



Saint John Paul II Catholic School

Family Handbook 2025-2026

4341 West Homosassa Trail
Lecanto Florida 34461
352-746-2020
www.sjp2.us

Dear School Families,

Welcome back to school for the 2025-2026 school year. We are thankful you made us your school of choice for your children.

Please read through and familiarize yourselves and your children with the school policies and procedures. There may be a number of additions from previous years.

Please make sure to take the time to review this information and discuss the importance of following the rules with your child. Please note, as our environment changes, we may from time to time send out changes and/or additions to this handbook. We will do our very best to communicate these to you in a timely manner.

Your support is essential to create a safe and positive Catholic learning environment for every person at Saint John Paul II Catholic School.

May God continue to bless you, your family, and our entire school community,

Mr. Lee Sayago, M. Ed.
Principal

Table of Contents

Introduction	P. 4
Enrollment	P. 5
Family Responsibilities & Activities	P. 6
School Procedures	P. 7-10
Dress Code	P. 11-12
Communication & Records	P. 13-14
Notification of Rights under FERPA for Schools	P. 15
Emergency Evacuation Drills	P.16
Use of School Grounds	P.17-19
Health Information	P. 20-21
Conduct	P. 22-25
Discipline Policy	P. 25-27
Academic Programs	P. 27-29
Diocesan Grading Policy	P. 30-36
Student Life	P. 37-39
Code of Conduct for Catholic Schools	P. 40-44

Introduction:

Saint John Paul II Mission Statement

Saint John Paul II Catholic School is an inter-parochial learning community which empowers students to reach their highest spiritual, intellectual, social and physical potential in a Christ-centered Catholic education environment which fosters service and stewardship of our God-given resources.

Beliefs

- We love God through our thoughts, words and actions.
- There is good in the world and it grows with us.
- God's love guides our ability to achieve.
- Our time together is precious.
- We support the learning needs of all.

Core Values

- Faith
- Love
- Integrity
- Perseverance
- Service

Accreditation

Saint John Paul II Catholic School is fully accredited by the Florida Catholic Conference Accreditation Program (FCCAP) and the Florida Conference of Catholic Bishops. Every seven years, Catholic elementary and middle schools in our Diocese are re-accredited to ensure that they are providing the best environment possible for academic growth and faith development. SJPII is a member of the National Catholic Education Association.

Enrollment:

Admission Policy

Saint John Paul II Catholic School has an open admission policy that no person on the grounds of race, color or national origin is discriminated against, nor does this school hire or assign staff on the basis of race, color or national origin.

Registration Procedure

- Contact the school office (352-746-2020) or e-mail enroll@sjp2.us for information regarding registration
- Tour the campus- All prospective families must take a personal tour
- Online Application
- Admissions Paperwork – Birth Certificate, Florida Immunization form DH680, Florida School Entry Health Form DH3040.
- Copy of any paperwork supporting special learning needs, support plans, 504 or an IEP. Florida Certification of Immunization Form DH680
- Baptismal or Sacramental paperwork
- Signed copy of Consent to Release Information from previous school
- All new students are placed on a 90 day probation period

Withdrawing Procedure

Families must notify the school if a student is withdrawing. The school will not forward records for students who withdraw with an outstanding balance. Tuition will be charged through the day of withdrawal and registration fees are non-refundable.

Class Size

The maximum number of students admitted varies by grade level. Exceptions may be made at some grade levels after the principal confers with the teacher.

Diocesan Maximum Recommended:

EC3: 15 Students

VPK: 20 Students

1st thru 5th: 30 Students

6th thru 8th: 35 Students

Family Responsibilities & Activities:

Tuition and Fees

The Diocese of St. Petersburg sets our tuition and fees. Tuition is charged on a yearly basis. There are several tuition payment plans available including an automatic withdrawal through F.A.C.T.S. for monthly payments.

HSA (Home and School Association)

The Home and School Association (HSA) is a formal parent and teacher group working for the benefit of the school. The purpose of this organization is to help plan events throughout the year in addition to raising money. Parents/teachers are urged to participate in all HSA functions.

Each year HSA has a fundraising dinner and auction that we ask families to assist at. This can be done by finding businesses to sponsor the event, gather item donations for silent auction, decorating and selling tickets.

If you would like to assist us with the planning of events and fundraising ideas please email enroll@sjp2.us

School Advisory & Development Council (SADC)

The School Advisory Board shall assist in the operation of Saint John Paul II Catholic School in order to provide a strong educational program based on Catholic values for the operation of the school. The Board shall promote communications for the general welfare of the school in line with the religious, moral, cultural and educational purposes.

School Procedures

School Hours

- Morning Care 7:00am to 7:50am
- School Begins promptly at 7:55am
- VPK & EC3 Half Day Students are dismissed at 11:30
- EC3-Kindergarten are dismissed at 3:05pm
- 1st-8th Grade are dismissed at 3:15pm
- Aftercare/Extended Care: 3:30pm-5:30pm

Morning Arrival

Morning Care is available from 7:00 a.m. to 7:50 a.m. at no additional cost. Breakfast is offered from 7:15am to 7:45am in the cafeteria. School starts promptly at 7:55a.m. and begins in the cafeteria. This school wide gathering sets the tone of each school day and focuses on important announcements, daily prayer, the Pledge of Allegiance, birthday blessings and our School Mission Statement. Any students who arrives after 7:55 a.m. will need to be escorted to the front office to be signed in.

Dismissal Times and Early Pick Up

Half Day EC3 & VPK students dismiss at 11:30p.m. EC3 & VPK(Full day students) and Kindergarten dismiss at 3:05pm. 1st thru 8th grade dismiss at 3:15pm. Please check the school calendar for any early dismissal dates(half day dismissals). Early dismissal dates are scheduled (unless an emergency situation arises) and dismissal begins at 12:30pm.

Attendance and Daily Schedule

Punctuality and regular attendance are absolute necessities for academic success. Excessive absenteeism or tardiness can be contributing factors to a child's academic difficulties. When students arrive late it disrupts the class, negatively affects the learning environment, and they miss morning prayers which is an essential part of our shared faith and school community. Our time is precious with your child and active learning takes place from the very beginning

to the very end of the day. Students who are habitually late or are picked up early miss instructional time and will fall behind academically. We understand that on occasion students will need to be dismissed early for a scheduled appointment. Please contact the front office in these situations.

