



JOHN PAUL II ACADEMY

**2018-2019**

**Parent/Student Handbook**

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## JOHN PAUL II ACADEMY

### **MISSION STATEMENT**

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Believe. Grow. Achieve

#### **Philosophy:**

John Paul II Academy is a Catholic school providing a faith-based education that embraces the teachings of the Gospel in order to develop the whole child.

We exist in partnership with the parents, parishes and the community to meet the needs of each individual student.

We will help each student develop life skills for cooperation with and involvement in the community based on respect for God, one's self, and society.

#### **School Objectives:**

- We strive to provide a climate for effective learning that is safe, encouraging, and a happy place for children to learn, modeled upon an authentic Christian community.
- We provide all students with opportunities to experience success through various opportunities for learning according to their talents, interests and abilities.
- Our academic program provides the foundation for lifelong learning in all areas. Therefore, learning is directed toward broad student learning outcomes.
- All persons grow in a culture of peace and respect. Therefore, we act with reverence toward God, honor our own lives, treat all persons with respect, and care for the environment.

#### **To meet these objectives, we will:**

- Foster and encourage a Christ-centered culture through liturgy, prayer, religious instruction and Christian interaction.
- Develop and maintain excellent academic programs which set high expectations that challenge each student.
- Establish a climate of respect in which students show reverence toward God, build self-esteem, and act with respect for others and the environment.
- Nurture a sense of good conscience by helping students develop the values needed to make morally sound judgments and decisions.
- Create an environment which allows students to become responsible through self-direction and opportunities for leadership and service to others.

- Focus on significant results of education to ensure that learning occurs in meaningful context to develop life-long learning skills.
- Provide an active learning environment in which students are actively engaged in authentic learning that integrates curriculum, instruction, and meaningful assessment.

## **GENERAL INFORMATION**

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### **Contact Information**

John Paul II Academy  
2023 Northwestern Avenue  
Racine, WI 53404

Website: [www.jp2aracine.org](http://www.jp2aracine.org)

Tel: 262.637.2012

Fax: 262.637.5130

Sacred Heart Parish  
2201 Northwestern Avenue  
Racine, WI 53404

Website: [www.sacredheartracine.com](http://www.sacredheartracine.com)

Tel: 262.634.5526

Fax: 262.634.5767

Siena Catholic Schools of Racine  
245 Main Street Suite L-2  
Racine, WI 53403  
Website: [www.sienacatholicschools.org](http://www.sienacatholicschools.org)  
Tel: (262)800-1111  
Email: [info@sienacatholicschools.org](mailto:info@sienacatholicschools.org)

### **Faculty and Staff Contact Information**

Current contact information for the faculty and staff of John Paul II Academy is available on the school's website at [www.jp2aracine.org](http://www.jp2aracine.org).

### **Calendar of Events**

A current calendar of events for the 2018-2019 school year can be found on the school's website at [www.jp2aracine.org](http://www.jp2aracine.org).

### **Daily Schedule**

Our school hours are from 7:10 a.m. to 2:25 p.m., as set forth below. Students are supervised by school personnel during school hours. We do not accept liability for accidents or incidents that happen outside school hours, even on school grounds, since students are not under the supervision of school personnel at that time. School personnel may agree to provide assistance, but cannot accept responsibility for student activities outside of school hours. A student kept after the dismissal bell by a teacher must notify his or her parents by telephone.

Any student that has not been picked up or is not under the supervision of a parent or guardian by 2:30 p.m. will be escorted to the Before and After School Center (BASC) to ensure proper supervision and safety of our students. It is the responsibility of parents or guardians to pay any fees to the BASC in connection with this supervision.

7:10 a.m. First bell rings; students enter building

7:25 a.m. Tardy bell rings; classes begin

Recess: 4K/5K 9-915 am  
1-3 940 am -950 am

Lunch: Lunch Recess:  
1050-1110 4K-2 11:10-11:30 4K-2

1120-1140 3-5  
1150-1210 6-8

1140-1200 3-5  
1210-1230 6-8

2:25 p.m.  
2:30 p.m.

Dismissal

Any student that has not been picked up or is not under the supervision of a parent or guardian by 2:30 p.m. will be escorted to the BASC to ensure proper supervision and safety of our students.

The school office is generally open from 7:00 a.m. – 3:00 p.m. from August 15 through June 15.

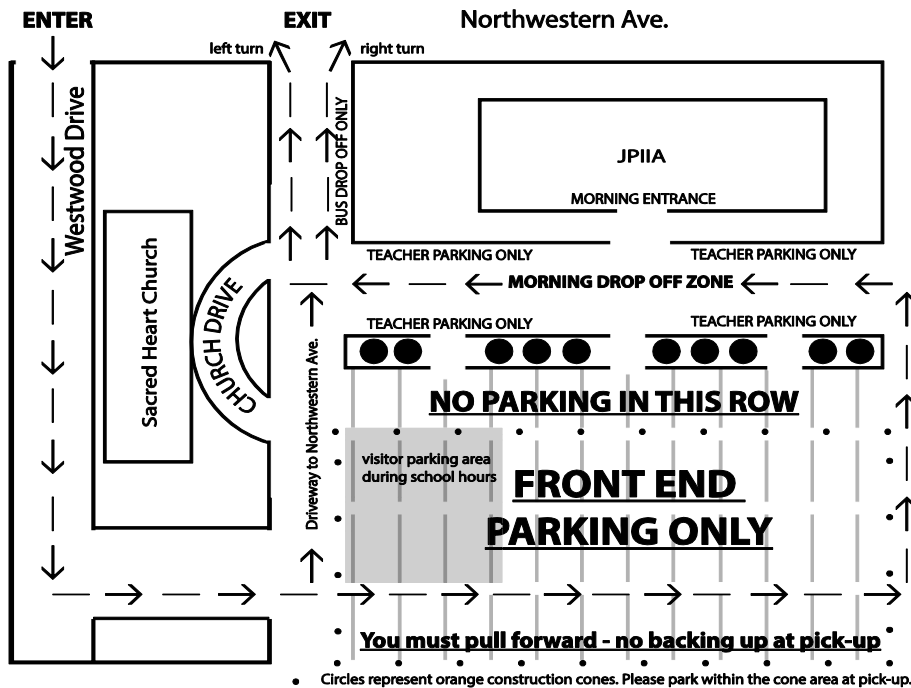
### Before and After School Center (BASC)

The primary goal at the John Paul II Academy Before and After School Center is to address and serve the needs of the working parents of our school children. The BASC does this by providing a safe and secure setting conducive to the development of the whole child. The BASC is generally open Monday through Friday from 6:30 a.m. to 7:10 a.m. and again from 2:30 p.m. to 6:00 p.m.

BASC handbooks are available upon request and contain additional information, including applicable fee rates.

### Drop-off and Pick-up

When dropping off and picking up your children, please consider the safety of other students. Never back up when driving on the school playground. All parents who pick up their children by car must meet them in the church parking lot. To ensure the safety of all students, please park west of the island. Do not park in the first row west of the island. All cars must pull forward after dropping off or picking up children. When buses are lined up for students to board, please wait until the buses leave before you exit. Please become familiar with the traffic patterns described below.



### Traffic Pattern

Note: Parking arrangements may be adjusted when a funeral or church service is in session. Cones will be placed in the parking lot to accommodate parked cars for those events.

### Morning Drop-off

- All traffic should enter from Westwood Drive only.
- Drive south along the far end of the parking lot. Turn east on right side of parking lot. Proceed to the red gymnasium doors.
- Put the vehicle in park and drop students off in front of the red doors.
- Instruct students to exit from the passenger side doors. If this is not possible, have the students walk in front of your vehicle.
- The driveway to Northwestern Avenue is exit only. The lane on the left will make a left hand turn onto Northwestern Avenue. The lane on the right will make a right hand turn onto Northwestern Avenue.

#### Afternoon Pick-up

- All traffic should enter from Westwood Drive only.
- Park inside the orange construction cones – front-end parking only. Backing-up in the parking lot is not permitted at any time.
- For those who will be at school for a while during pick-up, please park in the third row of spots so you will not block someone from pulling forward.
- Children will be lined up with their class according to grade.
- Parents will need to acknowledge each student’s teacher when taking their child from the line.
- Pull forward and proceed to the Northwestern Avenue driveway.
- The driveway to Northwestern Avenue is exit only. The lane on the left will make a left hand turn onto Northwestern Avenue. The lane on the right will make a right hand turn onto Northwestern Avenue.

#### Traffic During Recess

During recess times, a driving lane will be created with orange cones running parallel with the grass island. When visiting school during the day, please park in the visitor parking area.

## SCHOOL AND PARENT ORGANIZATIONS

### **School Parent Association (SPA)**

The objectives of the School Parent Association (SPA) are to:

- coordinate spiritual, academic, and social activities for the school community;
- offer informational programs of particular interest to parents;
- encourage the maintenance of high standards of family life;
- create a greater appreciation of Catholic education; and
- provide financial assistance in supplementing the school budget.

Each family attending John Paul II Academy is a member of the School Parent Association. The involvement of each family is encouraged and appreciated.

Officer appointments for the upcoming school year take place at the May meeting. Offices for the core group include Chairperson, Vice-Chairperson, Secretary and Treasurer.

The School Parent Association holds monthly core group meetings and quarterly general membership meetings. All meetings are open to all school parents. No meetings are held in the months of June and July.

### **School Committee**

The School Committee is a group of elected or discerned parishioners who, along with the pastor and principal, are dedicated to the promotion and welfare of Catholic education. The School Committee serves as an advisory body to the parish school principal. It assists with policy development, identifying and expressing the educational goals and objectives of the parish community, budget planning and public relations. The responsibilities of the School Committee are described below.

- Develop and define policies that govern the operation of the parish school.
- Promote and monitor the implementation of school policies consistent with the directives of the Archdiocese Office for Schools. The principal implements the policies as defined by the School Committee and develops the rules and regulations in accord with approved policy.
- Assist in the development of long-range plans for the school and actively seek opportunities for collaboration.
- Participate in the evaluation of the school and its programs. Foster continued growth and development of excellence in education and effectiveness as an organizational entity.
- Review and evaluate the school budget with the principal. Throughout the budgetary process, a liaison from the parish Finance Committee will be available to work with the school budget committee.
- Make school budget recommendations to the parish council through Parish Administrative Services.
- Seek and obtain approval of the parish council to explore third sources of revenue for school.
- Communicate and promote school programs to the parish and local community.
- Participate in the search and selection process for a new principal upon request.
- Assure the involvement and compliance of the school with all state and federal mandates and programs applicable to religious and independent schools (Policy 2103 (a)).

Ex officio members of the School Committee include the pastor, principal, and a Parish Council liaison. An additional four to six members may be appointed or elected to the School Committee, as specified in its bylaws. School Committee members are limited to two consecutive terms.

## **SCHOOL POLICIES**

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### **Academics**

#### Student Progress

The progress of each student toward goals adopted by the school will be of central concern to the principal and staff. Student progress will be viewed comprehensively taking into consideration all aspects of child development: age, mental ability, personal and social needs, physical development, spiritual growth and faith development, academic achievement, and environmental factors which influence all of these dimensions.

