



ST. JOHN PAUL II
Catholic School

✻ AN ASCENSION CATHOLIC ACADEMY SCHOOL

Family Handbook 2025-26

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. Personalized instruction is used to meet the needs of our scholars.

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 scholar.
3. To instill in each scholar a desire to learn.
4. To teach scholars to recognize and respect individual differences.
5. To engage scholars' 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.

ARCHDIOCESAN CATHOLIC SCHOOL

St. John Paul II Catholic School is a regional school in the Archdiocese of Saint Paul and Minneapolis. It is committed to the Archbishop's vision for Catholic education as outlined by the "Roadmap for Excellence in Catholic Education." JP II strives to provide "Integrated Catholic Curriculum: a formation of the whole child in the light of Jesus Christ. More than any other type of school, the Catholic school has the opportunity to offer an education that treats the whole child in each of the four interdependent dimensions of the human person: the Academic, Virtue, Spiritual, and Apostolic. Education in these four dimensions do not make up separate or parallel paths. Rather, they build upon and complement each other to create an integrated education that gradually develops every capability of every student. Each dimension requires focused attention to foster excellence in Catholic education, an excellence that is not only concerned with what a student knows but also is deeply concerned with the kind of person a student becomes. Faith, knowledge, experience, and culture are intentionally brought into harmony in a Catholic school to form the whole child.

The Integrated Catholic Curriculum in every Catholic school leads to superior academic outcomes and inspires students to study with a sense of curiosity, wonder, discipline, responsibility, and perseverance. The intentional character and moral education help children develop the habits and skills needed for successful and holy lives. In the Catholic school, students are shown how to put their relationship with God at the center of their decision-making. This relationship becomes the cornerstone of their academic achievement and the foundation for a morally just society. Students see their lives—including the rigorous development of their intellects—as gifts from God that are to be richly developed and generously shared with the world. This is excellence in education.

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 Stroman. Their offices are located in the Rectory next to the Church of the Ascension at 1723 Bryant Avenue North, Minneapolis, MN 55411 and can be contacted at 612-529-9684. The Ascension Catholic Academy is advised by a Board of Directors. It is composed of local business partners, friends, and representatives from the four ACA schools.

The Chaplain for St. John Paul II Catholic School is Fr. Fernando Ortega, Sacramental Administrator of Sts. Cyril and Methodius Catholic Church. We are also grateful for the stewardship of the Board of Directors of St. John Paul II Catholic School with particular thanksgiving for Fr. Spencer Howe, Pastor at Holy Cross Catholic Church, and Fr. Kevin Finnegan, Pastor at Our Lady of Grace Catholic Church in Edina, MN for their faithful witness and spiritual guidance.

ADMINISTRATORS

Principal

Tricia Menzhuber

Assistant Principal

Blaise Younce

Assistant Principal

Jessi Weakley

Scholar Behavior

POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS (PBIS)

At St. John Paul II we have always had the best interests of your child in our heart, and in order to make sure that each scholar is coming to school and having the best experience they can, we implement Positive Behavior Interventions and Supports (PBIS) across the whole school. PBIS is a framework that helps us to reinforce positive behaviors that we want to see our scholars have while at school. This will help scholars and staff to have a common understanding of what it means to behave appropriately in our school building. The following information will help us understand the behaviors that are expected of all scholars, all the time.

At Saint John Paul II, we are all called to be SAINTs. The following terms and descriptions will help us to understand what it means to be a SAINT, as well as specific ways that we can be SAINT-like:

Stewardship
Accountability
Imitating Christ
Nobility
Tenacity

Stewardship means taking care of people, places, and things using our God-given gifts. We show this through the following examples.

1. Treating ourselves with care and respect
2. Treating others with care and respect
3. Treating the building and school materials with care and respect

4. Having a special care for younger students and looking out for those who are in need of more support than ourselves.

Accountability means requiring and expecting that we take responsibility for our actions and choices every day, all the time. We show this through the following examples.

1. Accepting consequences for our choices, both positive and negative
2. Doing our best to create and meet our learning goals by completing schoolwork, working with our teacher, and collaborating with our classmates.
3. Encouraging others to make better choices, especially when adults are not around
4. Using mistakes as an opportunity to learn and grow continuously
5. Knowing and advocating for what you believe you need

Imitating Christ means striving to be like Christ in all that we do. We show this through the following examples.

