



# STUDENT AND PARENT HANDBOOK

Revised August 2016

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## **Mission Statement**

St. John Paul II Catholic Academy is committed to partnering with families to provide a high-quality academic education in a safe environment based on the religious and moral teachings of the Roman Catholic Faith

**Be it known to all who**

**Enter here that**

**JESUS**

**Is the reason for this school.**

**He is the unseen, yet**

**Ever-present teacher in its classes.**

**He is the model of its faculty,**

**and the inspiration of its students.**

**Author Unknown**

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## BUSINESS INFORMATION

### Daily Hours of Operation

**Office Hours:** 7:30 am to 4:00 pm

### Preschool:

T/TH (for students 3 years of age) Session 7:55 a.m. - 10:30 a.m.

M/W/F (for students 4 years of age) Morning Session 7:55 a.m. - 11:30 a.m.

M/W/F (for students 4 years of age) All-Day Session 7:55 a.m. - 3:10 p.m.

Grades K-5		Grades 6-8	
7:50 a.m.	First Bell	7:50 a.m.	First Bell
7:55 a.m.	Classes begin	7:55 a.m.	Classes begin
9:45 – 10:00 a.m.	Recess	12:25 – 12:50 p.m.	Lunch
11:25 – 12:10 p.m.	Lunch & Recess	3:10 p.m.	Students dismissed*
2:00 – 2:15 p.m.	Recess		
3:10 p.m.	Students dismissed*		

\*Parents, please wait in the main hall until the 3:10 p.m. bell rings before going down to classrooms. This will cause fewer distractions outside the classrooms.

### After-School Program

The after-school program runs from 3:30 p.m. until 5:30 p.m. The cost for the after school program will be **\$5 a day or \$75 a month**. Students must be registered for this program. Drop-ins will be accepted only if space is available. Registration information available in the Office.

### School Mass

8:30 a.m. on Tuesdays and Thursdays\* at Resurrection Parish

8:30 am on the First Friday of each month at Holy Redeemer Parish

\*There will be no Thursday Mass during the weeks when there is a first Friday Mass.

\*\*Other dates including Holy Days of Obligation and times as announced.

### Important Phone Numbers

School Office	(906) 863-3190
School Fax	(906) 863-3990
Holy Spirit Parish Office	(906) 863-5239
Resurrection Parish Office	(906) 863-3405
Holy Redeemer Parish Office	(906) 863-6920

### Email Addresses

Principal	Mr. Michael Muhs	<a href="mailto:principal@jpicatholicacademy.org">principal@jpicatholicacademy.org</a>
Secretary	Mrs. Jennifer (Missy) Peterson	<a href="mailto:secretary@jpicatholicacademy.org">secretary@jpicatholicacademy.org</a>

### Disclaimer

The administration will strive to apply this handbook with justice and fairness. All decisions regarding application of these policies are left to the discretion of the administration, which will take into account circumstances deemed relevant. Any exceptions shall be documented and agreed to by the parents and the pastor/principal. The administration reserves the right to alter, amend, modify, change, or terminate any of the policies herein after providing students and parents sufficient notification of the change.

## **Church Liaisons/ Faculty & Staff**

### **Churches**

Holy Redeemer  
Holy Spirit  
  
Resurrection

### **Pastors**

Rev. Fr. Michael Ocran  
Rev. Fr. Mark McQuesten  
Father Bradley Sjoquist  
Rev. Fr. Mark McQuesten  
Father Bradley Sjoquist

### **Deacons**

Steve Gretzinger

### **Principal**

Mr. Michael Muhs

### **Secretary**

Mrs. Jennifer (Missy) Peterson

### **Maintenance/Custodial Services**

Mr. Scott Koesling

### **Preschool/Kindergarten Readiness**

Mrs. Cricket Uecke, Director  
Mrs. Mary VanDomelen, Aide  
Mrs. Jeanette Anderson, Aide

### **Kindergarten**

Mrs. Carrie Bylon

### **Grade 2**

Mrs. Margaret Wubben

### **Grade 4**

Mrs. Lisa Bergstrom

### **Grade 6**

Mrs. Lisa Albrecht

### **Art**

Mrs. Cricket Uecke (Gr. K-5)

### **Music**

Mrs. Lisa Albrecht

### **Business Manager**

Mrs. Elaine Klitzke

### **Bookkeeper**

Mrs. Mary Fox

### **Librarian**

Mrs. Diane Mielke

### **Physical Education**

Ms. Katie Soletske (K-5)  
Mr. Frank Best (6-8)

### **Grade 1**

Mrs. MaryAnn Sorensen

### **Grade 3**

Ms. Stacey Schraub

### **Grade 5**

Mrs. Deborah Chaltry

### **Grades 7 & 8**

Mr. Frank Best

### **Junior High Theology**

Ms. Katie Soletske  
Fr. Brad Sjoquist



## Academy Council

Council meetings are generally open sessions held the third Tuesday of each month. Meetings are announced in the parish bulletins and the monthly family calendar. Anyone wishing to address the Council on a particular matter is requested to notify the chairperson or the principal one week prior to the meeting.

### Council Members

<b>Name</b>	<b>Position</b>	<b>Parish Affiliation</b>	<b>Phone</b>
Jennifer Milostan	Executive Chair	Resurrection	906-290-4910
Dennis Klitzke	Vice Chair	Holy Spirit	906-863-5644
Michael Muhs	Principal	Holy Redeemer	906-863-3190
Nikki Odea	Council Member	Holy Spirit	906-290-0334
Stephanie Komp	Council Member	Holy Spirit	906-863-9383
Dennis Klitzke	Finance Chair	Holy Spirit	906-863-5644
Michael Fox	Council Member	Holy Redeemer	715-923-6409
Seth Winters	Council Member	Holy Spirit	715-938-5231
Charles Duvall	Council Member	Resurrection	608-345-6630
Sharon Johnson	Council Member	Resurrection	906-290-2435
Deb Chaltry	Faculty Representative	Holy Redeemer	906-864-1580
Jeanette Anderson	Home & School Representative		906-864-1468

### Priests

Rev. Fr. Mark McQuesten .....	906-863-5239
Pastoral Delegate of the Bishop for St. John Paul II Catholic Academy	
Pastor of Holy Spirit and Resurrection Parishes	
Rev. Fr. Michael Ocran .....	906-863-6920
Pastor of Holy Redeemer Parish	
Father Bradley Sjoquist .....	906-863-5239
Parochial Vicar	

## ST. JOHN PAUL II CATHOLIC ACADEMY BACKGROUND

### History

**1875** St. John the Baptist Parish was established in Menominee. The Sisters of St. Agnes came to establish a school in the choir loft of St. John's Church.

**1876** In the fall of this year, the Sisters opened a school with thirty pupils. They charged tuition. They worked in the loft for two years before there was a school building. The building was located on the corner of what are now 10th Avenue and 10th Street. In 1892, St. John's became an English-speaking congregation. They shared their school with Epiphany Parish.

