



STUDENT AND PARENT HANDBOOK

Revised August 2023

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Join us on Facebook @ "Saint John Paul II Catholic Academy"

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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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/guardians 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.

BUSINESS INFORMATION

Daily Hours of Operation

Office Hours: 7:30 am to 3:30 pm

Preschool:

T/TH (for students 3 years of age) Session 7:50 a.m. –11:30 a.m. (drop off from 7:40 to 7:50)

M/W/F (for students 4 years of age) Session 7:50 a.m. - 3:00 p.m. (drop off from 7:40 to 7:50)

Grades K-5		Grades 6-8	
7:40 a.m.	First Bell	7:40 a.m.	First Bell
7:50 a.m.	Classes begin	7:50 a.m.	Classes begin
9:45 – 10:00 a.m.	Recess	11:30 – 11:50 a.m.	Lunch
11:30 – 12:10 p.m.	Lunch & Recess	3:00 p.m.	Students dismissed*
2:00 – 2:15 p.m.	Recess		
3:00 p.m.	Students dismissed*		

*Teachers will dismiss students at the assigned door. Parents wait outside.

Area After-School Programs

The YMCA offers an after-school program that is open from 3:30 p.m. until 5:30 p.m.

Monday - Friday. For cost and to register your student, contact the

YMCA, 1600 West Drive, Menominee 906-863-9983.

The DAR Boys & Girls Club offers an after-school program that is open from 3:00 p.m. until 7:00 p.m. Monday – Thursday and 3:00 p.m. until 6:30 p.m. Friday. For cost and to register your student, contact the DAR Boys & Girls Club, 901 8th Ave, Menominee 906-863-9512.

A bus transports students from the Academy to the YMCA program and the DAR.

School Mass

8:30 a.m. on Fridays at Resurrection Parish

8:30 am on the **First Friday of each month** at Holy Redeemer or Holy Spirit Parishes on a rotating basis *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

Email Addresses

Principal Mr. Michael Muhs
principal@jpicatholicacademy.org
Admin Assistant Mrs. Sara Staszak
secretary@jpicatholicacademy.org

Church Liaisons/ Faculty & Staff

Churches

Holy Redeemer
Holy Spirit
Resurrection

Pastors

Rev. Fr. Abraham Mupparathara
Rev. Fr. Abraham Mupparathara
Rev. Fr. Joseph Boakye Yiadom

Deacons

Steve Gretzinger
Chuck Gervasio

Principal

Mr. Michael Muhs

Business Manager

Mrs. Elaine Klitzke

Administrative Assistants

Mrs. Sara Staszak

Bookkeeper

Mrs. Mary Fox

Maintenance/Custodial Services

Mr. Josh Wehrli

Librarian

Mrs. Diane Mielke

Preschool/Kindergarten Readiness

Ms. Jennie Smith
Mrs. Janette Anderson, Aide

Physical Education

Mrs. Jodie Hurley

Kindergarten

Mrs. Carrie Bylon

Grade 1

Mrs. MaryAnn Sorensen

Grade 2

Mrs. Angela Doubek

Grade 3

Ms. Stacey Schraub

Grade 4

Mrs. Lisa Bergstrom

Grade 5, 6-8th Theology

Mr. John Farr

Art

Mrs. Laurel Buyarski

Grade 5-8th Math and Science

Mrs. Misty Van Brocklin

Music

Mrs. Susan Thornton

**Grade 6-8th English, Spanish,
History**

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 asked to notify the Executive Chair or the principal one week prior to the meeting.

Name	Position	Parish Affiliation	Phone
William Swan	Executive Chair	Resurrection	337-661-7326
	Vice Chair	Resurrection	337-661-7326
Michael Muhs	Principal	Holy Redeemer	906-863-3190
Sue Ellie	Finance Chair	Holy Spirit	715-330-1477
Susan Ostrenga	Council Member	Holy Redeemer	
Deacon Chuck Gervasio	Council Member	Resurrection	
Stephanie Komp	Council Member	Holy Spirit	906-424-0300
Peter Mayhew	Council Member	Holy Spirit	906-863-3636
	Council Member		
	Council Member		
Deb Chaltry	Council Member	Holy Redeemer	906-864-1580
Stacey Schraub	Faculty Rep. Finance Council	Resurrection	906-863-3852
Sharon Wyble	Finance Council	Holy Redeemer	
Beth Durow	Finance Council	Holy Redeemer	

