



**ST. JOHN PAUL II**  
CATHOLIC SCHOOL

**PARENT/STUDENT HANDBOOK**

*2024-2025*

1000 Butler Spaeth  
Gillette, WY 82716  
Phone: 307-686-4114  
FAX: 307-682-6386

<https://stjohnpauliicatholicschool.com/>

Dear Parents and Students,

***“The future starts today, not tomorrow.”***

***St. John Paul II***

Welcome to St. John Paul II Catholic School! We are so grateful you are here! In choosing St. John Paul II Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. John Paul II Catholic School for the 2024-2025 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. John Paul II Catholic School during the 2024-2025 school year.

The faculty and staff of St. John Paul II Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God Bless You,

Vanessa Gemar  
Principal

## **St. John Paul II Catholic School**

St. John Paul II Catholic School serves students from preschool through sixth grade under the Diocese of Cheyenne. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. John Paul II Catholic School, we are attempting to "teach as Jesus did." Our staff has been trained with Love and Logic. We model sharing control and decision making, using empathy with consequences, and enhancing the self-concept of children. Discipline is maintained with compassion and understanding. We value each individual child.

The curriculum guidelines are consistent with the State of Wyoming educational guidelines. The curriculum is marked by current research-based content and approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas. All students in Kindergarten-Sixth Grade are provided a technology device for the year. In Kindergarten-First Grade students have access to Ipads and all students in Second-Sixth grade have access to chromebooks.

### **History**

St. Matthew's Preschool first opened in 1994 with Mrs. Rosie Rye. In the summer of 1999, the preschool moved out of the Activities Center and into the new Family Life Center. The request for additional classes and student capacity continued to grow which prompted the expansion for the preschool program. In August 2007, under the administration of Lynn Grassel, the Elementary (K-6) school opened with 65 students. In 2011, Mrs. Melanie Sylte was hired as principal and the school continued to increase student enrollment. At that time, the school offered additional programs such as: P.E., Music, Art, Spanish, and Library as well as the new addition of a state-of-the-art STEM lab.

In 2018, Mrs. Vanessa Gemar was hired as principal after teaching third grade at JP II for a year. Mrs. Gemar is a Gillette native, St. Matthew's lifelong parishioner, and has over twenty years of experience in education. Literacy is her passion and she enjoys helping students to unlock the reading code. Mrs. Gemar loves the St. John Paul II community and looks forward to serving the school in the many years to come.

## **Mission Statement of St. John Paul II Catholic School**

Together with Christ as our foundation, students become empowered learners and faithful servants of God.

## **Vision Statement of St. John Paul II Catholic School**

All students will meet or exceed grade level expectations.

### **Core Values:**

- Be Loving Disciples
- Find the Joy
- Assume the Best
- We are God's Family

## **Parent/ School Communication**

We will continue to provide the most current information through a variety of communication tools. To ensure information is delivered in a timely manner we will use the following systems:

- Newsletters
- Email
- Bloomz
- St. John Paul II Catholic School Facebook/Instagram/Website

**The Direct School Telephone Line is 307-686-4114.** School office hours are from 7:30 a.m. until 4:00 p.m. Please use this line for all school matters. After hours mailbox service is available.

## **Absences**

Arriving on time and daily attendance at school is fundamental to the success in education. The school day officially begins at 8:00 a.m. and ends at 2:50 for Preschool/Prekindergarten students and 3:00 for K-6 students. **When a student is absent from school, a parent must call or email the**

**office before 8:30 a.m. each day of the absence. Please call 307-686-4114 or email [r.witt@stjpiics.org](mailto:r.witt@stjpiics.org).** If the office does not receive a call or email, a parent will be contacted.

**Students should be fever/symptom free without medication for 24 hours before returning to school.** Students who are sent home during the school day with a fever or displaying symptoms will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **two or more days**, the parent should call the classroom teacher to make arrangements to pick up homework assignments.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences*.)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.

**Excessive absences** can be a cause for a student to be retained in the current grade for another year.

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note or verbal call by the parent. Parents are required to come into the office to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students

arriving after 10 a.m. are marked absent for the morning. Students that leave before 1:00 p.m. are marked absent for the afternoon.

## **Admission Information**

### *Non-discriminatory Policy*

St. John Paul II Catholic School admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

- Children entering Preschool must be three (3) years of age by September 15th
- Children entering Pre-K must be four (4) years of age by September 15th
- Children entering Kindergarten must be five (5) years of age by September 15th
- All preschool students must be independent in toilet training skills.
- Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on Kindergarten screening.