**1887** St. Anne's school opened. It was located behind the church at what is now 10th Avenue and 13th Street.

**1900** A new St. Anne's School was built near the Interstate Bridge. This was a French-speaking school. The Sisters of St. Agnes staffed it until 1923, when the Franciscan Sisters of Christian Charity came from Silver Lake, Wisconsin. A new school building was built in 1953. Four additions were added within the next twelve years.

**1902** Epiphany School was the third school to be established. The parish was German-speaking. They purchased the school that had belonged to St. John's Parish and modernized it. The school was torn down in 1922. A new brick building was erected in its place. This building was used until 1964, when the downtown schools merged to become Catholic Central South.

**1964** St. William's School opened in 1964 under the Sisters of St. Paul de Chartres from Marquette, Michigan. It was located on what is now 41st Avenue. An addition was erected immediately due to overcrowding. During the same year St. Anne's, Epiphany, and St. John's met to consider consolidation. Monsignor O'Neil D'Amour, a nationally known educator, directed the process, which resulted in the first consolidated Catholic school in the Diocese, named Menominee Catholic Central. Their school board oversaw operations at both MCC and St. William's schools.

**1972** The four Menominee parishes were merged, and the two schools were re-named Menominee Catholic Central South and Menominee Catholic Central North.

**1997** The north and south buildings were consolidated in June. The school was named Menominee Catholic Central and was located at 1406 10th Avenue.

**2014** Purchase of the former Lincoln School from the Menominee Public Schools was made possible through a generous donation by Mr. Leon Felch. The school was re-named St. John Paul II Catholic Academy. At the present time St. John Paul II Catholic Academy continues to operate as the only Catholic school in the city.

## **Mission Statement**

St. John Paul II Catholic Academy is committed to partnering with families to provide a high-quality academic education in a safe environment based on the religious and moral teachings of the Roman Catholic Faith.

## **Vision Statement**

By academic year 2018-2019, St. John Paul II Catholic Academy will be recognized throughout the Menominee area as a vibrant, distinctively Catholic elementary school. Faculty and staff at St. John Paul II Academy will provide students with individualized attention in a Christian atmosphere of acceptance and challenge in order to aid them in:

- Growing in Christ and the Catholic faith,
- Developing a strong feeling of self-worth, and
- Being academically prepared for their future.

## **School Goals**

We will strive to graduate a Christ-like person who is prepared to live morally, spiritually, emotionally, and educationally as a contributing member of society. As educators, we will:

- Teach the Catholic Faith both doctrinally and through example,
- Build rapport in order to enhance self-esteem within our school community,
- Provide challenging learning experiences through an organized curriculum that meets the needs of every student.

## **School Motto**

Education for life. Faith for living—

learning, growing,  
*believing,*  
succeeding!

The enduring values of a faith-based education!

## **Accreditation**

St. John Paul II Catholic Academy participates in the Michigan Non-public School Accrediting Association (MNSAA). We have maintained accreditation by meeting our defined goals for school improvement (including comprehensive curriculum) as outlined in the annual report. We provide data in the Narrative Improvement Plan; initiate additional plans (School Improvement Plus); document staff certification; and provide required documentation for legal compliance obligations yearly.

## PARENT RESPONSIBILITIES

### Tuition and Fees

The current tuition and fee schedule, along with all appropriate information, is available in the “Tuition and Fees” section of this handbook. A tuition contract is signed by each family at the January-March registration. This is an annual contract that binds the signee to payment of the full annual tuition and fees. A monthly payment plan through Smart Tuition does not change the obligation to pay the full annual tuition and fees.

### Fundraising Obligations

Fundraisers account for approximately \$30,000 of the budget each year. All school families are **expected** to participate fully in these fundraisers to meet the budgeted financial obligation.

**Mandatory** fundraising expectations are:

**“52” Club:** The 52 Club is a weekly raffle drawing for cash prizes. Each family is required to sell \$100 worth of tickets.

**Hanson Pizza/Chocolate Sale:** Each family is expected to sell \$100 in product, or they can buy out for \$25 per student.

**Spaghetti Dinner Raffle:** This annual raffle is for tuition prizes and cash prizes held as part of our annual Spaghetti Dinner festival. Each family is required to sell \$50 worth of raffle tickets.

### Scrip Obligations

Each family is required to purchase SCRIP to generate a profit of \$100. Scrip is a way to pay for everyday purchases using gift cards in place of cash, checks, and credit cards. Once the \$100 profit is met, future profit is split 50/50 between the Academy and the Academy family, in the form of tuition credit for the following school year. Please visit <https://www.shopwithscrip.com> for more information.

SCRIP order forms are available at the school office and can be turned in by Monday at 10:00 a.m. to be filled Thursday after 1:30 p.m. There are also online ordering options including Scrip Now and Presto Pay. The order form only contains the more popular gift cards, there are many more vendors available online at <https://www.shopwithscrip.com> If you have questions about the SCRIP program, contact the Office.

### 3<sup>rd</sup> Source Revenues

Although not mandatory, other fundraisers such as collecting Box Tops, Good Search, and Amazon Smile do not cost anything to participate in but help generate funds. From time to time the Academy holds a special raffle to support our 3<sup>rd</sup> source revenues as well.

### Required Service Hours

A key to a successful school family is teamwork. Every parent/guardian has time and talents to share with our school to make the year a success. Families of students in **K through 8 are required** to complete **20 hours** of service with the school. Service of parents/guardians, grandparents, and other family members can be counted toward these hours. The Tuesday/Thursday morning pre-school parents are required to complete **5**

**hours** of service with the school. The M-W-F pre-school parents are required to complete **10 hours** of service. Families may elect to buy out at **\$20/hour**.

### **Visitors**

Any person entering the school building during school hours must sign-in at the office before carrying out his/her business. This is to ensure the safety of your child and to keep classroom disturbances to a minimum. Parents/guardians are welcome to visit the school classrooms or join their children for lunch. Arrangements are made by contacting the school office.

## **ADMISSION POLICIES**

### **Non-Discrimination Policy**

St. John Paul II Catholic Academy admits students of any race, color, sex, and national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. John Paul II Catholic Academy does not discriminate on the basis of race, color, sex, or national/ethnic origin in administration of its educational policies, admission policies, scholarship program, athletic, and other school-administered programs. The creed of any student shall not bar admission. However, the parents and students should know and accept the unique Catholic identity of the school. Handicap conditions will be accepted if the school can make reasonable accommodations.

### **Age Requirements**

All children who have reached 33 months of age may, when developmentally appropriate, will be enrolled in the 3-year-old classroom with written parental permission. Children who have reached 45 months of age may, when developmentally appropriate, will be enrolled in the 4-year-old classroom with written parental permission (R 400.8182). Students entering kindergarten must be five years of age by September 1<sup>st</sup> of that year.

### **New Students/Transfer Students**

Application forms for new students may be obtained from the school office. Applicants are required to submit the following:

1. Birth certificate and insurance card
2. Baptismal certificate and First Communion certificate (if applicable)
3. Current record of immunization
4. Transcript from previous school, if applicable
5. Copies of report cards
6. Standardized test scores (from previous school)
7. Tuition contract and/or tuition addendum
8. Completed registration forms accompanied by registration fee
9. Financial agreement
10. Photograph release form
11. Parent Commitment Form Signed

Students remain on probationary status through the first semester of attendance. Testing for admission may be required at the discretion of the administration, with appropriate fees to be paid by the applicant. Parents of prospective new students may be required to attend an interview with the school administrator.

