is reached • **1-hour maximum length of practice** • Minimum **20 minutes** rest hydration breaks distributed through the 1 hour practice in shaded area • ****Football specific***: no protective equipment worn, no conditioning activities
Above 105F	NO OUTDOOR WORKOUTS Delay practices and competitions until a cooler Heat Index is reached

Rest breaks should involve unlimited hydration intake and rest without activity involved, ideally in a shaded area

Rest breaks will have accessible cool drinking water and shaded areas away from direct sunlight

No jackets or sweaters to be worn outside with Heat Index 95F or greater

NOTE:
An IRIS alert will be sent when updates are needed regarding Heat Index.

GHCAA
PARENTS CODE OF ETHICS

I will at all times during my child's sports related activities make his or her spiritual, emotional and physical well-being my number one priority.

I will lead by example in demonstrating Christian Love, fair play and sportsmanship to all players, fans, officials, parents and coaches.

I will only address officials, opposing team's players, parents and coaches in a positive, respectful and encouraging manner in the spirit of the game.

I will stand behind the coach and support his or her decisions at all times. I will not place the coach in a position to have to be concerned with my behavior rather than the game being played.

I will in no way disrupt the game that I am attending. I will express concerns regarding any rules or call only to the proper league officials through the proper channels, once the game has concluded.

I will remember that the game is for the children and not for adults.

I have read and signed the Parents Code of Ethics and agree to share this information with any and all persons who will be with me in attendance at my child's sporting events during the course of the season. I agree to abide by these codes as well as the rules, regulations, guidelines and interpretations of the GHCAA. I understand that any violation of these by myself or anyone in attendance with me is subject to review by the GHCAA and/or the administration.

Signature_____Date_____

Player/Parent Contract
St. John Paul II Catholic School

I,_____, have agreed to demonstrate the following behavior as a St. John Paul II student athlete:

- I will do my very best to be a good teammate, both on and off the courts/fields. My teammates will draw inspiration from my play and work ethic in practice and games.
- I will celebrate with my team respectfully during victories; I will be humbled with my teammates during losses.
- I will treat coaches, players, officials, and administrators on and off the campus with respect.
- I will accept consequences, and be held accountable for my behavior and attitude at all times.
- I will not use inappropriate language in front of a coach, player, fellow athlete, student, parent, official, or faculty member.
- I will strive to be my very best, in both my attitude and athleticism, and most of all my faith. I will always keep God first in my words and actions as a representative of St. John Paul II Catholic School.
- I will honor the commitment to my team and to my coach, starting with 100% dedication to fulfilling the expectations I earned to play on such team, as well as understanding the privilege I receive to represent St. John Paul II Catholic School.
- As a parent, I consent to allow my child to ride with the team parent carpool group for their respective sport.
- As a parent, I will respect the "24-hour rule" regarding addressing any needs or concerns my child or I may have with the coach.
- As a parent, I will support the team and coaches to make every effort to attend all games both home and away.

If players do not follow these rules, you may be suspended from a game/s, or asked to leave the team.

_____ _____
Athletes Signature: Date

_____ _____
Parents Signature: Date

ST. JOHN PAUL II CATHOLIC SCHOOL

PreK – 7th Grade
ATHLETIC MANUAL

WEST HOUSTON CHRISTIAN SPORTS ASSOCIATION (WHCSA)
ELEMENTARY SCHOOL ATHLETIC PROGRAM

Athletic Director: Mary Beth Hewitt

For our elementary students, St. John Paul II Catholic School is a member of the West Houston Christian Sports Association. We offer a variety of sports for students in grades PreK-7. All elementary students that are in good standing may participate. A fee is charged which includes the cost of league

fees, referees, fields, uniforms (which the child may keep), medals, and pictures. Parent participation is a must since the Sports Association and teams run entirely on volunteers.

PURPOSE: The purpose of St. John Paul II's affiliation with West Houston Christian Sports Association is to allow our children an opportunity to enjoy fellowship and community in a less-competitive, skill-building environment. Sports can allow our children the opportunity to learn about teamwork, take instruction, exercise, and set both team and individual goals.

