



**2022-2023 Student/Parent Handbook  
Dorchester**

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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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**Saint John Paul II Catholic Academy  
School Mission**

Saint John Paul II Catholic Academy encourages students to grow in faith and knowledge in a safe, nurturing, structured, and culturally diverse environment. Our challenging and rich academic and fine arts curriculum helps our students to develop the essential skills to become productive, responsible global citizens and positive young men and women who possess a love of God, of learning, and of service to others.

**Saint John Paul II Catholic Academy  
School Prayer**

O Blessed Trinity,

We thank You for having graced the Church with Saint John Paul II and for allowing the tenderness of your fatherly care, the glory of the cross of Christ, and the splendor of the Spirit of love to shine through him.

Trusting fully in your infinite mercy and in the maternal intercession of Mary, he has given us a living image Jesus, the Good Shepherd. He has shown us that holiness is the necessary measure of ordinary Christian life and is a way of achieving eternal communion with You.

Grant us, by his intercession, and according to your will, the graces we implore, through Christ our Lord. Amen.

**Saint John Paul II Catholic Academy Anthem**  
*The Future Starts Today*

We gather together first thing in the morning,  
Celebrating who we are with our school family.  
Our gospel values guide us and we give thanks and say  
Thank God for our Academy, where the future starts today.

Chorus

Many hands, smiling faces here in our Academy,  
Building our tomorrow and learning who we'll be.  
We are working together in many different ways,  
And as Saint John Paul has taught us, the future starts today!

Chorus

Our teachers really care for us and do their very best,

Unlocking our potential with the keys to our success.  
And here within our campus, we know that we're a part  
Of SJP Academy, one school with one big heart.

#### Chorus

I'm proud to be a student, here at SJP,  
I'm learning lots of subjects and I'm learning about me.  
Respect and human kindness are present every day,  
I will keep these values with me that I'm being taught today.

## Policies

### **Archdiocese of Boston Admission Policy - Notice of Nondiscriminatory Policy**

The goal of our Catholic Schools is to provide students a rigorous academic, spiritual and moral education based on Catholic faith and values. Catholic school principals and faculty teach students to love and worship God, strive for high academic achievement, live the Gospel values, work together, build community and give service to others. Our schools welcome all qualified students whose parent(s)/guardian(s) accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum. We count on our parents to partner with our principals and faculty in the student's educational experience. The Catholic Schools of the Archdiocese of Boston admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs, and in the hiring of school personnel.

### **Saint John Paul II Catholic Academy Admissions Policy**

Screening is mandatory for all applicants-grades Toddler, Pre-kindergarten through grade 8. Students with special needs, whether intellectual, physical, or emotional, will be considered based on the school's ability to fulfill the needs of the students through its Resource Room. In cases where the public school assessment recommends that the child would benefit most from services delivered wholly by the public school, and furthermore, when the administration, in consultation with the child's classroom teacher(s), also agree with such findings, re-registration may be denied for the upcoming year. This decision will be made for the benefit of the student when services offered by the Academy are not sufficient for the individual student's educational needs. Class size will be determined in accordance with the guidelines established by the **Board of Education of the Archdiocese of Boston** and/or requirements of **Massachusetts Department of Early Education and Care (EEC)**. SJPIICA uses a target size of 25 students per class for grades K2-8. Toddler, PreK and K1 classrooms are determined according to the guidelines of EEC. The actual number may be slightly more or less.

### **Privacy Policy**

Saint John Paul II Catholic Academy maintains academic, attendance, health, and personal information about students and their families. This information is limited to what is relevant to the educational needs of the student. Information in these records is made available to appropriate school personnel and is available to the student's parents and/or legal guardian, but the school will otherwise make reasonable efforts to guard confidential information.

## **Purpose of the Handbook**

The success of a student at Saint John Paul II Catholic Academy depends in great measure upon the cooperation between parents and school personnel. This handbook is intended to promote home/school cooperation by addressing frequently asked questions and expressed communication between home and school by defining policies and procedures. Students should benefit from knowing what is expected of them, especially regarding behavior at school and at home. The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken. The Parent/Student Handbook is intended to be a reference guide and may not touch upon all contingencies.

## **Unauthorized Use of School Name**

No student, or student's parent or guardian, without the express prior written authorization of the Academy Director and/or principal, may utilize the school's name, or identifying logo, for any purpose, including but not limited to the use of the Academy name:

- to open a bank account
- to solicit funds on behalf of the school
- to collect money on behalf of the school
- to sell products on behalf of the school
- to schedule any field trip, vacation, or other accommodations
- to post on any website for any purpose including, but not limited to support of a particular social or political agenda

Any such unauthorized use of the Academy's name or identifying logo, if committed by a student may subject the student to disciplinary action up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

## **Catholic Faith Formation**

In addition to daily prayer and classes in religion, students will participate in liturgical celebrations, including Mass, Penance services, Stations of the Cross, and other celebrations. Parents are welcome to attend and participate in any of these services.

Children in grade two will be prepared for First Penance and First Holy Communion with his/her parish. Parents are required to attend all parent meetings regarding these sacraments. Regular attendance at Mass is required of all Catholics. Families are considered the "First Church" in which children learn by example. Holy Days are full days of school. Mass will be celebrated during the school day. Parents are welcome to attend Mass with their children.

## **School Hours**

- 7:30 AM Students arrive for Morning Prayer
- 7:30—7:50 AM Attendance, Prayers, Morning Announcements/Assemblies
- 7:50 AM Homeroom/First Period
- 2:30 PM Dismissal

## **Attendance**

Daily and regular attendance is a vital key to success. Every effort must be made to be sure that all students attend school each day. However, please do not send a child to school if he/she is sick. Please call the school office by 8:00 AM if your child is absent. As prescribed by law, students returning from an absence must bring a written note from a parent/guardian explaining the absence. Arrangements for making up missed work are the

responsibility of the student and/or parent. Students will be allowed as many days missed to make up the work. (3 days absent, 3 days allowed for make up work.) Parents will be notified by school office where patterns of absence are documented. If a student is absent twenty or more days without home instruction, he/she could be asked to repeat the grade.

**Attendance Issues**

Vacations should not be scheduled when school is in session; education suffers when students miss valuable instruction. Vacations during school time are considered unexcused absences. Students will be required to complete assignments to cover the time they were not present and must earn a particular grade to pass a specific subject. Arrangements for all make up work are the responsibility of the student and/or parent. Any work/tests not made up will receive a failing grade. Teachers are not expected to prepare work beforehand or give individualized instruction upon return. All students are expected to be on time and “ready to learn” except in the case of illness, emergency, or excused absences. Late arrivals disrupt learning, and excessive tardiness and/or absences may result in a conference with the teacher, parent, and the principal. Parents are asked to make arrival to school on time a priority for the benefit of their children and their classmates. Early dismissals are discouraged as they lessen the amount of time students have to learn. Medical or dental appointments should be scheduled when school is not in session. If an early dismissal is necessary, parents must notify their child’s teacher in writing.

**Books**

Students are responsible for all textbooks and workbooks assigned to them. Parents must pay for lost or damaged books. A mandatory fee of \$50 will be collected if a book is not returned in perfect order.

**Academic Program Curriculum**

Students on all four campuses will share a core curriculum with established academic benchmarks. A Catholic Faith Formation curriculum will be used at all grade levels and Catholic values will be emphasized in all instructional areas. The program of instruction is designed to ensure opportunities for students to learn to high academic standards. Curriculum offerings include:

Religion	Mathematics	Latin/Greek Roots
Reading	Earth/Life/Physical Science	Technology
Writing	Physical Education	Art
Study Skills	Social Studies	Music

In addition, there are a variety of after-school options for students that include homework help, tutoring, clubs, musical instruments, creative writing, math enrichment, and recreation.

**Three Marking Quarters**

	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>
<b>Progress Reports</b>	<b>October</b>	<b>January</b>	<b>May</b>
<b>Report Cards</b>	<b>December</b>	<b>March</b>	<b>Last day school</b>

**Parent—Teacher Conferences:**

See school calendar & website

**Letter Grades have the following numerical equivalents:**

97-100 =	A+	84-86 =	B	70-73 =	C-
94-96 =	A	80-83 =	B-	67-69 =	D+
90-93 =	A-	77-79 =	C+	64-66 =	D
87-89 =	B+	74-76 =	C	60-63 =	D- Below 60 = F

**Honor Roll**

High Honors All grades ~ A- or above

Conduct and Effort—Excellent/Good (All subjects)

**Honors**

All grades ~ B- or above

Conduct and Effort—Excellent/Good (All subjects)

**Grade Level Homework—Minimum Requirements**

Kindergarten	30 minutes per day (should be done with parent/guardian)
Grades 1 & 2	30 minutes per day plus independent reading
Grade 3	30-60 minutes per day plus independent reading
Grades 4 & 5	45-60 minutes per day plus independent reading
Grades 6-8	45-60 minutes per day per major subject

**Grading Policy**

It is the belief that academic growth is best attained when learning targets, that is, standards and benchmarks are clear and are presented to students prior to instruction, when progress is monitored regularly and fairly, when students receive prompt, specific feedback, and when parents and families are involved. Students will be assessed and graded both on how their achievement compares to standards and benchmarks developed for their grade level and on how they are progressing as learners. The grading and reporting system will be uniform across each grade level so that the results can serve as a tool for communication with parents and families regarding their children’s academic progress.

Formal reporting through report cards will take place at the end of each marking period. Parents will be notified when students are not making satisfactory progress at mid-term, before the marking period closes, and at mid-year. Teachers will contact parents if a child is struggling academically, socially, or behaviorally.

**Parent Teacher Conferences** will be held twice a year. Conferences may also be held at the request of the parent, teacher and/or principal.

**Grading System/Honor Roll Requirements**

Report cards are distributed three times during the school year for students in K2-grade 8. Letter grades are used in Grades 3-8. A checklist indicating mastery of skills will be used for students in Pre-K and Kindergarten is using the GOLD Assessment System. Progress Reports are sent home mid-way through each grading period.

**Valedictorian Criteria**

An eighth-grade student at each campus with the highest-Grade Point Average for grade 8 will be selected as the class Valedictorian at graduation. Student must have attended Saint John Paul Academy for grades 7 and 8 and be in good disciplinary standing.

## **Promotion**

Teachers in consultation with parents and the principal will make recommendations regarding promotion and retention. The final determination of promotion rests with the principal.

