



ST. JOHN PAUL II  
Catholic School

✻ AN ASCENSION CATHOLIC ACADEMY SCHOOL

# Family Handbook 2018-19

With Christ as our cornerstone, and the Catholic Faith as our Foundation, St. John Paul II Catholic School educates the whole person.

# St. John Paul II Catholic School

## Family Handbook

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# Mission/Guiding Principles

## MISSION STATEMENT

With Christ as our cornerstone and the Catholic Faith as our foundation, St. John Paul II Catholic School educates the whole person.

## PHILOSOPHY STATEMENT

St. John Paul II Catholic School was formed through the consolidated efforts of Northeast Minneapolis Catholic Churches. Partnering with families and parishes, it shares the responsibility of educating the whole person by developing academic excellence and spiritual growth in a faith-centered community. Differentiated instruction is used to meet the needs of our students.

Goals:

1. To provide an educational environment of mutual respect in a Christ-centered atmosphere.
2. To recognize that one of the primary responsibilities of those involved is the faith formation education of each student.
3. To instill in each student a desire to learn.
4. To teach students to recognize and respect individual differences.
5. To engage students' families in the educational and spiritual development of their children.

## GUIDING PRINCIPLES

St. John Paul II Catholic School is a proud member of the Ascension Catholic Academy (ACA), a consortium of urban, mission critical Catholic schools in the Twin Cities. Like the other ACA member schools, our school community lives these Guiding Principles:

**Integrate Catholic Identity.** Through faith in Jesus Christ and the mission of the Catholic Church, serve all people as beloved children of God, recognizing their gifts and contributions.

**Engage with Rigor and Expectations.** Provide a welcoming, accessible environment and rigorous individualized academic instruction that builds engagement and a love of learning.

**Develop Whole Persons.** Provide care, compassion, and opportunities for the spiritual, social, emotional, academic, and life-skills development

**Build and Strengthen Relationships.** Create and deepen meaningful relationships built on trust, respect, and mutuality among all stakeholders of the Ascension Catholic Academy.

**Foster Cultural Responsiveness.** Build inclusive classroom and school environments where scholar and family cultural heritage is valued, visibly recognized, and celebrated in the whole school experience.

**Learn, Grow and Lead Continuously.** Build a culture of continuous learning, growth, improvement, and inspiring leadership at all levels of the Ascension Catholic Academy.

**Partner Collaboratively.** Work together to build the Ascension Catholic Academy, share ideas, and learn from and with all stakeholders.

**Develop and Steward Resources.** Develop and steward shared resources that are sufficient to support quality, continuity, and growth.

## GOVERNANCE

Fr. Dale Korogi is the Canonical Administrator for the Ascension Catholic Academy, including St. John Paul II Catholic School, and pastor at the Church of the Ascension. The President of the Ascension Catholic Academy and parish administrator of the Church of the Ascension is Patricia Stromen. Their offices are located in the Rectory next to the Church of the Ascension on 1723 Bryant Avenue North, Minneapolis, MN 55411 and can be contacted at 612-529-9684. The Chaplain for St. John Paul II Catholic School is Fr. Kevin Finnegan who also serves as pastor at Our Lady of Grace Catholic Church in Edina, MN.

The Ascension Catholic Academy is governed by a Board of Directors. It is comprised of local business partners, friends, and representatives from the three ACA schools.

## ADMINISTRATORS

Principal

Tricia Menzhuber

Dean of Students/ELL Coordinator

Brigid McClelland

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## Student Behavior

### CODE OF CONDUCT

Our scholars live out these Guiding Principles through the ACA Code of Conduct, the pillars of our Top 20 Social Emotional Learning program:

#### **Be a Part of the Solution**

When we see a problem, we own the problem, and strive to solve it.

When we make mistakes, we learn from them. We admit we're wrong. We apologize when we offend others. We accept the consequences of our actions. Then we take action to grow from the experience.

#### **Help Others and Ourselves Succeed**

We will grow and succeed by being confident and believing in our potential, giving our all and being proud of our effort, relaxing, and finding the balance between school, social life, work and activities.

We help ourselves to succeed by being our true selves. We display honesty and integrity. We are spiritual and express our faith. We set goals for ourselves beyond what is expected and are not satisfied with accomplishing the minimum. We get involved in school activities. We have a positive attitude and avoid judging others. We focus on learning and not just getting good grades. We challenge ourselves to move outside our comfort zones and to take healthy risks. We avoid the influence of negative peer pressure.

We also will help others to succeed. We will be role models who inspire others to become the best they can be. We make a positive difference by going out of our way to serve and our talent, and we make sacrifices for the entire community.

### **Communicate “You Matter”**

Each person matters. We recognize and appreciate each other’s achievements and different needs; we make connections with others by being friendly and welcoming. We respect everyone by listening, being on time, being inclusive and aware of others’ feelings, and by valuing their differences and opinions.

Because our school matters, we take pride in JP II: we respect its founders and our school property and buildings; we protect its reputation by making good choices both in and out of school.

### **Honor the Absent**

We honor people, especially when they are not present, and we avoid gossip.

## **DISCIPLINE POLICY**

St. John Paul II Catholic School supports discipline that is respectful of individuals, communicates clear and consistent expectations, and is age appropriate. We support an environment that is conducive to learning and encourages positive behavior. Our school looks for opportunities to lift up scholars who are living the Code of Conduct through leadership opportunities and our monthly Top 20 Awards. We also are aware that there are times scholars need redirection and/or a reasonable consequence for choices that are not safe, responsible, and Christ-like.

As Catholics and as Christians, it is our desire to become more like Christ. We believe that the purpose of behavior policies and procedures is to develop self-disciplined individuals with mature attitudes and socially acceptable standards of conduct which reflect love of self and love of neighbor. Discipline, therefore, should not be confused with punishment.

In order that the rights of all members of the St. John Paul II community shall be guaranteed, it is the responsibility of all members to learn and follow certain rules. Here at St. John Paul II we follow our Christian Behavior Expectations:

1. Be prompt and prepared.
  - Be on time.

- Come with appropriate materials.
- 2. Respect authority
  - Listen to authority.
  - Follow directions promptly.
  - Accept responsibility for behavior.
- 3. Respect rights of others
  - Use appropriate voice.
  - Listen to speaker.
  - Respect the opinion and point of view of others.
- 4. Respect property
- 5. Display a concern for learning
  - Remain on task.
  - Allow others to remain on task.
- 6. Display appropriate social skills
  - Cope with disagreement, teasing, criticism.
  - Display courtesy.
  - Display tact.
- 7. Display positive and productive character
  - Live by high standards.
  - Go beyond what you expect from others.

## JPII'S APPROACH TO POOR CHOICE/BEHAVIOR MANAGEMENT (K-8)

The following are presented as a list of options which may be used by a teacher or staff member at St. John Paul II Catholic School. Generally, consequences/ approaches *reflect the level of severity of poor choice/behavior and are* at the discretion of the teacher, dean, and/or principal. St. John Paul II is committed to the *Social-Emotional Learning (SEL)* of all our scholars. This practice requires our staff to look at poor choice/behavior management from a *Restorative Practice* lens. Each level will include an adult to scholar interaction that focuses on the specific poor choice/behavior that the scholar demonstrated. The ultimate goal is to teach scholars how to make positive choices -- to repair harm done to another scholar or staff member.

### **NOTE: Steps may be executed in any order due to the severity of the poor choice/behavior.**

- **Level 1:** *These poor choices/behaviors may include, but are not exclusive to: running, name calling, disruptive behavior, breaking cafeteria rules, breaking playground rules, missing work, insubordination, out of uniform, etc. Approaches are handled by the classroom teacher and/staff involved.*
  - Warning (with interaction).
  - State expectation, reason for expectation, next approach, request scholar commitment.
- **Level 2:** *These behaviors may include, but are not exclusive to: Repeat Level 1 offenses, cheating, inappropriate language/gestures, overt defiance, theft, etc. Approaches are handled by the classroom teacher and/or staff involved.*
  - Loss of privilege (loss of recess, loss of free time, separation in cafeteria, etc.).
  - Complete *Think Sheet* or other form of behavior reflection.