It is our hope that bringing sports to the elementary level will also build school community, as parents and children come together outside the classroom and get to know one another.

EXPECTATIONS: In this manual, you will find the Parent's Code of Ethics that each participant of West Houston Christian Sports Association will be expected to sign. The school and the league expect all participants to adhere to all aspects of the codes.

Volunteer parent coaches are expected to go through CMG training, provide information for a criminal background check, and sign a code of ethics prior to coaching. Coaches must attend the pre-season coaches' meeting led by the Athletic Director.

Coaches are required to stay with kids if parents are running late. If you have parents who are typically late, contact your AD on help with this matter.

Cell Phones:
Prior to all practices or competitions, student athletes are required to turn in their cell phone to their coach or athletic staff present. Cell phones should never be present in a locker room or restroom during after school activities, practices or competitions. Out of respect for their classmates and coaches, if student spectators are in possession or use of cell phones, they will be encouraged to let an adult hold their device so that students may fully participate and support the athletic team. The use of cell phones against the standards set in this handbook, will result in disciplinary action (see pg 41 of Parent/Student Handbook).

TEAM FORMATION: It is our goal in the process of forming teams to do our best to allow all children who wish to play a sport the opportunity to do so. It is also our goal to adhere to all league rules. **Teams are formed on a first come, first served basis until full.** If there is more than one team for a grade level, teams will be chosen on a random basis or, if the sport warrants, a combination of player rank and random selection by the athletic director to ensure even teams. **No refunds will be given after the coaches have received rosters unless a medical release is provided to the Athletic Director.**

AVAILABLE SPORTS:

Grades	PreK-6	Soccer	Late August-Late November
Grades	1-6	Basketball	Mid-December-Mid March
Grades	4-7	Girls Volleyball	Mid-March-Mid May
Grades	PreK-6	Baseball/Softball	Mid-March-Mid May

WHCSA online registration will begin a few weeks prior to the start of each season. As teams are formed on a first come first served basis, it is important to turn in registration forms as soon as possible.

USE OF FACILITIES: WHCSA will have access to appropriate facilities for each sport, pending no school function is in need of facilities. School functions and Middle School sports will ALWAYS take precedence over any scheduling conflict with WHCSA. When the school is on holiday or officially closed, facilities for practice and/or games will not be available for use. Parents are responsible for

supervising siblings at games and practices and adhering to rules established for the facility.

Thunder and Lightning Policy:
Prior to the start of play, the athletic director and coaches will review St. John Paul II's thunder and lightning policy with the officiating squad and opposing team. At the first sound of thunder or the first sound of lightning, the officials (umpires and referees) shall suspend the game and clear the field. All coaches, players, referees, and spectators are to withdraw from the field and seek proper shelter. If a building is not available, everyone should take shelter in vehicles. Avoid convertibles and cars without metal roofs.

Games will not resume for at least 30 minutes after the last sound of thunder or the last sound of lightning flash. After 30 minutes without thunder or lightning, an "all clear" signal will be given and games may resume. If thunder is heard or lightning is seen again within that 30-minute time frame all activities will be cancelled for that time frame.

Any new activities that follow shall have to repeat this same policy before starting.

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Rest breaks will have accessible cool drinking water and shaded areas away from direct sunlight

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NOTE:
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WHCSA
PARENTS CODE OF ETHICS

I will at all times during my child's sports related activities make his or her spiritual, emotional and physical well-being my number one priority.

I will lead by example in demonstrating Christian Love, fair play and sportsmanship to all players, fans, officials, parents and coaches.

I will only address officials, opposing team's players, parents and coaches in a positive, respectful and encouraging manner in the spirit of the game.

I will stand behind the coach and support his or her decisions at all times. I will not place the coach in a position to have to be concerned with my behavior rather than the game being played.

I will in no way disrupt the game that I am attending. I will express concerns regarding any rules or call only to the proper league officials through the proper channels, once the game has concluded.

I will remember that the game is for the children and not for adults.