1. Creating and strengthening a personal relationship with God
2. Treating others the way they should to be treated
3. Knowing everyone person has infinite value and dignity, which comes directly from God
4. Carry the Gospel message with us, and share it with others
5. Creating positive relationships with others to build a healthy community

Nobility - Having the highest standards for ourselves by practicing Christian virtue. We show this through the following examples.

1. Doing what is right, because it is right
2. Knowing we are deserving of the respect of others
3. Having a good character
4. Knowing they matter, we will use our voices and make choices to positively impact the community.

Tenacity - The act of never giving up, putting in the work required, and being determined to succeed. We show this through the following examples.

1. When something is hard, not giving up, but trying our best
2. Spending as much time as is needed on our work
3. Taking advantage of new experiences which help us to develop new gifts and talents.
4. Belief and willingness to do what is needed in order to grow and improve.

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 in a SAINT-like way through leadership opportunities and our monthly SAINT 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.

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, assistant principal, 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 assistant principal and/or principal and approaches are handled by administration.*
 - Assistant Principal 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 assistant principal.
 - Detention.
 - Interventions as assigned by the Scholar 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, assistant principal, 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 scholar 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. Pick up and store all playground equipment 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 scholars and teachers on school property or at school-related functions. Bullying, like other violent, harassing, or disruptive behavior, can interfere with a scholars' ability to learn and the teachers' ability to educate scholars in a safe environment. In addition, Bullying or harassment of any person for any reason violates the foundational Catholic teaching on the dignity of the human person. The purpose of this policy is to assist John Paul II Catholic 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 scholars, particularly when one or more of the scholars 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 are 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. See below.
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 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 School expressly prohibits bullying, by either an individual scholar or a group of scholars, 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 scholars who directly engage in an act of bullying and to scholars who, by their indirect behavior, condone or support another scholar’s act of bullying. This policy also applies to any scholar 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 scholar, other scholars, volunteers, or employees.
2. Alleged Consent Irrelevant: Apparent permission or consent by a scholar 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 scholar who violates this policy shall be subject to discipline for that act in accordance with John Paul II Catholic School's policies and procedures. JP II may take into account all factors it determines to be relevant.
 - a. 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.
 - b. Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in JP II 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 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 JP II from responding to violations of its other policies or code of conduct policy.

TECHNOLOGY USE AGREEMENT

The Church of the Ascension and the 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 Student 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. The 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 conditions carefully and understands 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 secrets.
 - 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 the 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 use 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 the Church of the Ascension and Ascension Catholic Academy may request the system administrator to limit, 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. Generative Artificial Intelligence tools like ChatGPT have potential to support student learning, however like all technology, it has the potential for misuse. Students should receive explicit permission from the teacher to complete work with these tools. Proper credit must be given when submitting work generated by AI. Misusing this technology will be considered a violation of academic integrity.
 - k. 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. Users 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 / DIGITAL COMMUNICATIONS POLICY

In today's fast-paced society, providing safe, open and effective methods of communication becomes essential for scholars as they prepare themselves in an academic environment for real-world applications. Church of the Ascension ("Parish") and Ascension Catholic Academy ("Academy") administration acknowledges the timely benefits and efficiency that social media offers and embraces the new methods of communication in today's academic and social communities.

Church of the Ascension and Ascension Catholic Academy support the use of social media by employees, scholars and parents consistent with the terms of this policy. All Parish and Academy stakeholders (scholars, parents, teachers, employees, volunteers and visitors) who engage in social media and/or digital communications must do so in a manner that is safe, responsible, and civil.

