Accreditation and School Improvement

Our school is fully accredited by the State of Kansas and the North Central Association/AdvancED Colleges and Schools. We are in the second year of the five year North Central Association/AdvancED school improvement and accreditation plan.

Hours
School begins every morning at 7:55 a.m. Dismissal at the end of each regular school day will occur at 3:15 p.m. On half-days school will dismiss at noon. Once school is in session, we will remain in session until the scheduled dismissal time. Children may arrive at 7:30 a.m. and report to the cafeteria where there will be adult supervision until 7:45 a.m., when all students report to their classrooms. There is no supervision for students arriving before 7:30 a.m. unless enrolled in child care. Children who are picked up in cars must be picked up promptly after the 3:15 p.m. dismissal. Children are not permitted to re-enter the building after 3:30 p.m. unless accompanied by a school staff member. Children who are still at school at 3:30 p.m. will be sent to JPII Child Care, and an appropriate fee will be charged. Please refer to the map on the back of this handbook for pick-up and drop-off procedures.

Child Care
Before school (7:00-7:30 a.m.) care is available for students in all grades. After school (3:15- 6:00 p.m.) care is available for students in grades K-8. During early dismissal days and full days off from school, Christmas and Spring Breaks, care are also available for students in K-8. Registration information is available from the Preschool/Child Care Director upon request.

Preschool with Extended Child Care
John Paul II provides a licensed preschool/child care program serving children 3 years of age and older. A handbook and registration information is available from the Preschool/Child Care Director upon request.
# 2011-2012 John Paul II School Staff

**Pastors**  
Father Don Cullen—QHR  
Father Ken Kelly—SPX  

**Principal**  
Mrs. Susie English  
seenglish@archkckcs.org  

**Secretaries**  
Mrs. Cheryl Moran  
cmoran@archkckcs.org  
Mrs. Nan Lacy  
nlacy@archkckcs.org  

**Admin. Assistant/Bookkeeper**  
Mrs. Pat Wendler  
pwendler@archkckcs.org  
johnpaul2@archkckcs.org  

**School Nurses**  
Mrs. Mary Lou Richardson  
Mrs. Ann Hodge  
jp2nurse@archkckcs.org  

**Cafeteria Manager**  
Mrs. Nancy Denzer  

**Preschool Director/Teacher**  
Mrs. Donna Hogue  
dhogue@archkckcs.org  

**Preschool Teacher**  
Mrs. Sharon Hallier  

**Childcare Program Coordinator**  
Mrs. Chris Thompson  

**Maintenance Supervisor**  
Mr. Raul Pacheco  

**Counselor**  
Mrs. Melissa McGill  
mmcgill@archkckcs.org  

**Art**  
Ms. Starlet Scott  
sscott@archkckcs.org  

**Music**  
Mrs. Mary Jo Mahoney  
mahoney@archkckcs.org  

**Instrumental Music**  
Ms. Emily McGinnis  

**Computer**  
Mr. Tom Yedo  
tyedo@archkckcs.org  

**Spanish**  
Mrs. Lydia Gilbert  
lgilbert@archkckcs.org  

**Physical Education/Learning Center**  
Mrs. Monica Ahern  
amahern@archkckcs.org  

**Library/Learning Center**  
Mrs. Joanne Rineman  
jrineman@archkckcs.org  

**Kindergarten**  
Mrs. Lori Gemmill  
lgemmill@archkckcs.org  

**Kindergarten/Learning Center**  
Miss Nicole Tepper  

**First Grade**  
Mrs. Sue Gorman  
sgorman@archkckcs.org  

**Second Grade**  
Mrs. Dana Cushing  
dcushing@archkckcs.org  

**Third Grade**  
Mrs. Sharri Janner  
sjanner@archkckcs.org  

**Fourth Grade**  
Mrs. Michele Kolarik  
mkolarik@archkckcs.org  

**Fifth Grade**  
Mrs. Jenny Yankovich  
jyankovich@archkckcs.org  

**Middle School**  
Religion, Social Studies/6th Grade  
Mr. Marty Owsley  
mowsley@archkckcs.org  

Math/7th Grade Homeroom  
Mrs. Terri VanDyke  
tvandyke@archkckcs.org  

Science/7th Grade Homeroom  
Mrs. Mary Anne Brown  
mabrown@archkckcs.org  

Language Arts/8th Grade Homeroom  
Mrs. Janet South  
jsouth@archkckcs.org
VISITORS/VOLUNTEERS