ZERO TOLERANCE POLICY

This league has adopted a Zero Tolerance position towards any coach or spectator who is removed from a game or gym by a referee. A coach or spectator who is removed from a game for any reason shall be suspended for the rest of the season. They will not be allowed to coach or attend games. There will be no appeal from the suspended parties whatsoever. The league will hold discussions with both coaches, referees and other responsible parties to confirm that the referee in question acted in a professional manner. The league will not entertain any type of appeal regarding the suspension.

I have read and signed the Parents Code of Ethics and agree to share this information with any and all persons who will be with me in attendance at my child's sporting events during the course of the season. I agree to abide by these codes as well as the rules, regulations, guidelines and interpretations of the WHCSA. I understand that any violation of these by myself or anyone in attendance with me is subject to review by the WHCSA and/or the administration.

Signature_____Date_____

APPENDIX

Elementary Boys Town Social Skills	PG. 104-105
Middle School Boys Town Interpersonal Life Skills	PG. 106
Study Skills	PG. 107
PTO	PG. 108

How To Follow Instructions

1. Look at the person.
2. Say "OK".
3. Do task immediately.
4. Check back.

How to Accept Criticism

1. Look at the person.
2. Say "OK".
3. No arguing

How to Accept "No" for an Answer

1. Look at the person.
2. Say "OK".
3. No arguing, whining, or pouting.
4. If you don't understand why, ask calmly for a reason.
5. If you disagree or have a complaint, bring it up later.

How to Greet Someone

1. Look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. Make a verbal greeting.

How to Get the Teacher's Attention

1. Look at the person.
2. Raise hand.
3. Wait for ackno\/\lledgment.
4. After acknowledgment, ask question in a quiet voice tone.

How to Disagree Appropriately

1. Look at the person.
2. Use a pleasant voice tone.
3. Make an empathy/concern statement.
4. State disagreement specifically.
5. Give a rationale
6. Say "Thank you".

How to Make a Request

1. Look at the person.
2. Use a pleasant voice tone
3. State request specifically.
4. Say "Please".
5. Say "Thank you" after request is granted.

How to Give Negative Feedback

1. Look at the person.
2. Use a calm voice tone.
3. Make a positive statement or praise.
4. State the problem specifically.
5. Give a rationale why it's a problem.
6. Offer a solution.
7. Thank the person for listening.

How to Resist Peer Pressure (Or Say "No")

1. Look at the person.
2. Use a calm voice tone.
3. Thank them for including you.
4. Explain that you do not want to participate.
5. Offer an alternative activity
6. Continue to refuse to participate (if necessary).

How to Apologize

1. Look at the person.
2. Use a pleasant voice tone.
3. Make a specific statement of remorse.
4. State a plan for future appropriate behavior.
5. Ask the person to accept the apology.

Sharing Something

1. Let the other person use the item first.
2. Ask if you can use it later.
3. When you get to use it, offer it back to the other person after you're finished.

How to Engage in a Conversation

1. Look at the person.
2. Use a pleasant voice tone.
3. Ask the person questions.
4. Don't interrupt.
5. Follow-up their answers with a comment without changing the subject.

How to Give a Compliment

1. Look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. Make a positive praise statement.

How to Accept a Compliment

1. Look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. Say "thank you".
5. Do not disagree with the compliment.

How to Report Peer Behavior

1. Look at the person.
2. Use a calm voice tone.
3. Request to speak to the adult privately.
4. Give a specific description of peer's inappropriate behavior.
5. State a rationale for the report.
6. Suggest possible solution or consequences.
7. Thank the adult for listening.

How to Introduce Yourself

1. Look at the person.
2. Smile
3. Use a pleasant voice tone.
4. State your own name.
5. Shake the person's hand.
6. When departing say, "It was nice to meet you."

Working with Others

1. Identify the task to be completed.
2. Assign tasks to each person.
3. Discuss ideas in a calm, quiet voice and let everyone share their ideas.
4. Wonk on tasks until completed.

Appropriate Voice Tone

1. Listen to the level of the voices around you.
2. Change your voicetone to match.
3. Watch and listen for visual or verbal cues and adjust your voice as needed.

Staying On Task

1. Look at your task or assignment.
2. Think about the steps needed to complete the task.
3. Focus all of your attention on the task.
4. Stop working only when instructed.
5. Ignore distractions and interruptions from others.