### **Returning Students**

Parents must re-enroll their children for the coming school year. Since acceptance for the next school year is not automatic, the school reserves the right to accept or decline applications for the next school year at the discretion of the school administration. Such decisions are based on parental cooperation, student conduct and/or achievement, student attendance, and records of meeting financial and other obligations. Denial of readmission will be made in writing. Any family not completing ALL tuition and fee payments by June 1st, WILL NOT be allowed to register for the following school year until all payments have been made in full.

### **Registration**

Early registration for students currently in St. John Paul II Catholic Academy begins during Catholic Schools Week (the last Sunday of January) and continues until March 1<sup>st</sup>. Early registration is open to the public beginning March 1<sup>st</sup> and continues until April 1<sup>st</sup>. General registration continues after April 1<sup>st</sup>. Registration fees should accompany completed registration forms. As an incentive to make a commitment for more efficient fall planning, the registration fees are lowest before April 1<sup>st</sup>, with increases in April.

### **Admissions Preferences**

Where class sizes are limited, preference for admission will be given to the students of Catholic families since they are the major means of moral and financial support for the school. The second preference will be given to students from current school families. No preference will be given to current families if registration forms and fees are not submitted by April 1. Class size is 25. After enrollment of 25, a waiting list is established. When the waiting list reaches 10 or more students, an additional classroom is opened. The order of priority for acceptance for new students and transfer students is as follows:

1. Children of active parishioners of subsidizing Catholic parishes with siblings in the school
2. Children of active parishioners of subsidizing Catholic parishes without siblings in school
3. Children of active parishioners of non-subsidizing Catholic parishes
4. Children of non-parishioners with siblings in the school
5. Children of non-parishioners without siblings in the school

\*Subsidizing Parishes include Holy Spirit Catholic Church, Menominee, MI; Resurrection Catholic Church, Menominee, MI; Holy Redeemer Catholic Church, Birch Creek, MI.

### **Parishioners and Non-Parishioners**

An active parishioner is defined as a person who shares his or her time, talent, and treasure with the larger PARISH community. An active parishioner will:

- be registered at a Catholic parish.
- regularly attend Mass on Sundays and Holy Days of Obligation.
- provide financial support to the parish, commensurate with one's ability, through consistent contributions using the parish envelope system.
- provide time and talent through volunteering at the parish as able.

The decision regarding status as an active parishioner will be determined by the Pastor of the Catholic parish in which you are registered. The Parish Commitment Form must be submitted to the Pastor annually for his signature and returned with registration materials. If you are deemed to have a non-parishioner status at a Catholic parish, the tuition rate will be adjusted to non-parishioner for the full year of school.

## TUITION AND FEES

2016-2017	Active Catholic Parishioner				Non-Parishioner			
# of Children Enrolled	PRE-K T-TH	PRE-K M-W-F AM	PRE-K M-W-F ALL DAY	K-8	PRE-K T-TH	PRE-K M-W-F AM	PRE-K M-W-F ALL DAY	K-8
1 Child	\$809.00	\$1007.00	\$1498.00	\$1990.00	\$908.00	\$1106.00	\$1739.00	\$2757.00
2nd Child	“	“	“	\$3493.00	“	“	“	\$5030.00
3rd Child	“	“	“	\$4856.00	“	“	“	\$7301.00
4th Child	“	“	“	\$6219.00	“	“	“	\$9572.00

The Pastor, in consultation with the Principal and School Council, will set the tuition rate and fees per student for each school year. All families must register with SmartTuition and all tuition payments will be processed through SmartTuition.

### Registration Fee (per family)

Pre-K: **\$30** K-8: **\$50** by March 15<sup>th</sup>, **\$75** by April 15<sup>th</sup>, **\$100** after April 15<sup>th</sup>

### Technology Fee

**\$30.00** technology fee per student in grades K-8. Technology fee is non-refundable.

### SmartTuition Payment Methods

1. Check or Money Order by Mail (Make check payable to: Saint John Paul II Catholic Academy)  
 Mail To:  
 Smart Tuition  
 PO BOX 11731  
 Newark, NJ 07101 – 4731
2. Online at <https://parent.smarttuition.com> (Payment by bank draft or credit card)
3. Telephone: 1-888-868-8828 (Payment by bank draft or credit or debit card)
4. Pay Near Me cash at 7-Eleven, Family Dollar or Ace Cash Express (A \$4.99 processing fee will be charged for each cash payment)
5. Automatic monthly direct debit (ACH) from bank checking or savings account (\$30 bank fee is assessed for FAILED ACH transactions or returned checks. Families may be charged a \$40 follow up fee and family's bank may also charge a fee.)
6. Online banking service from payers bank account (set up to occur at least 7 days prior to your due date to ensure the check is received and processed by the scheduled due date)

Visa, American Express, MasterCard, and Discover are accepted. With Visa Checkout virtual wallet, a 2.65% convenience fee will be added to the transaction.

### The following tuition payment options are available:

12 Month - payments are from July – June

- 10 Month – payments are from September – June
- 2 Month – payments are September and February
- 1 Month – payment in full with a 2% discount when paid by October 1<sup>st</sup>

### **Tuition Refunds**

Any families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition except for registration and instructional fees. After the first day of school, tuition refunds shall be prorated over the number of days the student has attended St. John Paul II Catholic Academy.

### **Tuition Scholarship**

Tuition scholarships are available to qualified families with limited income or extraordinary financial obligations. Parish member families will be given preference in allocating tuition assistance funds. Any family requesting a tuition scholarship must complete the Tuition Scholarship Application and submit it with their registration materials. The Tuition Scholarship Application can be obtained from the school office. Deadline for submitting tuition scholarship applications is May 1<sup>st</sup> to be eligible for tuition scholarship for the following school year.

To qualify financially, families must complete ALL of the following:

- Pay current tuition and fees.
- Meet all fundraising obligations.
- Meet volunteer service hour obligations.

Any family not meeting these obligations will not be eligible for tuition assistance. The Tuition Scholarship Committee will evaluate all applications and consider the requests based on financial need and the number of students in the family. All families applying for tuition scholarships will receive a letter documenting the aid available to them. Any family not qualifying for a tuition scholarship or not meeting the application deadlines can meet with the School Council chairperson to establish an alternative payment schedule.

### **Tuition Reduction Incentive Plan**

St. John Paul II Catholic Academy families are our best recruiters. St. John Paul II Catholic Academy will provide a financial incentive in the form of a one-time tuition credit of **\$300** to current families for each new family you bring into St. John Paul II Catholic Academy during the 2016-2017 school year.

The Details:

1. \$300 credit will be applied per family and will be applied toward tuition costs only.
2. New families will sign an affidavit identifying the sponsoring family that will receive credit.
3. Tuition credits may not be carried over from one school year to the next.
4. The actual cash value of the tuition credit is zero dollars. Any benefits from the program are in the form of tuition credits for the St. John Paul II Catholic Academy.
5. Families who have departed St. John Paul II Catholic Academy and later decide to return are not eligible to be sponsored for the incentive.
6. In the event of a family with children at St. John Paul II Catholic Academy and also at other school districts, the admission of another child from the family to St. John Paul II Catholic Academy is not an eligible event for the incentive.