A tardy is defined as arriving at school after 7:55a.m. We fully understand there are circumstances out of our control which cause us to bring our child to school late however we do ask that tardies do not become habitual.

Chronic absences may also result in students being asked to withdraw from the school or loss of a scholarship. After reviewing the reason for the absence (documentation from a medical professional and/or a parent), the administration will determine whether an absence is approved or not. Approved absences will not count against the student in matters of disciplinary action or lowered ATL grades.

Daily Checklist:

Students should come to school on time and ready to learn in a Risse Brothers authentic uniform. Students should bring daily the following items:

- We do ask all students to bring a leak proof, water only container to school each day. Regardless of the brand or design of the container, it must not leak. Please use the upside down test to ensure that it does not leak before sending it to school with your child/ren.
- A healthy snack
- Appropriate school jacket if needed.
- Charged ChromeBook (Middle school, chrome books provided)

Normal Drop-off and Pick up Procedures

Morning Drop off:

- Before Care is available starting at 7:00a.m at no additional charge
- School Starts promptly at 7:55a.m.
- Students K - 8th grade are dropped off at the front gate and proceed to the cafeteria each morning.
- Students in EC3 & EC4 who are dropped off between 7:00a.m. - 7:40a.m. are to be dropped off at the front gate and proceed to the cafeteria.
- EC3 & EC4 students that are dropped off between 7:45a.m. - 7:55a.m, are dropped off at the gate by the front playground.

Afternoon Pick up:

- School ends for EC3 thru Kindergarten at 3:05p.m. Pick up is at the early childhood playground gate.
- School ends for 1st thru 8th grade at 3:15p.m. Pick up is done through the car line. If you have a child in the early education pod as well as a child in 1st thru 8th, we ask that you pick up the first child at 3:05p.m at the playground gate then proceed to the front gate where your child will be called first(fast pass) for dismissal.
- Aftercare is available for a fee from 3:30p.m. to 5:30p.m.
- If someone other than the parent/guardian is picking up the student, please send the school notification in advance of the student being released and advise the individual to have a license present. Students will only be released to biological parents and those listed on the emergency/pickup list.

Lightning Dismissal

If there is lightning within an 8 mile radius before or during dismissal time a lightning alert will go in effect. Parents/guardians will receive a text alert notifying them of this change. In the event of a lightning dismissal your child will not be released from the classroom. If you **must** pick up your child please report to the front gate, at normal dismissal time, and your child will be released to you. Families are encouraged to wait out any lightning in the area. Picking your child up during a lightning Alert is **not** recommended.

If we are in a lightning lockdown the threat is imminent and students will **not** be released until the storm has passed to a safe distance.

After Care Program

Aftercare is available from 3:30p.m. until 5:30 p.m. All students who have not been picked up by 3:30pm will automatically be placed in the After Care Program and parents will be charged at the daily rate. The rate is \$6 per hour per child. Students who are still in the After Care Program after 5:30p.m will incur an additional charge of \$1 per minute per child. Students involved in after school activities who have not been picked up 15 minutes after the end of the activity will be automatically placed in the After Care Program and parents will be

charged at the daily rate. This fee is paid through the Facts family portal and is billed monthly.

Emergency School Closing

During hazardous weather conditions, the decision to close Saint John Paul II Catholic School will rest with the administration, in consultation with the pastor and Diocese of St. Petersburg when necessary. In the event that school must be dismissed early, parents/guardians will receive notification outlining the emergency procedures with an instant alert notification and/or email. Please keep your information updated with the school office. A parent/guardian may come to the office and sign the student out.

Dress Code

School uniforms are a long-standing tradition in Catholic schools. School uniforms promote a sense of belonging, pride and equality among students. The uniform is designed to eliminate distractions from the learning environment and encourage students to differentiate themselves through their God-given talents. Students in all grades have standards of dress and should present a clean, neat and well-groomed appearance. Risse Brothers is our official uniform provider. The closest uniform store is located in Tampa at [4228 N Armenia Ave, Tampa Florida](#). Online ordering at [Rissebrothers.com](#) is the most convenient method of acquiring the approved SJPII uniform.

Uniforms:

The Formal Uniform (Grads 1st thru 8th):

- School issued Black, Maroon or White polo shirts with the logo. All colors are Mass acceptable
- School issued Khaki shorts (boys or girls), khaki pants (boys or girls), and/or Khaki skirts (girls)
- School issued Maroon uniform dress
- School issued Maroon Fleece zip up Jacket

P.E Uniform(Grades EC3- K and 3rd thru 8th on assigned P.E. Days)

- School issued gray shirt with school logo
- School issued Maroon shorts with school logo
- School issued Gray or Maroon sweatpants and sweater

Shoes & Socks:

All students are to wear all black (white sole is ok) or all white sneakers. Boat shoes are acceptable in grades 4th-8th. No hightops please. All white or all black ankle or crew socks are required. Knee length socks are not acceptable.

Appearance and accessories:

- Belts are required for anyone wearing khaki shorts or pants
- Girls may wear one set of **post** earrings.
- No facial piercings (nose, lip, tongue)
- Students may wear one necklace, bracelet and ring
- No colored nail polish or acrylic nails (please notify the front office of any special events like a wedding for special temporary permission)
- No artificial hair colors (red, blue, green etc.)
- No noticeable makeup or fake tattoos
- Boy's hair should be off the collar, ears and at or above the eyebrow

Cold Weather Attire (Temperatures below 50F):

Alternative jackets are permitted but may be asked to be removed in heated spaces. Girls may wear black, maroon, white or gray leggings under skirt.

Dress Down Days:

Dress down days are announced via parent email, text and during morning announcements. Please do not wear the following:

- No sleeveless, spaghetti straps, cropped or midriff tops
- No short shorts, dresses or skirts; Nothing above 3 inches of the knee will be allowed
- Inappropriate logos, text or images
- No frayed hemlines or jeans with holes
- No excessively tight clothing, yoga pants or leggings
- No heels, platforms, backless shoes, flip flops or sandals . Appropriate footwear (including socks) must be worn

Abuse of the dress down guidelines may result in loss of future privileges. If a student chooses not to dress down or if the student has lost the privilege of dressing down, s/he should be in regular or PE school uniform. Students coming to school inappropriately attired may be asked to call home for a change of clothing.