Parents are always welcome to visit the school. Anyone desiring to visit a classroom should make arrangements with the principal. Our school is very fortunate to have a large number of parent volunteers. These volunteers must have been Virtus trained with documentation on file in the school office. To maintain order, and safety, parents & volunteers are asked not to drop in on their child’s homeroom while in the building. For the safety of the children, all doors will be locked. The front door is equipped with an access control button. Everyone, including parents coming into the school for any reason during school hours must first stop in at the school office. No one is to go directly to the classroom after teachers are on duty at 7:45a.m. This will allow teachers to conduct all activities as needed. Please note that parents or former students wishing to visit with a teacher must schedule an appointment ahead of time. Teachers are not available for conferences or visits during regularly scheduled class or duty times.
STANDARD RULES AND REGULATIONS

ABSENTEEISM  To report a student’s absence from school, parents are to call the school office between 7:30 a.m. and 8:30 a.m. Students are expected to attend school each day unless prevented from doing so by illness or serious family crisis. This is critical to each child’s success in school.
Under the laws of the State of Kansas, it is our duty to report any child who is inexcusably absent for three (3) consecutive days, or five (5) or more days in any one semester, or seven (7) days in a school year. The principal will monitor the absenteeism and parent meeting and/or notification to the state may take place. Parents are requested to schedule necessary appointments outside the school day whenever possible. If for any reason a student must interrupt his or her daily schedule for an unavoidable appointment, the student must bring written authorization to his/her teacher from the student’s parents/guardian. No child may leave the premises without first signing out in the office.

TARDINESS  School begins at 7:55 a.m. and dismisses at 3:15 p.m. A child arriving after 7:55 a.m. is tardy and must first report to the office before going to class. The student will be given a tardy/admittance slip, which permits entry into the classroom. Disturbing classes by coming in tardy lacks respect and consideration for others already engaged in the class business of the day. Arrival after 11:00 a.m. and/or departure before 12:15 p.m. is considered 1/2 day absence. Parents will be notified when a student has accumulated more than ten (10) tardies in an academic year. The principal will monitor tardiness and an excessive number of days tardy (more than 5 each quarter) may result in a parent meeting and/or notification to the state.

ATTENDANCE  The school day begins at 7:55 a.m. with dismissal at 3:15 p.m. unless otherwise specified on the calendar or by special notice. Students will never be dismissed early once the day has begun.

TUITION AND FEES  Information regarding tuition, registration fees, and other fees is maintained in the school office. Families have the option of paying their school tuition bill for children in Kindergarten through 8th grade in one of three ways:
1. Full payment of tuition is due by September 1st.
2. A two-payment option with 50% due by September 1, the remaining due on January 1.

Families who are behind on their tuition from 1st semester will not be allowed to send their students for 2nd semester unless special arrangements are made with the principal and pastors. Staying current on payment of tuition and fees is expected and appreciated. This helps to maintain our school and keep it a viable operation. If a family’s financial obligations are not met, report cards, diplomas, and student records shall be withheld pending payment of tuition and all fees. 8th graders will not be allowed to participate in the graduation ceremony unless all tuition and fees are paid in full.
CODE OF CONDUCT
We expect students at our school to exemplify attitudes and actions that reflect Catholic values. This year’s school theme is Celebrating the Gifts of the Lord. JPII faculty and staff chose this theme after seeing a list of 12 tasks in the Ultimate Gift of Spirituality. Beginning in September we will be emphasizing one of these tasks each month of the school year. By Celebrating the Gifts of the Lord it is our hope that our personal and spiritual lives will be strengthened.

Teachers are expected to utilize a systematic approach which enables them to set firm, consistent limits for their students, in conjunction with giving them warmth and positive support. The students are given expectations, consequences, and positive rewards which enables them to be successful. In the classrooms, pupil input and suggestions are considered in drawing up a list of expected behaviors. This system is used for grades K-5 and is different for each classroom teacher. Our middle school teachers have their own plan listed on the next page.

The Educational Environment - Students must always remember that their behavior in the school building cannot interfere with or conflict with their education and/or the education of their classmates.

Respect and Liability for Property - Respect for school and property of others must be maintained. We cannot allow students to deface school/parish property. Parents will be responsible for monetary damage which may include fees assessed for negligence in care of textbooks.

All students have the right to a classroom environment that provides for optimal learning. Two areas covered by the plan include In-Classroom Behaviors and Outside-of-Classroom Behaviors.