Progress determinations will be based on a philosophy that recognizes the worth and dignity of each individual. Student progress will be evaluated continuously through a variety of procedures, instruments, and observations, at all times taking into account individual differences of students.

Standardized test instruments and various other techniques used to measure achievement of a group of students for the purpose of program evaluation are not to be used in the formal evaluation of individual student progress (Policy 5120, 5121).

#### Report Cards and Grading Scales

Report cards are issued four times a year. Student's progress will be evaluated continuously through a variety of procedures, instruments, and observations, at all times taking into account individual differences of students. Grading is a means of reporting student progress and must be based on specific data gained from a variety of evaluation techniques.



Grading of students is to be personalized with emphasis on a philosophy that recognizes each child's individual worth and dignity.

The kindergarten grading scale is developmental in nature, noting progress or need for further development.

- + Demonstrates consistent understanding and application
- / Demonstrates a general understanding
- Needs more time to develop

The grading scale for grades 1-2 are also progress-oriented using an S-P-N format.

- S (secure)
- P (progressing)
- N (needs improvement)

The grading scale for grades 3-8 is achievement based using letter grades: A=Excellent, B=Above Average, C=Average, D=Below Average, U=Failure to meet minimum course requirements, and Inc=Incomplete. Plus and minus signs are added at teachers' discretion to indicate the grade is in the high or low range of the grade.

A+	100+
A	99-98-97
A-	96-95-94
B+	93-92-91
B	90-89-88
B-	87-86-85
C+	84-83-82
C	81-80-79
C-	78-77-76
D+	75-74-73
D	72-71
D-	70
U	69 or lower

#### Mid-Quarter Progress Reports

Progress reports are provided four times a year in the middle of each quarter through PowerSchool. This communication helps parents track student performance, but is not a substitute for daily review and monitoring by parents. Parents can track their child's progress by accessing Power School.

#### Honor Roll

Students in grades 6-8 have the opportunity for Honor Roll status with an overall grade point average of 3.5-4.0 for "High" honors and a 3.0-3.49 for "Honors" in the subjects of English, Math, Reading, Religion, Science, Social Studies, Spanish, and Spelling. Music, Art, and Physical Education classes will be counted as one-fourth toward the honor roll criteria. An unsatisfactory grade (U) will result in ineligibility for the honor roll. Report cards and progress reports count toward eligibility for extra-curricular activities.

#### Homework

A recommended homework time allotment for the average student is as follows (Regulation 6154):

Grades 1-2-3	15 to 30 minutes
Grades 4-5-6	30 to 60 minutes
Grades 7-8	60 to 90 minutes

Weekend and holiday homework is sparingly given so that students may enjoy a balance of home and school life. Teachers may assign projects that span several days or weeks, particularly with respect to those students in higher grades. In this situation, weekend work may be necessary to complete an assignment to the student's satisfaction.

Making up assignments missed during illness is the responsibility of the student and parent. A student may not receive a lower grade as a result of missing school due to illness. However, it is the responsibility of the student and parent to submit missed work in a timely fashion. Students will have the number of days that they were absent to make up the missed work.

## **Academic Honesty Policy**

The Academic Honesty policy is designed to promote the academic honesty of students at John Paul II Academy and to provide students with guidelines to enrich their ethical development.

John Paul II Academy defines plagiarism as any of the following:

- Copying the words of another person without using quotation marks and proper citation.
- Paraphrasing the ideas of another person without proper citation.
- Presenting images or graphics created by another person without proper citation.

By understanding the definition of plagiarism, students can avoid instances of inadvertent plagiarism. Inadvertent plagiarism will carry the same consequences as intentional plagiarism. Consequences of plagiarism, which will be used at the discretion of the teacher and principal in whole or in part include, but are not limited to:

- A zero on the assignment
- Referral to the office
- Parent notification
- A meeting with the principal, guidance counselor and parents
- Detention
- 1-3 day home suspension

The school keeps a record of all incidents of plagiarism.

## **Acceptable Use Policy – School Technology**

A copy of the school's Acceptable Use Policy is included as Appendix A to this handbook.

## **Admissions**

John Paul II Academy provides students of any race, color, nationality and ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Registration for a class will be accepted when the class size for a grade has not reached capacity. 4k is limited to 22 and 5K is limited to 25 students. Grades first through second is 24, while third through fifth is 26 and 6-8 are limited to 30 students. Once a class size reaches its capacity, a waitlist is formed. The principal may at any time limit class sizes based on needs of the particular class.

It is considered a rare occurrence to admit 8<sup>th</sup> grade students to JPIIA. Students wishing to be admitted in grade 8, must submit all necessary paperwork for the principal's review prior to being admitted. The principal may decide to deny the applicant if there are academic, behavioral or attendance issues from the previous school. (See information on transfer students).

Current school families may begin to register for the next school year on the first Friday of January, upon return from Christmas break. Current school families then have until the Friday prior to Catholic Schools Week to return the registration documentation in order to receive priority in the registration process. New school families may begin to register at the Open House on the Sunday of Catholic Schools Week. Mid-year admissions are dependent upon space. The principal has final discretion with respect to mid-year enrollments.

#### School Choice (voucher program)

Choice students may begin to register on February 1 for the next school year. Additional Choice open application periods occur in March, May and August.

#### Minimum Age Requirements

Age requirements for 4K, 5K and first grade are as follows:

- No child may be admitted to 4 year old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 5 year old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply.

#### Registration Requirements

An application for admission is considered complete upon receipt of the following:

- Birth Certificate
- Immunization Record
- Baptismal record (if applicable)
- Most recent report card (if applicable)
- Parental request for release of records (if applicable).
- Online Racine Parental Choice Application (if applicable)
- JPIIA Registration Form
- Current tuition payments
- Registration fee of \$50 for one child or \$100 for family
- Written acceptance of the policies and procedures contained in the Parent Student Handbook.

Students with expulsions will not be admitted to John Paul II Academy. Students who have been previously expelled will be dismissed on New School Year Eve, the designated enrollment day.

#### Transfer Students

All prospective transfer and re-admit students are subject to a review by the Principal. The review can include, but not limited to: a review of academic, attendance, and behavioral records from prior school(s), testing results, or any other materials relevant for admission. If circumstances exist that would significantly prevent the student from being successful at John Paul II Academy, admission can be denied.

If previous academic, attendance or behavioral records warrant such an action, a student may be enrolled on conditional terms. These will be determined by the principal. A meeting will occur with the principal and the parents to discuss the terms.

#### Probationary Period

All newly-admitted students are placed on probation for the first year of attendance at a Catholic school. During this time, the principal and the student's teachers will evaluate the student's social, emotional, and academic adjustment to determine if the school can meet the needs of the student. If a new student is not meeting the spiritual, academic and social standards of the school they may be asked to leave. The decision of the principal is final (Regulation 5110).

Students previously dis-enrolled from John Paul II Academy are not eligible to re-enroll.

### Children with Exceptional Educational Needs

Catholic schools/parishes in the archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school's Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs. Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations.

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process for the identification and intervention of their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodations should be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the principal. Administrators will give careful consideration to the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

### **Attendance**

It is the shared responsibility of the school and the home to help students develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. Wisconsin Compulsory Attendance Law requires parents or guardians of children between the ages of six and eighteen to have their child enrolled in and attend full periods and hours on the days that school is in session. A student who has been absent from school without an acceptable excuse for part or all of 5 or more days is considered a habitual truant under the state law.

### Truancy

Section 118.16 (1) of the Wisconsin statutes defines "Truancy" as any absence of one or more days from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the Compulsory Attendance law. The school will contact the parent or guardian of a truant student. (Law or Directive 5113).

### Absences

Regular school attendance is a prerequisite to successful learning. Students should strive to be in school daily and on time. However, the school understands that absences are sometimes necessary due to illness or injury, bereavement, medical or dental appointments, court appearances, or other similar matters.

An absence will be considered excused for the following reasons:

- A student's injury or illness.

- A death in the immediate family or attendance at a funeral.
- Medical, dental, chiropractic, optometric or other valid professional appointments.
- A court appearance or other legal procedure which requires the attendance of the student.
- Other family emergencies which prevent attendance, or are generally defined as an Act of God.

A parent or guardian is required to call or email the school office by 8:15 a.m. on the day of a student's absence. If the school has not been notified by 8:15 a.m., school personnel will contact the student's parents or guardians to inquire as to the whereabouts of the student. The principal is authorized to require satisfactory explanation from the parent or guardian for the absence of a student for all or any part of the school day. This explanation may be obtained in person, by telephone, or in writing. If the school is not provided an acceptable excuse, the student's absence will be marked as unexcused. School personnel may contact outside agencies, if needed, to locate any student that is absent without an excuse. Excessive unexcused absences may lead to a truancy referral. For all absences, a parent must provide the school office with a written, signed note when a child returns to school after any absence. All absences, excused and unexcused, must be recorded in the school's legal attendance records.

No student is permitted to leave before the regular dismissal time except in case of illness or other excused absence. To obtain permission to leave early, a written request from a parent is required and approval by the principal is necessary. Students must be picked up at school by a parent or guardian. Parents must sign their child out with office personnel at departure time and upon return must sign their child back in with office personnel. Students will be called from class by office personnel upon the arrival of the parent or guardian. In rare situations a parent or guardian may request that a student leave school by him or herself. In such a situation, the parent or guardian's authorization should specifically acknowledge their responsibility for this unsupervised period of time.

Students absent from school may not participate in after school or evening school-related activities on the day of illness. This includes athletics, scouts, or other special school events. Recess is part of the school day. If a child is well enough to attend school, he or she is well enough to have outdoor recess. Exceptions will only be made with a written request from medical personnel.

#### Homework for Absent Students

Teachers will, on request, provide assigned work at the end of the school day for a student who is ill or otherwise absent. Homework will be available for a parent to pick up at the end of the school day, or it can be sent home with another student.

A student must make up all work missed due to an absence. Students will have the number of days that they were absent to make up the missed work. In the event of a long-term absence (more than a week) at home or in the hospital, contact the school immediately for special arrangements.

#### Extended or Frequent Absence

In the event of frequent absences, a conference with the family may be necessary. Absences longer than three days require a doctor's release from school. The school will enforce State and Archdiocesan policy with respect to truancy or unusually frequent absences. Excessive absence is considered absences greater than eight days, including excused absences, per semester.

Students continually absent or tardy without sufficient cause will be referred to the school social worker, or persons assigned to that responsibility. There is no legal number of absences which if exceeded leads to automatic retention (Policy 5113(a)).

Any absence results in diminished learning because the child misses instruction, discussions, practices, review, and the teacher's individual help and explanation. Parents are urged to arrange for medical, dental, and orthodontist appointments after school hours whenever possible. Every effort should be made to schedule family vacations during school vacation breaks. Work will not be given ahead of time. Parents assume responsibility if a child falls behind in his or her academic achievement due to extended or frequent absences.

