

Pope St. John Paul II Catholic Academy



Family Handbook 2023-2024

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MISSION STATEMENT

Building on the past, creating the future, Pope St. John Paul II Catholic Academy prepares global citizens who are grounded in faith and the teachings of the Catholic Church and who follow the mission of Christ.

PHILOSOPHY

Respecting human dignity and diversity of all persons, we educate children and families in the Catholic mission to know, love and serve God and others.

VALUES

As a multicultural school, we teach the values of respect, collaboration, inclusiveness, and community.

VISION

We strive to create a strong sustainable Catholic school offering innovative education rooted in faith that enables children to become the best version of themselves.

DISCLAIMER

During the school year, it may be necessary to introduce procedures or school-specific rules and consequences to address unforeseen behaviors or situations. If any such changes are necessary, communication from the Head of School is provided. Any changes are published in future revisions of the Student Handbook.

Pope St. John Paul II Catholic Academy is a Catholic School in the Rockford Diocese. As such this school follows all Diocesan policies and procedures.

ACCREDITATION

Pope St. John Paul II Catholic Academy is officially recognized by the Diocese of Rockford and the Illinois State Board of Education according to Policy and Guidelines for Registration and Recognition of Nonpublic Elementary and Secondary Schools.

NONDISCRIMINATION IN SCHOOLS

Pope St. John Paul II Catholic Academy admits students of any sex, gender, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students in these schools.

The school does not discriminate against students who are developmentally challenged (if with reasonable accommodations on the part of the Academy, the developmentally challenged person can be served).

ADMISSION

ADMISSION PROCESS INCLUDES:

- Original copy of the birth certificate from the county (a copy will be made and returned at registration)
- Copy of Baptismal certificate (if applicable)
- Copy of Reconciliation and First Communion certificates (if applicable)
- Payment of all registration fees
- Submission of completed and signed Registration Forms
- Current physical with complete immunizations is required to be submitted by the first day of school.

All new students in Grades 6-8 at Pope St. John Paul II Catholic have a nine-week probationary period. During that time, students are evaluated with regard to their social, behavioral and academic adjustment. After this time, the teacher(s), in consultation with the principal, determine one of the following: whether the probation period has ended, or if it should be extended or whether the student needs to transfer to another school. Parents are informed of the decision within a week following the probationary period.

THE WITHDRAWAL PROCESS INCLUDES:

- Review that all financial obligation have been met
- Return of any materials belonging to Pope St. John Paul II Catholic Academy including, but not limited to textbooks, library books and athletic uniforms
- Pope St. John Paul II Catholic Academy will collect all supplies belonging to the student
- Pope St. John Paul II Catholic Academy will forward records within 10 days of the receipt of request for record

Students of other faiths who attend Pope St. John Paul II Catholic Academy are expected to:

- Understand, accept and support the philosophy and goals of the school.
- Attend and participate in daily religion classes which are an integral part of the life of the school. The participants may or may not accept the message in Faith, but are graded on the facts covered in class.
- Attend school liturgies.
- Participate in programs of service sponsored by the school.

MISSING PERSON AND HIS/HER SCHOOL RECORD:

Before a student is admitted to or withdrawn from Pope St. John Paul II Catholic Academy, a review of the Illinois State Police missing person database is conducted. If we are notified by the Illinois State Police of a person's disappearance, the school will flag the record of the person currently or previously enrolled. Whenever a copy of and/or information regarding the record is requested, the receiving school shall be alerted to the fact that the record is that of a missing person. Pope St. John Paul II Catholic Academy shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois States Police that the missing person has been recovered, the school shall remove the flag from the person's record.

The School reserves the right to revoke its acceptance of this application, deny enrollment and/or dismiss the student in keeping with applicable School and/or Diocesan Policy. Neither this form nor any written document issued by the School (including, but not limited to, the student handbook) should be considered to be a contract.

ARRIVAL

Students are not to arrive at school before 7:45 a.m. unless they arrive for 7:30 breakfast. Pope St. John Paul II Catholic Academy is not liable for student safety/accidents prior to 7:45 a.m. Teachers assist in the arrival of students at each campus as assigned.

Students are marked tardy if not **in their classrooms** by 8:10 a.m. Should an emergency arise that causes tardiness, parents notify the school office.

ASBESTOS COMPLIANCE

Parents are advised that Pope St. John Paul II Catholic School is in compliance with all regulations of current law regarding asbestos. According to Diocesan guidelines Pope St. John Paul II Catholic Academy was inspected and received the full report on the "Asbestos Management Plan" for the school.

ACADEMIC HONESTY

Students are expected to make their best effort on all work. They do their own work in all situations, i.e., tests, homework, projects, etc. Cheating, in **any** form, on tests, homework, projects, etc., is a serious offense at Pope St. John Paul II Catholic School

and is not tolerated. A grade of “**zero**” is given and a detention is issued if a student is caught cheating.

Any behavior that can be defined as dishonest represents a violation of the mutual trust and respect essential to a Catholic education. Students who are dishonest in any way should expect to be confronted by their teacher and be subject to appropriate consequences.

ATTENDANCE

Students who are enrolled are required to attend daily during the regular school term. Prolonged absence or irregular attendance may cause the student to become subject to failure. Parents and students should be aware that absences due to vacations are discouraged in that they affect student learning. Work missed by the student must be made up upon return to school. **Parents do not request homework in advance.**

If parents are picking up their child early from school, please contact the office in advance, so they can be ready in the office for pickup.

Procedure to follow when a student is absent:

- Parents are required to phone the school office (630-844-3781) each day before 9:00 am to report an absence, leaving the child’s name, grade and reason for the absence. Parents are called regarding the absence if the school office is not notified by 9:00 am. School voice mail is available 24 hours a day.
- Homework assignments should be requested when the office is notified of the absence.
- If a student must leave school before regular dismissal time, the office must be notified. A student is never to leave the school on his or her own, but must be signed out at the school office by a parent or other authorized person.
- Doctor and dental appointments should not be scheduled during regular school hours. If in special cases, such appointments are necessary, arrangements should be made in advance and the office secretary notified. Students are released only to their parents or guardians. Students must be signed out by those designated persons and identification may be requested. Students are expected to be in attendance before and after their appointment.

DAILY SCHEDULE

Preschool:

- 8:00 am to 3:00 am for Full Day Preschool Program

Kindergarten-Grade 8:

- 6:30 a.m. Extended Care
- 7:30 am Breakfast Begins
- 7:45 am Doors Open
- 8:00 am Warning Bell
- 8:10 am Tardy Bell
- 3:00 pm Dismissal
- 3:10 pm P.M. Extended Care Begins

ABSENTEEISM AND TRUANCY POLICY

The Illinois School Code (5134B) requires that any school, including a nonpublic school, receiving public funds through participation in the federal/state milk, breakfast, and/or lunch programs shall develop and communicate to its students and their parent or guardian, on an annual basis, an absenteeism and truancy policy, that contains certain provisions. The following is the Absenteeism and Truancy Policy to be implemented by those schools participating in the federal/state milk, breakfast, and/or lunch programs.

Definitions

1. "Valid cause" for absence includes:

the student's illness, including the mental or behavioral health of the student,
the student's attendance at a verified medical or therapeutic appointment or
appointment with a victim services provider (with a note of attendance provided to the
school upon student's return),
the student's observance of a religious holiday,
death in the student's immediate family,
the student's attendance at a civic event,
a family emergency,

As determined by the school administrator, such other situations beyond the control of
the student, or such circumstances which cause reasonable concern to the student's
parent for the mental, emotional, or physical health or safety of the student.