- Parent contact (by classroom teacher and/or staff involved).
- Detention
- **Level 3:** *These poor choices/behaviors may include, but are not exclusive to: Repeat Level 1 and 2 offenses, fighting/physical aggression, romantic physical touch, harassment/bullying, internet misuse/cyberbullying, taking pictures/video without consent, etc. Scholars are referred to the dean and/or principal and approaches are handled by administration.*
  - Dean and scholar go over expectations, approaches to date, reasons expectations are important, scholar's next approach, and asks for a scholar commitment.
  - Communication with parents/guardians.
  - Parent/guardian meeting with teacher and dean.
  - Detention.
  - Interventions as assigned by the Student Support Team.
  - Development of behavior plan.
- **Level 4:** *These severe poor choices/behaviors may include, but are not exclusive to: sexual harassment, repeated level 1,2, or 3 offences, drug or alcohol use/possession, truancy, arson, bomb threat, extreme property damage/vandalism, assault/threats, combustible, etc. Scholars are referred to the principal and approaches are handled by him/her.*
  - Principal and scholar go over expectations, approaches to date, reasons expectations are important, scholar's next approach, and asks for a scholar commitment. Principal communicates with parents/guardians.
  - Scholar removed from class and a meeting is scheduled with parents/guardians. Teacher, scholar, dean principal, and parents/guardians meet to develop a plan which ends in a commitment from the scholar to make a concerted effort to improve choices/behavior and requires that the parents/guardians work on the same things at home that the teacher is working on in school.
  - Half-Day Schedule—responsible for schoolwork.
  - Suspension
    - 1-3 days in school but out of class, responsible for schoolwork.
    - 1-3 days out of school, responsible for schoolwork.
  - Permanent removal from school. (the Canonical Administrator and/or the Academy president will be consulted)
  - Referral to Police or Juvenile Authorities. (the Canonical Administrator and/or the Academy president will be consulted)

## SERIOUS VIOLATION CAUSE

Scholars engaging in openly defiant or violent behavior, endangering the safety, health, or property of themselves or others, or involved in repeated serious violations of school rules may result in the scholar being placed at any one of the above steps, including expulsion. The school shall retain the sole discretion to determine the nature, extent, or duration of any appropriate consequence, which may include removal from class, suspension, or expulsion of a scholar. Where it appears that the scholar will create an immediate and/or substantial danger to the scholar or others, or property around the scholar, the classroom teacher has the authority to remove the student from the room immediately. The classroom teacher may not, in so removing the scholar, use unreasonable physical

force that causes or may tend to cause bodily or emotional harm. Serious violations may include, but are not limited to:

- Physical assault/violence
- Harassment/threats
- Theft
- Possession or use of alcohol, drugs, or other controlled substances
- Vandalism
- Defiance
- Possession of a weapon

The school has the right and responsibility to conduct any investigations necessary in order to determine the most appropriate consequences for any rule violation. Such investigations are conducted in a timely manner by appropriate school staff. Parents/guardians will be informed of the results of investigations involving serious rule violations.

## PLAYGROUND RULES

1. Dress appropriately to play outside everyday.
2. Show respect for others, equipment, and follow the instructions given by the playground supervisors.
3. Always stay on school grounds (the playground area and/or the blacktop only, stay away from the gardens, street, and any cars in the parking lot).
4. Cross streets at the crosswalks only when going to the playground at times when the barricades are not up.
5. Use equipment safely, sensibly and appropriately.
6. Any toys or equipment brought from home will become the property of the school if misused. The school is not responsible for lost, stolen, or broken equipment brought to school.
7. Balls are to be bounced only on the blacktop, not against the building or other scholars.
8. Only one person on the slides at a time; it's one-way only, slide down, do not walk/run up the slides. Slide down on your bottom only.
9. No climbing/standing/walking on, or jumping off the top of the monkey bars. Hang from arms only.
10. Real or pretend fighting and rough play involving pushing, pulling, or tackling are not allowed.
11. Refrain from ringing the doorbell at recess.
12. At the end of recess, stop what you are doing immediately, line up with your class, and prepare to enter the building quietly and respectfully.
13. Leave rocks, sticks, mulch, snow, and other objects on the ground. Other than balls, there should be no throwing of objects of any kind.
14. Bring all playground equipment inside at the end of your recess. Wipe off feet when entering the building.
15. Bathroom breaks are given before going to recess, ask one of the playground supervisors to use the bathroom only in an emergency.
16. Show pride in your school and neighborhood by keeping the building and grounds litter-free.

## BULLYING

Purpose: John Paul II Catholic School is committed to providing a safe educational environment for its students and teachers on school property or at school-related functions. Bullying, like other violent,  
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harassing, or disruptive behavior, can interfere with a students' ability learn and the teachers' ability to educate students in a safe environment. The purpose of this policy is to assist John Paul II Catholic Preparatory School in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior.

John Paul II Catholic School cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or at school-related functions or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment at JP II, JP II reserves the right to take action to investigate and respond to such conduct.

Definitions: For purposes of this policy,

1. "Bullying:" Deliberate or intentional behavior using words or actions that is intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior, and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:
  - a. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
  - b. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
  - c. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); and
  - d. Cyberbullying.
2. "Cyberbullying:" The use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. "Cyberbullying" is a form of bullying, and provisions of this policy that refer to "bullying" are intended to refer to cyberbullying as well.
3. "On school property or at school-related functions:" John Paul II Catholic Preparatory School buildings, school grounds, and school property or property adjacent to school grounds; JP II school buses, school vehicles, and school-contracted vehicles; the area of entrance or departure from school grounds and premises; and school-related trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

Provisions:

1. Prohibition: John Paul II Catholic Preparatory School expressly prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. JP II also expressly prohibits cyberbullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, volunteers, or employees.

2. Alleged Consent Irrelevant: Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
3. Reporting: A person who observes an act of bullying or becomes aware of such an act must report it to a teacher. Anyone with any bullying-related concerns should also contact the Principal.
4. No Retaliation: Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.
5. False Accusations: False accusations or reports of bullying others are prohibited.
6. Violations: A student who violates this policy shall be subject to discipline for that act in accordance with John Paul II Catholic Preparatory School's policies and procedures. The JP II may take into account all factors it determines to be relevant. Depending on the circumstances, such factors might include: the age, development, and maturity levels of the parties involved; the levels of harm, surrounding circumstances, and nature and severity of behavior; past incidences or past or continuing patterns of behavior; the relationship between the parties involved; and the context in which the alleged conduct occurred. Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in JP III discipline policies, including but not limited to, suspension or dismissal.

Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from JP II school property and events or termination of services or contracts.

John Paul II Catholic Preparatory School retains the sole discretion to determine the appropriate response, including the appropriate discipline or consequence, for violations of this bullying policy. Nothing in this policy prevents the JP II from responding to violations of its other policies or code of conduct policy.

## TECHNOLOGY USE AGREEMENT

Church of the Ascension and Ascension Catholic Academy believes the Internet offers vast, diverse, unique resources to scholars. Our goal in providing assets and services, including but not limited to computers, mobile labs, tablets, as well as access to the Internet and other electronic information, programs, textbooks, services and networks, collectively known as Scholar Acceptable Use Policy for Technology Assets and Services, is to promote education excellence.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. Church of the Ascension and Ascension Catholic Academy has taken precautions to restrict access to inappropriate material.

In addition, the smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided in this document so that parents and scholars are aware of the responsibilities you acquire using the Church of the Ascension and Ascension Catholic Academy Technology Assets and Services. In general, this requires efficient, ethical and legal utilization of the network resources.

The signature(s) at the end of this document indicates the party (parties) who signed has (have) read the terms and condition carefully and understand(s) their significance.