#### Tardiness

A student that is not in his or her desk by 7:25 a.m. will be marked tardy. Any student arriving after 9:00 a.m. will be marked absent for one-half day. Upon arrival, a tardy student must check in at the office to receive a tardy slip. The tardy slip must be given to the homeroom teacher.

Excessive tardies will be addressed by the school principal. The principal will first attempt to work directly with the student's parents or guardians. School personnel may contact outside agencies, if needed. Students continually absent or tardy without sufficient cause will be referred to the school social worker, or persons assigned to that responsibility. There is no legal number of absences which if exceeded leads to automatic retention (Policy 5113(a)).

A tardy will be considered excused for the same reasons as noted above for excused absences.

#### Cumulative Absences:

With the exception of a medical excuse, the following procedures shall be used for excessive absences for any student.

1. When a student has missed 9 days in a semester or two quarters, the parent/guardian is contacted by the school counselor to identify the problem and help facilitate a solution. A conference may be called with the parents, principal and counselor.
2. The counselor will notify the parents of this possibility of suspension or expulsion of school due to lack of attendance when 15 absences are accumulated. The counselor will call for a meeting with the parents and student after the 18th day. A recommendation will be made to the principal of disciplinary action which may include possible suspension and expulsion from school due to lack of attendance.
3. All extreme absences caused by continuous medical problems shall be documented by a doctor at the request of the school.
4. A student who is out for a prolonged length of time and being tutored through outside programs will be considered absent.
5. A student who is out for an extended period of time due to illness/injury and doing homework through our school will be marked absent. The reason for the absence may be entered on the permanent record.

### **Bicycles on School Grounds**

Students may ride bicycles to school but must walk bikes anywhere on parish or school property. Students may not ride bikes at entrance and dismissal times anywhere on parish or school property. Students must wear a helmet when riding a bike. The school takes no responsibility for any stolen bike or equipment. Students may never loiter near the bikes or ride a bike during school hours.

### **Birthday Dress Down**

Students are permitted to dress down on their birthday as long as that day does not fall on a Mass or Holy Day. If this should occur, a student may dress down on the following school day. Students are still required to follow the dress code for out of uniform/jeans days. Students are also allowed to bring a healthy snack for their class (See "Classroom Treats", below). Students will receive a special birthday pencil from the school office. Students with summer birthdays may celebrate on their half birthdays. Celebrations in school are limited to a healthy treat, no family members are allowed to come.

### **Busing**

The school bus is considered school property – an extension of the school – and all rules that apply to proper conduct in the classroom and school also apply to the bus. In order to help ensure that students have a safe bus on field trips, the following rules apply:

- Students are not permitted to ride any bus other than the one to which they were assigned.
- Students must remain seated at all times and keep hands and head inside the bus.
- Students must use "inside voices" and appropriate language.

- Students must stay seated at all times and keep aisles clear of any items or body parts. Rowdy play is never allowed.
- Windows may be down only half way. Never throw anything out the window.
- Nothing may be transported on the bus that doesn't fit in a student's lap.

## **Cash Disbursements**

All requests for the purchase of supplies or equipment or the payment of services must be submitted to the principal for approval prior to making a purchase or placing an order. After approval is received from the principal, a request may be submitted to the office to either cut a check or to place an order directly. You may request funds in advance for approved purchases. If you have used personal funds to pay an approved expense under \$20, you may seek reimbursement from the petty cash fund. However, the petty cash fund may not always have enough funds to cover such reimbursements.

All check requests must be submitted five working days prior to the actual check-writing day, which occurs once per week. All requests received after this deadline will be written on the next check-writing date. Requests for school functions will be handled the same as any other check request except in extreme circumstances.

## **Child Abuse**

Under Wisconsin Statute #48.981 and Archdiocesan Policy 5142.2, school personnel reasonably believing that a child has been or will be abused must report the facts and circumstances of the situation to the County Department of Health and Social Services or the Sheriff or City Police Department.

## **Child Custody**

When school authorities learn that a student is the subject of a court decree, the school shall request a copy of the decree from the parent or guardian who maintains primary physical placement.

If a court has issued an order affecting the physical placement of a child pursuant to Wisconsin Statute 767.24 (or a comparable statute of another state), copies of the student progress report and report card will be issued to both parents in conformity with Wisconsin Statute 118.125(2)(a) unless one parent has been denied periods of physical placement with the child by the court under Wisconsin Statute 767.24(4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wisconsin Statute 118.125(2)(m) (Archdiocesan of Milwaukee Policy #5124.2).

## **Classroom Treats**

Parents wishing to send a classroom treat to school for a birthday or special event should send something healthy and easy to serve. Please send enough treats for the entire class and be mindful of food allergies. Please contact the classroom teacher or school office for information about food allergies within a student's class. Classroom treats are served at the discretion of the classroom teacher.

Treats should be limited to the student's class and may not be distributed to siblings or friends in other classes or during lunchtime thus eliminating discrimination and/or hurt feelings amongst other students. Balloons, flowers and other birthday paraphernalia are not permitted as they disrupt the learning environment.

## **Communications with Families**

### Friday Folders

Weekly folders are distributed on Fridays to the youngest or only child of the family. Please return the folder on the following Monday or next school day.

### Newsletter

A school newsletter may be created on a weekly basis and will be available both online and in paper for those who wish to receive a copy. The newsletter reports important information regarding the school, classrooms, organizations, the community, and upcoming events. Classrooms and school organizations are encouraged to use the school newsletter to distribute important information to families.

Information to be included in the Friday folders or newsletter must be approved in advance by the principal. Information must be submitted to the principal for approval by 8:00 a.m. on the Wednesday prior to the Friday of distribution. Early submission is both appreciated and encouraged. Electronic documents are preferred. If paper copies are needed, please make the appropriate number of copies and turn them in to the office at least one day before they are to be distributed. Please be sure to include the name of the organization and contact information in case there are questions.

#### Conferences

Parent/Teacher/Student conferences are held on the dates designated on the school calendar. The first conferences of each school year are mandatory for all students and parents. At the conferences, students and parents meet with each child's teacher(s) to discuss each student's progress. If a parent feels the results of a conference are unsatisfactory, he or she may contact the principal to schedule a conference with the principal and teacher.

Parents who do not attend conferences during the scheduled times may be required to make an appointment with their child's teacher(s) before or after school during the week following scheduled conferences. Parents or teacher may request additional conferences throughout the year as needed.

#### Discipline Policy

##### Philosophy and Beliefs

The faculty and staff work hard to create a community conducive to growing and learning. Children are required to accept personal responsibility for acting in a way that will contribute to a safe environment. Students and parents will be required to read and agree to the expectations outlined in the Cardinal Creed at the beginning of each school year. A signed copy of the Cardinal Creed must be on file for each family by the start of the second week of the school year. See Appendix B for the Cardinal Creed and Acknowledgement thereof.

JPIIA utilizes PBIS (Positive Behavioral Interventions and Support) as the basis for discipline management in the school. The first two days of the school year are spent reviewing the Cardinal Way and Cardinal Creed. Students travel from each area of the school to learn the rules and become "trained" in PBIS. Then there is a two week practice period during which students can ask questions and learn the rules. Once students are familiar with the school rules, then we can focus on EDUCATION!

The primary responsibility for a student's behavior lies with the student. We depend on the parents to help guide their children in choosing appropriate behavior. The school can be effective only in complementing parents' guidance.

The distinct mark in the exercise of disciplinary authority shall be fairness. Every effort shall be made by administrators and staff members to resolve problems through effective use of available school and community resources in cooperation with the student and the family (Policy 5145).

##### Grade 4K – Grade 8 Discipline Policy

Grades 2 through 8 will use Class Dojo, an online application, to track behavior. Students receive points for positive behavior such as being on time for school and ready to learn and treating peers kindly and with respect. Points are taken away for negative behaviors such as not having homework completed, being off task or disrupting the class. Each parent will be given a user log-in for the application, which will provide daily and weekly reports on their child's behavior.

Certain negative actions and behaviors will result in consequences above and beyond the loss of Dojo points or the moving down of a pin. Examples of such negative actions and behaviors include, but are not limited to, the following:

- Extreme disrespect of peers (e.g. name calling, inappropriate behavior)
- Misuse of technology
- Academic dishonesty



- Fighting (physical and verbal)
- Bullying
- Destruction of property

Consequences of such negative actions and behaviors may include any of the following:

- Student/parent/teacher conferences
- Parental contact
- 30 minute detention (before or after school)
- Lunch detention
- Multiple detentions
- Behavior log for 3-4 weeks
- Exclusion from school activities
- Suspension
- Expulsion

The above discipline policies, and the lists of possible violations and potential consequences, are subject to change in the discretion of the principal, who has final discretion with respect to any misconduct. At any time, the principal has the right to override the discipline policy and implement appropriate consequences.

#### Incentives

Each quarter, there will be a fun all-school incentive awarded to students for appropriate behavior and the completion of school work. In order for students to participate in the incentive activity, they must not have received any detentions and have earned a required positive Dojo percentage for the quarter. An intermediate incentive will be provided for students who have earned an intermediate predetermined percentage for the quarter. Those students whose percentage falls below the intermediate predetermined percentage will not participate in either incentive and will instead reflect on the reason they were unable to participate. The positive percentage points each quarter for incentive are Full 100%-86%, Middle 85%-80% and none is lower 79% or lower.

Additional incentives may include a monthly incentive for individual classrooms based on individual points earned. PBIS will have monthly focuses based on character traits to enforce positive behaviors.

#### Disciplinary Actions

In some cases, a student's first instance of misconduct may warrant serious consequences immediately. Physical or verbal abuse of others, extreme disrespect of teachers, peers, and others by word or action, and throwing of stones or snowballs, are some examples of conduct that may require a "plan of action" conference.

When a student endangers health or safety, is destructive of property, repeatedly disrupts the learning environment, or refuses to obey school rules, action may be taken to restrict his/her privileges and rights of school attendance. Serious infractions or continued misbehavior may lead to probation, suspension, or expulsion in accordance with Archdiocesan Policy 5144(c). Probation, suspension and expulsion are discussed in more detail in this handbook.

#### Discipline (Out of School Events)

JPIIA does not usually become involved in actions outside of the school day. However, off-campus/ out of school behavior that affects students when they are on campus or that suggests a threat to the emotional or physical safety of our students may require action by the school. If the behavior occurs at an event, the student will be immediately dismissed from the event and the administrator will be notified the next school day. Disciplinary action up to and including suspension and expulsion may occur based on the offense.

Detentions may be used as a form of disciplinary action. If a student does not serve the detention when assigned, the student will receive an additional one full hour of detention and the student's parent/guardian will be informed of the

situation. If the student fails to serve a second time, the student will receive an in school suspension and a meeting with the parents will occur. If the student refuses to attend the suspension, the child may be expelled. Expulsion hearing procedures will be followed.

#### Use of Physical Restraint

Any reasonable and appropriate means including the use of physical restraint may be used by school personnel to (a) quell a disturbance that threatens physical injury to any person, (b) to obtain possession of a weapon or other dangerous object within a pupil's control (c) for the purpose of self-defense or the defense of others, (d) for the protection of property (Law or Directive 5144.22).