Any medical condition causing the student to miss 3 or more consecutive days of
school requires the student to provide a note from a physician upon return to school.

If the student is an expectant parent or parent, "valid cause" for absence includes

the fulfillment of a parenting responsibility including, but not limited to, arranging and providing child care, caring for a sick child, attending prenatal or other medical appointments for the expectant student, and attending medical appointments for a child,

If the student is a victim of domestic or sexual violence, "valid cause" for absence includes addressing circumstances resulting from domestic or sexual violence, including, but not limited to, experiencing domestic or sexual violence, recovering from physical or psychological injuries, seeking medical attention, seeking services from a domestic or sexual violence organization, seeking psychological or other counseling, participating in safety planning, temporarily or permanently relocating, seeking legal assistance or remedies, or taking any other action to increase the safety or health of the student or to protect the student from future domestic or sexual violence. A school administrator may require a student to verify his or her claim of domestic or sexual violence prior to approving a valid cause for an absence of 3 or more consecutive days that is related to domestic or sexual violence.

2. A "truant student" is one who is subject to compulsory school attendance and who, without valid cause, is absent from such attendance for a school day or portion of the school day, when such absence amounts to more than 1% but less than 5% of the past 180 school days.

3. A "chronic or habitual truant" is defined as a student subject to compulsory school attendance and who, without valid cause, is absent from such attendance for 5% or more of the past 180 regular attendance days.

4. "Truant minor" is defined as a chronic truant to whom available supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources either have been offered and refused, or have failed to result in the cessation of chronic truancy.

Policy

1. School attendance is compulsory in the State of Illinois. The responsibility of compliance with the law belongs to the parents, but the school is required to keep a record of daily attendance. The record is placed in the student's permanent file at the end of each school year.
2. A student who is subject to compulsory school attendance shall not be absent from attendance without valid cause. A student who is absent without a valid cause listed above is a truant student.
3. When a student is truant: The School administrator or delegate shall be in contact with the parent/guardian and the student when a student is absent without "valid cause", when the school has not been notified by a parent/guardian of the student's absence and reason, when the student returns to school after an absence without a

written doctor's or with a note of questionable validity, or when the student continues to be absent for no apparent reason. The School's contact with the parent/guardian is for the purpose of determining the reason for the student's absence and further discussion if the absence is without valid cause. If the parents/guardians cannot be reached, the School will contact all parties listed as emergency contacts in the student's file. If the administration is unsuccessful in reaching the parents/guardians or the emergency contacts, the School will notify police and request a well-being check on the student/family.

4. The School is to determine the reason or cause for a student's unexcused absences by interviewing the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem.
5. When a student is truant or chronically truant, the School will use the following diagnostic procedures to identify the causes of unexcused student absenteeism: Interviews with the student, meetings or requests for meetings with the parent/guardian, and meetings with any school officials who may have information about the reason for the student's attendance problem. The school is to offer the following interventions and supportive services for the truant student and chronically truant student: meet with the student, and meet with or request to meet with the student's parent/guardian to persuade the family and the student to regular attendance, encourage heightened engagement in School activities by the parent/guardian and student, and suggest student counseling with the school counselor if one is provided by the School, or with a specific outside provider or providers, family counseling with the Diocese of Rockford Catholic Charities counseling office or with a specific outside provider or providers, and provide parents with information about existing community services that are available to the student relative to his or her needs. The School is not required to pay for any services. Where the student is chronically truant, the above steps will be repeated.
6. **When efforts to persuade the student to regular attendance fails, and the student's absences without "valid cause" exceed more than five percent (5%) of the total student attendance days in the school year, the student is deemed a truant minor and written notice shall be sent to the parent/guardian stating that the student's truancy is being reported to the Illinois State Board of Education. This may be done through the truancy department of the Regional Office of Education. Additionally, the School may drop the student from enrollment.**
7. The School is required to regularly collect and review its chronic absence data and determine what systems of support and resources are needed to engage and encourage the habit of daily attendance for chronically absent students and their families to promote academic success.
8. The School is required to post this *Absenteeism and Truancy Policy* on the School's website and include it in the School's Parent/Student Handbook. School

administrators are also required to notify parents where/how this policy can be accessed by providing them with the **URL** address. This policy is also published on the Education page of our Diocesan Catholic Education Website.

9. The School is required to submit its Absenteeism and Truancy Policy to the Illinois State Board of Education; and to review and re-evaluate its Absenteeism and Truancy Policy every two years and submit its revised policy or a letter to the Illinois State Board of Education stating the policy was re-evaluated and no changes were deemed necessary. This statement must be submitted electronically to the Illinois State Board of Education via their Web Application Security system no later than September 30 of the year it is due.

Reviewed December 2, 2022

EXTENDED DAY CARE PROGRAM

Pope St. John Paul II Catholic Academy offers a before and after school program for students. Program hours are 6:30 - 7:45 a.m. and 3:00 – 6:00 p.m. for North Campus and 6:30-7:45 a.m. and 3:00-6:00 p.m. for South Campus. Children must be registered for the program; bills are sent out bi-monthly. All payments for the program are to be kept current. Children who are not picked up at dismissal time are sent to the after-school program and the parent/guardian is billed for the time. The Extended Care Program follows the “Three Strike Rule” – please see the Extended Care Program Rule Sheet.

Extended Care Rules

- All school rules as noted in the Family/Student Handbook apply.
- No student is to leave the supervision of the supervisor without permission.
- Each child is expected to participate in all activities to the best of his/her ability.
- Each child is expected to help clean up toys, craft supplies, etc.
- Each child assumes responsibility for any toys or games brought from home.
- No electronic devices are allowed.
- Cell phone use is not allowed in Extended Care.
- Gum is not allowed.

CLASSROOM CELEBRATIONS

- Birthdays may be celebrated by the classroom teacher without food.
- Simple parties for holidays will be approved by the administration.
- Parental volunteers must be approved by teachers and administration.
- Unless an entire class (all boys or all girls), are invited to a private celebration, all invitations are to be distributed outside of school premises.
- Food should be individually wrapped or pre-packaged for each student.

BULLYING (DIOCESEAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 2023

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited, whether the action, word, or behavior is based on a person's characteristic(s) or other matter. This prohibited conduct also extends to the use of technology ("Cyber bullying") as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a computer, a computer network, or other similar electronic device equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocese school or during school hours or school activities.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including made in person, in writing, or electronically ("cyber bullying"), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) substantially interfering with the student's or students' academic performance;
or
- (4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of "cyber bullying" include but are not limited to the use of e-mail, web sites, text messaging, posting or sending of electronic photos or videos on social media or "Apps" (i.e. Face Book, Twitter, Instagram, WhatsApp, Snapchat, etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Reporting the conduct:

Any School employee who is made aware of conduct which violates this policy, or who receives a report of bullying, shall promptly report this information to the School administrator and, in the administrator's absence, to the administrator's designee, assistant principal, or dean of students. Any parent/guardian who has information that bullying involving a student(s) of the School is occurring shall promptly notify the School of this information.

Notifying the Parents/guardian:

Within 24 hours of the School being made aware of a reported bullying incident, the school administrator shall notify the parents/guardian of each of the students reportedly involved. The School administrator shall make diligent efforts to notify a parent/guardian using all contact information available to the school or which the school within that 24 hours can reasonably obtain.