In-Classroom Behaviors: The In-Classroom plan is set up by each individual teacher according to the needs of the particular class in helping their students reach their greatest potential so they can serve God and others as stated in our mission statement. This plan is communicated to students and parents by the teacher.

Outside-of-Classroom Behaviors:

Entering/Exiting/Staircases:
Walk quietly and in an orderly fashion

Cafeteria:
Talk in low tones; use proper table manners
Clean up eating area
Dispose of trash properly
Follow all cafeteria rules
Obey and respect adults on duty

Plaza:
Pushing, shoving, kicking, or fighting is never acceptable behavior.
Use play equipment appropriately.
Play cooperatively in assigned areas
Stop play when the whistle blows and walk to line
Respect each other and the adults on duty

Changing Classes:
Obey and respect adults on duty
Walk quietly and in an orderly fashion
Take everything you need

Restrooms:
Students must obtain permission from the teacher to use the restroom
Running or horse play is dangerous and students should refrain from this behavior.
If a student needs to use the restroom often, a note from his/her parent must be sent to the office indicating the reason.
Used paper towels are to be thrown in the trash cans after washing hands.
Flush toilets after use.
Middle School Discipline Plan

John Paul II Catholic School is committed to maintaining a safe, secure environment for optimal learning. Our primary purpose is to help our students reach their greatest potential so they can serve God and others. In order for this to happen we have incorporated methods of discipline, which will allow our students to assume personal responsibility. We expect students to be **prompt, prepared, and polite**. In accordance with this, the following expectations fall into two categories, organizational and behavioral.

<table>
<thead>
<tr>
<th>Organizational</th>
<th>Behavioral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raise hand/be recognized before talking in class</td>
<td>Respect others and their property</td>
</tr>
<tr>
<td>Bring all materials to class</td>
<td>Use respectful language</td>
</tr>
<tr>
<td>Walk and talk at appropriate levels in halls</td>
<td>Follow John Paul II non-bullying policy</td>
</tr>
<tr>
<td>Obtain parent signature on tests and teacher notes</td>
<td>Use appropriate behavior in church</td>
</tr>
<tr>
<td>Wear appropriate uniform</td>
<td>Use appropriate behavior in the cafeteria</td>
</tr>
<tr>
<td>Follow safety patrol instructions</td>
<td>Use appropriate behavior on the playground</td>
</tr>
<tr>
<td>Use all school equipment appropriately</td>
<td>No cheating</td>
</tr>
<tr>
<td>Follow teacher’s directions</td>
<td>No lying</td>
</tr>
<tr>
<td>Turn in assignments on time</td>
<td>No forging parent signatures</td>
</tr>
<tr>
<td>Be on time for class</td>
<td>Inappropriate use of cell phones in school (7:30-3:15)</td>
</tr>
</tbody>
</table>

**When disciplinary action is needed we will follow the procedures outlined below:**

- All teachers will track individual student behavior on a weekly basis.
- If a student disregards his/her personal responsibilities in the **Organizational** category **five or more times in a week’s period** he/she will be assigned MASH (Mandatory Study hall) on the following day, 7:15-8:00 or 3:15-4:00. Parents will be notified via e-mail and/or cell phone.
- If a student disregards his/her personal responsibilities in the **Behavioral** category **one time** he/she will spend time during the school day writing a reflection concerning this behavior. The student will take the reflection home to discuss with parents and return it the next day with a parent signature. The student will then serve a MASH (Mandatory Study hall), on the day following the incident, 7:15-8:00 or 3:15-4:00. Because of weekly faculty meetings there will be no MASH on Tuesdays.

**Students are expected to turn in all assignments on time.**

- A student with a late assignment(s) must stay in for Seminar to complete the assignment. The assignment(s) is due the next day during the class in which the assignment(s) is late to receive 50% credit.
- If the assignment is not turned in the next day the student will complete the assignment(s) during Seminar resulting in 0% credit for the assignment.

**Quarterly student responsibilities concerning MASH:**

- If a student accumulates **three MASHES during one quarter** a conference will be scheduled with Mrs. English, parents, student, and teachers. In addition, the student will be prohibited from participation in current middle school events.
- If a student accumulates **four MASHES during one quarter** an in-school suspension will be assigned and a conference will be scheduled with Father Cullen, and/or Father Ken, Mrs. English, parents, student, and teachers. At this time, a student contract will be drawn up to develop an individualized discipline plan that all involved agree upon. This plan may result in expulsion from John Paul II School.

**Weekly Incentives:**

All students who have assumed their personal responsibilities throughout the week and have no infractions will earn an incentive from a list posted in their homeroom classroom.