At the time of registration, all new students seeking admission to St. John Paul II Catholic School are required to complete the application process as well as the following requirements:

Requirements include:

- Health Records
- Immunization Records
- All students at St. John Paul II Catholic School must have current immunizations. The only exemptions to the policy are in the event that a student has an illness that would compromise his/her life by being immunized or religious exemption. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- Copy of birth Certificate (K-6)
- Report Cards (1<sup>st</sup>-6<sup>th</sup> Grade)
- Record of IEP or 504 Plan (These must be presented at the time the application is submitted.)

Students applying for admission in grades 1-6 must present a copy of their current report card. This will be reviewed to determine whether St. John Paul II Catholic School will meet the educational needs of the student(s). An interview with the student or parent may be part of the admission process.

St. John Paul II Catholic School is limited in its human capital resources and will make **reasonable** accommodations for learning differences when possible. St. John Paul II Catholic School cannot accommodate students who have **extraordinary** learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered **reasonable**, the student may need to be separated from St. John Paul II Catholic School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. John Paul II Catholic School is made by the school, the student's tuition due would be prorated. If a family withdraws from St. John Paul Catholic II School under negative circumstances and later seeks to re enroll, the family would first have a meeting with the principal and the final decision on acceptance of admission would rely on the guidance of the School Leadership Board.

Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teachings, rituals, and traditions.

### **Allergy Policy**

St. John Paul II Catholic School recognizes that allergies are an important concern affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. All children with food and other allergies should have an emergency care plan in place. For all allergies, the plan shall provide detailed instructions about which food(s) or other allergies the child is allergic to and what to do if an allergic reaction occurs, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan shall also include specific symptoms that would indicate the need to administer one or more medications.

#### ***1. Asthma/Allergy Medication***

Immediate access to reliever inhalers and Epi-Pens® is vital. Children are encouraged to carry their reliever inhaler/ Epi-Pen®. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

## *2. Record Keeping*

At the beginning of each school year, or when a child joins St. John Paul II Catholic School, parents are asked to submit a child's health/medical information in FACTS. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

## *3. The School Environment*

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. St. John Paul II Catholic School makes no claim to be an allergen or peanut-free school.

## *4. Classrooms*

In the event of a suspected allergic reaction (where there is no known allergic history), the school office staff and parents will be contacted. The Emergency Medical Services will be called immediately. Information will be kept about students' allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of allergies. A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or container provided by the parent or guardian. Schools with government lunch programs adhere to the mandated National School Lunch Program Standards regarding food allergies. Tables will be washed with soap and water following any food related events. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

## *5. Pets*

There are no pets on the premises unless pre-approved by the classroom teacher and administrator. Any animal with a history of attacking even one person or demonstrating aggressive behavior will be made inaccessible to the children in the school. Vaccination proof will be required before entering the building.

## *6. Field Trips*



Students with allergies who participate in school-sponsored field trips may face challenges to their physical health. St. John Paul II Catholic School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip and they will be marked absent.

### **Birthday Observances**

All students will have the opportunity to come to the office on their birthday and spin the birthday spinner. The students will receive the selected prize, a sticker, and certificate. Teachers will observe student birthdays within their classroom.

### **Buckley Amendment**

St. John Paul II Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regards to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

### **Bullying and Cyberbullying**

St. John Paul II Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### **Cell Phones & Smart Watches**

The practice of students bringing cell phones and/or smart watches to school is strongly discouraged. However, if a student needs a cell phone and/or smartwatch due to walking to or from school or for pick up after an after-school event, students may bring the cell phone to school but it must be turned

OFF and left in the backpack. Cell phones and/or smart watches pose a distraction to the learning process. If you need to contact your child, please contact the office.

### **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat will face a failing grade, detention, suspension, and/or expulsion.

### **Child Abuse Laws**

St. John Paul II Catholic School abides by the Child Abuse laws of the State of Wyoming. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### **Concerns**

St. John Paul II Catholic School partners with parents to provide the best educational and religious experience for their child(ren). **If you have any concerns during the course of the school year, please visit with the classroom teacher immediately.** If the issue is unresolved, please set up an appointment with the principal.

### **Conduct**

All students are expected to follow the policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, e-cigarettes, vaping products, questionable books and pictures, knives, guns, matches, cigarettes, trading cards, laser lights, cameras, or anything that will detract from a learning situation are not allowed at school at any time. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Parents will be notified and given the item to take home.

### **Crisis Plan**

St. John Paul II Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations.

