

PARENT-STUDENT HANDBOOK



2026-2027 SCHOOL YEAR EDITION

CONTENTS

LETTER FROM THE PASTOR	3
STATEMENT FROM JOHN PAUL II ACADEMY SCHOOL BOARD	3
MISSION OF JOHN PAUL II ACADEMY	3
JOHN PAUL II ACADEMY VISION	3
CATHOLIC PHILOSOPHY	3
CURRICULUM PHILOSOPHY	4
GOALS	5
ADMINISTRATIVE POLICIES	5-12
• ADMISSION OF STUDENTS.....	5
• TRANSFER FROM OTHER SCHOOLS.....	6
• WITHDRAWAL OF STUDENTS.....	6
• ABSENCES/TARDINESS/EARLY DISMISSALS.....	6
• SHADOWING.....	7
• INCLEMENT WEATHER.....	7
• ARRIVAL/DISMISSAL ROUTINES.....	7
• NON-CUSTODIAL PARENT RIGHTS.....	8
• HEALTH.....	8
• MEDICATION.....	8
• HEADLICE.....	9
• EXPOSURE CONTROL PLAN.....	9
• AIDS.....	9
• ACCIDENTS.....	9
• EMERGENCIES.....	9
• ALCOHOL/DRUG USE AND ABUSE.....	9
• SMOKING & VAPING.....	10
• NON-SMOKING POLICY.....	10
• GANG ACTIVITY/POSSESSION OF WEAPONS.....	11
• DRUG FREE SCHOOL ZONE.....	11
• ASBESTOS.....	11
• SECURITY SYSTEM.....	12
• SCHOOL LUNCH PROGRAM.....	12
• LOCKERS.....	12
• GRIEVANCES.....	12
• COMMUNICATIONS.....	12
CURRICULUM	13-16
• STATE CERTIFICATION.....	13
• ACADEMIC PROGRAMS.....	13
• MEDIA/STREAM CENTER.....	13
• PHYSICAL EDUCATION CLASS.....	13
• ACCEPTABLE USE POLICY FOR ELECTRONIC MEDIA (AUP).....	13
• GRADUATION.....	14
• CLASS SIZE.....	14
• HOMEWORK.....	14
• FIELD STUDY TRIPS.....	15
• SAFETY ENVIRONMENT TRAINING.....	15
• EXTRACURRICULAR ACTIVITIES.....	15
• CANCELLATION OF EXTRA CURRICULAR ACTIVITIES.....	16
• MODERATORS’/COACHES’ RESPONSIBILITIES.....	16
• PARENTS’ RESPONSIBILITIES FOR EXTRACURRICULAR ACTIVITES.....	16
STUDENT PROGRESS	16-17
• EVALUATION.....	16
• GRADING SYSTEM.....	16
• BASIC GRADING SCALE.....	16
• CONDUCT/EFFORT ATTRIBUTES.....	16

• PARENT/GUARDIAN-TEACHER-STUDENT CONFERENCES....	16
• FACTS.....	17
• INTERIM PROGRESS REPORTS.....	17
• REPORT CARDS.....	17
• HONOR ROLL.....	17
• PROMOTION/RETENTION.....	17
• SUMMER SCHOOL/TUTORING.....	17
• SPECIAL NEEDS PROTOCOL.....	17
• RESOURCE PROGRAM.....	17
• PERMANENT RECORDS.....	17
RULES AND REGULATIONS	18-24
• UNIFORMS.....	18
• NON-UNIFORM DAYS.....	19
• SPIRIT DAYS.....	19
• PE ATTIRE.....	19
• GENERAL SCHOOL RULES.....	20
• CAFETERIA POLICIES.....	20
• DISCIPLINARY PROCEDURES.....	21
• TEACHER-STUDENT DIALOGUE.....	21
• SCHOOL TO HOME NOTIFICATION.....	21
• DETENTIONS DEFINED.....	21
• PROBATION.....	21
• UNDER TEMPORARY SUSPENSION.....	22
• INDEFINITE SUSPENSION.....	22
• DUE PROCESS/GRIEVANCE POLICY.....	22
• EXTRACURRICULAR ACTIVITIES.....	22
• SCHOOL JURISDICTION.....	23
• THREATENING BEHAVIOR.....	23
• FALSE THREATS.....	24
• BULLYING POLICY.....	24
• SPECIFIC ISSUES.....	24
STUDENT ASSISTANCE	25
• STUDENT HEALTH.....	25
• COUNSELING.....	25
• SAFE ENVIRONMENT WORKSHOP.....	25
• PARENT-TEACHER ORGANIZATION.....	25
• ROOM PARENTS.....	25
• AFTER-SCHOOL CARE.....	25
• LOST AND FOUND.....	25
BUSINESS PROCEDURES	26
• PRE-KINDERGARTEN TUITION.....	26
• REGISTRATION FEES.....	26
• TUITION AND INSTRUCTIONAL FEES.....	26
• PAST DUE TUITION AND FEES.....	26
• CAFETERIA ASSISTANCE.....	26
• NON-DISCRIMINATION POLICY.....	26

