



## **Saint John Paul II Classical Catholic School**

1590 Riverbank  
Lincoln Park, Michigan 48146  
(313)386-0633  
[www.jp2catholic.com](http://www.jp2catholic.com)

## COAT OF ARMS OF SAINT JOHN PAUL II



The coat of arms of Pope John Paul II is intended as an act of homage to the central mystery of Christianity, the Redemption. The main representation is a cross, whose form, however, does not correspond to the customary heraldic model. The reason for the unusual placement of the vertical section of the cross is readily apparent if one considers the second object inserted in the coat of arms the large and majestic capital M. This recalls the presence of Mary beneath the cross and her exceptional participation in the Redemption. Pope John Paul II had intense devotion to Mary the mother of God.

He had the Latin motto “Totus Tuus” engraved into his coat of arms which was the short form for the translation: *“I am all yours and all I have is yours. I welcome you into all my affairs and concerns. Show me your heart, O Mary.”* **Totally Yours.**

SPECIFIC INFORMATION ON PROGRAMS, DATES, FEES, ETC., MAY  
BE OBTAINED FROM THE SCHOOL OFFICE.

YOU MAY ALSO CALL THE SCHOOL OFFICE AT (313)386-0633

OR VISIT US ONLINE AT [WWW.JP2CATHOLIC.COM](http://WWW.JP2CATHOLIC.COM)



ST. JOHN PAUL II  
CLASSICAL CATHOLIC SCHOOL

Dear School Parent:

Congratulations on making the best investment in the future you could, an education for your child at St. John Paul II Classical Catholic School! The administration, staff and faculty of St. John Paul II Classical Catholic School share your enthusiasm and we will always do our best to provide your child the best educational environment and programs possible.

It is our goal to support you in the education and faith formation of your child to be a responsible and active member of the Catholic faith community. To that end, we help children grow in understanding of and love for God, as well as all other people. We strive to help children learn about the world around them and develop skills that are necessary to be successful in today's world: both the academic skills (reading, writing, math, communications, etc.) and the social skills (problem solving, self-control, manners, social interaction, etc.)

This handbook provides basic information regarding school routines, rules, programs, and policies. While it is not complete to the point of being exhaustive, the book does answer a lot of commonly asked questions. This handbook serves as the beginning step of a constant, strong, continuous communication system between school and home.

We continue to revise our handbook as our school programs grow and develop. We always welcome your questions and comments. We thank you for your cooperation and support and for investing in St. John Paul II Classical Catholic School for the growth and development of your children!

Sincerely,

Administration, Faculty & Staff

St. John Paul II Classical Catholic School

### VISION STATEMENT

St. John Paul II Classical Catholic School is the same entity as Christ the Good Shepherd Catholic Church. Our vision is to develop and coordinate the school community with a renewed focus of promoting Catholic identity and culture, as well as an academic program of excellence in Catholic classical education. The pastoral and lay leadership of this school community pledge to the following value statements:

- We value a strong Catholic environment with classical Christian values that guide and form our students to practice and live their faith.

- We value the guidance and direction of the Church in Consular, Papal, and National Documents and the Archdiocese of Detroit (AOD).
- We value insights from parents/guardians, teachers, students, and the community in the development of St. John Paul II Classical Catholic School.

The pastor of this community, in partnership with the AOD, will monitor, direct, and assist with resources, and integrate a total plan to ensure the future of Catholic school education for this community. Families are encouraged to take an active role in the life of their home parish which includes children receiving sacraments at their home parish.

### PHILOSOPHY

*Academic success should be consistent with our formation as followers of Christ. We emphasize the integrity of a true education that equips students to live and appreciate a life of discipleship in service of God, His Holy Catholic Church, and the community.*

*We are guided by the declaration of our patron, Pope St. John Paul II, that school “is designed not only to develop with special care the intellectual faculties but also to form the ability to judge rightly, to hand on the cultural legacy of previous generations, to foster a sense of values, to prepare for professional life.”*

*At the heart of everything we do, from the classroom to our home life, we look to foster a culture that embraces God, the dignity of His creation, and the sanctity of our souls.*

### MISSION STATEMENT

*Guided by truth, inspired by beauty, and filled with goodness, we are dedicated to Our Lord’s call to be the salt of the earth and light of the world.*

#### School Prayer

*Saint John Paul, Pray with us this day, for the wisdom to live our faith in our school, in our homes, and in our communities.*

### WARRIOR OATH

*Jesus said, “Love your neighbor as I love you,” (JOHN 13:34) so,  
I choose to use words and actions that help and heal, not hurt.*

## TABLE OF CONTENTS

COAT OF ARMS OF SAINT JOHN PAUL II	2
VISION STATEMENT	4
PHILOSOPHY	4
MISSION STATEMENT	4
WARRIOR OATH	4
TABLE OF CONTENTS	5
ADMINISTRATION	9
Administration	9
Teachers	9
Staff	9
SCHOOL ORGANIZATIONS	10
School Oversight Committee (SOC)	10
Parent Teacher Group(PTG)	10
Athletic Department	10
ADMISSIONS	10
Non-Discrimination Statement	10
Qualifications for Enrollment	10
Age Qualifications	11
Health Requirements	11
Medicine Dispensing	11
REGISTRATION	12
New families	12
Returning Families	12
Records	12
Withdrawal/Transfer	13
Financial Commitment	13
Tuition Assistance	13
Refund Policy	13
Special Circumstances	13
Consequences for Delinquent Tuition Payments	13
Calendar	14
School Volunteering	14
Mandatory Volunteer Hours:	14
DAILY ROUTINE/SCHEDULE	14
Daily Schedule	14
Morning Entry	14
Tardiness	15
Church Behavior	15 Lunch
Time/Recess Policy	15

Cafeteria Behavior _____	16
After Eating _____	16
Recess _____	16
Lunchtime Recess/Outside: _____	16
Lunchtime Recess/Inside: _____	16
Food Allergy Procedures _____	17
Forgotten Lunches _____	17
Dismissal _____	17
After School Regulations _____	17
Kid's Club/Latchkey – Before & After School Child Care _____	17
<b>CURRICULUM _____</b>	<b>18</b>
Religion – Certified Catechists _____	18
Certified/Highly Qualified Teachers _____	18
Academic Subjects: _____	18
Accommodation Plan _____	18
<b>PARENT/TEACHER COMMUNICATION _____</b>	<b>19</b>
Conferences/Appointments _____	19
Email Communication _____	19
Text Messaging _____	19
Report Cards _____	19
Progress Reports _____	19
Grade Posting _____	19
Grading Scale Percentage (Grades 3-8) _____	20
Grade Rubric (grades K-2) _____	20
Key to Effort/Conduct (grades K-8) _____	20
Standard Rubric (grades K-5) _____	20
Academic Honors _____	20
Retention Policy _____	21
Homework _____	21
Standardized Testing _____	21
<b>FIELD TRIP POLICY _____</b>	<b>21</b>
Permission Slip _____	21
Transportation _____	21
Chaperones _____	22
<b>ATTENDANCE/MAKE-UP WORK _____</b>	<b>22</b>
Absences (Excused, Unexcused) _____	22
Absence Due to Illness _____	22
Absence Due to Vacation _____	23
<b>DISMISSAL _____</b>	<b>23</b>
Early Dismissal _____	23

EARLY

Authorized Pick-Up _____	23
<b>ATHLETICS _____</b>	<b>24</b>
Eligibility _____	24
Priorities/Participation _____	24
Sportsmanship _____	24
Transportation _____	24
Parent Involvement _____	25
<b>CAMPUS MINISTRY _____</b>	<b>25</b>
<b>CODE OF CONDUCT _____</b>	<b>26</b>
Conflict Resolution _____	26
Athletic Services Providers Act 31 of 1990 (section 380.1318) _____	26
Student Self-Management _____	26
Detention _____	27
Minor Violations/Detention _____	27
Major Violations /Detention _____	28
Cyber-Bullying/Harassment _____	29
Weapons Policy _____	29
Suspension _____	30
Expulsion _____	31
Appeal Process _____	31
<b>DRESS CODE _____</b>	<b>32</b>
Walking Shorts: _____	32
Uniform Pants - Grade K-5: _____	32
Uniform Pants – Grade 6-8: _____	32
Not Allowed _____	32
Skirt or Jumper _____	32
Shirt (Grades K-8) _____	33
Socks _____	33
Shoes _____	33
Sweaters/SJP II Fleece _____	33
Hair _____	33
Personal _____	33
Gym Uniform _____	34
Jewelry _____	34
Dress-Up Day _____	34
Jean Day _____	35
Spirit Day _____	35
Winter Wardrobe _____	35 Sports
Jerseys _____	35
Uniform Retailers: _____	35

EMERGENCY CONTACTS AND AUTHORIZED PICKUP PROCEDURES	36
Emergency and Illness Information	36
Medical Emergency/Accident	36
Emergency School Closing	36
Specific Information for Student Information System (SIS)	36
Caller ID:	36
Live Answers:	36
Voicemail:	36
Emergency Dismissal	37
Emergency Drill Procedures	37
TEXTBOOK/LIBRARY LENDING POLICY	37
School	37
Library	37
PHONE POLICY	38
School Phone	38
Cell Phone Policy	38
STUDENT ACCEPTABLE USE AGREEMENT	38
Electronic Information and Internet Use Policy	38
ACCIDENTAL MEDICAL COVERAGE	39
Student Assurance Policy	39
Wellness Policy	39
CONCUSSIONS	40
RIGHT TO AMEND	40
Acknowledgment of Electronic Distribution of Student Handbook	41

## ADMINISTRATION

St. John Paul II Classical Catholic School is under the administration in collaboration of the pastor and the principal. They are responsible to the Archdiocese of Detroit (AOD), authorities for religious and academic instruction of the students, for implementing school policies, and the maintenance of the school, and public relations.