## **Curriculum**

St. John Paul II Catholic School abides by mandated state regulations at all levels. Our goals are to provide an academically challenging environment for all students and to develop a sense of Christian awareness in all curricular areas. St. John Paul II Catholic School provides religion classes at all grade levels, based on the established dogma and teachings of the Catechism of the Catholic Church. Classes stress the development of Christian ethical and moral values. All students, regardless of their private religious beliefs, are required to participate in the lessons. Music, Art, Physical Education, and STREAM (Science, Technology, Religion, Engineering, Art, & Math) also taught in Pre-K-6th grade. All classes will utilize the library as it is an integral part of our school. Teachers incorporate the use of technology daily. The curriculum guidelines are consistent with the State of Wyoming & Diocese of Cheyenne guidelines, they are followed for the teaching of all secular subject areas.

## **Custodial Rights**

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. If possible, it is a great benefit to the child to have both parents involved in his/her education.

## **Discipline**

The discipline philosophy of St. John Paul II Catholic School reflects that all students are expected to be responsible, safe, and respectful. One of our major goals is to ensure that each student is treated with respect and dignity. We look at problems as opportunities to learn and grow. No child will be allowed to interfere with the education of another child. Non-compliant students are asked to call parents. If necessary, a meeting with the student, teacher, and the principal will be arranged to create

a plan for the student to be successful. If a resolution is not found, parents may be asked to withdraw their child from St. John Paul II Catholic School.

Positive guidance shall be used and will be consistent, clear and understandable to the child.

When guiding a child's behavior, redirection and setting clear limits that enable a child to become self-aware of actions that will be used. Children will be encouraged to respect people, to be fair and learn to be responsible for their actions. Children can be removed for the group but not isolated. Behaviors of a child may be ignored, but not the child. Resets ("Time outs") may be used to enable the child to regain control of himself/herself. They will be used selectively and infrequently and for brief periods of time - taking into account the developmental stage and usefulness of resets for the particular child.

At no time will the following occur:

- Punishment associated with food, rest or toilet learning;
- Rough handling of children, including hitting spanking, beating, shaking, pinching and other measures that produce physical pain;
- Abusive or profane language; including but not limited to profanity, name-calling, derogatory or demeaning terminology or screaming related to disciplinary purposes.
- Any form of humiliation including threats of physical punishment; and
- Any form of emotional abuse including rejecting, terrorizing, corrupting, isolating or ignoring a child.
- Any form of confining a child's movement or restraining a child as a means of punishment.
- Any form of guidance and/or discipline delivered by a non-staff person.

## **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## **Expulsion and Suspension**

St. John Paul II Catholic School promotes positive social and emotional growth and includes age-appropriate behavior supports. This practice enables us to offer the most proactive and supportive environment for children. However, there may be a time when we have exhausted all efforts to help a child interact in a positive manner in our school. Students who pose a threat to themselves or to others may be expelled from St. John Paul II Catholic School. If this situation should arise with your child, we will adhere to the following guidelines:

1. Share with parents behavioral concerns and discuss next steps.
2. Schedule a conference with parents/guardians, classroom teacher, and principal to discuss steps implemented and plan for next steps.
3. Before our school determines whether an expulsion or suspension is appropriate, the program shall collaborate with the parents and engage available community resources to address challenging behaviors.
4. If suspension is warranted, discuss with parents terms of child returning and length of suspension.

Students whose parents have violated the Parents Code of Conduct agreement in this handbook may also be expelled from St. John Paul II Catholic School (please reference admissions information).

### **Emergency Procedures**

State Law requires that an emergency drill be held monthly. Monthly fire and evacuation drills are conducted and emergency evacuation diagrams are posted at every exit. During the fire drills, students should wait for directions from teachers and evacuate according to the plan that they have already practiced. Other drills like lockdown drills and tornado drills will be practiced throughout the year. In case of an actual emergency we will contact you on the Bloomz app. If relocation is necessary, we will relocate to St. Matthew's Church and will release students only to authorized parents/adults who have been previously listed in students' personal information. If we lose power, water, or electricity, we will close until we are able to operate at full capacity.

### **Emergency Information/ Safe Release of Children**

Upon enrollment, you will be able to list individuals that can pick up your child(ren) without notification. If individuals other than parent or guardian that are not on the pre-approved list will be picking up your child(ren), we must be notified prior to pickup and an ID will be required.

Parents are responsible to update the FACTS Parent Portal" throughout the school year with current contact information which includes phone numbers, names, etc. in case of emergency situations. This includes the names of individuals who are authorized to pickup students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals listed in the FACTS "Parent Portal".

### **Facebook®, Instagram®, and other Social Media Postings of Student Photographs**

St. John Paul II Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. John Paul II Catholic School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, Twitter® or any social media page. Such postings are a violation of the St. John Paul II Catholic School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. John Paul II Catholic School. Upon parent permission, the school may use student images on social media platforms.