### **Internet- Terms and Conditions of Use**

1. **Acceptable Use** - The purpose of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of Church of the Ascension and Ascension Catholic Academy Technology Assets and Services must be in accord with the educational objectives of Church of the Ascension and Ascension Catholic Academy.
  - a. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
  - b. Church of the Ascension and Ascension Catholic Academy Technology Assets and Services should not be used for political or commercial purposes.
  - c. Church of the Ascension and Ascension Catholic Academy Technology Assets and Services should not be used for private or free email services, except for approved use as directed by Church of the Ascension and Ascension Catholic Academy faculty and administration.
  - d. Scholars using Church of the Ascension and Ascension Catholic Academy Technology Assets and Services should not engage in any use that disrupts the educational or administrative goals of Church of the Ascension and Ascension Catholic Academy.
2. **Privileges**- The use of Church of the Ascension and Ascension Catholic Academy Technology Assets and Services is a privilege, not a right and inappropriate will result in cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Church of the Ascension and Ascension Catholic Academy may request the system administrator to deny, revoke, or suspend a specific scholar user at any time.
3. **Digital Citizenship, also known as Network Etiquette**- Scholars are expected to abide by the generally accepted rules of digital citizenship (network etiquette). These include, but are not limited to the following:
  - a. A scholar should NOT reveal his/her full name, age, photo(s), parents' names, personal address, phone numbers, address(es), phone number, and/or school's name for yourself or another.
  - b. Illegal activities are strictly forbidden.
  - c. Scholars will have limited access to email for educational purposes ONLY. Note that electronic mail (email) is not guaranteed to be private.
    1. Be polite. Messages of any kind should not be abusive to others.
    2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - d. Instant messaging, personal messaging, and all aspects of social media are prohibited unless otherwise directed by Church of the Ascension and Ascension Catholic Academy

faculty and administration. Messages relating to or in support of illegal activities may be reported to the authorities.

- e. Users shall not access and/or download any text, pictures, or engage in any online communication that includes materials which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or services to minors prohibited by law, presents a clear and present danger or will cause the commission of unlawful acts or the violation of lawful school regulations.
  - f. If a scholar accidentally accesses material which is prohibited under this policy, he/she should immediately notify the teacher or the system administrator to avoid penalty or punishment.
  - g. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - h. All communication and information accessible via the network should be assumed to be accessible and viewable by Church of the Ascension and Ascension Catholic Academy.
  - i. Users shall respect all copyright laws and license agreements. Copyrighted software, pictures, or music shall not be downloaded for any use which violates the copyrights of that material.
  - j. Actions will be taken if any violation occurs with a school-issued or personal account.
1. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If a scholar feels he/she can identify a security problem in the Church of the Ascension and Ascension Catholic Academy Technology Assets and Services, he/she must notify a system administrator. Do not demonstrate that problem to others. Do not use another individual's account under any circumstance. Do not allow any person other than the account holder to use the scholar's Church of the Ascension and Ascension Catholic Academy account. Do not attempt to gain access to server information not open to the public. Attempts will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
  2. **Vandalism**- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or ANY of the above listed agencies or other networks that are connected to any of the Church of the Ascension and Ascension Catholic Academy Technology Assets and Services. This includes, but is not limited to, the uploading or creation of viruses. User may not damage the Church of the Ascension and Ascension Catholic Academy Technology Assets and Services.
  3. **Church of the Ascension and Ascension Catholic Academy** makes no warranties of any kind, whether expressed or implied, for the services it is providing. Church of the Ascension and Ascension Catholic Academy will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or services interrupted caused by negligence, errors, or omission by the user. Use of any information obtained via the Internet is at your own risk. Church of the Ascension and Ascension Catholic Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## SOCIAL MEDIA POLICY

1. First and foremost, scholars with parental permission to use social media are encouraged always to exercise the utmost caution.
2. Scholars are prohibited from accessing social media sites using personal devices during the school day or during Religious Education classes.
3. Scholars may be granted limit access to social media sites deemed acceptable for academic purposes by using parish or academy technology and assets, only with prior authorization from parents (See: Scholar Acceptable Use Policy for Technology Assets and Services) and while under the direct supervision of a parish or academy employee, volunteer or catechist.
4. Scholars who participate in online interactions must be aware that their social media conduct and posts, are subject to the same behavioral standards set forth in the *Code of Conduct for Scholars*.
  - Social media venues are public. What is contributed leaves a digital footprint for all to see. Scholars should not post anything they do not want fellow scholars, friends, parents, teachers or future employers to see.
  - Scholars must be safe online. Personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates and pictures should not be provided to strangers. Passwords or access codes should not be shared with anyone except parents or teachers.
  - Scholars should understand that how they represent themselves online is an extension of oneself, one's family and school. Scholars should not misrepresent themselves by using someone else's name or picture.
  - Scholars may not use social media sites to publish disparaging or harassing remarks about Church of the Ascension and Ascension Catholic Academy community members, athletic or academic contest rivals or any individual or group.
1. To protect the privacy of all stakeholders, scholars may never photograph or record parish or academy community members at off-campus events for online publication or distribution without the knowledge and consent of those being recorded or photographed.
2. On campus during school hours or during religious education – scholars must have the approval of a staff member or religious educator to photograph or record anyone.
3. Scholars will sign and accept the Scholar Cell Phone Policy Acknowledgement and Registration.
4. Use of cell phones/devices in classroom or locker room is prohibited unless approved by school staff.
5. Scholars must not use other people's ideas, thoughts, property or work without their permission. Copying and pasting the work of others violates copyright laws.

- It is good practice to hyperlink written sources.
- Scholars must be aware that pictures, videos, songs and audio clips may also be protected under copyright laws. Permission to use these items is often required. (Example: Buying a song on iTunes may not give the authority to copy it and distribute it to others or to put it on YouTube.)

Scholars who do not abide by these terms and conditions may lose their opportunity to access online sites and to use Church of the Ascension and Ascension Catholic Academy technology.

Continued failure to abide by these Church of the Ascension and Ascension Catholic Academy policies may result in disciplinary action as described in the Family Handbook or as determined by the school administration – including suspension or expulsion.

## SOCIAL MEDIA POLICY - PARENTAL GUIDANCE

Church of the Ascension and Ascension Catholic Academy strongly recommend that parents, as partners in education, actively monitor their child’s social media use. The following guidelines should be followed:

- Be aware of all the devices your child is using to access the Internet (smartphone, laptop, tablet, game console, etc.).
- Be aware of any passcodes needed to gain access to your child’s technology devices and/or accounts.
- Emphasize the public nature and connectedness of everything on the Internet and the dangers that exist.
- Discuss the permanence behind posting comments, pictures and video. Even if an item is removed, a digital footprint will remain.
- Talk with your child about his/her privacy settings, and work together to adjust them appropriately.
- Make sure that all private information such as birthdate, full name, address, phone numbers, school information and location is closely guarded.
- Review your child’s “friends,” followers and contacts lists; make sure you are aware of who they are in contact with.
- Ensure that your children follow policies set forth by Church of the Ascension and Ascension Catholic Academy.

As new media and applications are constantly being developed, diligence and regular review are required for your child’s safety.

If your child refuses to grant you access to his/her accounts, Church of the Ascension and Ascension Catholic Academy strongly recommend that you have them deactivate the accounts.

## SOCIAL MEDIA POLICY - PARENT/GUARDIAN ACTIONS

Parents/Guardians should model responsible, respectful, safe and civil use of social media.

- Parents/Guardians have the right to request that photos or other information posted of or about their children on Church of the Ascension or Ascension Catholic Academy official websites and social media sites be removed.
- Parents/Guardians must respect directives initiated by the Church of the Ascension or Ascension Catholic Academy to remove any photo, document, comments, data file, or link that violates this policy.

## PROCESS FOR REPORTING ABUSE – CYBER BULLYING, BULLYING OR INCIDENT

Church of the Ascension and Ascension Catholic Academy administration considers abusive behavior, bullying and cyber-bullying to be serious matters and will investigate all grievances, which could lead to suspension or expulsion of scholars, termination of employees, end of volunteer relationships and possible legal action.

Because of the fast-paced nature of postings, stakeholders are encouraged to immediately report any posts they deem inappropriate to Tricia Menzhuber at (612) 789-8851 or

[tmenzhuber@johnpaulschoolmn.org](mailto:tmenzhuber@johnpaulschoolmn.org).

## CELL PHONES

- All scholars who wish to have a cell phone on any Ascension Catholic Academy school premises must register the cell phone by submitting a copy of this Cell Phone Policy Acknowledgment and Registration, signed by the scholar and at least one guardian. It is a violation of this policy to possess an unregistered cell phone on any Ascension Catholic Academy school premises.
- Scholars in all grades, K-8, may possess a cell phone on school premises.
  - All cell phones must be powered off at all times during academic school hours and turned into their teacher upon arrival to school.
  - No cell phones are allowed outside of the classroom's designated cell phone storage area during school hours.
  - All cell phones must be on silent, not in use, and in a scholar's backpack before and after school hours while on school grounds.