The pastor, by delegation of the archbishop, is the primary educator, especially in Christian doctrine and formation within the parish and school.

### *Administration*

- Maintains all mandated qualifications by the AOD and the State of Michigan
- Maintains a current certificate in School Administration



- Attends professional development as mandated by the AOD and the State of Michigan · Maintains a current advanced certification in Religious Education

### *Teachers*

- Highly qualified teaching professionals
- Maintains a current teaching certificate.
- Attends professional development as mandated by the AOD and the State of Michigan
- Maintains either an Advanced or Basic Certificate of Religious Education
- Maintains fingerprinting and ICHAT mandates of the State of Michigan and have completed and maintain current *Protecting God’s Children* certificates from the AOD.

### *Staff*

(Administrative Assistant, Preschool Aides, Kitchen Supervisor, and Maintenance Staff)

- Attends professional development as mandated by the AOD and the State of Michigan
- Maintains fingerprinting and ICHAT mandates for the State of Michigan and maintains current *Protecting God’s Children* certificates from the AOD.

## SCHOOL ORGANIZATIONS

### *School Oversight Committee (SOC)*

St. John Paul II Classical Catholic School has a consultative SOC. This committee is **advisory** to the administration, aiding the school in these specific areas: infrastructure, curriculum support, finance, alumni relations, viability, and sustainability.

### *Parent Teacher Group (PTG)*

St. John Paul II Classical Catholic School has a PTA that helps support the students and teachers. They sponsor enrichment events and fundraiser functions throughout the year that benefit the students’ classroom education.

### *Athletic Department*

In addition, the JP II Athletic Boosters shall assume the responsibility of maintaining and improving the athletic facilities with the approval of Christ the Good Shepherd Pastor and Parish Council. They will also provide all necessary equipment for the athletic programs that the Athletic Boosters conduct.

## ADMISSIONS

### *Non-Discrimination Statement*

No student will be denied admission into the school based on their religious affiliation, race, color, disability, or national origin. Also, no student will be discriminated against on the basis of sex in the educational programs, and activities that it operates or sponsors. St. John Paul II Classical Catholic School acknowledges the requirements of Title IX of the Education Amendments of 1972.

### *Qualifications for Enrollment*

Entry to St. John Paul II Classical Catholic School is open to families as described:

- Families who are registered and active members of Christ the Good Shepherd Catholic Church.
- Catholic families who do not belong to Christ the Good Shepherd Catholic Church but are registered and active members of a parish without a school.
- Catholic families currently not registered in a parish.
- Non-Catholic families.

\*Students with disabilities will be evaluated for admission on an individual basis, admission will be based upon their needs and the school's ability to accommodate those needs.

### *Age Qualifications*

To be eligible for enrollment, a child must have reached the age of five (5) on or before \*September 1<sup>st</sup> of their first year in kindergarten. To be eligible for enrollment in a four-year-old (PS4) program, a child must have reached the age of four (4) on or before September 1<sup>st</sup> of their first year in PS4. To be eligible for enrollment in three (3) year old (PS3) program, a child must have reached the age of three (3) on or before September 1<sup>st</sup> of their first year in preschool. All children must be potty trained.

\*Early Entry Option: This option is available if a child will be five years old by December 1<sup>st</sup> and the parent would like their child to start early. The school must be notified.

### *Health Requirements*

Sections 9208 and 9211 of the Michigan Public Health Code require that a parent or guardian applying to have a child registered for the first time in a Michigan school/childcare shall present to the school at the time of registration or not later than the first day of school, a complete health appraisal verifying that the child has been vaccinated according to the recommendations of the Michigan Health Department. Children entering kindergarten are also required to have proof of vision testing.

A parent or guardian wishing to exempt his or her child from a particular vaccination using a Nonmedical Waiver Form must:

1. Contact your county health department for an appointment to speak with a health educator.
2. During the visit, there will be an opportunity to discuss immunizations with the county health department staff.

3. If at the end of the visit, you request a nonmedical waiver for your child, you will receive a copy of the current, certified (stamped and signed) State of Michigan Nonmedical Waiver.
  - a. School/childcare centers will only accept the current, official State of Michigan form.
  - b. Forms cannot be altered in any way (such as crossing out information)
4. Take the completed certified waiver form to your child's school or childcare center.

If your child has a medical reason (a true contraindication or precaution) for not receiving a vaccine, a physician must sign the State of Michigan Medical Contraindication form; this form is available at your doctor's office (not the county health department).

Based on the public health code, a child without either an up-to-date immunization record, a certified nonmedical waiver form, or a physician signed medical waiver form can be excluded from school/childcare.

### *Medicine Dispensing*

It is the responsibility of parent and/or guardian to inform St. John Paul II Classical Catholic School if a student is subject to any medical need that requires regular or periodic medication while at school.

School personnel will not dispense or administer any over the counter or prescription medicine to students without a Medication Prescriber/Parent Authorization form on file at St. John Paul II Classical Catholic School (*A new form is required each school year*). All medicine will be kept locked and dispensed by designated school personnel in the school office. (In accordance with Michigan Compiled Law 380.1179, inhalers and epi-pens may be carried by students with proper documentation). All medicine must be clearly labeled and in the original bottle with expiration date, and the student's name and proper dosage on the container. Acquired Immunodeficiency Syndrome (HIV/AIDS)

Members of the school community suffering with any or all communicable disease or bloodborne pathogens, including HIV/AIDS, will be treated with dignity and compassion. Continued functioning within the school community will be dependent upon best available information from treating physicians or local health departments.

## REGISTRATION

The school financial year begins June 1 and ends May 31.

Early registration begins on the first day of Catholic Schools' Week. Returning families are encouraged to re-register as soon as possible. Families registering for the first time will have the following requirements in regard to the following financial obligations:

- Registering before June 1 for fall entry to school: Begin paying tuition according to the Tuition Contract chosen payment plan.
- All registered families are required to pay full tuition and school fees paid to St. John Paul II Classical Catholic School as stated on their FACTS contract and payment options selected, unless other arrangements have been made with the pastor and/or principal.

### Tuition Payment Options

St. John Paul II Classical Catholic School offers several tuition payment options. All families are responsible for remaining current on their elected payment plan per the Tuition Contract.

Prior to registration, the school will review financial records. If school parents have repeatedly neglected their financial obligations to the parish and/or school, they will be denied registration for the next school year. All prior year tuition and school fees must be paid before registration is accepted unless prior payment arrangements have been made with the pastor/principal. Late registrations will only be accepted if classroom space is available.

### Records

When a student applies for transfer from another school, a Records Release form will be sent from St. John Paul II Classical Catholic School to request the student records from the previous school. A student's acceptance into St. John Paul II Classical Catholic School will be contingent upon the receipt of the records from the previous school and the satisfactory reports contained therein.

When a student transfers to another school from St. John Paul II Classical Catholic School, the parent is to promptly notify the St. John Paul II Classical Catholic School office. Upon written request from the transferring school, records are forwarded by mail. ***Records will not be relinquished to the new school until all tuition and/or financial obligations have been met and finalized at St. John Paul II Classical Catholic School per discussion between school administrator and parents.***

### Withdrawal/Transfer

Tuition refund for students who withdraw or transfer from St. John Paul II Classical Catholic School will be prorated to the **end of the quarter** of the withdrawal/transfer date it occurs.

### Financial Commitment

- All families with children attending St. John Paul II Classical Catholic have a shared responsibility for the financial stability of the School.
- By registering, families agree to pay **tuition** in accordance with the School Tuition Schedule provided in the annual information packet. It is the responsibility of families to keep their tuition current. Accommodations may be made if a family is experiencing financial difficulties, but families should promptly contact the school bookkeeper before tuition becomes past due.
- Families of students in grades K-8 are expected to **volunteer** at least twenty-four (24) hours for school activities throughout the year. Eight (8) of these volunteer hours must be dedicated to one or more of St. John Paul II's official fundraising events held in the Fall, Winter, or Spring. One hour of volunteering may be earned for each Twenty-Five (\$25.00) dollar contribution in support of events or other official school activities. Families that fail to volunteer or contribute to events throughout the year will be charged Twenty-Five (\$25.00) dollars to their FACTS account for every hour they fail to contribute. Preschool ONLY families are expected to volunteer for 8 hours throughout the year.

- Three times a year, every family will be responsible for participating in the school's fundraising raffle drawings. Families will be required to purchase or sell a designated amount.
- A Twenty-Five (\$25.00) dollar **PTG** supply fee will be charged to every family's FACTS account at the start of every school year.

### *Refund Policy*

Payments are non-refundable. For Tuition refunds, see Withdrawal/Transfer policy.

