



## **2018-2019 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 also in the hiring of school personnel.

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

Screening is mandatory for all applicants-grades 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. SJPIICA uses a target size of 25 students per class. 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. Books for students in grades 3-8 should be covered at all times.

## **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 insure 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

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

### 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 in regard to 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 also 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 I 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 in order 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 insure 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.

## **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**

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 should not 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 to be given to a student during the day will be administered by the nurse. Any medication brought to school must have a doctor's order, a parent's permission and be in the original pharmacy

bottle with the student's name, name of medication and the dosage clearly written.

### **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.

### **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 also 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 also 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, audiotape, 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 particular 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 in order 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 clearly evident. All students must be in full uniform at all times 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 strictly enforced at all times.
- 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, heelie 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 at all times.
- 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 not throw anything out of the bus.
- Follow directions of teachers and chaperones at all times.

### **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 user name or password.
- Do not give your user name 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.

### **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 conduct an investigation and take action 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 course of 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 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.

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 school work 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 in order 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 school books 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.



**Tuition Policies:**

**Contact Information:**

**Regional Business Office**

2200 Dorchester Avenue, 2<sup>nd</sup> floor  
Dorchester, MA 02124

**Tuition/Facts Payment Plan Questions:**

Tel: 617.265.0019 ext. 7004, 7005

Fax: 617.298.2926

Email: [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org), Website: [www.sjp2ca.org](http://www.sjp2ca.org)

**Financial Aid/Need Based Scholarships:**

Tel: 617.265.0019 ext. 7005

Fax: 617.298.2926

Email: [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org), Website: [www.sjp2ca.org](http://www.sjp2ca.org)

**Vouchers for Pre-K, K1 and K2, Before and After School programs:**

Tel: 617.265.0019 ext. 7004, 7005

Fax: 617.298.2926

Email: [info@sjp2ca.org](mailto:info@sjp2ca.org), Website: [www.sjp2ca.org](http://www.sjp2ca.org)

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 on families making all of their required tuition payments per stated tuition policies.

<b>Tuition Rates for 2018 – 2019 School Year</b>			
K2 through Grade 8*		Early Education Program	
One Student	\$5,100	Preschool (age 2.9 by August 31)	\$8,400
Two Students	\$9,500	Pre-K (age 3 by August 31)	\$6,500
Three Students	\$13,900	K-1 (age 4 by August 31)	\$6,500
Four Students	\$18,300		
Five Students	\$22,700		

\*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.
  - 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), to be current on the payment plan timetable.
  - c. Financial aid cannot 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 17th. 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. 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 April 20<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 a new student of an existing Academy family or \$350 for each new student is non-refundable; two hundred dollars (\$200) of the fee for new students will be applied to the student's tuition account, payable through the FACTS Tuition payment plan within 5 days of acceptance.

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

Saint John Paul II Catholic Academy partners with FACTS Management Company as our provider to help manage all tuition billings and collections during the school year. The FACTS Management Company serves over 4,000 schools nationwide and is the industry leader in tuition management for private and faith-based schools.

- Your annual registration fee to Saint John Paul II Catholic Academy includes the cost of the FACTS service plan. As a result, 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, plan type or bank information, you must submit a written change form to the SJPIICA Business Office by June 1st; 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 all tuition, full EEC voucher parent fees and lunch payments. All tuition payments are to be made through FACTS Tuition Management Company. 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/3CGS5> or click on, [www.sjp2ca.org](http://www.sjp2ca.org).