LETTER FROM THE PASTOR

Dear Parents, Guardians, and Students,

It is a privilege to welcome you to John Paul II Academy. As a school rooted in the Catholic tradition, our primary mission is to prepare our youth to be disciples of Jesus Christ, who led holy, honorable lives. We cannot carry out our mission without you; in fact, we are in this together! The Catholic Church's vision of education is that you are the primary educators of your children - we are here to help you form your child(ren) spiritually, academically, emotionally, and socially.

This handbook is designed to clarify rules, policies, and procedures for the good governance and operation of our school. With our full support, everything herein has been set forth by our school board with the belief that good order is necessary to fulfill our sacred mission. What is stated in this handbook will be fairly and consistently enforced so please familiarize yourselves with it. If you need further clarification on anything, the principal or vice principal will be happy to help.

We are privileged and blessed to serve you in this great academy under the patronage of Pope St. John Paul II.

In Christ,

Fr. Robert Barnel
Pastor
St. Bartholomew

Fr. Casey Sanders
Parochial Administrator
St. John Paul II

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. In the event of 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.jp2a.org

MISSION OF JOHN PAUL II ACADEMY

Proudly embracing the Catholic tradition, and united in our diversity, John Paul II Academy provides students with exceptional opportunities for spiritual, academic, emotional, and social growth. In partnership with parents, we nurture the whole child. We use Christ-centered, academically rigorous, targeted instruction to prepare our youth to be disciples who are lifelong learners that lead holy, honorable lives.

JOHN PAUL II ACADEMY VISION

John Paul II Academy is centered on Catholic values that emphasize student responsibility, community outreach, technology integration, and academic excellence through curriculum which supports the unique learning styles of each student. Students are prepared to be leaders in their community and lifelong facilitators of their faith and learning.

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 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.

From the Archdiocesan Handbook of Catholic Schools:

WORKING TOGETHER IN CATHOLIC SCHOOLS

Catholic schools in the Archdiocese of Louisville work in partnership with parents and their school communities to promote a shared responsibility for the education of each child. The principles and expectations below help us all to achieve this critical partnership.

This partnership recognizes:

- Parents as the primary and continuing educators of their children.
- The contribution that parents make by valuing the Catholic identity of our schools.
- The shared responsibility for the moral, spiritual, emotional, and social development of students in our schools.

Parents can expect that their child's school will:

- Provide an excellent education based on the traditions of Catholic teachings.
- Strive to maintain a safe, secure, and welcoming environment for their children.
- Involve parents as the first educators in any decisions that affect their child's learning or well-being.
- Provide timely and accurate information about their child's progress.
- Respect a parent's working hours in terms of response times to emails and phone calls.
- Demonstrate respect for the privacy of families in all interactions, including through the use of technology and social media.

The school can expect that parents will:

- Actively support school policies and expectations.
- Work collaboratively with school leaders, teachers, and staff.
- Respect the skills, knowledge, and experience of school leaders and teachers.
- Demonstrate respect for the school and staff in all communications including digital technologies and social media.
- Contribute to the life of the school in ways that reflect their interests, skills, and experience.
- Fulfill their commitment to pay all fees in a timely manner, and in hardship circumstances, to actively work with the school to seek out mutually suitable arrangements for their payment.
- Respect a teacher's working hours in terms of response times to emails and phone calls.
- Request a formal meeting time with their child's teacher when there is a concern to be discussed.