### *Tuition Assistance*

This is offered in a few different ways:

- AOD Grant- Catholic students, based on income. Application is online through FACTS Tuition Management.
- Brighter Futures
- Catholic Foundation Scholarships

### *Consequences for Delinquent Payments*

Failure to comply with the FINANCIAL COMMITMENT will be dealt with on a case-by-case basis. Promptly contact the principal if financial changes occur within the household that would constrain your ability to comply with the Financial Commitment. Consistent delinquent tuition payments may result in withdrawal of the student from the school.

### *Other Special Circumstances*

Special custody circumstances, such as divorce custody arrangements or shared responsibility of tuition fees, must be communicated in writing to the school office. In cases where one parent/guardian has sole custody, court papers must be on file in the school that indicate who is allowed to have contact with the child or the child's records.

### *Volunteering*

Recognizing we have a shared stake in the success of our school, families who have children in grades K-8 agree to volunteer a minimum of 24 (twenty-four) hours per school year. Families with ONLY a preschooler agree to volunteer a minimum of 8 (eight) hours per school year. See Financial Commitment.

All volunteers must comply with the following requirements:

- Complete a Criminal Background Check Disclosure and Authorization form that will allow the school to do an ICHAT (Michigan State Police) background check.
- Sign up and complete the *Protecting God's Children* workshop through the AOD. You can register for a class at [virtus.org](http://virtus.org).
- Read and sign a "Volunteer Code of Conduct" (The National Catholic Risk Retention Group) to be kept on file.

Volunteer packets are available in the school office at any time. If you volunteer at school during school hours, you must sign in and out at the school office. All volunteers are asked to refrain from using cell phones, other

than for an emergency, when volunteering during school hours. (i.e., refrain from talking or texting). It is important to us that your eyes and ears are on the children at all times.

If the event is after hours or away from school grounds, please keep a record of the event and the hours spent volunteering. Families are responsible for tracking and recording their volunteer hours through designated form ensure the Financial Commitment is met..

Families are encouraged to stay informed of the various volunteer opportunities throughout the year. Volunteer opportunities will be communicated by the PTG and in school correspondences.

### *Calendar*

Registered families of St. John Paul II Classical Catholic School will receive an annual calendar at the end of every school year. New families will be provided a calendar at the start of the school year.

The Calendar will be updated throughout the school, or as communicated via email and parent messaging, or in announcements sent home with students. The calendar is also posted on our website at [jp2catholic.com](http://jp2catholic.com). Families should review school communications throughout the year for updates.

## DAILY ROUTINE/SCHEDULE

### *Daily Schedule*

Full-day sessions begin at 8:05 a.m. with a 3:20 p.m. dismissal. All instructional time is aligned with the State of Michigan requirements. Schedule includes weekly classes in Physical Education, Art, Music, Computer Education, Spanish(4-8) , Latin(1-8), and Library. The weekly schedule includes student participation at Mass at 8:15 am on Wednesdays, and Adoration on Monday and Friday from 2:30 pm to 3:00 pm. Half-day sessions will run from 8:00 am to 12:00 pm on days designated on the school calendar and/or upon official notification from the school office. All scheduled days and dates are updated on a weekly calendar or newsletter sent from the school office and updated monthly on the [jp2catholic.com](http://jp2catholic.com) website.

### *Morning Entry*

School doors officially/legally open each school day at 7:45 am. Students who arrive before 7:45 am will be escorted to Kid's Club/Latchkey room (when available) and families will be charged the appropriate fee. No student is to interfere with adult traffic going into the church or school.

Students enter the school building under staff supervision between 7:45 - 8:00 a.m. and report directly to their homeroom. In his/her homeroom, students are to hang up coats, put lunch away, unpack books and supplies etc. Students report to their desk and remain seated.

Students follow the daily directives of the homeroom teacher regarding the use of free time during the homeroom period of 7:45 - 8:05 am. The teacher may allow for quiet conversation, use of games and classroom materials, or individual activities. Running, wandering around the room, and/or leaving the classroom between 7:45 - 8:05 am is not permitted. Students who must use the lavatory at this time should get permission from their homeroom teacher or from designated hallway supervisor (faculty member) who monitors the homeroom in that designated hallway. The 8:00 am bell signals the official start of the school day.

Announcements begin at 8:05 am and families and/or students arriving late will be asked to respectfully join in prayer, announcements, and pledge. Students arriving late will remain in the office until prayer and pledge are complete.

### *Tardiness*

Any student who reports to school after 8:05 am will be marked tardy unless excused by the office. Tardiness excused would include a student who is late due to transportation problems including late arrival due to a train, early am doctor/dentist appointment, etc. Excessive tardiness for non-excused reasons will be discussed between parent and teacher/administrator and is subject to be reported as truancy.

### *Church Behavior*

Students prepare for and attend liturgy once a week with their class, as well as Adoration, and a variety of church services throughout the school year. Church behavior is expected as follows:

- Listening attentively to scripture readings and the homily.
- Responding wholeheartedly to the celebrant in homily dialogue and prayer responses.
- Making songs true prayers by singing their best.
- Proclaiming the Word of God as they learn to serve as lectors, bringing up the offertory gifts, doing special readings, and singing special songs.
- Helping others to pray by watching their own prayerful attitudes and setting a good example.

**PRAYERFUL ATTITUDES AND RESPECT IS SET WHEN THE STUDENT ENTERS OR EXITS THE  
CHURCH WITH PROPER TONES OF QUIET AND REVERENCE.**

### *Lunch Time/Recess Policy*

Students are expected to exhibit proper manners during lunch, including lining up in an orderly fashion in the distribution line. Students will show proper etiquette, and respect for the workers.

FAST FOOD IS NOT PERMITTED FOR STUDENT AT ANY TIME.

LUNCHESES FOR THE CLASSROOM ARE NOT PERMITTED. Children may bring a small treat (we encourage individually wrapped store bought items) to share with classmates.

Lunch periods will consist of 40 minutes for grades PS through 8 (20 minutes for eating, and 20 minutes for recess.)

### *Cafeteria Behavior*

- Students are to eat in the school cafeteria and are to be SEATED at tables while eating. The homeroom teacher will monitor any special seating assignment or arrangements.
- The lunchroom atmosphere is to be relaxed, calm and orderly. No open food or drink is to be carried in the hallway or outside.
- Loud noises or talking, playing with food, disturbing others, or rowdiness is not tolerated.

### *After Eating*

- Papers, milk cartons, bags etc. are to be properly disposed into trash containers.
- Students will go to the bathroom before and after lunch with the homeroom teacher supervision. Cafeteria bathrooms may only be used during lunch with permission from an adult supervisor.
- Students check their own floor and table area to make sure it is clean.
- Depending on age and grade, a student is responsible for their accidents.
- If the student responsible is not known, the homeroom group should help with the cleanup.

### *Recess*

Generally, the students will go outside for recess. When weather does not permit outside recess (temperature or windchill below 20 degrees, or wet weather) students will stay in their homerooms or use the gym if enough adult supervision is available. The following rules apply to outside/inside recess:

#### *Lunchtime Recess/Outside:*

- Students get coats, if necessary, and line up in an orderly fashion to go outside at designated signal.
- During outside play, students must stay in their designated grade playing area.
- All students must exit and enter school only at designated areas.
- All students must line up at designated spot and enter the school in line with supervisor.
- For safety and clean uniforms reasons, physically aggressive games are not allowed.

#### *Lunchtime Recess/Inside:*

- Teacher's desk, lectern, closet, and other student's desks are off limits at all times.
- The chalkboard may not be used without permission from the teacher.
- Students are encouraged to bring board games and card games for indoor use.
- Window ledges and the back of student's desk are not seating areas for students.
- Everyone is to respect the privacy of other people's property.
- No student may leave his or her classroom without the permission of the teacher/supervisor.

*NOTE: To avoid problems with theft, distraction to teaching and learning, and damage, electronic or batteryoperated games, radios, iPods, iPads, mp3 players, Fitbits etc. are NOT allowed in school, at school sponsored events such as dances, on field trips, or at recess. Should a student have one of the above items in his/her possession, it will be taken away and **ONLY** a parent can retrieve the item from the principal.*

### *Food Allergy Procedures*

Prior to the start of each school year, parents with children who have food allergies should contact the school office to set in place a plan of action for their child. Classroom or school wide precautions will be taken; the course of action will be determined by the individual student's plan of action.



### *Forgotten Lunches*

A student may call home for a forgotten lunch between 8:00 a.m. and 9:00 a.m. If a student did not order a hot lunch and does not have a bag lunch, that student cannot be guaranteed a hot lunch, unless there is a high volume of extra hot lunch items on that day.

### *Dismissal*

All students are dismissed through the main lobby Riverbank doors. Students are expected to meet directly with their pickup person. Children missing their car ride should immediately report to the school office so a phone call can be made to a parent. Students who are not picked up by 3:30 will be escorted to Kid's Club/Latchkey (if available) and be charged the appropriate fees. Students may not wait outside the parish office, school, or gym doors for rides.

### *After School Regulations*

Students are expected to leave the school building in uniform. Changing into other clothing is not allowed unless given approval in advance. No student at any time is allowed to walk to the Lincoln Park Plaza or any other local business or building. Students who walk/ride bikes to and from school are urged to leave the school grounds promptly at dismissal time and go directly home. Bike riders are not to ride in the street. They are expected to walk their bikes across the street at corners. Students are requested not to re-enter the school building after school unless it is by teacher request and/or permission. Students staying after school for tests, conferences, tutoring etc. will stay in their homeroom at dismissal time and report to the appropriate room/teacher after dismissal. Students participating in after-school programs will follow the directive of the school administrators, coaches, and/or designated faculty moderators concerning directives for after school activities. Once students have left the school grounds, they are not the responsibility of the school.

