

**Letter from the Pastors, Statement from the School Board**  
**Mission and Vision Statement**  
**Catholic Philosophy, Curriculum Philosophy, and Goals**  
**Administrative Policies**

**Page 3**  
**Page 4**  
**Page 5-14**

Admission of students	Page 5
Transfer from other schools	Page 5
Withdrawal of students	Page 5
Absence/Tardiness	Page 6
Homework assignments during absences	Page 6
Early Dismissal	Page 6
Inclement weather	Page 6, 7
Arrival/Dismissal routine	Page 7
Non-Custodial rights	Page 7
School bus policy	Page 8, 9
Health	Page 9
Medication	Page 10
Head Lice	Page 10
Exposure control plan	Page 10
AIDS	Page 11
Accidents	Page 11
Emergencies	Page 11
Alcohol/Drug use and abuse	Page 11, 12
Gang activity/Possession of weapons	Page 12, 13
Drug-free school zone	Page 13
Asbestos	Page 13
Security system	Page 13
School lunch program	Page 13, 14
Lockers	Page 14
Grievances	Page 14
Communications	Page 14

**Curriculum**

**Page 14-18**

State certification	Page 14
Academic programs	Page 15
Library	Page 15
Physical education class	Page 15
Computer lab guidelines & internet acceptable use policy	Page 15, 16
Portfolios	Page 16
Graduation	Page 16
Class size	Page 16
Homework	Page 17
Field study trips	Page 17
Safety Environment Training	Page 17
Extracurricular activities	Page 17, 18
Cancellation of extracurricular activities	Page 18
Moderators'/Coaches' responsibilities	Page 18
Parents'/Guardians' responsibilities	Page 18

**Student Progress**

**Page 19-21**

Evaluation	Page 19
Grading system	Page 19
Basic grading scale	Page 19
Conduct/Effort goals	Page 19
Parent-Teacher-Student conferences	Page 19

Student goals	Page 19
Interim progress reports	Page 19, 20
Report cards	Page 20
Honor roll	Page 20
Promotion/Retention	Page 20
Summer school	Page 20
Special needs protocol	Page 20
Resource program	Page 21
Permanent records	Page 21
<b>Rules and Regulations</b>	<b>Page 21-29</b>
Uniforms	Page 21, 22
Non-uniform days	Page 22, 23
Spirit days	Page 23
PE attire	Page 23
General school rules	Page 23
Cafeteria policies	Page 24
Disciplinary procedures	Page 25
Teacher-student dialogue	Page 25
School to home notification	Page 25
Detention defined	Page 25, 26
Probation	Page 26
Temporary suspension	Page 26
Indefinite suspension	Page 26
Due process/grievance policy	Page 27
Extracurricular activities	Page 27
School jurisdiction	Page 27, 28
Smoking	Page 28
Threatening behavior	Page 28
No Bullying program	Page 28, 29
Specific issues	Page 29
False threats	Page 29
<b>Student Assistance</b>	<b>Page 29-30</b>
Student health	Page 29
Health screenings	Page 29, 30
Counseling	Page 30
Parent-Teacher organization	Page 30
Room parents	Page 30
After school care	Page 30
Lost and found	Page 30
<b>Business Procedures</b>	<b>Page 30-31</b>
Pre-kindergarten tuition	Page 30
Pre-registration	Page 31
Past due tuition and fees	Page 31
Cafeteria assistance	Page 31
<b>Handbook Form</b>	<b>Page 33</b>

## **LETTER FROM THE PASTORS**

Dear School Family,

It is a privilege to welcome you to John Paul II Academy. May you find a community here filled with faith and love, a community dedicated and committed to the spiritual, intellectual, emotional and physical growth of your child(ren). You will find in this handbook helpful and practical information as well as policies and guidelines for the governance of our school. We fully support the policies set forth by our school board.

Our dream is that each one of us – parent / guardian, student, faculty, staff, volunteer, principal, pastor - perceive ourselves as learners and imitators of the one true Teacher, Jesus Christ. We invite your active participation in making this dream a reality.

In Christ's name,

Fr. Bill Burks

Fr. Peter Do

Fr. Wayne Jenkins

## **STATEMENT FROM JOHN PAUL II ACADEMY SCHOOL BOARD**

We, the members of the John Paul II Academy Board, are appointed representatives. It is our responsibility to set school policy. The principal and teachers implement and administer these policies in the school. The School Board will work to see that this goal is realized. Please feel comfortable in approaching any member of the School Board with concerns you might have. Know that we are available to you and that we encourage your ideas, suggestions and input. The best interests of the school and students are our priority. The telephone numbers of School Board members can be found in the student directory. In the event of a grievance, these procedures must be followed:

- Attempt to resolve problems at direct level of concern, i.e. directly with teacher or staff member.
- If problems remain unsolved, contact the principal.
- Further concerns should be placed in writing to the School Board as soon as possible.
- If a grievance still exists, contact the Office of Lifelong Formation and Education.

**John Paul II Academy: (502) 452-1712**

**School website address: [www.john-paul-academy.org](http://www.john-paul-academy.org)**

## **MISSION OF JOHN PAUL II ACADEMY**

John Paul II Academy recognizes parents/guardians as the primary educators of their children and seeks to partner with them to provide students with excellent opportunities for spiritual, academic, emotional, and social growth. We value the uniqueness of each child. Our program is centered on Catholic Christian values and promotes the teachings of the Catholic Church through a flexible curriculum that emphasizes essential elementary principles enriched by the arts and technology. The spiritual and academic programs meet or exceed established standards and prepare students to be lifelong learners.

## **CATHOLIC PHILOSOPHY**

The impetus of a Catholic education is the development of a genuine Christian love based on the example of Christ. It must engender a love of learning, both spiritual and scholastic; develop an acceptance of one's uniqueness; afford an atmosphere in which moral values mature; and form attitudes of human dignity and understanding. With the role of parents as the primary educators of their children always recognized, the religious formation of students must follow the catechetical norms and regulations of the Catholic Church by striving to:

- Help students discover the joy of celebrating with their brothers and sisters in the Faith.
- Use natural events in the lives of the students, as well as the scripture, liturgy, and the Church.
- Ensure that the message of Jesus is told to the students.
- Nurture the growth of the individual student's personal relationship with God.

## **CURRICULUM PHILOSOPHY**

We believe that all students:

- Have cultural and environmental diversities that create a learning-rich environment within the classroom.
- Want to learn, can reach high levels of learning, and can integrate knowledge in order to make connections between themselves and the real world.
- Have different learning styles and need to demonstrate their learning in different ways.

We believe that effective instruction:

- Facilitates learning based on identified Archdiocesan outcomes.
- Promotes life-long learning and challenges students to explore concepts beyond the academic level.
- Respects individual learning styles, motivates students to perform at their highest ability levels, and fosters high self-esteem.
- Employs a variety of teaching methodologies and current best practices to ensure each student's individual success.

## **GOALS**

To implement our mission and beliefs, John Paul II Academy is committed to the following goals:

- To form a Christian community of students, faculty, parents and all other persons related to the school.
- To offer a high quality academic program conducted so that each student finds satisfaction in reaching his/her own potential for physical, intellectual, emotional, cultural, aesthetic, religious, and moral development.
- To strive for quality religious education consisting of Religion classes, service, and worship, which invite students to an informed faith and an active participation in Catholic Christianity.
- To develop students' abilities to think and solve problems, to apply core concepts and principles from religious studies, mathematics, science, arts and humanities, social studies, practical living studies, and vocational studies, to what they will encounter in life.
- To develop students' abilities to connect and integrate experiences and new knowledge from all subject matter fields into their own existing knowledge base.
- To develop students' abilities to become self-confident individuals who are dependent upon God, and who will become responsible members of their family, church, work group, and community.

## ADMINISTRATIVE POLICIES

### **ADMISSION OF STUDENTS**

John Paul II Academy does not discriminate on the basis of race, sex, color, religion, or national origin. Students are admitted on an annual basis. New students are admitted on probation. Continuance for each successive year will be based on attitude, behavior, and the academic achievement of the student and is entirely the decision of the school.

Priorities of Elementary School Admission:

- Children of active parishioners of St. Barnabas, St. Bartholomew, and St. Pius X.
- Children from parish families with children already enrolled.
- Children of new parishioners who are transferring from a Catholic school, or where a Catholic school was not available, participated fully in Religious education programs offered.
- Children from non-parish families with students already enrolled.
- Other Catholic children may be admitted if the designated parish authority judges the intent and motivation to be in accord with the purpose of Catholic education.
- Non-Catholic students may be admitted.

#### **Age eligibility:**

- Children who will be (4) years of age by October 1 of the current school year are eligible to apply for pre-school.
- Children who will be five (5) years of age by October 1 of the current school year are eligible to apply for kindergarten.
- Children who will be six (6) years of age by October 1 of the current school year are eligible to apply for first grade. They must have successfully completed an accredited kindergarten program.

**Forms Required:** At the time application for admission is made, a valid birth certificate (from the department of vital statistics), a baptismal certificate and social security number will be required so verified information can be entered on the student's permanent record. We will also request the dates of any other Sacraments received by the student.

### **TRANSFER FROM OTHER SCHOOLS**

When openings exist, incoming students in grades K-8 will be considered for admission only after all requested information and records have been provided. Archdiocese of Louisville Special Education Protocol will be followed in considering admission of students with special needs.

Parents/guardians should contact the principal when seeking admission for children in grades K-8. The parent should furnish a copy of the most recent standardized test report, the report card from the previous school, and any other pertinent information regarding psychological or educational testing. A Release of Information Form must be completed giving permission to contact previous schools for additional information concerning the student. A "Request for Records" will be sent to update the permanent record file. If the prior school is within the Archdiocese, all financial obligations must be met before acceptance. All admissions are on a probationary basis of not less than 4 weeks.

### **WITHDRAWAL OF STUDENTS**

All school fees and all tuition/tithing payments must be paid in full; as well as all library books and all textbooks rented from the school returned, before the student's records are processed for transfer. The office should be notified in advance of the student's impending withdrawal. There will be no partial reimbursement for book bills previously paid. Prior to the last day of school, the parents/guardians should inform the office of the last day that the student will attend John Paul II Academy, as well as the name and address of the new school.