## **Non-Payment of Tuition/Late Payments**

Failure to pay tuition or fees will result in collection efforts. If payments are coming from more than one household, it is the responsibility of the parent/guardian to make the late payments or other provisions. Any family not completing all tuition and fee payments by June 1<sup>st</sup> will not be allowed to register for the following school year until all payments have been made.

Payments are due on the 15<sup>th</sup> of each month. Payments are considered late if not received at Smart Tuition by the 15<sup>th</sup> of the month. If payment is not received at that time, a \$40 charge will be added per month and includes speedy, direct communication with the late payers. SmartTuition will email and personally telephone the late payers asking for payment over the phone by credit card or electronic bank transfer. Smart Tuition will contact the late payers each week for 52 weeks or until the account is no longer in arrears.

If your account is in default, the following collection efforts will occur:

- If the account remains delinquent for a period of 52 weeks, without alternative payment arrangements made, legal action will be initiated in small claims court.
- All collection costs incurred will be added to the final collection amount.

The school will attempt to work with the family to resolve any default on an amicable basis. Absent an amicable resolution, the school reserves the right to impose all or part of the following remedies:

- Withhold report card or student transcripts.
- Refuse to issue a diploma.
- Refuse to enroll a student(s) for ensuing school year.
- Seek collection of tuition and other charges, including reasonable attorney fees, in small claims court. In extreme cases, dismiss the student(s) from school.

## **CURRICULUM**

The Catholic Liberal Arts curriculum of St. John Paul II Catholic Academy is designed with these purposes:

- To educate children spiritually and equip them with lasting Christian values and morals.
- To educate children academically and culturally.
- To develop children physically through health, physical education, and sports programs.

### **Religion**

Religious instruction in the Christian faith, as lived in the Catholic Church, forms the basis for the total development of the student. All students are expected to participate in Religion classes and celebrations of Mass and other Catholic Christian devotions. Parents and family are encouraged to attend school Masses.

## **Sacramental Preparation**

First reception of the Sacrament of Reconciliation is in second grade, and First Holy Communion is in third grade. Preparation includes classroom religion classes, prayer, liturgical celebrations, and Catholic Christian living in grades K–2. Immediate preparation, including a retreat that takes place in your respective parish. The coordinator of the parish program will contact you with the specifics of the program.

## **Mathematics, Science, English Language Arts, and History/Geography**

The Diocese of Marquette employs a Catholic Liberal Arts modal of academic pedagogy. Currently, we are transitioning to the Catholic Classical Liberal Arts following the Trivium and Quadrivium for English language arts, literature (including, mathematics, history, geography, and virtue curriculum). For science we emphasis hands-on scientific discovery emphasizing Michigan’s new science standards both in the classroom and through initiatives including the school garden, Delta Science, and Michigan Technological University.

## **Physical Education**

The physical fitness program provides students with the opportunities to exercise and acquire lifelong skills to maintain a healthy body and attitude.

## **Music & Instrument Lessons**

General music class is an important component of a liberal arts curriculum. Additionally, Band begins in the sixth grade. Band classes for interested students are arranged with Menominee Junior High School.

Half-hour piano lessons are available during the school day. The piano teacher sets the cost per lesson. Students are responsible for making up class work missed during the piano lesson time.

## **Computer Literacy**

Computers and Chromebooks are utilized in the classroom and lab setting as tools to enrich the curriculum. Keyboarding skills, ethical use of technology and the internet, and general computer skills are taught, with a goal of integrating those skills into the learning process of the student. Each student is responsible for a Google Education student account.

## **Co-Curricular Activities**

A number of opportunities for enrichment and reinforcement of skills and knowledge are integrated into our curriculum. These include contests, bees, and tournaments intended to allow students to excel academically and in leadership roles. Elected members from 4<sup>th</sup> – 8<sup>th</sup> grades serve on student council.

## **Character and Virtue**

Character education, rooted in the teachings of Christ, is incorporated into all areas of our daily curriculum, and is also in a specific Virtue curriculum focused on virtues and modeled on the lives of the Saints. We are dedicated to helping parents in their responsibility as primary educators of their children, in teaching, enforcing, advocating, and modeling the virtues we wish to instill in our children.

## Special Education

Eligible students participate in the Title I program. Special education needs are provided through programs and services in cooperation with Menominee Public Schools and the Menominee County Intermediate School District.

## ACADEMIC STANDARDS

### Progress Reports and Grade Codes

Parents/Guardians receive quarterly progress reports to inform them of their child's progress. These are signed and returned to the homeroom teacher. Questions or concerns are referred to the teacher.

Report cards are issued quarterly in Grades K–8. Report cards are signed by the parent/guardian indicating that they have received the report card and returned to school. Questions or concerns are referred to the teacher.

Factors that contribute to the mark are:

- \* Mastery of content matter
- \* Daily attendance and class participation
- \* Daily quizzes & tests
- \* Assignments
- \* Extra projects/Bonus problems

### Grade Codes

	Kindergarten		Grade 1		Grades 2-8
<b>S</b>	Satisfactory	<b>+</b>	Commendable	<b>A</b>	Excellent–Superior Work A 95%-100 A- 93-94
<b>N</b>	Needs more help or experience.	<b>G</b>	Good Progress	<b>B</b>	Very Good B+ 90-92 B 87-89 B- 85-86
<b>I</b>	Improving and developing.	<b>S</b>	Satisfactory	<b>C</b>	Average–Meets minimum requirements. C+ 82-84 C 79-81 C- 77-78
<b>N/A</b>	Not evaluated at this time.	<b>I</b>	Needs improvement.	<b>D</b>	Below minimum requirements. D+ 74-76 D 72-73 D- 70-71
		<b>O</b>	Below Grade Level	<b>U</b>	Unsatisfactory 69 or below

### Parent-Teacher Conferences

Parent–Teacher conferences are **required at the end of the first quarter**. Frequent communication by phone, letter, or visit is encouraged. Conferences may be arranged by mutual agreement of parent and teacher or principal on any school day. Call the school for an appointment.

## **Homework Policy**

Home study is a necessary extension of the student's learning process. Homework is defined as tasks assigned to students by teachers that are intended to be carried out during non-school hours if not completed during class time. Teachers assign homework to help students understand the lesson, to help review the work that has been covered in class, and to help students learn how to find and use more information on a subject. The amount and nature of the work is left to the judgment of the teacher. Teachers will post the homework assignments in their classroom.

Expected guidelines for daily homework are:

Grades 1 – 2: 20-30 minutes

Grades 3 – 4: 30-45 minutes

Grades 5 – 6: 45-60 minutes

Grades 7 – 8: 60-90 minutes

Parental interest, encouragement, and cooperation are necessary for successful completion of homework. Concerns about homework need to be directed to the teacher.

## **In-school Resources**

Teachers are on duty at 7:20 a.m. each morning. Upon arrival, teachers are available to assist students. Please make arrangements with the teacher the day before you are going to come in early, so that they may notify the school secretary that your child will be coming in for help.