### *Kid's Club/Latchkey – After School Child Care*

Kid's Club services will be provided (if available) for St. John Paul II Classical Catholic School families in need of after school care. Information regarding times and rates can be obtained online in the Student Information System or from the school office.

## CURRICULUM

### *Classical Catholic Education*

Our classical curriculum immerses students in the core principles of grammar, logic, and rhetoric, also known as the trivium, which prepares them to read, think, and speak clearly. The classical curriculum fully integrates subjects of learning to develop a comprehensive understanding of thought, so proficiency in one area lends itself to proficiency in the others. Students are encouraged to become well-rounded thinkers who are prepared to engage the world as bearers of light. In the words of St. Paul in his letter to the Philippians, "whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence and if there is anything worthy of praise, think about these things." Philippians 4:8.

### *The “Microschool” Model*

St. John Paul II operates on the microschool model that allows the flexibility and adaptability to meet students where they are for their educational and formational needs.

### *Certified/Highly Qualified Teachers*

All teachers and administrators that are employed at St. John Paul II Classical Catholic School are considered by the State of Michigan to be highly qualified teaching professionals. All teachers and administrators in the state of Michigan can be confirmed by going to this website.

<https://mdoe.state.mi.us/MOECs/PublicCredentialSearch.aspx>

### *Academic Subjects:*

SJPIICCS curriculum is aligned with state of Michigan and AOD standard grade level content expectations:

Religion: Grades PS – 8	Reading: Grades K - 5	Literature: Grades 1 - 8
Phonics: Grades K - 3	Language Arts: Grade 1-8	Handwriting: Grades K – 3
Spelling: Grades 1 – 8	Latin: Grade K-8	Vocabulary: Grade 1 – 8
History: Grades PS – 8	Science: Grades PS – 8	Spanish: Grades 3- 8

Mathematics: Grades K – 5

Grade 6: Math Applications and Concepts

Grade 7: Pre-Algebra

Grade 8: Algebra & Algebra 1 (Advanced math available through Gabriel Richard)

*ENRICHMENT: Art, Music, Physical Education, Library, Computer, Study Skills, Band, and Foreign Languages.*

### *Accommodation Plan*

St. John Paul II Classical Catholic School accommodation process identifies a student’s learning abilities in order to assist the student in the learning process. A student’s learning ability is identified through a St. John Paul II Classical Catholic School accommodation plan or a Non-Public School Plan (NPSP). Accommodation or modification in the student’s learning process may be implemented by the following guidelines for documentation.

*Accommodations – service or support that helps a student fully access the subject matter and instruction and help him/her demonstrate what he/she knows. Accommodation does not lower academic standards.*

*Modifications – curriculum changes are made when a student is either taught something different from the rest of the class or is taught the same information but at a different level of complexity.*

## PARENT/TEACHER COMMUNICATION

### *Conferences/Appointments*

Parent/Teacher conferences are scheduled for all students at the end of the first quarter (see St. John Paul II Classical Catholic School annual calendar). Parents may also request a private/individual conference anytime

during the school year. Parents will NOT upset the classroom routine by trying to meet with a teacher without an appointment. If you would like a conference, please send a note to the school with your child or call/email the school office. A conference will be scheduled to accommodate parent and teacher schedules.

### *Email Communication*

Parents can expect principal and teacher email responses within 24 hours period after the email is received, unless it is a weekend. All emails sent on the weekend will be answered within 24 hours the following Monday.

### *Text Messaging*

Parents will be asked to provide the school with authorization to receive text messages. This authorization allows the school to communicate through the student information system (SIS) via text message. It does not authorize text messaging between parents, administration, faculty, and staff.

### *Report Cards*

Grades K-8 report cards will be available to view online through the SIS quarterly. All grades are updated weekly and are live for parents to view continually throughout the school year.

Preschool students will receive quarterly paper copies.

### *Progress Reports*

Progress reports will be sent home quarterly for students in preschool. Parents with students in grades K-8 can monitor their child's progress weekly using the SIS. It is at the teacher's discretion and/or parents to request a student to receive a progress report at any time of any school quarter.

### *Grade Posting*

Students in grades K-8 have grades posted live continually throughout the school year. All grades are live and may be viewed at any time. Keep in mind, teachers are continually adding and changing grades until report cards are published. No grade is official until report cards are posted quarterly.

### *Grading Scale Percentage (Grades 3-8)*

93%-100%	Excellent - consistently excels and attains grade level objectives.
83%-92%	Very Good - often achieves above grade level objectives.
72%-82%	Average - meets basic expectations of grade level.
60%-71%	Needs Improvement - often falls below grade level and work level requirements.
59%	Failing - consistently falls below grade level and work requirements.
I	Incomplete

### *Grade Rubric (grades K-2)*

P - Proficient - Grasps and applies key concepts, processes, and skills.

M - Developing - Beginning to grasp and apply key concepts, processes, and skills.

N - Needs Support – Area of concern that requires additional support/reinforcement.

### *Key to Effort/Conduct (grades K-8)*

- A - Excellent
- B - Very Good
- C - Average
- D - Needs Improvement
- F – Failing

### *Standard Rubric (grades K-5)*

- 4 – Student work demonstrates consistent and advanced understanding of grade level standards and objectives.
- 3 – Student work demonstrates consistent understanding of grade level standards and objectives.
- 2 – Student work demonstrates partial understanding of grade level standards and objectives.
- 1 – Student work demonstrates minimal understanding of grade level standards and objectives. Blank-Not covered this quarter.

### *Academic Honors*

Student Achievement Awards are as follows:

**Principals List (grades 4-8)** – for academic achievement (100% - 93% overall) and consistent effort and self management (All As, Bs in conduct/effort)

**Honor Roll (grades 4-8)** – for academic achievement (93%-83% overall) and consistent effort and self management (All As, Bs in conduct/effort)

**Effort and Conduct (grades 1-8)** – for consistent effort and positive conduct and self-management. (All As and Bs in conduct/effort).

***Note: The above percentages apply to the students placed in advanced math classes.***

### *Retention Policy*

When retention is being considered, parents will be invited to meet with the education team. Careful consideration of all aspects will be weighed for each individual case. However, in order to remain at St. John Paul II Classical Catholic School, parents are asked to abide by the school recommendation.

### *Homework*

Homework helps to develop good study habits. It is expected to be complete, accurate, neat, and prompt. **Students will receive half credit for assignments that are not turned in by the due date.** If the work is not submitted the following school day, (excluding absenteeism) the student will receive a zero. This is always up to the teacher's discretion.

**No assignments will be issued in advance. Therefore, assignments, tests, and schoolwork can only be given AFTER the student returns from a vacation or sickness.**

### *Standardized Testing*

In the beginning, middle, and end of the school year, students in grades K - 8 will be administered a standardized test, recommended by the AOD.

## FIELD TRIP POLICY

### *Permission Slip*

The written consent of parents must be obtained for every student participating in a field trip. Permission slips must inform parents of the following:

1. Name, location, and date(s) of the event.
2. Cost to the student/parent.
3. Mode of transportation to be used.
4. Name of supervisor overseeing the activity.
5. Parent's responsibility.

### *Transportation*

Whenever possible, bus transportation will be provided.

When a private vehicle will be used, the driver must verify the following:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. The vehicle must be insured for a minimum limit of \$250,000 per person/\$500,000 per occurrence.

A signed Volunteer Driver Information Sheet must be submitted to the school office for each vehicle used (forms available in the school office). Each driver and/or chaperone will be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. Supervision requirement is one (1) adult per ten (10) students. If male and female students are at the same activity, then two (2) adults are required.

### *Chaperones*

All parents/grandparents/guardians must have volunteer forms in place prior to chaperoning any field trip. Due to these stipulations parents may not "show up" at the field trip destination and tag along. Parents must sign up as chaperones. No siblings allowed on field trips.

All Chaperones are asked to REFRAIN FROM CELL PHONE USE. CHAPERONES ARE EXPECTED TO KEEP THEIR EYES/EARS ON THE CHILDREN THAT HAVE BEEN PLACED IN THEIR CARE. CELL PHONES MAY BE USED TO TAKE PICTURES OF CHILDREN, BUT WE ASK THAT CHAPERONES DO NOT POST ANY OF THE PICTURES ON ANY WEBSITE OR SOCIAL NETWORK. St. John Paul II Classical Catholic School is the only entity to have written permission from parents/guardians to post pictures on the school website.

## ATTENDANCE/MAKE-UP WORK

### *Absences (Excused, Unexcused)*

When a student is absent for any reason, the parent is expected to call the school office before 9:30 a.m. at (313) 386-0633. If the school is not contacted, the office staff will call the parent to verify the absence. Please mention the student's name, homeroom teacher, and reason for the absence.

All communicable diseases (chicken pox, measles, flu, COVID, etc.) should be reported to the school office immediately. Special health notices will be sent to the rooms/grades where the illness was reported so all families are aware of the illness/symptoms.