Priests

- Rev. Fr. Joseph Boakye Yiadom..... 906-863-3405
Pastoral Delegate of the Bishop for St. John Paul II Catholic Academy
Pastor of Resurrection Parish

- Rev. Fr. Abraham Mupparathara 906-863-5239
Pastor of Holy Spirit Parish
Pastor of Holy Redeemer Parish

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

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 Catholic Academy will provide students with individualized attention in a Christian atmosphere of acceptance and challenge in order to aid them in:

- Growing in their personal relationship with Christ and His Church,
- Developing a strong sense of self-worth, and
- Being academically prepared for their future.

Academy Goals

We 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 liberal arts curriculum that meets the needs of every student.

Academy Motto

Education for life. Faith for living—

Live, Learn, Love through Jesus

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.

FAMILY 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 time of registration. This is an annual contract that binds the signee to payment of the full annual tuition and fees. A monthly payment plan through FACTS Tuition Management does not change the obligation to pay the full annual tuition and fees.

Fundraising Obligations

Fundraisers account for approximately \$60,000 (or approximately 9%) 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. K-8th grade families are required to sell \$100 worth of tickets; Preschool families are required to sell \$50 worth of tickets. All 52 Club tickets must be turned into the Academy office by the end of October. Any unsold tickets will be billed to your FACTS Tuition Management account.

Spring Auction Raffle: This annual raffle is for tuition prizes and cash prizes held as part of our annual Spring Auction. Each family is required to sell \$50 worth of raffle tickets. All Spring Auction Raffle Tickets must be turned into the Academy office the Friday before the Spring Auction event. Any unsold tickets will be billed to your FACTS Tuition Management account.

Scrip Obligations

Each family is required to purchase Scrip to generate a rebate profit of \$150. Scrip is a way to pay for everyday purchases using gift cards in place of cash, checks, and credit cards. Once the family’s obligation is met, any further rebate profits will be split 50/50 between the Academy and the Academy family in the form of tuition credit for the following school year. Eighth grade families’ rebate profit split will go towards the 8th grade class trip. Please visit <https://www.shopwithscrip.com> for more information.

Scrip order forms are available in the office and must be turned in by Thursday 12 pm to be filled the next Thursday after 2:00 p.m. Scrip orders are sent home in the weekly family envelope unless specified to be kept in the office for pick up.

There are also online ordering options with RaiseRight. The paper order form only contains the more popular gift cards but there are many more vendors available online.

If you have questions about the Scrip program, contact the office.

Scrip obligations must be met by the last day of school. If not met, your FACTS Tuition Management account will be billed for the remainder of the rebate profit due.

3rd Source Revenue

Although not mandatory, other fundraisers such as collecting Box Tops and Shoparoo do not cost anything to participate in but help generate funds. From time to time the Academy holds a special raffle to support our 3rd 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 8th grade are required to complete **20 hours** of service with the school.

T-TH 3 year old pre-K parents are required to complete **5 hours** of service with the school.

M-W-F 4 year old pre-K parents are required to complete **10 hours** of service.

Service of parents/guardians, grandparents, and other family members can be counted toward these hours.

Families may elect to buy out at **\$20/hour**. If service hours are not met by the last day of school, your FACTS Tuition Management account will be billed for the remainder of hours left at \$20 per 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 and/or join their children for lunch. Arrangements can be made by contacting the Academy office.

APPLICATION & 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 Academy. The 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 Academy. Handicap conditions will be accepted if the Academy can make reasonable accommodations.

Age Requirements

All children who have reached 33 months of age may, when developmentally appropriate, be enrolled in the 3-year-old classroom with written parental permission. Children who have reached 45 months of age may, when developmentally appropriate, 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 1st of that year.

New Student/Transfer Student Application

Application forms for new students may be obtained on the website. Applicants are required to submit the following:

1. Birth certificate
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 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 Academy reserves the right to accept or decline applications for the next school year at the discretion of the 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 1st. Early registration is open to the public beginning March 1st and continues until April 1st. General registration continues after April 1st. 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 March 15, with increases after March 15th.