## **Release from School**

No student may leave the school grounds without the permission of the principal. The principal will not give this permission without written or oral consent from the parent/guardian. Students leaving for illness or appointments must check out at the office and check in upon return. Those students who have a before-school appointment will receive an "excused tardy" if they arrive after the entrance bell, provided previous notice was given to the school office.

## **Absent Student Make-up Work**

When excusing a student from school, it is the responsibility of the parent and student to make a request for homework to be sent home. The parent or student is responsible for getting directions from the teacher for class make-up work. A teacher has no obligation to prepare assignments beforehand for a student to take along on vacation.

## **Grade 6-8 Late Work Policy**

Homework that is not turned in according to communicated expectations by the teacher will not be accepted for credit. Sixth grade students will receive 75% credit for homework turned in after the original due date given by the teacher, until the date of the assessment completing the unit. Seventh and Eighth grade students will receive 50% credit for late work until the date of the assessment completing the unit.

### **Consequences of Late Assignments for 6<sup>th</sup> - 8<sup>th</sup> Grade**

Students in grades six through eight with any late or missing assignments will have until the end of the day to complete the work. If the work is not completed, they will receive a late assignment slip to turn in to the teacher, a late assignment slip to bring home and have signed by a parent, and they will be required to attend silent lunch period until the work is completed.

### **Honor Roll**

A student in grades 4–8 is placed on the Honor Roll when he/she has attained 3.5–4.0 (First Honors) or 3.0–3.49 (Second Honors) grade point average. All academic areas are considered in the Honor Roll. Music, Art, Computers, and Physical Education are Pass/Fail classes for grades K-8. To qualify for the Honor Roll, a student must also receive at least a satisfactory grade on the entire “Social” and “Study Habit” categories of the report card. The Honor Roll is published each quarter.

### **Retention Recommendations**

Parents/guardians of students having academic difficulty will be informed by conferences, progress reports, and report cards. After principal approval, the parents/guardians are notified if a recommendation for retention is being considered. After the third quarter report card, a conference is scheduled with teachers, parents, and principal to discuss this recommendation. Parental acceptance or refusal of the recommendation is filed with the student cumulative record.

### **Educational Field Trips**

The principal and teachers plan field trips cooperatively. Parents are informed of the trip by letter. A **written permission slip must be received** for each participating student. Oral telephone permission is not legally acceptable. Parents who drive for school trips must require that each student be securely fastened in a seat belt or a child restraint system. Parent drivers are also required to have proper car insurance and fill out a **Volunteer Driver Form** from the school office.

### **Student Records**

The following records are kept for each child:

- Record of daily attendance.
- Record of medications given according to the guidelines for administering medicine.
- Report of serious accident or illness.
- Family data and cumulative attendance records.
- Report card—the quarterly report of student progress.
- Reading scores.
- Standardized test record.
- State of Michigan assessment scores.
- Some students may have a confidential report of other tests on file.
- Recommendation of student retention and parent’s/guardian’s signature of acceptance or refusal.

In compliance with the 1975 Buckley Amendment, parents/guardians may review student records. Parents/guardians may request such a review, in writing, giving the school a 24-hour notice.

## **ATTENDANCE**

### **Absentee Policy**

Regular attendance at school creates positive attitudes toward responsibility. It is essential for success in school. In case of unplanned absence of your child from school, the parent must call the school office between 7:30–8:00 a.m. (863-3190). If a student is absent from school and the school has not heard from the parent, a call from the school office will be made inquiring about the reason for the student's absence. For absence due to appointments, notice must be given to the school **prior** to the absence. Two and one-half hours or more missing from class will be considered a half day absent.

### **Tardiness**

A student not in his/her classroom at 7:55 a.m. or as scheduled in the afternoon is considered tardy. Tardy students must report to the office before going to their classrooms. Those who have made previous arrangements for brief morning appointments are marked "excused tardy."

### **Truancy**

Students who are truant from school are required to make up the time missed. The school administration has the right to report consistent unexcused absences to the local truant officer.

## **NON-CUSTODIAL PARENTS**

St. John Paul II Catholic Academy abides by the provisions of the 1975 Buckley amendment with respect to the rights of non-custodial parents. 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 upon request for such information. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent is asked to furnish the official information indicating if and when the child is to be released to the non-custodial parent.

## **ATHLETICS**

### **Philosophy**

It is the belief of the St. John Paul II Catholic Academy community that the goal of athletics is to develop physically and morally sound athletes. The ideals of sportsmanship, fair play, and integrity are stressed during participation.

Families with children in the athletics program are expected to support our students by attending athletic events and helping with concessions, tickets, etc.

St. John Paul II Catholic Academy is partnered with St. Thomas Aquinas Academy in athletics and has a shared Athletic Committee to carry out the policies and regulations regarding sports. There is an athletic handbook for all participants.

### **Basketball**

Girls and boys in grades 6, 7, & 8 are invited to participate in the basketball programs.

### **Volleyball**

Girls and boys in grades 6, 7, & 8 are invited to participate in the volleyball program.

### **Cross-Country, Snowshoeing and Track**

St. John Paul II Catholic Academy also offers cross country in the fall and track in the spring for students in grades 1- 8. Competitive snowshoeing is available pending interest and the availability of interscholastic meets.

### **Sports Physical**

Sign-ups for the programs take place before each season begins. Students in grades 7 and 8 are required to have a physical prior to attending practices.

### **Student-Athlete Achievement Award**

Each year the Student-Athlete Achievement Award is awarded to an eighth grade girl and boy.

## **STUDENT BEHAVIOR EXPECTATIONS**

### **General Guidelines**

Students are expected to behave in such a way as to show Christian charity towards each other. The rules for all areas of the school campus are based on these six pillars of character:

1. Be trustworthy.
2. Be responsible.
3. Be respectful.
4. Be fair.
5. Be caring.
6. Be a good citizen.

### **Playground Supervision**

Playground supervision begins at 7:40 a.m. Walkers and bikers are not to arrive before 7:30 a.m. In the event of temperatures below 0 degrees wind chill factor or rain, students come into the building to wait for classes to begin.

After the afternoon dismissal, students are to leave the school premises immediately unless under teacher supervision. Students remaining after 3:30 p.m. will be sent to the after-school program, and parents will be billed.

### **Bicycles/Skateboards**

Bicycles are to be parked in the racks. Bicycles may not be ridden on school premises during the school day. The school is not responsible for any damage or theft of bicycles. Students riding bicycles are expected to follow all bicycle rules as directed by the police. Skateboards may not be ridden on school property.

## **Playground Equipment Rules**

### **Swings**

Sit on the seat and hold on with both hands.  
Swing back and forth, not side to side.  
Do not jump off.  
Do not run under, between, in front of, or behind swings.  
Do not climb up the poles.

### **Bridge**

Do not stand on the sidebars of the bridge.  
Do not jump over the sides of the bridge.  
Do not climb up over the sides of the bridge.

### **Slide**

Allow only one person at a time on the slide.  
Sit down facing forward to slide down.  
Do not stand, kneel, or lie down on the slide. Do not climb up the slide.