Spirit Days:

Spirit Days are dress down days that are held on designated date. On Spirit Days, students have the option of wearing their spirit or SJP2 team shirt with jeans or PE shorts. Appropriate footwear should also be worn. Guidelines for the jeans and footwear are the same for dress down days. If a student chooses not to dress in spirit wear, or if the student has lost the privilege of dressing down, then s/he should be in regular school uniform.

Communication and Records:

Contacting School Employees

Families can contact school employees by sending written notes, calling the front office, or sending emails to employees' school accounts. When making phone calls, the school office can be reached at 352-746-2020. Employee emails are first initial following by last name @sjp.us. For example Jsmith@sjp2.us

Conferences

At no time should a parent/guardian be in doubt about his or her child's progress. Parents/guardians are able to view their child's academic progress at any time using the Facts Family Portal and through Google Classroom. Parents/guardians wanting an appointment with a teacher or counselor during the school year should send a note or contact them by email to schedule an appointment. Faculty members have been asked to respond to parent contact within 24 hours of receiving the email, letter, or phone call. Please do not attempt an unplanned visit with teachers or staff members during the school day including morning drop off or pick up.

Parent/Guardian Concerns

Concerns about a student's academic progress and/or conduct should be discussed with and hopefully resolved with the faculty or staff member directly involved. If additional concerns remain, the next step is a conference with the faculty member, parent and administration. Concerns should first be addressed with the teacher involved followed by the administration and diocese.

Family Contact Information

Parents/guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. The school will then update Facts accordingly. It is extremely important to notify the school of any changes, so that serious accidents or illnesses can be reported to parents/guardians.

Custody Arrangements

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

School Notices

In order to keep parents and guardians well informed, the school will use email and text messaging as the primary point of contact. Parents/guardians are asked to carefully read all school communications. The students' work papers and tests will be sent home at the teacher's discretion in a timely manner. Grades for longer or more detailed assignments may require more time. Parents will be notified at mid-trimester to check grades, but no written mid-trimester reports will be sent home.

Facts Family Portal

Every family is assigned a Facts Family Portal account when they first enroll into the school. This family portal is where parents/guardians can access grades, report cards, the school calendar, upcoming events, lunch menus, financial information and important documents including an electronic version of this handbook.

The website to utilize this portal is:

<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

The district code is: stj-h-fl

User name is generally the parents first initial followed by the last name (jsmith)

If you need assistance with your username or resetting your password please email enroll@sjp2.us for further assistance.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school or Accrediting
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance regarding FERPA, you may call (202) 260-3887 (voice).

Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339 Or you may contact the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920

Emergency Evacuation Drills

Fire drills are held at monthly intervals. They are required by law and are an important safety precaution. Students should know the specific directions for leaving each of the rooms in which they have class. A map plus directions are posted in each room. It is essential that the evacuation of the buildings be orderly and efficient. Students are asked to follow emergency procedures posted in classrooms and directions given by teachers. Emergency drills including tornado, lockdown, and evacuation drills are also held on a regular basis.

Fire Drills

During fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors
3. Walk to the assigned place briskly, in single file at all times, and in silence
4. Return to the building when a signal is given.

Tornado Drills

During tornado drills, students should follow these regulations if they are inside:

1. Drop to the floor and use their desks for cover
2. Keep silent
3. Face away from the windows

Inclement Weather/Lightning Lockdown:

Students in classrooms when a weather emergency arises may be instructed to remain in their current location until the conclusion of the weather emergency. Students outside will be brought in doors and all students will be instructed to remain indoors until the lockdown has been cleared.

Alice Drills

An Alice (alert, lockdown, inform, counter, and evacuate) drill is done to ensure schools are prepared to proactively handle the threat of an intruder on campus. Families will be notified if an Alice Drill is planned to take place that involves the students.

Use of School Grounds

Saint John Paul II Catholic School will not be responsible for any accidents occurring on the grounds during weekends, vacation days, or non-school related events. Accidents occurring due to failure to follow rules during school hours are not the responsibility of Saint John Paul II Catholic School. Students that are not participating in after school or sports programs must be under the supervision of a parent/guardian or an adult designated by the parent/guardian.

Cafeteria

The school cafeteria manager is responsible for making up the monthly lunch menu. Students may bring their own lunch or purchase lunch from the cafeteria. Please do not send food that needs to be heated. Families who purchase lunch are billed monthly through Facts. The school participates in the Federal Free or Reduced Breakfast and Lunch Program. If you believe your family would qualify for this program please contact the front office for the appropriate paperwork. To provide a consistent environment for all students please contact the front office for permission for any special lunch situation that may arise

Lockers and Student Desks

Students will be expected to use only the lockers and/or desks assigned to them and keep them clean and neat at all times. Locks are not permitted to be used on the lockers. As joint property of the school and student, lockers, student desks, and cubbies may be inspected at any time.

School Property

The parent of a child who intentionally or carelessly destroys or damages any furniture, structures, equipment, chrome books, iPads, personal property will be obligated to pay the full amount of repairs, labor or replacement cost. The student will pay a fine or replacement cost for damaged or lost items before any final reports, transcripts, or diplomas are presented.

Personal Items

The school will not be held responsible for items that may be lost, stolen or damaged while at school. Teachers may grant permission to students to bring and use otherwise prohibited items for academic purposes. In these cases, the students are only permitted to use the items for the purpose described by the teacher and during the time designated by the teacher. The school is not responsible for loss or theft. Soda/ Energy drinks are not appropriate beverages at school and should not be brought from home.

Cell Phones & Smart Watches

Cell phones and smart watches are permitted on campus but must be used in an acceptable manner. Cell Phones need to be turned off during the school day and can not be a distraction to the student. Violations of acceptable use may result in a verbal warning, confiscation of device, and additional disciplinary action and/or the loss of privilege. The school can not be held accountable for any lost, stolen or broken personal electronic devices.

Search and Seizure

To maintain the health, safety and welfare of the students at Saint John Paul II a search of a student's personal belongings may be conducted from administration when reasonable suspicion is provided. Parental notification may, or may not, be made prior to searches.

Asbestos

Saint John Paul II Catholic School is free of Asbestos. The office maintains the Asbestos Management Plan, which is available for review upon request.