As integral partners in the life of school communities, the school with parents has a co-responsibility to:

- Value and respect the Catholic identity of the school, its relationship to the parish community, and the teaching of Catholic beliefs.
- Model Christian values and support the mission of Catholic schools with all members of the school community.
- Value and respect the diversity and cultures within the school community.
- Contribute to a welcoming and inclusive school community.
- Support the child's learning at school and home.
- Work toward resolving disagreements through respectful discussion and negotiation.
- Contribute to a culture where privacy and confidentiality are assured.
- Ensure respectful and caring relationships are reflected in the ways in which staff, students, and parents interact when engaging in sporting and extra-curricular activities.
- Acknowledge and support the work of the committees within the school and parish.

Adapted from "Parent Charter for Catholic Schools in the Archdiocese of Canberra & Goulburn." Permission received to use and adapt

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.

TITAN PLEDGE

Try my best at all times.

Inspire excellence by encouraging others and myself.

Team members cooperate.

Always respect self, school, and staff

Notice my responsibilities and follow through.

Show kindness and Christian attitude.

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. Some new students may be placed on probationary status by the administration based on their special circumstances to help determine if this is the correct placement. 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. John Paul II and St. Bartholomew.
- 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 (3) years of age by August 1 of the current school year are eligible to apply for pre- school.
- Children who will be five (5) years of age by August 1 of the current school year are eligible to apply for kindergarten.

- Children who will be six (6) years of age by August 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. The administration will send written acknowledgement of the student withdrawal. There will be no partial reimbursement for instructional fee 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 7:50 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 cause a disturbance of classroom routine and procedure.

- Students are allowed a total of three unexcused tardies per trimester.
- A parent will be notified after the first time the student has accumulated more than three unexcused tardies in a trimester.
- A meeting with parent(s) may be scheduled with school leadership due to excessive tardiness concerns to discuss strategies for support and improvement.
 - If a student is tardy for a fourth time in a trimester, they will earn a detention, to be served in accordance with the weekly detention schedule established by JPIIA. They will earn a detention for each tardy incurred after the three excused tardies allowed per trimester. The count returns to zero at the beginning of each new trimester.

ABSENCES: When a student is absent from school, a parent/guardian must call the school office by 8:00 A.M. If a parent does not communicate with the school via telephone, 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. 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 completed 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: 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 per school year which are considered excused absences. Parents are encouraged to review the JPIIA calendar and select shadowing dates when we are not in school. Students are **required** to complete missed work in a timely manner.

INCLEMENT WEATHER

The inclement weather guidelines are directed by the decision of the Superintendent as to whether we will be in session. You will be notified by REACH ALERT if you have signed up to receive the announcement and it will be broadcast by various radio stations and television stations. 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 9:45. 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 9:25 a.m. There will not be anyone to supervise prior to that time. School will dismiss at the regular time, 2:55 p.m.

NOTE:

Once we are in school, we will remain open until the regular 2:55 p.m. dismissal time unless otherwise directed by administration.

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 7:50 a.m. and morning supervision begins at 7:25 a.m. The school assumes no responsibility for students who arrive at school prior to 7:25 a.m. Arrival begins at 7:25 and students will go directly to the cafeteria. Breakfast will be served in the cafeteria 7:25 – 7:40. Students arriving after 7:40 will not have the opportunity to receive a school breakfast. At 7:40 students will be guided out of the cafeteria and to their classrooms. Students arriving at school between 7:40 and 7:50 will go directly to their classrooms.

- When car riders are brought to school, they should be dropped off parallel to the front sidewalk or cafeteria door.
- 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 by the south door. The school does not assume responsibility for lost or stolen bicycles.

DISMISSAL: Will begin at 2:55 p.m. or as directed by the school calendar.

Pre-k, kindergarten, and first grade students dismiss from the cafeteria (south) door, second through eighth grade students at the main door.

- Parents/guardians waiting to pick up their children at the main door should park their cars in single rows facing the church and should not extend past the islands at the end of the lot. (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.
- 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 3:10 (or after 1:15 on early dismissal Fridays). At 3:10 students who have not yet been picked up will need to be signed into After School Care. A fee is charged for this service. Students picked up between 3:10 and 3:20 will be charged \$10.00. Students picked up after 3:20 will be charged the regular daily drop-in rate for 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.

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.

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 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 materials. 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).

AIDS

The school will follow the policy adopted by the State and Local Department of Health in dealing with students identified with the HIV-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 receive 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. If it becomes necessary to evacuate the area, 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 face disciplinary consequences ranging from suspension up through expulsion 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 with 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)

SMOKING and VAPING

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

NON-SMOKING POLICY

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product on or in school property at all times including attending or participating in any school-related student trip or student activity.