**Incentive following each four-week period:**

All students who have earned a weekly incentive three out of four weeks will earn “rec time.” This will be a supervised 30-minute period, inside or outside depending on weather, where students may socialize or engage in physical activities. Those students who have not earned this privilege will have a quiet study hall, supervised by a middle school teacher.

**Daily Seminar**

Our middle school schedule includes a daily seminar time, 11:35-12:05. The middle school teachers will be available to work with students as needed. Students may also choose to use this seminar time as a study hall. The computer lab will be available on Monday, Tuesday, Thursday, and Friday during seminar for school related projects. The remainder of the students will have an outdoor privilege at this time.
DISCIPLINE

Philosophy: Discipline is the bridge between goals and accomplishments.

High standards of behavior are expected to be maintained both in school and while involved in school activities. This requires self-control, good manners, respect for authority, reverence in church and during prayer activities, responsibility in completing assignments and following directions, respect for other people, and care for facilities and equipment.

Appropriate behavior and self-discipline are necessary so that a positive and safe learning environment can exist. Thus, students will assume personal responsibilities for their behavior and actions and will accept the consequences of any inappropriate behavior. In terms of dealing with discipline issues, the goal is not to judge the students, but rather to provide a learning opportunity that helps them develop appropriate behavior, fostering the development of responsible Catholics. The discipline system is meant to provide clear-cut guidelines. Teachers will communicate individual grade level guidelines to students and parents during the first weeks of school. Methods of cultivating and achieving self-discipline vary at different grade levels in order to be age level appropriate. The school operates under two basic principles from which all rules of conduct flow: Teachers have and must maintain the right to teach all students and students have and must maintain the right to learn. Situations may arise which indicate that a child is not functioning in a manner conducive to his or her growth and development as a Catholic. Likewise, situations may develop where the behavior of a student is disruptive to the teacher’s ability to teach and other students’ ability to learn. In those situations, corrective measure will be taken.

Suspensions - A suspension is a form of discipline whereby a student is removed from the classroom environment. Suspensions may be assigned by the principal as the result of an offense or series of offenses which significantly disrupts the learning environment. All grounds for suspension, procedures, rights and appeal process are in agreement with Archdiocesan policies.

Expulsions - Final expulsion of a student may occur when the educational, moral or physical well-being of a particular student, the students in a class, the student body or the faculty is deemed negatively impacted and/or when there is a prolonged and open disregard for school authority. All grounds for expulsion, procedures, rights and appeal process are in agreement with Archdiocesan policies.

Immediate Suspension or Expulsion - Immediate suspension expulsion may occur for the following serious reasons:
- Possession and/or use of drugs (controlled substances), alcohol, tobacco products at school or school sponsored functions.
- Possession of a weapon (any object that could be used to threaten or inflict harm; “look alike” and toy weapons are also prohibited.)
- Damage or theft to school/parish or personal property.

The school and its students are jointly in control of the lockers and desks. They are subject to search at any time for any reason.

The administration reserves the right and responsibility to carry out disciplinary measures for any offense or misconduct related to school nature, even though not mentioned specifically in the list above.

Students’ Rights
All students are allowed to report any grievance against them by any teacher or staff member directly to the principal or another teacher. These cases will be considered by the principal and discussed will all parties involved. Parents will then be notified by the principal.

Non Bullying Policy
Because we are committed to providing a Catholic, faith-filled environment for all students, employees, volunteers and community members, we will continue to implement our non bullying policy. This will enable us to have a Catholic environment free from harassment, intimidation or bullying. This includes incidents involving texting, Facebook, or similar media channels that may impact daily learning and/or relationships.

It will be the responsibility of all school staff members, volunteers, students and parents to report incidents of bullying to school staff and/or administration for further investigation. The Anti-bullying policy will be handed out to all families during the first week of school requiring a signature.
COMMUNICATION
Active and open communication is essential to the successful operation of the school. The greater communication the more successful the school is in defining and achieving goals for its students and the institution. Parents are encouraged to communicate on an individual basis with their children’s teachers and the principal. Normally, parents desiring to discuss any aspect of their child’s development may either call the school office or send a note to the individual teacher at the school requesting either a phone call or meeting. Naturally, both the principal and the faculty may initiate such communications themselves if they feel it necessary. Parents and teachers are also given formal opportunities to meet at scheduled parent/teacher conferences to discuss their child’s progress. Every effort should be made to attend the scheduled conferences.