#### Corporal Punishment

Corporal punishment is defined as the use of physical punishment for an offense. School employees shall not administer, or provide support for, corporal punishment. That corporal punishment will never be used follows naturally from belief in the worth and dignity of each individual and our belief in the school as a faith community where a climate of Christian love, mutual understanding, respect, and trust prevail.

Self-defense is not corporal punishment unless the force used is greater than necessary to repel the attack. Use of reasonable physical force necessary to protect the interest of a third party is not corporal punishment (Regulation 5144.2).

#### **Dress Code**

John Paul II Academy strives to create a school environment effective for learning. We observe a dress code to achieve this objective. Along with promoting school identity, the school uniform emphasizes the importance of school in a student's life, where expectations of appearance and achievement exist. The dress code includes the school uniform, along with guidelines for out-of-uniform days.

*Students are expected to wear neat, untorn and clean clothes. Shirts are to be tucked in at all times. Clothes must fit appropriately, not being too large or too small.*

#### Girls:

Skirts (grades 4-8): red and navy woodland plaid

Jumpers (grades 5K-5): red and navy woodland plaid

Skorts (4/1-10/31): navy blue or khaki

#### Girls and Boys:

Uniform style pants: navy blue or khaki

Uniform style shorts (4/1-10/31): navy blue or khaki

Uniform polo with school logo (long or short sleeve): navy blue or red \*\*

Uniform sweatshirts with school logo with uniform polo underneath: navy blue or red

Track jackets with school logo (junior high students only): navy blue or red

Sweaters worn with uniform polo underneath (vests, cardigans and pullovers are ok; no logo required): navy blue or red

Shoes: closed toe athletic or dress flat shoes

Socks: navy, white or black

Hair: neat, clean, natural and not extreme

Make-up: nail polish

Jewelry: single set of stud earrings

\*\* A solid navy, red or white long sleeve shirt is allowed to be worn under a short sleeve polo.

Please use good judgment regarding whether clothing is appropriate. The principal has final discretion with respect to all uniform questions or concerns. Parents may be contacted to bring correct clothing to school should a child come to school out of uniform. Detentions may be issued for violations of the dress code.

### Game Days

Students who participate in school athletics may wear their athletic jersey or uniform on the date of a game in which they will be playing/participating. Students must wear appropriate attire below the waist on these days.

### Gym Uniform (grades 5-8)

Students may be required to change for participation in physical education. Gym uniforms should consist of a t-shirt or sweatshirt, and shorts or sweatpants. The “fingertip” test for gym shorts will be followed. Deodorants may be brought to school, but the use of body sprays is not allowed.

### Scout Uniform

Students may wear their scout uniform on meeting days. However, if only the uniform top is worn, students are expected to wear uniform pants.

### Out-of-Uniform/Jeans Days

Out of uniform days are offered throughout the year and are organized by the staff and principal. These days may serve many purposes, including to recognize a birthday or special event, or to reward good behavior or academic achievement. Students in inappropriate clothing will be asked to change or call home.

### Warm Weather Uniform

The warm weather uniform is in effect from the beginning of the school year to October 31st, and April 15th to the end of the school year. The time period for warm weather uniforms may be adjusted at the discretion of the principal. Please use your best judgment about the weather when sending your child to school.

### Winter Weather

When snow is on the ground, students are expected to wear boots. It is difficult to maintain cleanliness in the classrooms when students’ school shoes are also worn outside in the snow. Students that do not bring boots to school will be required to stay along the wall where there is little snow.

## **Drugs, Alcohol, and Tobacco Use**

As members of a Christian faith community, we cannot accept the use of alcohol, drugs, and tobacco. The most important responsibility of our community is to support and encourage human life. Therefore, we take the following position:

We consider any student’s use or possession of drugs, alcohol, or tobacco at school or school sponsored events as an abuse that will not be tolerated. If any student enters the building under the influence, or in possession of drugs or alcohol, or is suspected of the same, it is the responsibility of the principal to investigate the matter and initiate a course of action which could result in suspension and/or expulsion.

A no smoking policy has been adopted for the John Paul II Academy campus due to the health hazard caused by second hand smoke and in order to fully comply with Wisconsin’s “clean indoor air law”.

## **Electronic Devices**

Cell phones and other electronic devices are not allowed outside of a student's backpack during the school day. Students are responsible for any electronic devices that are stolen or broken at school.

A classroom teacher may confiscate a device that is being misused. A confiscated device will be stored in the school office until a parent or guardian retrieves the device from the office. School personnel may require a meeting with a parent or guardian for violations of this policy.

## **Field Trips**

Teachers are encouraged to plan educational class trips with their students. We believe that learning occurs everywhere, not just in the classroom. Written permission of a parent or guardian is required for participation of students in field trips and community service activities. While parents always have the final say in allowing a child to go on a trip, we hope that no parent will forbid attendance without serious reason. No student may stay home when the class is going on a field trip. He or she must report to school for supervised study. In the event no one is available to supervise the student while his or her class is on a field trip, prior arrangements will be made with the parents.

Uniforms must be worn on all field trips unless other dress is deemed more appropriate. This decision will be made by the teacher and/or principal. All field trips begin and end at school.

### **Chaperones**

Parents and guardians are often asked to chaperone field trips when possible. Chaperones must be 21 years of age or older and have completed the "Safeguarding All God's Children" program, as discussed below under "Volunteers".

If you are chaperoning a field trip, please arrive on a timely basis and check in at the school office. If you are exceptionally early, you may wait in the office area before proceeding to the classroom. Please do not bring along younger children, as your focus must be on the safety and well-being of the school children. We encourage you to assist the teacher in maintaining student discipline for the trip's duration. In fairness, chaperones should not purchase gifts or food for students (especially small groups assigned only to them) without consulting the teacher.

If you are a smoker, please refrain from smoking for the duration of the trip. At no time shall alcoholic beverages be consumed on student field trips. If the field trip requires special dress, please try to conform to the plans.

Parent transportation may be required for certain field trips. Proper forms with proof of insurance is required, as is the proper number of seat belts.

## **Financial Assistance**

Three primary financial assistance options exist for school families: scholarships, school choice (voucher program), and student aid. The general provisions of each option are described below and more detailed information is available in the school office upon request.

### **Scholarships**

Two foundations, the Kramer Foundation and the Heegeman Foundation, work with the school to offer partial tuition scholarships for students who meet specific identified criteria identified by each foundation.

### **School Choice (voucher program)**

The state of Wisconsin allows families to choose the best education option for each child and this includes choosing among public, private, and parochial schools. John Paul II Academy participates in the choice program and accepts applications for choice enrollment during identified months of the calendar year. The state of Wisconsin will reimburse the school for the cost to educate a child.

### **Student Aid**

Financial assistance is available to school families who demonstrate financial need beyond what is available through scholarship and school choice. John Paul II Academy works with Private School Aid Service, a third party, to determine

financial need. An application form is available in the school office. Private School Aid Service charges an application fee of \$25.00 to complete this process.

## **Fundraisers and Other Events**

The school principal must approve all fundraisers. The principal will consider the need to fundraise, the design of the fundraiser, the proposed timeline, and the proposed use and recipients of, the funds, in order to prevent conflicts or competition.

To place a fundraiser or other school event on the school's calendar, the organizer should check the master calendar for conflicts prior to submitting his or her request to the principal for approval. Once the fundraiser or other event is approved by the principal, the organizer should contact the Parish Office to request the use of facilities or grounds, as needed. It is the responsibility of the organizer to discuss liability issues associated with the event with the Parish Office (number of chaperones, use of kitchen or equipment, etc.).

When approval is obtained from the Parish Office and the dates and times have been confirmed, the organizer may place the event on the master calendar of the school. The organizer may use the weekly newsletter or Friday Folder to communicate information to families about the event.

If payments associated with the event are required (for example, purchase of flowers or payment of caterers) it is the responsibility of the organizer to request a check from the school. Use of personal funds is discouraged. Billing the school is encouraged. See "Cash Disbursements" for procedures to be followed in connection with requesting payments or reimbursements from the school.

## **Grievance Procedures for Parents**

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. However, disagreements do occasionally arise. A grievance occurs when there is an unresolved issue between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the school or parish.

Before any formal grievance can be initiated, the parent or guardian of a student must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the issue to the employee's supervisor, generally within ten days of the initial meeting with the employee. Documentation must provide the factual information regarding the issue, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation. All individuals have a right to present their concerns fully and openly without fear of retribution. Grievances will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur using the procedures described above, the parent or guardian may provide the pastor, with written documentation of the unresolved issue and the steps already taken. The pastor may attempt to resolve the situation in one of the following ways:

- The Chief Academic Officer may convene the parties in an attempt to resolve the concern.
- The Chief Academic Officer may contact the Office for Schools for assistance in resolving the concern.
- The Chief Academic Officer may convene a local grievance committee to review all details of the concern.

Any local grievance committee convened for the purpose of reviewing a matter will submit a recommendation for resolution to the Chief Academic Officer for final consideration.

Should resolution not occur after all reasonable attempts have been made at the school/parish level, the parent can appeal in writing to the Superintendent of Catholic Schools. Upon receipt of a written appeal, the superintendent will investigate and determine if proper procedures were followed at the local level.

## **Gun Free School Zone**

In furthering the protection of our students the federal government in 1990 enacted the Gun Free School Zones law. The law states “It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5,000, imprisoned for not more than 5 years, or both.”

## **Health Concerns**

### Accidents and Emergencies

A form will be sent home for parental signature authorizing any necessary medical/hospital services in the event that a parent or guardian cannot be contacted in an emergency. Both home and business telephone numbers must be listed as well as the number of a third party in the event that a parent or guardian cannot be reached. This form must be returned to the school office within 48 hours of issuance or on the first day of school. Thereafter, please promptly communicate all changes to contact information to the school office.

The persons designated on a child’s emergency form as contacts should be people who are regularly at home and available to transport that child from school. We strongly urge all families to have a plan in place in the event that parents or guardians are not able to be reached. It is the responsibility of parents and guardians to make arrangements ahead of time in case of an emergency, with the understanding that the BASC may also be closed in such a situation.

If a student is seriously injured and the office is unable to reach a parent or guardian, the school will call 911. Should transportation to a hospital be required, as directed by 911 personnel, the student will be transported to the hospital listed on the child’s emergency card.

The school follows the Federal guidelines for Bloodborne Pathogens in handling any injury or incident involving blood or other bodily fluids, for the health and safety of all involved.

### Allergies

Some students and family members have serious allergies. Please notify the office in writing of all known allergies for anyone participating in school activities. Please provide the school office with any medications to be used in the event your child or family member is exposed to an allergen (e.g. EpiPen, Benadryl, etc.), along with instructions for the use thereof. We will take reasonable precautions to provide an allergen-free environment.

Nuts are a common allergen and therefore, the school environment must be as nut-free as possible. Please consider this when preparing lunches, snacks and classroom treats. We strongly encourage you to send totally nut-free food to school.