- Scholars must have permission to use their cell phone for any reason when on school premises, whether inside or outside of the building.
  - No picture phone or other photographic device may be used at any time without the consent of the teacher or other adult supervising the scholar's activity.
  - The first violation of this cell phone policy will result in confiscation of the cell phone, which will be handed back at the end of the school day.
  - A second and third violation of this policy will result in the confiscation of the electronic device, which must be picked up by a parent/guardian.
  - The fourth violation of this policy will result in the confiscation of the electronic device, which must be picked up by a parent/guardian. Administration will create a plan with guardian to ensure no future violation.
  - A scholar may NOT take pictures/video with phone/device or any app that takes pictures of any scholars with or without their permission on school premises and/or on the school bus.
  - A scholar may NOT take pictures/video with phone/device or any app that takes pictures of any teachers without their permission on school premises or at any school functions (field trips, athletic events, etc.).
  - If a scholar uses a cell phone, picture phone, electronic device with a camera or other photographic device in a manner compromising, embarrassing or hurtful to another, this may result in loss of privileges, removal from class, or an immediate meeting with the parents and/or suspension and/or expulsion.
  - Church of the Ascension and Ascension Catholic Academy will follow the investigative process as named in the Academy policy. Illegal issues are not investigated by the Academy, they are reported immediately to a Principal, Director of Instruction, President of the Academy, and/or the police department.
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## Academic Information

### ACADEMIC PROGRAM

All areas of curriculum basic to an elementary child's education are taught. Special emphasis is placed on Reading, Math, Religious Education, Grammar, Writing, and Spelling. Science, Social Studies, Physical Education, Spanish, and Music are also part of the Curriculum. Computer Literacy, Health, Child Safety, and Art are integrated into our curriculum.

### COUNSELING SERVICES

The Counseling Department of Catholic Charities and the City Connects programs have been contracted to provide counseling services for all St. John Paul II Catholic School students. If you would like to talk to a counselor about a concern, please contact the school office or via email. Our counselors are available 4-5 days a week. If situations arise during the school day when the school

faculty/administration deem it valuable in assisting with the situation, the school will involve counselors in the same manner it uses any employee's skills in the area for which they have been hired. Counselors are part of our school program and assist us with teaching, activities, and supervision of students.

If you do not want your child to meet with the counselor on an individual basis, please contact the Principal. Your request to not have your child work with our counselor must be received in writing via letter or email prior to the start of the school year. An announcement will be made in the Weekly Press school newsletter.

## EUCCHARISTIC CELEBRATIONS

The students plan and actively participate in Eucharistic celebrations throughout the school year. We are all aware of the impact, importance, and necessity of worshipping as a school community. Parents and family members are welcome to join in the celebration. All grades attend Mass once each week at Holy Cross Church. We also pray the Rosary as a school community once each month. Prayer and worship are an integral part of education at St. John Paul II Catholic School.

Additionally, students whose families are Catholic participate in the Sacrament of Reconciliation throughout school year. Scholars who are not Catholic may elect to talk confidentially with a priest and are welcome to participate in the prayers for confession. Again, parents are welcome and encouraged to join us in the Sacramental life of the Church.

It is important that parents assume the responsibility for Sunday worship and family prayer within the home so that a solid foundation is established for the children.

## FEDERAL AND STATE GRANTS

Funds to non-public schools are available based on allocations from the State Department of Education. Nonpublic Pupil Aid forms are signed by the students' first week of school. We receive funds to purchase classroom materials and textbooks of our choosing for the students; procure school nursing services, middle school guidance, and transportation services; contract reading, math, and ELL services; and fund professional development opportunities for staff.

## FIELD TRIPS

Field trips are to enrich the academic and cultural literacy of the student. Each student is responsible for proper behavior even when outside of the school building. Written permission from parents is required. A phone call home will not be allowed. All field trip transportation is contracted through bonded carriers or cleared drivers. Some activities require a share of cost with the family. No student will be denied the field trip opportunity for economic reasons, but no refunds are given if your child is unable to attend a field trip. Students who don't behave on a field trip or in class may not be allowed on the next field trip.

## HOMWORK

Learning is continuous and homework is a part of continuous learning. Additionally, homework is a bridge that joins schools and parents. Parents are informed of what their scholar is learning and they are able to express positive attitudes towards their scholar's achievement. Each teacher independently determines homework assignments, and homework is to be completed on time. The amount of homework and the percentage that homework counts toward your scholar's grade may vary from teacher to teacher, it's important you review your scholar's teacher's homework policy and overall grading criterion and ask for any clarification if necessary.

## LIBRARY

The students have access to the school library, which is staffed by volunteers. If a book is not returned, another book may not be checked out of the library. Unreturned books may acquire a fee or requisite service from the scholar.

## RELIGIOUS EDUCATION

The formal study of the Catholic faith as well as curriculum reflecting Catholic values and tradition is an integral part of our total educational program. It is, therefore, required that every member of our school community participate in our Religious Education program to ensure involvement in the total curriculum. Preparation for First Reconciliation and First Eucharist occurs during the 2nd grade year. For scholars who are older and seeking first sacraments, families must connect with a local parishes' religious education programs.

Our scholars also participate in the Netsmartz personal safety education to accompany their Religious Education program. This program includes personal safety skills as part of the Archdiocesan Protection of Children and Youth Initiative. This program is mandatory nationally and locally of all Catholic parishes and schools.

## REPORT CARDS AND CONFERENCES

There will be two parent-teacher conferences, two mid-semester progress reports, and two semester final report cards provided to parents each year. Teachers may ask parents to come for a special conference whenever there is a need. Parents may request conferences at any time. The staff will be happy to arrange special conference times anytime during the year if there is a need. Simply make the request by email, Class Dojo Message, or a phone call or visit to the school office. Promotion to the next grade level is not based on grades alone. A child is not considered to have failed if s/he does not progress to the next grade. Rather, the delay is considered as time needed to attain a particular goal. Parents will be notified well in advance that a child may not be ready for promotion to the next grade. The parents, teacher, and principal will jointly discuss retention in a particular grade, and work together to reach a final decision.

## SPECIAL NEEDS SERVICES

Special Education Services are offered by the Minneapolis Non-Public School Special Education Department. Children having challenges such as speech disability, hearing impairment, orthopedic disability, or learning disability are referred to the principal and/or Dean of Students, who in turn requests services of the Minneapolis Non-Public Schools Special Education Department. Parents are involved throughout the process of referral, assessment, and planning.

Internally, families, staff, and scholars may work together to create and follow a behavior or individualized learning plan to help a scholar who may be having a difficult time working in the classroom. These plans include accommodations and actions for school and home and are reviewed every 4-6 weeks.

## STANDARDIZED TESTING

Students are tested through norm referenced assessments that provide teachers and parents needed data regarding the academic performance of their scholars. These tests include the NWEA MAP (3 times/year for grades K-8), Access WIDA (for ELL scholars grades K-8), and the MCAs (once in the Spring for grades 3-8). These tests are norm referenced and provide a picture of the child's progress against national norms. Parents will receive a copy of assessment results.

## STUDENT RECORDS

According to Minnesota state law relating to pupil records, the parent/legal guardian or pupil 18 years of age or older, may examine all of the individual's files. Parents may do this by making an appointment with school office personnel. Records will be reviewed in the presence of the principal or designee. A school directory is published each year for ease in communicating with your child(ren)'s classmates and their families. Addresses and phone numbers are left out ONLY upon your request.

## TECHNOLOGICAL TOOLS

Policies and procedures for technology use are developed to keep all of the equipment in excellent working condition and available to all scholars in our school. At the beginning of the school year, each family acknowledges the expectations surrounding this equipment as part of receiving the Family Handbook.

All families will be responsible for the care of this technology. Any scholar intentionally or accidentally breaking any of this equipment will be held responsible for the replacement of the equipment. This is a costly endeavor so it is the hope of St. John Paul II Catholic School that every family will have a serious conversation with their child/ren about the care needed when using these educational tools.

## TEXTBOOKS AND SCHOOL MATERIALS

All school books must be taken home in a bag or backpack. When damage, loss, or abuse occurs, children and parents are responsible for replacement, or payment of the books, or other school property, which may be involved.

## TITLE I SERVICES/READING SUPPORT

St. John Paul II Catholic School contracts Title I services as a supplemental aid to students who meet state standards for extra assistance in Reading. Eligibility is determined by teacher recommendation along with a student's test scores and grades. These services are for students in grades K-8. Some instruction will be provided before the start of the school day requiring that parents provide transportation for their child.