### **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. During the enrollment process, you will be required to complete the field trip question in FACTS.
9. Parents must contact the teacher if they do not want their child to attend the field trip. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Prior arrangements with the teacher must be made if the student is not going to ride the bus. Students not participating in the field trip will be counted absent for the day.

**FINANCIAL OBLIGATIONS  
TUITION SCHEDULE  
SCHOOL YEAR – 2024-2025**

**KINDERGARTEN – SIXTH GRADE**

Actual Tuition Rate per child.....	\$4,500 (Yearly)
Second child.....	\$4,300 (Yearly)
Third child or more.....	\$4,100 (Yearly)

**PRESCHOOL & PRE-KINDERGARTEN**

Actual Tuition Rate per child.....	\$650 (9 Months)/ \$5,850 (Yearly)
Application Fee for <b>NEW</b> students (non-refundable): .....	\$122
Books/ Material/ Supplies Fee for <b>ALL</b> students (non-refundable):.....	\$300
Covers registration materials, rental of hard-cover textbooks, consumable workbooks, e-books, classroom supplies, assignment books, art materials, technology fees, and physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times)	

**FINANCIAL ASSISTANCE**

Scholarships are available for Kindergarten-Sixth Grade students (***Preschool students are not eligible***) depending on calculated need and resources available for the current school year. St. John Paul II Catholic School utilizes [FACTS Grant & Aid \(www.factstuitionaid.com\)](http://www.factstuitionaid.com) to process the financial scholarship applications. Please complete the online application during the enrollment process and follow the process below. **Applications are due by April 1st.** The scholarship committee will meet and determine eligibility on a case by case basis and **scholarships will be determined by June 1st.** If you have any questions please contact the school office at 307-686-4114.

**Tuition Payment Options:**

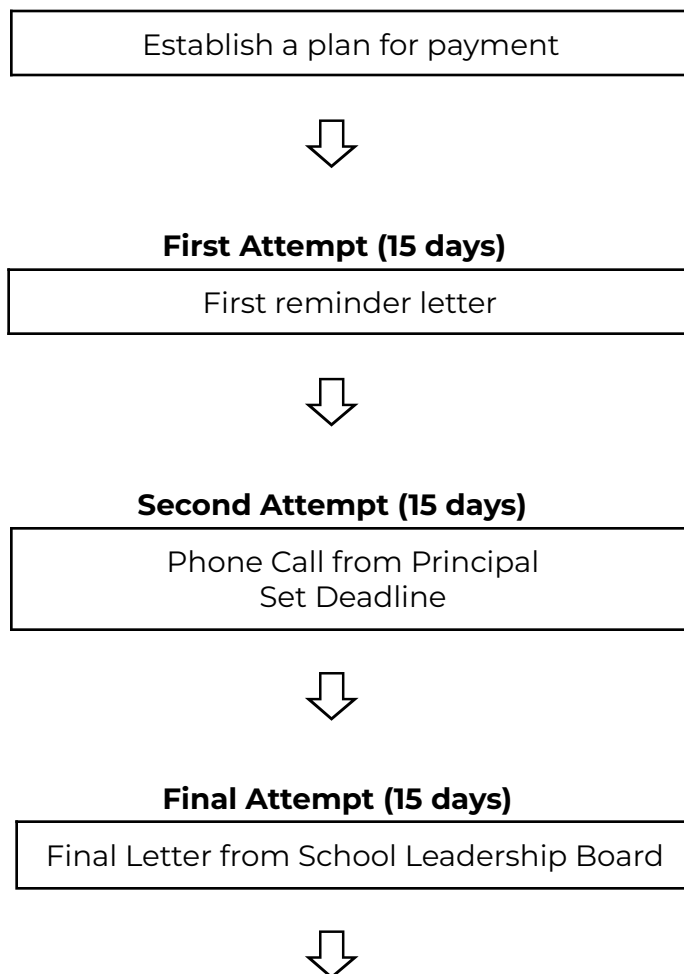
- Pay in full by June
- Pay ½ annual tuition by June and the remainder by December
- Pay monthly ending in May or June

## Withdrawal Policy

- Families must notify the school in writing if a student is withdrawing from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school through December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan. Below is our new tuition payment collection process:

### Tuition Payment Collection Process





Cancellation of enrollment for upcoming semester

### **Sunrise/Sunset**

*Please try to maintain a minimum of \$25 in your sunrise/sunset prepay account.*

Weekly reminder notice sent home



At -\$50.00 - Email reminder from the school office



At -\$75.00 - Phone call/Establish plan



If balance is -\$100.00, child may not attend sunrise/sunset club until balance is paid