If a student misses 12 days in one quarter regardless of the reason, that student will not receive a quarterly report card unless all class work and homework is submitted to the teacher(s). Quarterly report card periods are defined by 40 to 45 school days.

A student with less than 12 days absent may receive a report card with "I" (incomplete) in one or more subjects until, when/or if absent work/tests are made up. A student absent from school will not be allowed to attend or participate in any school function on that day, i.e., sports, scouting, youth group etc.

### *Absence Due to Illness*

In the event of absence from school due to illness, missed homework and class assignments will be made up accordingly:

Assignments for students absent less than three days will be made-up upon their return to school. Arrangements for completion of work, and due dates will be made with the individual teacher(s). In the event of an extended absence from school (three or more days), parents may contact the school by phone, note, or through a sibling. The grade level teacher(s) will be notified and will gather assignments, books, etc. to help the student maintain their work during their absence. A request for work can be made in the school office during school hours and this material/work may be picked up in the office between 2:30-3:00 p.m. the following day.

Policy for make-up work: students are typically allowed the number of days they were absent to make-up missed assignments, tests etc. In some situations, a student may have to stay after school for special assignments, tests etc. This is at the teacher's discretion. *(Parents will be notified of any special arrangements.)*

### *Absence Due to Vacation*

Family vacations are not encouraged during school days; however, the school does recognize that on occasion it may be necessary to take a student out of school for a vacation. No assignments will be issued in advance. **Therefore assignments, tests, and schoolwork can only be given AFTER the student returns from a vacation.** Students will be allowed the number of days they were absent to make up the work. Parents should encourage their children to read and journal while they are on vacation.

It is the parent's responsibility to request make-up work during and after a student's absence.

## EARLY DISMISSAL

### *Early Dismissal*

A student needing an early dismissal should bring a note from home, or parent/guardian can send an email to the teacher and [school@jp2catholic.com](mailto:school@jp2catholic.com) stating reason and time for early dismissal (the note will be initialed by the homeroom teacher and forwarded to the school office).

If an emergency situation occurs, the parent must contact the school office either by phone call or personally come to the school office.

Excused students will be signed out by the parent/guardian and dismissed from the school office.

All students must be signed out by a parent or authorized adult, 18 years or older, in the school office.

### *Authorized Pick-Up*

Adults, other than the parent/guardian, that are not recognized by staff will be asked to present identification before a student is released.

## ATHLETICS

### *Eligibility*

St. John Paul II Classical Catholic School students in grades 5 through 8 are eligible to participate in all Catholic Youth Organization (CYO) sports programs offered by the St. John Paul II Athletic Department. All students are expected to abide by all CYO rules and regulations. Children in grades PS3 through grade 4 are eligible to participate in intramural programs sponsored by St. John Paul Athletic Department.

### *Priorities/Participation*

Teachers and the administration review the grades/report cards of student-athletes. Any student who fails to fulfill their academic requirements will be reviewed at report card time, and specific instructions will be given to the athletic director and coaches of that sport as to student's eligibility. Failure to show improvement or progress in academics or behavior may result in a period of probation, suspension from a game, suspension for the season, or the status of being ineligible for future sports try out. All cases will be considered individually and will be dealt with privately between the student, parent, administrator, and coaching staff/athletic director.

**Academic Probation** - students may practice and play in games but grades (academic, behavior, and conduct) will be monitored and reviewed within a designated time frame. Failure to improve may cause temporary or permanent suspension.

**Temporary Suspension** - student may continue to practice but is not permitted to play in any league or tournament competition. Grades will be monitored and reviewed within a designated time frame. Failure to improve may cause the student to be permanently suspended from the program.

**Permanent Suspension** - students are declared ineligible to participate in the designated sport for the remainder of the season. Grades will be monitored and reviewed to consider eligibility for future participation.

### *Sportsmanship*

Students and adults should remember that as fans and spectators at sports events involving St. John Paul II Classical Catholic School, they are to act as representatives of our school. Our cheering section at any sporting event should be respectful and positive as well as enthusiastic! Always remember to applaud a display of athletic success or good sportsmanship on the part of the opposing team as well as our own. Fans should take defeat graciously or accept victory humbly.

Of special importance is our student's behavior. We emphasize that St. John Paul II Classical Catholic School fans remember they are guests at opposing team schools, and we do not engage in inappropriate behavior. If we hear from another school, it should be to congratulate us on our positive attitudes and well-behaved students and fans. We remind our young student athletes that the primary word in student athlete is a STUDENT.

### *Transportation*

St. John Paul II Classical Catholic School will not provide transportation for student athletes to practices and/or games; this is the responsibility of parents/guardians.

### *Parent Involvement*

Parents are encouraged to volunteer for St. John Paul II Classical Catholic School sports programs, as many volunteer opportunities are available.

All volunteers must have attended a *Protecting God's Children* workshop and consent to a criminal background check. You can log on to the Virtus website (<http://virtus.org/virtus/>) to register online for the workshop. Workshops continue throughout the year at various locations.

## CAMPUS MINISTRY

Two years of preparation are required in grades 7 through 8, followed by a Confirmation preparation class. During the preparation class, the students will attend a retreat and perform Christian service activities. Parent and sponsor are required to attend Confirmation preparation meetings. Students will receive Sacramental instruction at St. John Paul II Classical Catholic School, and the parents will be asked to meet the requirements of the Director of Religious Education (DRE) for sacrament preparation.



## CODE OF CONDUCT

### *Conflict Resolution*

A sincere attempt must be made to resolve any complaint by means of a phone call or a face-to-face dialogue between the involved or conflicting parties. In the event that such dialogue does not resolve the complaint, the following complaint procedure shall be used:

- If a parent, student, or employee makes a complaint, such complaint shall be referred to the immediate supervisor (i.e., teacher) who has full authority to deal with it without consultation.

If the immediate supervisor (i.e., teacher), cannot resolve a complaint satisfactorily it may be referred to a progressively higher local authorities (i.e., principal), for resolution. By way of illustration, those authorities could include the principal and or pastor. That immediate supervisor has full authority to deal with the complaint without other consultation.

### *Athletic Services Providers Act 31 of 1990 (section 380.1318)*

Public Act 215 of 2006 encourages all non-public schools to include in their local code of conduct that possession or use of any performance enhancing drug is not permitted and shall subject the student to the same penalties that the school has established for possession/use of tobacco, alcoholic beverages, and illegal drugs. Michigan's Department of Community Health maintains a list of banned substances based on the policies of the National Collegiate Athletic Assn. (NCAA). This list can be found quickly by Googling "NCAA banned substances".

### *Student Self-Management*

The St. John Paul II Classical Catholic School code of conduct is written for all students to follow. Our goal is to reflect, recognize, and respect positive attitudes and behavior displayed by all students at SJPICCS. The philosophy of SJPICCS concerning student conduct is that the key to proper behavior centers on the student him/herself. Each student is responsible for their own actions and attitudes in school. We, as teachers and parents, continually offer instruction, guidance, encouragement, and examples for proper behavior. The goal is for each student to acquire the reason, logic, and steps needed to exhibit acceptable behavior as an individual and in a group. Teachers and parents teach children to be aware of their behaviors and to be accountable and responsible for their actions. In our school setting, there are occasions which can cause severe difficulty to people and programs and for which corrective measures must be immediate and thorough. This especially applies to any behavior which is detrimental to the health, safety, and welfare of any individual or group. Unacceptable student behavior may result in one or more of the following actions:

1. Reprimand/Detention
2. Suspension (in or out of school)
3. Expulsion

The preceding standard is a general standard that is to be used as a guide by all students. Not all acts of misconduct can be itemized and are left to the discretion of the principal.

### *Detention*

A detention for minor violations can be served during lunch/recess where the student will eat lunch and/or spend recess in the principal's office and/or a student may not be permitted to participate in a special event or activity.

A major infraction detention will be served after school for one hour (3:30pm-4:30pm) on a day deemed appropriate by the principal, faculty, and parent. Parents will be notified ahead of time so they can plan to pick up their child at 4:30 pm. A parent or guardian must come into the building to sign their child out of detention.

### *Minor Violations/Detention*

Most day-to-day minor violations are covered by basic rules for school, classroom, lunchtime, safety etc. These basic rules are posted and/or published in this handbook, the weekly newsletter, notes sent home, and other ways deemed necessary by the school faculty and staff. Frequently, these minor violations will be corrected in conferences with the student, or the whole class, a note, phone call, email, or a conference with the parent and student.

Some of these school rules are:

- Dress Code: Students are to be dressed in complete uniform as detailed in the dress code section in this handbook. Violations of dress code will result in a reminder about the infraction; a note sent home, detention, or loss of special privilege, and finally a lowering of the self-management (conduct) grade on the report card.
- Signatures: Letters/notes sent home requiring a parent signature must be returned to school the next day signed by a parent.
- Eating: This is only allowed at lunchtime and at designated times set by the teacher. Only water should be in the classroom. No food or drink is to be taken outside at lunchtime.
- Gum and gum chewing: This is not allowed in the classroom or on school premises. Violators of this rule may result in paying a fine to cover the cost of cleaning, school/personal materials, or property. This will also affect the student's conduct grade.
- Disruptive behavior: Physical or verbal behavior that interferes with the classroom routine, lesson, school program, or with another student's rights or privacy is not allowed. Physical or verbal disrespect for any person is not allowed. The throwing of snow, ice, or rocks on school/parish property at any time is not allowed.
- Dishonesty/Cheating: This is treated as a more serious offense. Forging of a parent's signature, copying another student's work or test answers, etc. could result in an in-school suspension. Matters in this category reflect the idea of moral value and will be thoroughly discussed with the student, teacher/administration, and parent.