Investigating:

The School administrator shall investigate the matter, may involve school support personnel or others as deemed appropriate, and will make reasonable efforts to complete the investigation within 10 school days of the date the report is received by the School. However, information may be discovered during the investigation which extends the investigation beyond 10 school days.

Students who violate this policy will generally be subject to the discipline policy of the student's school, but where the nature or extent of the conduct warrants, violators of the policy may be subject to suspension and/or expulsion.

The School administrator or designee will provide to the parents/guardians of the students who are parties in the investigation (parties are the student(s) reported to be the target of the conduct, and the student(s) reported to be committing the conduct) information about the investigation and an opportunity to meet with the school administrator or designee to discuss the investigation, the investigation findings, and actions or interventions taken to address bullying, adhering to privacy rules and laws. To the extent appropriate, the School will identify to the parent(s)/guardian(s) of the involved student(s) school- or community-based resources, if available, to assist the involved student(s). The School may require the parent/guardian of the involved student(s) to participate in community-based resources for the involved student(s).

Procedure:

This policy is to be distributed annually by each Diocesan School to the school's students, their parents/guardian, and school employees, and to new employees when

they are hired. If the School has a website accessible to the public, the policy is to be posted there as well. If the School has a student or family handbook, it is to be posted there as well. If the School posts policies, rules, or standards of conduct in the School, it is to be posted there as well.

Effective with the August 11, 2023 revision, this policy will be reviewed every two years.

BUS CONDUCT EXPECTATIONS FOR FIELD TRIPS

Students on field trips are to conduct themselves in a respectful manner at all times. The bus driver is not responsible for the supervision of students before entering or after leaving the school bus. Students are expected to refrain from conduct that would endanger other students or property or would be otherwise disruptive. The following rules and regulations govern bus conduct:

- Bus riders are expected to be respectful, responsible, and courteous at all times.
- Riders shall remain silent when the bus is approaching and crossing railroad tracks.
- Eating and drinking are prohibited on the bus.
- Riders shall remain in a normal, seated position while the bus is in motion.
- Cell phones are not allowed.

CARE OF MATERIALS

Students must take good care of both school materials and their own personal things. Students who deface, destroy or lose school books or materials **may be required to pay for them**. Each student must have and use a backpack to carry materials to/from school. The student's name should be marked in permanent marker on the bag. Students may be required to purchase supplies during the school year as the need arises.

CELL PHONES/ELECTRONIC DEVICES

Cell phones should be in the off or mute position during the hours of 7:45 AM and 3:00 PM and during Faculty Meetings. If a teacher anticipates a call during the school day or during a meeting due to an emergency, he/she should notify the Head of School / Assistant Principal at the beginning of the day. At no time when teachers are in the presence of students should they be involved in texting, talking on their cell phone or updating social media status.

Due to the allure of social media and games as well as the potential for bullying and cheating, all student cell phones should be kept off of the student's person and powered off, preferably in a location in the classroom specified by the teacher like a pocket chart

or phone caddy. Grades PreK-4 are not allowed to have cell phones in school. Any cell phones found on students should be immediately turned in to the Administrator as directed by their teacher.

Teachers do not use their cell phones during the school day when with students. In cases of emergency, teachers arrange for the supervision of students.

****Teachers should email parents and confirm that your students have a cell phone at school, do not have a cell phone at all, or leave their cell phone at home.****

CHANGE OF NAME, ADDRESS, PHONE

Parents are to notify the school office secretary **immediately** concerning any changes of name, address or phone number(s). Accurate records must be kept in the school office.

CHILD ABUSE/NEGLECT – ALLEGATIONS/SUSPICIONS

When school personnel suspect child abuse or neglect by a person responsible for a student's welfare, they shall follow procedures of the State of Illinois and report the suspicion to proper authorities and notify Pope St. John Paul II Catholic Academy administrators.

CHILD CUSTODY (DIOCESEAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

Regardless of whether one or both parents has custody of a student, both parents have the right to inspect and receive a copy of school records and reports, in the absence of a court order to the contrary.

The school will release a student to either parent, unless the school has a copy of a court order giving one parent the exclusive custody.

Procedures:

The school abides by the provisions of the FAMILY EDUCATION RIGHTS AND PRIVACY ACT with regard to parents' right to access of their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parents to his or her child's school records.

Release of school records to the non-custodial parent cannot be conditioned upon the approval of the custodial parent unless there is a court order requiring such approval.

The custodial parent has the responsibility to provide the principal with an official copy of a court order affecting the parent's child and/or restricting the other parent's rights to access the school, the child, or the child's student record.

Unless informed otherwise in writing, and with adequate evidence that a parent is not permitted to have unqualified access to the child, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours.

A school should give a non-custodial parent the opportunity for a Parent-Teacher Conference upon request, at a time other than that of the custodial parent.

If a school has on record a court order indicating the limited visitation right or no visitation rights and a parent makes an application to volunteer in the school, the principal need not accept the application. If a principal judges that a parent who has limited visitation rights is volunteering to increase contact with the child, the principal should notify the custodial parent and have the custodial parent resolve the issue.

In cases of joint custody where one parent is in charge of education, unless the court order indicates that the other parent forfeits rights to the student record, the parent who is not in charge of education of the child is not denied access to the record.

Schools may wish to attach a notice to the registration form requesting that parents notify the school of any special arrangements regarding child custody.

Divorce, Disputes between Parents of a Child, Subpoenas, Requests for Information about Students:

All subpoenas issued to a school, a teacher, or a principal are to be forwarded to the Diocese's General Counsel.

A parent's request that a teacher or other school personnel keep notes on a child's performance or behavior for the parent's use in a divorce or custody dispute are to be denied.

Administrators are encouraged to consult with the Diocese's General Counsel whenever disputing parents of a student request the School provide testimony, keep notes on a student, or otherwise participate in the divorce proceedings of parents or custody proceedings of a student.

COMMUNICABLE DISEASES

COMMUNICABLE DISEASE GUIDELINES

Guidelines for the exclusion and re-admittance of children with symptoms of communicable disease are:

1. Children will be excluded from school for any of the following symptoms:
 - a. Fever over 100
 - b. Vomiting or diarrhea
 - c. Undiagnosed rashes
 - d. Red/running eyes (suspected pink eye)
 - e. Undiagnosed swollen glands
 - f. Signs of upper respiratory infection (serious enough to interfere with your child's ability to learn)
 - g. Unexplained open sores
2. Children that have been absent due to a communicable disease may return to school if either of the following conditions have been met:
 - a. Release from a medical doctor
 - b. Fever, rash and/or other symptoms of the disease are completely gone for 24 hours.

COMMUNICATION

Parent/Teacher

Parents are encouraged to communicate with the teachers in the school. Any parent who wishes to talk to a teacher should make an appointment by telephone, e-mail or by letter. Our teachers are not able to respond to emails during the day; they are teaching. Teachers are asked to respond to email communication within 24 hours of receiving it. All email communication is written respectfully. If questions and/or concerns cannot be satisfied by talking to the child's teacher first, you may then contact the principal. Questions pertaining to general school operations are directed to the Assistant Principal or Head of School.