## **Retention Notification**

If it is determined that a student is not ready for promotion, the issue will be discussed among the Regional Director, principal, teacher, and parents. The decision will be based on what is best for the individual student. Consideration will be given to the student's intellectual development, academic ability, and physical and social maturity. By the end of March, a formal written notice will be sent to parents of students who are at risk of being retained. During March through June, teachers will maintain bimonthly contact with parents to apprise them of their child's progress. The ultimate decision lies with the principal.

## **Standardized Testing**

Saint John Paul II Catholic Academy will conduct standardized testing annually to guide instruction and to evaluate each student's progress. Along with other schools in the Archdiocese of Boston, students in grades 2-8 will be tested in the fall, winter, and spring with the NWEA MAP (Measures of Academic Progress) Assessment System. Parents will receive reports of these tests.

## **Special Education**

Saint John Paul II Catholic Academy does not offer a special education program. If a parent wishes to have his/her student tested for special needs, they must contact the public school system in which they live to have the child tested. Parents must initiate the process. Teachers and counselors will support and assist parents throughout the process. Should a student be determined to have special needs, an individualized educational plan (IEP) will be developed and should be shared with the school to determine how the school might address those needs. Title I Services (math, reading) are available through Resource Rooms which are available on all campuses to assist remedial students.

## **Educational Technology**

Each campus has a fully equipped and networked PC computer lab for use by the students as part of the curriculum. All campuses are equipped with Chromebook carts and iPads. Ongoing technology instruction is provided, and hardware is upgraded as needed. Promethean Boards are also used in most classrooms. Students should respect this equipment. Saint John Paul II Catholic Academy policy is that all technology used to access the network will be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of network privileges for the user and/or other disciplinary action. Parents must sign an annual Acceptable Use Policy for students to use the computer lab and computers in classrooms and the library.

## **Emergency Forms**

An emergency form must be filled out for each child at the beginning of the school year with two (2) emergency contacts other than parents. Forms must be updated as necessary to ensure the school's ability to reach parents/guardians in an emergency. It is imperative that the school has an emergency contact number at all times (e.g. if parents are out of state, away on business, etc.). If a child has a change of address or phone number, parents must notify the school immediately and update the Office/Health and Emergency Information Form.

## **Photograph/Video Policy**

If you do not wish your child to be photographed or videotaped during any school event or presentation, please send a written notification to your child's principal as soon as possible in the school year. This notification should

be made at the beginning of each new school year.

### **Physical Education**

Our physical education is designed to build interest in skills, knowledge, and attitude that are important to a lifetime of physical activity. It should provide a positive atmosphere to encourage self-discipline, develop motor skills and promote activities that can be carried throughout their lives.

### **Health Program**

A health program that is designed to encourage a healthy lifestyle shall be offered for all children from grade 2.9 through grade 8. The goal is to provide an environment that supports the physical, mental, emotional, and social health of students to enable their success in the learning process.

A list of children with food and environmental allergies is given to all teachers and staff by the nurse, for the safety of all children. It is stressed to all the importance of confidentiality and ensured that this list is kept in a place that will keep this confidentiality at the highest priority while enabling everyone to have the information available for the children's safety.

### **Disposal of Medications**

1. Any needle or Epi pens are disposed in a red disposable needle box that has the Hazard warnings all over it. It is disposed at a local clinic in their disposable locked receptacle by school nurse.
2. Any other medications like inhalers, ADHD medications or antibiotic medications that are not finished by the child, will be returned to the parent/guardian by the school nurse.

### **Nurses**

Nursing services are available at every campus and each nurse's office has been equipped with supplies and furniture donated by Caritas Christi. If you need to speak to the school nurse at your child's campus, contact the main number of the school and you will receive the extension number for the nurse.

### **Illness and Medications Policy:**

Should a child become sick or injured at school, the nurse will be contacted immediately. If your child has a fever, an episode of vomiting and/or diarrhea, or an injury that the nurse advises a follow up to the child's doctor that day, you will be called to pick up your child. Please **pick up your child promptly** (within 1 hour) or make arrangements for a trusted relative or friend to do so in your place. It is strongly suggested that your child remain home the following day if sent home with a fever, vomiting or diarrhea. Your child may return to school when he/she has been without a fever, vomiting and/or diarrhea for 24 hours from the last episode, without the use of fever reducing medication (Tylenol, Advil). For example, if your child has a fever in the afternoon or evening, they should be kept home the following day. If your child is vomiting all night, they will be unable to come to school the next day. If your child is being treated for an infection that requires the use of antibiotic and/or antibiotic eye ointment for conjunctivitis, they may return to school after being on the medication for a full 24 hours.

Any medication brought to school must have a doctor's note and instructions accompanying the medication before a nurse can administer it to the student. Parent's **consent form** and the original pharmacy bottle with the student's name, name of medication and the dosage clearly written must be given to the nurse. All emergency medication and lifesaving medications are readily available at all times to the children for whom they are prescribed for. All school nurses oversee the distribution of medications, records and student medical files. School nurses make all staff aware of the location of children's records, First Aid kits, all health care, emergency procedures, first aid procedures and individual children's health care plans. All medications are locked and stored in safe locations.



All Epi-pens and inhalers will be made available to chaperones and afterschool personnel for the children in their charge. All childhood classrooms will have back packs with a first aid kit and student's medications. At least one staff member on the premises will have current certification in age-appropriate CPR and age-appropriate first aid. At least one staff member accompanying children off-site including the transport between activities will have current certification in age-appropriate CPR and age-appropriate first aid.

### **Immunizations**

Parents must keep accurate and up-to-date records of immunizations as required by the Commonwealth of Massachusetts. No child can be admitted to school who has not presented proof of up-to-date immunizations. When sending in immunization records, a completed history and physical should be included.

### **Parental Consent**

All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, shall be provided by the child's parent. No medication shall be administered without written Parental consent.

A Parent consent form is required of all students at SJP2CA. Staff and nurses will collect these forms in the summer and follow up with any family who has not returned this form. A child may not begin school without this form on record. Form is listed below.

### **Administration of Routine Medications**

Providers may administer routine, scheduled medication, or treatment to a child with a chronic medical condition in accordance with written Parental consent and licensed Health Care Practitioner authorization. Providers administering routine, scheduled medication or treatment to the child with a chronic medical condition shall have successfully completed training, given by the child's Health Care Practitioner, or, with his/her written consent, given by the child's Parent or the Program's Health Care Consultant that specifically addresses the child's medical condition, medication, and other treatment needs.

At SJP2CA, any medication brought to school must have a doctor's note and instructions accompanying the medication before a nurse can administer it to the student. Parent's **consent form** and the original pharmacy bottle with the student's name, name of medication and the dosage clearly written must be given to the nurse. All emergency medication and lifesaving medications are always readily available to the children for whom they are prescribed for. All school nurses oversee the distribution of medications, records, and student medical files. School nurses make all staff aware of the location of children's records, First Aid kits, all health care, emergency procedures, first aid procedures and individual children's health care plans.

### **Documentation of Medicine Administration**

Each time a medication is administered, Providers shall document in the child's record the name of the medication, the dosage, the time, and the method of administration, and who administered the medication. Missed doses shall also be documented, along with the reason(s) why the dose was missed.

At SJP2CA, documentation is made on the student's health folder and in our SNAP (School Health Nurse Electronic Health Record site). This documentation includes the name of the medication, dosage, methods of administration, parent consent and who administered the medication. Any missed doses along with reason and why are documented.

### **Staff Training – Medication Administration**

The Program shall ensure that at least one adult with training in medication administration is always present when children are in care. Training is provided yearly by certified professionals as part of staff orientation. A Registered nurse will be at each campus daily. In case of an absence by the nurse and substituted nurse will be provided to the

campus. Staff training for CPR, first aid and medication administration will be provided and mandated each year to provide more staff with the ability to help children. Training is also provided at any time for teachers and staff on how to administer an EPI -pen by the school nurse.

**Medication Disposal** Medications shall not be used beyond their date of expiration. Unused medication shall be returned to the Parent/guardian for disposal. If medication cannot be returned to the Parent/guardian, the Program shall have a written policy on medication disposal in accordance with the recommendations of the Department of Public Health, Drug Control Program.

**Administration of Medication:**

**Proper labeling of medications**

Labeling of Prescription Medications. Prescription medications shall be in the containers in which they were originally dispensed and labeled by the pharmacist, including the date the prescription was filled and clear instructions for administration.

**Labeling of Over the Counter Medications** Over the counter medications shall be dated and kept in the original manufacturer's packaging. The container should be labeled by the Parent/guardian, including:

1. The child's first and last name.
2. Specific instructions given by the prescribing physician or pharmacist's order for the dosage and administration, if applicable.

At SJP2CA, any medication brought to school must have a doctor's note and instructions accompanying the medication before a nurse can administer it to the student. Parent's **consent form** and the original pharmacy bottle with the student's name, name of medication and the dosage clearly written must be given to the nurse.

**Proper storage of medications**

**Storage of Medications**

Medications shall be stored under the proper conditions for sanitation, preservation, security, and safety at all times.

At **SJP2CA** all medications shall be:

Stored out of the reach of and completely inaccessible to children, unless otherwise specified in a child's individual health care plan. All medications that are considered controlled substances shall be kept in a secured and locked place at all times, when not being accessed by an authorized individual.

Stored at the proper temperature. Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children, in a refrigerator maintained at temperature between 38- and 42-degrees Fahrenheit.

Stored away from food.

**Storage of Emergency Medications.** Emergency or life-saving medications, such as asthma inhalers and epinephrine auto-injectors, shall be immediately available for any children for whom they have been prescribed. (Funded Center Based Program Compliance Requirements 9/2019)

At SJP2CA, these medications will be located in the firsts aid backpack in each classroom with proper labeling, child's name, and health plan (IHP) included.

**Policies for the documentation, administration, handling, and disposal of all medications**

Medication Policies. The Program shall have clear, written policies for the documentation, administration, handling, and disposal of all medications, in accordance with EEC requirements.

## **Disposal of Medications**

1. Any needle or Epi pens are disposed in a red disposable needle box that has the Hazard warnings all over it. It is disposed at a local clinic in their disposable locked receptacle by school nurse.
2. Any other medications like inhalers, ADHD medications or antibiotic medications that are not finished by the child, will be returned to the parent/guardian by the school nurse.

## **Policies for the prevention and control of Infectious Diseases**

The Program shall follow exclusion policies for serious illnesses, contagious diseases, and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health.

The Program shall notify all Parents in accordance with Department of Public Health recommendations, when any Communicable Disease or condition has been introduced into the Program.

## **Health Precautions**

The Program shall follow infection control guidelines (per the Center for Disease Control) designed to protect individuals from exposure to diseases spread by blood, bodily fluids or excretions that may spread Infectious Disease. Health precautions include, but are not limited to, the use of personal protective equipment, proper disposal containers for contaminated waste, hand washing and proper handling of bodily waste.