### Illness

For the health and safety of others, please do not send children to school when they are sick. Except for First Aid, school personnel may not provide treatment of illness or bodily injury. Parents or guardians should check a sick child for fever, nausea, rashes, earache, sore throat, etc. before sending him or her to school. Children must be free of fever, diarrhea and vomiting for 24 hours before returning to school. Please let the office know of any communicable disease that your child may have been infected with in order to avoid the further spread of illness.

Parents or guardians must make arrangements with the office to pick up an ill student. Under no circumstance is a student to leave school when ill without a parent or guardian first contacting the school office.

### Immunization Requirements

HSS 144.05 Waiver for Reason of Religious or Personal Conviction: Immunization requirements shall be waived by the department upon presentation of a signed statement by the parent or guardian of a minor student or by the adult student which declares an objection to immunization on religious or personal conviction grounds. Written evidence of any required immunization which the student has previously received shall be submitted to the school with the waiver form.

HSS 144.07 Responsibilities of Schools and Day Care Centers:

1. The school shall notify any adult student and the parent of any minor student who has not submitted either written evidence of immunization or a waiver form within 25 school days of being admitted. Notification shall include instructions for complying with the s. 140.05(16), Stats., including a list of missing immunizations, the availability of waivers for reasons of health, religion or personal conviction, and an explanation of the penalty for noncompliance.
2. For any student who has received the first dose of each immunization required for that student's age or grade under s. HSS 144.03, but who has not received all of the required doses the school shall obtain written evidence that the student has received the required subsequent doses of immunization as they are administered, but no later than the deadlines described in HSS 144.03.
3. Should any minor student for whom a waiver form is not filed fail to comply with the immunization requirements described in s. HSS 144.03, the school shall, within 10 school days of that failure to comply, notify the district attorney in writing including the student's name and the name and address of the student's parent and request the district attorney to seek a court order under ch. 48, Stats. The school shall keep the district attorney apprised of the subsequent compliance of any of the students initially reported to the district attorney (Regulation 5141.31(d)).
4. The school shall report to the local public health agency:
  - a. The degree of compliance with s. 140.05(16), Stats by student in that school; and
  - b. The name and immunization history of any incompletely immunized student including those students with waivers and those students in the process of being immunized.
  - c. These reports shall be in a format prescribed by the department and shall be made by schools within 40 school days after the beginning of the term. Updated reports shall be filed within 10 school days after the deadlines listed in s. HSS 144.03.

### Medications

In all instances in which medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications.

- Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.
- A written statement from the prescribing physician which:
  - identifies the specific conditions and circumstances under which contact should be made with him or her in relation to the conditions or reactions of the student receiving the medications, and
  - reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- A written statement from the parent or guardian:
  - authorizing school personnel to give the medication in the dosage prescribed by the physician, and
  - authorizing school personnel to contact the physician directly.

Any student required to take prescribed medication, short or long term, must have a permission form on file in the office signed by the parent and the attending physician. Forms for this purpose are available in the school office. If students are to take over-the-counter medication, parents must provide the medication and give written permission.

All medications, except for asthmatic inhalers, must be kept in a locked facility in the school office. The school is absolved of all responsibility in safeguarding asthmatic inhalers. School personnel will not administer medication unless completed Medication Consent Forms are on file in the school office.

Medication to be given in school must be sent in its original container and have the following information printed on the label:

- Student's full name
- Name of the drug and proper dosage
- Time to be given

- Directions for administration
- Physician's name

The duration of the period for which the drug is to be administered, which is not to exceed the current school year, shall be included in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or either the dosage or time of administration is to be changed from the original instructions.

The student will take medication at the designated time, administered by the school secretary or principal. It is the responsibility of the student, not school personnel, to get his or her medication at the proper time. Only limited quantities of any medication are to be kept in school.

Students in grades K-12 may self-administer certain emergency prescription medications only under the supervision of school staff. A release form (Form 5140,2 (c)) must be completed and signed.

School personnel will, under no circumstances, provide aspirin, Tylenol or other over-the-counter medication without having written authorization from the student's physician or parent (Regulation 5140.2).

Regardless of the age of the child, prescription or over-the-counter products (including aspirin) found in the possession of a student may be confiscated. In the event a student is suspected of hiding, using, or distributing any illegal or controlled substance, the student may be suspended and police, along with the parent, may be notified. By law, school personnel may, in circumstances of reasonable suspicion, examine the personal property of students.

## **Meals**

### **Breakfast, Lunch, After School Snack**

Breakfast and hot lunch are available for all students every day. Students have the option of ordering a breakfast/ lunch or bringing one from home. Milk is included or may be purchased separately. The menu is posted on the school website and a copy of the menu will be sent home in the Friday folder. Parents will not be called if a student forgets a cold lunch. A hot lunch will be provided to the student at the parents' expense. Parents are required to prepay for meals in advance at the school office. After school snack is free for all students. Students in JASP and BASC will receive the snack free. This snack also includes milk.

The school participates in the Free/Reduced Lunch Program. Please see the Food Service Director or School Secretary regarding application to this program.

For nutritional reasons soda may not be sent to school. Fruit juices and juice boxes are acceptable for lunch. "Fast Food" meals are not allowed.

Students may also carry a water bottle with plain water. No fruit juices or add-ins like Crystal Light are permitted.

A microwave is available for lunch only. This is only to warm already prepared items. Items that require cooking such as macaroni and cheese are not allowed.

### **Wellness Policy**

The school has a comprehensive wellness policy on healthy eating and exercising. See the school website at [www.jp2aracine.org](http://www.jp2aracine.org) for the policy.

## **Collection/Deposit of Hot Lunch/Breakfast Money**

Minimum lunch prices are set by the government. Children can pay full price or free/reduced price if they qualify (see federal guidelines for free or reduced lunch). For parents paying for the lunches, money should be paid in advance under their child's name. Standard practice requires that a minimum of \$15 will be kept as a balance in each child's account.



As children receive their lunch, their name is checked in an on line system. This either deducts the amount from their lunch account balance or marks them as receiving free lunch. At the end of each day, all money received for lunches is turned over to the school office where the money with the deposit form signed by the Director of the Hot Lunch program. At the end of the week, the money and signed slips are turned over to the Siena Catholic Schools Finance Department to be deposited into the account.

Parents should be notified, via the red folder that the amount in arrears should be paid immediately. In addition, they should be reminded of the requirement to keep a minimum of \$15 to keep the account in a prepaid status and asked to pay that with the amount in arrears. By government standards, a child who pays reduced or full price and does not provide the required payment for that meal may not be refused a meal. Breakfast may be refused if an account is in arrears. A school cannot deny current meals due to a past due account when the child is prepaying for future meals and states that the prepayment is for future meals only. If a child has money on any given day for hot lunch, it should be used for that day's lunch and cannot be used to pay amounts in arrears. By JPIIA policy, a child whose account is in arrears will receive a regular lunch even if no money is brought in on any given day.

### **Movies / Videos / DVDs**

Videos and DVDs shown to students at school will have a "G" or "PG" rating. Other unrated videos and DVDs used for program enrichment will be screened to assure quality. Any teacher who wishes to use a video or DVD with another rating, or show a movie which has sensitive material must have written permission from the principal prior to showing. The school will then notify affected families in advance and provide them with an opportunity to view the movie.

Movies and videos shown to students at school will be selected to reflect Catholic family values. Videos and DVDs must have an educational purpose to be shown during school hours. Large group viewing requires permission from the movie industry due to copyright laws.

### **Non-Catholic Students in Catholic Educational Programs**

Families of students should be welcomed to the school and upon inquiry should receive information about the Catholic faith. This should also be true of students. If there is a request for entrance into the Catholic community, this should be facilitated through the respective parish (Policy 5110.2(b)).

At the time of application, parents should be advised of the school's expectations and policies regarding involvement of students in religious education and formation activities including sacramental liturgical celebrations. With appropriate sensitivity to and respect for the religious beliefs and traditions of the non-Catholic parents, the school and parish will encourage and invite their participation in religious education and formation activities both within the school and within their own faith communities.

### **Peaceful Learning Environment**

Respect and the dignity of each person are essential to our Catholic faith and create a safe environment essential for student learning. A single incident or a pattern of behavior with the purpose or effect of creating a hostile or intimidating environment destroys human dignity and produces a learning environment in which achievement is impossible. When intimidation of another occurs, whether it has been experienced or witnessed, it should be reported to a teacher or principal. The teacher or principal will confidentially investigate and take action in order to eradicate the situation.

#### Bullying

Bullying behavior is prohibited in all schools, buildings, property and educational environments including any vehicle owned, leased or used by the school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Bullying behavior, including, but not limited to those types listed below are prohibited:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior

- Verbal threats or intimidating language, teasing, name-calling or racist remarks
- Indirect threats, including spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All school staff members who observe or become aware of bullying are required to report these acts to school administration. Any other party, including a student who is either a victim of bullying or is aware of bullying or any other concerned individual, is encouraged to report the conduct to the school administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. There will be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate (Regulation 5144(b)).

### Harassment Policy

John Paul II Academy is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of illegal harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students engaged in illegal harassment. School is a place to learn. Holding hands, walking arm and arm, hugging, and/or kissing are not permitted. Harassment of any kind, physical, sexual, cyber or verbal, will not be tolerated. These behaviors could result in suspension, expulsion, and/or arrest.

Harassment is illegal if it is based upon a protected group status. In that regard, no person shall be subject to harassment on the basis of sex, race, color, religion, national origin, ancestry, creed, or physical, mental or emotional disability, or any other basis protected by state or federal law.

As identified in Regulation 5131.1 harassment may include, but is not limited to the following:

- Verbal harassment, including kidding, derogatory comments, slurs or ethnic jokes
- Physical harassment, including patting, pinching, touching, etc.
- Visual harassment, including derogatory cartoons, drawing, notes
- Threatening behavior including, but not limited to, physical or mental abuse
- Cyber harassment, including stalking, bullying, derogatory comments, etc.

### Student Harassment Complaint Procedure

Students who believe they have been subjected to harassment, or any parent or guardian who believes their child has been subjected to harassment, should report the harassment to the principal. If a report of harassment is made to a staff member, the staff member shall immediately report the complaint to the principal.

All complaints of harassment should receive immediate attention and investigation. If the investigation reveals that the complaint is valid, prompt action designed to curtail the harassment and to prevent its recurrence will be taken. Violations of the school's harassment policy will lead to discipline, which may range from a verbal warning to expulsion, depending on the circumstances. If appropriate, the matter shall also be reported to the appropriate social service or law enforcement agency.

A report of harassment and the subsequent investigation will be handled confidentially to the extent possible. The school will release no information regarding the initial report, the complaint, or the investigation unless required by law or, if necessary, for the purpose of taking corrective action.

### **Pets**

No pets are allowed in the school or on school grounds due to health and safety concerns.

### **Probation, Suspension and Expulsion**

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health or safety of others or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. Such action may be of three kinds: probation, suspension, expulsion (Regulation 5144(c)).