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 Academy. 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. Maximum 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 may be opened. The order of priority for acceptance of new students and transfer students is as follows:

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

*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.

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 FACTS Tuition Management and all tuition payments will be processed through FACTS Tuition Management.

TUITION AND FEES

Application Fees & Tuition

Updated fee & tuition information can be found in the Schedule of Fees and Obligations page in the Student Registration Packet found on the website and Academy office.

FACTS Tuition Management Payment Methods

1. Check or Money Order by Mail (Make check payable to: Saint John Paul II Catholic Academy)

Mail To: FACTS Management Co.
PO Box 2597
Omaha NE 68103-2597

2. Online at <https://parent.FACTS Tuition Management.com> (Payment by bank draft or credit card)

3. Telephone: 866-441-4637 (Payment by bank draft or credit or debit card)

4. 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 fee and the family's bank may also charge a fee.)

5. Online banking service from payers bank account (set up to occur at least 11 days prior to due date to ensure the check is received and processed by the scheduled due date)

Visa, American Express, MasterCard, and Discover are accepted. With all debit and credit cards, a 2.85% convenience fee will be added to the transaction.

The following tuition payment options are available:

12 Month - payments are due from July 15 – June 15

10 Month – payments are due from September 15 – June 15

2 Month – payments are due September 15 and February 15

1 Month – payment in full with a 2% discount when paid by October 15th

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 office or on the website. Deadline for

submitting Tuition Scholarship Applications is May 1st 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 Executive Chair to establish an alternative payment schedule.

Tuition Reduction Incentive Plan

St. John Paul II Catholic Academy families are our best recruiters. The 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 2021-2022 school year.

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 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 1st will not be allowed to register for the following school year until all payments have been made.

Payments are due on the 1st or the 15th of each month. Payments are considered late if received at FACTS Tuition Management after the 15th of the month. If payment is late, a \$50 charge will be added per month and includes speedy, direct communication with the late payers. FACTS Tuition Management will email and personally telephone the late payers asking for payment over the phone by credit card or electronic bank transfer. FACTS Tuition Management 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 Academy will attempt to work with the family to resolve any default on an amicable basis. Absent an amicable resolution, the Academy reserves the right to impose all or part of the following remedies:

- Withhold report card and/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 the Academy.

CURRICULUM

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

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

Here are some examples of what Catholic Classical education looks like at the Academy:

Integrated Curriculum

"I thought we were learning math, not religion," can often be heard in our classrooms. *Every* class is "religion" class. The study of math and science is the discovery of beauty and rational order, which is a discovery of God. From a simple equation to a simple machine, to behold a truth, no matter how small, leads students to the Truth Incarnate, the person of Jesus Christ. Content in literature and the arts also match the historical time period being studied as much as possible.

Authentic Catholicism

Sacred Scripture and Sacred Tradition are also integrated throughout the curriculum. Religious instruction in the Christian faith, as lived in the Catholic Church, forms the basis for the total development of the student. Students cycle through the four pillars of the Catechism (Creed, Sacraments, Morality, and Prayer) at a level appropriate to their development. All students are expected to participate in Religion classes and other Catholic Christian devotions. Frequent and faithful participation in the Sacramental life is emphasized - especially the Mass. Parents and family are encouraged to attend school Masses. The fullness of the faith is always presented in an age-appropriate manner, but never watered down. With love and reverence, teachers introduce students to Jesus Christ. Through virtue, faith, and reason, we seek to form intentional disciples who are prepared to seek and defend what is true, good, and beautiful.

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. A spring retreat also takes place in your respective parish. The coordinator of the parish program will contact you with the specifics of the retreat. Occasionally students will have “missed” receiving a particular sacrament (e.g., Baptism, First Reconciliation, first Holy Communion) at the traditional time. In these cases, please contact one of the priests and they will be happy to assist you.

History

The stories of Western civilization and Christianity are so intertwined that one cannot be understood apart from the other. Classical students are taught to love their own culture by cycling through Ancient (Greece, Rome), European, World, and American history. As members of Western Civilization, we have the *responsibility* to preserve it.