1. Non-latex gloves shall be provided and used for the clean-up of blood and bodily fluids.
2. Used gloves and any other materials containing blood or other bodily fluids shall be thrown away in a lined, covered container; and
3. Contaminated clothing shall be sealed in a plastic container or bag, labeled with the child's name, and returned to the Parent at the end of the day.

## **COVID 19 and other infectious diseases:**

Masks, gloves, face shields, social distancing, and any other requirements mandated by the state will be enforced.

Staff and students are to stay home for 14 days if they have tested positive or are showing COVID 19 symptoms. Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health. Staff and Students must quarantine if travelling per Governor's orders.

**Handwashing Procedures.** Adults and children shall wash their hands with liquid soap and running water, using friction, in accordance with Department of Public Health guidelines. Hands shall be dried with individual or disposable towels or automatic hand blow-dryers. The use of common towels is prohibited.

## **Handwashing Frequency**

Adults and children shall wash their hands at least at the following times:

Funded Center Based Program Compliance Requirements 9/2019

1. Before and after water play.
2. Before eating and/or handling food.
3. After toileting/diapering.
4. After coming into contact with bodily fluids (including sneezes and coughs).
5. After handling animals or their equipment.
6. After playing in sand.
7. After playing outside.

8. After cleaning or handling garbage.
9. Before and after the administration of any medication (including topical ointments).

At SJP2CA, all students and staff will be taught and reminded to **handwash** with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. If soap and water are not readily available, hand sanitizer that contains at **least 60% alcohol** can be used (for staff and older children who can safely use hand sanitizer).

Staff and students will cover coughs and sneezes into their elbow. Any used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

### **Sanitizing and Disinfecting Procedures**

All equipment, materials, items, and surfaces (including floors, walls and clothing used for dramatic play) shall be monitored for cleanliness, washed with soap and water, and Disinfected or Sanitized as needed to maintain a sanitary environment, in accordance with EEC policy.

### **Sanitizer and Disinfectant Preparation**

The solution used to Sanitize or Disinfect equipment, materials, items, or surfaces shall be either a bleach solution prepared in accordance with EEC guidelines or a commercially prepared solution that has been registered as either a Sanitizer or a Disinfectant (as appropriate) by the Environmental Protection Agency.

### **Sanitizer and Disinfectant**

Use. All solutions used to Sanitize or Disinfect equipment, materials, items, and surfaces shall be used in a way that protects the health and safety of children, and in accordance with EEC guidelines and/or manufacturer's directions.

1. Cleaning, Sanitizing, and Disinfecting products shall not be used in close proximity to children; and
2. Adequate ventilation shall be maintained during use of all cleaning, Sanitizing, and Disinfecting products.

### **Sanitizer and Disinfectant Storage**

All cleaning, Disinfecting, and Sanitizing products shall be stored in a secure place, inaccessible to children.

Cleaning and disinfecting will occur daily and nightly in all areas of the school by the custodial company and Saint John Paul II Catholic Academy staff.

Protocols and procedures may change per recommendation of CDC and MDPH and BDPH.

### **Proper storage of personal belongings**

Storage for Children's Personal Belongings. The Program shall provide sufficient space, accessible to children, for each child to store clothing, coats, bedding, and other personal items in a safe, sanitary manner.

1. Personal items intended for individual use by children, including but not limited to bottles and cups, pacifiers, toothbrushes, and sleeping materials, shall be labeled with the name of the child for whom they are intended; and

2. Personal items shall be stored so that they do not touch.

Storage for Adults' Personal Belongings. The Program shall provide sufficient space, not accessible to children, for adults to store personal items in a safe, sanitary manner.

## **Toileting & Diapering**

(1) Adequate, appropriate, and safe provisions for toileting and diapering

(a) Toileting. The Program shall provide enough adequate, appropriate, and safe facilities and supplies for the toileting of all toilet-trained children. Bathrooms shall be:

1. in close proximity to children's activity space; and
2. readily accessible to all children, including children with disabilities.

(b) Diapering. In Programs serving children who are under two years and nine months of age and/or not toilet trained, the Provider shall ensure that:

1. diapering areas are separate from facilities and areas used for food preparation and food service;
2. a common changing table or diapering surface is not used for any other purpose;
3. the changing surface is smooth, intact, impervious to water and easily cleaned;
4. soiled disposable diapers are placed in a closed container that is lined with a leak-proof disposable lining, and removed from the Program daily, or more frequently as necessary;
5. soiled non-disposable diapers are placed in a sealed plastic container labeled with the child's name and returned to the child's Parents at the end of the day; and
6. there shall be running water or an approved alternative adjacent to each diapering area.

(c) Handwashing After Diapering and Toileting. Facilities used for hand washing after diapering or toileting shall be separate from facilities and areas used for food preparation and food service.

**Use of Insect Repellants.** The Program shall follow the recommendations of the Department of Public Health regarding the use of insect repellants. At SJP2CA, we do not allow the use of insect repellent.

**Required Immunizations.** Written documentation shall be required for all children and Providers showing evidence of immunizations in accordance with the schedules and recommendations of Department of Public Health. Each student will have a folder in the nurse's office with all immunizations and doctor's orders.

## **Allergies**

If your child has an allergy or an asthmatic condition, the nurse, principal, and the teacher must be notified. Any child that has an allergy to peanuts, tree nuts, dairy or any kind of food or environmental factors that requires an epi pen must have one in the school and one at home. It must be in the box from the pharmacy with the doctor's order on the box, the child's name on the box and a note from the doctor.

## **Allergy Awareness**

The students of Saint John Paul II Catholic Academy are aware and sensitive to the serious medical conditions of some of their classmates with allergies. NO peanut products or by-products are allowed in any of the Saint John Paul II Catholic Academy cafeterias and/or classrooms.

## **Asthma**

Any child who uses an inhaler must have an inhaler available in school. Parents must also make note of this information on the student Emergency/Health cards. All inhalers should be given to the nurse in the box from the pharmacy with the doctor's order on the box and the child's name on the box. It should be accompanied by an Asthma Action plan from the doctor's office. No medications will be accepted without a doctor order and the child's name on the medication.

## **Physical Examinations**

A physical examination is required for every child entering school and then every year from grades 2.9 to first

grade, then every two years.

## **WELLNESS POLICY**

A healthy school nutrition environment provides students with consistent, reliable health information. Good nutrition is essential for optimal learning. The classroom and lunch program provide clear and consistent messages that explain and reinforce healthy eating and physical activity habits.

### **Lunch Program**

School lunches are ordered from Preferred Meals and follow the National School Lunch program requirements. The program is Allergy Aware. Menu order forms will be sent home monthly. The school provides balanced meals with low-fat milk. Soft drinks, candy, and other non-nutritional foods are NOT sold in the cafeteria. For safety reasons, students are NOT allowed to use a microwave at lunch. In the interest of fairness to all students and to encourage healthy eating habits, fast food and /or take-out food are NOT allowed in any of the Saint John Paul II Catholic Academy cafeterias. Water is available to all students during the school day.

Free and reduced priced meals are provided to qualifying students. Applications are mailed to all families in August.

The Before School Program provides breakfast every morning for the children attending and the After-School Program provides healthy snacks for all children staying after the regular school day.

### **Free & Reduced Meal Benefits- USDA Program-National School Lunch Program**

#### **Saint John Paul II Catholic Academy Lunch Program observes and abides by the following Civil Rights Statement:**

“USDA Nondiscrimination Statement in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.”

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the **USDA Program Discrimination Complaint Form, (AD-3027)** found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter, all the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

1. Mail: US Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410.
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

## Formulario de Denuncia de Discriminación del Programa del USDA

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el [Formulario de Denuncia de Discriminación del Programa del USDA](#), (AD-3027) que está disponible en línea en: [Filing a Program Discrimination Complaint as a USDA Customer](#), y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

1. correo: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
[1400 Independence Avenue, SW](#)  
[Washington, D.C. 20250-9410](#);
2. fax: (202) 690-7442; o
3. correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov).

### Snacks

Parents are asked to send healthy snacks and lunches to school for their children. Soft drinks are not allowed. Due to student food allergies, students are NOT allowed to share food during either snack or lunch in any of the Saint John Paul II Catholic Academy cafeterias and/or classrooms.

### Parties

In order to maintain an academic climate, and because of food allergies, parties are not allowed. We celebrate birthdays and holidays in a creative way as a school community. Families are notified of these special celebrations in advance. End of the year celebrations are planned with the permission of the principal at each campus.

### Invitations and Deliveries

It is our policy NOT to allow birthday invitations to be delivered at school. Please send them by mail, so as not to hurt any child's feelings. The school will not accept deliveries of balloons, flowers, food (this includes lunches from McDonald's, Mr. Sub, etc.) for a student during the school day. Please do NOT bring fast food to school for students.

The principal at each campus reserves the right to make any revisions deemed necessary without prior student and/or parent/guardian notification.

## **Guidance Counselors**

Each campus of the Academy has a full-time guidance counselor. Guidance counselors will help the students and families with a variety of issues, including high school planning and admissions.

## **Student Records**

A record is maintained on all students. When a student transfers or graduates from 8th grade a copy of his/her permanent/cumulative record, test scores and health and immunization records are forwarded to the attending school. The Academy will not release records if there is an outstanding balance due on tuition. Saint John Paul II Catholic Academy complies with the provisions in the Buckley Amendment of 1975. If a parent wishes to review the educational records of his or her child, twenty-four hours' notice must be given in writing. The school respects the non-custodial parent's rights for their children unless the school office has been presented with legal documentation to the contrary.

## **Telephone/Cell Phone Use**

Students are not allowed to use the school phone except in the case of an emergency. Students must request permission to use the school phone.

Cell phone use during school hours is prohibited. Cell phones may be brought to school, but they must not be displayed and must be turned off at all times. Cell phones must be given to the teacher at the beginning of the school day for lock up and will be returned at the end of the school day. The Academy is not responsible for the loss or damage of cell phones.

## **Visitors**

All visitors, including parents, must report to the school office when entering the building to obtain a visitor pass except when dropping off or picking up students.

## **Field Trips**

Field trips at the Academy are an important part of school life and experience. Parents will receive written notification of planned field trips. Signed permission slips are required for students to participate in the field trip experience. While on field trips students are expected to follow school rules and behave in an orderly and respectful manner. Parents may request from teachers to serve as chaperones on trips. All chaperones are required to have an up-to-date CORI form on file in the school office.