Examples of social media include but are not limited to Facebook, SnapChat, Twitter, and LinkedIn, YouTube, Instagram, Vimeo, Flickr, and Shutterfly. Email and text/instant messaging, while not considered social media, are also covered by this policy, as they are considered digital communications

1. Our parish and Academy mission and vision guide all facets of our work and, along with safety, integrity and responsibility, are at the core of this policy.
2. All existing policies and behavior guidelines extend to activities related to Church of the Ascension and Ascension Catholic Academy in the online environment, as well as on parish and school premises. Parish and Academy stakeholders should become well-versed in these social media guidelines and related policies, including, but not limited to:
 - Employment Manual and Code of Conduct
 - Employee Acceptable Use Policy for Technology Assets and Services
 - Scholar Acceptable Use Policy for Technology Assets and Services
 - Scholar Cell Phone/Personal Electronic Devices Policy Acknowledgement and Registration

Scholar and family privacy must be protected when posting photos, videos and audio files. For the protection and safety of all in the parish and Academy community, those using parish and Academy social media sites should not identify scholars by their full names. Pictures of recognizable children require parental authorization via the online school registration system or a Permission for Publication form. Therefore, it is a requirement that staff/volunteers do NOT post pictures of scholars on personal social media sites. See Social Media/Digital Communications Policy- All Employees.

SOCIAL MEDIA POLICY - ALL STAKEHOLDERS

In posting material on Parish and Academy sponsored sites, stakeholders agree that they WILL NOT:

- Post personal phone numbers, email addresses or other confidential information of scholars, employees, parents, volunteers, or any person other than him or herself. (If a Parish or
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Academy employee or parent chooses to post their individual, private contact information or that of their children for any reason, they must be aware that the information will be available to the public and that it is therefore subject to misuse.)

- Post material that administration or site administrators determine is threatening, illegal, harassing, obscene, defamatory, slanderous or hostile toward any individual or entity.
- Post material that infringes on the rights of the Parish or Academy or any individual or entity.
- Post material that does not support or is in conflict with the faith, teachings, and mission of the Catholic Church, Church of the Ascension, or Ascension Catholic Academy.
- Post material that violates the privacy of an individual stakeholder and/or his or her intellectual property without prior approval.
- Post material that promotes or advertises a commercial product, solicits business or membership or seeks financial gain or other support for any business group or organization, except those that are officially sponsored or approved by the Parish or Academy.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via Parish and Academy sponsored sites.
- Allow any other individual or group/organization to use stakeholders’ identification for posting or viewing comments unless approved by Parish or Academy and such use will benefit the Parish or Academy.
- Post comments under multiple names, an alias, or false identity for any intent, including malicious intent.

If any stakeholder violates any of the above expectations, Church of the Ascension and Ascension Catholic Academy reserve the right to take appropriate corrective action, including but not limited to:

- Banning any future posts. Parish and Academy may affect such bans by refusing posts from specific email or IP addresses or through other means, as necessary.
- Removing or editing postings, photos, videos, audio, data files or comments at any time, whether or not they violate this policy.

Church of the Ascension and Ascension Catholic Academy will investigate any potential violations of this policy, which may include, but is not limited to, the investigative process set forth in the HR manual. If any social media post involves illegal content, those posts will be reported immediately to the appropriate Principal or President of the Academy. Parish and Academy may refer the matter to law enforcement as appropriate or as required by law.

Parish and Academy Athletic Teams/Clubs/Organizations: Volunteer photographers (including parents) of Parish or Academy scholars who are acting in a Parish or Academy capacity must submit photographs to the Parish and Academy Communications Director or an employee he or she designates. The Communications Director or designated employee will determine appropriate use of the photographs or video.

- Photos, videos and audio files that may defame, damage, degrade, or harm any individual, group, or entity, including, but not limited to, the presence or mention of alcohol, drugs, smoking, illegal behavior or any content deemed inappropriate for the Church of the Ascension and Ascension Catholic Academy community are a violation of these guidelines and will be destroyed.

- It is the policy of Parish and Academy, that no one, other than the Communications Director or an employee he or she designates, posts scholar pictures on any form of social media. If a scholar, parent, employee, or visitor chooses to post and label or “tag” a child’s name in association with a photo, video or audio file that is posted on an official Parish or Academy site, that information will be available to the public and is, therefore, subject to misuse. Any harm caused by such an identification is the liability of the user and not of the Parish or Academy.

Any abusive behavior involving social media of Church of the Ascension or Ascension Catholic Academy stakeholders should be reported to Tricia Menzhuber at (612) 789-8851 or tmenzhuber@johnnpaulschoolmn.org

SOCIAL MEDIA POLICY - SCHOLARS

1. First and foremost, scholars with parental permission to use social media are encouraged to always 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: Student 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.
 - Scholars understand that harassing or bullying behaviors that are performed using social media are equally as serious as performing these behaviors in person.
5. 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.