## **ABSENCE/TARDINESS/EARLY DISMISSALS**

**TARDINESS:** School begins promptly at 7:55 a.m. when students must be in their homerooms. Any student who arrives after this time is considered tardy and must report to the office for a tardy slip to gain admittance to homeroom.

Repeated tardiness and early sign-outs imply a lack of growth in responsibility and causes a disturbance of classroom routine and procedure.

**ABSENCES:** When a student is absent from school, a parent/guardian must call the school office by 8:00 A.M. A written note, signed by a parent/guardian, stating the date and reason for the absence is to be submitted to the teacher on the first day the child returns to school. A note from a health care professional is required for the absence to be an excused absence. An excused absence is still counted as an absence on the student's file.

### **When a child is absent from school due to illness, that child may not attend any extracurricular or sports activities that same afternoon or evening.**

Sometimes special circumstances arise, which cause a child's prolonged absence. If the absence is known ahead of time (i.e., a special trip) parents/guardians should notify teachers and the principal in writing at least one full week in advance. When possible, teachers will assist students by providing assignments in advance. Additional work will have to be made up within one week of the time the child returns to school. All of the assigned make-up work will be turned in for grading. It is the student's responsibility to check with all teachers upon return to find out about assignments that need to be completed.

**HOMEWORK ASSIGNMENTS DURING ABSENCES:** A brother or sister of an absent child should request assignments from the child's teacher(s) in the morning before school and pick it up in the afternoon when school is out. Otherwise, the parent/guardian should take this responsibility when they call to report the absence. Work can be picked up in the school office 30 minutes prior to dismissal. It is the student's responsibility to check with each teacher after an absence to be sure he/she knows and understands all work responsibility.

**EARLY DISMISSAL:** If a student is to be excused during the school day for any reason, he/she must present a note stating the reason and the time he/she is to leave and return (if applicable). This note must be presented to the homeroom teacher in the morning. The child is to be picked up by the parent/guardian in the office and the parent/guardian must sign a release form. Anyone other than the custodial parent who picks up the child in the office must be listed on the emergency contact form and present proper I.D. before signing the child out. Custodial parents must contact the school indicating arrangements which have been made for student pick-up by a non-custodial parent.

**SHADOWING:** Students in grades seven and eight are permitted to shadow at an area high school provided they have proper documentation completed prior to the shadowing date and have valid signatures as indicated on the shadowing form. These forms are available in the JPIIA school office. Shadowing is limited to two (2) days which are considered excused absences. Parents are encouraged to review the JPIIA calendar and select shadowing dates we are not in school. Students are required to complete missed work in a timely manner. Eighth grade may shadow in the fall and seventh in spring.

## **INCLEMENT WEATHER**

Should severe weather conditions set in, John Paul II Academy will follow the directions of the Archdiocesan Superintendent. These notices will be broadcast by various radio stations, i.e., WHAS 840 AM and WAVE 970 AM. Please **do not call** the radio stations or school. Listen to the radio and television. One of the following announcements will be made:

- All Catholic Elementary and High Schools in Jefferson County are OPEN.

- Catholic Elementary and High Schools in Jefferson County will be OPEN BUT ON A DELAYED SCHEDULE.
- All Catholic Elementary and High Schools in Jefferson County are CLOSED.

If we are operating on a **DELAYED schedule**, John Paul II Academy will operate on a **2 hour delay**. School will begin promptly at 9:55. Anyone who arrives after that time is considered tardy and must report to the office to gain admittance to homeroom. Children may begin arriving at 9:15 a.m. There will not be anyone to supervise prior to that time. School will dismiss at the regular time, 2:50 p.m.

Whenever school operates on a delayed schedule, the buses will run on the **SNOW ROUTE**. You will receive a copy of the snow route in the fall of the year. If school is delayed two hours, then the pick up times will be two hours later than normal.

#### **NOTE:**

Once we are in school, we will remain open until the regular 2:50 p.m. dismissal time.

There may be times when the buses must use the snow route even though we are not on the delayed schedule. A snow route schedule will be handed out in mid fall.

When school is cancelled due to snow, PTO meetings, sacramental programs, Scouting, sports practices and games and any other extracurricular activities will be rescheduled.

#### **ARRIVAL/DISMISSAL ROUTINES**

**ARRIVAL:** The school day begins at 7:55 a.m. and morning supervision begins at 7:15 a.m. The school assumes no responsibility for students who arrive at school prior to 7:15 a.m.

- Students may assemble in the cafeteria at 7:15 a.m. Students may enter designated homerooms at 7:35 a.m.
- When car riders are brought to school, they should be dropped off parallel to the front sidewalk.
- Students and parents/guardians entering from the parking lot must use the crosswalk directly in front of the main school entrance.
- Bicycles should be parked and locked at the rack at the back of Sarto House. The school does not assume responsibility for lost or stolen bicycles.

**DISMISSAL:** Will begin at 2:50 p.m. or as directed by the school calendar.

- Parents/guardians waiting to pick up their children should park their cars in single rows facing the church and should not extend past the islands at the end of the lot near Sarto House. (Parents/guardians who must come into the building for an appointment should leave their cars in a regular parking space.)
- The entrance lane and the lane near school **MUST** be kept open for fire and/or other emergency vehicles. A single row of cars may line-up in the right-hand side of the entrance lane but must stay behind the sidewalk to Sarto House for the safety of children going to after-school care
- **Drivers of cars in the entrance lane must stay in their vehicles.** When all students have been dismissed and the lane in front of school is clear, these cars will be allowed to pull up to fill the cleared rows.
- Parents/guardians and students should follow the directions of the student safety patrols and the adult monitors.
- There will be no regular supervision for students after 3:15 (or after 1:15 on early dismissal days). At 3:15, students who have not yet been picked up will need to be signed out in after school care.
- Child Protective Services may be contacted for continued late pick-up, or for extremely late pick-up. If a student varies their mode of afternoon transportation, the parent/guardian should send a note that day to the teacher informing them of the change.
- For last minute changes or emergencies parents/guardians may call in the request to the school office. Students are not permitted to call home to secure permission.

## **NON-CUSTODIAL PARENT RIGHTS**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents/guardians. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order.

## **SCHOOL BUS POLICY**

School bus service will be offered to students *and an effort* will be made to provide service to as many families as possible. Routes will be created to accommodate families while also keeping the bus ride for students less than one hour long. The bus routes are mapped out by the bus company to best serve the bus riders' needs and will not be negotiated.

The yearly bus fee will be determined by the John Paul II Academy Board. Fees will depend in part upon the number of families using the service and on the bus subsidy allocated by Fiscal Court. Bus application forms will be sent to each family in the spring prior to a school year's opening.

### **General Information for Bus Riders and Parents:**

- Students should arrive at the bus stop at least five minutes before it is time for the bus. The driver cannot wait for late students.
- Use of profanity or fighting on the bus or at the bus stop subjects a student to possible suspension from the bus.
- Books, instruments, and other objects cannot be piled in the aisle. School projects that are too large to fit in student's lap need to be picked up at the school. Only those objects which can be held on a student's lap will be allowed on the bus. Please make other arrangements to transport any large boxes, etc.
- Pets and animals are not permitted on the bus at any time.
- Students must not mar or deface a bus. Anyone caught damaging a bus will be subject to disciplinary action and restitution.
- Students are to ride the bus to which they are assigned and get off at their designated stops.
- If your child has permission to bring toys (props for plays, balls etc.) to school, please put them in a bag or box so there is no danger of an object rolling under the driver's feet. Any glass containers needed for a project should be in a package.

### **Bus Regulations**

Bus service is provided for the convenience of students and parents/guardians. In order to provide safety and efficiency, all students who ride the buses are to observe the following rules.

#### **In the morning:**

- Be standing at the bus stop when the bus arrives.
- Stand back from the road until the bus stops completely and the door opens.
- If crossing a street to board the bus, wait until the bus stops and the driver signals to cross.

#### **While on the bus:**

- Students are to obey bus drivers and patrols.
- Remain in the seat for the entire ride and face the front.
- Voices should be at a moderate level. The bus driver must be able to hear emergency vehicles approaching from any direction.
- Students are not to sit on books or have back packs on their backs.
- Books and other objects are to be held on laps.
- Placing arms or any object outside bus windows is against state law.

- No eating, drinking, or gum chewing is allowed on the bus.
- CD players or other audio equipment are to be used on the bus with headphones only and at your own risk.
- Electronic communication devices, i.e. pagers, cell phones, palm pilots, etc. must remain turned off.
- Students should not play with any toys while on the bus.
- Keep pens and pencils inside your books or in a pencil holder so there is no chance of marking seats or of injury to self or others.
- Do not throw any object in or outside the bus.
- Do not yell at pedestrians or passengers in other vehicles.

**In the afternoon:**

- Remain seated until bus stops completely.
- Walk away from bus, not alongside it, especially when the bus is turning a corner.
- If crossing the street, walk up a car's length until you can see the eyes of the driver. **Cross in front of the bus.** When you reach the far corner of the bus, stop, look both ways, then cross the street.

Any behavior that causes disruption to other students or the bus driver will result in assigned placement, detention, or suspension from riding the school bus for a length of time determined by the bus driver and the principal. If there are any complaints about someone's behavior on the bus, please contact the principal or designated person who will consult with the driver to remedy the behavior.

All of the above will be enforced for all bus rides, including those bus trips which constitute a class field study trip. Any temporary alteration of these rules will be at the discretion of the principal in conjunction with the bus driver.

**Bus Patrols**

Bus Patrols will be appointed with the principal's approval. They will receive leadership training and guidance from a designated faculty member.

**HEALTH**

**Kentucky Immunization Certificates** must be updated regularly and a current valid certificate must be kept on file in the school office. **Certificates expire two weeks after the expiration date on the immunization certificate.** Representatives of the JPIIA staff and the Jefferson County Board of Health will check each year to see that all certificates are valid. Certificates are to be on file **within two weeks of enrollment.**

Under Kentucky law, two doses of MMR (measles, mumps, and rubella) are required for all children entering kindergarten and any child in grade 6-8 who has not completed this series of shots. **A tetanus booster is also required for all children ages 11-13 if it has been 5 yrs. since their last DTP, DtaP, or Td.** Also, three doses of Hepatitis B vaccine are required for any child in kindergarten and any child whose birth date is 10/1/92 or later regardless of current grade level.