## **No School Announcements**

In cases of inclement weather or other emergency, announcements are made on the following TV stations:

WCVB	WHDH	NECN
WBZ	NBC 10	

Parents will also receive a voicemail through our RENWEB Parent Alert System.

## **Heat Protocols:**

In the event of the temperature being above 90 degrees (spring or fall) we have outlined the following:

- Students may be out of uniform or wear summer uniform
- Students will be asked to bring water bottles/ or may use water bubblers in school
- Students will be rotated to "cool areas" throughout the school building
- Lights will be turned off if feasible
- Fans will be utilized if available



## **Dress Code**

The way a student is dressed influences his/her performance. We believe adherence to the established uniform policy by all our students is necessary. Enforcing this adherence indicates to our students that the school is a special and important place of learning. When all students conform to the uniform policy, the sense of belonging and community, along with the development of personal responsibility and self-respect is clear. All students must always be in full uniform unless permission to do otherwise is given by the principal. Failure to comply with the Academy dress code may result in detention.

### **All students in Pre-K to KII:**

- Navy sweatpants with school emblem  
(Navy shorts w/school emblem—warm weather)
- Navy T-shirt with school emblem
- Navy sweatshirt with school emblem
- Black or white plain sneakers  
(no logos, heelies, or flashing lights)

### **Girls (Grades 1-4)**

- Plaid jumper with emblem
- White blouse (long or short sleeve)
- Navy fleece zip pullover, SJP jacket, zip vest (school emblem)
- Navy blue cardigan sweater
- Navy tights or knee socks
- Dark, sensible shoes (No sneakers)

### **Girls (Grade 5-8)**

- Plaid kilt
- White knit polo shirt (long or short sleeve) with emblem
- Navy fleece zip pullover, SJP jacket, zip vest (school emblem)
- Navy blue cardigan sweater
- Navy tights or knee socks
- Dark, sensible shoes (No sneakers)

### **Optional for All Girls**

#### **Winter uniform-November 1st—April 1st**

Navy slacks with white polo shirt and fleece pullover, jacket, or vest

#### **Summer uniform- 1st day of school through Nov. 1st and April 1st through last day of school**

Navy skorts with white polo shirt

### **Boys (Grades 1-8)**

- White polo shirt (long or short sleeve) with school emblem
- Navy fleece zip pullover, SJP jacket, zip vest with school emblem
- Navy blue pullover sweater
- Navy blue dress pants
- Navy/black leather belt
- Dark sensible shoes (No sneakers)

### **Optional for All Boys**

Navy twill shorts may be worn from the first day of school to November 1st and April 1st to the last day of school.

### **Gym Uniforms**

Navy plain sweatpants or navy sweatpants with emblem  
Navy T-shirt with school emblem  
Navy jersey shorts  
Sneakers (must be worn for gym class)

### **Please Note:**

No boots, sandals, clogs, flip-flops, or crocs in classroom  
No sneakers (except with gym uniform)  
Socks must be worn at all times  
Uniform skirts and jumpers must be appropriate length  
Jeans are never allowed as uniform pants  
No logo or words on shirts, sweatshirts, or pants, other than the Saint John Paul II Catholic Academy school emblem  
All uniform clothing must fit properly. Tight fitting or oversized clothing is not allowed.  
All dress shirts must be tucked into pants or skirts  
Stretch, sweat, stirrup, or tight-fitting pants are not allowed  
No excessive jewelry, including dangling earrings, chunky necklaces and bracelets  
No body piercing  
Make-up such as eye shadow, lipstick, etc. is not permitted  
Hair coloring and cut must be neat, natural, and not distracting.  
Mohawks and head shavings/designs are not acceptable  
Boys must be clean shaven

The Dress Code/Uniform Policy has been established to ensure a calm, safe, and peaceful environment conducive to effective learning.

**All uniform regulations and guidelines are subject to the discretion of the principal.**

For information or ordering the school uniform go to the Saint John Paul II Catholic Academy website at

[www.sjp2ca.org](http://www.sjp2ca.org)

or go to:

[www.collegiatehouse.com](http://www.collegiatehouse.com),

School Code: SJPA

## **Guiding Principles/Disciplinary Code**

One of the principle aims of Saint John Paul II Catholic Academy is mutual respect. Therefore:

- Students are expected to treat every person (adult and child) with respect and courtesy.
- Answering back is never allowed. Never interrupt an adult when he/she is speaking.
- Vulgar or disrespectful language is unacceptable and will not be tolerated.
- Fighting (in school, school yard, or to and from school) is not allowed. Fighting violations include play fighting, karate kicking or chopping, pushing, shoving, or hitting, etc. A HANDS-OFF policy is always strictly enforced.
- Cheating is never allowed. Students are expected to do all their own homework assignments and work honestly and independently. Students who are caught cheating or talking during test/quiz will receive a zero.
- Smoking in or around the school is strictly forbidden. Possession of cigarettes in or at school events are never allowed.
- Possession and/or use of drugs or alcohol before, during, or after school or at school functions is cause for expulsion.
- Cell phones and/or beepers are not allowed in school and will be confiscated.
- No electronic games, iPods, CD players, card collections or toys are to be brought to school. If confiscated, they will not be returned.
- Walking the hallways without permission is forbidden.
- During lunch period students are not to leave table without permission.
- Scooters, skateboards, heeie shoes and/or roller blades are not permitted in school or on the school grounds.
- Students are expected to promote an educational atmosphere in their class and in the school.
- Students are to raise hands to speak or to ask permission to leave seat.
- Calling out is not allowed.
- No gum is allowed in any area of school or school yard.
- Students are forbidden to touch, pick up or throw snow.
- Students may not leave the school building or school yard without permission of the principal. This also applies to before and after school.

## **Plagiarism**

Each student must be responsible for producing his/her own work. Students who cheat in a testing situation, submit work that is not their own, plagiarize from the Internet, or provide answers to another student will fail the assignment and will have a meeting with the principal, parents, and teachers. Appropriate disciplinary consequences will be determined.

The Discipline Code is in effect at all times. This includes before, during and after school, including extended day, school and parish functions and field trips.

If any of the above rules are broken a strike may be given to a student. If a child receives three strikes within a year, he/she may be asked to leave the Academy.

### **School Yard/Recess**

- Stay in designated area.
- Avoid fighting, pushing, pulling & charging.
- Refrain from littering.
- Avoid playing on fences, poles, or any wires.
- Respect bells, stop talking, walk silently to lines.

### **Filing**

- File single file, quietly and to the right always.
- Keeps hands to oneself and eyes facing forward.

### **Cafeteria**

- File quietly to seat and remain seated until line is called.
- Talk quietly and stop talking when told.
- Throw trash in barrel at conclusion of lunch.
- Ask permission for pass if you must leave the cafeteria.

### **Bus/Field Trips**

- Board bus orderly, single line, go directly to seat.
- Obey orders of teachers and bus driver.
- Do not eat or drink on bus.
- Keep head, hands, and arms inside bus.
- Do no throw anything out of the bus.
- Always follow directions of teachers and chaperones.

### **Unacceptable Behaviors**

Illegal acts, such as sexual harassment, stealing, vandalism, obscene language.

Physically dangerous behavior, such as fighting, bullying, threatening, hitting, extorting, kicking.

Defiance, such as, overt, and immediate refusal to comply with adult requests.

Repeated offenses that the use of classroom-based consequences fail to solve.

### **Drug/Alcohol/Weapon Policy**

The possession and/or use of drugs, alcohol, and/or weapons in school are strictly forbidden. Violation of this policy will result in:

Notification of law enforcement when required by law

Notification of parent/guardian

Mandatory parental conference

Possible suspension or expulsion from the school under

M.G. L. Ch.71.S.37H (a)

## **Internet Rules**

- Do not use a teacher's computer.
- Use appropriate language.
- Access appropriate sites only.
- Do not plagiarize material found on Internet.
- Do not use another person's username or password.
- Do not give your username or password to another person.
- Do not tamper with hardware or software.

Discipline at each campus of the Academy is aimed at teaching students to be responsible for their actions and to work cooperatively with others. Catholic values, good manners, respect for others and responsibility are taught, modeled, and reinforced throughout the day. The goal of the Academy is to provide a safe and positive school environment for learning.

Behavior that is dangerous, illegal, disrespectful, or offensive will not be tolerated. The setting of clear expectations, providing adult supervision, and using fair and reasonable consequences when needed, is the basis of the discipline policy used throughout the Academy. Monitoring by all the adults in the school is the most important prevention strategy the school uses to maintain a safe and orderly school.

## **Maltreatment of Children Policies:**

The safety of children in the care of SJP2CA is paramount to our Mission and our work. We follow the Mass state mandates and Archdiocese of Boston mandates for the protection of children.

## **Supervision:**

### **Appropriate Supervision**

All staff shall always exercise appropriate supervision of the children in their care to ensure their health and safety. Such supervision shall include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities.

1. Children younger than six months of age at the time of enrollment shall always be under direct visual supervision.
2. Staff shall not leave a child unattended in an Infant seat, on a changing table, or any other surface that could result in a fall.
3. Staff shall always be aware of children's activities and in sufficient proximity to children to be able to intervene quickly when necessary.
4. Staff shall be positioned to maximize their ability to see and/or hear children in their care.
5. Staff shall not engage in any other activities or tasks that could unnecessarily divert their attention from supervising the children.

**Discipline at SJP2CA**, is a progressive system that is age and developmentally appropriate for all children. Our ages range from 2.9 to 14 years old. Faculty and staff strive to promote a positive learning environment based upon Gospel principles. SJP2CA shall provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children. It is never the goal of the Academy to suspend or expel a student unless all proactive and positive avenues have been exhausted. We care about the social and emotional welfare of our students.

## **Referral to Principal:**

A student who has been referred to the office for a severe or repeated disciplinary action will be provided with

support from the principal, classroom teacher and guidance counselor. At SJP2CA, parents are partners in educating and caring for their child therefore the school will work with families to facilitate a solution to a student's disruptive behavior. The school will provide opportunities to meet with parents to discuss options other than suspension or termination. With the help of the guidance counselor, the school will offer with referrals to parents for evaluation, diagnostic or therapeutic services. The school will also pursue options for supportive services to the program, including consultation and provider training; and develop a plan for behavioral intervention at home and in the Program.

### **Prevention of Child Maltreatment:**

#### **Prohibited Practices.**

The following practices are strictly prohibited:

1. Spanking or other corporal punishment of children.
2. Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks; 17 Funded Center Based Program Compliance Requirements 9/2019
3. Depriving children of outdoor time, meals, or snacks; force feeding children or otherwise making them eat against their will, or in any way using food, therefore.
4. Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet or using any other unusual or excessive practices for toileting.
5. Confining a child to a swing, highchair, crib, playpen, or any other piece of equipment for an extended period in lieu of supervision; and
6. Excessive time-out. Time-out may not exceed one minute for each year of the child's age and shall take place within a Provider's view.