Latin

Latin vocabulary studies begin in 3rd grade and are given increased emphasis into middle school. Why study a dead language?

- Latin is truly the only “practical” language to teach to children in the primary years
- The importance of etymologies and English word formation (prefixes, stems, suffixes)
- Latin possesses the same “language of language” (i.e. Parts of speech, parts of sentences, etc.)
- The basis of all Romance languages - easy to pick up afterward as Latin is most “inflected” of western languages
- Beauty! Latin is beautiful and language is beautiful. In Latin, as opposed to English, much can be said very cleverly and beautifully with fewer words. Latin helps unlock the beauty of language
- Latin is the language of the Church
- Latin develops logical thought processes and increases the mind’s “processor” for quick thinking and synthesizing ideas and concepts in an organized manner
- Latin is the direct access to our heritage; if we don’t teach and use Latin, we’re in danger of not understanding our tradition in the original language our cultures ideas were taught!
- Latin is proven to increase student abilities as shown in standardized testing. See: promotelatin.org

Logic

Why things are the way things are. The key to freedom and human excellence is order, particularly in the way we think. Classical education trains the mind to think orderly in all subjects (the focus on English and Latin grammar is critical).

Poetry

Why memorize poetry? Because it is beautiful, accessible, and formative. Walk through our halls and more often than not you will hear students reciting poetry. Despite "progressive" efforts to deny the unique cognitive benefits of memorizing poetry, internalizing the rhythmic beauty of prose awakens the mind, stocking it with new sets of language patterns.

Primary Source Documents - Classic Literature

Outside of math and grammar, we rarely use textbooks. Rather than reading second-hand accounts of history, we read the original sources when students are ready. How many students ever fall in love with literature by reading the stories in a literature textbook?

Instead, our students are immersed in the wonderful worlds of classic fairytales, myth, folklore, and poetry. Our students are encouraged to delight in and engage with a great story, building up their sense of wonder and imagination.

Integral Formation in Virtue

Our teachers guide students through an analysis of what great literature teaches us about beauty, wisdom, grace, and, especially, *virtue*. A similar approach is taken in other subjects like history (including Church history), theology, Scripture, and science, as stories provide rich and powerful examples of heroic virtue. Across the curriculum, our students are immersed in the Aristotelian/Thomistic worldview of virtue being the key to the good life, with the grace of Jesus Christ remaining as our vital principle, pointing towards eternal life.

Technology as a Means, Not an End

We are not opposed to using any tool that helps us achieve our mission. Digital technology is one such tool, but its usefulness is limited. We reject the modern notion that the computer is

on its way to replacing the teacher. Our focus is equipping students with an ability to order things correctly, including an ability to put science and technology at the service of man (and God), not the other way around. Again, technology can and does serve our purpose, as evidenced by the digital screen you are possibly reading right now, and our teachers utilize it in a variety of ways including projecting class content, learning assessment, student research, specific accommodation, and the relevant skill of typing. But we do not teach technology as an end itself. Beginning in the elementary level, students use our mobile laptop cart and computer lab. Our Title I reading program uses iPads. Each student is responsible for their online conduct and receives a Google Education student account during their time enrolled.

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.

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

All students participate in general music class throughout the school year. This is an important component of a liberal arts curriculum. Band classes for interested students are arranged with Menominee Junior High School and begin in the sixth grade.

Half-hour piano lessons are available during the school day at an additional cost set by the piano teacher. The piano teacher works with the student's teacher to determine the best time for lessons. Students are responsible for making up class work missed during piano lesson time.

Co-Curricular Activities

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

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

Parents/Guardians of students in grades K-8 receive Progress Reports mid-quarter to inform them of their child’s progress. Progress Reports are required to be signed and returned to the homeroom teacher, indicating the parent/guardian has received the Report.

Parents/Guardians of students in grades K-8 receive Report Cards at the end of each quarter. Report Cards are required to be signed and returned to the homeroom teacher, indicating the parent/guardian has received the Report.