## TITLE III SERVICES/ENGLISH LANGUAGE LEARNERS

St. John Paul II Catholic School qualifies for additional support for scholars who do not speak English as a first language. We utilize these funds to provide professional development for our classroom teachers to help English Language Learners (ELL) access grade level curriculum. Additionally, we have a part time English Language Learner Coordinator who provides coaching and assistance to teachers in ELL instruction, proctors entrance tests for ELLs and the annual ACCESS test to gauge language progress, and serves as a liaison between the school and ELL families and an advocate for ELL needs.

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## Transportation, Busing, Arrival and Dismissal

### ARRIVAL

The school day begins at 9:55 a.m. and ends at 4:25 p.m. Scholars may be dropped off on 4th street by 9:45 a.m. Scholars and families will enter the building through the main entrance after alerting staff via the doorbell.

### ATTENDANCE

Students are expected to be ready for school at 9:55 a.m. or they will be marked tardy. Students who are late to school must report to the school office **with their parent**. Parents are required to **sign their children in and out between the hours of 9:55 a.m. and 4:25 p.m.** Parents are asked NOT to accompany their child to the classroom after 9:45 a.m. as the bell has rung and the classroom has begun its day. Every five unexcused tardies with an arrival time of 10:15 AM or later will equal one unexcused absence.

Absenteeism may be defined as missing an entire day of school or a single class. Excused absences, such as illness or family emergencies, must be confirmed by a parent/guardian. Unexcused absences

include those unexplained or unverified by a parent/guardian. Medical and other appointments should be made before or after school hours whenever possible. Parents are requested to **call the school office before 10 a.m. to report the student's absence**. Absent students whose parents did not telephone must send a note to the office upon their return. **Should a call or note not be received, that absence will be considered unexcused.** Any family issues requiring a child to be out of school for three (3) consecutive days or longer must be discussed prior to the absence with the dean of students or principal and may require additional confirmation and/or documentation. Students who are absent for the school day are not eligible to participate in after-school events or athletic events.

*After 10 days of absence in a semester or in the case of excessive tardiness, the school will be in contact with the family to determine the support needed for each student. Truant students will be reported to county officials as required by law, Minnesota Statute 260A.02.*

## BUS TRANSPORTATION

The Minneapolis Public School District provides bus transportation to the scholars of St. John Paul II Catholic School who live within our attendance area of Northeast Minneapolis. Remember, this is a service to our scholars. The parents and the scholars have the responsibility to be at the pick-up point on time. The scholar is responsible for his/her conduct on the bus. A scholar can be deprived of bus service if the scholar's conduct and/or attitude creates problems for the driver or the other scholars riding the bus. Parents will be notified if the bus service is denied to their child. Parents will be given the reason and will be responsible for their child's transportation.

## CHANGES IN STUDENT'S BUS or "RETURN HOME" ROUTINE

The district requires that children are picked up and dropped off at a regular location each day. In an emergency situation, a note from a parent/guardian must be sent to the school and approval given by the district transportation services. The district will refuse drop-offs to another location for slumber parties, birthday parties, or for social reasons.

## DISMISSAL

In order to maintain the learning environment and assist with orderly dismissal, parents are asked to pick up their scholars in the 16th avenue NE parking lot. Please do NOT go to the child's classrooms as this disrupts the dismissal routine.

We ask that should there be a rare occasion when an child must be picked up early, that parents wait at the office and sign out the child while the classroom is contacted. Parents are asked to schedule appointments for students outside of regular school hours whenever possible.

Parents must notify the school office and teacher by NOON of any changes in the dismissal routine. Students will be put on the school bus if they do not have a note from a parent about the change in routine. Please do not park in the bus lane to pick up or drop off your children. Students and parents are asked to cross the street at the corner with an adult at the end of the day. Students to be picked

up by parents at the end of the school day will be dismissed from the parking lot on 16th Avenue NE. Please meet your child in the parking lot. \*If you are late picking up your child, he/she will be waiting for you with Kidstop personnel.

Also we ask that parents teach children good safety skills by using crosswalks when crossing the streets around the school. Under NO circumstances should parents and children cross the streets in front of, between, or behind school buses.

## KIDSTOP PROGRAM

Before and After School Program, 7:30-9:45 am and 4:25-5:30 pm

Cost: \$100/year for Before School Program; \$50/year for After School Program.

- A simple cold breakfast is served between 8:30-9:00 during morning Kidstop. Breakfast will not be available after 9:00 a.m.
- Families must pre-register for Kidstop as we must know in advance how many children will be in attendance and what days their parents plan to have them use Kidstop. The program is not designed for drop-ins. Emergency situations will be handled on a day by day basis.
- All parents/guardians must escort their child into the building to sign them in for Kidstop as attendance will be taken. This is a safety issue for your children. Please **DO NOT SIMPLY DROP THEM OFF AT THE DOOR OF THE SCHOOL.**

Program Goals:

- Provide quality care that promotes the students' spiritual, physical, academic, social and emotional development in a safe and nurturing environment.
- Provide support for working parents that will relieve them from worry and stress.
- Provide before school care with a quiet atmosphere that includes a time to finish homework, read, or do small projects; enrichment activities for further exploration; Title reading services for qualified scholars; and open gym when enrichment activities are not offered.
- Provide after school care with an activity period and homework supervision for the students.

Enrichment Hour: 9:00-9:45 am

- What: Before school academic classes for children provided by volunteers under the supervision of school personnel
- When: Up to 5 mornings per week beginning at 8:45 am depending on available teachers
- Who: Enrolled Kidstop scholars; possibly open to other scholars as space is available.
- Transportation: Responsibility of the family

Open Gym Rules:

- Respect yourself, the teachers, classmates, and the equipment.
- Safety first.
- Obey all the rules.
  - Don't go behind the curtains.
  - No fighting.
  - Request permission to leave the gym.
- Practice good sportsmanship
- Stop at the whistle and listen for directions.
- Clean up at the end.

## RELEASING CHILDREN FROM SCHOOL

No scholar will be released from school to any person other than the parent or legal guardian or adults designated on the child's emergency form unless the school has received direct permission from the legal guardian for such release. In the event that the parents are separated, the school will release the child only on the directions of the parent who has custody at that time. All scholars leaving during regular school hours must be signed out by the parent/adult in the school office (legal guardians should also sign out scholars when they pick them up from after school Kidstop).

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## Admissions/Tuition/Financial Aid

### ENTRANCE AGE AND REQUIREMENTS

- A child must be five (5) years old on or before September 1st of the year of entry to kindergarten.
- A child must be six (6) on or before September 1st of the year of entry to first grade.
- Entry Interview and/or Preschool Screening documentation may be required for applicants of incoming and transfer scholars.
- Immunization forms must be on file in the school office.

### FINANCIAL AID

It costs approximately \$8,000 per child per year for a St. John Paul II Catholic School education. Families have the responsibility of contributing to tuition based on ability including participating in the annual JP II fundraiser.

### NON-DISCRIMINATION POLICY

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

### REGISTRATION

Registration takes place during the late winter/early spring of each school year.

- Registration Fee: \$50/family
- TADS Financial Aid Application and Income Tax records: Required for every family seeking tuition assistance. No fee for Financial Aid Application
- Free and Reduced Lunch Application: Required of every family to assist the school in receiving funds based on these applications whether the family qualifies or not
- Immunization Records: Required for all children

- Any change in information from the original registration card must be sent to the school office. An emergency telephone number is of vital importance to your child and the school.
- Annual Tuition Agreement: In registering to attend the school, parents/guardians agree to meet the assessed annual tuition.
- All students must have a copy of their birth certificate and baptismal certificate (if applicable) on file in the school office.

## TRANSFERS

Parents are asked to inform the school as soon as possible when transferring a child to another school. All records will be sent directly to the new school on request from parents after parents have submitted a written withdrawal notice. Please note that once we receive a written request from another school, we do forward those records.

## TUITION

All tuition payments may be made to the school office on a monthly, quarterly, or annual basis. Tuition statements will be sent monthly. It is a parent's responsibility to contact the school office regarding any questions they have on their monthly tuition statement.