When a parent feels he/she has a concern or problem, this should be addressed directly to the teacher/staff person involved.
If the situation is not resolved, the next proper recourse is consulting the principal. Cooperation on the part of the parents regarding this procedure usually brings about a more rapid solution.

CURRICULUM
The course of study for all grades at our school shall include religion, mathematics, reading, language arts, computer, music, art, physical education, science, social studies and library skills. The curriculum shall meet the requirements of both the State of Kansas and Archdiocese of Kansas City in Kansas.

TECHNOLOGY
Technology is provided at the schools to be used as a privilege by both students and staff. All users have certain responsibilities that must be met. All users will be held accountable for the efficient, ethical and legal utilization of the network resources. All laws that relate to plagiarism apply to the copying and usage of data gained from Internet sites. The students and their guardians will be asked to sign a form consenting to computer guideline rules. The following are guidelines meant to clarify what is considered appropriate and inappropriate use. Access may be denied for violation of these provisions. The student will refrain from:
*Posting personal information about him/herself or others on the Internet/Facebook; e.g., phone number, address.
*Attempting to access areas of the internal network or Internet that he/she does not have authorization for.
*Knowingly spreading or distributing harmful or damaging programs or viruses over the internal network.
*Erasing, changing, or moving anyone else’s data on the internal network.
*Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
*Downloading large files or tying up the internal network during normal school hours unless absolutely necessary for school business.
*Accessing material that is profane or obscene, advocates illegal acts or that advocates violence, harassment or discrimination towards others.
*Bringing disks from home to use in the school computers unless instructed by a teacher or member of the staff.
*Taking programs from school and putting them on his/her home computer unless instructed by a teacher or member of the staff.
*Tampering with or adjusting the settings on the computers or other electronic devices unless instructed by a staff member.
*Using e-mail communication on school computers.
*Accessing games on-line unless approved by the teacher.
GRADING SCALE
Grades are only one of the many ways teachers have to communicate academic progress by students. Kindergarten, Grade 1 & 2 do not use letter grades. Throughout all grades a major emphasis is placed on ability, effort and improvement rather than the grade itself. The grading scale used has been recommended by the Archdiocese.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Grade Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100%</td>
<td>Consistent Performance</td>
</tr>
<tr>
<td>A</td>
<td>99-96%</td>
<td>Satisfaction Progress Being Made</td>
</tr>
<tr>
<td>A-</td>
<td>95-94%</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>B+</td>
<td>93-92%</td>
<td>Satisfactory Progress Being Made</td>
</tr>
<tr>
<td>B</td>
<td>91-89%</td>
<td>Consistent Performance</td>
</tr>
<tr>
<td>B-</td>
<td>88-87%</td>
<td>Satisfaction Progress Being Made</td>
</tr>
<tr>
<td>C</td>
<td>86-84%</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>C-</td>
<td>83-78%</td>
<td>Consistent Performance</td>
</tr>
<tr>
<td>D+</td>
<td>74-73%</td>
<td>Satisfaction Progress Being Made</td>
</tr>
<tr>
<td>D</td>
<td>72-70%</td>
<td>Consistent Performance</td>
</tr>
<tr>
<td>D-</td>
<td>69-68%</td>
<td>Satisfaction Progress Being Made</td>
</tr>
<tr>
<td>F</td>
<td>below 68%</td>
<td></td>
</tr>
</tbody>
</table>

Grade level markings will be part of grade card when necessary

HOMEWORK
It is of great importance to provide a student the practice necessary to implant the various skills each child must learn. Therefore, all children are expected to spend some time each afternoon or evening engaged in learning at home. This is material that each student should be comfortable with and reinforces what has been taught at school. Some students may require more or less time, depending on their ability level and the nature of the task at hand. In general, homework will range from 10-5 minutes per grade level (i.e. First Grade = 15 minutes, Second Grade = 30 minutes etc.). Parents are responsible for providing a home environment conducive to such learning and encouraging their children to develop regular home study habits. Teachers are responsible for putting daily homework on line.

Make-Up Work
Students who are absent are required to make up missed homework assignments. For each day a student has an excused absence, he/she will be allowed one day to hand in make-up work (one day absent, one make-up day; two days absent, two make-up days, etc.). After the appropriate time has passed, detention will be given until all work is satisfactorily completed. However, the grade will be a zero. Students making up missed assignments must consult the teacher for guidelines and dates for completion of work.

Parents whose children are absent due to prolonged illness are encouraged to contact the school for homework assignments.