### *Major Violations /Detention*

The actions listed below will result in immediate contact/communication with the parent and may result in the removal of the student from the classroom. In some cases, the student will be suspended from school. The

following are considered major violations of the St. John Paul II Classical Catholic School's Code of Conduct and will not be tolerated or accepted as proper student conduct:

- Constant verbal or physical disruption and or interference with normal school/classroom routines or lessons.
- Disrespect or defiance of school authority, including administration, teachers, staff, clergy, volunteers, and other appointed aides.
- Indecent or disrespectful language or action towards a student, teacher, parent, or adult.
- Sexual harassment – unwanted and offensive sexual advances, physical or verbal, derogatory or discriminatory words, remarks (verbal or written), or inappropriate touching.
- Unacceptable conduct or disrespectful attitudes/actions at school and/or school functions, on the way to or from school or school functions, on school grounds, before, during and after school, school functions i.e., field trips, class trips and all athletic events at home or away may result in suspension.
- Causing or taking part in a physical fight in, on, or around school grounds.
- The willful destruction or defacing of school/parish property or the property of anyone. (Students will be financially responsible for damaged instructional materials and or equipment.)
- Bringing, possessing, manufacturing, purchasing, consuming, selling, or distributing drugs, alcoholic beverages, marijuana, controlled substance, paraphernalia, or tobacco by students in school, at school sponsored events, on school premises, or in the immediate vicinity of school is expressly forbidden. Parent's and/or the Lincoln Park Police Department will be notified of any policy infractions.
- Smoking or the possession of cigarettes, marijuana, vaping products, and/or other paraphernalia (whether they contain nicotine or not), illegal substances, lighters, or matches on school grounds.
- Gambling of any sort.
- The possession or use of any fireworks.
- Possession of any dangerous, illegal, or immoral materials, books, or magazines.
- Bullying, or Cyber-bullying.
- The forging of a parent signature on any school related document.
- Failure to attend an assigned detention without permission or excuse.
- Possession of/use of dangerous weapons or other articles that may be considered a threat to public or personal safety.

### *Cyber-Bullying/Harassment*

Bullying is unique and not to be confused with mean behavior (occasionally being unkind, occasionally being ungenerous, occasional name calling). Bullying is a behavior that happens repeatedly over time and purposely threatens physical/emotional harm.

Students are expected to be courteous and respectful in all of their interactions with others including administrators, teachers, parish, and school employees, volunteers, parents, and students. Students who

engage in name calling, threats, bullying, intimidation, or other conduct or communication that has the purpose of creating a hostile, offensive, or abusive atmosphere, including such activity in *online postings on any form of social networks such as Facebook, Twitter, Instagram, Snapchat, TikTok* etc. will be disciplined, up to and including expulsion.

Retaliation in any form, such as harassment, name calling, ostracizing, intimidation, threats, etc. against any individual including all parish and school students, employees, volunteers, and parents, for reporting or cooperating in good faith, in a parish or school sponsored or sanctioned activity will not be tolerated. St. John Paul II Classical Catholic School will take legal action if necessary for any student who retaliates in any form.

### *Weapons Policy*

Students are prohibited from bringing weapons to school and school sponsored activities or having weapons in school or at school-sponsored activities, on the school premises, on a school bus, in route to or from school, or in the immediate vicinity of the school. Immediate vicinity of the school means within a one block radius of the school.

A weapon is any object which can be used to threaten or injure another. It includes, but is not limited to, “dangerous weapons” as defined by the State law which is included in the policy.

State law requires the reporting of possession of a “dangerous weapon” to the local law enforcement agency. The law also requires that the student’s parent or guardian be notified. “Dangerous weapon” includes a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches long, pocketknife opened by mechanical device, iron bar or brass knuckles.

State law calls for permanent expulsion of a student, subject to limited reinstatement for possession of a dangerous weapon.

Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include, without prior warning, an inspection and search of student’s person, pockets (the student empties his/her own pockets), book bags, purse, lunch container, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, the teacher, the pastor or a person acting in the place of any of these.

When a body search is conducted it shall be in the principal’s office or other appropriate place. Such a search will be conducted by a law enforcement official.

Refusal by the student to cooperate or interfere with a search without legitimate reason will result in disciplinary action, up to and including expulsion from school.

Depending on the nature of the weapon, the local police department shall be notified immediately. The student will be detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.

Any student found to be in violation of the school’s policy is subject to disciplinary action, up to and including expulsion (permanent dismissal).

Any student determined to have brought a firearm to school will be expelled for a period of not less than one year. The term “firearm” means:

1. any weapon including a starter gun which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive.
2. the frame or receiver of any such weapons.
3. any firearm muffler or firearm silencer.
4. any destructive device.

### *Suspension*

A suspension is defined as separation from the school program for a definite, limited period of time. When a student’s behavior has warranted suspension, parents are notified by administration and arrangements are made so that the student’s activities are curtailed, and that time spent at home is more serious rather than being a vacation from school.

In the event a suspension is termed “in-school suspension”, the student will be separated from the class for a class period, a lunch period or for the day etc. and will be privately supervised by the administration or designated staff member. The authority to suspend rests with the administration in conjunction with teacher(s) and parents. The length of suspension is determined by the administrator and usually does not exceed five school days. Absence from class time due to suspension is labeled “unexcused” resulting in loss of credit for work completed during that time. Suspension is only used after other types of motivational means have been used, or in cases which warrant this most serious action. Before a suspended student is re-admitted to school/class/program, the following actions must take place:

- A conference between the students, parents, teacher, and administrator will be held.
- All people concerned must be satisfied that the conditions, actions, and attitudes that led to the suspension have been addressed and at least reasonably resolved.
- In serious cases, school staff may request further professional opinions or dialogue before allowing readmittance.
- The final decision is based on the best interests of the student as well as the entire class/school community.
- Suspension is not recorded on a student’s permanent record other than the date of absence on the attendance record.

### *Expulsion*

Expulsion is defined as a permanent separation from St. John Paul II Classical Catholic School. This step is taken only after careful deliberation that involves the principal, pastor, teacher(s), parent/guardian, and student, and only in the gravest seriousness. Expulsion is also used when the student’s behavior/academics indicate that the student has not responded to previous warnings, motivations, or suspensions. Authority for expulsion rests with the administrator. Expulsion is preceded by suspension, so that all circumstances that suggest possible expulsion are investigated and deliberated. At the time of suspension, parents are given written

notification of the reason for suspension. Behaviors that can lead to “Expulsion” include, but are not limited to:

- Violent physical acts against any person in, on, or around school grounds.
- Arson: the intentional setting of a fire
- Initiation of a false alarm i.e., fire alarm, or bomb threats, etc.
- Repeated disregard of school rules and the code of conduct i.e., three or more suspensions during one school year.
- Gross or repeated misbehavior that indicates a student cannot physically or emotionally function effectively within the school program.
- Possession of illegal drugs, marijuana, or any form of alcohol, while in care of school staff, at school or school functions, on the way to or from school or school function. This includes bringing such items for another person or placing such items in a storage place.
- Violation of Weapons Policy

### *Appeal Process*

While school administrators have the right and responsibility to take immediate disciplinary/corrective action, parents have the right to appeal major administrative decisions, particularly in regard to expulsion. The due process procedure for appeal is available in the school office. The appeal process is required by a Christian sense of justice as well as by the legal requirements of school law.

## DRESS CODE

The dress code promotes camaraderie, spirit, pride, and a positive learning environment.

Violations of the dress code will result in a phone call to parent/guardian to bring appropriate clothing to school before student returns to classroom.

CIRCUMSTANCES NOT DEFINED WILL BE ADDRESSED ON A CASE-BY-CASE BASIS BY SCHOOL ADMINISTRATION.

All shorts, pants, and skirts are to be worn at the waist. Please label all articles of clothing with the student’s name, especially gym clothes.

### *Walking Shorts:*

Schoolbelles brand Navy blue (Grade K-5) or Khaki dress shorts (Grade 6-8) may be worn from the start of the school year until October 15<sup>th</sup>, and from May 1<sup>st</sup> until the end of the school year. Shorts are **not** worn from October 16<sup>th</sup> through April 30<sup>th</sup> unless the temperature outside reaches 70 degrees or above, and the principal decides to make an exception. Shorts must be knee length; no shorter than one inch above the knee is allowed.

### *Uniform Pants - Grade K-5:*

Navy blue uniform dress pants of non-denim material, with both side seams sewn in and inside pockets without accent stitching or studs. \*Pants must have belt loops for grades 2-5.

### *Uniform Pants – Grade 6-8:*

Khaki dress pants. \*Pants must have belt loops.

\*Grades 2-8 must wear a black or brown belt with their uniform pants.

### *Not Allowed*

**Tattered or ripped blue jeans, Spandex, pants with extra pockets, pants with rolled up or elastic cuffs. flannel shirts, hats, tank tops, halter tops, midriff tops, meshed, cropped, or see-through clothing; No clothing with reference to music groups, movie, cartoon or sports characters of questionable moral standards, or any clothing with reference to alcohol, tobacco, drugs, violence; No sandals, high heels, or clogs.**

### *Skirt or Jumper*

Girls grade K-5: Schoolbelles uniform plaid or navy-blue jumper. The jumper is no shorter than one inch above the knee.