All tuition must be paid in full by June 30 of the current school year. A student whose tuition is not paid up-to-date on June 30 may not be allowed to enroll for the following school year. Registration of all students will be considered conditional until tuition is paid in full.

## Uniform Policy

### SCHOOL DRESS CODE

Students in grades K-8 shall observe the following dress code.

- All students are to come to school in uniform each day.
- Uniforms are to be neat and clean and are to be worn all day in school.
- Uniforms are worn after school hours until students go to scheduled activities.
- Shirts will be tucked in at all times.
- If a student arrives out of uniform, staff will try to find appropriate JP II uniform items. If they cannot, a parent will be required to bring the necessary clothing or take their child home.
- Students who continually choose to be out of uniform will have parents notified, and a family meeting held if necessary with the principal or dean of students.
- Students may not wear shorts to Mass unless parents have been informed in writing through a teacher's newsletter or the St. John Paul II Weekly Press newsletter.

Appropriate dress for school functions or times when the school uniform is not worn:

- In school: In accordance with specific guidelines of the event planned for the day.

- Field trip - School uniform or dress clothes: Attire must be neat, clean, modest, and in good taste. Permission slip will be more specific. Students will not attend if dressed inappropriately.
- Non-uniform day: Appropriate dress will be defined by teachers and communicated to students in the classroom newsletter. At all times clothing should be modest and appropriate for a Catholic school learning environment.

## UNIFORM DRESS CODE (GIRLS)

Uniforms can be purchased at any retailer including Target, JCPenney, WalMart, Savers, Old Navy, Kohl's, etc.

### Accessories

- Hairstyles: Simple, neat, hair must be a natural color
- Jewelry: Small rings, small post earrings, watches, simple necklaces or crucifixes
- Students may not have piercings in lips, nose or areas other than in ear lobes. No tattoos. No makeup. No nail polish. No caps worn in school.

### Tops

- Plain red turtleneck
- Plain red polo shirt

### Bottoms

- Navy blue or plaid jumper (knee length)
- Navy blue skirt (knee length)
- Navy blue uniform pants or shorts (K-8)--Shorts may be worn until October 15th and not again until April 15th.
- Khaki uniform pants or shorts (5-8)--Shorts may be worn until October 15th and not again until April 15th.
- Belts should be worn if pants have belt loops
- Navy, black, or white leggings, tights, or shorts are to be worn under skirts and jumpers.
- Sweatpants, jeans, yoga pants and athletic pants are prohibited.

### Sweaters

- Plain navy blue without logos
- Navy blue fleece with school logo
- Jackets and hoodies are NOT to be worn inside the school

### Shoes

- Athletic sneakers
- No sandals, light-up soles, heels or boots

## UNIFORM DRESS CODE (BOYS)

Uniforms can be purchased at any retailer including Target, JCPenney, WalMart, Savers, Old Navy, Kohl's, etc.

### Accessories

- Hairstyles: Simple, neat, hair must be a natural color

- Jewelry: Small rings, watches, simple necklaces or crucifixes
- Students may not have piercings in lips, nose or areas other than in ear lobes. No tattoos. No makeup. No nail polish. No caps worn in school.

### **Tops**

- Plain red turtleneck
- Plain red polo shirt

### **Bottoms**

- Navy blue uniform pants or shorts (K-8)--Shorts may be worn until October 15th and not again until April 15th.
- Khaki uniform pants or shorts (5-8)--Shorts may be worn until October 15th and not again until April 15th.
- Belts should be worn if pants have belt loops
- Sweatpants, jeans, yoga pants and athletic pants are prohibited.

### **Sweaters**

- Plain navy blue sweater without logos
- Navy blue fleece with school logo
- Jackets and hoodies are NOT to be worn inside the school.

### **Shoes**

- Athletic sneakers
- No sandals, light-up soles, heels or boots

## **LOST AND FOUND**

The school does not accept responsibility for articles lost by scholars. Items found on school grounds will be put into our Lost and Found located near the main school office, and can be claimed by the scholar the next day. Articles not claimed within 30 days will be donated to charity.

## **Communication**

### **CHANGE OF ADDRESS**

To help us make an accurate report to the school district, the parents are asked to notify the office when their address or telephone number or employment changed. St. John Paul II Catholic School also depends on current information in order to contact you.

### **CLASS DOJO**

To better connect parents and teachers, our school has adopted the Class Dojo App, a way to directly text with teachers and school staff. Each family is required to have at least one parent/guardian to sign up for Class Dojo. Emergency and last minute notices, back and forth conversations and

reminders are all sent via Class Dojo. The application can also be translated into different languages to overcome language obstacles between teachers and parents.

## CLASSROOMS

We appreciate and value partnerships with parents, however, we ask that parents do not go to the classrooms during the school day unless you have made previous arrangements with the teacher and principal. It is our responsibility to safeguard the learning environment for all of our students. If you are bringing something for your child, bring it to the school office and we will get it to your child. If you have a question or concern that you would like to discuss with the teacher, please call or stop by the office, and a note will be left for the teacher. The teacher will get back to you as soon as possible. During the school day, teachers' main responsibility is to the education of all the students in his/her classroom. All parents and visitors must report to the office. The best means of initial contact with your child's teacher is through email or Class Dojo.

## COMMUNICATION PROCEDURES (GRIEVANCE)

St. John Paul II Catholic School strives to be a peaceful academic community and we believe scholar success relies heavily on a strong, positive relationship between parents and teachers, and will thrive on open communication that supports the scholar's academic achievement. It is important that parents develop a strong rapport with teachers to support their scholar. Parents may request conferences with teachers anytime, and we encourage all parents to maintain regular contact with teachers.

In the event a disagreement occurs between a parent and a member of the school staff regarding the educational programs of a child, first the teacher, parent and scholar will meet to collaborate on creating a solution. If a resolution is not reached then the teacher, parent, scholar and any combination of the following personnel (dean of students, counselor, and/or principal) will work together to develop a plan to help the scholar be successful at St. John Paul II Catholic School. If a practical and sustainable approach is unsuccessful, JP II will assist the family in transitioning to another school.

It is expected that all family/staff interactions are respectful and calm. St. John Paul II Catholic School has a zero tolerance policy for disrespectful or abusive language and/or behavior for anyone in the JP II community. In the event that disrespect is felt by either parents or teachers within their communications, other school and/or Academy staff will be brought in to mediate.

## CONFERENCES

There will be two parent-teacher conferences each year to discuss academic progress, behavior, and attendance.. Teachers may ask parents to come for a special conference whenever there is a need. Parents may request conferences at any time. The staff will be happy to arrange special conference times anytime during the year if there is a need. Simply make the request by email, Class Dojo Message, or a phone call or visit to the school office.

## FAMILY DIRECTORY

Information designated as directory information under the federal law and federal regulations, which were in effect on July 1, 1989, is public data on individuals. Under the federal law, directory information includes the following information relating to a student: Name, Address, Telephone Number, Date and Place of birth, Major field of study, Participation in officially recognized activities and sports, Height and Weight of members of Athletic teams, Dates of attendance, Degrees and Awards received, and the most recent previous educational agency or institution by the student. St. John Paul II Catholic School considers all of the above to be "Directory Information." Federal rules define directory information to mean: "Information contained in the education records of a student, which would not generally be considered harmful or an invasion of privacy if disclosed." 34 C.F.R., Sec. 99.3.

A parent or an adult student has the right to refuse to permit the designation of some or all of the categories as directory information with respect to that particular student. If, as a parent, or as an adult students, you wish not to have any or all of the above information considered "Directory Information," you should contact the Principal by September 15 of the current school year.

## NEWSLETTER/FAMILY FOLDER NOTICES

The oldest student in each family is assigned by St. John Paul II Catholic School to take home a communication packet at the end of each week. This is called the "Family Folder." Every week the Weekly Press will be sent home electronically via email and the website. Only those families who request a paper copy will receive it that way. Thus it is important that all families provide the school with a current email address.

Scholars should take this responsibility seriously. Please ask your child for this information each week and please send your folder back to school each Monday. Notices sent home are important. Please read the Weekly Press to stay current on the education and events at our school.