School Visitors

Volunteers or parents/guardians must come to the main office when arriving on campus. For safety and security reasons, each person is required to present their driver's license and sign in with the front office when entering the building for any reason. All visitors are required to wear a designated badge that may be picked up in the office.

Visitors who are on campus to volunteer for individual events must have passed an FBI/FDLE Level 2 Background Check and completed the SEP Training for Access to Children. Visitors are to sign out at the time of departure.

To schedule a FBI/FDLE Level 2 Background Check through the Diocese of St. Petersburg, visit this website: <https://dospsep.org/>. To complete the SEP Training for Access to Children, visit this website: <https://stpetersburg.cmgconnect.org/>

To provide a consistent environment for the children, parents/guardians may not eat lunch in the cafeteria. Please contact the front office for permission for any special lunch situations that may arise.

Child Abuse Laws

Saint John Paul II Catholic School abides by Florida Statute 415. This law mandates that all cases of suspected abuse, neglect, or exploitation be reported to the Florida Abuse Registry. Reporting by professionals as defined by the law is conducted using the established procedures.

Saint John Paul II Catholic School will reasonably cooperate with regard to any investigation by the Department of Children and Families (“DCF”) pertaining to allegations of child abuse. Since the school is on private property, DCF may be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

Health Information

Florida School Entry Health Examination (DH3040)

Students in EC3 thru 8th Grade who are making their initial entry into a Florida school must present a record of a physical examination completed within the past 12 months. This is different from a sports physical. Sports physicals cannot be used for school entry.

Immunizations (DH 680)

A current Florida Certification of Immunization (Form DH 680) is required to be on file in the school office for all students. Failure to have current immunizations and vaccinations will result in the student not being permitted to attend.

Additional boosters should be reported in order to keep health records up to date. Catholic schools in the Diocese of St. Petersburg do **not** recognize a religious objection to immunization. This policy was made effective during the 2011-2012 school year.

Illness and Injury

At Saint John Paul II Catholic School, we strive to maintain a healthy and safe environment for our students and staff. In the event of a minor injury or illness, the school staff will provide first aid for your child. If your child becomes ill or seriously injured during school hours, you will be contacted immediately.

Please keep your emergency contact numbers updated in your Facts family portal, as we will expect that you arrange for your child to be picked up as quickly as possible after receiving a call from the clinic.

We request your continued cooperation in assisting us to control the spread of communicable diseases at school. Please do not send a child who is ill, vomiting, or running a fever to school. Students must be without a fever for at least 24 hours prior to returning to school. Parents/guardians should always inform the office and teachers of any medical problem and any limitations or restrictions (such as, but not limited to, allergies, asthma, diabetes, epilepsy, etc.).

Head injuries

Parents or guardians will be immediately contacted in the event of a head injury.

Head Lice

A child diagnosed with having head lice or nits will need to immediately be picked up from school. Children sent home with lice or nits must receive office clearance and be free of lice and nits before they are allowed to return.

Administration of Medication

According to state law, medicine of any kind may **not** be administered to a student by a teacher. Students are **not** permitted to have any medications, prescribed or over-the-counter(cough drops included), with them while at school. Authorized office personnel will assist students in the administration of medication under the following conditions:

- A medication permission form (obtained by the school office) must accompany each prescription and over-the-counter medication sent to school.
- Prescription medication must be delivered to school in the original prescription container. The label must indicate the student's name, name of medication, physician's name, dosage and frequency. Sample medication must be accompanied by orders from a physician.
- Over-the-counter medication can only be given to a student if it was supplied by the parent/guardian.

School Counselor

Saint John Paul II Catholic School has a school counselor on campus to help meet the needs of our students. Parents are encouraged to call or email the school counselor when educational, personal, or social difficulties arise at home or at school that are interfering with the students' ability to work at his/her full potential.

Conduct

Code of Conduct

Excellence in education requires discipline in many ways. Parents choose to send their children to SJP2 knowing that our style of education, code of conduct and values in speech and dress, are different from that of many other schools because it is based on the teachings of Jesus Christ. We are commanded by Christ to love one another. It is important to know that His love flows from respect for one another and this leads us to rules, regulations and guidelines that insist upon mutual respect as the basis for the love that binds a Christian community together.

Enrollment at Saint John Paul II Catholic School implies the willingness of both parents/guardians and students to comply with the policies and regulations of the school. In order to realize the school's aim, the parents and students must agree with and support the philosophy of the school.

Saint John Paul II Catholic School reserves the right to dismiss any student who fails to respect these regulations of the school.

The cooperation of parents is essential to the maintenance of a Catholic school environment as parents are the primary educators of their children. It is expected that each student develops the principle of self-discipline in order to benefit from the learning experience and Christian atmosphere provided by Saint John Paul II Catholic School. However, if these standards are not met, parents/guardians will be notified and action will be taken. Saint John Paul II strives to establish a Christian, professional and supportive educational community for administrators, faculty, staff, parents and students.

The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. We, at Saint John Paul II Catholic School, condemn any form of harassment and will address all credible allegations in accord with the diocesan policy. See the Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors of Catholic Schools in the Diocese of St. Petersburg.

Core Qualities

We will show respect through academics by giving our best effort, coming to school and class prepared to learn, taking responsibility for all of our actions, and upholding the policies and procedures of the school and individual classes.

Core Values

- Faith
- Love
- Integrity
- Perseverance
- Service

Positive Reinforcement

Students who demonstrate the desired conduct will receive positive reinforcement. Positive reinforcement may take the form of praise or tangible rewards depending on the teacher and/or grade level. The ultimate goal is for each child to behave according to the expectations without extrinsic rewards. Each month students are recognized for exemplary behavior displaying our Core Values.

Bullying and Harassment

Students engaging in bullying, cyberbullying, or harassing behavior, seriously, in jest, or online, may face consequences at school.

Anti-Bullying Policy

As Christians, we are called to follow Jesus' example and teaching to love our neighbors, and even our enemies, as ourselves. As bullying violates the teaching and modeling of Christ, it is not acceptable behavior at Saint John Paul II Catholic School. Reported bullying situations that occur at school will be investigated and appropriate disciplinary actions will be taken.

The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment. Bullying is defined as intentional,

hurtful acts, words or other behaviors, such as name-calling, threatening or shunning committed by one or more children against another.

The victims do not intentionally provoke these negative acts, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim.