How to Volunteer

1. Look at the person.
2. Use a pleasant voice.
3. Ask the person if you could volunteer to help.
4. State specifically the task you are volunteering to do.
5. Give a rationale/benefit.

MIDDLE SCHOOL GIRLS & BOYS TOWN

Showing Appreciation
1. Look at the person.
2. Use apleasant sincere voice.
3. Say "Thank you". Describe what the person did that you liked.
4. Say why you appreciated what he or she did.
5. Offer your help in the future.

Accepting Decisions of Authority
1. Look at the person who is in charge.
2. Stay Calm.
3. Use a pleasant voice.
4. Say "Okay" or "I understand".
5. Bring up your disagreement later.
6. Don't argue, pout, or get angry.

Completing Task
1. Listen to or read instructions carefully.
2. Get everything you will need for the job together.
3. Work carefully and neatly.
4. Think about what you are doing.
5. Look to see that the job is complete.
6. Check back with the person who gave you the task.

Coping with Change
1. Identify exactly what is changing.
2. Ask questions if you need more information.
3. Stay calm and relaxed.
4. Discuss your feelings about the change with an adult.
5. Talk about what you can do to handle the change positively.

Solving Problems
1. Describe what the problem is.
2. Come up with two or more solutions.
3. Look at the disadvantages of each option.
4. Look at advantages of each option.
5. Decide on the best solution.

Controlling Anger
1. If someone is speaking to you, continue to listen and look at him or her.
2. Breathe slowly and deeply.
3. Think about breathing deeply and relaxing tense areas of your body.
4. If needed, ask the other person if you can be alone for a few minutes.
5. When alone, continue to breathe deeply and tell yourself to relax.

Starting a Conversation
1. Look at the person or people you are with.
2. Wait untilno one else is talking.
3. Use a calm, pleasant voice.
4. Ask a question or begin talking about a new topic.
5. Be sure to pause to give others a chance to talk.

Coping with Conflict
1. Stay calm and relaxed.
2. Listen to what the people who disagree are saying.
3. Think of helpful options.
4. If appropriate, offer these options.
5. Leave if the situation becomes violent or dangerous.

Listening to Others
1. Look at the person who is talking.
2. Sit or stand quietly. Don't yawn, whisper to others or fidget.
3. Wait until the person is finished talking.
4. Say "Okay"; "Thanks", or "I see".

Dealing with Group Pressure
1. Look at people in the group.
2. Stay calm and serious.
3. Say "No" to any activity you do not want to do.
4. Suggest something else to do.
5. Leave if the group continues to put pressure on you.

Cooperating with Others
1. Discuss goals or tasks with others.
2. Decide what each person must do to accomplish the goal.
3. Give and accept constructive criticism.
4. Share information and resources. If playing a game, follow the rules.
5. Praise the efforts of others.

Being on Time
1. Find out when you need to be at your destination.
2. Figure out how long it will take to get there.
3. Leave 5 to 10 minutes early.
4. Go directly there.
5. Check in with your teacher, supervisor or the person you are meeting.
6. If you are late, apologize sincerely.

Controlling Emotions
1. Think about situations that make you angry or lose control.
2. Monitor the feelings you have in stressful situations.
3. Tell yourself to breathe deeply and relax in the situations.
4. Calmly describe your feelings to others.
5. Praise yourself when you stay calm.

Getting Someone's Attention
1. Wait until the other person is finished speaking.
2. Look at the person.
3. Say "Excuse me".
4. Wait until the person looks at or speaks to you. Proceed with what you want to say.

Asking for Help
1. Look at the person.
2. Ask the person if he or she has time to help you (now or later).
3. Clearly describe the problem or what kind of help you need.
4. Thank the person for helping.

Dealing with Frustration
1. Identify frustrated feelings when they arise.
2. Breath deeply and relax.
3. Discuss frustrations with a caring adult or friend.
4. Figure out what causes your frustration.
5. Find things to do that bring feelings of success and well-being.

STUDY SKILLS OVERVIEW

PAGES (SQ3R): How to read a textbook and remember the information.