Teachers are not required to prepare work in advance for students who will be absent due to family vacations. Teachers are not responsible for teaching material covered while a student is gone. This becomes the responsibility of the parent/guardian. Upon the return of the student, the teacher will discuss the assignment missed and decide upon a completion deadline.

ACADEMIC HONOR ROLL
Each semester, an honor roll will be noted for grades 5-8.

Academic Excellence:
No grade below an A- in any subject area.

Academic Honors:
No grade below a B- in any area.

Academic Achievement:
No grade below a C in any area with no more than 4 C’s.
PROMOTION/RETENTION
There are many factors to consider before a decision is made to promote or retain. The teacher in consultation with the administration and parents will consider testing results, academic achievement, study habits and overall maturity. Based on these and other factors, the decisions to promote or retain will be made.

STUDENTS WITH BEHAVIORAL, LEARNING DISABILITIES OR OTHER SPECIAL NEEDS
John Paul II is equipped with a full time learning center staffed by leaning center teachers. They have been trained by the Archdiocesan’s Perfect Wings coordinator. They will administer tests, and will offer individual and/or group instruction as determined by the school staff. During the course of the school year, some children develop the need for special academic or behavioral counseling. The school is sometimes able to accommodate these special needs by utilizing the resources available at the school Learning Center or through the Shawnee Mission School District. In some instances, however, the classroom teacher and the principal may require that the parents submit their child to outside testing in order to learn if our school can provide a quality education to a given child. Following such testing and consultation with parents and teachers, the principal will determine whether a plan individually tailored for such a student can be implemented or whether the parents should seek education elsewhere for their child.

CANCELLATION OF SCHOOL
Cancellation of school takes place only during extraordinary circumstances such as extreme weather or equipment failure. Every practical means is used to notify parents of an impending cancellation including radio, TV and school web site. Listen for the closing of “Johnson County Catholic School”.

HEALTH
All students are required by state law to have on file in the school office, a Kansas Certificate of Immunization, and a physician physical form. These forms must be in the school office before a child can attend class.

ILLNESS
In the event of illness, parents are requested to keep their children home. Children should be free from fever (without Tylenol), vomiting, and/or diarrhea for 24 hours before returning to school. Children who have or develop these symptoms will be sent home from school. Children who have been absent due to whooping cough, measles, mumps, diphtheria or polio-myelitis are required to have releases from their physician before readmission. Parents of a child with certain communicable diseases (impetigo, ringworm, pink eye, head lice) should obtain a doctor’s note stating that child is under treatment. The child must be symptom free before returning to school.

Parents should notify the school in writing concerning any health needs, allergies, reactions, medications or other pertinent data necessary to better care for the particular child.

School personnel must have a physician’s order and parent consent to dispense prescription medications. The medications is to be brought to school in the original container appropriately labeled by the pharmacy. School personnel must have parent consent to dispense “over-the-counter” medications. All medication will be maintained in the nurse’s office and dispensed according to the label instructions and at the discretion of the school nurse.
UNIFORMS
School uniforms must be worn on all days except “Spirit Days” which are the first Monday of every month, and designated “Out of Uniform” days announced as special circumstances arise throughout the school year. Girls uniforms and/or material may be purchased from Educational Outfitters, 8635 Hauser Ct. Lenexa, KS  913-495-9488. The cost of alterations will be extra. Boys uniforms may be purchased from Educational Outfitters, but they do not have to be. Middle schoolers may wear khaki pants/shorts, but must be Dockers (available at JC Penney) or Izod brands.

THE SCHOOL UNIFORM CONSISTS OF THE FOLLOWING:

Girls
*K-4th grades—Plaid jumper or navy skort of modest length
*5th-8th grades—Uniform skirt or navy skort of modest length
*White or navy socks, crew or knee length.
*Navy or white tights or leggings during inclement weather.
*White turtlenecks may be worn under school shirt or sweatshirt.
*No cartilage piercing & makeup that does not distract from learning

Boys
*Navy dress or twill slacks (no jean pockets, studs or cargo pants).
*White or dark colored socks.
*Belts must be worn if pants fall below natural waistline.
*All boys must be clean shaven, with reasonable hair length that does not distract from learning.
*No piercings are allowed.