#### **Mandated Reporting.**

Every Provider is a mandated reporter under M.G.L. c. 119, § 51A and shall make a report to the Department of Children and Families (DCF) whenever he/she has reasonable cause to believe a child in the Program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse, or from neglect, including but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted. This policy is shared with all staff members each year at the hiring process and during each fall orientation. Also, all staff sign paperwork understanding the policy with paperwork from the Archdiocese of Boston.

#### **Protocols for handling allegations of abuse and neglect against a staff member:**

Any allegations or any physical or verbal violence by staff to a child, will result in disciplinary action for the staff member. A 51A will be filed and the EEC will be notified. SJP2CA will contact the archdiocesan office of Child Advocacy and Protection. The staff member will be removed from the school. There will be no unsupervised contact by the staff with children.

If a child has been hurt by someone outside of the school, Principal and Regional Director will consult DCYF, EEC about the situation. Archdiocese of Boston Child Advocacy department. A 51A will be filed and counseling and other services will be shared. The school will support the child and family throughout the

SJP2CA shall notify EEC immediately after filing or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of the Program or during a Program related activity and immediately upon learning that a report has been filed naming a Provider or person regularly on the child care Premises (including

household members in home-based child care) an alleged perpetrator of abuse or neglect of any child.

All staff are required to **be CORI'D and fingerprinted** per Mass state law. Anyone working with children in our early childhood program or those on vouchers will also be required to fulfill all background requirements for the State of Massachusetts. All SJP2CA staff sign Codes of Conduct, participate in a program of Protecting God's Children provided by the Archdiocese of Boston and programs through EEC.

**Information for Families.** Written information shall be provided to families regarding the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.

### **Notifications to the Department:**

The Program shall notify the Department immediately after filing or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of the Program or during a Program related activity and immediately upon learning that a report has been filed naming a Provider or person regularly on the child care Premises (including household members in home-based child care) an alleged perpetrator of abuse or neglect of any child.

Investigation of Abuse or Neglect Allegations. Upon receipt of allegations of abuse or neglect, the SJP2CA will be subject to investigation of the allegations by the Department.

### **Suspension and Expulsion Policy:**

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**Suspension/Expulsion Process.** If a Program chooses to suspend or terminate a child for any reason the Program will provide written documentation to the Parents of the specific reasons for the proposed suspension or termination of the child, and the circumstances under which the child may return, if any.

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M.G. L. Ch.71. S.37H (a)

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## **Bullying**

On May 3, 2010 Governor Patrick signed into law a comprehensive legislation to address bullying in public and non-public schools. As a Catholic school, Saint John Paul II Catholic Academy has always endeavored to teach its students to treat one another with kindness and respect, and to "do unto others as you would have them do unto you."

All reports of bullying incidents will be immediately investigated; parents will be notified, and appropriate disciplinary action will be taken up to and including expulsion, and notification to the local police authorities, if

necessary.

**Definition:** A bully is someone who repeatedly and intentionally directs physical, verbal, or psychological aggression or harassment toward others, with the goal of gaining power over or dominating another individual. Bullying is the repeated and deliberate negative behavior, direct or indirect, toward another person who ultimately becomes a target.

Some examples of bullying behavior include, but are not limited to:

Name calling	Teasing	Mocking
Spreading rumors	Playing a dirty trick	Excluding
Ridiculing	Physical aggression	Intimidating
Threatening	Unwanted touching	Degrading language

### **Cyber Bullying**

Cyber Bullying is when a child is tormented, threatened, harassed, humiliated, embarrassed, or targeted by another person using the internet, cell phone, or other forms of digital technology. All families receive our **Bully Prevention Plan Booklet** which is distributed at the beginning of each school year. It is expected that all parents/guardians and students will read this booklet carefully and adhere to the policies as outlined.

### **Harassment**

The staff and students wish to foster a positive, comfortable, and safe school environment that facilitates learning. Any form of verbal, physical, or sexual harassment will not be tolerated. Any incidents must be reported to the principal immediately. Verbal or written threats made against the physical or emotional well-being of anyone are taken seriously. The principal will investigate and act consistent with the school disciplinary policy and Massachusetts Law. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, My Space, Zanga, Friendster, Face Book, Snapchat, Instagram, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, faculty, other students, or parish. The administration of the Academy reserves the right to discipline its students for all off-campus behavior that is not in line with behavior expectations of its students during the school day.

### **Guiding Principles**

#### **Treat all people with respect**

- Speak and act with kindness.
- Work hard and do your best to learn.
- Be prepared each day by doing homework, by getting a good night's sleep, and by eating breakfast at home or in school.

#### **Resolve conflicts peacefully**

- Use peaceful ways to solve problems.
- Ask an adult for help if needed.

### **Consequences**

Teachers will use a system of classroom behavior consequences such as redirection, conferencing with the student, verbal warning, loss of privileges, notification of parents, detention.

Principals will use more severe consequences, such as conferences with parents, loss of privileges, suspensions, recommendations for expulsion. If necessary, therapeutic referrals and support of the guidance counselor.

The Regional Director will make the final determination of expulsion with notification to the Superintendent of Schools for the Archdiocese of Boston.

These and other specific disciplinary situations will be handled on an individual basis.

The consequences of consistent violation of rules will be as follows:

**First Formal Warning:**

A written conduct slip from the principal must be returned and signed by parent/guardian.  
Student will receive disciplinary action.

**Second Formal Warning:**

A written conduct slip from the principal must be returned and signed by parent/guardian.  
Parents will be called by the principal to discuss the problem and a meeting will be set up.  
Students will receive a consequence.

An in-school suspension may be given. The number of days of suspension will depend upon the infraction. During an in-school suspension, tests or quizzes cannot be made up. The student will receive a zero. All schoolwork and homework must be made up. All warning/conduct slips must be signed and returned to the office before a student is allowed back in class. If any further violation occurs, the student and the parents will meet with the principal and the Regional Director and may be asked to leave the Academy.

**Reasons for Expulsion**

Weapons/drugs/any type of verbal or physical threats made to school personnel or student. Any violation of the Guiding Principles as deemed by the Regional Director.

**The School Administration reserves the right to impose any level of discipline depending on the nature or severity of the infraction.**

**Parental Partnership**

**Parent's Role in Education**

We, the Saint John Paul II Academy, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life-physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint John Paul II Catholic Academy involves a commitment and exhibits a commitment for helping your child recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter a partnership with us at the Academy, we trust you will be loyal to this commitment. During these formative years (PreSchool-8) your child needs constant support from both parents and faculty to develop his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships. Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take

responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

### **Parents as Partners**

As partners in the educational process at Saint John Paul II Catholic Academy, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights.
- Arrives to school on time and is picked up on time at the end of the school day.
- Is dressed according to the school dress code.
- Completes assignments on time.
- Has lunch money or nutritional snack every day.
- Actively participates in school activities such as Parent/Teacher Conferences.
- Sees that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student.
- Notifies the school with a written note and a phone call when the student is absent.
- Notifies the school office of any changes of address or important phone numbers.
- Meets all financial obligations to the school.
- Informs the school of any special situation regarding the student's well-being, safety, and health.
- Completes and returns to school any requested information promptly.
- Reads school notes and newsletters and shows interest in the student's total education.
- Supports the religious and educational goals of the school.
- Supports and cooperates with the Guiding Principles of the school.
- Treats teachers with respect and courtesy in discussing student problems.

### **Parent Communication**

Consistent communication with parents can foster a supportive relationship for learning, help teachers to work as a team with families, and can prevent misunderstandings and conflicts. We would like to reach out to all parents and families proactively and not just in response to a problem. Our message is that we—the school and the families—can work together for the best interest of the student. We encourage parents to attend our “Welcome Back to School Night” and our one-on-one Parent/Teacher Report Card Conferences. Principals at each campus will send home parent bulletins each month. The Regional Office also publishes a monthly newsletter which highlights the many campus events/achievements throughout the Academy. Our website is kept up-to-date and current, offering parents to view the many happenings throughout the Academy.

Please visit our website often: [www.sjp2ca.org](http://www.sjp2ca.org).

### **Parent Corps**

There are many opportunities for parents to be involved in activities to support our Academy. Please talk to your campus principal for a list of volunteer activities in which you are interested. Parents who wish to volunteer must have a completed and approved CORI background check on file. Each campus has forms available.

**Contact Information:**

Regional Business Office  
1 Eliot St  
3<sup>rd</sup> Floor  
Milton, MA 02186  
Website: [www.sjp2ca.org](http://www.sjp2ca.org)

Tuition/FACTS Questions:  
Tel: 617.265.0019 ext. 7004, 7202  
Email: [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org),  
[mhegarty@sjp2ca.org](mailto:mhegarty@sjp2ca.org)

Financial Aid/Need Based Scholarships:  
Tel: 617.265.0019 ext. 7004, 7202  
Email: [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org),  
[mhegarty@sjp2ca.org](mailto:mhegarty@sjp2ca.org)

Vouchers (2.9, Pre-K, K1 and K2, Ext.  
Day)  
Tel: 617.265.0019 ext. 7004, 7202  
Email: [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org),  
[mhegarty@sjp2ca.org](mailto:mhegarty@sjp2ca.org)

**Welcome to Saint John Paul II Catholic Academy.** Our tuition goals strive to make a Catholic education affordable to our families and students, offering a trusting community relationship between the school and our families. All students at Saint John Paul II Catholic Academy receive an upfront financial discount since our tuition and fee billings do not cover the full cost of educating each student. Your active participation in the life of the Academy, fundraising efforts, and support for our many school events, along with our benefactors, help to provide for the differential. **Our payment policies, along with our annual fundraising efforts, benefit all the students by increasing our ability to provide a quality education experience in a Christian environment.** Below, please see the tuition rates for the upcoming school year. The Academy's effective operation is dependent upon families making all their required tuition payments per stated tuition policies.