6. 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.
7. Scholars will sign and accept the Student Cell Phone Policy Acknowledgement and Registration.
8. Use of cell phones/devices in the classroom or locker room is prohibited unless approved by school staff.
9. 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 or otherwise cite 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 must become well versed in this *Social Media Policy* as well as related policies, including but not limited to the other policies found in this *JPII Family Handbook*. 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

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

- 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.
- Talk about not visiting websites that include vulgarity, nudity, profanity, gratuitous violence, or pornography while on school grounds.

- Discuss that harassing or bullying behaviors that are performed using social media are equally as serious as performing these behaviors in person and are also prohibited.
- Have regular conversations with your child(ren) about these expectations. While using Smart Devices off-campus during personal time, scholars are expected to display virtue and model Christian charity on the internet and social media applications.
- Monitor child(ren)'s activity on Smart Devices, including social networking sites (including, but not limited to, Snapchat, Instagram, and Twitter). The school does not monitor scholar internet usage outside of school or on personal Smart Devices.
- 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

The Church of the Ascension and the 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.

In summary, this policy is an effort to protect and guide all Church of Ascension and Ascension Catholic Academy stakeholders from harming themselves and/or others in our community. Any specific situation not covered in this policy should be handled in the spirit of this document.

CELL PHONES AND PERSONAL DEVICES

St. John Paul II Catholic School is a place to learn and be social. Cell phones and personal devices (including smart watches) are an ever-present part of our students' lives and we aspire to make school a phone/device-free zone—using time in ways besides looking at screens fosters community, creativity and interest in happenings that are going on around us. Phones and devices serve a purpose to communicate over distance. They are not a necessity for learning or communication while students are at school.

- Cell phones and other personal electronic devices are the property of the parent/guardian, and this policy reflects the ownership. As a result, NO PK-8 scholar is permitted to possess a cell phone or personal electronic device while on campus during school hours from 7:00-5:00 PM.
- ONLY scholars who walk or take public transportation to school are permitted to have a cell phone. The scholar's parent or guardian must register the cell phone by submitting a copy of a Cell Phone Policy Acknowledgement 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.
 - All cell phones must be powered off at all times during academic school hours and turned into the front office upon arrival to school.
 - No cell phones are allowed outside of the school office during school hours.
 - Cell phones may be picked up from the front office when the scholar leaves the school grounds. If the office closes before the scholar picks up the phone, the phone will be available at 7:00 AM on the following school day.
- The first violation of this cell phone/device policy will result in the confiscation of the electronic device, which must be picked up by a parent/guardian.
- A second violation of this policy will result in the confiscation of the electronic device, a \$50 fee which will be used to fund the school's technology program, and the device picked up by a parent/guardian after fee payment. Administration will treat the behavior as Level 3 and create a plan with the guardian(s) to ensure no future violation.
- The third violation of this policy will be treated as a Level 4 behavior which may end in expulsion from the school.

Additionally:

- 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.
- A scholar may NOT take pictures/video with any 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 any 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 any 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

St. John Paul II Catholic School serves children ages 3 through Grade 8. Children in the Early Childhood Learning Center are 3-5 years old. The classroom will be licensed for 20 children and runs Monday through Friday from 7:00-5:00 PM 12 months a year with a ratio of 1 adult for every 10 children at all times. The K-8 program runs daily from 7:00-5:00 PM from Labor Day through mid-June. Elementary classrooms may have up to 20-24 children with 1 teacher, and Middle School classes have up to 24 children.

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, Visual Art, and Performing Arts are also part of the Curriculum. Computer Literacy, Health, Child Safety, and Music are integrated into our curriculum.

Teachers are trained in individualized learning through a blended learning instructional approach. Each scholar has an Individualized Learning Plan (ILP) with the goals of reaching grade level proficiency in reading and math and growing in the social-emotional skills needed to be successful in school and life. Parents, Scholars, and Teachers team up to create and review the ILP annually.