## PROGRESS REPORTS

Parents will receive two mid-semester progress reports, and two semester final report cards each year. Reports include academic progress (letter grades or number marks), attendance, and behavior reports. Promotion to the next grade level is not based on marks alone. A child is not considered to have failed if s/he does not progress to the next grade. Rather, the delay is considered as time needed to attain a particular goal. Parents will be notified well in advance that a child may not be ready for promotion to the next grade. The parents, teacher, and principal will jointly discuss retention in a particular grade, and work together to reach a final decision.

## SCHOOL CALENDAR

St. John Paul II Catholic School primarily follows the school calendar of the Minneapolis Public Schools and the Ascension Catholic Academy. Refer to the school calendar online and the Weekly Press newsletter for upcoming events and schedule changes.

## TELEPHONE

The school telephone is a business phone. Children with permission from the office may use the phone in case of an emergency or urgent need. Parents and children should determine pick-up times in advance so that calls are not necessary.

Every effort is made to answer the phone during the school day. Often office staff is called to duties in other areas of the building. Voice mail is available for that purpose. Messages will be checked upon our return to the office. Families are encouraged to use email or Class Dojo for messages that are non-emergency in nature. When handling messaging responsibilities, our first priority is caring for the child or guest needing attention in the school office or elsewhere in the building.

We understand the importance of children and parents having communication access to each other. In turn, we ask that you understand that when used during the school day, cell phones cause a disruption to the learning environment. Scholars who have cell phones will not be able to use them during the school day or during before or after school Kidstop. Parents should call the school office during these hours and messages will be given to scholars.

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## Safety and Security

### ASBESTOS

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. St. John Paul II Catholic School is in full compliance with this law. As a matter of policy, the school shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased were inspected by EPA accredited inspectors and an independent laboratory analyzed samples. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings.

St. John Paul II Catholic School has completed the 3-year Re-inspection required by AHERA. St. John Paul II Catholic School buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance. St. John Paul II Catholic School has a list of the locations/types of asbestos containing materials found in that school building and a description for proper management. A copy of the the Asbestos Management plan is available for review. Questions related to the plan should be directed to Holy Cross Church.

# SAFETY PROCEDURES

Keeping scholars safe is the primary responsibility of school staff. Every staff member is trained in safety and emergency procedures. All teachers discuss and practice safety procedures with scholars. Well planned student supervision and the prevention of unsafe conditions are the backbone of our school's safety protocols.

## BUILDING SAFETY

- All outside doors remain locked during the school day.
- Visitors need to sign in at the front office and receive a name tag. Visitors should be accompanied by school staff.
- Volunteers need to check in to the school office wear their name tags when working with scholars.
- All staff are encouraged to confront visitors they do not know or are not wearing tags to make sure they are safety admitted to the building and are where they should be.
- Each classroom is equipped with safety procedures, maps, and first aid kits.

## EMERGENCY KITS

1. The school ensures all emergency information is on file and in classroom and school wide emergency kits.
2. Parents are responsible for making sure emergency contact information is always up to date. School Administrators are responsible for making sure changes are made to schoolwide and classroom emergency contact lists.
3. Students should be taught their phone numbers, address, and alternative going home plan should the occasion arise.

## EVACUATION

In the event of an emergency evacuation of St. John Paul II Catholic School, staff will take classroom emergency kits and communication devices and lead their scholars to the closest, safest exit. School staff and scholars will rendezvous at Holy Cross Church or another close and safe location. School staff will communicate with parents to ensure safe pick up of their children.

## FIRE DRILLS

In accordance with the rules and regulations of the Minneapolis Fire Department, fire drills will be carried out on a routine basis (at least 5 times) throughout the school year. The most natural thing to do in case of fire is to reach the nearest exit as soon as possible, without jeopardizing the safety of others.

## LOCKDOWN DRILLS

In the event of a school danger crisis, the entire school will follow lockdown procedures. When confronted with violence on campus, our staff utilizes a plan to empower them to keep children safe. Research says that getting out of sight and sound, utilizing communication tools, and making choices

based on credible information empowers teachers to use their natural instincts and training to keep children safe from imminent violence. Staff practice these procedures with lockdown drills 5 times each year.

## TORNADO/SEVERE STORMS

For tornado and severe storm warnings, all classrooms gather in the hallway outside of Kolbe Hall in the basement of the school building. Scholars are to kneel, facing the walls and/or away from possible debris, with their hands covering their heads. They avoid glass doors. There are two required tornado drills each year in the spring.

## UTILITY FAILURE, POWER OUTAGE, OR BLIZZARD EMERGENCY

In case of a power outage, blizzard, or utility failure (heat, water and sewer) parents will be notified to pick up their children. If the building is not safe, staff will follow evacuation procedures.

## SCHOOL CLOSING/WEATHER

In cases of severe weather or other emergency reasons, please tune in to WCCO 830 AM. When the Minneapolis public Schools cancel or delay school, St. John Paul II Catholic School is also canceled or delayed. We encourage you to listen to the radio or TV stations and NOT call the school because if the students cannot get to the school, most likely school personnel cannot either. You may also check the school's Facebook page or website for information, which may NOT be as current as what is heard on the local radio and TV stations.

## SEARCH AND SEIZURE

Because the teacher or principal has a legitimate interest in the personal safety and protection of all students within the teacher's or principal's care and custody, there is a privilege to search for and seize weapons or other dangerous or illegal objects as well as technology that is being used for harassment and communication contrary to Church teaching, where the teacher or principal has reasonable grounds to believe that such are in the possession of a student, especially where the pupil has no reasonable expectations of privacy; for example, lockers, desks and books.

## STAFF CRIMINAL HISTORY BACKGROUND CHECK

All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers who do not have unsupervised contact with minors, as well as vendors or independent contractors. At St. John Paul Catholic Preparatory School, the following employee positions are subject to mandatory background checks:

- Full and part time teachers as well as substitute teachers
- Administrative and Support staff
- Paraprofessional: Extended Day and Teacher's Aides
- Athletic Director and volunteer coaches
- Food Service and Maintenance Personnel

- Tutors and classroom volunteers
- Any volunteers in regular or unsupervised contact with minors
- Field trip chaperones

All volunteers and staff also sign a Code of Conduct and are current with their Virtus child abuse training.

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## Wellness Policy

The purpose of this wellness policy is to maintain the St. John Paul II Catholic School environment as one that protects and promotes students' health and well being thereby supporting the students' ability to learn through healthy eating, safety precautions, and physical activity.

### FOOD PROGRAM

Done Right Food provides meals to St. John Paul II Catholic School scholars because it provides wholesome, delicious and real food that helps teach children to eat right. Done Right Foods offers alternative vegetarian and allergy free items for scholars' religious or health reasons. The meals are consistent with the current USDA Dietary Guidelines for Americans and the Federal School Nutrition Program. School staff works closely with Done Right Foods Director in the guidelines and selection of meals served to the students. Done Right Foods provides ongoing professional training for their food service personnel to ensure all food safety guidelines are followed. The school lunch program is licensed annually.

### BREAKFAST

Breakfast is served each morning between 8:30-9:00 a.m. If your child comes to school after 9:00 a.m., it is expected that they have eaten breakfast.

### LUNCH

All scholars are offered the opportunity to wash their hands with soap and water before eating lunch. Hot lunches are available daily. Each student is given all of the food components on their lunch tray to ensure a balanced meal. Hot Lunch Menus are sent home monthly and are available online and are posted outside the school office. Bag lunches are allowed as an option. We ask that parents make every effort to limit home lunch items to those that provide a balanced and healthy lunch and do not include candy.

Beverages in a thermos container are allowed. However, no pop or glass bottles of any kind are permitted. Nonfat and low fat milk is available for lunch. There will not be microwaves provided so if children need to keep food hot, consider sending food in a thermos.

ALL families must complete the Free/Reduced Lunch Application to qualify for federally funded lunches. We must account for all lunches served as part of the state/federal free lunch program thus the Kitchen Manager will provide the School Secretary with a daily accounting of the students who received a hot lunch.

Applications for free and reduced lunch are sent to all families at the beginning of the school year and MUST be returned by Back to School Night. However, applications can be completed at any time during the school year as needs arise. All families are required to apply for free and reduced lunch so that we can take advantage additional archdiocesan, federal, and state money to support our school program.

## SNACKS

There will be a designated afternoon snack time provided to all scholars before the end of the school day. Families are welcome to send a healthy snack (high protein, whole food) with their child each day. Scholars in the afternoon Kidstop Program will be provided a nutritious snack after school. No snacks will be provided to scholars attending athletic events after school. Families should send a healthy snack for their student athletes.