**Students entering kindergarten** are required to have a physical exam within six months prior to the date of entry into school. **Students entering the 6th grade will also need a second physical exam.** This should be completed within the six months prior to entering sixth grade. The physical exam form should be turned into the school office by registration day.

**Students from out of state entering any grade must have a new physical exam and proper Kentucky immunization certificate.** The physical exam must be given within six months prior to entering the current school year. The physical exam form and immunization certificate are to be turned into the school office by registration day. **Proof of a vision examination** by an optometrist or ophthalmologist is required by the State and must be submitted to the school no later than January 1 of the year that a three (3), four (4), five (5), or six (6) year old child is enrolled. This was effective with the 2004-05 school year. Vision examination information may be reported on the Kentucky/Archdiocese of Louisville Eye Examination Form for School Entry.

Health testing is required by law; **however permission slips will need to be signed prior to the testing.** Students at John Paul II Academy will be tested at intervals for proper vision and hearing. Students in Grades 4-8 will also be screened for scoliosis (curvature of the spine). Referrals will be sent to parents/guardians if any student does not pass such screenings.

## **MEDICATION**

Prescription medication should be given at home when possible. Law does not permit school personnel to dispense medicine to a student even though he/she might complain of aches and pains which could be remedied by such medication. **Any prescription medication** that has to be taken at school must be sent to the office in its original container with the prescription label attached that includes the physician's directions for dispensing the medication. Medication forms (**please use the medication form provided by the school**) must show the name of the medication, directions for giving, signature of the parent/guardian and the date.

A signed "Authorization to give Medication" form from the parent/guardian must accompany the medication. Medication will not be given at school until this form is received. The following information must be provided:

- Patient's name
- date of issue
- medication name
- dosage, strength, and directions for dispensing.

Non-prescription (over the counter) medication at school is discouraged. However, if a student must take non-prescription medication it must be brought to the office in the original container with a note approved and signed by a healthcare provider and a medication form signed by the parent which states the student's name, name of medication, time, dosage, and duration for which it should be taken.

Individual protocols (explicit directions) are needed to address those students with a history of systemic reaction to known allergens (anaphylaxis) and other medical conditions that would require the administration of emergency medications.

**Unreported medication which a student possesses will be confiscated and the use of such will be cause for disciplinary measures. Parents/guardians will be contacted if this occurs.**

## **HEAD LICE**

Early signs of head lice can include itching of the head, matted, foul-smelling hair, swollen lymph nodes and/or rash on the trunk. Head lice leave oval, grayish nits that cannot be shaken loose. It spreads through shared clothing, hats, combs, and brushes, as well as through casual contact. Special shampoo can be purchased from the pharmacy to treat infected heads. A fine tooth comb dipped in vinegar removes nits from the hair.

**Any student who is detected to have head lice will be sent home immediately.** He/she must be nit-free for 24 hours and present a note from either a pediatrician medical professional, or health department prior to entrance back in the classroom. Siblings of the child will also be checked. When lice are found in a student's hair, the parents/guardians of the students in that grade level will be notified. If head lice continue to be a problem all students' hair in that grade level will be examined to locate possible sources of the lice.

## **EXPOSURE CONTROL PLAN**

In 1992, OSHA began enforcing the "Standard on Bloodborne Pathogens," which requires employers to protect their employees from workplace exposure to bloodborne pathogens. The purpose of this plan is to eliminate or minimize employee occupational exposure to blood and other potentially infectious material. Bloodborne pathogens are micro-organisms like HIV, the virus thought to cause AIDS and hepatitis B. Bloodborne pathogens are

carried in human blood and certain other body fluids. Faculty may be exposed to potentially infectious materials as a result of administering first aid – treating an injury or cleaning up after an injury. John Paul II Academy complies with policies and procedures set out in the Bloodborne Pathogens Exposure Control Plan for Schools, developed by Safety Line (1994). Faculty is required to attend an annual training session.

## **AIDS**

The school will follow the policy adopted by the State and Local Department of Health in dealing with students identified with the HILV-III virus (Acquired Immune Deficiency Syndrome, AIDS). A student infected with AIDS will be permitted to attend classes, as long as a panel consisting of an official of the local Board of Health, the student's physician, the parent/guardian, and the superintendent judge that the student poses NO REASONABLE RISK to other persons in the school. Reports/information related to either school employees or students who allegedly or actually contracted AIDS or HIV will be provided ONLY to the principal, who will in turn inform the superintendent. The panel will decide which, if any person in the school, for the protection of the student, has a direct need to know that the child is infected. The confidentiality requirement will be made clear to such persons. The right to privacy of the infected individual will at all times be protected.

## **ACCIDENTS**

Every accident, no matter how minor, will be documented. The principal will be notified immediately of any accident that occurs on the school premises. For serious injuries, parents/guardians will be contacted and emergency medical aid will be arranged, if necessary. Accidents which require the student to miss a minimum half day of school must be reported to the Archdiocesan Office. Each family must have their own personal medical insurance coverage. The school's insurance policy does not cover medical costs for student accidents.

## **EMERGENCIES**

Kentucky state law requires regular fire, tornado, intruder, bomb threat, and earthquake drills each year. All staff receives in-service on an annual basis as to their responsibilities. Emergency exit plans are posted and students are expected to file out in silence to their designated areas of safety. In the event of a disaster for which the school must be evacuated, students will be taken to St. Barnabas Church where parents/guardians may pick them up. If it becomes necessary to evacuate the area, students and faculty will move to the closest Catholic School outside the evacuation zone. A sign will be posted on the front door letting parents/guardians know the relocation site and phone number. A formal Emergency Plan has been developed and is reviewed with all faculty and staff at the beginning of each school year. Each faculty member, the maintenance room, cafeteria, after school care and school office, maintains a copy of this plan. The plan includes required responses and procedures for all major disasters or lockdown situations.

## **ALCOHOL/DRUG USE AND ABUSE**

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

### **Possession/use of illegal drugs or alcohol**

When a student is found in possession or under the influence of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

- The substance will be taken away from the student.
- Parent/guardian will be called to take the student home unless emergency help is necessary.
- The superintendent and/or the Safe & Drug Free Schools Coordinator is notified and consulted.
- A conference with the student, parent/guardian, and school officials will take place.

- Law enforcement authorities will be informed.
- A professional assessment for chemical dependency is required, and the student may be suspended from school pending the results of the assessment.
- Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension/reinstatement with stipulations, and/or dismissal from school.

### **Distributing/Selling Illegal Drugs or Alcohol**

If a student is found distributing or selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

- Parent/guardian will be called to take the student home.
- Law enforcement authorities will be notified.
- The superintendent and/or Safe & Drug Free Schools Coordinator is notified and consulted.
- The student will be dismissed from school.

### **Suspected Possession/Use/Distributing/Selling of Illegal Drugs or Alcohol**

When the principal suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the principal will meet with the student, discuss the situation and contact the parent/guardian. If a suspicion is confirmed, the school will follow its policies. If no evidence is found to support the expressed concern, the matter will be dropped.

### **Professional Assessment and Treatment**

When a professional assessment is required, the Safe and Drug Free Schools Office can provide the family a list of certified chemical dependency counselors/agencies that can be chosen for the assessment. Should a parent/guardian refuse the professional assessment or the recommended treatment, the student may be dismissed from school.

School authorities will retain the right to search students and their possessions brought into the school or onto school property. Lockers, desks, etc. are under the ownership of the school and students should not bring any items to school that may need to be taken from them to protect the school, its personnel or its students. (Archdiocesan Handbook 51442)

## **GANG ACTIVITY/POSSESSION OF WEAPONS**

KRS Chapter 527 reads as follows: "A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purposes other than instructional or school-sanctioned ceremonial purposes, or the purposes permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational instruction. The provisions of this section shall not apply to institutions of postsecondary or higher education."

The Kentucky Penal Code, Section 500.080, states that "deadly weapon" means: any weapon from which a shot readily capable of producing death or other serious physical injury may be discharged; or

- any knife other than an ordinary pocket knife or hunting knife; or
- billy, nightstick, or club; or
- blackjack or slapjack; or
- nunchaku karate sticks; or
- shuriken or death star; or
- artificial knuckles made from metal, plastic or other similar hard material.

While the Kentucky Penal Code, Section 500.080, does not define hunting knives or pocket knives as “deadly weapons,” these knives should not be permitted in schools unless prior permission has been obtained from the administrator and the items are used for instructional purposes.

Should a student be in violation of the above policy, the following steps should be taken:

- The parent/guardian is contacted.
- The student is dismissed from school.
- The police are called.
- Superintendent is notified.
- The reason for dismissal is noted on the student’s permanent record.

## **DRUG FREE SCHOOL ZONE**

Kentucky law provides increased penalties for illegal drug activity within 100 yards of the school building. A sign provided by the Communities Against Drugs and Crime Foundation is posted outside the school building to notify the public of this policy.

## **ASBESTOS**

In accordance with EPA regulations, the school has been inspected for asbestos containing materials by accredited inspectors, using methodologies specified in the **ASBESTOS CONTAINING MATERIALS IN SCHOOLS, RULE: 40CFR, Part 763**(Asbestos Hazard Emergency Response Act.) AHERA requires Local Education Agencies to regularly reinspect asbestos-containing materials in school buildings. Asbestos has been removed from the classroom floor tile. There is a management plan for maintenance of asbestos materials in the school office. Parents/guardians may request to review the plan.

## **SECURITY SYSTEM**

The main front doorway of the school is activated by a security system during school hours. Visitors and parents/guardians must use the main doorway when entering the building and report to the office to obtain a visitor’s pass. They will need to ring the bell to activate the intercom system. They should check in at the office when entering the building and must sign out when leaving the building. All outside doors will be kept locked during the day as a safety precaution.

## **SCHOOL LUNCH PROGRAM**

A federally supported school lunch program which offers free and reduced price lunches is offered to families who qualify. Applications forms are available in August.

A monthly menu is sent home with students. It is also available on the John Paul II Academy web site.