The Early Childhood Learning Center uses a play based, child centered and thematic curriculum. The teachers create weekly lesson plans based on the interest and needs of the children. Lesson plans include activities to promote development and growth in the following areas: cognitive, social, emotional, spiritual, creative, large and fine motor skills. Guardians may contact the teacher if they would like to review the program plan.

COUNSELING SERVICES

David Hoy and Associates has been contracted to provide counseling services for all St. John Paul II Catholic School scholars. If you would like to talk to a counselor about a concern, please contact the school office by phone 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 scholars.

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 school newsletter.

EUCCHARISTIC CELEBRATIONS

The scholars plan and actively participate in Eucharistic celebrations throughout the school year. We are all aware of the impact, importance, and necessity of worshiping as a school community. Parents and family members are welcome to join in the celebration. Grades K-8 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, scholars whose families are Catholic participate in the Sacrament of Reconciliation throughout the 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 allocated from the State Department of Education as well as Federally through the Title programs. Nonpublic schools have the right to procure classroom materials and textbooks of our choosing for the scholars; procure school nursing services, middle school guidance, and transportation services; contract reading, math, and ELL services; and fund professional development opportunities for staff in service to scholars each year.

By acknowledging the receipt of this Family Handbook, scholars and families do request that textbooks, standardized tests, and individualized instructional materials be provided on loan to their scholar this year. Scholars and families do request that the district's Pupil Health Services program be made available to their scholar this year. Middle School scholars and their families do request that the district's Secondary Pupil Guidance and Counseling Services program be made available to their scholars this year.

FIELD TRIPS

Field trips are offered to enrich the academic and cultural literacy of the scholar. Each scholar 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 scholar 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. Scholars who do not follow expectations on a field trip or in class may not be allowed on the next field trip.

HOMework

Learning is continuous and homework is a part of the learning cycle. 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 scholars have access to the school library, which is staffed by volunteers and a staff aide. 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.

NEWCOMER EXPERIENCE

Scholars who have been in the country for 3 years or less and have a low English language proficiency will be included in our Newcomer Experience, a series of intentional support to help New to the Country scholars be successful and supported at school. The experience includes English Language classes, Phonics intervention, native language textbooks, interpretation tools, social-emotional groups, and opportunities to learn about life in the US and MN specifically.

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 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 for all Catholic parishes and schools.

SCHOLAR SUCCESS TEAM (SST) AND CITY CONNECTS

To support learning at St. John Paul II Catholic School, we have developed a comprehensive scholar support system to ensure that each and every scholar receives the support, services, and resources s/he needs to be academically successful and healthy. This Scholar Success Team (SST) is coordinated by our Assistant Principals and includes Administration, the City Connects Coordinator, counselors, teachers, and the school nurse. The City Connects Coordinator is responsible for facilitating the scholar support process. City Connects is a partnership among schools, Boston College, and community agencies.

The purpose of our scholar support process is to ensure that each scholar has the support s/he needs to successfully engage in classroom instruction. To do this, we assess the strengths and needs of each child in the school and connect him/her to a tailored set of support services. As a result of this process, tailored supports may be recommended for each child. The City Connects Coordinator and Assistant Principals will collaborate with the family to explain the recommended supports and secure services from within the school and/or from community partners. In some cases, 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.

The support and resources of the scholar support process are available to you as the parent/caregiver. If you would like to initiate services for your child or have any questions, please contact the front office via phone or email.

SPECIAL EDUCATION 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 Assistant Principal, 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.

STANDARDIZED TESTING

Scholars 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 scholars learning English in grades K-8), and AimsWebPlus reading assessments for grades K-4 (3 times a year). These tests are norm referenced and provide a picture of the child's progress compared with national norms. Parents will receive a copy of assessment results.

STUDENT RECORDS

St. John Paul II Catholic School protects the information of scholars and families. Student records are kept confidential and only accessed by authorized personnel. 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. Per federal and state statutes, permission of the parent or guardian is no longer required when records are requested by authorized school personnel.

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 supplemental aid to scholars who meet state standards for extra assistance in Reading. Eligibility is determined by teacher recommendation along with a scholar's test scores and grades. These services are for scholars in grades K-8. Some instruction may be provided during our aftercare Kidstop program.

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 as well as for our Title I Teacher who serves scholars who have recently immigrated to the United States and participate in our Newcomer Experience. Additionally, our Assistant Principal proctors entrance tests for ELLs and the annual ACCESS test to gauge language progress.