Schools are to be in compliance with the Non-smoking Policy for Children's Services set forth in the Pro-Children Act of 1994, which states that: (a) "No person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary or secondary education or library services for children," and (b) "No person shall permit smoking within any indoor facility (or portion thereof) owned or leased or contracted for by such person for the provision by such person of regular or routine health care or day care or early childhood development (Head Start) services to children or for the use of the employees of such person who provides such services, except that this section shall not apply to (1) any portion of such facility that is used for

inpatient hospital treatment of individuals dependent on, or addicted to drugs, or alcohol, and (2) any private residence."

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 pocketknife 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 pocketknives 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 free school lunch and breakfast is offered to students each school day. Snacks will be available for sale.

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

Parents/guardians are welcome to deposit money into a lunch account for their child. This money may be used to purchase supplemental snacks at lunch time.

Deposits may be made by cash or check and may be sent to the school office. There will be a \$10.00 charge for all checks that are returned because they are written on insufficient funds.

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 open containers of food out of the cafeteria.

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 Catholic Schools

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. The weekly folder with special notes and student work will be sent home each Wednesday.

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.

MEDIA/STREAM CENTER

The school MEDIA/STREAM center is a source of information and education for all students. Each class has regular opportunities for obtaining books and using the center under the direction of a faculty and/or staff member.

These rules will help all to enjoy the MEDIA/STREAM center fully:

- Maintain a quiet respectful tone at all times.
- 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.

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.

ACCEPTABLE USE POLICY FOR ELECTRONIC MEDIA (AUP)

At John Paul II Academy (JPIIA) we recognize that electronic media is an essential part of ensuring the success of our students as 21st Century Learners. Through all aspects of technology, we are afforded the opportunity to utilize a wide scope of instructional resources thereby enhancing educational opportunities. The use of technology supports the vision and mission of JPIIA. Electronic media enhances the opportunities for members of the JPIIA community to collaborate, create, and share ideas both locally and globally.

Electronic Media includes but is not limited to; television, broadcast equipment, radio, Internet, fax, CD-ROMs, DVD, handheld devices, PC's, laptops, tablets, TI-84 Plus calculators, and "any other medium that requires electricity or digital encoding of information. (Source: www.businessdictionary.com)

To ensure responsible and accountable use of electronic media in relation to the JPIIA community the following acceptable user policy (AUP) must be adhered to:

- At any time faculty, staff, and student communications may be reviewed by administration or their designee to ensure that all guidelines, including but not limited to copy right laws, content, publishing, and use of pictures, videos, and sounds, etc., where permission has been obtained are being followed.
- All members of the JPIIA community have passwords and GoogleDrives. At no time may an individual access, tamper with, and/or change another individual's information without the express permission of administration or their designee.
- At no time is personal information such as full name, home addresses, phone number(s), or other personal information to be given or shared with others without permission of the administration or their designee.
- Students may use thumb drives/flash drives. Students who utilize these devices must do so with the permission of the teacher or designated adult in charge of the project, class, etc.
- Internet use is made available to all members of the JPIIA community. Students who utilize the internet will be educated in appropriate and acceptable internet use. Filters have been put in place to assist in preventing students being exposed to inappropriate content, however, it is impossible to state that every filter is 100% safe. Therefore, students are responsible for their behavior on the internet and will be held accountable in the event they do not abide by the AUP and/or other school policies. Downloading of files may only be done with permission of the teacher or designated adult in the classroom setting or the administration or their designee with regards to office, bookkeeping, or educational planning.

- When utilizing electronic media members of the JPIIA community are expected to show proper care and handling of all equipment. Anyone who is found intentionally damaging any software or hardware will receive appropriate disciplinary action as deemed by the administration or their designee. This includes but is not limited to loss of use privilege or financial responsibility for the repair or replacements of said device.
- Anyone who deliberately alters a standard software menu, toolbar, or screen or attempts to bypass security which has been put in place may receive disciplinary actions.
- Members of the JPIIA community may not load/copy personal software on any machines without the express permission of the administration or their designee.
- Members of the JPIIA community may never use offensive or inappropriate language at any time, harass, insult or threaten others, engage in illegal activities on-line, create or share computer viruses or subscribe to unauthorized news or mail lists.

Use of electronic media is a privilege. Not following the AUP may result in disciplinary action consistent with the policies and procedures of John Paul II Academy and the Archdiocese of Louisville. This AUP is subject to change at the discretion of the administration or their designee at any time.