### Probation

A student may be placed on behavioral or academic probation for a trial period by the school principal. After conferences are held with the student's parents or guardians and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

### Suspension

Suspension is justified only in unusual circumstances and is normally in-school suspension. Prior to any suspension, a student must be advised of the reason for his or her suspension. The parent or guardian of a suspended student will be given prompt notice of any suspension.

In-school suspension can be given for varying lengths of time, but shall not exceed three days. In-school suspension conditions are to be determined by the principal.

Out-of-school suspension is used infrequently and only in the discretion of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is utilized for investigative purposes.

### Expulsion

Expulsion is considered a termination of enrollment at John Paul II Academy, permanently or for an extended period of time. Expulsion should be considered a rarity and used only as a very last measure.

Expulsion is typically the result of a repeated refusal to obey school rules or conduct that endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled.

The Superintendent/Designee is to be consulted before any action leading to expulsion is taken. The final decision to expel a student rests with the Chief Academic Officer. Placement on any of the above (probation, suspension, or expulsion) will restrict a student's privilege to participate in school-sponsored activities.

### Expulsion Procedures

- Action taken to expel students must be preceded by internal school procedures, and supported by defensible records.
- An expulsion can only take place after an expulsion hearing has been held. Parents or guardians of a child facing expulsion shall be given a written notice of the scheduled hearing at least five days prior to the hearing. This notification period can be waived by mutual consent of the parents or guardians and the school if an expedited hearing date is advisable. The hearing committee composition should be such as to insure objectivity and procedures should be clearly identified in the school handbook.
- The hearing committee makes a recommendation to the principal and school pastor. Recommendations may include:
  - Expulsion
  - Suggestions with respect to other disciplinary actions in lieu of expulsion

- Exoneration from any wrong doing
- Before the hearing is held, the parents and student are informed that the student may voluntarily withdraw up until the time that the final approved disciplinary action takes effect.
- If the decision to expel a student is made, parents or guardians are notified in writing of the action. The right to an appeal is communicated to parents and guardians.

### Expulsion Appeals

The student, or his or her parent or guardian, may within five school days following notification of an expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate to assure that correct procedures were followed as defined by the Archdiocese policy. If they were not followed, the Superintendent will refer the issue back to the parish with a recommendation as to which step of the procedure needs to be further processed (Regulation 5144(e)).

### Recess

Students each have a defined recess time. Students may not bring toys from home for use at recess. Students must stay in the designated play areas.

### Retention of Students

Retention of a student may be done judiciously as a final option after considering the many factors affecting a student. Teachers should discuss extreme learning difficulties exhibited by students with the school principal to develop a program for remedial action prior to considering retention.

If deemed necessary, at the end of the first semester, the principal or teacher with the principal's approval should discuss the possibility of retention with a student's parent or guardian. Conferences with parents should include a discussion of the reasons for the recommendation, in addition to a review of samples of the student's work, test scores, and individual student assessments.

Conference objectives should aim toward a mutual decision between the parents and the school, recognizing that the final decision rests with the principal. A conference will be held with the parent, principal, and teacher to inform the parents of the school's final decision (Regulation 5123(b)).

### Safety Procedures

All staff has been trained to respond to safety emergencies. A binder with written protocol is located in each classroom. JPIIA has a plan to deal with emergency situations (medical, fire, utility, intruder, bomb, weather, disturbance). This crisis plan includes plans for evacuation, hold in place, lock downs. Staff is prepared to assist students if an emergency occurs. Parents will be notified in the event of an emergency situation by the principal as soon as it is possible.

### School Planning and Accreditation

Milwaukee Archdiocesan schools are accredited through the Wisconsin Religious and Independent Schools Accreditation, upon demonstration that 10 standards have been met. The standards of accredited WRISA schools reflect the requirements for Catholic Schools as stated in the policies, regulations, and statutes of the Wisconsin Catholic Conference of Bishops, the policies and regulations for the office of Schools, Child and Youth Ministries, and the Wisconsin Department of Public Instruction.

The planning process used is designed to assist schools in their efforts toward excellence. While each school needs to particularize its planning efforts to meet the unique needs of students and the local school community, an Archdiocesan planning program can provide objective standards/criteria by which a school can evaluate the effectiveness of its programs. JPIIA completed its last accreditation process in the 2010-11 school year. The next accreditation process will begin in the 2017-18 school year.

## **Search and Seizure (5145)**

The school reserves the right to search any property brought onto the school grounds. Lockers, desks, textbooks and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted. The principal, or his or her designee, shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students. Illegal or contraband materials found during a search will be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order (Regulation 5145.2).

## **Social Events / Birthday Parties**

Our school holds as a Christian value that the personal feelings of each child are important. Therefore, in accordance with Christian principle, we must avoid discrimination in all functions – including personal social events. No invitations may be distributed on the school campus unless extended to all members (or all members of the same gender) of a class.

## **Social Media Use**

The warnings and reminders about social media use that are often communicated to our students also apply to parents. Please remember that when we post, tweet, email or text, our words and images, whether good or bad, are out there for everyone - including our children - to see. As parents, we should exemplify the traits we would like our children to develop. JPIIA teaches our students about virtues such as responsibility, respect, and compassion. Please reinforce these virtues at home by being respectful and compassionate while using social media.

### **THINK**

T – is it true?

H – is it helpful?

I – is it inspiring?

N – is it necessary?

K – is it kind?

## **Standardized Testing**

The standardized testing program in the Archdiocese of Milwaukee will include the following assessments, which are required to be administered in all elementary schools:

- All students in grades 3-8 will be administered the State of Wisconsin chosen test.
- All Choice students will be issued tests mandated by the State of Wisconsin.

In order for schools to receive accreditation through the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation the above mentioned tests must be administered and utilized. Results of the testing are reported to staff, parents, students and school representatives on an annual basis by the principal (Regulation 5120.1).

## **Statement of Non-Discrimination**

John Paul II Academy does not discriminate on the basis of race, gender, creed, color, religion, age, handicap, national origin, or sexual orientation in its employment opportunities or in provision of educational opportunities or support services rendered to students.

## **Student Records**

John Paul II Academy follows the policy of the Archdiocese of Milwaukee in regard to the confidentiality of student records. The school is responsible for keeping educational records for each student, which will reflect the inter-relationships of the physical, emotional, social, and intellectual aspects of the student's development.

Cumulative records shall be maintained for each student in the school. Upon the student's admittance into the school, the school record is begun and the student's history throughout the school system is recorded upon it.

Information about students should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parents or guardians of minor students, will be shown to them in the presence of a professional qualified to explain and interpret the records.

Schools will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility.

An adult student and parents or guardians of minor students may have full access to, and the right to challenge, the accuracy of data collected. If parents or guardians disagree with something contained in the student record, they may add a written statement of disagreement to the file. No one but school personnel, adult students, and parents or guardians of minor students should have access to student data without a subpoena or written permission of the parents (Policy 5125).

There is no distinction in Wisconsin law between custodial or non-custodial parents. Unless there is a specific provision in the divorce decree to the contrary, both custodial and non-custodial parents should have access to student records of their minor students (Regulation 5125.1).

### **Telephone Calls**

Telephone calls during school hours prevent the proper functioning of the educational process. No teacher or child will be called from the classroom to take a telephone call unless it is a true emergency.

Students are not allowed to use the telephone in the school office unless it is an emergency and only with the permission of his or her teacher or the office personnel. Since we teach organization and responsibility to our students, all arrangements should be made the day before for tutoring, after school help, gym wear, etc.

### **Transportation of Students**

When parents provide transportation for students to school events, parents must be alerted to the liability they assume when transporting. All chaperones driving students must fill out the Chaperone Driver form for the school to keep on file. Volunteer drivers must be 21 years of age or older, have a valid, non-probationary driver's license, and should have adequate liability insurance coverage. The vehicle must have a valid and current registration and valid and current license plates (Archdiocese 3541(a) and 6153).

### **Tuition, Fees, and Other Payments**

#### Tuition Rates

½ Day Kindergarten	\$2,250
Full Day 4K- 8	
One Child Family	\$3,550
Two Child Family	\$5,325
Three Child Family	\$7,100
Four or More Child Family	\$8,875

All payments relating to the school, including but not limited to tuition, BASC, hot lunch, and fundraisers, should be sent to the school office. When sending payments to school, please put the check in a sealed envelope with the student's name, grade, and the amount and purpose of the payment, written on the envelope. All payments will then be forwarded to the appropriate entity. Cash payments should be made in person in the school or parish office. A receipt will be provided upon request. Statements may be sent home monthly. Any financial questions can be directed to David Adrian at dadrian@saintcats.org.

### **Vandalism**

Students are responsible for the proper care of all school property. If a book is lost or damaged the student must reimburse the school. Students are also held responsible for school furniture, equipment, and facilities that are deliberately or carelessly defaced. This includes sports uniforms and equipment.

### **Visitors**

We strongly urge parents and grandparents to be actively involved in the education of their children. Parents and grandparents are always welcome at school; however, we expect the educational environment to be respected. Visitors, including parents, must always sign in at the school office and confirm that it is an acceptable time to visit. Students not enrolled at John Paul II Academy will not be allowed to visit classrooms or the school grounds during school hours. All visitors must wear a visitor badge.

### **Volunteers**

School personnel appreciate the time that parents, parishioners, and community members spend helping the school. The presence and involvement of parents in our school is invaluable. Our students respond to their educational program on a more positive basis when they know it is important to their parents. In addition, volunteers free up valuable time for teachers to work more closely with students. However, we ask that you confirm the teacher needs your help at the time you are available. If needed, please ask the classroom teacher if the presence of younger siblings is acceptable.

Please inform the school office or the homeroom teacher of your availability if you wish to volunteer. School personnel may ask that a volunteer application be completed in connection with certain positions. Please note that confidentiality is an important aspect of volunteering at the school. We ask that all volunteers engage in only positive, respectful discussions regarding their volunteer activities and maintain the privacy of school families and personnel.

You are encouraged to volunteer your services in the following ways:

- Library assistance
- Lunchroom and playground duty
- Chaperones for field trips
- Room parents
- Athletics

The School Parent Association (SPA) will be largely responsible for assembling volunteers.

### **Safeguarding all of God's Children Program**

Any volunteer who works with the students of John Paul II Academy must have completed the Safeguarding all of God's Children program, received a federal and state background check, and signed off on the code of ethics before he or she is able to work directly with students. "Safeguarding all of God's Children" is a required program designed to help prevent wrongdoing and promote "right doing" within religious organizations. This program empowers organizations and people to better control risk and improve the lives of all those who interact with the Church.

The “Safeguarding all of God’s Children” program is the program for protecting children from child sexual abuse. The “Protecting God’s Children” awareness session is the initial program component for adults in the faith community. Please consult the Archdiocese of Milwaukee website for a list of class offerings.

All adults are protectors of children. As an adult, it is your role in the faith community to keep your eyes and ears open, and to report any suspicious activity to appropriate authorities and church officials.