Transportation, Busing, Arrival and Dismissal

ARRIVAL

The school day begins at 7:20 a.m. and ends at 2:00 p.m. Scholars may be dropped off on the west side of 4th Street beginning at 7:00 a.m. Drivers may park on the east side of 4th Street and escort their children across the street, but there is no parking on the west side to ensure buses and cars dropping off have adequate and safe space to do so. Scholars and families will enter the building through the main entrance on 4th Street.

ATTENDANCE

Scholars are expected to be ready for school at 7:20 a.m. or they will be marked tardy. Scholars who are late to school must report to the school office **with their parent(s)**. Parents are required to **sign their children in and out between the hours of 7:20 a.m. and 2:00 p.m.** Parents are asked NOT to accompany their child to the classroom after 7:20 a.m. as the bell has rung and the classroom has begun its day. Every three unexcused tardies with an arrival time of 7:45 a.m. 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 7:30 a.m. to report the scholar's absence**. Absent scholars 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 Assistant Principal or Principal and may require additional confirmation and/or documentation. Scholars who are absent for the school day are not eligible to participate in after-school or athletic events.

In the case of excessive tardiness according to Be@School MN, the school will be in contact with the family to determine the support needed for each scholar. Truant scholars 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 in grades K-8 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

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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 SCHOLAR'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

Scholars will be dismissed via bus, parent pick up, or to Kidstop after school care (registration required). Buses line up on 4th Street in front of the school and are loaded and dismissed FIRST beginning at 2:00 PM. Parents who are waiting to pick up may wait in their car on 4th Street. After buses are dismissed, cars may move forward on 4th Street in front of the school. Staff will help children load into cars. If your child is in Kidstop and you have NOT communicated any changes with the office by 12:00 PM that day, they will be available for pick-up beginning at 2:10 until 5:00 PM. Guardians must park (during dismissal please park on the east side of the street), enter the building, and go downstairs to pick up their children in grades K-8.

We ask that should there be a rare occasion when a 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 scholars outside of regular school hours whenever possible.

Parents must notify the school office and teacher by 12:00 NOON of any changes in the dismissal routine. Scholars will be dismissed as they usually are if they do not have a note from a parent about the change in routine. *If you are late picking up your child, he/she will be waiting for you with Kidstop personnel. Scholars participating in the KidStop after school care program will be dismissed from the classroom directly to their parents. Parents may park on 4th Street when picking up from KidStop after 2:10 PM.

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

Kidstop After School Program runs from 2:00-5:00 PM on student contact days. 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 so that we can contract the fee correctly. The program is not designed for drop-ins. Emergency situations will be handled on a day by day basis. Families are required to pick up students on time from the program no later than 5:00PM on a given

day. If a student is not picked up on time, they will receive a warning and a reminder about pickup time. A second issue will require another warning and a signature from the parent identifying that this will not happen again, or the student will be removed from the aftercare program. After a third instance, the student is removed.

Program Goals:

- Provide quality care that promotes the scholars' 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.

Open Gym Rules:

- Respect yourself, the teachers, classmates, and the equipment.
- Safety first.
- Obey all the rules.
 - Do not go on the stage
 - Play peacefully
 - 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).

Admissions/Tuition/Financial Aid

ENTRANCE AGE AND REQUIREMENTS

- The Early Childhood Learning Center admits children who are at least 33 months old and are independent with using the toilet.
- 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 winter fundraiser, the Catholic United Financial Catholic Schools Raffle.

NON-DISCRIMINATION POLICY

St. John Paul II Catholic School admits scholars of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to scholars 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 beginning in November of each school year.

- Registration takes place in PowerSchool and includes an update to scholar contacts as well as emergency and health information updates.
- TADS Financial Aid Application and Income Tax records: Required for new families, Aim Higher Scholarship recipients, and families that have experienced a financial hardship.
- 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
- Annual Tuition Agreement: In registering to attend the school, parents/guardians agree to meet the assessed annual tuition.
- All scholars 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 reports are available on PowerSchool. 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 scholar 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 scholars will be considered conditional until tuition is paid in full.