Family Communication Etiquette

If a family calls with concerns about a student, ask them if they have contacted the teacher first to discuss the concerns. Chain of Command:

1. Teacher
2. Principal
3. Pastor

4. Catholic Education Office (CEO)-(i.e. suspension/expulsions-Ellyn Lynch-Diocesan Lawyer)

Families are first required to schedule an appointment with the teacher, principal, and/or social worker regarding any major concerns.**ADDENDUM**11/23**

Newsletter

The newsletter is emailed and posted on FACTS (<https://factsmgt.com/>) every Wednesday.

Website

Information and access to FACTS and our Uniform company, etc. can be found on our website: www.jp2aurora.org.

Social Media

Updates and important information will be shared on our Facebook/Instagram and Twitter pages. Please reference this page for weather and emergency updates as well: @PSJPIIAuroraIL (Facebook), @PSJPII.AuroraIL (Instagram), and @PSJPIIAuroraIL (Twitter).

COUNSELING SERVICES

Counseling for Pope St. John Paul II Catholic Academy students are available through a certified/licensed counselor/social worker. Any parent/guardian interested in receiving these services for a student should contact the office.

CURRICULUM

The basic curriculum includes Religion, Reading, Language Arts, Spelling, Mathematics, Science, Social Studies, STEM, Music, Art, Health, and Physical Education. Pope St. John Paul II Catholic Academy is required to follow the Diocesan Curriculum.

DISCIPLINE (DIOCESEAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

POLICY ON STUDENT DISCIPLINE:

The School reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities - whether during regular School hours, on School premises, in connection with School activities or

otherwise. In the event of a violation of those standards, the School reserves the right to invoke appropriate disciplinary steps including, but not limited to, demerits, detentions, suspensions and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis in the School's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record and other similar criteria.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

1. Violation of the School's policy on gang-related activities;
2. Violation of the School's policy on drugs and alcohol;
3. Violation of the School's policy on weapons;
4. Violation of the School's rules and regulations.
5. Any other conduct considered by the School to be contrary to the best interests of the School, its faculty, and/or to the School's mission.

DISCIPLINE (SCHOOL) **DISCIPLINE POLICY-ADDENDUM 11/10/23**

The primary objective of our discipline policy is to continue a responsible and orderly environment in which learning can be maximized. Any disciplinary action taken must have as its aim correction, rather than punishment.

In all matters relating to the discipline in and conduct of the school and the children, the teachers and administrators stand in the role of parents and guardians throughout the school day. In taking disciplinary action, staff members will exercise their best professional judgment. Disciplinary actions will be applied in a consistent and non-discriminatory manner.

In the classroom, in order to get a student back on task, the teacher can make eye contact, physical proximity ("moving in"), stopping and waiting, and as a last resort, speaking quietly and directly to the student at his/her desk is helpful. Ideally, talking to the student privately can be the most effective way to correct their behavior.

Minor behavior problems will be dealt with by the classroom teacher or adult supervisor. Major behavioral problems should be referred to the building Principals. At the discretion of the Principal, parental contact will be made for serious behavior infractions.

Disciplinary Actions/Consequences for Grades PreK-3: (ADDENDUM 11/10/23)

First Offense: Temporary removal from classroom (i.e. teacher may put the student out in the hallway, but they must be supervised)-Length of removal from class is determined by teacher.

Second Offense: Temporary removal from classroom (i.e. teacher may send the student down to the office)-Length of removal from class is determined by principal

Third Offense: Lunch/Recess Detention (Main Office)

Fourth Offense: Students can be removed from the school environment. Parents will need to come pick up the student for being a disruption to the learning environment.

A student must be advised of the misbehavior which may result in the removal from class, detention or suspension and given an opportunity to respond to the misbehavior. If the student denies the misconduct, he/she will be advised of the basis for the teacher's and/or administrator's belief that the misbehavior occurred, and given another opportunity to respond.

Parents and guardians will be actively involved in remediation of the student's behaviors of concern. This includes ensuring that all parents/guardians are notified whenever their child engages in aggressive behavior.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

DEMERITS

With our new FACTS SIS System, we are using demerits for student discipline. Each teacher is responsible to document all infractions in FACTS, behavior contract, sign in and sign out, etc.

Once a student has 3 demerits (any staff member), the faculty member will need to write the student a detention.

You will put the detention slip in Dr. Christoffel's mailbox to sign and send home.

The student will be assigned a lunch/recess detention or after school detention.

If a student has more than 3 demerits, the teacher and administrator will have a conference in hopes to improve behavior.

If behavior does not improve after the conference, the student will be put on a behavior contract and/or check in/check out system.

If a student's behavior does not improve and has failing grades, they could potentially be dismissed from the school.

LEVELS OF OFFENSES (Grades 4-8)-ADDENDUM 11/10/23

Any behavior not conducive to a healthy school environment will be dealt with at the administrator's discretion. Students sent to the Main Office for these types of offenses may receive immediate consequences.

These offenses are categorized by levels at the discretion of the administration. The higher the level of offense, the more severe the consequences for the behavior.

Level I Offense: Violation of rules, procedures and/or misconduct (*i.e. running, uniform infractions, electronic device violations, inappropriate displays of affection, tardy to class without excuse, skipping class, failure to serve teacher assigned detention*)

Level I Discipline Consequences:

Student who commit Level I Offenses may be subject to the following disciplinary action:

First Offense: Warning conference or lunch/recess detention

Second Offense: After school detention

Third Offense: Multiple after school detentions

Fourth Offense: In-School Suspension (Half Day or Full Day)

Level II Offense: More serious violations or misconduct (*i.e. disrespectful, insubordination, failure to serve office assigned detentions, pushing or shoving that is harmful to another, forgery, stealing, lying/cheating (including plagiarism), inappropriate language, classroom disruption, tobacco or light*)

Level II Discipline Consequences:

Student who commit Level II Offenses may be subject to the following disciplinary action:

First Offense: Multiple after school detentions (with the exception of tobacco first offense 3 days of ISS)

Second Offense: One day in school suspension

Third Offense: Two days in school suspension

Fourth Offense: Three days in school suspension

Level III Offenses: Considered serious misconduct. (*i.e. harassment, bullying, threats, intimidation, assault, over the counter drug possession, possession and sale of smoking materials*)

Level III Discipline Consequences:

Student who commit Level III Offenses may be subject to the following disciplinary action:

First Offense: One day out of school suspension (OSS)

Second Offense: Two days out of school suspension

Third Offense: Three days out of school suspension

Fourth Offense: Five days out of school suspension

Level IV Offense: Gross misconduct and acts that endanger others (*i.e. gang activity, assault/battery, theft/extortion/vandalism, weapons, illegal substances, bomb threat or endangering act*)

Level IV Discipline Consequences:

Student who commit Level IV Offenses may be subject to the following disciplinary action:

First Offense: Three day out of school suspension

Second Offense: Four Days out of school suspension

Third Offense: Five days out of school suspension

Fourth Offense: Recommendation to Diocese of Rockford for Expulsion

DETENTIONS

A student may receive a detention for disrespect and/or disregard of school, class, or lunch/recess rules. Teachers will follow the detention monitoring rotating schedule for supervising these detentions. All teachers (Grades 4-8) must participate.

A detention slip will be sent home with the student. Teachers use the designated detention form, and a copy of the detention slip is sent to the office. Students serve the detention on an assigned date. The only excuse for not serving detention is a family emergency approved by the Assistant Principal/Principal.

WOLF PASSES

Students should earn Wolf Passes for showing virtuous behavior. To earn a Wolf Pass, the students show exemplary behavior.