Bullying can take on many forms but may be:

- Physical: e.g. hitting, kicking, taking or hiding belongings, tripping
- Verbal: e.g. name calling, teasing, insulting, writing unkind notes
- Emotional: e.g. spreading rumors, tormenting, humiliating, manipulating blackmailing.

If a student experiences bullying, he or she is advised to:

1. Tell the student who is bullying to stop, making it clear that the behavior is unwelcome.
2. Walk away from the situation.
3. Report bullying incidents to school personnel immediately.

Retaliation with physical or verbal abuse will not be condoned and will be treated as a punishable offense. Bystanders witnessing an act of bullying also have the moral responsibility to intervene and attempt to deflect, deflate, de-escalate or stop the bullying action.

Cyberbullying

Cyberbullying is the sending of threatening or cruel e-mails, instant messages, social media posts, text messages, the creation of websites that ridicule others, or taking and posting/distributing embarrassing photos. Engagement in online blogs such as, but not limited to, Facebook®, Twitter®, Instagram®, Snapchat® etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Harassment

We strive to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools and centers that addresses behaviors that interfere with fulfilling the school's mission. We at Saint John Paul II Catholic School condemn any form of

harassment. Concerns should be reported directly to the school administrator. All credible allegations will be addressed according to the Diocesan policy.

Safety in Private Spaces -

The school complies with the requirements of §553.865, Florida Statutes, “The Safety in Private Spaces Act”, which is consistent with the teaching and tenets of the Catholic Faith. Except where facilities are specifically designated as unisex, the school’s bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies.

Discipline Policy

The intention of our discipline policy is to create disciples of Christ. All students are responsible for their behavior and their actions. The general rules of conduct are based on the mutual respect, health, safety and welfare of all students, staff members and adult volunteers. Appropriate behavior is expected of all students in the classrooms, in church, in the lunchroom, in restrooms, on the playground, on field trips, at school-sponsored athletic events, in after care, and all other school-sponsored events. Saint John Paul II Catholic School relies on the joint partnership between school staff and parents in fostering positive behaviors. Cooperation and support from the parents are necessary and expected. This will encourage students to learn from previous mistakes and make good moral choices.

Student misbehaviors may be classified as minor and major misbehaviors. All minor misbehaviors are teacher-managed. Persistent minor misbehaviors will result in negative consequences. Major Misbehaviors are not teacher managed; rather they are managed by administration. When a Major Misbehavior occurs, the teacher will immediately refer the student/s involved to the office so that the issue can be immediately addressed. After handling the issues and determining the outcome of the situation, the administration will document the incident within the Facts family portal and notify the parent/s or guardian.

Loss of Privileges

As a result of the infraction, privileges such as lunch with friends, dress down days, class parties, field trip, sports, extracurricular activities and other privileges may be lost for a specific amount of time or indefinitely.

Behavior Contract

An agreement between the student and school personnel (teachers/administration) will be made related to the student's behavior choice. It will outline the school's desired behavior of the student, the results for upholding those behavior expectations, and the outcomes for failing to meet the behavior expectations.

Detention

If a teacher feels a detention is warranted it will be issued. Detention is held on campus during school hours. A behavior report will be filed and parents will be notified via Facts Family Portal.

Suspension

Suspensions are held on and off campus. Suspensions may be issued at the discretion of the administration for serious infractions of school rules and policies. During a suspension, a student is not permitted to participate in or attend any school-sponsored activities. The exact terms of a suspension will be determined on a case-by-case basis. Once an offense has been investigated and a suspension is issued, refusal by a student's parents to allow the student to serve the suspension may result in the dismissal of the student from the school.

Expulsion

Expulsion is most serious and occurs in situations that demand immediate removal of the student from school. If the serious nature of the situation warrants, and after administrative consultation, (for activities such as, but not limited to, possession of a real weapon, smoking, possession or use of drugs, alcohol, or any controlled substance, vandalism and causing serious harm to

other students), expulsion may occur for a first offense. Serious misconduct on the part of any student during school or at school-sponsored events (on or off campus) which causes embarrassment to the school community, or which is not in accordance with the school's standards, may be cause for dismissal of that student from school. Expulsion may also follow a series of smaller offenses, as stated in the student's probation conditions. Parents have the right to appeal the decision of expulsion from Saint John Paul II Catholic School.

Academic Programs

Curriculum

Saint John Paul II Catholic School uses the Standards and Benchmarks provided by the Diocese of St. Petersburg, as well as the Florida School Standards to assist in curriculum planning. Daily instruction includes religion, math, language arts, reading, science and social studies. Additional required IB Middle year programs (MYP) classes include the Arts (Visual and Performing), Design (Technology), World Language (Spanish), and Physical and Health education. Students will also be responsible for weekly Mass preparation.

Progress Monitoring

The progress of our students is monitored utilizing various forms of assessments. Formative, Summative and Project based assessments are used daily to monitor each student's progress. In addition to these assessments, three times a year progress is monitored utilizing MAP(measure of academic process) testing. This program specifically pinpoints areas of strengths and weaknesses in reading, mathematics and language usage.

The Diocesan standardized test is the Terra Nova and is administered in grades 2nd thru 8th. This test is administered in the spring and provides parents and teachers the ability to evaluate the individual student's progress and growth on a year-to-year basis. Standardized test results in grades 6th-8th may be requested when students apply to high school programs.

By monitoring the progress of students, teachers are able to identify areas that require more intensive or alternate forms of instruction as well as determine students' strength and mastery of specific standards.

Student Support Program

For students on Individual Education Plans (IEP), or 504 Support Plans, the school's resource teacher and aides work with each student, parent and teacher to create a site-based Student Support Plan to ensure the elements of the plan are being utilized in the classroom. Citrus county school board does provide Title 1 and Speech services to qualifying students.

Florida Virtual School Participation

Saint John Paul II Catholic School is pleased to be an affiliate of the Florida Virtual School. This program provides on-line classes for students in grades K-12. For the intents and purposes of Saint John Paul II Catholic School, participation in Florida Virtual School classes will be for supplemental and/or remedial work, and will not take the place of core classes offered at SJPII. Grades earned in on-line classes will be listed on students' transcripts but will not replace grades in core classes, or factor into decisions regarding honor roll. Families are responsible for all additional tuition and fees associated with FLVS.