All Students
*All Shirt Tails Must Be Tucked In At All Times!
*White oxford style shirt, white, navy blue, or wine colored polyester knit shirt of either long or short sleeve length.
*Navy twill dress slacks (no jean pockets, studs, stretch or cargo pants)
*6th-8th grades only—Khaki pants/shorts of Dockers or Lacoste brand (available at JC Penney)
*A white t-shirt worn under the school shirt must be plain with no writing or logos.
*Safe, comfortable shoes or athletic shoes. No clogs or sandals.
*Solid navy or wine sweaters (v-neck or crew neck cardigan, v-neck pullover vest) may be worn over school shirt. No zip-up sweat jackets.
*School sweatshirt, navy or maroon with school logo.
*Navy walking shorts (not November 1 thru March 31)
*6th, 7th, & 8th grades only - Khaki walking shorts Dockers or Izod brands only (not November 1 thru March 31)
*Changing hair color or styles & jewelry that distracts from learning will not be allowed. Guidelines are at the discretion of principal and faculty.
*Every first Monday of the month will be “Spirit Day”.

Gym Uniforms
K-4 girls: wear navy shorts (under uniform) & a uniform shirt.
K-4 boys wear school uniform
5-8 girls & boys: Gym shirt, clearly labeled with name on the front (purchased through school office)
*All students wear plain white socks and non-marking athletic shoes.

Remember 2011-2012 - Grey Hoodie Sweatshirts will not be allowed in the classroom.

On “Spirit Days” students may replace their uniform top with a shirt/sweatshirt that has a JPII or Husky logo on it along with regular uniform attire.

On “Out of Uniform” days, students may wear casual clothing (including jeans) in good repair that reflect modest Christian standards. Short shirts or clothing with offensive or inappropriate writing/pictures are not acceptable. Tank/halter/bare midriff/ strapless or “spaghetti” strap tops, etc. are not considered acceptable unless a shirt/blouse is worn over them.
MISCELLANEOUS PROCEDURES

MONEY SENT TO SCHOOL
Whenever money is brought to school for payment of a fee, a specific activity, milk or lunch, it should be placed in a sealed envelope clearly marked with the student’s name, homeroom teacher, the reason for sending the money and the amount enclosed. The school staff is not responsible for valuables which students bring to school.

EMERGENCY DRILLS
Tornado drills are held 3 times a year and fire drills are conducted each month. Detailed escape plans are posted inside the door of each room. During tornado drills each classroom goes to a designated area on the lower floor. For fire drills each class has an escape route to an outside area at a safe distance from the building. Children are conducted to these designated areas in a safe, quick, quiet and orderly manner. Red Card drill is a drill for any emergency other than fire or tornado. During the Red Card drill, each classroom door is locked and all students are moved away from the windows until the all-clear signal is given.

FIELD TRIPS
Classroom teachers may schedule field trips within our area throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. A field trip permission form will be sent home for each trip. Students who fail to return the proper form will not be allowed to participate in the field trip. Parents volunteering to drive must fill out Catholic Mutual form and have VIRTUS training. Field trips are privileges and students may be denied participation if they fail to meet behavioral requirements.

POLICE NOTIFICATION
When a school official has reason to believe that conduct by a student in a Catholic elementary school may be in violation of any criminal statute of the State or the United States (such conduct would include, but not limited to, incidents involving guns, knives or other weapons capable of inflicting harm), the local school official shall immediately contact the local superintendent of schools or his designee. The superintendent shall have in place a liaison person with the local law enforcement agency in every region of the Archdiocese where Catholic schools are located; upon receipt of the report from the local school official, the superintendent shall report the matter promptly to the liaison person with the local law enforcement agency. The local school official shall cooperate with the local law enforcement agency to ensure a safe and secure educational environment and to preserve the individual rights of the student(s). In a case where there is immediate danger to life or the potential for immediate danger to life, school officials in the local Catholic school shall notify the police immediately and then follow procedure listed above. (Archdiocesan handbook 6200.5)
RECESS
Weather can change rapidly and unexpectedly. With this thought in mind, it is important for all students to be properly dressed for each day’s activities, especially recess. A layered approach to a child’s outerwear will help ensure your child is ready for outdoors at recess. Students are expected to participate in recess unless extenuating circumstances exist. Generally, if a child is too sick to go outside to recess, the child is too sick to be in school. Of course, there may always be exceptions to the rule; but it is a reasonable guideline for adults to use when making decisions about recess.

RESTRICTED ITEMS
Students are not to bring toys, laser pointers, tape recorders, CD players, i-pods, beepers, radios, trading cards or other such items to school. These distract students from their primary tasks. We understand your child may need a cell phone after school hours, so they may be kept, turned off in their backpack and/or lockers and not able to be used until they have exited the building at the end of the school day. Students may not bring knives, martial arts materials, guns, alcohol, drugs or drug paraphernalia to school at any time. Toy weapons are not permitted at school.