Tuition Rates for 2022-2023 School Year			
K2 through Grade 8*		Early Education Program	
One student	\$5,500	Preschool (age 2.9 by August 31 <sup>st</sup> )	\$8,800
Two students	\$10,300	Pre-K (age 3 by August 31 <sup>st</sup> )	\$6,900
Three students	\$15,100	K-1 (age 4 by August 31 <sup>st</sup> )	\$6,900
Four students	\$19,900	<b>Due to the high cost of the Early Education Program, no family discounts are available. Full EEC childcare vouchers are accepted.</b>	
Five students	\$24,700		

\*To receive the multi-student discount, the students must live at the same address and be immediate relatives

**IMPORTANT POLICIES:**

- 1) Your child's enrollment is dependent upon the family making payments for tuition, extended day, lunch, and other fees in a timely manner.
  - a. Tuition payments begin **July 1<sup>st</sup>**.
  - b. In order to be admitted to school in September, families must make two tuition payments for July and August (equivalent to 20% of the annual tuition).
  - c. Financial aid will not be applied to families that are not making payments through the FACTS payment plan, per stated tuition policies.
  - d. Financial aid will be applied to family accounts in June, provided you meet the **application deadline of April 15<sup>th</sup>**. The applicant for financial aid must claim the child (ren) on the federal tax return for the prior year in order for financial aid to be allocated. All Academy accounts must be current in order to qualify for financial aid. Any remaining aid after the June allocation period will be provided on a rolling basis.
  - e. Non-payment of any Academy accounts (tuition, extended day, lunch and other fees) may result in the loss of your child's seat in the Academy or in suspension of your child (ren).
- 2) All tuition contractual obligations for the prior year must be paid in full by May 5<sup>th</sup> to ensure a student's registration for the coming school year. All tuition contractual obligations and fees for eighth graders must be paid in full prior to graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until the student's financial account is current. If special arrangements are necessary, please contact the Campus Principal.
- 3) If a tuition payment problem occurs, it is imperative that the parent or guardian contact the Campus Principal or the Business Office to make arrangements for payment. All payment arrangement requests must be received in writing or by email at [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org).
- 4) The registration fee of \$150 for each returning student and \$350 for each new student is **non-refundable**; \$200 of the fee for new students will be applied to the student's tuition account, payable through the FACTS tuition payment plan.

## **TUITION BILLING AND PAYMENT OPTIONS:**

Saint John Paul II Catholic Academy partners with FACTS, a tuition management company, as our provider to help manage all tuition and fee billings during the school year. FACTS serves over 4,000 schools nationwide and is the industry leader in tuition management for private schools.

- ALL families are expected to be enrolled in the FACTS tuition management system per policy.
- All existing families in the Academy that have an active FACTS tuition payment plan in the previous school year **do not need** to submit a new payment plan application for the coming year. Once your registration fee and enrollment contract are submitted, you will be automatically re-enrolled.

**Please Note:** If you have changes to your current plan, such as payment date or plan type or bank information, you must submit a written change via email to the SJPIICA Business Office by June 1; otherwise the existing information on file will be used.

**PAYMENT PLAN OPTIONS:** Working with FACTS, our families have several payment plan options available for the billing and collection of tuition. Voucher parent fees must be paid through a weekly Monday payment plan. All tuition, voucher fees and extended day payments are to be made through FACTS. Payments must be made through bank-to-bank transfer of funds from an authorized checking or savings account or by credit card. FACTS will accept Visa, MasterCard and Discover credit cards.

To log into FACTS, please visit the following website <https://online.factsmgt.com/Signin.aspx> or click on [www.sjp2ca.org](http://www.sjp2ca.org).



### **Payment Options:**

- Single Payment Option:
  - One (1) single payment through FACTS made on July 5<sup>th</sup> or July 20<sup>th</sup>.
  - If you select this option, a \$100 discount will be applied before your payment is processed.
- Installment Plans (3 options):
  - Installment Plan #1: Ten (10) monthly payments FACTS, payable on the 5 or the 20<sup>th</sup> of each month starting in July and ending in April.
  - Installment Plan #2: Weekly payments on Monday, starting in July and ending in April.  
\*August-May for voucher families
  - Installment Plan #3: Bi-weekly payments on Monday, starting in July and ending in April.

### **RETURNED PAYMENTS using FACTS:**

- For those on the Ten (10) Month Installment Plan:
  - If FACTS returns your payment due to insufficient funds, FACTS will initiate payment attempts up to two (2) more times, per the next available payment dates.
    - Your account will be charged by FACTS for a non-sufficient fund (NSF) payment fee of \$30 per returned payment item.
    - FACTS will notify you in advance of the date for re-attempting the returned payment along with the fee.
      - For example, a returned July 5<sup>th</sup> payment will re-attempt on July 20<sup>th</sup> and incur a \$30 returned payment fee. If the payment is returned again for NSF, FACTS will re-attempt a second time on August 5<sup>th</sup> resulting in two (2) returned payments fees of \$30.

- For those on Weekly or Bi-weekly FACTS payment plans:
  - If your payment through FACTS is returned, FACTS will not re-attempt a second payment.
  - Your account will be charged the \$30 NSF fee by FACTS, and your payment will be due immediately by payingonline through FACTS.

**Please Note: If your payment to FACTS or SJPIICA is returned two (2) times, you must bring a bank check or moneyorder to the SJPIICA Business Office. Personal or company checks will not be accepted.**

If a check made out to Saint John Paul II Catholic Academy is returned due to insufficient funds, you will be charged a **returned check fee of \$30 and required to replace the check and pay** the NSF fee by money order or bank check.

**REQUESTING CHANGES TO THE FACTS PAYMENT PLAN:**

- Please contact the SJPIICA Business Office if you require changes to the payment dates established in the FACTS system. Please allow at least **ten (10) business days** for the changes to be made before any due dates or times. SJPIICA will as a courtesy change a payment date for a family only once per school year.
- **Please Note: Changes to your FACTS account cannot be made by phone. You must request a change by email to [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org) or [mhegarty@sjp2ca.org](mailto:mhegarty@sjp2ca.org).**

**ENROLLING AFTER THE START OF THE SCHOOL YEAR:**

The Academy considers the cost of education as a full year school expense. Tuition for students enrolled during the school year is as follows:

Enrolled before October 31st	Full tuition is due
Enrolled in the period from November 1 <sup>st</sup> to December 31 <sup>st</sup>	75% of tuition is due
Enrolled in the period from January 1 <sup>st</sup> to March 31 <sup>st</sup>	50% of tuition is due
Enrolled in the period from April 1 <sup>st</sup> to end of school year	25% of tuition is due

**WITHDRAWALS DURING THE SCHOOL YEAR:**

The Academy considers the cost of education as a full year school expense. Parents or guardians who are financially responsible for the withdrawn student are obligated to pay the tuition due through the month of the student withdrawal. For example:

<b>Month of Withdrawal</b>	<b>Payments due through month-end</b>
September	July through September
December	July through December
March	July through March



## **Parent/Guardian Responsibilities:**

- You are responsible for contacting the SJPIICA Business Office before cancelling your FACTS payment plan.
- Please note that SJPIICA will keep your FACTS agreement open if there are outstanding balances due to the Academy for tuition, extended day, fundraising or other program fees. The Parent/Guardian is responsible to pay all outstanding fees at the time of withdrawal.
- Families who choose to withdraw a student from the Academy must complete a withdrawal form, available from your Campus Principal or the Regional Office.
- All Academy accounts must be current before student withdrawals can be processed, which means school records cannot be sent until all accounts are settled.
- **Please Note:** Registration Fees and \$200 tuition deposit for new students are non-refundable. Also, financial aid and scholarships are not considered to be tuition payments and are non-refundable in the event of withdrawal.
- There is no tuition refund for a student expelled for disciplinary reasons.
- SJPIICA reserves the right to utilize a collection company/agency for any past due tuition, extended day, lunch or other program fees not paid.

## **CONSEQUENCES FOR ANY DELINQUENT PAYMENTS:**

Our policies are not meant to be punitive; in fairness to all families and our mission to educate, parent/guardians are expected to be in compliance with stated tuition policies and current with all related fee accounts during the academic year. Saint John Paul II Catholic Academy strives to work with families in need. In turn, families are asked to communicate with the Academy, commit to the accepted payment plan, and fulfill the terms of the approved plan as outlined.

Unless prior arrangements are made with the Campus Principal, the following consequences will be imposed should your financial accounts become 30 or more days in arrears:

### Any payment 30 days or greater in arrears

- Student will be removed or restricted from all extracurricular activities including but not limited to the extended day program, class trips, sports and after school clubs until financial obligations are made current.

### Any payment 60 days or greater in arrears

- Attendance will be interrupted and the parent will be required to keep the student at home until all financial obligations are made current.

### Payment delinquencies as of May 20<sup>st</sup> and through June 30<sup>th</sup> (regardless of the number of days delinquent)

- Students cannot take final exams and report cards will show an incomplete in each subject. In addition, eighth grade students will not be allowed to participate in graduation ceremonies or receive their diploma.
- Students will be removed from the registration list, if registered for the next year, and may be replaced by a family on the waiting list.

### Voucher delinquencies

- At the first occurrence of a missed parent voucher fee, the family will receive a warning letter and a request to pay the missed fee. If the missed fee is not paid, the family will receive a termination letter requesting the delinquent payment be made within two weeks of the notice date. If the payment is still not paid the voucher will be terminated and the student will not be allowed to return to school.

## **TUITION ASSISTANCE:**

Saint John Paul II Catholic Academy's financial aid fund is generously provided by the Catholic Schools Foundation. Financial assistance from the Catholic Schools Foundation requires the Academy to work within established guidelines. Financial Aid awards help lower the amount of tuition to be paid by a family. To receive financial aid, families must complete an annual financial aid application and agree to remain on an established tuition payment plan throughout the academic year.

## **IMPORTANT REMINDERS FOR SCHOOL YEAR 2022-2023:**

- In January and February, the Business Office will host Financial Aid Open Houses at the Regional Office and/or the school campuses. Please check the monthly newsletter, website or school campus for dates, times and locations. Families are encouraged to make appointments for the Open House to allow the time required to complete the family application process.
- Business Office Tuition Coordinators are available to assist you with financial aid and/or tuition issues. Consultations regarding financial aid are **by appointment only**. To schedule an appointment, please contact the Business Office by phone at 617-265-0019 ext. 7004, or 7202 or by email at [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org), [jwalker@sjp2ca.org](mailto:jwalker@sjp2ca.org) or [mhegarty@sjp2ca.org](mailto:mhegarty@sjp2ca.org).
- Please note that the Academy requires all applications to be verified. The confirmation process requires certain documents to be reviewed and verified to ensure the accuracy of the information provided.
- To receive financial aid, the parent/guardian commitment requires adherence to all SJPIICA stated tuition payment plans and policies. Financial aid will not be awarded unless all Academy accounts are in good standing and enrolled in a FACTS payment plan and FACTS Grant and Aid system.
- Financial aid may be forfeited if any of the following occur:
  - withdrawal from the Academy
  - not active in a FACTS payment plan, per policy
  - Academy accounts are not current (including but not limited to tuition, extended day, and lunch program)

## **HOW TO APPLY FOR FINANCIAL AID:**

To determine financial aid requirements, all families requesting financial consideration for assistance must complete the FACTS Grant and Aid application. SJPIICA works with FACTS Grant and Aid to determine assistance per available resources. Business Office Tuition Coordinators can be reached at 617.265.0019 ext. 7004, or 7202 for questions or assistance.