The lunch program is offered on the choice system. Students are encouraged to eat the entire lunch as offered but, to avoid waste, each child has the option of choosing as few as three items from the menu. Milk counts as one of the three items but dessert does not. Daily lunch including milk is \$2.25 and extra milk may be purchased for \$.45. Milk may be purchased by students who bring lunch from home as well. (Prices subject to change)

Parents/guardians will be required to deposit money in an account for each child. The child will use a personalized ID# to withdraw money from their account to pay for lunch each day and for any extra item parents give them permission to purchase.

**Deposits to the accounts can be made** any school day between 7:30-7:55 a.m. in the school cafeteria. There will be a \$10.00 charge for all checks that are returned because they are written on insufficient funds.

Students will not be **allowed to charge more than one lunch. When a student's account is in the red, a notice will be sent home that day and a deposit must be made to the account immediately. If there is no money in the child's account** the school will provide a peanut butter sandwich, choice of fruit, and a cup of water (or milk, if they have \$.40) to tide them over until the school day ends. **Children may not charge from the account of a sibling.**

Special items that students like (pretzels, ice cream, etc.) will be sold for an additional charge of \$.50 - \$1.25 to those students who use the school lunch program. An extra portion of the main school lunch entrée (i.e., a second piece of pizza) will cost \$1.25. These special items are not available to students who bring their lunch from home.

Cafeteria monitors, supervising the students during the lunch period, will expect that:

- Students will attempt to eat the entire portion of the foods chosen.
- Students will use acceptable manners just as is expected of them in their own homes.
- Students will finish their meals in the cafeteria and not take food onto the playground.

**Parents/guardians should advise the homeroom teacher and school office in writing if a child is allergic to certain foods.** Copies of this note will be placed in the child's file, given to the cafeteria manager, and will be noted on the child's account profile.

## **LOCKERS**

Lockers are the property of the school and are loaned to the students. The teachers and the principal have the legal right to inspect lockers when there is a good reason to do so. Lockers should not be padlocked; they also should not be banged, kicked, defaced or otherwise damaged.

## **GRIEVANCES**

If you wish to consult a teacher, please call the school office for an appointment. Parents/guardians are encouraged to make an appointment to visit and consult with a teacher first if there is a problem or misunderstanding concerning school or student matters.

Grievances should be directed in the following order:

- Teacher / Staff member
- Principal
- School Board
- Office of Lifelong Formation and Education

When parents/guardians choose John Paul II Academy for their children, they are accepting the decisions of the faculty, administration and all others in authoritative positions. Hopefully, the parents/guardians will respect the decisions of the designated John Paul II Academy staff and trust that the disciplinary action chosen is not taken in an arbitrary manner. Disciplinary action is intended to be a learning experience that will help the student relate to peers and those in authority, respect the equipment and property of others, and act in a commonly acceptable manner

## **COMMUNICATIONS**

There will be a weekly folder handed out on Wednesday of each week. The newsletter will go home with the **oldest** or only child of each family.

## **CURRICULUM**

### **STATE CERTIFICATION**

John Paul II Academy meets the standards for non-public school certification set by the Kentucky Department of

Education. Every five years, the school is assessed for non-public school certification. The school is evaluated in the following areas: Philosophy & Mission, School Climate & Community, Governance, Administration & Staffing, Curriculum, Plant & Facilities, and Catholic Identity.

## **ACADEMIC PROGRAMS**

The curriculum design at John Paul II Academy meets or exceeds the standards for non-public school state certification. The school follows the Archdiocesan Curriculum. John Paul II Academy also provides for the spiritual growth and enrichment of the students. A variety of teaching strategies are used in order to meet the varied learning styles of the students. The school uses approved texts from the state and archdiocesan approved adoption lists. These are supplemented with additional resources to further support the curriculum.

## **LIBRARY/MEDIA CENTER**

The school library/media center is a source of information and education for all students. Each class has regular opportunities for obtaining books and using the library under the direction of certified librarian. Students in grades K through 8 have scheduled instruction in library skills and are expected to participate in written, oral and listening activities and will receive a grade in library skills on their report card. The library provides access to CD-Rom and Internet technology for student research.

These rules will help all to enjoy the library/media center fully:

- Maintain a quiet respectful tone at all times.
- Library books can be checked out and kept for a period of one week (gr.K-4) or two weeks (gr. 5-8).
- A fine of \$.05 per day is required on each overdue book. No additional library books may be checked out as long as a student owes a fine (A fine is not charged if a child is absent, but a note from parents stating the days absent would be helpful in making this determination).
- The student will be responsible for the replacement cost of books that are lost or damaged.
- Reference books are available for research work, but may not be taken home.
- Report cards for each grading period will be held in the school office until overdue books are returned and any fines paid.

## **PHYSICAL EDUCATION CLASS**

Elementary schools are required to have a physical education class weekly for every student, regardless of handicap or illness. If a student is in some way handicapped, either permanently or temporarily, John Paul II Academy is still required by this law to have at least some minimum type of physical activity for this student.

**Injury / Illness:** Any student who cannot participate because of injury or illness must have a note from a parent / guardian to be excused that day. If the time of non-participation is for more than one gym period, a note from a doctor is required.

## **COMPUTER LAB GUIDELINES AND INTERNET ACCEPTABLE USE POLICY**

Computer CD's will be distributed when needed. It will be the responsibility of the student to return the CD before the end of class. Students who deliberately alter a standard software menu, toolbar, or screen may receive disciplinary actions. If it cannot be determined who in a group is responsible, everyone in the group may receive disciplinary actions.

Internet use will be made available to all students with parental/guardian permission. The internet will provide great educational benefits to the students. However, there may be some content that some people would find offensive, especially for children. This policy is to provide guidelines and responsibility for the use of the internet and computer network.

- Students are responsible for their behavior on the internet. They are expected to follow the rules laid out within this policy as well as other school rules that may apply.
- Internet and communication access is provided for educational purposes.
- Network users are aware that files and communications may be reviewed to ensure that the system is being used responsibly.
- Users realize that all electronic sources available on the internet cannot be screened or filtered. We recognize that experienced internet users often do not know the nature of the site that they are connecting to. With this consideration, REPEATED and INTENTIONAL visits to objectionable sites will result in a loss of privileges and disciplinary actions.
- Teachers will educate students in regards to appropriate internet use.
- A teacher must supervise downloading files from the internet.

The following are not permitted:

- Damage to computer systems or networks.
- Reveal personal information such as phone numbers or names and addresses on-line.
- Move, alter, change, modify, remove or add any icons.
- Change any Configuration files of any programs.
- Load/copy personal software on any machines.
- Use offensive or inappropriate language at any time.
- Use unauthorized multi-user games on the internet.
- Harass, insult or threaten others.
- Engage in illegal activities on-line.
- Break into or attempt to break into another computer network.
- Subscribe to unauthorized news or mail lists.
- Violate copyright laws.
- Trespass into someone else's folders or files.
- Submit work from the internet as your own.
- Destroy another person's data or file
- Create or share computer viruses.

These computer/internet guidelines are subject to change at the discretion of the teacher or principal at any time.

## **PORTFOLIOS**

Portfolios will be required of all students in grades 1-8. All students will maintain a Writing portfolio and students in grades 4-8 will also maintain a Math portfolio.

## **GRADUATION**

Graduation from the 8th grade should stress the student's Christian development and preparedness for high school. The successful completion of eight years of religious and academic training will be celebrated near the end of the school year.

A graduation prayer service will be held and academic awards will be distributed.

Graduation attire should be proper and appropriate for the occasion. Students will wear graduation gowns for the prayer service. Individual photos will be taken in their graduation attire or robe as determined by the parent. Class pictures will be taken in their robe.

## **CLASS SIZE:**

Every effort will be made to stay within the following recommended class sizes:

- Pre-Kindergarten: Regulated by the Cabinet of Human Resources.
- K-3: 29 students, with an assistant or volunteer with more than 25 students.

- Grades 4-6: 29 students.
- Grades 7-8: 29 students.

## **HOMEWORK**

Homework is considered a very important part of the daily learning. Students are expected to complete all assigned work and turn it in on the scheduled day. Recommended time per day for each level are as follows:

- Grades 1-2: 30-40 minutes
- Grades 3-4: 40-50 minutes
- Grades 5-6: 50-60 minutes
- Grades 7-8: 75-90 minutes

Consideration must be given to the fact that some children work slowly and may take longer to complete their work. If the student has difficulty completing assignments over and above the suggested time, the parent/guardian should notify the teacher. Also, long-term assignments will require children to spend extra time

## **FIELD STUDY TRIPS**

Field study trips are designed to broaden the student's knowledge. Field study trips are considered a privilege, not a right. The type and frequency of field study trips is determined by the distance, age level, and the value as an outgrowth of class instruction. The principal must give approval for any field study trip. All students must return the signed permission form in order to participate in the field trip; therefore, phone permission will not be accepted under any circumstances. It is usually impossible to refund field study trip monies since the admissions and buses are booked in advance. Field trips are an expected, planned part of the school curriculum and an extension of the learning process. Pre and post-tests and school projects may be assigned to correlate the field trip experience with the daily curriculum. Some will take place in school and some out of school. School rules for behavior prevail on field trips as do the regular safety rules for the use of school buses.

**Students are required to bring in a permission slip, signed by a parent/guardian, before attending any field trip scheduled away from school. Children who fail to bring a signed permission slip will not be permitted to attend the trip.**

Adult chaperones for trips are often needed. The teacher will determine the number of adults needed for a trip.

## **SAFETY ENVIRONMENT TRAINING**

The Safety Environment training is mandatory for any parent/guardian, adult volunteer, coach, or chaperone for field trips, school volunteer work, athletic or academic coaching. This is an Archdiocesan requirement. Check with the Archdiocese for available classes and times. These certifications should be kept on file in the school office.

## **EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities will help develop certain responsibilities and experiences that cannot be gained through the regular classroom. Students who participate in these activities must observe all school rules. School assignments take priority over all extracurricular activities. Academic requirements must be met for participation in these activities. John Paul II Academy accepts the basic principle that extracurricular activities supplement the academic and spiritual development of youth and help develop a sense of community.