Uniform Policy

SCHOOL DRESS CODE

Scholars in grades PK-8 shall observe the following dress code.

- All scholars 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 scholars go to scheduled activities.
- Shirts will be tucked in at all times.
- If a scholar 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.
- Scholars who continually choose to be out of uniform will have parents notified, and a family meeting held if necessary with the Principal or Assistant Principal.
- Scholars may not wear shorts to Mass unless parents have been informed in writing through a teacher's newsletter or Class Dojo.

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 out of uniform as specified in field trip information and appropriate to the activity: Attire must be neat, clean, modest, and in good taste. Permission slip will be more specific, scholars will not attend if dressed inappropriately.
- Non-uniform day: Dress should be modest, yet comfortable. Undergarments should never be visible. This includes but is not limited to bras, bralettes, underwear, etc. Shirts should cover their shoulders and stomach. This means, no spaghetti straps or crop tops. Shorts should reach to the ends of the fingers if arms are left to hang freely at their side. Finally, shoes need to have closed toes. **Sandals and Crocs are not allowed for scholars.**

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
- Scholars may not have piercings in lips, nose or areas other than in ear lobes. No tattoos. No caps worn in school.
- Only Middle School students may wear fake nails, nail polish or light make-up. Nails may be Medium length or shorter with no 3-D Ornamentation and must not come to a point.

Tops

- Plain light blue turtleneck or blouse
- Plain light blue polo shirt (short or long sleeve)

Bottoms (skirts and shorts need to be long enough to reach the tips of your fingers when arms are held at your sides)

- Navy blue jumper
- Navy blue skirt
- Navy blue uniform pants or shorts (K-8)--Shorts may be worn until October 15th and not again until April 15th.
- Solid colored 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

- Navy Blue School Sweater with school logo is required
- Jackets and hoodies are NOT to be worn inside the school

Shoes

- Athletic sneakers or tennis shoes ONLY
- No sandals, light-up soles, heels or fashion 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
- Scholars 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 light blue polo shirt (short or long sleeve)
- Undershirts must be solid colored white, black, or navy

Bottoms (shorts need to be long enough to reach the tips of your fingers when arms are held at your sides)

- Navy blue uniform pants or shorts (K-8)--Shorts may be worn until October 15th and not again until April 15th.
- Sweatpants, jeans, yoga pants and athletic pants are prohibited.

Sweaters

- Navy Blue School Sweater with school logo is required
- Jackets and hoodies are NOT to be worn inside the school.

Shoes

- Athletic sneakers or tennis shoes ONLY
- No sandals, light-up soles, heels or fashion 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

PARENTS AS PRIMARY EDUCATORS

St. John Paul II Catholic School recognizes parents as the primary educators of their children and asks them to work in partnership with the school for the educational good of their children. JP II will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social and spiritual health, safety or welfare of their child, except when legally advised otherwise by a competent legal authority. This is done through daily communications, parent-teacher conferences, trimester reports, ILPS, and community events.

CHANGE OF ADDRESS

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

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 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 scholars. 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, you can send a message directly to the teacher via Class Dojo or you can 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, the teachers' main responsibility is to the education of all the scholars in their classrooms. 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(s). 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 (Assistant Principal, 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 from 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 have access to PowerSchool where they can follow their scholar's academic progress, attendance, and conduct. 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 scholar: 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 scholar. 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 scholar, 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 scholar has the right to refuse to permit the designation of some or all of the categories as directory information with respect to that particular scholar. If, as a parent, or as an adult scholar, 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.

FAMILY FOLDER NOTICES

Any printed or hard copy family communication will be added to the scholars' daily folder. This is the folder that they take their homework home in each night. If a family has multiple scholars in the school, the communication will be sent home via the youngest scholar.

PROGRESS REPORTS

Parents will receive three trimester final report cards each year (at trimester, parents will be alerted if there is an issue with academic progress). 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. The Early Childhood Learning Center runs 12 months with a vacation and holiday schedule. Refer to the school calendar online and the weekly school 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 are 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 are not allowed to have cell phones or other smart devices at school. Parents should call the school office during school hours and messages will be given to scholars.