## HEALTH SERVICES

Health services are provided by school personnel working under the direction of the Minneapolis Public School District, and in conjunction with health services provided through the Minnesota Law of 1975. Each year scholars attending St. John Paul II Catholic School receive vision and hearing screenings. Scoliosis screening is done on an annual basis for scholars in grades 6 through 8.

Minor injuries, which usually occur on the playground, are first reported to the school office personnel. School health aides are trained in basic first aid, CPR, and the use of the AED. We have access to two AEDs--one in Kolbe Hall and one in the Holy Cross Church sacristy. In a severe emergency situation, an attempt will be made to notify the parents and when necessary, 911 will also be called. Incident reports are written for all injuries, sent home, and kept on file in the main office.

If the child has contracted a contagious disease, such as strep throat, a body rash, ringworm, etc., please notify the school office. If detected at school, the child will be sent home and asked to return with a written doctor's statement confirming it's okay for them to return to school or symptoms have subsided for 24 hours. Reports will be sent home to families in the child's classroom. It is the policy of St. John Paul II Catholic School that scholars with communicable disease not be excluded from attending school in their regular classrooms so long as their attendance does not create an unreasonable risk of the transmission of illness to children or employees of the school.

If a child is sick from school, guardians should call the school before 10:00 AM to report illness. Scholars who stay home from school due to illness may not participate in any after school activities. If a child has vomiting, diarrhea, or a temperature over 100 degrees, the child must stay home until symptoms have been gone for 24 hours.

## EMERGENCY INFORMATION

The school must be able to reach someone responsible in case of an illness or accident. IT IS IMPORTANT that the EMERGENCY INFORMATION SHEET FOR EACH CHILD BE COMPLETED AND RETURNED TO SCHOOL QUICKLY SO IT CAN BE KEPT ON FILE. In cases of emergencies, 911 will be contacted.

## IMMUNIZATIONS

All immunization dates are to be submitted to the school prior to the fall start date of the school's present year. Parents need to be responsible for providing this information, provide a written form to the school office and to include additional immunization information each year as the family's physician administers them to the students. \*If your immunization forms are not up to date, your child may not be allowed to attend school.

## MEDICATIONS TAKEN DURING SCHOOL HOURS

1. The administration of medication to scholars shall be done only in the exceptional circumstances wherein the child's health may be jeopardized without it.
2. Scholars requiring medication at school shall be identified by the parent or guardian to the principal.
3. A written statement is required from the child's physician who requests and authorizes the giving of medication in the dosage prescribed by that physician; thereby releasing the school personnel from liability should reaction result from the medication dosage. The time is to be given, for how long it is to be given, and possible side effects are also part of the Medication Form. The Medication Form can be obtained from the school office prior to the need for one so that parents can be ready when a child becomes ill.
4. Under no circumstance may school personnel provide aspirin or any other over the counter medication to the scholars including cough drops or throat sprays.
5. Do not send your child to school with medication. We safeguard all scholars from accidental exposure to medication. Do not put medication in the scholar's backpack. Parents must transport medicines to school with the exceptions of inhalers which scholars may transport to the school and directly to the school office.

## NEGLECT AND CHILD ABUSE

Any employee of St. John Paul II Catholic School who has knowledge or reasonable cause to believe that a scholar is the victim of physical/emotional abuse or neglect shall immediately convey the information to the principal. All educators are mandatory reporters and as such this information will also be reported to the Ascension Academy president and Child Protective Services (CPS). The school shall keep the name of the reporter confidential. Only a court order following an investigation may release the name of the reporter to the alleged perpetrator. As provided in the Minnesota Statutes section 626.556, subd.11 and section 626.557, subd.12.

## SCHOLAR HEALTH CONFIDENTIALITY

Minnesota Statutes 13.32, subd. 2 identifies health data regarding scholars as private data. Private scholar health data is not to be disseminated to the public or to staff without the strict observance of data privacy rights and pursuant to applicable statutory procedures.

The school recognizes that the improper and unauthorized release of health information regarding a scholar with an infectious disease has the potential to cause irreparable harm and will be considered a violation to this policy. Under emergency conditions, the school may release private scholar data to appropriate parties if such data is necessary to protect the health or safety of a scholar or others.

To determine whether release of private data, without written authorization, is justified, the following factors will be considered:

1. The seriousness of the threat to the health or safety of the scholars or others.
2. The need for the data to address the emergency.
3. If the parties to whom disclosure is made are in a position to assist with the emergency.
4. The extent to which time is of the essence in dealing with the emergency.

## PHYSICAL AND HEALTH EDUCATION

St. John Paul II Catholic School does not serve any sugar-laden items to students. This policy is followed consistently in the cafeteria with the Done Right Foods meals and in the classrooms with birthday parties and other celebrations. We do encourage parents that want to send a “treat” to send a non-food item or fruit roll-ups, popcorn, goldfish crackers, and other such healthier “treat” options.

Scholars study nutrition, health, body systems, and care of the human person in their physical education, science, and religion classes. Field trips often explore health and wellness topics such as the 7th grade trip to Wolf Ridge, the Arboretum, and local zoos.

Students are offered bathroom and drink breaks at regular intervals throughout the day.

## ATHLETIC PROGRAM

St. John Paul II Catholic School offers an athletic program from its students in Grades 4-8 through the Monsignor Coates Youth League (MCYO). Third graders may be invited by the school to participate on a season-by-season basis depending on the size of the team. Additionally teams are offered only IF we have the necessary team members and volunteer coaches to supervise the teams. All volunteers must give consent to a criminal background check, sign a Code of Conduct, and attend Virtus training on creating a safe environment for children. Sports offered are girls volleyball, co-ed soccer, boys and girls basketball, and co-ed floor hockey.

In order to participate in MCYO Athletics at St. John Paul II Catholic School, students and parents must:

1. Be enrolled for attendance at St. John Paul II Catholic School.
2. Maintain a C- grade point average and have no mid-semester or semester grade of D or below.
3. Must strive to live the school’s Code of Conduct both as student athletes and scholars within our school program.
4. Parents must be positive role models of good sportsmanship at all sporting events remembering that they are role models for all the student athletes and a reflection of St. John Paul II Catholic School.

## PHYSICAL ACTIVITY

Each student in grades K-8 has a 25-30 minute recess period daily. All scholars have Physical Education class from half an hour (K-5) to 45 minutes (6-8 grades) two to three times each week. During Catholic Schools Week, the whole school participates in a wellness activity like an all-school volleyball tournament.

On a given school day, if the temperature is below zero and/or the wind/chill factor is below -10 degrees, outdoor recess may be canceled and students will remain in the school for open gym. Please make sure that your child is properly dressed for the weather conditions, with hat, gloves, boots, warm coats and snow pants. All students will go out daily for recess.

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## Parent Participation

### PARENT FELLOWSHIP

Each month, parents are invited for fellowship with the school principal. This is a wonderful opportunity for parents to provide wisdom and feedback to school leadership, help improve the school, ask questions, and continue to grow a healthy community where scholars are supported by home and school. Most importantly, we pray for the school together and connect parents with one another! Fellowship dates are announced in The Weekly Press school newsletter and the school's social media sites.

### PARENT NIGHTS AND OPEN HOUSES

Parents are invited to campus to meet with teachers and staff during back to school nights, open houses, class meetings, and informational nights.

### PARENT VOLUNTEERS

St. John Paul II Catholic School follows Archdiocesan policy for the protection of children by requiring the following of all volunteers - including parents - working directly with children: (Essential 3)

1. Sign a code of conduct for volunteers
2. Provide authorization for the school to conduct a criminal background check.
3. Attend a 3-hour training on keeping children safe in our communities. Volunteers may register for this free training at [www.virtus.org](http://www.virtus.org)

When you see requests for volunteers, please give consideration to being of assistance. Volunteers help with tutoring, office work, organization projects, athletic events and coaching, fundraisers, service projects, clean up days, and more. Our students and school need you!

## PARTIES AND EVENTS

Classroom parties are held at a minimum. No party is held without the permission of the principal and at the discretion of the principal and faculty. Birthday treats for classmates are permitted in collaboration with the classroom teacher. Please consider providing a nutritious snack. Birthday treats must be purchased; they may not be homemade. Gum is never allowed.