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 mass will be held, and academic awards will be distributed.

Graduation attire should be proper and appropriate for the occasion.

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: 25 students, with an assistant or volunteer with more than 25 students.
- Grades 4-6: 25 students.
- Grades 7-8: 25 students.

HOMEWORK

Homework is considered a very important part of 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 is as follows:

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

- Students who consistently do not turn in homework may have special activities, recess, or field trips taken away until missed work is completed.

FIELD STUDY TRIPS

Field study trips are designed to broaden the students' 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 Ambassadors***: An organization with officers from the eighth grade. 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 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.
- ***Choir***: Open to grades 6-8 and held after school.
- ***Band***: Open to grades 6-8 and held after school.
- ***School-sponsored Sports Programs*** (i.e. football, volleyball, basketball, cheerleading, track, field hockey, soccer, tennis, swimming, golf, softball, T-ball, and baseball).
- ***Other clubs could be added throughout the year depending on interest***

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 children's 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 ATTRIBUTES

- O - Outstanding progress
- S - Satisfactory progress
- N - Needs improvement
- I – Improvement Shown
- U - Unsatisfactory

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 considered 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.

FACTS

Beginning in 2025-26 we transitioned our Student Information System to FACTS. We are no longer utilizing Sycamore. We will use FACTS for attendance, grades, and other student data. This is the same company that provides our tuition management platform.

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.

REPORT CARDS

Report cards will be distributed after the close of each trimester. Final averages will be listed on the report card and will also be recorded on the permanent record.

HONOR ROLL

Excellence in academic achievement is recognized. Students in grades 5 – 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 U's in conduct or effort attributes.
- **1st HONORS:** All A's and B's with no more than three B's and no U's in conduct or effort attributes.
- **On A Roll:** Improvement shown in grades, conduct or effort attributes.

Recognition of students for improvement shown, Academic Excellence, and modeling the Titan Pledge will be given at the end of the school year.

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 TUTORING

Summer tutoring programs may be recommended or required to strengthen and reinforce a student's skills. Any student who receives a "U" average in any subject will be required to 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. This could lead to an evaluation to determine the possibility of a disability. Once diagnosed, the student would move into the SAP Plan. For those students with a diagnosed disability a **School Accommodation Plan (SAP)** is written. The school will convene a meeting for a SAP whose members consist of school personnel, parents/guardians, and the students 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 may 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 outerwear 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 buttoned down (no lace), and boys' collars may be pointed or buttoned down. All shirts must be tucked in and only the top button left open.
- **SLACKS:** *Khaki* slacks – uniform style only, no flair. No stone color and no tags/logos, no cargo pockets are permitted. Slacks must be worn at the waistline and fit properly. Tight and oversized pants slacks are not permitted.
- **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.
- **SKORTS:** Girls in grades K-3 – Uniform style, plaid (#78) skorts may be worn, no khaki skorts.

Regarding plaid pattern: Assumption plaid may be worn as well.

- **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 or at Louisville Sporting goods. 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/maroon sweaters are permitted if purchased at Shaheen's, (style #6300) or if purchased at another store.
- **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 or gray or black 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 or black tights.
- **SHOES:** Students in grades K through 8 may wear Sperry style shoes, athletic shoes, or tennis shoes only. These shoes may not have rollers, lights, music, cleats, or be fluorescent in color. Non-fluorescent colored tennis or athletic shoes are acceptable. If shoes have laces, they must be kept laced.
- **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. ***Watches that serve as communication devices (text capable, etc.) are not permitted.*** 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. 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.
- **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 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

Fridays are designated as Spirit Days. On these days students may wear John Paul II Academy spirit or team logo shirts/JPIIA sweatshirts. Shirts should have John Paul II Academy printed on them. These may be worn with the uniform pants or skirt. Spirit items are sold on registration day, online, at various events throughout the year, and can be purchased at Louisville Sporting Goods.

PE ATTIRE

Pre-School: Children wear comfortable play clothing.

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.

JACKETS

Students should bring a jacket/coat to school each day during cold weather. Jackets may not be worn in the classroom. For added warmth in the classroom, students are welcome to wear John Paul sweatshirts. Outside activities will continue throughout the winter months.