### **Lunch**

*Please try to maintain a minimum balance of \$25 in your lunch prepay account.*

Weekly reminder notice sent home



At -\$25.00 - Email reminder from the school office



At -\$40.00 - Phone Call/Establish plan



If balance is \$-50.00 child may not obtain hot lunch until balance is paid

**A RETURN FEE OF \$30.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

**Please note when using a debit or credit card, FACTS will access a 1.5% processing fee for each transaction. To avoid this fee, we encourage you to set up ACH payment withdrawals using your banking information.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL OFFICE @ 307-686-4114.**

### **Grading Scale**

Standards based report cards are issued quarterly (4 times a year) to keep parents informed of their child's achievements. Grades are based on the student's daily performance, class work, homework, quizzes, tests, projects, reports and class participation.

#### **Kindergarten-Sixth Grade**

- 4 - Exceeds Expectations
- 3 - Meets Expectations
- 2 - Progressing
- 1 - Needs Assistance

#### **Grading Scale for Specials:**

- E = Excellent
- S = Satisfactory
- N = Needs improvement
- I = Incomplete

### **Harassment**

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## **Homework**

Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. Assignments must be completed within two weeks of returning to school. Failure to turn in the assignment, will result in a zero.

## **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.**

## **Homework Policy Due to Illness**

Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **two or more days**, the parent should call the classroom teacher to make arrangements to pick up homework assignments.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

## **Immunizations**

All students enrolled in St. John Paul II Catholic School must have current immunizations. The only exception to the policy is if a student has an illness that would compromise his/her life by being immunized or religious exemptions. Documentation of a compromising condition, such as, but not

limited to, leukemia must be presented prior to the first day of the school year. Students are not required to receive a flu shot.

### **Items Brought To School**

St. John Paul II Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices. St. John Paul II Catholic School reserves the right to search any items brought to school.

### **Library**

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rule is to be observed: Borrowed books are to be returned on time and in good condition. Parents will be responsible for the payment of lost or destroyed library books.

### **Liability Insurance**

St. Matthew's/ St. John Paul II Catholic School currently carries liability insurance through Catholic Mutual.

### **Lockers**

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time.

### **Lost and Found**

Any items left in the school building or on the school grounds will be placed on the Lost and Found hooks. Items placed in the lost and found will remain there for 9 weeks. After each quarter, items are donated to charity.

### **Lunch Program**

St. John Paul II Catholic School offers a hot lunch every day. Meals are on contract from Campbell County School District for the 2024-25 school year. If you would like to apply for free or reduced lunches, forms are available any time at the office. The lunch calendar, with the month's menu, will

be sent home monthly. Please decide with your students at least one day ahead, if they will be having hot lunch or bringing a cold lunch **and stay with that choice**. Your student must pre-order a hot lunch so there is a hot lunch waiting for them the next day. If a child has a cold lunch and chooses to have milk, there is a \$0.50 charge. A hot lunch costs \$3.25. All parents are invited to eat lunch with their child at a designated table.

## **Medication**

**WE RECOMMEND THAT ALL MEDICATIONS BE ADMINISTERED AT HOME.** Antibiotics to be given three times a day can be given at home, when your child wakes, returns from school, and at bedtime. All medication needs to be brought to the office. Medication cannot be administered by school personnel unless requested in writing by the child's parent, guardian or physician. If a student must have medication of any type during school hours, the following procedure must be followed:

1. A Request for Administration of Medication Form through the school office must be completed by the parent or legal guardian prior to the dispensing of any medication.\*
2. Parents of students taking medication prescribed by a physician must present the medication in its original container to the school office with the required signed form.
3. Parents of students taking over the counter medication must present the medication in the manufacturer's original container to the office with the required signed medication administration form.

## **Off-Campus Conduct**

The administration of St. John Paul II Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

## **Online Instruction Behavior Guidelines**

In the event that instruction should be online students should:

- Be respectful of the teacher and other students
- No use of cell phones during instruction
- Be dressed appropriately
- Understand that the session will be recorded
- Never share the log-in information
- Not be eating during instruction

- Due to confidentiality guidelines, only the student enrolled in the class should be present in the session.

Students involved in inappropriate online behavior may be separated from the session and not allowed to return until a conference has been held with the student and the parent/guardian.

### **Overnight Care & Sleeping**

This facility does not provide overnight care. Additionally, there are no infants at our facility. Only Preschool & Pre-K classes will have a rest time each day.

### **Parent/Teacher Conference**

Parent/Teacher Conferences are conducted at the end of the first quarter for elementary students. Preschool and Pre-K will have conferences in mid-year. All other conferences should be scheduled with the teacher.