**IMPORTANT NOTE: Children for whom financial aid is being sought must be listed as dependents on the federal tax return of the applicant.**

E.g. On a parent/guardian's application for aid, financial assistance was requested for a student in grade 5 and a student in grade 1. Both of the students must be listed as dependents on the parent/guardian's prior year's federal income tax return.

## **STEPS:**

1. You must submit the **FACTS Grant & Aid application online** via our website at [online.factsmgt.com/aid](http://online.factsmgt.com/aid). FACTS Grant and Aid does not make paper applications available to the Academy.

2. Please submit your prior calendar year W2's. You may upload directly into the application or send via fax (866) 315-9264 to FACTS Grant and Aid if you are applying online (e.g. 2022 - 2023 School year, tax return for 2022 calendar year). If you do not file taxes, SJPIICA requires proof of income via Social Security, Dept. of Transitional Assistance, etc.
3. If there are extenuating circumstances that you are not able to include on your FACTS Grant and Aid application, you are encouraged to write a letter of explanation to the Business Office. You may mail or bring the letter to the Business Office at 2200 Dorchester Avenue, Dorchester MA 02124.

## **FINANCIAL AID DEADLINES AND AWARD NOTIFICATIONS:**

### **June Allocation:**

- All current and new families that are already accepted to the Academy should apply and complete the Grant and Aid application before **April 15<sup>th</sup>**.
- Award notifications will be sent by FACTS by June 30th.
- The financial aid award will be applied to your FACTS tuition account by June 30th. Payments in full on July 5<sup>th</sup> or July 20<sup>th</sup> will have the financial aid award reflected on the FACTS account.
- Generally, SJPIICA allocates up to 80% of the available financial aid by June so it is important for families to adhere to the application and filing deadlines, with all requested information completed by **April 15<sup>th</sup>** (i.e. online Grant & Aid application, tax return, W2's and proof of non-taxable income are required).

### **July through September Allocation:**

- Apply and complete your Grant & Aid application before the end of the month (online Grant & Aid application, tax return and W2's and proof of non-taxable income are required).
- Any available financial aid awards will be applied to your FACTS tuition account on a rolling basis, with notifications posted in July, August, and September. Funds will be allocated before October 1<sup>st</sup>. Award notifications will be sent by FACTS.

## **WHO QUALIFIES FOR FINANCIAL AID?**

1. Families that are enrolled with an active FACTS payment plan, on plan with current year tuition payments and are in compliance with stated tuition policies throughout the academic year.
2. Families of students in K2 (age 5) to Grade 8 are eligible for financial aid. There is no financial aid available for the preschool (age 2.9), Pre-K (age 3) and K1 (age 4) students due to Catholic Schools Foundation allocation parameters.
3. All families are encouraged to apply. Financial aid is allotted based on calculated financial need and not income amount. The calculated need is determined as follows:  
$$\text{INCOME} - \text{CORE EXPENSES} - \text{DISCRETIONARY EXPENSES} = \text{CALCULATED FINANCIAL NEED}$$

## **EARLY EDUCATION AND CARE (EEC) VOUCHERS:**

### **General Information:**

SJPIICA accepts Massachusetts Early Education and Care vouchers for both school tuition (2.9, Pre-K, K1 and K2) and Extended Day programs. For information purposes, the following are some guidelines for voucher application, parent fee parameters, addresses, phone numbers, etc.

The purpose of the voucher system is to assist lower income families with children, where the parent(s) are working, in a school or training facility or the wage earner is recently unemployed. There are two general types of vouchers – Full and Half. Full vouchers assist in paying for care for up to 10 hours normally for children up to age 6 or K2 grade. Half vouchers are used for Extended Day programs, February and June Vacation and Summer Program for students older than age 5 and assist working families in meeting their child care needs.

In order to receive a Massachusetts EEC voucher, the family must first call 211 and ask to be placed on the waiting list. If the family has a referral from Department of Transitional Assistance (DTA), they do not need to go on the waiting list. An appointment should be made with the local child care services office – for example Child Care Choices of Boston, Suffolk and Middlesex Counties, or Community Care for Kids – Norfolk County. Please let the interviewer at the services office know which campus of SJPIICA you want the child to receive child care services. The child care services office will check – via fax or telephone with the Business Office to determine start dates, etc. As a reminder, the family may be responsible to pay a certain parent fee to SJPIICA in order to receive the voucher. If this is the case and the family does not pay the amount on a weekly basis, the voucher will be lost. When in doubt, check with the Business Office or the service office.

While the process seems complex, it is really quite easy and all of the parent counselors are extremely helpful. If the family has any questions about using the voucher for Tuition (for 2.9, Pre-K, K1 and K2) and/or Extended Day please call us at 617.265.0019 ext. 7005.

**Please contact the offices below if you have questions or need to apply for an EEC voucher.**

**Child Care Choices of Boston**

105 Chauncy Street, 2nd Floor  
Boston, MA 02111

Tel: 617-542-KIDS (5437), Fax: 617-292-4629

<http://www.childcarechoicesofboston.org/parents.htm>

[1](#)

*Cities/Towns Served: Boston, Chelsea, Winthrop, Revere and Brookline*

**Community Care for Kids**

1509 Hancock Street

Quincy, MA 02169

Tel: (617) 657-5305; (800) 637-2011, Fax: (617) 773-5860

<http://communitycareforkids.net/>

*Cities/Towns Served:*

*Braintree, Cohasset, Dedham, Hull, Milton, Needham, Quincy, Randolph, Wellesley, Weston, and Weymouth.*

**PACE Child Care Works**

105 William Street – 4th Floor

New Bedford MA 02740

Tel: 508-999-9930, Fax: 508-984-3559

<http://paceccw.org/for-families/>

*Cities/Towns Served: Brockton, see full list at <http://paceccw.org/about/locations/>*

**Child Care Circuit**

190 Hampshire Street

Lawrence, MA 01840

Tel: 800-660-2868, Fax: 978-975-3120

<http://www.childcarecircuit.org/parents/parents1.html>

*Cities/Towns Served: Malden, Medford, Everett, see full list at*

<http://www.childcarecircuit.org/professionals/links.html>

## Full and Half Voucher Policies:

- Full time vouchers cover 10 hours of care from 6:30 am to 6 pm including the Extended Day program. Half time vouchers cover Before school, Afterschool or both.
- If your child is absent you must notify your Campus main office.
- You are responsible for contacting the parent counselor at the agency that issues the voucher to schedule an appointment at least 2 weeks prior to the expiration date to renew it. A copy of the renewed voucher **must be sent to the Business Office** and you must check in to make sure that it was received by our staff.
- **In the case the full or half voucher is not renewed, you will be charged the regular tuition cost and/or Extended Day hourly fees for the Academy.** If the full voucher expires mid-month, the tuition cost will be prorated, and the daily rate will be calculated as follows: *the monthly tuition based on the number of days the Academy offers child care during the month multiplied by how many days the voucher is not active: \$586 per month/16 days in September= \$36.63 daily tuition rate, the voucher was expired since September 15 or 11 days, the tuition cost for the period will be \$36.63 x 11 = \$402.93.* Also, once the voucher expires, the tuition cost will only cover the following times 7:30 am to 2:30 pm, or the school day. The Extended Day program will be an hourly additional fee.
- An active full voucher will also cover child care during February Vacation and June once school ends, as well as the summer program for students age 3 and up. The programs run at the Lower Mills Campus at 2222 Dorchester Avenue, Dorchester MA 02124. The Columbia and Neponset Campuses also offer summer camps for children in 2.9, PreK and K1. You must complete a separate application for the programs; they will be available during the months of January and May. The program details will be announced at that time. Half voucher families should contact the parent counselor and request a full voucher for the vacation weeks.
- If your child transfers to another campus, you must notify your parent counselor and have them issue a new voucher for that particular site and bring in a copy to the Business Office. Please schedule your appointment with the agency at least 2 weeks prior to the start of the program or effective date of the change. The addresses are below:
  - **Columbia Campus**, 790 Columbia Rd, Dorchester, MA 02125
  - **Lower Mills Campus**, 2222 Dorchester Avenue, Dorchester, MA 02124
  - **Neponset Campus**, 239 Neponset Ave, Dorchester, MA 02122
  - **February Vacation, June Vacation and Summer Program**, 2222 Dorchester Ave, Dorchester, MA 02124
- You must submit an application for the Extended Day program and keep it updated at all times.
- A referral from the DTA (local welfare office) for a voucher is not a voucher.
- If your child is absent for 6 or more days and you have not sent in written notification to the campus main office, a request of termination of the voucher will be sent to your agency.

- A valid voucher must be signed by both the parent counselor of the agency and the parent. If both signatures are not present, it will not be accepted by the Academy and tuition rates will apply.
- You are still responsible for parent fees if your child is absent through the contractual agreement with the agency that has issued the voucher. You will be billed your parent fee, unless you are taking vacation and have given the Academy 2 weeks' notice.
- Half vouchers or vouchers that are for part time care for Before School (6:30 am to 7:30 am) and/or After School (2:30 pm to 6 pm) are also accepted at the Academy.

### **Collection of Payments:**

- Schedule of payment: Payments for full vouchers must be made by automatic withdrawal through the FACTS payment plan on a weekly basis. **No cash or checks will be accepted at the campus or the Business Office.**
- Half voucher payments: Must be made on a weekly basis through the FACTS payment plan.
- Initial deposit payment: An initial deposit, equal to the amount of two weekly parent co-payments, is required at the time of enrollment. For parents who receive a combination of full and part time subsidy, the initial deposit is based on their full-time parent co-payment. A second payment must be made on Monday of the first week of school.
- Parent co-payment for child absences: Parents must pay the appropriate co-payment, for everyday that care is available, for all excused and unexcused absences for both full and half vouchers.
- Parent fees for approved closures: Parents must pay the appropriate co-payment for every approved day the program is closed, in accordance with the schedule approved by EEC on an annual basis. The schedule of closed days will be available in June on the school calendar.
- Parent fees for Emergency Closures: Emergency closures constitute snow closures and will be billed the daily rate of the co-payment. There will be no snow days' credits posted to your account.
- EEC Vouchers fees: EEC Voucher fees will be paid through a weekly payment plan beginning 2 weeks prior to the first week of school and continue until 2 weeks prior to the last week of school. Annual voucher parent fees will be spread across 39 weeks for grades 2.9-K1 and 40 weeks for grades K2; a payment will be processed every week. Students with vouchers are not charged for unapproved school closure days. For example: a payment will process on February 15, 2022 but the family is not charged for the February school vacation week. A student's daily rate is multiplied by the number of school days in the year and divided by the number of weeks in the school year to calculate the weekly payment amount.