John Paul II Academy also accepts the basic principle that the responsibility to maintain proper perspective in extracurricular activity participation lies first and foremost with the parents/guardians of the participants. Parents/guardians and students will be required to sign a "Code of Conduct" provided by the John Paul II Booster Organization outlining actions that are expected of all in the Catholic School environment.

“Extracurricular activity” is understood to include all meetings, practices, games, etc. provided for the elementary school age youth of John Paul II Academy.

Participation in extracurricular activities is open to all children of John Paul II Academy or supporting parishes. For just cause, and with the approval of the supporting organization, the moderator of an activity may allow participation by children not belonging to the school. In such cases, first priority for participation shall be given to children of John Paul II Academy or supporting parishes.

A few examples of Extracurricular Activities at John Paul II Academy include:

- Student Council: An organization with officers from the sixth, seventh and eighth grades and representatives from each homeroom in grades 3-8. The purpose of this organization is to promote harmonious student, faculty, and community relationships and to provide direct channels of communication between the student body and the school administration. This organization strives to reach these goals by helping to develop school pride, spirit, and morale, working with faculty on school problems and projects, and sponsoring projects that are socially relevant to the school and community.
- Lectors and Servers: Boys and girls in grades 5-8 may be trained by members of the parish staff to read at liturgies or to assist at the altar. These opportunities will involve students in practicing their faith commitment.
- Quick Recall Team: Student teams compete with other schools in the Archdiocese. Open to grades 4-8 and held after school.
- Book Bee Team: Students compete with other schools of the Archdiocese on their knowledge of books they have read. Open to grades 4-8.
- Math Counts: Mathematics competition with other schools in Jefferson County. Open to junior high students.
- School-sponsored Sports Programs (i.e. football, volleyball, basketball, cheerleading, track, field hockey, soccer, tennis, swimming, golf, softball, T-ball, and baseball).

## **CANCELLATION OF EXTRA CURRICULAR ACTIVITIES**

In the event that school is cancelled due to snow or other severe weather conditions all sports practices or scheduled games will also be cancelled.

## **MODERATORS’/COACHES’ RESPONSIBILITIES**

Extracurricular activities provide an environment in which to develop and demonstrate the virtues of community spirit, self-discipline, loyalty, honesty, respect and industry. Moderators/coaches and volunteers should work actively to develop these virtues in the youth committed to their care through personal example and instruction. Success in the competitive situations provided by athletic and scouting activities promotes self-respect and the positive self-image essential to wholesome development. Moderators/coaches should strive to develop a winning spirit, keeping in mind that the true goal is development of self-respect and a positive self-image in the youth committed to their care.

Each moderator/coach is expected to uphold the letter and the spirit of the guidelines provided by the particular association (Catholic School Athletic Association (CSAA), the John Paul II Academy Booster Organization, Boy Scouts of America, etc.) of which the activity is a part.

## **PARENTS’ RESPONSIBILITIES FOR EXTRACURRICULAR ACTIVITIES**

When children are dropped off to attend sports practices or other extracurricular activities, parents/guardians should accompany the child to the gymnasium or field to make sure that the coach/moderator is present and that children are not being left unattended. Siblings should not be dropped off if they are not on that team. Coaches/moderators cannot accept responsibility for them. Children should be picked up immediately after the practice is over and should never be expected to wait alone until a parent/guardian arrives. Compliance with this ensures childrens’ safety and prevents liability.

## STUDENT PROGRESS

### EVALUATION

Recognizing the uniqueness of every student, John Paul II Academy strives to provide opportunities to each student to learn to the best of his/her ability and to develop a realistic and healthy attitude toward that ability. Student progress is determined by a student's attainable goals, his/ her achievement in subject matter, and the quality of the work examined in light of the student's ability. A student evaluation process is implemented that encourages and facilitates the student's self-evaluation under the guidance of the teacher. Student progress is reported through the parent/guardian-teacher-student conference and a written report to the parents.

### GRADING SYSTEM

Students will receive grades for all subject areas. The following grading system is used in grades 1 – 8. The teacher will inform the students of their grading criteria.

#### BASIC GRADING SCALE

- 100 – 93% A – Excellent progress
- 92 – 84% B – Above average progress
- 83 – 75% C – Average progress
- 74 – 70% D – Below average progress
- 69 – 0% U – Unsatisfactory progress

#### CONDUCT/EFFORT GOALS

- O- Outstanding progress
- S -Satisfactory progress
- N-Needs improvement

### PARENT/GUARDIAN-TEACHER-STUDENT CONFERENCES

Since education is a cooperative effort, parent/guardian and teacher conferences afford an opportunity for mutual exchange of insight regarding the attitudes, abilities, and skills of each student.

**Regulations:** At the PTS Conference, parents/guardians will have the opportunity to discuss the student's goals and progress. All students and parents/guardians are expected to attend the conference. If a student is not present at the PTS Conference, he/she is counted absent from school. Due to the importance of PTS Conferences, siblings should not be present. Three conferences are scheduled during the school year. **There will be only one conference scheduled per student for each session.** Parents/guardians or teachers may request a conference at any time.

### STUDENT GOALS

In the goal setting process the teacher, student, and parent/guardian work in a collaborative way to assist the student in accomplishing class goals and individual goals.

Each student is encouraged to grow by using daily and periodic assessments. Student goals are discussed at conference time.

### INTERIM PROGRESS REPORTS

Interim reports will be distributed for students in grades 4 – 8 at the mid point of each quarter. Progress will be noted with an "S", representing a satisfactory grade of A, B, C; or noted with an "N" representing grades of D or

U, unsatisfactory progress. Progress reports are completed in duplicate, which should be signed and returned to school. Teachers will make a notation if a conference is necessary. If a teacher does not request a conference, but the parent/guardian believes that further contact is needed, parents/guardians should first write a note to the teacher to discuss the concern, a “phone conference” would be the second step; and then, if necessary, a conference will be scheduled.

## REPORT CARDS

Report cards will be distributed after the close of each quarter. Students in grades 1 – 3 will receive an S/N for Religion, Art, Foreign Language, Music, Library, Computer, P.E., and Health. Students in grades 4-8 will receive letter grades in these areas. Final averages will be listed on the report card and will also be recorded on the permanent record. Students will be given a grade for their conduct/effort in each subject area.

## HONOR ROLL

Excellence in academic achievement is recognized. Students in grades 4 – 8 are eligible for participation in the Honor Roll system. The Honor Roll is divided into three categories:

- PRINCIPAL’S LIST: All A’s and no N’s in conduct or effort.
- 1st HONORS: All A’s and B’s with no more than three B’s and no N’s in conduct or effort.
- 2nd HONORS: No grade lower than B and no N’s in conduct or effort.

## PROMOTION / RETENTION

Decisions about student placement will be made by the principal, counselor, and teacher in collaboration with the parents/guardians. Academic consideration for progression will be determined on the basis of two or more of the following:

- Teacher evaluation of the pupil.
- Acceptable ability-related achievement of a pupil on a standardized test.
- Pupil progress toward mastery of the Archdiocesan outcomes.
- When retention is a possibility, communication with parents/guardians should begin no later than during the second conference.

## SUMMER SCHOOL

A summer school or tutoring program may be recommended or required to strengthen and reinforce the student’s skills. Any student who receives a “U” average in any subject will be required to attend summer school or receive 20 hours of tutoring from an approved program of studies. Proof of successful completion will be required prior to August 10.

## SPECIAL NEEDS PROTOCOL

John Paul II Academy strives to implement the Archdiocese of Louisville Intervention Protocol that promotes a model of inclusion for students who are experiencing learning or behavioral difficulties. When a teacher becomes aware of a possible learning or behavioral difficulty, concerns are documented and a **Special Conference** is held with the parent/guardian. If difficulties continue a **Strategy Plan** may be written to identify specific goals and strategies which are directly related to the student’s strengths and needs. For those students with a diagnosed disability, **Section 504 Plans** are written. The school will convene meeting of a 504 Team whose members consist of school personnel, parents/guardians, and the student-when appropriate. This team collaborates to identify the accommodations that can be provided to enable the student to become a more successful participant in a particular class setting.

## **RESOURCE PROGRAM**

The Resource Program supports students with identified learning needs as part of the Archdiocese of Louisville Intervention Protocol. The Resource Teacher collaborates with school personnel, parents/guardians, and students in order to determine the appropriate assistance for meeting students' individual needs. Identified students will receive assistance individually or in small groups. The academic support may take place within the classroom setting or in the Resource Room.

## **PERMANENT RECORDS**

The permanent record serves as an educational history permanently and centrally maintained by the school for each student who has been in attendance here. The original permanent records remain in the school. Only copies are forwarded to schools upon written request by the parent/guardian. No copies can be sent to other schools if tuition is not up-to-date or paid in full. Written requests must be made at least 24 hours before the copy is needed. The first copy is free. A \$5.00 fee must accompany each subsequent request.

Final grades, which are a summary of the year's work as well as standardized test scores, absences, and tardies, are posted on the permanent records.

Health records are kept in the office. Students entering pre-K, kindergarten and grade 6 must have a physical. All students must have up-to-date records by the end of the 2nd week of school.

All parents/guardians have the right to inspect and review their child/ren's educational records; the right to request the amendment of those records to ensure that they are not misleading, inaccurate, or otherwise in violation of the student's privacy and other rights; the right to consent to, or decline from, allowing disclosure of personally identifiable information contained in the student's education records, except to the extent that Family Educational Rights and Privacy Act of 1988 and the regulation authorize disclosure without consent. An appointment should be made with the principal to review student educational records.

## **RULES AND REGULATIONS**

### **UNIFORMS**

Students in grades K-8 are to be in regulation uniform each day. Pre-K students do not wear uniforms – they should wear comfortable play clothing.

If for some reason the students cannot be in uniform, they must bring a note from the parent to the office for the principal's approval. Violation of uniform regulations will result in a warning. If the problem persists, then a detention will be issued and the student will need to call for the proper uniform. The principal and/or teacher have the authority to have students remove or correct any clothing or grooming item that is deemed inappropriate for school. Students must enter and leave school in full uniform, except for students who are scheduled for extracurricular activities; they may change clothes after regular dismissal. Appropriate outer wear should be worn to school since the students will have a short recess period outside on most days.

Uniforms may be purchased at Shaheen's (style numbers are noted below).