Factors that contribute to the mark on reports are:

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

Grade Codes

	Kindergarten		Grade 1		Grades 2-8
S	Satisfactory	+	Commendable	A	Excellent–Superior Work A 95%-100 A- 93-94
N	Needs More Help or Experience	G	Good Progress	B	Very Good B+ 90-92 B 87-89 B- 85-86
I	Improving and Developing	S	Satisfactory	C	Average–Meets Minimum Requirements C+ 82-84 C 79-81 C- 77-78
N/A	Not Evaluated At This Time	I	Needs Improvement	D	Below Minimum Requirements D+ 74-76 D 72-73 D- 70-71
		O	Below Grade Level	U	Unsatisfactory U 69 or below

The Development of Character Through the Practice of Virtue

To assist our students to lead lives rooted in Christian love, we work to develop their habits of virtue. Therefore, in addition to evaluating success in each subject area, we also assess a set of standards to evaluate growth and development of the child both as a student and a person growing in virtue. These are called “Successful Learning Behaviors” and these categories also apply well to virtuous habits of life in general. The definitions below clearly lay out what qualities each teacher is looking for in our students. These behaviors are rated as follows: (4) consistently, (3) frequently, (2) sometimes, and (1) seldom or never.

1. **Respectful:** Treats classmates, teachers and adults with respect and courtesy
2. **Responsible:** Follows directions, obeys rules, and can be relied upon by peers and adults
3. **Engaged:** Displays an active and enthusiastic pursuit of learning the material in and out of class
4. **Expressive:** Communicates his/her own ideas and emotions honestly and appropriately with others
5. **Attentive:** Listens carefully to classmates and adults; observant of transitions between activities
6. **Organized:** Uses time wisely; uses materials and space with care; observant of expectations and deadlines
7. **Diligent:** Works carefully and thoroughly in class and on written work (homework, projects, tests, etc.)

In addition to fostering these academic and classroom virtues, we offer a virtue program to further assist our students in practicing spiritual as well as moral virtues that target growth in their relationship with Christ and their neighbor.

Parent-Teacher Conferences

Parent–Teacher conferences are **required at the end of the first quarter**. Parents in grades 6-8 have an additional conference during the second semester. Frequent communication by phone, family envelope/letter, or visit is encouraged. Additional conferences may be arranged by mutual agreement of parent and teacher or principal on any school day. Call the Academy 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 7:25 a.m. each morning. Teachers are available at this time to assist students with their school work. Please make arrangements with the teacher prior to coming in early, so that they may notify the office that your child will be coming in for help.

Release from School

No student may leave the Academy grounds without the permission of the administration. The administration 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 office.

Absent Student Make-up Work

When excusing a student from school, it is the responsibility of the parent/guardian and student to make a request for homework to be sent home. The parent/guardian 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 6th - 8th Grade

Students with late or missing assignments will have until the end of the school day to complete the work. If the work is not completed, they will receive a late assignment slip to bring home and have signed by a parent, and be returned to the teacher the following day. The student 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 field trips are required to have each student 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 office. **All volunteers who work with students must complete the Diocese of Marquette safe environment requirements.**

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 assessment scores.
- Special education information

- 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 Academy 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 student, the parent must call the Academy office between 7:30–8:00 a.m. (906-863-3190). If a student is absent and the Academy has not heard from the parent, a call from the office will be made inquiring about the reason for the student's absence. For absence due to appointments, notice must be given to the Academy **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 the Academy are required to make up time missed. The 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 Academy 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 Academy 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. Additional grade level teams are offered when coaches are available.

Volleyball

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

Cross-Country, Snowshoeing and Track

St. John Paul II Catholic Academy has a history of offering cross country in the fall and track in the spring for select grades. Each year is dependent on coaching availability.

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 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 Academy 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.

After the afternoon dismissal, students are to leave the school premises immediately unless under teacher supervision.

Bicycles/Skateboards

Bicycles are to be parked in the racks. Bicycles may not be ridden on the premises during the school day. The Academy 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 Academy 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 ACADEMY 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.

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

Telephone Calls

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

No Cell Phone Usage

Cell phones and personal electronics are not to be turned on, out or used during school hours, 7:40 a.m. - 3:00 p.m.. Once the school day is complete, students may use electronics and cell phones, once *outside* of the school building. No cell phones may be used at any times in school bathrooms or locker rooms, not even during after school events. Violation of this policy incurs the seizure of the device which is held in the Academy office until a parent or legal guardian can collect it.