NJHS

Qualifying students may be invited to be inducted into the SJPII chapter of the National Junior Honor Society. Students must maintain a cumulative average of 3.75 or higher throughout their middle school years. Students must have all 3's and 4's for their Conduct and Approaches to Learning for the current year. Students must also demonstrate citizenship and service experience. A full year's attendance in grades 6th and/or 7th is required.

International Baccalaureate Middle Years Program (IB MYP)

The International Baccalaureate Middle Years Program is a philosophy of learning that allows students to make practical connections between their classroom subject matter and the real world. The program focuses on individual student development by encouraging them to adopt a global perspective and

develop skills that transcend school subject matter in order to help them throughout their future. The IB framework takes subject-specific content, such as the water cycle, and allows students to put that knowledge to use to understand and solve global issues, such as lack of clean water in rural countries.

What IB is vs. what IB isn't

IB is:

- A philosophy of learning that supports development of the whole child
- A framework that is integrated into and alongside existing Florida standards
- Inclusive to all students regardless of special educational needs
- A process of applying subject-specific content knowledge to the real world
- An opportunity to learn more about global concerns and work to solve them
- A means to develop skills that will aide students' futures
- Fully supported by Diocesan officials and staff
- A project-based learning style that enables students to explore topics and global settings via varying mediums and outlets

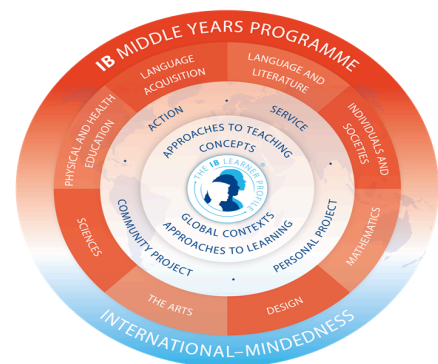
IB isn't:

- An additional level or curriculum in addition to Florida standards
- A replacement of Florida legislative standards and best practices
- A series of projects to be completed at home
- Restricted to "honors" students.

The MYP curriculum framework comprises eight subject groups, providing a broad and balanced education for early adolescents. Students take the core courses of language and literature, individuals and societies, mathematics, sciences, physical and health education, language acquisition, arts, and design. A unique feature of the program is that it extends the traditional curriculum to include immersion in four themes—approaches to teaching and approaches to learning, global contexts, and concepts.

Students complete a personal project in their 10th grade year. The project is an independent piece of work that may be an essay, an artistic production or another form of expression (ibo.org, Middle Years Programme).

The MYP curriculum framework comprises eight subject groups, providing a broad and balanced education for early adolescents. Students take the core courses of language and literature, individuals and societies, mathematics, sciences, physical and health education, language acquisition, arts, and design. A unique feature of the program is that it extends the traditional curriculum to include immersion in four themes—approaches to teaching and approaches to learning, global contexts, and concepts. Students



complete a personal project in their 10th grade year. The project is an independent piece of work that may be an essay, an artistic production or another form of expression (ibo.org, Middle Years Programme).

Diocesan Grading Policy

Philosophy

We believe ...

- students should have a clear understanding of the learning objectives
- Our system of grading should be timely, specific, fair and accurate
- Grades should be based on a well-defined set of standards
- Grades should be an accurate measure of a student's ability to demonstrate understanding
- Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade
- Assessments are critical to the teaching and learning process

Purpose of Assessment

An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of an assessment may be summarized as follows:

1. To provide information to students in regard to their progress towards mastery of a learning standard(s). In addition, it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents about student achievement and performance in school.

Types of Assessments

While assessments will take many forms and types, they will be grouped under two broad categories; formative and summative assessments.

Formative assessments:

When a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered formative. The purpose of a formative assessment is not to judge a student's final competency on a topic or unit, but to evaluate where he or she is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

Summative assessments:

After a student has had sufficient instruction and practice on a topic, including assessments of a formative nature, it is then reasonable to judge mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material after sufficient engagement and practice with it.

Assessments are Formative or Summative based on their intended use and purpose and not by form. A quiz for example, may be formative if the teacher is having the students use new concepts to ascertain their level of understanding. A quiz would be a summative assessment if used at the end of a learning section or curriculum chunk after the students have had adequate instruction and practice. In the same way, a trial test is formative, while an end of chapter test is summative. Projects contain both formative and summative elements. They include the ongoing nature of practice, reflective thinking and reworking, before the final summative rendition. Homework is mainly formative in nature as students get familiar with or reinforce what was learned in the classroom

Purpose of Grades

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

- To provide information to students with regard to their performance relative to the learning standard(s).
- To provide information to teachers on the individual student's level of mastery of the content/skill.
- To communicate information to parents about student achievement and performance in school.
- To document student performance for transcripts and to evaluate the effectiveness of school programs

The Grade Composition

In order to represent an accurate measure of what a student knows, understands and is able to do, the academic trimester grade needs to be based primarily on work that is evaluated for appropriate content, understanding and correctness. A summative will account for no less than 80% of the trimester grade. Formative assessments will account for no more than 20% of the trimester grade. Individual assignments will be either assessed traditionally or by using a rubric. When traditional grading is used, 50% will be the lowest failing grade recorded.

Scoring Rubric

At the end of the marking period, the mean of all assessments (with appropriate weights) is matched to the scoring guide for a final letter grade.

Letter Grade Scale		
A	90-100	The student provides evidence of deep understanding of the target standard
B	80-89	The student is close to meeting the target standard(s).
C	70-79	The student meets part of the target standard(s).
D	60-69	The student is just beginning to address the basic ideas of the target standard(s).
F	50-59	The student is just beginning to address the basic ideas of the target standard(s).

Conduct Rubric

The Diocese recognizes that the cultivation of good behavioral and learning habits and behaviors support learning in the long run.

Conduct		Respect	Responsibility
4	Exceeds	Consistently respectful, kind and cooperative.	Consistently follows school/classroom rules and directions.
3	Meets	Frequently respectful, kind and cooperative.	Frequently follows school/classroom rules and directions.
2	Developing	Occasionally respectful, kind and cooperative.	Occasionally follows school/classroom rules and directions.
1	Rarely	Rarely respectful, kind and cooperative.	Rarely follows school/classroom rules and directions.

Approaches to Learning (ATL) Rubrics

The approaches to learning rubric is where organization, communication/collaboration and reflective thinking are measured.