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 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 scholar 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 where they will receive name tags which must be worn when working with scholars.
- All staff are encouraged to confront visitors they do not know or are not wearing tags to make sure they have been safely 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. Scholars 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. (The Early Childhood Learning Center conducts fire drills each month of service.)

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 is one required tornado drill each year in the spring. (The Early Childhood Learning Center conducts tornado drills each month of the storm season, April to September.)

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 or another reliable local news source. When 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 scholars 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 scholars 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 scholar, 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 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
- Contracted teachers and program administrators
- 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.

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 scholars' health and well being thereby supporting the scholars' ability to learn through healthy eating, safety precautions, and physical activity. The compliance of and process for reviewing and keeping the wellness policy up to date is overseen primarily by the principal in partnership with the Ascension Catholic Academy Leadership Team.

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 the Done Right Foods Director in the guidelines and selection of meals served to the scholars. 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 7:00-7:20 a.m. If your child comes to school after 7:20 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. Milk is also offered daily. Each scholar 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 scholars 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 September 30. 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 of additional archdiocesan, federal, and state money to support our school program.

SNACKS

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 scholar athletes.

CIVIL RIGHTS STATEMENT FOR FOOD SERVICE PROGRAM

The U.S. Department of Agriculture (USDA) has developed a civil rights statement for use in its various programs. The purpose of the civil rights statement is to inform applicants, participants and potentially eligible persons of the policy of nondiscrimination and the procedure for filing a civil rights complaint to the USDA.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) **fax:** (833) 256-1665 or (202) 690-7442; or
- (3) **email:** program.intake@usda.gov

PHYSICAL AND HEALTH EDUCATION

St. John Paul II Catholic School does not serve any sugar-laden items to scholars. 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 those at nature preserves, farms, and local zoos.

Scholars 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 scholars in Grades 5-8 through the North Suburban Parochial School League (NSPSL). 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 baseball..

In order to participate in NSPSL Athletics at St. John Paul II Catholic School, scholars 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 scholar 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 scholar athletes and a reflection of St. John Paul II Catholic School.

PHYSICAL ACTIVITY

Each scholar in grades K-8 has a 20-30 minute recess period daily. All scholars in grades K-8 have Physical Education class for 120 minutes a week. During Catholic Schools Week, the whole school participates in a wellness activity like an all-school volleyball tournament.

Please make sure that your child is properly dressed for the weather conditions, with hat, gloves, boots, warm coats and snow pants. All scholars will go out daily for recess. Only on a given school day, if the temperature is below zero and/or the wind/chill factor is below -10 degrees, will outdoor recess may be canceled and scholars will remain in the school for open gym. The Early Childhood Learning Center will go outside unless the temperature and/or the wind/chill factor is below 0.

HEALTH AND HUMAN SEXUALITY

St. John Paul II Catholic School's teaching on health and human sexuality will honor the dignity of the human person, support the scholar's right to modesty and chastity, and respect the primary rights of parents and guardians to educate their child on human sexuality. All policies, procedures, curriculum, resources, employee training, and assistance given to families relating to health and human sexuality will be consistent with the Guiding Principles for Teaching Human Sexuality in Catholic Schools set forth by the bishop members of the Minnesota Catholic Conference in 2019. Our approach to this topic is reflective of a commitment to a spirit of accompaniment and culture of transparency and understanding.

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. Scholars attending St. John Paul II Catholic School receive vision and hearing screenings in line with recommendations from the state of Minnesota. 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 school 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 is safe for them to return to school or symptoms have

subsidized 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 diseases 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 7:30 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. If attendance is not updated by 9:00 AM, a robotic call will go home to families reminding them that we have an attendance issue. This could mean that your child was tardy to school.

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 scholars. *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 Catholic 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.

Parent Participation

PARENT ENGAGEMENT

Building a team of support for scholar success is a central goal at St. John Paul II Catholic School. Each year, opportunities for Parent and Family Engagement will occur. These opportunities will be able to help families in their role as primary educators of their children and strengthen the support for the success of each JP II scholar. Parent Engagement opportunities will be announced via Class Dojo and the school newsletter. All families are welcome and encouraged to engage!

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 parent educational 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

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 scholars 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. Families are encouraged to provide a nutritious snack or a non-food item for birthday celebrations. Birthday snacks must be purchased; they may not be homemade. Gum is never allowed.