DRESS CODE

All students attending St. John Paul II Catholic Academy in grades K-8 are required to follow the dress code which ensures a neat, clean appearance and appropriate, modest dress for young Christians. As Christians, we emphasize that all students are made in the image of God and, as such, we require all students to exhibit a natural appearance including hair color, etc. Uniforms are a positive part of our environment, and every school day is, in general, a uniform day.

Boys & Girls Grade K-8 Uniform	Girls Grade K-8 Additional Allowances
<p><u>Shirts</u></p> <ul style="list-style-type: none"> • Solid red, white, or blue polo or collared button down shirt with long or short sleeves. Turtlenecks are allowed. • Shirts must be tucked in. • Oversized, wrinkled, and tight-fitting shirts are not acceptable. • Solid white, red, or blue sweaters– cardigan, pullover, or vests. No hoods. <p><u>Pants</u></p> <ul style="list-style-type: none"> • Navy, black, or khaki dress pants. No cargo style, denim, knit, tight/stretchy, or sweatpant material. • Navy, black, or khaki tailored, plain dress shorts are allowed until the end of September and from May 1 to the end of the school year. May not be more than two inches above the knee. No denim, knit, tight/stretchy, or sweatpant material. <p><u>Footwear</u></p> <ul style="list-style-type: none"> • Shoes must be suitable for playground and gym use. Non-marking soles preferred. Shoes with laces must be tied. No <u>sandals</u>, flip-flops, or backless shoes. • Strapped sandals with back straps may be worn outside of gym class until the end of Sept. and from May 1 to the end of year. • No makeup may be worn. 	<ul style="list-style-type: none"> • <u>Non-hooped</u> Stud earrings are allowed. None lower than the earlobe. • Navy or khaki jumpers or skirts, skorts, or scooters may be worn. May not be more than two inches above the knee. • White, black, red or navy leggings or tights that go down to the ankles, shorts that do not show may be worn under the jumper or skirt.
<p align="center"><u>BOYS FIRST FRIDAY MASS ATTIRE</u></p> <p>Solid white shirt with collar and long or short sleeves.</p>	<p align="center"><u>GIRLS FIRST FRIDAY MASS ATTIRE</u></p> <p>Solid white shirt with collar and long or short sleeves.</p>

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

- **French Toast:** <http://www.frenchtoast.com>
- **Lands End:** www.landsend.com
- Plain uniform shorts or pants may also be purchased at Walmart, Kmart, JC Penny, Old Navy, and other retail stores with seasonal uniform sections as long as they conform to the uniform guidelines. (Tip: Check <https://www.shopwithscrip.com> for the most current rebates available.)
- **New and gently** used jumpers, skirts, and uniform clothes can also be obtained from the uniform exchange that occurs several times a year at the Academy, or ask the office anytime during the school year.

Out-of-Uniform Consequences

Failing to follow the dress code, a student will receive communication from the academy and may lose the privilege for the next non-uniform day. Students out of uniform will be sent to the office and parents will be contacted to bring the correct uniform clothes. If special

circumstances arise and the student will not be in compliance with the dress code, a parent must contact the 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 (at the discretion of the staff).
- On trips where swimming is involved 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, jacket, and boots during recess during the cooler months. Students must wear snow pants to play in the snow.

STUDENT SUPPORT SERVICES

Library

The Academy 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 office and parents are contacted to make arrangements to pick student up. Directions from the Public Health Department are followed for a student's return 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 by administration. Emergency information is given to the Academy office at the beginning of each new school year. 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 Academy's insurance company.

If a student becomes too ill to remain in the class, a parent/guardian is called. The student 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 the student up. If school personnel observe changes in the student'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 the Academy unless there is a valid waiver. Parents will be informed at the beginning of each school year by a letter from the office of any necessary immunizations by age/grade.

Medication Administration Policy

Medication should be administered at home when possible. Medication needed at school shall be brought in by the parent/guardian to the office. The office staff will dispense medication as needed for the student. A confidential record will be kept of medication dispensed to students. NO medication will be accepted at the Academy unless accompanied by the correct authorization forms, brought in by the parent/guardian, and in their correct containers.