Once students earn Wolf Passes, they can use them as currency to shop at the Den Store on Den Days at the end of each month.

They can also donate 10 Wolf Passes and earn 20 Wolf Passes in return.

The teacher who experiences serious difficulty with a student or with the group as a whole should consult with the Head of School / Assistant Principal rather than waiting until the situation is out of hand.

DRESS CODE

The purpose of the Dress Code is to provide an atmosphere for learning that is free from distraction and characterized by modesty and decorum. The cooperation of parents in enforcing the Dress Code is expected.

General Provisions

- Clothing must always be clean, **in good repair**, and reflect the appropriate modes and standards of Pope St. John Paul II Catholic Academy students. This includes proper length of pants and shirts that are tucked into waistbands.
- Personal cleanliness and good hygiene are expected of all students.

Pope St. John Paul II Catholic Academy UNIFORM POLICY FOR 2022-2023

Dress Code Amendment (08/17/22)-A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Any student's appearance that disrupts the educational process or compromises health and safety standards must modify their appearance.

To purchase uniforms, please visit the website for our vendor, Land's End. The website is: <https://www.landsend.com/school> and search for Pope St John Paul II Catholic Academy by our Preferred School Number: 900187824. You may also call 1-800-469-2222 to place a phone order or for further assistance.

Preschool 3-4:

- Navy blue pants should have an elastic waistband or easy to open/close. No belt required. No jumpers or dresses. Pants/shorts for all students.
- White, navy blue, light blue, or gray polo shirts (no logo necessary).
- Black, blue or white crew style socks. No-show socks are prohibited.
- All black gym shoes (velcro please).

Boys K-8:

- Navy blue uniform pants with black, navy or brown belt. No cargo/side pockets.
- Navy shorts with black, navy, or brown belt may be worn until Oct. 1 and after May 1 (must come to knee)
- White, navy blue, light blue or gray polo, with logo; tucked in at all times.
- Black, blue or white crew style socks. *No-show* socks are not allowed.
- All-black gym shoes (velcro for K, tie laces for 1-8). No added colors on shoes

Girls K-3:

- Required uniform plaid jumper. No shorter than 2" above knee.
- White, navy blue, light blue polo under jumper (logo required with shorts/pants, not with the jumper).
- Navy shorts with black, brown or navy belt may be worn until Oct. 1 and after May 1 (must come to knee)
- Navy or white tights or knee socks (crew or no-show socks are prohibited)
- All black gym shoes (velcro for K, laces for 1-4).
- Navy uniform style pants with black, brown or navy belt (pants are optional).

Girls 4-8:

- Required uniform plaid skirt. No shorter than 2" above knee.
- White, navy blue, light blue polo with logo. Must be tucked in at all times.
- Navy shorts with black, brown or navy belt may be worn until Oct. 1 and after May 1 (must come to knee)
- Navy or white tights or knee socks (crew or no-show socks are prohibited)
- All black lace-tie gym shoes.
- Navy uniform style pant with black, brown or navy belt (pants are optional)

Cold-Weather Options (PreK-8):

- School fleece (with logo) may be worn.
- Button up sweaters (with logos) may be worn.
- Zip up sweaters (with logos) may be worn.
- Hooded sweatshirts or sweaters/sweatshirts without logos are NOT allowed.
- Even though it is Spirit Day, you should still follow the Dress Code accordingly.
- Spirit Wear Hoodies are allowed on Spirit Wear Days.

Physical Education Uniform

Students in grades 6-8 must purchase the required PE uniform. The website is: www.lpcustomtees.com. Click on "Shop" and "Pope St. JPII Catholic Academy P.E. Uniforms"

The following are ALLOWED: (ADDENDUM 08/25/23)

- Natural lip gloss and light eyeliner/makeup are allowed for Grades 6-8.
- Natural nails and natural fingernail polish or sheer coat for all grades PreK-8th. ****NO ACRYLIC NAILS** (ADDENDUM-02/12/24)**
- Jewelry such as religious cross or medal is permitted unless it becomes a distraction to other students and teachers while attending school.
 - Two stud earrings allowed in earlobes for boys and girls.

- All students should come to school showing good hygiene.
- Simple bracelets, hair scrunchies, or regular watches on wrists.
- Black leggings (preferably flare) can be worn on Spirit Days only. Spirit wear or a long shirt should be worn with pants. **(ADDENDUM-03/22/24)**

****Student violations will be dealt with on a case by case basis.****

The followed are NOT ALLOWED: (ADDENDUM 11/01/23)

- No perfume for girls or body sprays for boys.
- No make-up for Grades PreK through 5.
- No hoop earrings of any size.
- No other body piercings allowed with the exception of earlobes.
- No Smartwatches.
- No sunglasses in school. You may wear sunglasses on field trips or school events that are outside.
- No Heelys, High Tops, shoes with flashing lights, ballerina flats, fashion boots, clogs, “Crocs”, or similar shoes, sandals, flip-flops or any shoes without backs.

Uniform Provider: Land’s End

<https://www.landsend.com/school> and search for Pope St John Paul II Catholic Academy by our Preferred School Number: 900187824.

You may also call 1-800-469-2222 to place a phone order or for further assistance.

General Dress Code for Non-Uniform Days

There are days throughout the school year when students are not required to wear their school uniforms. Students who violate this code are not allowed to attend classes until they change into proper clothing.

DRUGS AND ALCOHOL (DIOCESEAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function, except that a student is permitted to use a prescribed drug in the correct dosage while at school or at any school-related function, provided the school has been properly notified by the parent/guardian of the student, and provided said use of the drug does not impair the student.

Included within the prohibitions set forth in this Policy are the following:

* Use, possession, manufacture, distribution, dispensing or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities;

* Storing in a locker, desk, automobile or other repository on school premises, or in connection with any school-related activity, any drug, drug paraphernalia or alcohol;

* Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use and/or other indicia giving rise to a suspicion of a violation of this Policy. A student's failure to cooperate in testing required by this Policy, or other violation of this Policy may result in disciplinary action up to and including expulsion from the school.

EDUCATION OF MIGRANT CHILDREN (DIOCESEAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

Catholic Schools in the Diocese of Rockford shall not discriminate against migrant children in the provision of education. (Plyler v. Doe)

E-LEARNING DAYS

The safety of our students and staff is a primary factor when making decisions about closing the school during inclement weather or for another serious reason. If it is decided to close the school for a traditional day of learning, teachers, parents and students will be notified via School Speak email. It will also be posted on our Facebook page. If we choose to close the school for the safety of our students and staff, traditionally, we would be required to make up these days at the end of the school year.

Instead of closing the school, we will be implementing E-Learning Days, which would allow students to continue learning without having to travel to campus and will ultimately not affect the school calendar.

You will also be notified via School Speak if it is an E-Learning Day. During an E-Learning Day, students will be given lessons they can complete on their own at home.

Students will be contacted, via School Speak or Google Classroom or See Saw to see the E-Learning Day's instructions. They can be provided with MobyMax assignments, Learning.com assignments, Google Classroom assignments or worksheets/directions

that can be uploaded as an attachment on School Speak as well. Teachers will be available to answer questions from parents and students on this day via email. Online, live lessons will be taught on Zoom or Go To Meeting and recorded to access at a later date.