Girls grade 6-8: Schoolbelles uniform plaid kilt skirt, side pleat skirt, or khaki skirt. The skirt is no shorter than one inch above the knee.

Girls are **not** permitted to roll their skirts. After a third warning the student will be given an in-school suspension.

Girls may wear uniform pants in place of skirt or jumper and are encouraged to wear modesty shorts or tights under their skirt or jumper following the SJPICCS appropriate colors.

### *Shirt (Grades K-8)*

Schoolbelles solid white, light blue, ash grey, or royal blue collared, 3-buttoned, knit polo with school logo embroidered, long or short sleeves. All shirts must have the new St. John Paul II logo by 2023-2024 school year.

*Embroidered logo is not necessary for girls grades K-5, if worn under the uniform jumper. The shirt must be tucked in, and collar down.*

Grades 6-8 on Fridays are allowed to wear 1/4 zip up sweatshirt/high performance wicking shirts purchased from Schoolbelles. These shirts can be worn with solid color t-shirt underneath.

### *Socks*

Matching solid color dress socks in navy, gray, white, black, solid brown, or solid tan socks. All dress socks should be cuffed ankle, knee highs, or opaque/knit tights. Socks must be shown at all times, so “no show” socks are not acceptable.

### *Shoes*

Standard dress/school shoes in black, brown, gray, or navy.

Shoes must have a defined sole with an arch and a defined heel. The sole of the shoe will be leather and/or rubber (soft cushion) that has a defined sole pattern, arch, and standard heel not to exceed ½ inch. The shoe

material that covers the foot will be leather (real/imitation). The color of the shoe will be a solid color. Sperry type deck shoes are permitted if it does not look like a tennis shoe.

Not Permitted: Ballet type slipper, moccasins, open toe shoes, heels (also may not be worn on dress up or down days), flip-flops, boots, and no shoes with wheels or lights.

### *Sweaters/SJPII Fleece*

All grades: Solid navy, white, or gray plain cardigan or pullover (crewneck, V-neck, or vest).

For grades 6-8, Schoolbelles also offers a royal blue sweater or vest with SJPII logo. Sweaters may be worn throughout the year over a complete uniform, but shirt collar should be visible.

The official St. John Paul II Classical Catholic School full zip fleece is acceptable.

All students: are expected to be well groomed, neat, and presentable at all times. Hair should be clean, combed and in a style appropriate for a school environment. The use of hair dyes/color is not allowed by St. John Paul II Classical Catholic School students. This includes high lights, low lights, and colored hair of any form.

Boys: hair must be off the ears and collar in a **traditional** (taper cut, side-part or standard cut) hair style with no hair falling below the eyebrows.

### *Personal*

Clear/light pink nail polish or French manicure is permitted for grades 6-8. No makeup, lip gloss, artificial nails, or colored nail polish are allowed.

### *Gym Uniform*

The official school gym uniform consists of gym shoes, uniform shorts, uniform sweatpants, uniform t-shirt, and uniform crew neck sweatshirt (Students wear the pieces appropriate for the weather conditions). No alternate St. John Paul II Classical Catholic School logo apparel will be allowed as part of the gym uniform.

Socks of solid color as stated in the uniform policy are acceptable.

This attire may be worn to school on scheduled gym days for students in grades K through 8 as an acceptable school uniform **on gym days only**.

Students are not permitted to wear hoodies as part of the gym uniform. No rolled cuffs on waist bands; shorts or sweatpants are to be worn at the waist.

*\*\*Wearing the gym uniform to school on gym days is a privilege. If abused, this privilege will be removed per the discretion of the administration.*

### *Jewelry*

*Girls:* pierced ears with small post earrings – no girl will wear more than one (1) pierced earring per ear (total 2) as part of her school uniform on any school day or during any school function. Stud post earrings are acceptable. NOT ALLOWED: Long, dangling earrings or hoops.

*Boys:* No pierced earrings are worn on any school day or during any school related function/activity during the school year.



*All Students:* A simple chain with a small sized cross or religious medallion is permitted; but must be worn under the shirt. Students are not allowed to wear choker necklaces. One small bracelet is permissible. St. John Paul II Classical Catholic School is not responsible for lost or broken jewelry. No jewelry is to be worn on gym days. No plastic or large colorful jewelry is allowed. No body piercing jewelry of any kind is ever worn during any school day or function/activity.

### *Dress-Up Day*

*Girls:* dress, skirt, dress slacks, dress blouse, shirt, or sweater with appropriate neckline; no scooped or plunging necklines, no shoulders showing.

**Dress/Skirt length must be no more than 1" above the knee.**

Capri slacks are allowed but must be loose, cotton-type material, no form fitting material (Lycra, Spandex, tight knit jersey). Leggings will be allowed with blouse, shirt, or sweater no shorter than mid-thigh/fingertip length.

Jewelry: as stated above.

Fingernail polish and make-up: as stated above.

*Boys:* dress shirt, golf shirt etc. (shirts must have a collar and must be buttoned), dress slacks, khakis, sweaters, vests etc.

*All Students:* dress shoes or standard school shoes will be worn. No jeans of any color are allowed.

**Girls: High heels are NOT permitted (shoes with more than 1 ½" in height are deemed unsafe to be worn in school).** Socks, tights, or nylons must be worn.

### *Jean Day*

**Acceptable clothing includes** jeans, walking shorts or jean capris. No jeggings are allowed. Jeans must be worn at the waist and must be an appropriate length. Shorts may be worn from the start of the school year until October 15<sup>th</sup>, and from May 1<sup>st</sup> until the end of the school year. Shorts are not worn from October 16<sup>th</sup> through April 30<sup>th</sup> unless the temperature outside reaches 70 degrees or above and the principal decides to make an exception.

Shorts must be knee length; no shorter than one inch above the knee is allowed. T-shirts, sweatshirts, jerseys, St. John Paul II Classical Catholic School sports sweatshirts and t-shirts; gym or athletic shoes (socks must be worn). Shirts and tops must be appropriate. All tops must have appropriate logos and/or designs such as – school name, college name, pro-team name, designer names, cartoon characters of appropriate nature. Clothing that indicates any store brand for adults, inappropriate language, or innuendoes are not permitted.

### *Spirit Day*

Students may wear jeans and SJPII spirit wear. Spirit wear is purchased through [1stplace.sale/45790](https://1stplace.sale/45790)

### *Winter Wardrobe*

Snow pants, sweatpants, and boots are expected to be brought for outdoor recess and worn over the school uniform. Hats, mittens, gloves, and scarves for grades (K-8) are required for outside recess during the winter months. Please check the weather before school. If the temperature (with windchill) is above 20 degrees, we go outside.

### *Sports Jerseys*

SJPII Sports Jerseys may be worn by team members on the day of or the Thursday before scheduled games. The jerseys must be worn over a complete school uniform.

### *Uniform Retailers:*

#### **Schoolbelles Uniform Company**

42073 Ford Road, Canton, MI 48187

(734) 983.0280 or

[www.schoolbelles.com](http://www.schoolbelles.com)

#### **1<sup>st</sup> Place Spiritwear**

2659 Center Road, Hinckley, OH 44233,

[www.1stplace.sale/45790](http://www.1stplace.sale/45790),

or [CustomerSupport@1stplacespiritwear.com](mailto:CustomerSupport@1stplacespiritwear.com)

### **EMERGENCY CONTACTS AND AUTHORIZED PICKUP PROCEDURES**

### *Emergency and Illness Information*

An emergency sheet is kept for each student in the school office. This sheet includes the information entered into the Student Information System (SIS). We will use this information in case of an emergency. Emergency information needs to be updated as changes occur by letting the office know [school@jp2catholic.com](mailto:school@jp2catholic.com) as well as making changes online through the SIS.

### *Medical Emergency/Accident*

Parents/Guardians are called immediately when an accident, or medical emergency occurs. If the parent/guardian cannot be reached, the person(s) specified on the student information sheet will be called. It is extremely important that any changes in telephone numbers (home or work) be reported to the school office and updated in the SIS as soon as possible. It is also important that the person(s) named on the emergency contacts as the parent/guardian alternative has a current telephone number and be available to transport a sick child. In extreme medical situations, the appropriate medical/emergency personnel will be contacted for assistance.

### *Emergency School Closing*

On days when there is a question if school will be open parents should listen to a major TV or radio station. The official name for our school is:

**JOHN PAUL II CATHOLIC or ST. JOHN PAUL II LINCOLN PARK**

In addition, each family will receive a test message and email from our **Student Information System (SIS)**. This is a telephone broadcast system that will enable school personnel to notify all households by phone within minutes of an emergency or unplanned event that causes school cancellation, early dismissal, or late start. The

SIS service may also be used from time to time to communicate general announcements or reminders.  
*Specific Information for Student Information System (SIS)*

### *Caller ID:*

The caller ID will display (313) 386-0633 which is the main number for St. John Paul II Classical Catholic School.

### *Live Answers:*

There is a short pause at the beginning of the message. Answer your phone as you normally would and hold for the message to begin. Please inform all family members who may answer the phone of this process.