ATL		Organization	Collaboration & Communication	Reflective Thinking
4	Exceeds	Consistently displays readiness to learn through preparedness, punctuality & task completion.	Consistently attentive & engaged. Participates well in class, works well in groups, seeks help when needed.	Consistently open to teacher feedback. Reflects on how to keep improving, produces quality work, makes time for personal study and improvement.
3	Meets	Frequently displays readiness to learn through preparedness, punctuality and task completion.	Frequently attentive and engaged. Participates well in class; works well in groups; seeks help when needed.	Frequently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
2	Developing	Occasionally displays readiness to learn through preparedness, punctuality and task completion.	Occasionally attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Occasionally open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
1	Rarely	Rarely displays readiness to learn through preparedness, punctuality and task completion.	Rarely attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Rarely open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.

Honor Roll (4th-8th Grade)

Honor Roll is awarded to students who encompass merit and integrity that results in academic and behavioral success.

Honor Roll eligibility is determined by:

- All A & B Grades in all subject areas
- 3 or 4 Approaches to Learning (ATL's) in all classes
- Conduct in all classes
- 75% attendance requirement per trimester

Principal Honors & Honors (4th-8th Grade)

Eligibility requirements follow:

Principal's Honors eligibility is determined by:

- All A's
- 3 or 4 in ATL's
- 3 or 4 in Conduct
- 75% attendance requirement per trimester

Honors eligibility is determined by:

- All A's and B's
- 3 or 4 in ATL's
- 3 or 4 in Conduct
- 75% attendance requirement per trimester

Make-Up of Academic Work during Absence

Students who are absent are required to make up work missed in each class. The student should meet with the teacher about the work missed and a deadline will be given by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. In the case of prolonged absence, three or more days, parents are to notify the teacher/s so work can be prepared and given to the child. For every day a student is absent, he/she has that number of days to make up a summative assessment (Ex. 1 day missed = 1 day for summative assessment.) In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

The student is advised to log into google classroom, if possible, when absent to view and complete any assignments posted or to make up any missing work. If work is submitted by the deadline specified by the teacher, the grade for missed assignments will be recorded as a 50%.

Retakes

The following retake policy is designed to encourage relearning on the part of the student.

Criteria for Retakes Grades K-5

1. The retake process will be initiated by the teacher. The teacher will communicate with the parent when a retake is necessary.
2. A student may retake a summative once.
3. Students may be required to participate in additional practice in order to qualify for a retake.

Grades 6-8

1. The retake process must be initiated by the student.
2. A student may retake a summative once.
3. The Application for a Retake should be completed by the student (with parent, if needed), signed by student and parent, and returned to the examining teacher no more than five (5) schools days after the grade has been posted.
4. On the Application for a Retake, the student will identify the deficient standards/topics and include a clear learning plan and timeline to close the learning gap.
5. Students may be required to participate in additional practice in order to qualify for a retake.

Academic Eligibility for Extracurricular Activities

All students will be academically eligible to participate in extracurricular activities at the beginning of the school year. At the end of each trimester each student's academic eligibility will be reevaluated. Students will be ineligible for the entire next trimester if they failed two or more subjects.

Remediation/Retention

Saint John Paul II Catholic School adheres to the Remediation Guidelines from the Diocese of St. Petersburg. If the teachers and administration feel that it is not in the best interest of the student to advance to the next grade, retention may be considered. In such cases, a great deal of communication will take place

between parents and the school staff. Parents will be given ample opportunity to express their concerns regarding the academic needs of the student. The final decision will rest with the principal, as advised by the student's teacher.

Students in Grades 3rd-8th:

The core subjects of Catholic schools of the Diocese of St. Petersburg are Religion, Math, Language Arts, Science, and Social Studies. A student enrolled in a Catholic school who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention. Occasionally, a student may also be retained for maturity or social development reasons. Students needing remedial classes must follow the principle and Diocesan guidelines for completion.

Cheating, Plagiarism and Forgery

Saint John Paul II Catholic School considers cheating, including plagiarizing from the Internet, a very serious matter. Presenting someone else's work as one's own is dishonest and deceptive. The sharing or copying of another student's work is also considered cheating. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. To avoid plagiarism, you must give credit whenever you use another person's idea, opinion, work or theory. This includes the use of any facts, statistics, graphs, or drawings that are not common knowledge (when in doubt, cite your sources). Forgery is the falsifying or imitation of someone's signature and the attempt to pass it off as a genuine signature.

Student Life

Spirituality

Saint John Paul II Catholic School is first and foremost a Catholic School with an ever present desire to challenge all students to reach their full God given potential. SJP2 helps each child develop a spirit of love, service and respect. Our school community provides a nurturing environment where teachers care about each student's academic, physical, spiritual and emotional development. Every Wednesday we celebrate the Eucharist by attending a student-led mass together at St Scholastica. Parents, family members and friends are always welcomed and encouraged to join us during this time of worship. We do ask that families who join us for mass sit in a location separate from the classes in attendance. In addition to weekly mass students will also participate in penitence services, holy adoration, rosary, religious retreats and confessions.

Extra-Curricular Activities

Various student activities, events, school dances, clubs, and sport programs will be offered throughout the year. These are privileges afforded to students who choose to be involved and maintain appropriate expectations. As representatives of SJP2, all members of any activity or team and their parents/guardians are expected to reflect our school culture by their actions and attitudes. Behavior during an activity (e.g. unsportsmanlike conduct during a game) can have disciplinary consequences within the school and can impact current and future eligibility. In order to participate in an activity the student must attend a full day of school on the day of the planned activity.

Athletics

Students are encouraged to participate in the Saint John Paul II Catholic School Athletic. Saint John Paul II Catholic School belongs to the North Suncoast Catholic Schools Conference (NSCSC) which is composed of the Catholic Schools in the northern region of the Diocese of St. Petersburg. Participation in sports programs are subject to the student maintaining an appropriate GPA. Students who participate in any sports activities must have the required Diocesan physical form completed and on file before tryouts or participation. Parents provide all transportation for athletic teams.