### **Payment Options:**

- Single Payment Option:

- One (1) single payment through the FACTS payment plan made on July 5th or July 20th.
- 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 through the FACTS Installment Plan, payable on the 5th or the 20th of each month starting in July and ending in April.
  - Installment Plan #2: Weekly payments on Monday, starting in July and ending in April.
  - 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 with 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 5th payment will reattempt on July 20th and incur a \$30 returned payment fee. If the payment is returned again for NSF, FACTS will reattempt a second time on August 5th, 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, and your payment will be due immediately by paying online through FACTS.
- Please Note: If your payment to FACTS or SJPIICA is returned two (2) times, you must bring a Bank check or money order 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 or logon to your FACTS account if you require changes to the payment dates established in the FACTS system, banking or credit card information. Please allow at least ten (10) business days for the changes to be made before any due dates or times.
- Please Note: Changes to your FACTS account cannot be made by phone. You must fill out a FACTS Payment Plan change form available in the SJPIICA Business Office, by email request at [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org) or [ralcindor@sjp2ca.org](mailto:ralcindor@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 30 <sup>th</sup>	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:

Month of Withdrawal	Payments due through month-end
September	July through September
December	July through December
March	July through March

### **Parent/Guardian Responsibilities:**

- You are responsible for contacting the Academy's 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, lunch, 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, the Regional Office, or the SJPIICA website at, [www.sjp2ca.org](http://www.sjp2ca.org).
- 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.

### **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>th</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.

### **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 2018-2019:**

- From January through September, the SJPIICA Business Office will host Financial Aid Open Houses at the Regional Office and the school campuses. Please check the monthly newsletter, website, or school campus for dates, times, and location. Families are encouraged to make appointments for the Open House to allow the time required to complete the family application process.
- The SJPIICA Business 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 Academy Business Office by phone at 617-265-0019 ext. 7004 or 7005 or by email at [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org) or [ralcindor@sjp2ca.org](mailto:ralcindor@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 the 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 the 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. Saint John Paul II Catholic Academy works with FACTS Grant and Aid to determine assistance per available resources. Families work with the SJPIICA Business Office, Campus Principal and Regional Director accordingly, to determine available assistance and per eligibility criteria. The SJPIICA Business Coordinators can be reached at 617-265-0019, ext. 7005 or 7004 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 the FACTS website which can be found on our home page at [www.sjp2ca.org](http://www.sjp2ca.org). FACTS Grant and Aid does not make paper applications available to the Academy.
2. Please submit your prior calendar year federal tax return (1040 tax form and all schedules used in tax preparation must be included) and prior calendar year W2's by fax (1-866-315-9264) to FACTS Grant and Aid if you are applying online. (e.g. 2016 School year, tax return for 2016 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 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 Regional Business Office at 2200 Dorchester Avenue, Dorchester MA 02124.

**FINANCIAL AID DEADLINES AND AWARD NOTIFICATIONS:**

June Allocation (Current and Returning Families with Aid):

- All current/returning families to the Academy having previously received aid should apply and complete the Grant and Aid application before April 17th
- Award notifications will be posted to your FACTS payment plan, with an email sent by FACTS informing the responsible party of any changes to the payment plan. Families that are not awarded funds will receive an email from FACTS as well.
- The financial aid award will be applied to your FACTS tuition account in July. 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.
- Saint John Paul II Catholic Academy receives funding from the Catholic Schools Foundation, an outside organization, that holds the school to strict deadlines when allocating financial aid so it is important for families to adhere to the application and filing deadlines, with all requested information completed by April 17<sup>th</sup> (i.e. online Grant and Aid application, tax return, W2's and proof of non-taxable income are required).



- Any application received after April 17<sup>th</sup> from a current/returning family will not be guaranteed financial aid for that current school year.

#### July through September Allocation (New and Returning Families without Aid):

- All new families and returning families never having received financial aid should apply and complete your Grant & Aid application by August 13<sup>th</sup> (online Grant & Aid application, tax return and W2's and proof of non-taxable income are required).
- Generally, Saint John Paul II Catholic Academy allocates up to 80% of the available financial aid by June, so you should complete the application as soon as possible but no later than August 13<sup>th</sup>.
- 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. Award notifications will be posted to your FACTS payment plan and an email will be sent by FACTS informing the responsible party of any change to the payment plan.
- Any application received after August 13<sup>th</sup> from a new family or a returning family never having received aid will not be guaranteed financial aid for that current school year.

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

1. Families that are enrolled in the FACTS payment plan, on plan with current year tuition payments and commit to being 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 CSF guidelines and/or FACTS Grant and Aid calculations.



**School Year 2018-2019**

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