### **Weather-Related and Other Emergency Closings**

Schools in the Archdiocese of Milwaukee will follow the decision of the Superintendent of Public Schools in the locality where they are geographically located (Regulation #6114.6). In the case of bad weather, John Paul II Academy closes when Racine Unified School District closes. If RUSD has a delayed start because of inclement weather, JPIIA will not have school that day. The major television channels (4, 6 and 12) and radio stations will list the school’s closing. In rare circumstances the Catholic Elementary Schools of Racine may close.

In the event that the school needs to make an emergency closing, for example, if there are boiler or electric problems, parents will be contacted and notified of the closing. Emergency numbers are very important to the school in closings, accidents and illness. Please keep yours up-to-date.

### **8<sup>th</sup> Grade Class Trip**

The 8<sup>th</sup> grade class may participate in a field trip spanning several days to Washington D.C. Parents and students may be included in any discussions regarding the trip, but the decision of the principal and faculty trip coordinator is final. Each eighth grade student meeting the following requirements may attend the field trip:

- Minimum cumulative GPA of 2.0
- Completion of 15 hours of service to the parish, school, and community
- Few disciplinary incidents
- Good record of school attendance
- Evidence of a volunteer spirit and participation in school and parish service opportunities: servers, office assistance, class fundraisers, and others.

Students must sign up for the trip by January 1 so that planning for the trip can begin. The cost of the trip is borne by the families of the students attending the trip, although school fundraising may offset some of the expense. Funds raised in excess of the cost of the Washington DC trip, will not be refunded to the student but will be split among all students attending. Any student leaving the school who has raised funds for the trip will forfeit those funds to the school, to be divided among the remaining students attending the trip. If the amount of money raised through fundraising does not cover the total expenses incurred, the parents of the graduates will be assessed the remaining costs. Balances are paid directly to the tour company, not to the school or parish.

Parents are strongly encouraged to attend as chaperones and may, at the discretion of the principal, be required to attend in order for their child to go on the trip. Volunteer training, including the Safeguarding all God’s Children program, is required.

### **8<sup>th</sup> Grade Graduation**

The families of the 7<sup>th</sup> grade students coordinate and host the 8<sup>th</sup> grade graduation ceremony/reception under the guidance of the pastor, school principal, and the 8<sup>th</sup> grade teacher.

## **EXTRA CURRICULAR ACTIVITIES AND POLICIES**

Athletics are offered as extra-curricular activities subject to certain eligibility requirements (girls: volleyball, basketball, cheerleading and track; boys: volleyball, basketball, and track). Other activities where the school personnel may



determine participation of a student due to grades and/or behavior are Student Council, Yearbook, Scholastic Challenge, English Festival, choir, mathematics competitions, Spelling Bee, bowling, golf, and other activities. Scouts are available for both boys and girls as John Paul II Academy troops, but are not under the jurisdiction of the school.

#### Extra-Curricular Participation Eligibility Policies (Based on Archdiocesan policy R6145.2)

Eligibility to compete will be determined by the students' academic record, effort, attendance and conduct in school (whether Catholic or public), and in religious education classes. School eligibility policies are written as a positive guide to the development of participants in extra-curricular activities at John Paul II Academy. It is intended to set guidelines for conduct that will help students develop in maturity and Christianity.

There is an expectation of quality school work to participate in JPIIA athletics and extra-curricular activities. Students are expected to maintain a minimum of a C average in order to continue to participate. Teachers will notify school administration of any child with a less than C average at mid-quarter and quarter-end. Those students will be given a two week period to improve their grades. At the end of the two week period, administration will re-check grade averages. Students that remain below a C average will be placed on academic probation. Parents will receive a letter from the school indicating the student is on academic probation and may not participate in activities, games and practices. It is the student's responsibility to bring his or her grades up to a C average and present evidence of such improvement to administration to be removed from probation.

### **Athletics**

The athletic program at John Paul II Academy is Parish based. An athletic committee handles all aspects of the program (coaches, training, practice schedule, equipment, fundraising, facility usage, etc.), and a grievance procedure is in place in the event of any issues. Students in grades 5-8 may participate in basketball, volleyball, cross country, and track. Cheerleading is also offered as an activity.

#### Sports Participation.

Sports programs are offered to John Paul II Academy students and CYF participants in grades 5 through 8. Students wishing to participate in any sports programs at John Paul II Academy must have the below forms on file with the Athletic Association:

- Physical exam form (good for 2 years)
- Risk Acknowledgment (waiver) and consent to participate form
- Emergency form
- Sportsmanship pledge
- Concussion acknowledgement form

These forms may be obtained through the school website, from the school office, or from the DRE and the Athletic Association. Forms and fees are collected at Sports Sign-Up Night, the date and time of which will be communicated to families by way of the Friday folders.

#### Player Participation.

At the elementary and middle school age level, participation is very much a key to developing self-esteem. With this in mind, the physical and emotional well-being of each child shall be placed ahead of a "win at all cost" attitude. There is nothing wrong with trying to place your team in a position to win, but absolutely not at the expense of a child receiving playing time that has practiced and is eligible to play. Being involved in the activity is often more important than winning at this age. Each eligible (as defined in the school's Extra Curricular Eligibility Policy) athlete attending practice on a regular basis shall be afforded an adequate amount of playing time to further enhance their self-esteem and athletic skills.

The rules regarding playing time in league games are clearly defined by the league: all eligible players must play at least one continuous quarter. While playing time is not defined with respect to tournament games, the John Paul II Academy Athletic Association has determined that regardless of skill or grade level, each eligible athlete will also be afforded a fair amount of playing time during each game.

### Player Behavior.

Foul language or disruptive behavior will not be tolerated from players. If a coach is having a discipline problem with a player, he or she and the Athletic Association will take the following steps until the issue is resolved.

- The coach will notify the Athletic Association of the issue.
- The coach will try to resolve the issue by talking to the player.
- The coach will try to resolve the issue by talking to the parents or guardians of the player.
- A parent or guardian of the player will be required to be present at all practices and games.
- The playing time of the player will be reduced or eliminated.

If the above steps are taken and the problem is not resolved, the Athletic Association, coach, and parents or guardians will meet to determine whether the student should be suspended from the team.

**Concussion.** At the beginning of individual sport seasons, student athletes and their parents shall be presented with a discussion about concussion and given an educational fact sheet regarding the signs and symptoms of concussion. All athletes and their parents will sign a statement in which the student-athlete accepts responsibility for reporting their injuries and illnesses, including signs and symptoms of concussion, to the coaching/athletic training staff, parents or other health care personnel. This statement will also acknowledge having received the above mentioned educational handout. All athletes and their parents shall be required to participate in the above education prior to their participation in any sport (Policy 5141.1).

### Altar Servers

An altar server is any boy, girl, man, or woman trained to assist the priest during the celebration of Mass and other liturgical celebrations. Students in grade 3 are trained during the school year for participation in weekend masses during the second semester. Students in grades 3-8 are encouraged to participate in this program.

### Student Council

Student Council is comprised of officers and classroom representatives in grades 5-8. Members of student council plan spirit events and special activities. Student council provides school and community services. Students may be removed from student council if academic or behavior standards are not upheld.

## CURRICULUM

John Paul II Academy's program of instruction in all levels includes these areas:

Religion/Family Life, Reading, Math, Art, Science/Health, English, Music, Social Studies and Physical Education

Daily instructional experiences are enriched by field trips, classroom and school projects, and opportunities for outreach and service to others.

John Paul II Academy is provided with curriculum guidelines and models provided by the Archdiocese of Milwaukee Office for Schools and the Wisconsin Department of Public Instruction. Class time requirements meet the recommendations of the State of Wisconsin and the Archdiocese of Milwaukee.

Grades 6-8 are structured departmentally, giving the students the benefit of teachers with an expertise in a given field. This structure not only enhances the program but also prepares the student for the changing of classes in high school.

### Religion

John Paul II Academy students develop an understanding of the doctrine of the Catholic Church, as taught to us by Jesus and His disciples, through the Gospels. An understanding of these beliefs provides a foundation of faith development. Through prayer, Scripture, Liturgy, and knowledge of our Catholic creed; students develop a moral self in order to make moral choices.

Students have an opportunity to develop their faith life through daily prayer and weekly liturgy. Liturgical preparation is done on a rotation basis by grade level. Participation as a reader, server, or gift bearer helps to involve students more actively in the liturgy. Our pastor enhances our religion program through his homilies and visits to the school. In addition to liturgies, students participate periodically in prayer services during special times of the Liturgical Calendar. John Paul II Academy students pray together each morning. Individual classrooms pray at lunch and dismissal. Students participate in Stations of the Cross (Lent) and Reconciliation (Advent and Lent).

### **Sacramental Preparation**

All students are expected to participate in John Paul II Academy Religion Curriculum; however, non-Catholic students do not receive Sacraments. The sacraments of First Eucharist and First Reconciliation are received in grade 2. The reception of these Sacraments is parish-based, but the teacher will assist with preparation in the classroom. The ultimate responsibility of the child's readiness lies with the parents or guardians. With this in mind, parents attend evening gatherings facilitated by the Director of Religious Education.

Any special fees for books, church decorations, stipends, etc. are decided annually and are communicated directly to the family.

### **Service Hours**

Graduates from John Paul II Academy are expected to develop a sense of service to others. Through a requirement of 15 service hours (5 hours each in the area of school, parish, and community) students gain an understanding of the dignity of all life, social justice, and that individuals can help others in their community.

### **Language Arts**

A literature-based model is used for reading/language arts in all the grades. An emphasis of phonics is employed in the lower grades, along with spelling and vocabulary in all grades. This affords the child opportunities to develop and use the skills in an integrated manner throughout the curriculum and develop comprehension by making connections to their own real-life experiences.

### **English**

Teachers incorporate the teaching of grammar and writing skills within the English Curriculum. Students are taught an understanding of parts of speech, their usage, and syntax. Students practice handwriting skills and are given opportunities for creative writing developed through the Writing Process.

### **Math**

Math is taught with an emphasis not only on concrete operations but also critically thinking in order to problem solve. Our math program in grades 6-8 consists of two groups per class, which provide for the individual abilities of students. An additional teacher works with accelerated students as the classroom teacher works with the class.

### **Accelerated Math**

All 5th grade students will be administered a math placement test at the end of the school year. A recommendation for the program will be based on the following components: Placement test score within an appropriate high percentage of test takers, High Terra Nova or ITBS Scores in math and the overall composite scores and consistently high grades on report cards in math and overall academic effort. The 5th grade teachers will fill out an evaluation form on students ranking the following: Independent skills in math and overall in class, consistency of assignments, quality of assignments, grades, effort, responsibility, behavior, and attendance. The 5th grade teachers will be asked to make an overall recommendation as they deem appropriate.

In addition, each year, students in regular Math in grades 6-7 will be re-evaluated in the spring for placement in the program. Teacher input will also be provided with respect to any child that appears to be struggling academically or is having trouble in Accelerated Math.