- **SHORTS:** Khaki uniform walking shorts (no stone color and no tags/logos, no cargo pockets) are permitted year round. Shorts are "Bermuda" short style and may be no shorter than 4" from the crease of the back of the knee. Shorts may not extend past the knee and may not be baggy in style. They must be worn at the waistline.
- **SHIRTS:** Students may wear white uniform style cotton shirt/blouse or white or maroon "golf" shirts (interlock knit) - no logos. For the cotton shirts/blouses, girls' collars may be pointed or button down (no lace), and boys collars may be pointed or button down. All shirts must be tucked in and only the top button left

open.

- SLACKS: Khaki slacks – uniform style only. No stone color and no tags/logos, no cargo pockets are permitted. Slacks must be worn at the waistline and not be oversized.
- JUMPER: Girls in grades K-3, style #78 at Shaheen’s – this style only.
- SKIRT: Girls in grades 4-8, pleated (#78) are permitted, available at Shaheen’s – shorts may be worn under the skirt as long as the shorts are not visible below the hemline. PE sweatpants may be worn under skirts only during cold weather and at the discretion of the principal.
- SKORTS: Girls in grades K-3 – Uniform style, plaid (#78) skorts may be worn, no khaki skorts.
- P.E.: School logo sweatpants, school logo sweatshirts, school logo tee-shirts, and school logo gym shorts (cotton or nylon) can be worn all day on days the class has P.E. This is optional. If P.E. attire is not worn, uniforms must be worn. The P.E. attire can be purchased at registration at the school. No hoodies or zippered sweatshirts are allowed.

**ALL jumpers, skirts, and skorts must be of modest length – no shorter than 4” above the crease of the back of the knee. Uniform shirts and blouses should be tucked in at all times.**

- SWEATERS: Wine sweaters are permitted if purchased at Shaheen’s, (style #6300).
- BELTS: For shorts/slacks with belt loops, belts must be worn. Belts must be solid black or brown in color and conventional in style and length. Kindergartners should not wear belts.
- SOCKS: Solid white socks only-no stripes, no logos, no designs, and no lace is permitted. Socks must cover the ankle; no low cut socks are permitted. Socks must be seen above the shoe. Girls may wear white tights.
- SHOES: No open toe shoes (sandals) and no open heel shoes may be worn. Suggested wear is comfortable tennis shoes. If shoes have laces, they must be laced up and tied. Boots may only be worn in bad weather. NO shoes with wheels are permitted. These regulations apply to uniform and non-uniform days alike.
- JEWELRY: Small earrings with posts are permitted to be worn in the earlobe only, no dangling below the earlobe and no hoops. Boys are not allowed to wear earrings. A small chain with a religious cross or medal is the only necklace permissible. A watch is acceptable. A student may be asked to remove any piece of jewelry that is deemed a distraction at the discretion of the teacher or principal. Body piercings (other than the earlobe) and tattoos are not to be visible at any time.
- HAIR: Hair must be neat, clean, and well groomed at the discretion of the principal. No artificial hair color or dyes allowed. Boys should have a regular haircut above the collar, no fad hairstyles, and no completely shaved heads. Girls should have no distracting hairstyles.
- PURSES: Purses are allowed at school, but must be kept in the locker only. There should be no purses taken to classrooms.
- MAKE-UP: Students are not to wear make-up, colored nail polish, or artificial nails to school.

## **NON-UNIFORM DAYS**

Students will be notified through official announcements when the uniform is not required. Participation is voluntary. Student dress should be comfortable and in good taste.

Oversized clothing is not permitted.

Students are not permitted to wear sun dresses, tank tops, tube tops, see-through shirts, midriff tops, spandex shorts, mesh, nylon, or Boxer shorts.

Shorts and skirt lengths must be no shorter than 4” above the crease in the back of the knee.

Students are not permitted to wear hats indoors.

T-shirts with inappropriate slogans or messages (tobacco, drugs, sexual innuendoes, etc.) are not permitted. Clothing with rock group names, symbols, or logos are not permitted. All clothing must be in good repair-no raveled edges, holes, or patches.

If students come to school dressed inappropriately at the discretion of the principal, they will call home to obtain suitable attire or their uniform

## **SPIRIT DAYS**

Certain days are designated as Spirit Days. On these days students may wear John Paul II Academy spirit or team logo shirts/sweats. Shirts should have John Paul II Academy imprinted on them. These may be worn with jeans, sweats or the uniform pants or skirt. Spirit items are sold on registration day and can be purchased at Louisville Sporting Goods.

## **PE ATTIRE**

Pre-School: Children wear regular school clothes.

Grades K-8: School logo sweatpants, school logo sweatshirts, school logo tee-shirts, and school logo gym shorts (cotton or nylon) can be worn all day on days the class has P.E. If the P.E. attire is not worn, uniforms must be worn. P.E. attire is sold on registration day and can be purchased at Louisville Sporting Goods.

## **GENERAL SCHOOL RULES**

- Students are expected to act in a respectful way at all times towards teachers, substitute teachers, cafeteria, office and maintenance personnel, bus drivers, patrols, guests, the principal and their classmates.
- Students are expected to behave in the class. Disrespectful language, name-calling, ridicule, note-writing or unnecessary interruptions are not acceptable in any grade.
- All students are expected to attend Mass with their class. Reverence and proper conduct at Mass and paraliturgies are expected.
- Students are expected to behave in the cafeteria and on the playground. If a student throws food, makes a mess, pushes or cuts in line, plays rough or teases another student, a detention may be given and/or the student will be isolated from others.
- Cheating, fighting and stealing are considered major violations and will warrant a detention and possibly additional disciplinary action.
- All school or personal property must be treated respectfully. Deliberately damaging any property will require total reimbursement or repair as well as detention or other disciplinary consequences.
- Repeated problems with conduct or missing assignments will be cause for receiving disciplinary referrals. These referrals may also result in a detention.
- School uniform codes are to be followed at all times. Blouses and shirts are to be tucked in and accessories are not to be worn with the uniform.
- Chewing gum is never permitted at school, on the playground, or on the bus.
- Candy or other snacks are only permitted during school time with express permission of the teacher.
- Radios, CD players or other electronic devices are not to be brought to school. Cell phones can be brought to school, but must be left in backpack or locker and remain off while on school property. The school will not be responsible for any such item that is lost or stolen. Toys are to be left at home unless authorized by a teacher. Any of these items found out of proper places will be confiscated and taken to the office until a parent/guardian picks the item up from the office.
- Students may not leave the school grounds under any circumstances without a note signed by the principal, office personnel or a teacher.
- Birthday and other party invitations are not to be handed out at school.
- Any unacceptable behavior not detailed here but considered by a teacher or the principal to be against the philosophy of John Paul II Academy will make a student subject to detention or other disciplinary procedures.

## CAFETERIA POLICIES

John Paul II Academy's cafeteria is a federally supported school lunch program which offers free and reduced prices to families who qualify. Applications are available at registration and throughout the year.

The cafeteria operates on Offer versus Serve, in which a student is required to take 3 of 5 food components offered. Three food components are considered a reimbursable lunch. Milk counts as a component. A centralized menu is sent home monthly and is available on the John Paul II website.

The price of lunch is determined by the Archdiocese of Louisville central school food office. For the 2007-2008 school year the price of lunch is \$1.85 and milk costs \$.45. A-la-carte items (i.e., juice, pretzels, ice cream, bottle water, etc.) will be sold for an additional charge of \$.50 - \$1.25 to those students who buy their lunch. An extra portion of the main entrée (i.e. a second piece of pizza) will cost \$1.25. These special items aren't available to students who bring their lunch from home. Soft drinks and lunches from fast food restaurants cannot be brought into the cafeteria at lunchtime. This includes the times parents are invited to lunch.

Students in all grades are expected to act appropriately at all times in the cafeteria. The following rules will be observed:

- No playing in the lunch line.
- Sit at tables designated for your group.
- Quiet conversation voices.
- Walk to and from tables.
- Dispose of all napkins, straws, milk cartons, sacks etc., in the appropriate containers.
- Put forks and spoons in the containers provided for them.
- Stack trays at the window or table in a way they will not fall on the floor.
- Wait for the monitor or classroom teacher to dismiss the group.
- Be sure the eating area is clean. This includes the tables, chairs and floor.
- Cafeteria monitors, supervising the students during the lunch period, will expect that:
- Students will attempt to eat the entire portion of the food chosen.
- Students will be respectful and use acceptable manners just as expected of them at home.
- Students will finish their meals in the cafeteria and not take food onto the playground.
- Accounts are set up for each student using a 3 digit PIN number. Parents will be required to deposit money in an account for each child. The child will use their personalized PIN number to withdraw money from their account each day to pay for their lunch and "extras" that parents give permission to buy. Parents are responsible to keep money in their child's account and balances are available upon request. **DEPOSITS MAY BE MADE ANY DAY OF THE WEEK.**
- Account balance letters will be sent home on Wednesday when a student has less than \$3.75 in their account (2 lunches)/ \$.85 for students on reduced lunch. **NEGATIVE BALANCES MUST BE PAID IMMEDIATELY.** A student may not charge more than 2 lunches. If a student has a negative balance of \$3.70 or more/\$.80 for reduced students, the cafeteria will provide peanut butter and crackers, fruit and water, or milk if they have \$.45 in their account to tide them over until school ends.

When sending in lunch money, the student's PIN number and name should be placed on the check made payable to John Paul II Academy. When sending in a cash payment, the money should be placed in an envelope with the student's PIN number and name. This will help ensure the money will be put in the correct account. All payments should be sent to the cafeteria in the morning for the money to be put into the account before lunch begins.

Parents should advise the homeroom teacher in writing if a child is allergic to certain foods. Copies of this note will be placed in the child's file, given to the cafeteria manager, and will be noted on the child's account profile on the POS.

## DISCIPLINARY PROCEDURES

The essence of Christian discipleship is self-discipline. Among the goals of Catholic education are those that teach self-discipline, respect for others, respect for property, and responsibility for one's actions. The purpose of the discipline code is to insure acceptable behavior on the part of the students. The teachers recognize the need for open communication with parents in all matters of discipline and therefore:

- Provide consistent and constructive methods of discipline.
- Communicate these effectively to faculty, students and parents.
- Schedule PTS conferences on request by a teacher, parent or Principal.