### **Monkey Bars**

Do not sit on top of the bars.  
Do not hang upside down on the bars.  
Allow only one person at a time going across on the bars.

### **Sandbox/Wood Chips**

Do not throw or kick sand/woodchips at others.  
Do not throw or kick sand outside of sandbox.

**\*NO ONE IS ALLOWED TO GO BACK INSIDE THE SCHOOL OR GET A BALL THAT HAS GONE OVER THE FENCE WITHOUT ASKING A TEACHER FOR PERMISSION FIRST.**

### **Care of School Property**

All school property is to be treated with care and respect. No books may go home without a book bag. Hardcover books must be neatly covered. School personnel are not responsible for missing money, clothing, food, etc. A lost and found box is provided in school. Students are not encouraged to have additional money in school.

It is expected that lost textbooks or damage beyond repair will be paid for. Smaller fines are assessed for minor damage to property or books.

### **Telephone Calls**

Normally arrangements for lunch and after-school activities are made before the students come to school. When an unusual emergency arises, phone messages will be delivered to the student at a timely opportunity.

### **Cell Phones**

Cell phones and electronics are not to be out or used during school hours. Once the school day is completed, students may use electronics and cell phones.



## DRESS CODE

All students attending St. John Paul II Catholic Academy are required to follow a dress code that ensures a neat, clean appearance and appropriate, modest dress for young Christians. Uniforms are a positive part of our environment, and every school day is in general a uniform day. Occasionally, casual non-uniform days will be allowed for field trips or other outdoor activities.

Girls Grade K-8	Boys Grade K-8
<ul style="list-style-type: none"> <li>• Navy or khaki jumpers or skirts, skorts, or scooters may be worn, except for <b>navy only on First Fridays</b>. May not be more than two inches above the knee.</li> <li>• Navy, black, or khaki dress pants . No denim, knit, or sweat material.</li> <li>• White, black, or navy leggings or tights that go down to the ankles, knit pants without a flare bottom, or shorts that do not show may be worn under the jumper or skirt.</li> <li>• Navy or black tailored, plain dress shorts are allowed until the end of September and from May 1 to the end of the school year. No denim, knit, or sweat materials.</li> <li>• Solid white, red, light blue, or navy blouse OR shirt with collar and long or short sleeves. Must always be tucked in.</li> <li>• Turtlenecks are allowed.</li> <li>• Oversized, wrinkled, or tight-fitting shirts are not acceptable.</li> <li>• No makeup may be worn.</li> <li>• Non-hooped earrings are allowed. None lower than the earlobe.</li> <li>• Solid white, red, or navy sweaters– cardigan, pullover, or vest Hooded sweatshirts are allowed for outside wear.</li> <li>• Solid white, red, black, or navy socks</li> <li>• Shoes suitable for playground and gym. No sandals, flip-flops, or backless shoes.</li> <li>• Strapped sandals may be worn until the end of Sept. and from May 1 to the end of year.</li> <li>• If shoes have laces, they must be tied.</li> <li>• Winter boots may be worn outside only.</li> </ul> <p><b><u>MASS ATTIRE</u></b> Same as regular uniform day except:</p> <ul style="list-style-type: none"> <li>• <u>Shorts may not be worn to Mass.</u></li> <li>• <b>Navy or khaki jumpers or skirts may be worn, except for navy only on First Fridays.</b></li> <li>• Solid white shirt with collar and long or short sleeves for First Friday Mass days</li> </ul>	<ul style="list-style-type: none"> <li>• Solid navy, black, or khaki dress pants. No denim, knit, or sweat materials.</li> <li>• Solid navy or black tailored, plain dress shorts are allowed until the end of September and from May 1 to the end of the school year. No denim, knit, or sweat materials.</li> <li>• Solid white, red, light blue, or navy shirt with collar and long or short sleeves. Must always be tucked in.</li> <li>• Turtlenecks are allowed.</li> <li>• Oversized, wrinkled, and tight-fitting shirts are not acceptable.</li> <li>• Solid white, red, or navy sweaters– cardigan, pullover, or vest. Hooded sweatshirts are allowed for outside wear.</li> <li>• Solid white, red, black, or navy socks.</li> <li>• Shoes suitable for playground and gym. No sandals, flip-flops or backless shoes.</li> <li>• Strapped sandals may be worn until the end of September and from May 1 to the end of the school year.</li> <li>• If shoes have laces, they must be tied.</li> <li>• Winter boots may be worn outside only.</li> </ul> <p><b><u>MASS ATTIRE</u></b> Same as regular uniform day except:</p> <ul style="list-style-type: none"> <li>• <u>Shorts may not be worn to Mass</u></li> <li>• <b>Collared white dress shirt and solid navy or black dress pants must be worn for First Friday Mass days</b></li> </ul>

**CARGO PANTS are allowed only on non-uniform days.**

Approved jumpers and skirts may be ordered from the companies listed below:

- **French Toast:** <http://www.frenchtoast.com>.
- **Lands End:** <http://www.landsend.com>. (You may use SCRIP and the link on the school website sidebar to earn up to 11.5% back for the school.)
- Plain uniform shorts or pants may also be purchased at Walmart, Kmart, JC Penny's, Old Navy, and other retail stores with seasonal uniform sections as long as they conform to the uniform guidelines.
- Jumpers, skirts, and uniform clothes can also be obtained, gently used, from the uniform exchange that occurs at school registration.

### **Out-of-Uniform Consequences**

For failure to follow the dress code, a student will lose the next non-uniform day. Students out of uniform will be sent to the office and will call parents to bring the correct uniform clothes to school. If special circumstances arise and the student will not be in compliance with the dress code, a parent must contact the school office.

### **Non-Uniform Day (N.U.T.) Guidelines**

The principal will announce non-uniform days on the monthly calendar. Student Council may plan occasional special days.

- Clothing must not be any more revealing than the uniform.
- Shoes or strapped sandals must be worn (no flip-flops).
- No logos across the bottom of pants, sweats, etc.
- Skirts, dresses or shorts must come to at least 2 inches of the knee.
- Leggings & skinny jeans/pants are only acceptable if worn under a skirt, dress or top of the knee shirt.
- No pajamas may be worn.
- No undergarments may be shown.
- Torn clothing is not acceptable (jeans may not have holes in them).
- No midriff showing or spaghetti straps.
- Shirts for non-uniform days must have a sleeve.
- No inappropriate pictures or slogans.
- On special trips where swimming is involved (including retreats and the 8<sup>th</sup> grade class trip), swim wear must be one piece for girls and full swim trunks for boys. Swim shirts over a two-piece or tankinis for girls is acceptable.

### **Winter Wear**

All students should wear the appropriate type of jacket for the weather. Only plain red, white, or blue sweatshirts or school-logo sweatshirts will be allowed in the classroom. For health and safety reasons, all students are expected to wear a hat, headband, or earmuffs, mittens or gloves, and boots during recess. Students must wear snow pants to play in the snow. Grades 4–8 may bring an extra (old) pair of shoes to wear outside instead of boots.