### Exceptions to Acceptance Policy

Students on the cusp of the admission requirements or entering John Paul II Academy past may, at the Accelerated Math teacher's discretion, be accepted into the program on a trial basis. After a three-week period, the student's progress will be

evaluated, a parent-teacher conference will be held, and a decision whether to remain in the class will be made. In addition, students on the border of admission in the spring may be re-tested in August for consideration.

### Commitment

The Accelerated Math program is more difficult than the school's regular math program. The final grades will be given on a 5.0 scale. The goal of the program is for students to complete as much Algebra I as possible, and lead to more challenging math courses in High School, especially during their Junior year when the A.C.T. and S.A.T. tests are taken.

All students participating in Accelerated Math will be required to complete assignments on a regular, rigorous basis, including many weekends. In the long term, students are expected to maintain an "A" or "B" average in the course in order to advance to the next year's Accelerated Math course. Additional participation and cooperation are expected on a daily basis. Late assignments or poorly prepared work will not be tolerated and could lead to a student's removal from the program.

Non-compliance with these expectations will result in a parent-teacher conference with the possibility that the child would be moved out of the class into the regular math class. Accelerated Math moves at a much quicker rate than regular math and therefore decisions to take students out of Accelerated Math should happen earlier rather than later.

### **Social Studies**

The Social Studies program encourages students to develop a global sense of awareness and an understanding and appreciation of the cultural diversity of the world. This is accomplished through the study of communities, towns, states, local government, geography, history, and economics.

### **Science/Health**

The Science curriculum capitalizes on students' natural curiosity by developing a science knowledge and literacy in order to actively participate in science labs and activities. Science involves the children predicting and carrying out experiments to discover concepts. Health classes are incorporated so that students gain knowledge of proper behaviors that lead to a healthy, productive life.

### **Music**

The Music curriculum provides students with an opportunity to develop an appreciation of music. This is achieved through singing, playing instruments, and movement with music. Our annual Christmas program provides students an occasion to show their skills.

### **Art**

Students receive instruction weekly and are provided an opportunity to make art based on ideas, feelings, memories, and attitudes. A variety of materials and techniques are used for the creation and perception of art. Students are given ample opportunity to display their artwork within the school and community.

### **Physical Education**

Students in grades 5K-8 participate in physical education classes unless a written medical excuse from a physician has been provided. Under normal circumstances, a written excuse from a parent or guardian is not sufficient. Students in grades 4-8 should have roll-on, stick or gel deodorant for after physical education classes. No body sprays are allowed. Gym shoes must be worn for Physical Education classes and activities.

# Private School Choice Program Disclosure of Information

## Siena Catholic Schools of Racine, Inc. K4-8 Schools

John Paul II Academy  
2023 Northwestern Ave.  
Racine, WI 53404  
262-637-2012

Our Lady of Grace Academy  
1435 Grove Ave.  
Racine, WI 53405  
262-636-8040

St. Joseph School  
1525 Erie St.  
Racine, WI 53402  
262-633-2403

St. Rita School  
4433 Douglas Ave.  
Racine, WI 53402  
262-639-3333

St. Lucy School  
3035 Drexel Ave.  
Racine, WI 53403  
262-554-1801, ext. 212

# School Organization Structure

Siena Catholic Schools of Racine, Inc. is a 501c(3) non-profit organization.

## School Governing Board Members

1. Dan Horton
2. Ray Johnson
3. Dean Landry
4. Heather Orth
5. Elizabeth Hoff
6. Emily Ansani
7. Bruce Varick

## Application Appeal Process

All incoming students will be considered for admission thru June 30 for the upcoming school year (enrollments thereafter must follow the transfer student process). If circumstances exist that would significantly prevent the student from being successful, admission for non-choice students can be denied. The decision to deny can be made by the Admissions Director and appeals will be directed to the Principal. Conditions may require the student to interview with the Principal or Assistant Principal for final consideration.

Parents may appeal the decision by requesting a hearing in writing to the Principal within one week of receiving denial notification. The Principal will respond to the appeal within 72 hours of meeting with the parents and child.

Siena Catholic Schools of Racine, Inc. upholds the suspensions and expulsions of any school. Students admitted with suspensions will be subject to serve the remaining time of a suspension. Students with expulsions will not be admitted to any school in the Siena Catholic Schools system. Students who have been expelled previously, choice or non-choice, will be dismissed on the first day of school.

## Transfer of Credits Policy

Grade placement for all new students is based on placement test scores and review of previous year and current year report cards. If circumstances exist that would significantly prevent the student from being successful at a Siena Catholic Schools system school, a parent meeting will be set to discuss concerns and other educational options. Students with no previous records will be placed in a grade based on placement test scores.

If previous academic, attendance or behavioral records warrant such an action, a student will be enrolled on conditional terms based on Siena Catholic Schools policies. The terms will be outlined by the Admissions Director and the Assistant Principal will monitor the terms during a student's first semester.

## High School Diploma Policy

All grades K4-8 schools in the Siena Catholic Schools of Racine, Inc. do not offer high school grades and do not grant high school diplomas.

## Non-Harassment Policy

Bullying is a common term for harassment or intimidation, that is, verbal or non-verbal behavior that is mean and hurtful to others. Relational aggression is a specific form of bullying that is intended to harm someone by damaging or manipulating his or her relationships with others. Taunting, spreading rumors, excluding and labeling are just some examples of relational aggression. These behaviors are inappropriate and will not be tolerated. As outlined under the Acceptable Use Policy for Technology in this Handbook, the use of electronic devices to bully is also recognized as behavior that is subject to the disciplinary procedures.

Further examples of bullying/relational aggression include, but are not limited to:

- Hitting, kicking or pushing to hurt another person

- Using words to call the other person names, to tease or to scare
- Threatening another person verbally
- Making another person do what he or she does not want to do
- Leaving another person out of a group
- Insulting or saying mean things about another person
- Making fun of another person
- Ignoring another person to make him or her feel sad or lonely

A person who repeatedly experiences any of the above behaviors should report incidents to the teacher of the class where the incidents are happening, the guidance counselor, or administration. The matter will be investigated. Documentation is prepared and placed in the offender's file.

#### Consequences

- The student is reprimanded and taught that the action is wrong and why. If an administrator deems the bullying behavior serious enough, the student could be suspended and expulsion is possible, pending a meeting with the parents/guardians
- The student immediately will be placed on Disciplinary Probation

## Suspension and Expulsion Policy

Suspension is a temporary removal from school for a serious infraction against school regulations. The student is released to a parent. The length of the suspension depends on the severity of the infraction. The student who is suspended is not readmitted until a parent conference is held. Teachers are notified when a student is suspended. Students are required to make-up missed assignments/tests provided by teachers during the suspension. **The student is immediately placed on Disciplinary Probation.**

Instances/infractions resulting in suspension include but are not limited to:

- Verbal abuse/disrespect
- Abuse of school property
- Conduct that endangers the safety and welfare of others
- Repeated violations of the Code of Conduct
- All offenses listed under expulsion

During the suspension period students must stay off school grounds and away from all school functions and may **not** participate in any school activities (clubs, athletics, etc.). Any student suspended from school during the current year will not be eligible for Student Council or Class Officer for the remainder of the year. **An administrator could rule that the suspended student would be ineligible to participate further in athletics and all extra-curricular activities for 10-90 days.**

A student suspended from school will be allowed to take semester tests scheduled during the suspension period according to the following procedure:

Each teacher of the suspended student will be required to indicate whether or not a semester test is scheduled during the suspension period. The student will be advised of any test before he/she leaves on suspension or he/she will be contacted at home. It will be the responsibility of the student to report to the school at the time designated. Failure to report at the designated time will result in the student receiving a zero for that test.

### Expulsion

Expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion is used as a last measure wherever the administration finds a student guilty of repeated refusal or neglect to obey the rules, or finds a student engaged in conduct which endangers the property, health, or safety of others and is deemed to be in the best interest of the school. **Any serious single offense, on or off campus may be cause for expulsion.**

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled.

**A student who has been expelled may not be allowed to attend any event at the school or campus or be in the building for any reason without prior permission of the principal.**

Offenses which are deemed serious enough for expulsion consideration include, but are not limited to:

- Possession of a weapon
- Possession, use, sale, delivery or manufacture of drugs, alcohol, malt beverages or other controlled substances, or distribution or sale of prescription medications to anyone other than the person for whom the prescription is written
- Fighting
- Theft
- Vandalism
- Sexual harassment
- Sexual assault
- Smoking (repeat offense)
- Repeated suspension
- Academic Failure
- iPad level 3 offenses
- Any illegal behavior that requires law enforcement to take action

Procedures leading to expulsion include:

- Suspension from school and any school related activity
- Parent contact
- Police notification, if deemed appropriate
- Investigation by school administration
- Conference following the suspension period. This conference is a hearing attended by parent, student, counselor and an administrator. The situation is discussed and a recommendation is communicated to the parent and student
- If the student is recommended for expulsion, the parents receive a written notice indicating that they have a right to appeal
- Within five school days following written notification of the expulsion, the student or the parent/guardian may appeal the decision
- If a student is expelled, the family also has the right to appeal to the Archdiocesan Superintendent of Schools.

## Appeals for Suspensions and Expulsions

If a student and/or a student's parent/guardian believe that the student has received unjust disciplinary action, that student and/or parent/guardian is encouraged to communicate directly with the Assistant Principal or Principal. Only in cases involving suspension or expulsion will the appeals process be considered.

An appeal must:

- Be in writing
- Include a rationale and /or reason for the appeal and the remedy they seek
- Be received by the Assistant Principal/Principal no later than three working days from the suspension or notification of expulsion

Within three days of receiving the written appeal, the Principal will schedule a meeting consisting of the student, parent/guardian, Assistant Principal and Academic Advisory Committee (AAC) or any combination of named participants. The AAC will listen to the facts of the appeal and make a recommendation to the Principal. The Principal will make the final decision regarding the disposition of the appeal within 2 days of being notified of the Advisory Board's recommendation. (The student is suspended during the appeal process.)

## **Visitor Policy**

Visitor request forms are available in the main office. A list of the responsibilities of the student is on the form. Arrangements for bringing a guest to school should be made with the assistant principal at least one day prior to the day the guest is to attend a Siena Catholic Schools, Inc. school. (Note: Any visitor who is a shadow is taken care of by the Director of Admissions.)



All visitors should have a prearranged appointment and should report to the Main Office to check in. At that time visitors will be asked to sign in and be given a visitor badge, to be worn at all times during the visit. When visitors leave they should check back in with the main office to turn in the visitor badge and sign out, leaving the building immediately.

## **Academic Standards**

All Siena Catholic Schools, has adopted the **pupil academic standards** issued by the governor as Executive Order No. 326, dated January 13, 1998.

A student is expected to be an active learner and make the effort to achieve at ability level. Every student is monitored for academic difficulties. When a student fails to participate and cooperate in the learning process in a consistent manner or shows lack of effort and motivation, the student and parent will be notified and significant improvement must be made. Supports and interventions will be put in place to help the student improve. The reporting of grades on PowerSchool will be used not only to monitor the academic progress but also to review progress at the end of the semester. If no or little improvement is made by the student they will be at risk of being dismissed.