### **Parties**

We will have three class parties a year: Halloween, Christmas, and Valentine's Day. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings and include ingredient labeling.

### **Promotion Policy/Retention/Transfer Policy**

Advancement to the next grade in St. John Paul II Catholic School is based on a student's daily performance, test results, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

### **Report Cards**

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks at the end of each quarter.

## **Reporting Concerns**

Open communication between teachers and families is crucial for your child(ren)s success. We will strive to communicate with you on a regular basis the events of your child's day as well as topics of concern that arise. We appreciate any and all feedback from families to help continue our growth and success as a school. If at any time you have a question or concern please:

- Speak with your child's teacher regarding classroom concerns and objectives;
- If concerns cannot be resolved with child's teacher contact the principal, Mrs. Gemar;
- In addition, for concerns involving preschool or Pre-K, please feel free to contact the local child care licenser, Irene Maurer, at [irene.maurer@wyo.gov](mailto:irene.maurer@wyo.gov) or go directly to <https://dfs.wyo.gov/i-need-to-report/> to report any concerns.

All staff are required by the Child Protective Services rules to report cases of suspected child abuse or neglect.

Licensed child care complaint and compliance history can be found at [findchildcarewyo.org](http://findchildcarewyo.org) or by contacting the local child care licensing official.

## **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. John Paul II Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## **School Property**

The parent of a child who carelessly destroys or damages any furniture, computer, iPad®, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. The student will pay a fine or replacement for damaged or lost texts before any final reports or transcripts are presented.

## **School Safety**

St. John Paul II Catholic School provides a safe environment for all individuals. There are no firearms, ammunition, archery equipment, explosives, or any type of weapon allowed on the premises. Persons, other than law enforcement, will not be allowed to bring weapons on to the premises or carry weapons into the facility.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats **(seriously, in jest or online)** face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

## **School Visitors**

We ask that everyone entering the building must sign in at the office. Everyone must sign out at the time of departure. All parents are welcome to visit the school.

## **Search**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

## **Sick Policy for Students & Staff**

The following guidance has been developed from information available through multiple local, state, and national organizations including the CDC, Wyoming Department of Health, American Academy of Pediatrics, Wyoming Board of Education, Campbell County School District, and the Diocese of Cheyenne. This current plan is intended to be modified and updated as necessary when new information becomes available. This plan is subject to revision. All revisions will be communicated in a timely manner.

At this time, it is more important than ever to foster an environment as a school community that supports the health and safety of our students, staff, and families. As a result it is important that all



individuals read and understand the following policies. If you have questions or concerns, please reach out to the school administration for clarification. We will be relying on one another to adhere to these guidelines in order to keep our school community safe.

As a staff, we will teach and reinforce the following prevention strategies:

- washing hands often with soap and water for 20 seconds
- utilizing hand sanitizer
- staying home when you are sick
- cleaning and disinfection

### **Exclusion From Care For Ill Children & Staff**

Any child who cannot participate in a regular child care program due to discomfort, injury, or other symptoms of illness may be refused care. A facility serving well children may not admit a child who was has any of the illnesses/symptoms of illness specified below:

- Severe diarrhea
- Severe pain or discomfort
- Two or more episodes of acute vomiting within a period of twenty-four (24 hours);
- Difficult or rapid breathing
- Yellowish eyes or skin;
- Sore throat with a fever over 101 degrees Fahrenheit or severe coughing;
- Untreated head lice or nits;
- Untreated scabies;
- Children suspected being in a contagious stage of chicken pox, pertussis, measles, mumps, rubella, or diphtheria
- Purulent conjunctivitis

Children with the following symptoms should be excluded from child care unless they are under the care of a physician and the physician has approved in writing their return to child care:

- Skin rashes, excluding diaper rash, lasting more than one (1) day.
- Swollen joints or visibly enlarged lymph nodes
- Elevated oral temperature of 101 degrees or over;
- Blood in urine;
- Mouth sores associated with drooling; or
- Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List.

The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from other children until the child is removed from the facility.

### **Social Media**

Photos and captions on a student or parent's social media account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

### **Special Health Care Needs**

All children with special health care needs (i.e. allergies, asthma, seizure, diabetes, etc.) who require scheduled daily medication(s) to be given on an emergency basis shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans shall be updated as needed, but at least yearly. All persons who come in contact with the children who have a plan for emergencies, shall be fully aware of the plan and the plan shall be followed.

### **State or City-Ordered School Closures**

If school is closed due to weather or a public health concern, parents/guardians will be notified through Bloomz, email, and St. John Paul II Facebook. With weather related school closures, we will align with Campbell County School District policies and procedures. School closures will be determined by the Campbell County Health Department and the advisement of the School Leadership Board. Regardless of school closure, parents will be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work.