### *Voicemail:*

The system will detect that your voicemail has answered and will play the recording.

### *Emergency Dismissal*

In the event of an emergency closing during a school day, students will remain in school until a parent/guardian or authorized adult comes to school for pick-up. A staff member will instruct the parent/guardian or authorized adult where to go for pick-up of students. The parent/guardian or authorized adult at the pick-up site must sign out the student. (Example: All students are being dismissed from the gymnasium. All parents/guardians or authorized adults will be instructed to go to doors outside gymnasium for pick-up.) Parents/guardians or authorized adults would be notified of an emergency dismissal by phone/email/text, using our Student Information System. If parents/guardians are not available, the emergency contacts on the student information sheet would be contacted for pick-up.

If the school is put into a lock down situation (this directive comes from the Lincoln Park/State police departments) all entrances/exits would remain locked. Parents/guardians or authorized adults would not be able to enter/exit the building. Once we received an all clear from the police department, our school day would continue as normal. If there were a need for an EMERGENCY DISMISSAL, the procedure above would be implemented.

### *Emergency Drill Procedures*

In accordance with the law, SJPII Classical Catholic School will conduct on a yearly basis:

- 5 Fire Drills
- 2 Tornado Drills
- 3 Shelter-in-Place

After each drill has been completed it will be posted on the school website.

## TEXTBOOK/LIBRARY LENDING POLICY

### *School*

Students are expected to be responsible for textbooks issued to them for the school year. Students will be charged the total replacement cost of the books that are damaged or lost.

Parents of students requiring an extra set of textbooks for home use will be required to provide a check in the amount of \$300.00 that will be held (not cashed) unless the textbooks are not returned by June 15<sup>th</sup>.

### *Library*

In keeping with the school's mission to help the student develop independence with responsibility, students may borrow St. John Paul II Classical Catholic School library books. Books that are not returned must be paid for at the current replacement cost. Library privileges are suspended until a book is returned or replaced.

## PHONE POLICY

### *School Phone*

With permission from school office personnel, the school office phone may be used by a student.

### *Cell Phone Policy*

Students bringing cell phones to school must have a signed "Cell Phone Usage Policy" on file in the SIS. These policy forms are part of the enrollment package and will be signed by students and parents/guardians at the time of registering. When the policy is in place, immediately upon arrival to the building, students will be responsible to drop their phones in their designated numbered pocket in the school office. At the end of the day the student is responsible for picking up their phones at dismissal. Students are not permitted to use their cell phone during drop off or dismissal and/or school field trips without permission from a staff member.

*St. John Paul II Classical Catholic School is not responsible for any cell phone that is left in the school office.*

For school wide safety and security purposes, at no time during school hours or on school property is any student to be in the possession of a cell phone, or other telecommunication device of any kind. (Including a Smart watch) This includes the carrying of a cell phone in a school bag, purse, gym bag, jacket pocket, trouser pocket, etc. Any student bringing and/or possessing such a device in school will have the item confiscated and the parents will be contacted by the administration.

## STUDENT ACCEPTABLE USE AGREEMENT

### *Electronic Information and Internet Use Policy*

Internet use in school requires guidance, instruction, and supervision. St. John Paul II Classical Catholic School students will receive instruction related to safe and responsible use of the internet as appropriate for age and grade level of the student. Access to internet services will be structured and directed by the teacher(s) present, always using internet areas which have been previously read, studied, and evaluated. These internet areas will

also include programs and services endorsed by the AOD, the Michigan Association of Non-Public Schools (MANS), and the State of Michigan Public Education System.

St. John Paul II Classical Catholic School has protective devices in place to protect our students from accessing objectionable material. All students are expected to use the internet in an ethical, moral, and appropriate manner. All students are expected to abide by the Student Acceptable Internet Use. Misuse of the internet by any student may result in suspension or termination of Computer Lab privileges or school disciplinary measures and/or referral to civil authorities. Serious misuses of the internet would be accessing materials that are profane, obscene, illegal, violent in nature, discriminatory, including student's misuse of social networking that defaces the reputation of their school or parish and its people, may result in permanent suspension/expulsion from St. John Paul II Classical Catholic School. At the start of each school year every student will be given a "Student Guidelines for Internet Use Policy" to be read, discussed, and signed by students and parents/guardians and returned to the school office.

*St. John Paul II Classical Catholic School strongly encourages the students, parents, families, and coaches to refrain from defaming the Parish, the Faculty, Staff, and families of St. John Paul II CCS as well as other schools at any time including social networks, included, but not limited to, the St. John Paul II CCS parent Facebook page. The community of St. John Paul II CCS is expected to represent their school and parish communities as Christians and those that represent the teaching of our Catholic Faith. In the event derogatory or defamatory statements are made, the page administrator must remove the post immediately. Any and all disrespect for the pastors, the principal, teachers, or any parent or student will not be tolerated.*

*Should one choose to defame the school and/or the parishes, while in attendance at a school/or school sponsored event, this includes internet, social networks, and the St. John Paul II parent Facebook page, families and/or students will be removed from the team and/or possibly the school. St. John Paul II Classical Catholic School strongly advises against posting school or sport related events pictures that may or may not take place on school property, on the internet, or any social networks at any time.*

## ACCIDENTAL MEDICAL COVERAGE

### *Student Assurance Policy*

The policy is administered by Student Assurance Services of Stillwater, Minnesota. The coverage applies to all Pre-K through Grade 12, religious education, and youth ministry students, while participating in the program. This Michigan Catholic Conference's (MCC) student accident insurance supplements a family's existing coverage, or kicks in if there is no health insurance. This is an excess policy, which provides additional medical assistance. A summary of the plan, FAQs, claim forms and the enrollment information can be found online. For additional coverage beyond what the MCC provides go to [www.sas-mn.com](http://www.sas-mn.com).

THIS COVERAGE APPLIES TO ACCIDENTS IN OR AT SCHOOL ACTIVITIES INCLUDING SPORTS. Use the Student Accident Report form to complete Part A of the Claim form. Parents can pursue the claim with Student Assurance Services.

### Wellness Policy

St. John Paul II Classical Catholic School is committed to providing a school environment that promotes and protects our student's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore, it is the policy of St. John Paul II Classical Catholic School that all students in grades K – 8 will have opportunities, support, and encouragement to be physically active on a regular basis. Each student attends physical education class a minimum of once a week.

In addition:

- Parents are encouraged to provide a healthy breakfast each day, and to pack a healthy lunch for their children.
- Parents sending in snacks or special treats are encouraged to provide healthy choices.
- Teachers promote hand washing or hand sanitizing before lunch or snack periods.
- The school provides a clean, safe, and pleasant setting and adequate time for students to eat.
- The school schedules appropriated lunch periods along with outdoor recess, weather permitting.
- Playgrounds are monitored by adults and routinely checked for safety.
- St. John Paul II Classical Catholic School has no soda or candy vending machines on the premises.
- Hot lunch workers abide by the local health code policies.
- Hot lunch menu offers healthy choices in compliance with the National School Lunch Program.

The Physical Education program at St. John Paul II Classical Catholic School exposes the students to a variety of lifelong activities. Students are taught the benefits of living a healthy, active lifestyle. Along with teaching game and skill concepts, students learn cooperation and sportsmanship through team building lessons.

St. John Paul II Classical Catholic School offers participation in Catholic Youth Organization (CYO) sports for children in grades 5 – 8. Children in grades PS4 – grade 4 are given opportunities to participate in instructional sports teams provided by our Athletic Department. *(Football, basketball, baseball, softball, soccer, volleyball, cheerleading, and bowling may be offered)*

## CONCUSSIONS

St. John Paul II Classical Catholic School adheres to Public Acts 342 and 343 of 2012 (Concussion Law) Effective June 30, 2013. See [michigan.gov/sports/concussion](http://michigan.gov/sports/concussion).

St. John Paul II Classical Catholic School will provide educational materials on the signs/symptoms, and consequences of concussions to each youth athlete and their parents/guardians and obtain a signed statement acknowledging receipt of the information to keep on record. The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he/she can return to physical activity.

## RIGHT TO AMEND

The principal is the final recourse and reserves the right to amend this handbook. Parents/guardians will be given prompt notice of any amendments.

*Families that disagree with the St. John Paul II Classical Catholic School philosophy, mission statement, and/or handbook, are encouraged to have discussion with the administration and/or pastor. Should families disagree with the end resolution, the pastor and/or the school administrator may ask families to seek a different educational institution that would better fit the needs of their children.*



### *Acknowledgment of Electronic Distribution of Student Handbook*

I/We understand that we are able to access the St. John Paul II Student Handbooks on the school website. [www.jp2catholic.com](http://www.jp2catholic.com)

I/We have chosen to accept the responsibility for accessing the Student Handbook by visiting the web address listed above. If a paper copy is needed, please contact the school office at 313-386-0633.

I/We understand that the handbook contains information that my child(ren) and I may need during the school year. If I/we have any questions regarding this handbook, I/we should direct those questions to the principal: (313) 386-0633 or [principal@jp2catholic.com](mailto:principal@jp2catholic.com).

Printed name of student(s):

---

---

---

---

Printed name of 1<sup>st</sup> parent/guardian: \_\_\_\_\_

1<sup>st</sup> Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of 2<sup>nd</sup> Parent/Guardian: \_\_\_\_\_

2<sup>nd</sup> Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_