# STUDENT SUPPORT SERVICES

## **Library**

The school library is available for students to check out books. Books are stamped with due dates. Students who lose books or damage them are responsible for payment. Reference books may be used in the library under adult supervision. Reference books may be taken out to the classrooms under teacher supervision but may not be taken home.

## **Sick Bay**

Any student suspected of a communicable disease is sent to the school office and parents are notified. Directions from the Public Health Department are followed for a student's return to school after recovering from a communicable disease.

In the case of an accident, appropriate first aid is given. When necessary, parents are notified immediately. If a doctor or dentist is needed and parents cannot be reached, the family doctor or dentist is notified. This emergency information is given to the school each fall. In extreme situations, an ambulance would be called. Accidents greater than minor scrapes are written on accident forms. A copy is filed in the office and one is sent to the school insurance company.

If a child becomes too ill to remain in the class, the parent is called. The child will be cared for apart from the class, under supervision, until the parent or a person designated by the parent on the emergency card can pick him/her up. If school personnel observe changes in the child's health, it will be reported to the parent.

## **Health Records/Immunizations**

The Michigan Department of Health determines the basic requirements. All students must have an immunization form on file in the school office. All immunizations required by health law must be completed upon entrance to school unless there is a valid waiver. Parents will be informed regarding meningococcal meningitis disease and vaccine 6<sup>th</sup> grade.

## **Medication Administration Policy**

Medication should be administered at home when possible. Medication needed at school needs to be brought in by the parent/guardian and will be dispensed by the office staff as needed by the student. A confidential record will be kept of medication dispensed to students.

## **Prescription Medication**

Before any prescription medication can be dispensed, a **Medication Authorization Form** (see appendix) needs to be completed by the student's physician and parent/guardian and be on file in the school office at the start of the school year or when any new medication is added or any change in medication takes place. The medication needs to be brought to the school office by the parent/guardian in its original container with the label from the pharmacy on the bottle.

## **Non-prescription Medication**

Before any over-the-counter (OTC) medication (such as Tylenol, antacids, drops, skin applications, etc.) can be dispensed, a **Non-prescription Medication Authorization**

**Form** needs to be completed by the parent/guardian and on file in the office. The medication needs to be brought to the school office by the parent/guardian in its original container with the labels on it. The school **will not** provide any OTC medication. If none is available for the student, the parent/guardian will be notified to bring some to the school and asked to dispense it to the child. The administration of cough drops will be at the discretion of each teacher in their own classroom.

### **Authorization to Self-Administer Emergency Medication**

In order to be allowed to carry their own emergency medication (inhalers, insulin, epipen, etc.), a **Medication Authorization Form** (see appendix) needs to be completed by the physician and parent/guardian. The student will need to be able to administer these emergency medications on their own.

### **Sharing of Medications**

Students may not share any prescription or over-the-counter medications.

### **Unused Medications**

It is the responsibility of the parent/guardian to pick up any unused medication at the school office. The medication will not be sent home with the student. If the medication is not picked up by the parent/guardian, it will be destroyed after the end of the school year.

**NO** medication will be accepted at the school unless accompanied by the correct authorization forms, brought in by the parent/guardian, and in their correct containers.

### **Legal Basis**

Michigan School Code, sec. 380.1178 states, “A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parent or guardian, and in compliance with the instructions of a physician, physician's assistant, or certified nurse practitioner, is not liable in a criminal action or for civil damages as a result of an act or omission in the administration of the medication or epinephrine autoinjector, except for an act or omission amounting to gross negligence or willful and wanton misconduct.”

### **Insurance**

St. John Paul II Catholic Academy, through the Marquette Diocese and Student Assurance Services, Inc., provides student accident medical coverage for our students, including interscholastic sports programs. This is an excess policy that provides medical assistance with deductibles and co-pays within the parent's health system. If the youth is uninsured, the policy will drop down and pay medical costs subject to the plan's restrictions. Claim forms are available in the school office. Accidents must be reported to the school office.

## **Lunch**

St. John Paul II Catholic Academy has a closed campus lunch. In grades 4–8, the principal announces special off-campus days on the monthly calendar. These days are an earned privilege.

St. John Paul II Catholic Academy does not offer a hot lunch program. All students are required to bring a cold lunch to school unless it is noted that a special hot lunch day is occurring (e.g., Off Campus). Milk and water will be sold at lunch.

## **GENERAL INFORMATION**

### **After-School Program**

The after-school program will run from 3:30 p.m. until 5:30 p.m. The cost for the after-school program will be **\$5 per day or \$75 per month**. Students must be registered for this program. Drop-ins will only be accepted if space is available.

### **Birthday Parties**

Parties for special occasions are arranged by the teachers and principal. Parents assist with these occasions. Simple birthday treats are appropriate. Arrangements should be made with the teacher prior to the birthday. Specific allergies of classmates must be considered.

### **Bus Transportation**

Busing is provided by Menominee Public Schools. Information about bus routes and pick-up and drop-off times may be obtained by calling the bus garage at **863-3331**.

Please note the following points under Michigan law:

- Children in Grades 1-8 are not eligible to ride the bus if they live less than 1½ miles from the school they attend.
- Students in grades K-6 may be asked to walk half of a mile to the nearest bus stop.
- Students in grades 7-8 may be asked to walk one mile to the nearest bus stop.

Students riding buses to and from school are expected to follow the rules and disciplinary procedures outlined by the Menominee Public School System.

### **Car Transportation**

For safety reasons, those transporting their child(ren) to school by car are asked to **drive slowly and drop students off on 17<sup>th</sup> Street at the main school doors**. The southeast parking lot is reserved for teachers and staff.

### **Transportation Subsidy**

Any registered, active and participating Catholic in the Diocese of Marquette is eligible to apply for a transportation subsidy for attending St. John Paul II Catholic Academy if the one-way distance exceeds 10 miles. The amount of the transportation subsidy will be set annually by the School Council based on the number of applications received and will be in the form of a monthly gas card through scrip.

### **Collection of Money/Fines**

Any collection of cash for fundraisers, fees, fines, etc., should be in envelopes and labeled with the student's name and purpose. Money is collected by the homeroom teacher in the morning and sent to the office with the attendance charts.

### **Emergency Procedures**

Regular fire drills are held according to the State Fire Marshal's requirements. Each drill is recorded and filed in the school office.

Tornado drills are held as required. Diagrams for shelters and procedures are posted in the classroom.

Lockdown drills will be conducted twice during the school year.

### **Emergency School Closing**

St. John Paul II Catholic Academy will follow the decision of the Menominee Public Schools system as given by the principal for school closings or delays due to weather. The announcement is given as early as possible to media outlets, as well as through an automated phone call and text/email from St. JPIICA which you can sign up for each year.

When an early dismissal due to weather is necessary, the school is notified, if possible, by 11:00 a.m. Dismissal typically takes place after lunch. **Please make provisions with the office where your children should go in the event of an early dismissal.** Have a clear and safe procedure where to go or whom to contact worked out with your children.

### **School Supplies**

Each family receives a list for the supplies needed in each grade. These lists are also made available at local retail stores. Teachers will inform the students when additional supplies are needed. Parents are asked to check routinely to see if supplies need to be replaced.