### **Sunrise/Sunset Club**

We offer childcare before and after school. Please register on FACTS "Parent Portal" for Sunrise/Sunset. Hours of operation: Morning (Sunrise) session: 6:30 a.m.-7:45 a.m. Afternoon session (Sunset): 3:00 p.m. - 5:30 p.m. Pre-registration is required. We manage hourly charges through FACTS. Every 15 minutes the family is charged \$1.50 per child (\$6 per hour). Each family will receive a pin # to clock in and out with.

### **Surveillance Cameras**

St. John Paul II Catholic School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent

that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

### **Suspension**

Students who are given an in-school suspension will be required to report to school each day and complete their assigned work in the office. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

### **Swimming**

Preschool/Prek-K classes do not offer any swimming/wading pools and/or water play activities. Elementary students may have an opportunity during the school year to get swimming lessons at the Rec Center with certified instructors.

### **Tardies**

Students are counted tardy if they enter the school after 8:05 a.m. Students arriving after 10 a.m. will be marked absent. Parents need to sign in their students at the office. The student will obtain a tardy slip to take to their teacher. Upon arrival, you or your child must let the office know if your child will be eating hot or cold lunch that day and the next day. Parents will be contacted to discuss excessive tardies (more than 5 per quarter).

### **Texting**

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

### **Telephone**

Permission to use the telephone must be obtained from a school staff member. The office phone is a business phone and students are permitted to use it only in case of an emergency.

### **Testing**

Students in kindergarten-sixth grade will take the IReady Diagnostic test in the Fall, Winter and Spring. Students in third-sixth grade will take the summative WYTOPP in the Spring. During

WYTOPP testing, test administrators and students may not have access to communication devices or electronic devices connected to the internet, during the testing sessions. Parents will receive a copy of the most recent test scores after the testing window closes.

## **Title IX**

St. John Paul II Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

## **Transgender Students**

Parents whose transgender students present for admission or continuing enrollment in St. John Paul II Catholic School, will be requested to:

1. Present documentation that their child has been diagnosed with gender dysphoria.
2. Attend a conference with the pastor and principal.
3. Understand that the student will be held to the same expectations for conduct, in and out of the classroom, as outlined in the St. John Paul II Parent/Student Handbook.
4. Support the school in requiring the student to use the individual restroom located in the lobby.

This policy has been developed with consideration given to the psychosocial development of each student and with deep respect for the dignity of each person.

## **Transportation for Preschool & Pre-K Students**

When children are transported, there will be a 1st Aid Kit, emergency medical release forms, and a written plan for direct supervision and a current attendance record immediately available. We follow Federal Motor Vehicle Safety Standards for child restraint systems and cannot transport without proper safety restraints. Direct staff supervision will be maintained at all times and children will wear some type of identifiable clothing or accessory for easy visual recognition. Physical boundaries will be identified for children.

## **Uniforms**

Everyday has a specific dress code. Pre-K through 6<sup>th</sup> grade students are required to be in uniform every day, with the exception of non-uniform days. All uniform choices may be found on the French

Toast website. You may purchase from other sources as long as they appear to be the same styles and colors that are available on the French Toast catalog.

### **Daily Wear**

**Boys:** Wear navy or khaki tan pants with white long or short sleeve shirts, long or short-sleeved polos in navy, white, or wine. Sweater vests in navy or wine and cardigans in navy or wine may be added. Boys may wear navy or khaki tan shorts— weather permitting. Polos in the colors listed above with no logos are acceptable. All students must bring a pair of non-marking gym shoes for P.E. days. It is preferred that these shoes be left at school so they are available on gym days.

**Girls:** Wear navy or khaki tan slacks, jumpers, skorts, or skirts, with long or short sleeved collared blouses, long or short sleeve polos in navy, white, or wine. Sweater vests in navy or wine and cardigans in navy or wine may be added. Polos in the colors listed above with no logos are acceptable. Girls may wear navy or khaki tan shorts—basic style (see catalog), weather permitting. . Leggings can be worn with matching socks in school colors. Snow boots can be worn if the weather dictates. All students must bring a pair of non-marking gym shoes for P.E. days. Please leave these shoes at school so they are available on gym days.

**Dress Uniforms:** All students are required to wear the dress uniform on mass days (usually Tuesdays). Holy days or special events may require the change of mass day for that week. When possible, changes will be listed on the monthly calendar.

**Girls:** Mass uniform is either a plaid jumper, skirt or skort, long or short sleeved white collared blouse and dressier shoes. Girls should wear leggings, tights, or may wear socks on very warm days. Blouses need to be tucked into the skirt. A sweater vest or cardigan may be added.