If circumstances occur which prevent the student from logging in on the announced E-Learning Day (i.e.: power outage), a parent will need to call the Pope St. John Paul II Catholic Academy office and report their student being absent for the day.

If there is a situation where a student does not have access to internet at home – this will need to be communicated with the teacher in the first few days of school. Special arrangements will need to be made for this student to complete his/her work.

State or City Ordered School Closures

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

EMERGENCY CLOSINGS

School closing and late starting times are announced on WKKD (FM 95.9 – AM 1580) or WGN (AM 720), www.emergencyclosings.com and the school's Facebook page. A message will also be sent to parents via text and School Speak email and a School Messenger phone call.

FIELD TRIPS

Educational field trips are a privilege and part of the school program. Teachers, in conjunction with the administration, can deny a student attending a field trip if the student does not meet the expected responsibilities (behavior, respect, and/or completing homework). The school requires students to conduct themselves in an exemplary manner on such field trips. Generally, school uniforms are required.

The cost of the field trips is divided equally among those attending and is paid in advance. Permission slips are sent home before a trip to be signed and returned to the school. Students not meeting the required deadline for fees and permission slips will have to forfeit the opportunity to accompany the class on this trip. **Permission by phone is not acceptable.** The principal reserves the right to exclude a student from participation in a field trip because of unacceptable behavioral patterns.

Chaperones are at least 21 years of age. No older or younger siblings may attend. Adult chaperones are expected to comply with the specific directive of Pope St. John Paul II Catholic Academy faculty/staff member (the first authority) and the Diocesan rules and regulations contained within the Pope St. John Paul II Catholic Academy Catholic School handbook. All paperwork must be on file.

FINANCIAL AID

Financial aid is available through FACTS. Please apply online. FACTS is available on the website: www.factsmgt.com.

GANGS AND GANG-RELATED ACTIVITIES (DIOCESAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

This school is a gang-free environment. Gangs, as defined in this Policy, include individuals who associate with each other primarily for criminal or disruptive purposes and/or activities prohibited by law and/or prohibited by the School's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting or away from school, as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline, and also may foster antisocial behaviors, attitudes and practices, all of which may endanger the health, safety and welfare of all students, staff and the school community.

Students are prohibited from participating in any activity related to a gang or secret society. Activities prohibited by this policy include, but are not limited to, the following:

1. Membership in a gang or secret society or soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services; or requesting any person to pay for protection or the payment of dues;
4. Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
5. Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
6. Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;

7. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to “represent” or act like a member of a gang or secret society;
8. Any other activity which violates any law or policy of the School or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society.

Any gang or gang-related activity in which a student engages outside the School and/or separate from School-related activities is also prohibited by this policy. Violations of this Policy may result in discipline up to and including dismissal from the School, at the discretion of the School.

GRADING SCALE

Parents are to access and view their child’s progress and report cards online, via FACTS SIS or students in Kindergarten through 8th grade. Preschool report cards are given twice a year (at conferences and emailed at the end of the year). Report cards printed on paper are no longer sent home unless requested.

All students in grades K-3 will be assessed using the following scale:

Achievement Code:

- 4 - Exceptional- Student demonstrates an in-depth understanding of essential learning.
- 3 - Good- Student demonstrates general understanding of essential learning.
- 2 - Satisfactory- Student demonstrates developing understanding of the essential learning.
- 1 - Improvement Needed- Student demonstrates minimal understanding of the essential learning.
- No Mark (Blank)- Not Assessed at this time.

GRADING SYSTEM (Grades K-3):

- 4+ = 100%
- 4 = 95-99%
- 4- = 90-94%
- 3+ = 88-89%
- 3 = 83-87%
- 3- = 80-82%
- 2+ = 78-79%

2 = 73-77%
2- = 70-72%
1+ = 68-69%
1 = 63-67%
1- = 0-62%

Students in Grades 4-8 will be assessed using the following scale:

GRADING SYSTEM (Grades 4-8):

A+ = 99-100%	C = 79-82%
A = 95-98%	C- = 77-78%
A- = 93-94%	D+= 75-76%
B+ = 91-92%	D = 72-74%
B = 87-90%	D- = 70-71%
B- = 85-86%	F = 69 and below
C+ = 83-84%	

HONOR ROLL

The honor roll is a very special recognition for academic achievement for students in grades 6-8. It is based on the total grade point average for the preceding quarter and is published four times a year. (Any D's, F's or serious behavioral issues disqualifies students from the Honor Roll). The guidelines are as follows:

High Honors: 3.70 – 4.00 grade point average in all subjects

Honors: 3.00 – 3.69 grade point average in all subjects

GRADUATION POLICY/REQUIREMENTS

Students are issued a diploma upon completion of the school's academic requirements. One requirement for elementary school graduation is that each student must receive a passing grade on an examination covering the Constitutions of the United States and of Illinois. **All tuition and fees must be paid in full in order for your son or daughter to participate in the class trip and graduation ceremony. GPA Requirements. 2.0/4.0 or higher for 8th Grade Graduation and to walk with other students.**

As a new graduation requirement, our 8th grade students will be creating portfolios with artifacts to use in their Exit Interview at the end of the school year. In January, the administration will have a preliminary meeting with all 8th grade students to discuss the process and potential career skills and job interests. Student interviews will start at the

end of April and finish at the beginning of May. The administration will contact the 8th grade families with dates and time. (ADDENDUM-01/26/2024)

GRIEVANCE POLICY

Communication among all parties within the school community is vital to the success of the school. If parents or others have a question or concern about grades, classroom procedures, homework, etc. in a particular grade, the concern should be addressed with the teacher first. If the question or concern deals with the school in general, it should be addressed to the principal. In regard to inquiries, the policy is to address concerns to the teacher first, the administration second, the Head of School third, and the diocesan office last.

GUM

Gum is NOT allowed in Pope St. John Paul II Catholic Academy or on school or church grounds. The consequences for chewing gum include detentions and/or fines.

HEALTH EXAMINATIONS AND IMMUNIZATIONS (DIOCESEAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

- 1. Health Exam Required. Each Diocesan school student shall have a health examination within one year prior to entering pre-school; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer, regardless of the child's grade level.*
- 2. Dental Exam Required. Each Diocesan school student in kindergarten, second, sixth, and ninth grades shall have a dental exam and that student's parent/legal guardian must provide proof of that exam by May 15th of the current school year. Noncompliance with this policy will result in the withholding of the students report card until the required documentation is provided.*
- 3. Eye Exam Required. Each Diocesan school student entering kindergarten for the first time or any Diocesan student entering school for the first time must present proof of an eye exam (from a licensed physician or a licensed optometrist) by October 15th of the current school year. Noncompliance with this policy will result in the withholding of the students report card until required documentation is provided.*
- 4. Immunizations Required. Each Diocesan school student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those*

immunizations are required to be received, unless one of the exceptions listed in paragraph 5 below is satisfied.

5. Proof of Health Exam and Immunizations Required. A child's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15 of the current school year in which to have the child examined and receive the immunizations, and present proof of the same.

6. Noncompliance with this Policy. Failure to provide proof of required health exams and immunizations shall result in the child being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.