Field Trips

Occasional field trips of an educational or cultural nature are provided for the students at the discretion of the teacher. Field trips are privileges afforded to students; no student has an absolute right to attend a field trip. Students may be denied participation in a field trip if they have failed to meet academic or behavioral requirements. Parents must sign the appropriate diocesan permission slip to attend. Any students who fail to submit the proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. Students not attending a class field trip for any reason are to stay home from school on the day of that field trip. Parents/guardians interested in chaperoning a field trip must have completed the Diocesan Safe Environment training and background screening. No exceptions can be made to this policy. The cost of the trip is based on full class participation therefore once the arrangements for a field trip are complete and money has been collected, there will be no refunds if the student misses the field trip.

Student Birthdays

Students may celebrate their birthday by bringing **store bought** treats to share with classmates during snack or lunchtime. Students are not permitted to distribute birthday invitations at school unless there is an invitation for the entire class. Students are also allowed to dress in appropriate non-uniform clothing on the day of celebration. Students with summer birthdays will have the opportunity to dress down and celebrate a summer birthday on a scheduled day before the end of school.

Cell Phones & Smart Watches

Cell phones must be kept in book bags and turned off during the school day. Students are not permitted to activate cell phones anywhere on campus, unless given permission by a teacher. Confiscated cell phone must be retrieved from the office by the student's parent/guardian. Cell phones may **not** be used for picture taking, harassing or threatening calls/text messages, playing games, or gambling. Smartwatches must be used in a responsible manner and not cause a distraction to the wearer. Violations of acceptable use may result in a verbal warning, confiscation of device, disciplinary action and/or loss of privilege. The

school is not held responsible for any damaged, lost, or stolen electronic devices.

Social Media

The postings of defamatory comments by parents or students on websites such as, but not limited to, Facebook®, Twitter®, Instagram®, Snapchat® etc. may result in disciplinary actions if the content includes defamatory comments regarding the school, faculty/staff, students, parish or the diocese. Parents should use caution when taking pictures of school ceremonies and functions. Many parents do not desire their children's pictures published on web sites. Consideration, caution, and common sense are suggested.

Technology

Each student will be assigned a google email address. Students 1st-8th grade will be assigned a chrome book to be used in the classroom and at home. In middle school most work, graded assignments and IB assessments are completed on the students assigned device. Grades are posted so parents and students are able to monitor progress

“In Unity We are One in the Lord”



***A Code of Conduct
for
Parents, Guardians, Caregivers,
Volunteers, and Visitors
of Catholic Schools
in the
Diocese of Saint Petersburg***

“Search Me, O God, and Know My Heart”

-Psalm 139

This **Code of Conduct** is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community regarding Catholic schools and school-sponsored activities, meetings, and/or functions within and outside of school hours.

The Catholic school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in relationship! This beautiful doctrine inspires all of us in Catholic Schools, to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. "All rights have to be balanced by responsibilities because we are in relationship" (Putney, 2005).

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities, or when the school can be involved in any social or professional media. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (*The Code of Canon Law*, Canon 796, Para. 2).

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth together with all members of the school community. You are one of the most instrumental role models within your child's life. "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators" (*Gravissimum Educationis*, 1965, para. 3).

In living out the Gospel values, we strive to create a safe environment for all stakeholders developing:

- Christian attitude and behavior towards all people
- An ability to appreciate the situation of others
- Cooperation and ability to work civilly with others
- Open, positive, and honest communication
- A reverence for Creation
- Trusting relationships
- Responsible actions

Expectations for Parents, Guardians, Caregivers, Volunteers, and Visitors

As a member of our Catholic school community, we ask that you:

- Support the philosophy and mission of Catholic education in both words and actions.
- Partner with the school to promote the well-being and success of all students.
- Communicate respectfully and constructively with school staff, without disrupting school operations.
- Encourage and support your child's education through praise, engagement, and modeling a positive attitude.
- Promote healthy problem-solving and help your child understand the value of doing their best rather than comparing themselves to others.
- Listen to your child's perspective while remaining open to other interpretations of events.
- Foster a respectful and collaborative relationship with teachers; share concerns in a constructive manner.
- Support school policies as outlined in the handbook and website both in school and at home.
- Work cooperatively with staff if your child's behavior does not meet school standards, following proper communication protocols.
- Refrain from gossip, hearsay, and negative commentary, including on social media.
- Interact respectfully with staff, students, and other community members at all times.
- Uphold the reputation of the school, particularly when using social media.
- Do not smoke or use offensive language on school premises or at school events.

Your Rights as a Parent, Guardian, Caregiver, Volunteer, or Visitor

You have the right to:

- Be treated with respect, courtesy, and professionalism by staff, students, and other parents.
- Clear communication regarding your child's education and development.
- Have your confidentiality respected in sensitive matters.
- Receive a timely, appropriate response to concerns.

Guidelines for Conduct

- Advocate for the school and be mindful of how social media can impact others and the school's reputation.
- Never approach another student to discuss or discipline them. Refer concerns to staff.
- Respect faculty/staff and their professional time; schedule appointments for discussions.
- Use respectful communication, including in emails, online platforms, and social media.
- Follow the school's outlined procedures and chain of command for resolving concerns or conflicts.
- When volunteering or attending events, follow the direction of the supervising teacher or staff member.
- Participate respectfully in school liturgies and events, supporting the communal life of the school.

Communication Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor:

Our Catholic schools want to work in partnership with our families. If anyone has a **current complaint, criticism, or concern***, it is expected the following steps be followed:

1. Speak to the appropriate school person involved (e.g., class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible, make an appointment with the relevant person.
2. If for some reason this is not possible, then make an appointment to meet with an administrator or parish priest, following the specific school's established chain of command.
3. The Administrator should attempt to mediate and find a resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, you may complete the Parent Concern Form found on the website of the Diocese of St. Petersburg - Office of Catholic Schools and Centers for further facilitation.

* If your concern relates to allegations of physical or sexual abuse by a faculty/staff member towards a child, you should immediately contact the **Superintendent of Catholic Schools, Mr. Chris Pastura**, at ocsc@dosp.org and the **Florida Department of Children and Families Abuse Hotline 1-800-962-2873**.

By accepting enrollment at a Catholic School in the Diocese of Saint Petersburg, parents, guardians, and/or caregivers agree to abide by this Code of Conduct in full. Deliberate breaches and/or demonstrated inability to comply with these guidelines, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or disenrollment of their child/ren.

Excerpts of this policy have been used by permission of the Diocese of Townsville, AU.