Preview assignment – pre-scan graphics, subtitles, introduction, summary, then create a content map.
Ask questions – author's questions, and your own questions
Gather and read small sections at a time
Expand content map creating more details
Study and Review – (See, Say, Do, Review)
Survey the reading assignment again
Go over notes taken on content map
Answer textbook questions without looking back for answers
Circuit learn: continually review previous material as you add new content

LISAN: How to listen and take notes in class.

Lead by reading assignments before coming to class.
Ideas-find main ideas in the lecture and take notes, also find answers to own ideas/questions from reading ahead.
Signals-watch for them in class lectures.
Active listener-ask and answer questions, participate.
Notes-take them, organize, review daily.

SLOWER: How to write essays and research papers.

Select a topic you can handle.
List ideas about your topic.
Order your ideas.
Write a first draft.
Examine draft for errors.
Revise before turning in final copy.

SCORER: How to take test.

Schedule your time.
Clue words-find them in the directions or questions and circle them.
Omit difficult questions first time around.
Read directions and questions carefully.
Estimate answers.
Review entire test before turning in.

MEMORY SKILLS: How to memorize information.

Focus your attention on what you want to remember.
Recite-read it, say it, write it, be active with it.
Build vivid mental pictures.
Associate the idea to be memorized with something else.
Develop a positive attitude toward memory tasks.

ORGANIZATIONAL SKILLS: How to organize time, lockers, notebooks, and assignment books.

IMPROVING READING ABILITY: How to improve reading ability by improving reading speed, comprehension, and vocabulary.

PTO: *A Closer Look at What We Do*
St. John Paul II Catholic School

Our PTO serves a vital function at St. John Paul II Catholic School: it provides many of the benefits our children, parents, and teachers enjoy. We are not merely a fundraising machine; rather, we strive to create a stronger community, an enriched experience for our students, and a more pleasant environment for our teachers and staff. Here is a sample of the programs and activities we organize, staff with volunteers, and/or support financially:

- Ambassador Family program and its welcoming Ice Cream Social for new StJPII families
- Hands-on student programs, grade-level Book Clubs, and the Community Garden in our StJPII courtyard
- Fun, student-focused activities like After-school Skate Parties, Birthday Recognition, Class Christmas Parties, Snacks with Santa, & Fun-in- the-Sun Day
- Community support through our Bread Basket, to assist StJPII families in difficult times
- Room Parent support and Library Aides to assist our teachers during the school day
- Volunteer assistance with Mass and religious events through our Altar Society
- A continuous supply of delicious food for the staff and faculty at monthly Faculty Meetings, First Friday lunches, and themed, catered Staff Appreciation Luncheons twice a year
- Our Spirit Store, offering StJPII logo-embossed items and apparel to show school spirit, and which donates numerous items for school events.
- Teacher and staff gifts given at back-to-school time, Christmas, our bi-annual Staff Appreciation Luncheons, and the end-of-the-year "thank-you" gifts (individual solicitation of other parents to provide teacher gifts is discouraged)
- Monthly Teacher Wish List drawings, awarding 3 teachers each month with $200 to use for their classrooms or to purchase supplies that benefit our students' education
- Hospitality service at numerous school functions, like Grandparents' Day, New Students Testing, New Family Registration, PTO coffees, and many others
- Box Tops and Labels for Education programs, which provide funds and useful school items to help improve our children's educational experience
- Special-occasion functions and help organizing events.

Perhaps one of the PTO's most well-known roles is to organize, staff, and fund our children's most beloved school day; "**Fun in the Sun Day**." This fun, exciting field day and carnival each spring was first begun in 1992 and has become our most involved and biggest PTO fundraiser. The money we raise is donated directly back to the school to support our children's education. And our children have a blast in the process!

Who does all this work? Our generous, resourceful parents and supporters: *YOU DO*! Through initiative and hard work, the PTO has grown into a thriving group of volunteers who are generous with their time and resources. We are grateful for every involved member. No contribution of time and energy goes unnoticed, no matter how small. I would like to extend a personal invitation to every parent to get involved and support our wonderful Catholic school.