7. Objections to Examinations and/or Immunizations.

a. A parent/legal guardian who objects to his/her child being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

i. Medical Objection. Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reasons, and signed by the physician on the certificate of child health examination and placed on file in the child's permanent record. Should the condition of the child later permit immunization, this requirement will then have to be met.

ii. Religious Objection. An objection based on religious grounds shall be presented to the school by the parent/legal guardian in writing signed by the parent/legal guardian, detailing the grounds for the objection. The objection must set forth the specific religious belief that conflicts with the examination and/or immunization. General philosophical or moral reluctance to allow examinations, immunizations, and/or screening shall not provide a sufficient basis for a religious exception to the requirement of exams and immunizations. Each objection will be addressed on a case by case basis. NOTE: In the event the objection to a vaccine is based on the vaccine containing aborted fetal cell lines, the school should inform the parent/guardian that the objection must be able to state that an alternative vaccine is not readily available to the parent/guardian's child.

Effective October 16, 2015, any objection based on religious grounds must be accompanied by a completed Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form, bearing the signatures of the parent/guardian and the health care provider who is responsible for performing the child's health examination and submitted to the Superintendent of Schools no later than October 15th of said year. The procedure and form follow this page.

b. The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time the parent/legal guardian presents the objection.

HISTORY

Pope St. John Paul II Academy had its beginning in the minds and hearts of a special planning committee under the direction of the Rockford Diocese. Since decreasing enrollment was a concern in several Aurora Schools, a decision was made: Pope St. John Paul II Catholic Academy opened in the 2018-2019 school year welcoming students from St. Therese, St. Peter's, St. Joseph and Our Lady of Good Counsel Schools in Aurora. This school now operates as one school with two campuses, North at 706 High Street, and South at 601 Talma St. Each of the schools participating in this merger have their own individual histories.

HOMEWORK POLICY

One of the chief means of communication between the parents and the teacher is homework. Time spent on homework varies according to the needs/ability of the individual child. If your child is finding it necessary to spend unreasonable amounts of time on homework, or has no homework, there is a problem and the teacher should be consulted.

Parents are expected to be sufficiently interested in their child's education to commit the time and energy needed to monitor/supervise the child's home study, and thereby ensure that the student completes homework assignments.

General Homework Guidelines:

- Grades K-1: 20-30 minutes
- Grades 2-3: 30-40 minutes
- Grades 4-5: 30-45 minutes

- Grades 6-8: 45-60 minutes

Written work is not the only type of homework; study and oral assignments are also given. All homework must be done consistently with emphasis on completeness, accuracy and neatness. On days when there is no specific assignment, students are expected to spend time studying material covered in class. Students should read for at least ten to fifteen minutes each night.

ILLNESS/SYMPTOMS

How to decide if you should send your child to school:

- **Fever:** If your child's temperature is 100.4 degrees or higher, keep your child at home until they are fever-free for 24 hours without medication.
- **Lice:** If you find lice on your child, please contact the school secretary immediately.
- **Mild Cough/Runny Nose:** If there is no fever, and the child feels fairly healthy, attending school is encouraged.
- **Bad Cough/Cold Symptoms:** Children with bad coughs need to stay home and possibly see a doctor.
- **Diarrhea or Vomiting:** Keep your child home until the illness is over and for 24 hours after the last episode (without medicine).
- **Sore Throat:** A minor sore throat is usually not a problem but a severe sore throat could be strep throat even if there is no fever.
- **Earache:** The child needs to see a doctor.
- **Pink Eye (Conjunctivitis):** Keep the child home until a **doctor** has given the okay to return to school.
- **Rash:** Child with a skin rash should see a doctor, as this could be one of several infectious diseases.

Be sure you fill in any chronic illnesses on the Medical form – asthma, seizures, etc. and return the form to the school office. This form was given to you at the start of the school year.

INSPECTION (DIOCESAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

Individuals entering upon the premises of the school - whether students, employees or visitors - are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the right, in its discretion, to conduct inspections of

school property, property of a student or students, and property of a visitor to the school's premises.

Included within this Policy is the right to inspect the following:

1. Lockers;
2. Knapsacks, briefcases, bags, gym bags or similar such devices brought onto or existing on school premises;
3. Vehicles on school premises;
4. Clothing (with appropriate safeguards for the individual's personal privacy);
5. Desks;
6. Other property (whether of the school, student or visitor) present on school premises.

A student's failure to cooperate with such an inspection may lead to disciplinary action up to and including expulsion.

INVESTIGATIONS REGARDING STUDENT SOCIAL NETWORKING (DIOCESAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

An elementary school or high school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

However, an elementary school or high school may conduct an investigation, and may require a student to cooperate in an investigation, if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, an elementary school or high school may require the student to share the content that is reported, in order to make a factual determination.

A student's failure to cooperate in such an investigation may lead to disciplinary action up to and including expulsion.

Elementary and secondary schools are required under the law to notify its students and parents of this policy, by publishing it in the school's disciplinary rules, policies, or handbook, or communicating it by similar means.

Right to Privacy in the School Setting Act (105 ILCS 75/1, et al.)

INTERNET (DIOCESAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

Pope St. John Paul II Catholic Academy:

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational objectives of the Diocese and School.

2. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action (up to and including expulsion or discharge) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the building administrator, and his or her decision is final.

3. Some examples of unacceptable uses are:
 - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b) Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c) Invading the privacy of individuals;
 - d) Using another user's password or account;
 - e) Using pseudonyms or anonymous sign-ons;
 - f) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, performance, sexually oriented, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Diocese and/or School;
 - g) Any activity which can be viewed as cyberbullying; and or which violates any policy or rule of the Diocese or school or parish; and or
 - h) Using inappropriate language.

Your account and password are confidential and must remain so. Do not use another individual's account and confidential password.

4. Use of a photograph, image or likeness of one's self or of any other employee, or student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.

5. Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent, or parishioner, is prohibited, except with the express permission of the Principal.
6. Employees are prohibited from permitting any other individual or entity from creating a web site for the Diocesan facility, or from photographing, videographing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for internet transmission or posting, except with the express permission of the Principal.
7. Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.
8. The School reserves the right to monitor employee use of School computers, employees, including an employee's internet use and email use and content. Thus, employees have no expectation of privacy in their use of School computers, the internet or email.

LIBRARY

Students in grades K-8 are allowed to check out books from the library each week, and the Aurora Public Library Bookmobile when available. Children are responsible for the books they take. Lost or damaged books must be replaced or paid for in full.

LUNCH

Breakfast and Hot Lunch are served daily. Students are encouraged to take advantage of hot lunch as it provides a nutritious and balanced meal for your child(ren). Students are welcome to bring lunch from home. However, there should not be anything containing peanuts, tree nuts, or foods containing peanuts and/or tree nuts to be in any student's lunch from home at all because of life-threatening allergies. **No fast food lunches allowed in school.**

LUNCHROOM EXPECTATIONS

1. Thou shalt be respectful of your supervisors, other students and property. You are expected to listen and follow directions from your lunch supervisors.
2. Thou shalt talk using quiet inside voices only whenever inside the lunchroom.

3. Thou shalt wait until their teacher arrives for pickup and exit the lunchroom in a quiet and orderly fashion.
4. Thou shalt not use appropriate language at any time. Name-calling, racial slurs, abusive language or any inappropriate language will not be tolerated.
5. Thou shalt not get up from their lunch tables without permission from a lunch supervisor, unless you are throwing away garbage.
6. Remember it is an expectation that students will be able to clean up after themselves. No student will be dismissed from his/her table until his/her area is properly cleaned up.
7. Thou shalt keep their hands and feet to themselves. Students are not allowed to throw food or any items.
8. Thou shalt be responsible when using the bathroom and by asking permission first to use the bathroom.
9. Thou shalt not share food with other students due to food allergies and/or dietary restrictions.
10. Honor thy lunchroom expectations or the privileges will be removed for individual students.