### **Late Payments:**

Payments must be made on a weekly basis. Any payments that are 7 days or more behind will result in a 2 weeks' notice of termination for non-payment of the parent co-payment. If there are extenuating financial circumstances, you must inform the Business Office staff, along with the parent counselor at the agency that provided the voucher. In some cases when documentation of financial hardship is provided, the Business Office and Campus Principal will grant the parent an extension to pay **the past due balance only**. In these cases, the parent counselor at the agency that distributed the voucher should also be contacted.

### **Additional Fees:**

- The Academy will not charge families with active full or half vouchers any additional fees for in school activities and extended day, except for cost of special extended day programming.
- If you notice any additional charges on your account for Extended Day, you must contact the Extended Day Site Coordinator to receive clarification on the fee.
- Late pick up fees will be charged for pick up after 6 pm. Please refer to the Extended Day program policy. PLEASE CALL THE SCHOOL TO LET THEM KNOW YOU WILL BE LATE IN PICKING UP THE CHILD. ALL TIMES ARE DETERMINED BY THE SCHOOL'S CLOCK.
- There is a returned (bounced) payment fee of \$30 per check presented and returned by the bank.

### **The Department of EEC Subsidized Child Care Attendance Notification Agreement:**

All children who receive EEC child care subsidies are expected to attend the early education and care program, in accordance with the terms of the child care authorization. Child care educators/providers are required to make every effort to ensure that each child care slot is filled or each voucher is used at all times.

***Excessive absences may result in the termination of your child care subsidy.*** The Massachusetts subsidized child care regulations and policies define excessive absences as:

- More than 30 absence days in a 6-month period (i.e. January to June, July to December). For families who are not authorized at the start of a 6-month period, allowable absence days will be pro-rated at 5 days per month.
- More than 3 consecutive unexplained absence days (Explained absences are children's absences due to child illness or medical condition, death in the family, emergency circumstances,

religious holidays and up to 10 vacation days in a 12-month period. All other absences are considered unexplained.)

Families experiencing excessive absences will be issued a Notice of Termination. Your child care services will end on the date listed on the Notice, unless you contact the child care agency before the end date to either: (1) explain your child's absence; or (2) request a review of the termination decision. To ensure that you do not lose your child care subsidy for excessive absences, you must:

1. Ensure that your child(ren) attend(s) the early education and care program, in accordance with the terms of your child care authorization;
2. Immediately notify your child care program to explain your child(ren)'s absence;
3. Provide at least 2 weeks advance notice if you plan to remove your child (ren) from the child care program.

### **EXTENDED DAY PROGRAM:**

#### **Before School Program: (Monday – Friday, 6:30 am – 7:30 am)**

Parents may choose to enroll their child (ren) in the program 1 to 5 days per week. Students attending the Before School program will receive a nutritious breakfast. If your child is eligible for free and reduced breakfast and you want your child to have breakfast, you must sign up for the Before School program.

#### **After School Program: (Monday – Friday, 2:30 pm – 6 pm)**

Parents have the option to enroll children from 1 to 5 days per week beginning at 2:30 pm; with pickup times from 3:30 pm through 6:00 pm. Fees for the After School program are assessed on an hourly basis, with sibling discounts available.

**Please note:** All children need to be signed up for the After School program per the days the child will attend in advance. Once children are enrolled in the program, they are allowed to stay as needed. Any same day service will be charged a drop-in rate of \$10 per hour per child.

**Special Programming:** The Extended Day program will conduct special programs, such as Fine Arts classes, various clubs and full weekly Fine Arts vacation programs during February vacation and after school ends in June. Contact your Extended Day Site Coordinator for details and applications.

**Late Fees:** If the child is not picked up by 6:00 pm by the school clock, a late fee will be assessed. The late fee charge will be \$1 per minute per child from 1 to 30 minutes, \$2 per minute per child for 31 minutes to 60 minutes and \$5 per min per child for 60 or more minutes. The late fee must be paid immediately upon arrival. Failure to pay the late fee will be viewed in the same manner as a failure to pay the weekly fee and may result in suspension or termination from the program. We expect



parents/guardians to arrive in a timely manner to pick-up the student(s). Please inform the coordinator in advance, if you will be late in picking up your child.

**Payment Policy:** Payments are due one week after you have been billed. **Students may not be admitted to the program if there is any outstanding balance at the beginning of the program week or the outstanding balance at any time exceeds \$200.** Please be aware that unpaid fees may result in termination from the Extended Day Program and could also affect your financial aid award and continued enrollment in the Academy. Payments must be made through FACTS on a weekly basis.

**Payment Options and Billing Procedures:**

- **Same Day Service:** Any student that attends the Before or After School programs without being registered will be charged the registration fee of \$10 as well as the hourly rate.
- It is the parent/guardian's responsibility to **pay promptly** each week.
- Payments will be made through FACTS on a weekly basis
- Students will not be allowed to attend afterschool programs if an active FACTS account is not set up.

**Drop-Off and Pick-Up:**

All students attending the Before School program must be signed in by a parent/guardian each morning. This is a strict policy to ensure the safety of the children at our campuses. The names that you provide on your Extended Day Program Application are the **only** adults that will be allowed to pick up your child unless prior arrangements are made. Anyone picking up your child must be at least 18 years of age with proper identification.

**Discipline Policy:** The Extended Day and Vacation programs are a continuation of the school day. Please refer to the Student/Parent handbook as needed. The same Code of Conduct applies to the program. There will be no outside toys allowed in the Extended Day program. All outside toys will be confiscated and returned to the parent at the Extended Day Site Coordinator's discretion. **Please make sure every item you send with the child is labeled with his/her name.**

**Snack:** We will provide your child with a snack every day. If your child is allergic to specific foods or you have concerns about snack time, please let us know.

## **NUTRITION PROGRAM:**

The Academy offers a breakfast and lunch program at an additional cost to the families. It provides a nutritionally balanced meal to each child each school day. The hot lunch is served each day that school is in session. Breakfast is served to every student that is enrolled and attends the Before School program. There is no lunch or breakfast available during the February vacation and June vacation Fine Arts program. SJPIICA is a **peanut free program**.

### **FREE AND REDUCED MEALS:**

THROUGH THE FEDERAL HOT LUNCH PROGRAM, THE SJPIICA NUTRITION PROGRAM PROVIDES ACCESS TO FREE AND REDUCED COST MEALS FOR ANY STUDENT WHOSE FAMILY MEETS THE DESIGNATED INCOME LEVELS. THE ACADEMY PROVIDES ALL FAMILIES THAT ARE ENROLLED WITH AN ELIGIBILITY APPLICATION IN JULY. THIS APPLICATION CAN BE COMPLETED AT ANY TIME DURING THE YEAR AND IS AVAILABLE ON THE SJPIICA WEBSITE. IF YOU MEET THE ELIGIBILITY REQUIREMENTS, PLEASE SUBMIT THIS CONFIDENTIAL APPLICATION TO THE CAMPUS PRINCIPAL. **SJPIICA ENCOURAGES EVERY FAMILY TO APPLY FOR THE FREE AND REDUCED LUNCH AS EACH APPLICATION RECEIVED NOT ONLY HELPS THE FAMILY BUT ALSO THE ACADEMY. APPLICATIONS ARE DUE WITHIN THE FIRST WEEK OF SCHOOL.**

### **Lunch Orders:**

Lunch orders can be placed on a weekly, bi-weekly or monthly basis for you children. If ordering weekly or bi-weekly, please place the order at least 2 weeks in advance. If ordering monthly, please place the order within 10 ten after the lunch menu becomes available in the POS system. Please visit our school lunch website at [www.exparentcenter.com](http://www.exparentcenter.com) to place your order.

### **Lunch Payments:**

All payments for the lunch program must be made online at the time of placing the order. If your child qualifies to receive free lunch, after you place the order click on “save/pay” and click on “no” to finalize the order. You will receive an email notice after you have made a payment to your child’s lunch account. Please note there is a minimum of \$1.95 convenience that will be added to the balance each time and order is place



School Year 2022-2023

PLEASE PRINT and SEND TO SCHOOL

NAME OF STUDENT: \_\_\_\_\_

**ADDENDUM:**

The discipline policies of Saint John Paul II Catholic Academy foster an environment that promotes the total Christian education of the student. With the cooperation of parents, students, and faculty, the discipline system serves as a positive element in providing such an environment. A student whose behavior at any time jeopardizes the good name of Saint John Paul II Catholic Academy and/or presents a potential danger to the school community may, at the discretion of the administration, be barred from participation in school activities and, furthermore, be subject to the full range of disciplinary actions up to and including *suspension* and *expulsion*.

**WE UNDERSTAND THE FOLLOWING:**

- We furthermore agree that should a student enter upon or remain on school grounds or in buildings in a non-supervised situation outside the curricular or extracurricular activities schedule of the school, that the student and parent/guardian waive all rights of legal action for "non-supervision" on the part of Saint John Paul II Catholic Academy or its agents. We further assent to indemnify Saint John Paul II Catholic Academy and its agents for counsel of its choice and costs in defending any legal action arising out of this handbook contract.
- The school rules, regulations, and policies listed in this document may be added to or amended by the Administration of Saint John Paul II Catholic Academy through an oral or written notice to students and/or parents. Additionally, no handbook can address every situation. This representation of school guidelines is not meant to be exhaustive. The school is the final arbiter in any decision.

PRINT NAME OF FATHER/STEP-FATHER: \_\_\_\_\_

SIGNATURE OF FATHER/STEP-FATHER: \_\_\_\_\_

PRINT NAME OF MOTHER/STEP-MOTHER: \_\_\_\_\_

SIGNATURE OF MOTHER/STEP-MOTHER: \_\_\_\_\_

PRINT NAME OF LEGAL GUARDIAN (IF OTHER THAN PARENTS):  
\_\_\_\_\_

SIGNATURE OF LEGAL GUARDIAN (IF OTHER THAN PARENTS):  
\_\_\_\_\_

DATE: \_\_\_\_\_