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 para- liturgies 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.
- Students are expected to behave in the restrooms. Students will throw their trash in the trashcan. Students are to follow the school rules in the restroom. All school property must be treated respectfully. Deliberately damaging any property will require total reimbursement or repair as well as detention or other disciplinary consequences. Classes have scheduled restroom breaks. Students may go to the restroom between scheduled breaks with supervision. Middle school students will be allowed to go with teacher permission and hall pass. Teachers will keep a sign-out sheet.
- 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 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. PE sweatpants may be worn under skirts only during cold weather and at the discretion of the principal.
- 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.
- Water bottles must be clear.
- iPads, Tablets 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 picks them up.
- When sending in lunch money, the student's 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 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 account before lunch begins. Parents 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 on the POS.
- 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 offers federally supported school breakfast and lunch meals at no charge.

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.

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 open containers of food out of the cafeteria.

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 set up, such as extra work, loss of privilege, time out, detention, etc. The teacher at this time will 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 notification when necessary, regarding inappropriate school behavior, unacceptable classroom performance, and dress code violation. When students have excessive missing or incomplete work, the teacher will notify the parent/guardian and the administrator. The completed assignment(s) should be returned the next school day. Failure to comply with the above will warrant a detention and the work will be completed at detention. It is the desire of the school that the parent/guardian will 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 take place on Fridays 1:15 – 2:00. A guardian must pick up the student promptly at 2:00 at the main door. Parents may be notified of detention via phone call or email. Student behavior and responsibility expectations will be clarified by the teacher, as well as consequences that lead to detention.

Detentions will be served at the discretion of the teacher and administration. After two detentions a conference will be held with the parents/guardians, homeroom teacher, and principal.

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

PROBATION

If after consultation with the parents/guardians, misbehavior and/or poor academic effort continues and the child has received three detentions within a trimester 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 extracurricular activities is at the discretion of the principal.

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

UNDER 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.

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 affect 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 takes 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 SCHOOL BOARD, 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., 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.

Social Media: Staff, parents/guardians, and students are expected to take an active role in helping to create a positive learning environment. Parents/Guardians are asked to be positive when discussing school experiences with their children. Parents/Guardians and students are never to defame John Paul II Academy or members of its community in public or through the use of social media. This type of behavior may result in being asked to leave the school.

THREATENING BEHAVIOR

Threatening behavior is defined as intentional statements, gestures, communications or actions meant to cause harm to person(s) or property. In investigating behavior alleged to be threatening, school officials may conduct a threat assessment that considers the circumstances surrounding the behavior, the nature of the statements, gestures communications or actions, the developmental state of the student involved and any other relevant information. The school may also complete a threat assessment matrix which could assist in determining the level of any threat.

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 officials 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.

1. Student's parent/guardian is notified.
2. Student is suspended from school and may not attend any school activity or be present on school grounds.
3. School officials apprise pastor and Superintendent of Schools.
4. 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 threat assessment matrix may be shared with local authorities. The individual(s) who have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible.
5. Parent/guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
6. 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.

7. Please refer to School-Centered Emergency Management Guide, Response Section “Threat of Harm” for additional information.

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.

Consultation

The Superintendent and Director of Family Counseling are available to consult with schools dealing with threatening behavior.

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, social, or cyber. Bullying is defined as unprovoked and deliberate actions intended to hurt, isolate, or humiliate another individual.

- **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 schoolwork, 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
- **CYBER:** conduct is undertaken through the use of ALL electronic devices and electronic mail, instant messaging, text messaging, electronic readers, videogames, websites, and any form of social media.

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.

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.

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 healthy 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 schoolbook 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 (2:55 PM-6:00 PM). 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 by FACTS. 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.

REGISTRATION

Registration is required of all students who plan to return to John Paul II Academy and guarantees placement for the next school year. Pre-registration is held each January for all current students entering Pre-K through Grade 8 and during February, registration is held for new students. A registration fee of \$100 is charged per family in grades K through 8 and \$75 for those enrolling in the Pre-K program.

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.

TUITION AND INSTRUCTIONAL FEES

Tuition and all set fees for the school year are totaled and paid automatically by withdrawal from a pre-authorized checking or savings account. Several payment options are offered, and a 2% tuition discount is given for those who wish to pay the total amount due by July 15.

PAST DUE TUITION AND FEES

Tuition for John Paul II Academy is to be paid by periodic automatic withdrawals through FACTS. If an ACH is returned, a charge 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.

NON-DISCRIMINATION POLICY

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