## TEACHER-STUDENT DIALOGUE

The teacher and student should seek an understanding and solution for the behavior when it develops. Ways of adjusting the behavior should be discussed and agreed upon between the teacher and student. Consequences should be setup, such as extra work, loss of privilege, time out, detention, etc. The teacher at this time may elect to contact the parents/guardians or may choose to work with the student to find a workable solution.

## SCHOOL TO HOME NOTIFICATION

Most infractions can be dealt with by notifying and working cooperatively with parents/guardians. Parents/guardians will receive written notification through a responsibility referral when necessary regarding inappropriate school behavior, unacceptable classroom performance, and dress code violation. Parents/guardians are required to return the form the next school day with their signature. When referrals are given for missing or incomplete work, the referral needs not only the parents'/guardians' signature but the completed assignment, both of which should be returned the next school day. Failure to comply with the above will warrant a second referral. It is the desire of the school that the parent/guardian not only acknowledge the notification but that the parent/guardian also address the situation with the student at home. This demonstrates the parents/guardians clear understanding of the role they must play in supporting the school's discipline philosophy and procedures.

## DETENTIONS DEFINED

Detentions will be scheduled in the afternoon in designated classrooms. For the students in grades K-5, detentions will be held until 3:30 pm and for students 6-8, detentions will be held until 3:45 pm. Detention slips will be sent home for parents'/guardians' signatures. Detentions are scheduled for serious deliberate and/or continual offenses and should be taken seriously.

With accumulation of three referrals within a week a detention will be warranted and served as promptly as possible. Parents'/guardians' signatures on disciplinary forms indicate their awareness of, though not necessarily their agreement with, the actions taken by the school.

The school administration reserves the right to issue an immediate detention when deemed appropriate.

**Academic Detention:** Students in grades 4 through 8 receive an academic detention when they fail to complete or turn in assignments in a timely fashion. This includes seeing that forms are signed and returned by their parents/guardians. The number of missed assignments allowed per quarter before a detention is applied varies from grade level to grade level. Students, during the opening days of school, are instructed as to the requirements for their grade level. During the detention period, scheduled at the convenience of the teacher, the student works with the teacher to develop a plan for seeing that future work is completed and turned in to the teacher on time.

**Behavior Detention:** During a behavior detention, students complete a behavior learning packet, decide how to make amends for the behavior, and make plans to see that the behavior is changed.

## **PROBATION**

If after consultation with the parents/guardians, misbehavior and/or poor academic effort continues and the child has received three detention within a quarter and no significant improvement has been noted, then the school reserves the right to initiate a period of probation. Probation is a disciplinary procedure by which a student who is in school is evaluated in regard to attitude and behavior over a specified period of time by teachers and the principal in order to determine his/her resolve to remain in the school community. Participation in extra-curricular activities is at the discretion of the principal.

The school administration reserves the right to issue an immediate probation when deemed appropriate.

## **TEMPORARY SUSPENSION**

Temporary suspension is a disciplinary procedure by which a student is removed from the school/class for a specific period of time to give the student an opportunity to realize that certain aspects of his/her behavior and attitude are not acceptable to the school community. A temporary suspension may be in the form of “in-school” or “out of school” suspension, as determined by the administration.

During an “in-school” suspension adequate supervision will need to be provided. If an “in-school” suspension is given at the request of the parent/guardian, it must be with the understanding that we do not have extra personnel available to monitor this punishment, and will hire a substitute teacher to do so. The cost will be billed to the parents/guardians at the current rate set by the Archdiocese (approximately \$70.00 a day). Payment for the substitute teacher must be paid before the student returns to his/her regular classroom.

When a student is serving an “out of school” suspension, he/she is not eligible to participate in school sponsored extra-curricular activities (athletics, Quick Recall, etc), and he/she is not allowed in the school for any reason. This ineligible status will remain in effect from the first day of suspension until the first day that the student has returned to his/her regular classroom.

The school administration reserves the right to issue an immediate temporary suspension when deemed appropriate.

## **INDEFINITE SUSPENSION**

Indefinite suspension is a disciplinary procedure by which a student is removed from the school indefinitely. Indefinite suspension is used in those cases where probation and temporary suspension seem inadequate to effect the desired changes in the student’s attitude and/or behavior.

If indefinite suspension is necessary, the administration will follow the procedures outlined by the Archdiocese Office of Lifelong Formation and Education. As required by the Archdiocese, the principal reports the suspension to the Superintendent for Elementary Schools.

Before a student is readmitted to school after a temporary or indefinite suspension, a conference between the parent/guardian and the school administration is required. During an indefinite suspension, parents/guardians may be required to obtain and provide information from outside agencies concerning screenings for drugs or alcohol, psychological evaluation, etc., before a decision will be made regarding the child’s return to school. Based on the child’s school record, results of required reports from outside agencies, parent’s level of cooperation with the school, and other pertinent information, either a decision will be made to allow the child to return to school or a recommendation will be made for alternate placement. A written plan must be in place for seeing that the child’s behavior is corrected and parents must sign the plan agreeing to abide by the conditions for reinstatement. This plan may include a requirement for professional counseling, tutoring, additional testing, etc.

These conduct expectations for John Paul II Academy have been established in order to provide a safe, positive

learning environment for all students. In enrolling for school, students and parents/guardians agree to abide by the policies and procedures outlined in this handbook.

As it is impossible to anticipate all forms of unacceptable behavior, the school administration reserves the right to impose disciplinary action as it sees fit on conduct not specifically covered in our disciplinary policy or listed in the handbook. The principal, or designated administrative representative is the only school official with the authority to impose probation, temporary suspension, or indefinite suspension.

### **DUE PROCESS/GRIEVANCE POLICY**

Honest disagreements can, and sometimes do, occur. For those instances, we request that the parents/guardians follow the same procedure we attempt to teach the students (i.e., that discussion first take place between the two parties involved). This is the simplest and most effective way. If it is not satisfactorily resolved, we ask that BOTH parties, TOGETHER, approach the next level in each step. **SETTLING THE COMPLAINT OR DISAGREEMENT AT THE LEVEL CLOSEST TO THE DISPUTED QUESTION IS THE MOST EFFECTIVE WAY. THE PRINCIPAL IS THE FINAL DECISION MAKING AUTHORITY FOR MATTERS INVOLVING THE SCHOOL, AND ANY APPEAL OF DECISIONS BY THE PRINCIPAL WILL BE MADE TO THE BOARD OF DIRECTORS, WHO HAVE THE ULTIMATE AUTHORITY FOR ALL MATTERS OF JOHN PAUL II ACADEMY.**

### **EXTRACURRICULAR ACTIVITIES**

#### **Probation / Suspension Policy**

The policy of probation / suspension from extracurricular activities may be enforced when efforts (i.e., interim notices, contacts to parents by phone, in person, in writing, repeated detentions) have been made to get a student to change his/her pattern of improper behavior or poor study habits have not worked.

Once a student has been placed on **probation from extracurricular activities**, it means a student has two weeks to show marked improvement in behavior or academic responsibility or both. During a probationary period the student may continue to participate in extracurricular activities but must comply with the terms of the probation discussed with the Principal and given in writing to the parents. If a student complies with all requirements of the probation, he/she may continue to participate in extracurricular activities. If a student does not comply with the requirements of probation, he/she will immediately be suspended from extracurricular activities.

**Suspension from extracurricular activities** means that a student cannot participate in any extracurricular activity for 2 full weeks. A student is placed on suspension only after a period of probation. Suspension is immediately warranted when a student fails to meet the conditions of his/her probation or if the problem behavior or poor academic performance recurs within two weeks after probation has ended. Extracurricular activities are defined as any sponsored event including academic, cheerleading, and booster/athletic activities.

### **SCHOOL JURISDICTION**

**Search and Seizure:** Where there is reasonable suspicion that a student is in possession of drugs, alcohol, other harmful substances, or some object that could be harmful to self or others, the principal or classroom teacher has the right to search the student's clothing, purse, book bag, and/or backpack in the presence of another adult which may be the police.

**Behavior of Students When Not Under Direct Supervision of the School:** Should John Paul II Academy's administration become aware of behaviors that endanger a student's own physical or emotional health, safety or reputation or those of another person or the school, when the student is not directly under the jurisdiction of the school, the administration reserves the right to inform the student and the parents/guardians of what has been heard or observed. Should knowledge of such behavior, even though the behavior occurs outside the jurisdiction of the school, negatively affect the operation and/or reputation of the school, the administration reserves the right to take appropriate action.

## SMOKING

John Paul II Academy students are not permitted to bring, or use, tobacco products on school property or at any school sponsored event on or off the school grounds.

## THREATENING BEHAVIOR

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to another and/or damage to property. School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, developmental stage of student, other relevant information.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school administration are to be addressed in the following manner:

- Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
- Student's parents/guardians are notified.
- Student is suspended from school and may not attend any school activity or be present on school grounds.
- School officials apprise Superintendent of Schools.
- Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual(s), who have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible.
- Parents/guardians of student are required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parents/guardians and/or school administration may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
- Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow-up.

## BULLYING POLICY

John Paul II Academy has a "Bullying Policy" which maintains zero tolerance for bullying behaviors in our school. These bullying behaviors may be verbal, physical, or social. Examples of some of these behaviors are listed below:

- **VERBAL:** name calling, taunting, insulting remarks, gossiping, teasing, spreading rumors, insulting gestures or looks
- **PHYSICAL:** hitting, punching, kicking, pinching, shoving, or any physical threat to another person, tripping, defacing property, falsifying school work, scratching, biting, stealing, damaging property or threats to do so
- **SOCIAL:** undermining other relationships, ostracizing, excluding from the group, making jokes about or making someone look foolish, playing mean tricks, harassing

### Consequences for bullying behavior may include:

- Verbal warning with discussion and parent/guardian notification
- Denial of activity (eating lunch in cafeteria, recess, field trip, etc.), along with parent/guardian notification
- Detention and development of Behavior Plan (counseling required at this point)
- Suspension: 1-3 days (Parent/guardian may be required to accompany student throughout the school day when student returns from suspension)
- Dismissal

## **SPECIFIC ISSUES**

### **Harassment**

John Paul II Academy does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

**Sexual harassment** includes unwelcome sexual advances. Requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with a student's work performance or of creating an intimidating, hostile or offensive learning environment.