Prescription Medication

Before any prescription medication can be dispensed, a **Medication Authorization Form** (which can be obtained in the Academy office) must be completed by the student's physician and parent/guardian and be on file in the office. If there is a change in medication and/or dosage, a new completed form is required to be filed with the office. All prescription medication must be brought to the 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** (which can be obtained in the Academy office) must be completed by the parent/guardian and be on file in the office. Medication must be brought to the office by the parent/guardian in its original container with the label on it. The Academy **will not** provide any OTC medication. If none is available for the student, a parent/guardian will be contacted to bring some to the office and asked to dispense to the student. The administration of cough drops will be at the discretion of the teacher in their classroom.

Authorization to Self-Administer Emergency Medication

In order to allow a student to carry their own emergency medication (inhalers, insulin, Epipen, etc.), a **Medication Authorization Form** (which can be obtained in the Academy office) must be completed by the physician and parent/guardian and on file in the office. 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 Academy office. Medication will not be sent home with the student. If the medication is not picked up by the parent/guardian, it will be destroyed at the end of the school year.

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 office. Accidents must be reported to the office.

Lunch

St. John Paul II Catholic Academy has a closed campus lunch.

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 or fundraiser lunches). Milk and water will be sold at lunch.

GENERAL INFORMATION

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, 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 the Academy are expected to follow the rules and disciplinary procedures outlined by the Menominee Public School System.

Car Transportation

For safety reasons, those transporting students to the Academy by car are asked to **drive slowly and drop students off on 17th Street at the main school doors**. The southeast parking lot is reserved for teachers and staff.

Parents/Guardians of Preschool students may park in Resurrection parking lot, or along 18th Street to drop off between 7:40 am – 7:50 am.

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.

Emergency Procedures

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

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

Lockdown drills are conducted three times during the school year.

Emergency School Closing

St. John Paul II Catholic Academy follows the decisions 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 FACTS SIS which you can sign up for each year.

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

School Supplies

Each family receives a list for the supplies needed in each grade. These lists are also made available at local retail stores and on the Academy's website. 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 shall 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

An **Eighth Grade Trip Proposal** must be presented to the Council by the January meeting. The proposal shall 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 Academy. Funds that are raised above the cost of the trip will be used to offset graduation expenses or used at the discretion of the Academy. Scrip rebate profits for 8th grade families above the required family amount will be split 50/50 between the Academy and 8th grade class trip expenses.

The eighth grade trip is an Academy sponsored trip. Therefore, the 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 principal. In addition, the trip will meet all VIRTUS requirements for supervision of minors.

All student tuition and fees must be paid by May 1st in order for the student to attend the eighth grade trip. Any exceptions to this policy must be approved by the Finance Council. In addition, any eighth grade student who has demonstrated excessively inappropriate behavior, as determined by the 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 Parent & Student 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

The Preschool program recognizes that each child is a unique individual, and offers 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

The 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 Kindergarten Readiness Program

The Kindergarten Readiness Program is for 4 year olds as well as 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. Through directed center play, children have an opportunity to try out and master new skills, concepts, and experiences.

Preschool and Kindergarten Readiness Goals

St. John Paul II Catholic Academy is dedicated to providing 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

Screening or other 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 administrator. 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 Preschool or 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 Academy.

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. Visitor sign-in at the office is required before going to classrooms.

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 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 & School Association

The Home & School Association coordinates many of the volunteer opportunities at the Academy. Some of the opportunities include: Fall Festival, Fall Vendor Show, Parish Appreciation Breakfast, Family Movie Night, Catholic Schools Week activities, Special Hot Lunches, End of Year picnic, Open Houses, and more. All parents of students enrolled at the Academy are automatically a member of the Home & School Association; no dues are required. Parents are encouraged to attend monthly meetings to stay informed on policy and curriculum changes, and Academy needs. The Home & School Association is a critical link between enrichment and fundraising events, and the volunteers we need to make each one spectacular.

APPENDIX

The following forms are available in the Academy 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
- Pastoral Documents