LIBRARY
The library is open on a regularly scheduled basis for instruction, and can be used by individual classroom teachers for instructional needs. Students are allowed to use the library during library hours with the permission of the classroom teacher. They may use the library to read, check out books, return books, use audio-visual materials or work on special projects. Kindergarten students do not check out books, however, first graders may check out one book per week. Second through sixth graders may check out two books per week. Seventh and eighth graders may check out as many books as desired, with the approval of the librarian. There is no fine for overdue books, but lost or damaged books must be paid for.

HOT LUNCH PROGRAM
The school offers a hot lunch and milk program. Hot lunch or milk tickets may be purchased on a daily, weekly, or monthly basis in the cafeteria. Prices for 2011-2012 school year are: Student lunches are $3.25, adult lunches are $3.50, and both include milk. Individual milk is $.40. When available, seconds will be offered to 6th, 7th & 8th graders only at posted à la carte prices. Applications for free and reduced lunches will be sent out in the summer mailing and will be available at registration. We ask that you use this free and reduced opportunity if you qualify, as it helps us receive Title I privileges from Shawnee Mission School District. Due to the state mandated Wellness Policy at John Paul II we do not allow outside “fast food” items to be brought into the cafeteria. If you wish to have lunch with a student please bring a sack lunch or purchase a lunch from the cafeteria.

TREATS AND INVITATIONS
Students are invited to bring simple treats to serve to the class on birthdays or special occasions. Refer to safe snack lists to secure the safety of our peanut allergy students. Please arrange with your child’s teacher in advance. Invitations sent through school must include all children in a class. If your child is having a party but is not inviting the entire class, invitations may not be given out at school and any discussion of the party should be avoided at school. Parents are requested to discuss this sensitive matter with your child so other children’s feelings are not hurt.
SAFE SNACKS
No Peanut or Nut Products

John Paul II School has a number of students with major peanut allergies. We have been successful in keeping these students healthy by requesting that parents only send snacks to school that are safe for all our students Pre-8. This helps to keep all rooms and hallways free from contamination for the students. This should also be enforced for after school activities, i.e., Scouts, Battle of the Books, indoor sports...

Because the newest information indicates there are excessive changes in products and how they are produced, it is most helpful to Read product labels to be sure of safe snacks. What to look for on labels: Read the ingredient list. Nut products of any kind, nuts themselves, nut oils, nut flours, (peanut flour is used as a filler) in the ingredients make it an unsafe product. If product is produced on equipment, or in a facility that produces nut containing products they are UNSAFE. Sometimes, not always, this information is below the ingredient list. It may also appear on the bottom or side panels of product packaging.

Recommended cleaning agents: Formula 409, Lysol Sanitizing Wipes, Target brand cleaner with bleach.

SCRIP
At John Paul II School

Did you know you can reduce the cost of your tuition by becoming a SCRIP user?

What is SCRIP? Scrip is a major fundraiser for John Paul II School. SCRIP is a program in which school families purchase gift cards for retail businesses and restaurants. Then, instead of paying participating merchants directly when you make a purchase, you pay with SCRIP.

Many, many local and nation-wide merchants participate in the SCRIP program. The portion that comes back to the school varies between 1.5% and 15%. If you are using SCRIP, you are making a difference by allowing the school to receive money that is always so desperately needed. In addition, you are putting money in your TRIP account.

What is TRIP? Tuition Reimbursement Incentive Program!
Every time you make a SCRIP purchase, one half of the percentage rebate that comes back to the school is put in your account. These percentages can add up into a substantial savings towards your tuition. At the end of May, your account is totaled. If your account total is less than $25, the proceeds will be given back to the school. If the amount in your account is $25 or more, you may use that amount towards your tuition!

The amount accumulated in our account is up to you. Use SCRIP creatively and consistently! Some families have had more that $500 in their accounts at the end of the year. The benefits of this program are endless.

In addition to using SCRIP yourself, you can encourage your family, friends, and neighbors to use it as well. Just be sure they include your name on their orders, and each time they purchase SCRIP from JPII, you and the school will benefit.

SCRIP is also sold each Sunday morning after QHR Masses, 7:45a.m.-12:30p.m. On days when school is in session, orders can be placed by 9:00a.m. in the school office, and they are ready for pickup after 2:30p.m. Order forms are found on the school web site or in the school office.