**Verbal harassment** includes derogatory comments, jokes or slurs: it can include belligerent or threatening words spoken to another individual.

**Physical harassment** includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**Visual harassment** includes derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties or gestures.

Any report of harassment, sexual or otherwise by one student against another will be investigated and parents/guardians will be contacted. The circumstances of the situation will determine the response and the consequences. Behaviors that include the use of vulgar language, sexual comments or actions will be dealt with very seriously. Consequences may include detention, suspension, or dismissal.

### **FALSE THREATS**

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

## **STUDENT ASSISTANCE**

### **STUDENT HEALTH**

School personnel trained in first aid are available at all times during the school day to administer to students' health needs. The office personnel will be the primary persons dealing with the students' health concerns. Students who need health assistance will obtain a pass from their teacher and report to the office. If the student is deemed too ill to remain at school, parents/guardians will be notified to pick up the student. A record is maintained for the students who receive health assistance. All medication must be stored in the office.

### **HEALTH SCREENINGS**

The school has a program of continuous health supervision for all students. Vision and hearing screenings will be conducted for students in 1, 3, 5, and 7. Students referred from the previous year will be rechecked. Parents/guardians may request for their child to be screened. Scoliosis screenings are conducted for students in Grades 4-5; parents/guardians may request for their child to be exempted from this test. Height and weight measurements will be taken each year.

## **COUNSELING**

In striving to provide a positive environment for our students and to address concerns that will inevitably arise in the school setting, the school has engaged the services of a school counselor. The counselor is a member of the team who is involved in providing a positive health environment for our students. This team consists of the student, parents/guardians, faculty, and principal. Referrals for counseling services can be initiated by the parents/guardians, teachers or principal. Parents/guardians may contact the counselor through the school office. A student can request, and may be permitted several visits with the counselor before parents/guardians are contacted. There will be opportunities throughout the year to meet the counselor, typically in the informal group settings.

## **SAFE ENVIRONMENT WORKSHOP**

Along with the Archdiocese of Louisville we are committed to ensuring that our students are provided a safe and secure learning environment. In an effort to fulfill this commitment, all employees, volunteers, and /or any adult who has contact with our students are required to participate in one of the Safe Environment Training Workshops (Honor Thy Children). This includes: parents participating in school sponsored field trips, homeroom parent, coaches, and any other individuals determined by the principal. No exceptions will be permitted for any reason.

## **PARENT-TEACHER ORGANIZATION**

The purpose of the **PTO** is to promote communication and understanding between the parents/guardians and teachers at John Paul II Academy so that, together, we may provide the highest quality education for all students. The Parent-Teacher Organization provides auxiliary services for John Paul II Academy and promotes, through its activities, a strong interest in and support for Catholic education. PTO dues are collected from each family as part of the school book and supply fee. PTO Board meetings are held once a month. General meetings are held three times each year. All parents/guardians are invited to these general meetings.

## **ROOM PARENTS**

Room parents are selected each year to assist the teachers in ways deemed necessary by the individual teacher. Each room parent should make arrangements with the teacher early in the year regarding services needed in a particular classroom. As with every visitor to John Paul II Academy, all room parents who are assisting with school activities should report to the school office to pick up a visitor's badge.

## **AFTER-SCHOOL CARE**

Students enrolled in John Paul II Academy are eligible for enrollment in the school's after-school program. After-school care is available for full time services (2:50PM-6:00PM). Payment must be made at the beginning of each week or at the beginning of each month. Students will not be able to attend the after-school care program if their account is in arrears by two weeks. Parents/guardians will not be charged for days the after-school care programs are not in session.

## **LOST AND FOUND**

A "lost and found" area is maintained so the students may claim misplaced/lost articles. The articles in the "lost and found" are kept for a reasonable period of time before they are donated to a charitable organization. Parents/guardians are invited to check if their child loses or misplaces something. To minimize the number of losses, the student's name should be clearly written on all possessions.

## **BUSINESS PROCEDURES**

### **PRE-KINDERGARTEN TUITION**

The Pre-K program is a self-supporting program and the tuition and fees must cover all expenses associated with these programs. Tuition will be a direct withdrawal through an ACH account. It is required that all tuition be kept up-to-date. It is the parents'/guardians' responsibility to contact the school office to settle all accounts.

### **PRE-REGISTRATION**

Pre-registration is held each school year during January for students entering Pre-K, Kindergarten, Grade 1, as well as for all new students. During February, pre-registration is held for returning students currently in grades PK-7. A non-refundable pre-registration fee of \$150 is charged per family. Pre-registration is required of all students who plan to return to John Paul II Academy. Pre-registration fee guarantees placement for currently enrolled students.

### **REGISTRATION FEES**

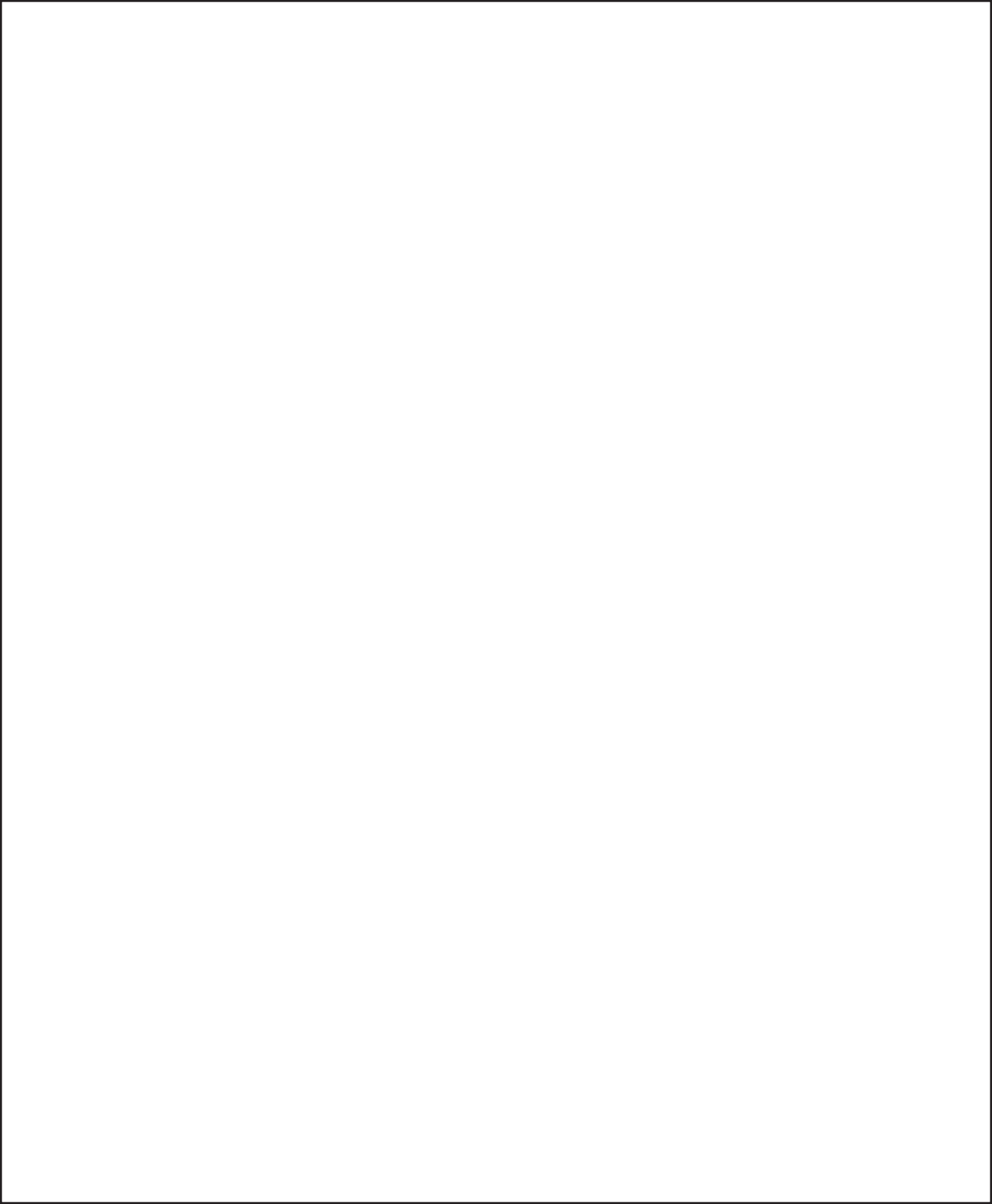
All registration fees must be paid or agreed to be paid through the payment plan at registration in order for the student to be issued books at the start of the school year. The registration fees include the costs involved with the rental of books, workbooks, archdiocesan assessment, testing fees, and other materials and fees.

### **PAST DUE TUITION AND FEES**

Tuition for John Paul II Academy is to be paid by periodic automatic withdrawals (ACH) or payment in advance by check. If an ACH is returned, a charge of \$30 will be assessed. A second occurrence will result in a mandatory meeting with the Principal. If the ACH debit is blocked or tuition is delinquent, your child(ren) will not be allowed to return to John Paul II Academy until the account is current. Families delinquent on payments to John Paul II Academy for tuition or other fees, may not register for the following school year until the account is paid in full.

### **CAFETERIA ASSISTANCE**

The lunch program depends in part upon the financial assistance of the parents/guardians. A family fee is charged at registration to assist in the expenses of the cafeteria. The fee does not pay for the salaries of the cafeteria manager, the bookkeeper, or other food service employees.





**JOHN PAUL II ACADEMY ADMINISTRATION RESERVES THE RIGHT TO  
MAKE REVISIONS, ADDITIONS, AND/OR DELETIONS TO THIS  
PARENT/GUARDIAN-STUDENT HANDBOOK.**

**HANDBOOK FORM**

Family Name \_\_\_\_\_  
Please Print

Please sign and date this form and send in to the school office when complete.

We (I) have read the John Paul II Academy Handbook and discussed its contents with our (my) child(ren) and  
We (I) support these policies and will follow them.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

Students' Signatures

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