**Boys:** Mass uniform is navy trousers, white collared long or short sleeved shirt and tie, socks and dressier shoes. Shirts must be tucked in. A sweater vest or cardigan may be added. Ties are the burgundy plaid available through the French Toast catalog.

**Casual Uniform Fridays:** On Fridays, students can wear St. John Paul II Catholic School T-Shirts and sweatshirts (can be purchased at the school), religious themed T-shirts and sweatshirts, jeans, and tennis shoes. Students can also wear their school uniforms.

**Non-uniform Days:** Some non-uniform days will be specific to a theme day such as, “dress as your favorite saint” or are student choice days. Clothing and accessories should reflect the values of St. John Paul II Catholic School.

**Do not wear:** tank tops, t-shirts with inappropriate writing, tennis shoes that turn into roller skates, jogging suits, excessively tight jeans biker/spandex shorts, or short shorts (shorter than 3 inches above the knees). **If you think you shouldn’t wear it, you shouldn’t!** Any time a student is dressed inappropriately, parents will be called to bring appropriate clothing.

### **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver’s license or other government issued identification.

### **Volunteers**

Volunteers enrich the life of our school and our parish. In order to keep expenses/tuition down, we need your help in a variety of ways. Please check out the many ways to serve our school on the monthly newsletters. All individuals who volunteer in the school must complete the Diocesan mandated background check.

### **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, we will follow Campbell County School District’s guidance if our calendar days coincide. Students will not be required to receive distance/online learning.

### **Withdrawal of Students**

Notice of withdrawal of a student should be made by the parent in **writing** to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.**

## **Right to Amend**

**St. John Paul II Catholic School reserves the right to amend this Handbook.**

### **St. John Paul II Catholic School Parent Code of Conduct**

The St. John Paul II Catholic School Code of Conduct was developed to promote a Christian learning environment based on respect for the rights of students, teachers, and parents. St. John Paul II Catholic School strives for high academic and behavioral standards. In order for our school to be successful, we need the full support of our parents, students, faculty, and parish. We ask that each parent read and sign this Parent's Code of Conduct.

As my child's most important educator:

- I will model responsibility, respect, and Christian behavior in my own speech and behavior.
- I will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is a disagreement.
- I will follow the school's rules, calendars, deadlines, and expect my child to do the same, even when I may disagree.
- I will teach my children respect for authority, for rules, for the rights of others, and for public and private property.
- I will inform the school of any special situation regarding my child's well-being, safety, and health.
- I will help my children develop the self-control necessary to succeed to the best of their ability.
- I will have my child in school on time every day with the proper attitude toward school and necessary supplies.
- I will help my child comply with the rules of the school concerning student conduct.
- I will arrange for a consistent time and place for my children to complete homework assignments.
- I will monitor my child's telephone, computer, and television use, as well as the movies and magazines my child sees.
- I will not tolerate vulgar, sarcastic, or catty language from my child or bullying, violent, or aggressive speech or behavior.
- I will stop rumors. I will go through the proper channels when I have a problem and not air grievances or concerns through social media.

- I will model tolerance and understanding, and expect my child to do the same, among the personalities and different cultures at St. John Paul II Catholic School .

Our teachers are most effective when they are supported by parents and the administration. Students learn best when they know what is expected of them. Parents and students both need to respect the teacher as a professional dedicated to furthering the student's academic and spiritual progress.

- I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school.
- In order to show my cooperation, support, and thankfulness, I will respect the teacher as a professional dedicated to furthering my student's academic and spiritual progress.
- I will show respect for the teacher and any other adult in authority in front of my child at all times, regardless of what I may think of their actions or say to them in private.
- I will speak to the teacher or adult in charge before I accept my child's version of an incident. I know the good of all children comes before my child's needs or wants.
- I will try to resolve any questions or issues with the classroom teacher before contacting the Principal.
- I will never lie to the pastor, the principal, or the teachers to protect my child from the consequences of his/her behavior.
- I will cooperate with the school in carrying out disciplinary action.

# **St. John Paul II Catholic School**

## **Parent Code of Conduct**



I understand that St. John Paul II Catholic School has the right to dismiss my child(ren) from the school if their behavior or my behavior as a parent interferes with the academic learning of others. I will recognize the value of the faith and will work to grow in prayer at home. I ask St. John Paul II Catholic School to assist me in forming my child as a disciple of Jesus Christ. With the example of the Holy Family and the help of God, I will abide by this code of conduct while my child is enrolled at St. John Paul II Catholic School.

**I have read and understand the above expectations of St. John Paul II Catholic School's Code of Conduct.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_