### **Withdrawal of Students**

Written notice of withdrawal of a student from St. John Paul II Catholic Academy during the year should be provided to the principal. All books must be returned and financial obligations met before a transfer slip is issued. Official records will be mailed directly to the new school.

### **Eighth Grade Trip Policy**

St. John Paul II Catholic Academy believes in the rich history of the eighth grade trip. An **Eighth Grade Trip Proposal** must be presented to the School Council by the January meeting. The proposal should include a trip itinerary and a trip budget. No financial commitments can be made for the trip until Council approval is granted. The eighth grade trip should include a religious component, a service component, as well as educational and social activities. The purpose of the trip is for the students to spend time together one last time before they move on to high school.

The maximum amount that can be spent on the trip is \$1,500.00. Fundraising for the trip is the responsibility of the eighth grade parents, with the support of the school. Funds that are raised above the cost of the trip will be used to offset graduation expenses or used at the discretion of the school.

The eighth grade trip is a school-sponsored trip. Therefore, the School Council requires a professional staff member attend all activities associated with the trip. In

addition, the professional staff member will provide support to students and parents regarding conduct and behavioral expectations. In the event that a professional staff member cannot attend, special provisions will be made by the school principal. In addition, the trip will meet all VIRTUS requirements for supervision of minors.

All student tuition and fees must be paid by May 1<sup>st</sup> in order for the student to attend the eighth grade trip. Any exceptions to this policy must be approved by the School Finance Council. In addition, any eighth grade student who has demonstrated excessively inappropriate behavior, as determined by the school principal, may not be allowed to attend the eighth grade trip. The principal will consider all circumstances with regards to this decision.

Eighth grade students are expected to follow all conduct rules contained in the school handbook and any further conduct rules which are established for the eighth grade trip. Failure to abide by these rules will prompt instant notification to the parent/guardian/legal custodian to pick up that student immediately.

## **PRESCHOOL AND KINDERGARTEN READINESS PROGRAMS**

Our preschool program recognizes that each child is a unique individual, and we offer a warm, safe, supportive environment enabling each child to build self-confidence, self-esteem, and a sense of belonging. Children are encouraged to discover, share, and celebrate who they are in a nurturing environment that will help them know the love of God and of others, along with helping them develop a positive self-image. The Preschool and Kindergarten Readiness Programs follow the policies and procedures of St. John Paul II Catholic Academy. The program is licensed by the state of Michigan.

### **3-Year-Old Preschool**

Our 3-year-old preschool program strives to provide an environment that will give direction to enhance each child's growth. Our program stimulates creativity, promotes socialization, and fosters virtue and a healthy self-esteem.

### **4-Year-Old Preschool**

Our 4-year-old preschool program is designed to equip preschool aged children with the necessary experiences and training that would help transition them into kindergarten.

### **Kindergarten Readiness Program**

The Kindergarten Readiness Program is for young five-year olds who are not quite ready for kindergarten. Children enrolled in the Kindergarten Readiness Program will have the opportunity to develop those skills and routines necessary for a successful kindergarten experience on a consistent basis five days a week. Through directed center play, children have an opportunity to try out and master new skills, concepts, and experiences.

### **Preschool and Kindergarten Readiness Goals**

We are dedicated to provide a variety of experiences that allow each child to:

- Gain an appreciation of the beauty, order, and usefulness of God's world.
- Develop a sense of prayer, thanksgiving, and praise.
- Develop a good self-image and feeling of independence.
- Enjoy learning.

- Model and demonstrate Christian values that emphasize respect for the rights of every individual and the environment.
- Develop intellectually, socially, emotionally, and physically.
- Gain cognitive organization through observation, participation, acquisition, and critical thinking.
- Acquire appropriate social behaviors.
- Experience a fun, caring, and happy environment that offers children many choices and new experiences.
- Appreciate Biblical stories about Jesus.

### **Admission/Withdrawal**

In accordance with Michigan guidelines, enrollment is limited to 12 children per teacher/aide in each class.

The program may terminate care of a child for any of the following reasons:

- Failure to submit all required forms (health, child information card, etc.)
- Failure to maintain payments.

All efforts are made to assure that children enrolled in kindergarten readiness adjust to the daily routine with a minimal amount of trauma. Should a child have difficulty with this adjustment, the director and parent will work together to resolve the problems and assure a positive experience for the child, parent, and program.

### **Communications**

A newsletter about activities of the preschool and kindergarten readiness programs will be sent to parents monthly. Parents are encouraged to participate on special occasions such as birthdays and field trips. If you have any special talents you would be willing to share with the children, please contact the school.

### **Parent-Teacher Conferences**

Conferences are conducted once a year and more often if necessary. We have an open door policy and encourage you to feel free to stop in and visit at any time.

### **Daily Schedule**

We ask you to observe the starting and ending times of your child's session. The teacher is not available to supervise your child before and after class. Children should arrive no earlier than five to ten minutes before class and should be picked up promptly.

The daily class schedule consists of Opening and Closing Circle, Center Time (free play), Snack Time, Art Projects, Show and Tell, Language Development, Music, Games and Motor Skill Development, Physical Development, Bible Stories, and Prayers.

The schedule is flexible according to the children's needs, the seasons, and planned projects. Religious principles are woven into the classroom activities as they apply to small children.

### **Discipline**

Our staff shall use positive methods of discipline that encourage self-control and cooperation. The staff will maintain a positive attitude and environment and consistently



enforce a necessary set of class rules. Whenever possible, children will be given a clear explanation of classroom expectations so as to prevent disruptive, negative, or problem behavior.

Children will be given choices to assist themselves in developing control of their behavior. Teachers will talk with the children to explain the consequences of their behavior clearly and assist the children in developing an understanding that they control their choices and consequences.

Children will be allowed a quiet space to calm themselves as needed. A child may be placed in another area for a short “time away” if he or she is unable to calm himself/herself and is disruptive to others. “Time away” periods will never exceed one minute per year of age, and will only be used when all other methods of calming have failed, or to prevent physical harm. At no time will the child be left unobserved by an adult.

Parents will be informed of all disruptive behavior and will be encouraged to assist with behavior management. If after conferences, a child’s behavior remains disruptive to the classroom, or endangers others, St. John Paul II Catholic Academy reserves the right to withdraw the child from the program.

## **SCHOOL-RELATED ORGANIZATIONS**

### **Home and School Association**

This organization has been established to bond the teachers and the parents of the children enrolled at St. John Paul II Catholic Academy. All parents of children in St. John Paul II Catholic Academy are automatically a member of the Home and School Association; no dues are required. Parents are invited to participate in order to be informed of school policies, curriculum changes, and school needs. In addition, the Home and School Association helps to finance the general school-operating budget, and supports various other educational programs. Meetings will be announced on the monthly school calendar.

## **APPENDIX**

**The following forms are available at the school office:**

- School Registration Form
- Parish Commitment Form
- Family Emergency Information and Medical Treatment Release Form
- Internet Use Agreement for Students and Parents
- Medication Authorization Form
- Non-Prescription Medication Authorization Form
- Parent Fundraising Commitment Form
- Volunteer Application Form
- Parent Permission Form for Field Trip Participation
- Volunteer Driver Information Sheet
- Eighth Grade Trip Proposal