MASKS

If protective masks are recommended by the state or local officials, students will be expected to wear a mask while at school. Masks must not contain any offensive messages, fabrics, or be distracting to the learning environment.

MEDICAL MARIJUANA (DIOCESEAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

ADMINISTRATION OF MEDICAL CANNABIS

In conformance with the updated Public Act 101-0370, entitled Ashley's Law, the Diocese of Rockford implements this policy on the administration of medical cannabis which is effective January 1, 2020.

Under circumstances set forth in this policy, the administration of medical cannabis to a student is permitted while on school premises, while at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus.

POLICY:

The only medical cannabis that is permitted to be administered on the premises of the school or on a school bus are cannabis-infused products limited to foods, oils, ointments or other products containing usable cannabis that is not smoked.

A school or the Diocese may prohibit the administration of medical cannabis if the school or the Diocese determines that doing so would create a disruption to the school environment or would cause exposure of the product to other students.

A school or the Diocese may prohibit the administration of medical cannabis if the school or the Diocese would lose federal funding as the result of the implementation of this Policy.

Administration by a Parent/Guardian/Designated Caregiver

- A Catholic School in this Diocese shall authorize a parent or guardian or any other individual who has been registered with the Department of Public Health as a designated caregiver of a student who has been registered as a qualifying patient to administer to that student a medical cannabis-infused product, on school premises, while at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus.
- After the parent/guardian/other individual administers the medical cannabis-infused product to the student, the parent/guardian/other individual shall promptly remove the product from the school premises or the school bus, as the case may be.

Self-Administration

- A Catholic School in this Diocese may authorize the self-administration of medical cannabis infused product by a student who is a registered qualifying patient if the self-administration takes place under the direct supervision of a school nurse or school administrator.

- Any personnel that will be supervising the self-administration of medical cannabis are subject to yearly training on the administration of medical cannabis and the records of such training are to be maintained at the school.
- Medical cannabis infused products that are to be self-administered must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

A school nurse or school administrator is not subject to arrest, prosecution, or denial of any right or privilege, including, but not limited to, a civil penalty, for acting in accordance with Section 22-33 of the School Code relating to administering or assisting a student in self-administering a medical cannabis infused product.

No employee or volunteer of the school shall be required to administer a medical cannabis-infused product to a student.

Procedures:

1. Before allowing the administration of a medical cannabis infused product by a parent, designated caregiver, school nurse or school administrator or a student's self-administration of a medical cannabis infused product, the student's parent or legal guardian must provide written authorization for its use, along with a copy of the registry identification card of the student (as a registered qualifying patient). The written authorization must specify the times where or the special circumstances under which the medical cannabis infused product must be administered.
2. The written authorization and a copy of the registry identification cards must be kept on file in the office of the school nurse or where other medical files are kept.
3. The authorization for a student to self-administer medical cannabis infused products is effective for the school year in which it is granted and must be renewed each subsequent school year.
4. The parent, guardian, or other individual who is the one who will administer the medical cannabis to the student shall be a registered caregiver. The registered caregiver shall present to the school a copy of his or her caregiver registration card. The school shall make a copy of the

MEDICATION(S) POLICY (DIOCESEAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

Students who are required to take prescription or over-the-counter medications ("medications") while attending school may do so provided that they abide by the provisions of this policy. Medication may be taken by a student so long as sufficient precautions are taken to assure that the medication is consumed:

- a) in keeping with the student's physician's orders (for prescription medications) and/or manufacturer's specifications (for both prescription and over-the-counter medications) and,
- b) only by the involved student and, that
- c) the medication(s) is safeguarded so that it may not be consumed by others.

This policy applies to all students enrolled in schools operated by entities that are owned or operated by the Diocese of Rockford.

Prescription and/or over-the-counter medications shall not be administered unless the student and his/her parent or guardian has turned in a Medication Authorization Form.

The following requirements are established for students who take medications while attending school.

1. Duties of the parent or guardian of the child:

- a. The parent/guardian of the child must notify the principal of the physician's orders and the nature of the prescription. The prescribed medication must be in its original container.
- b. Where personnel of the school may be required to assist the student in administering the medication, the parent/guardian of the student shall be required to:
 - i. sign a form authorizing the administering of the medication and releasing the personnel and other appropriate entities from claims arising from the administration of the medication; and
 - ii. provide in advance appropriate instruction or training to the involved personnel (at the parent's/guardian's expense, if any) so that the medication may be properly administered.
- c. When the child must have immediate access to the medication at all times, due to the nature of the child's condition, the parent or guardian is required to inform the principal of this fact.

2. Who is permitted to administer the medication to the child: Individuals are permitted to assist the child in taking the medication provided the parent or guardian has signed a

release form as described in Paragraph 1. b (i) above, and has provided appropriate training as described in Paragraph 1. b (ii) above.

3. Where the medication must be kept:

a. Unless otherwise required by the physician's orders, the medication must be left in the care of the principal and the student shall report to the office of the principal in keeping with the schedule established by the physician's orders.

b. When the child must have immediate access to a medication due to the nature of the student's medical condition, the medication must be maintained in the original container and must be stored in a location in the classroom/facility where it may not be accessed by individuals other than the involved student, except in the case of a student's self-carry of an epi pen or asthma inhaler, which is discussed in Policy 5145.

4. How the medication shall be administered to the child: Prescription medications shall be taken only in keeping with the student's physician's orders. Over-the-counter medications shall be taken only in keeping with the instructions provided by the manufacturer of the medication.

5. A school principal may in his or her discretion decline to permit the consumption of medication on the premises where the principal determines that the procedures have not been met by the parent/guardian, the school/program lacks adequate safeguards and/or trained personnel, or for other appropriate reason.

MONEY MATTERS

Money sent to school with the children should be sealed in an envelope on which is written the child's name, grade, amount of money enclosed, and purpose for the money. Each child should bring his/her own money to his/her homeroom teacher. Tuition money should be sent directly to the school office.

PARENTAL COOPERATION (DIOCESAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

As members of the community of Pope St. John Paul II Catholic Academy, we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at School and/or during any

School-related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

1. Disrespect to any person at School or at a School-related function;
2. Raising of voices, foul language or name-calling directed at any staff members, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member;
3. Any physical assault;
4. Any other activity considered by the School's administration to be threatening or disrespectful to another, disruptive to the School and/or inconsistent with the Catholic values that the School strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. The School reserves the right, in its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by School, may result in corrective action, up to and including exclusion from School events and/or expulsion of the parent's child(ren) from the School. Corrective action that may be taken may include, but is not limited to, verbal and/or written warning(s), meeting(s) with the involved parent and exclusion from School events and/or expulsion of the parent's child(ren) from the School.

A parent who violates this policy may be warned regarding the unacceptable behavior and the School will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advance warning will be given prior to being excluded from future School events and/or expulsion of the parent's child(ren) from the School. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the Principal or Assistant Principal regarding the application of this policy may be appealed to the Pastor. The decision of the Pastor is final.

PERSONAL RESPONSIBILITY

Part of developing a well-rounded child into a successful adult is personal responsibility. Our policies regarding calls home, lunches left in the classroom, and tardiness are in place, in part, to encourage personal responsibility. You, as parents, have a role to play in this as well. Encourage your child to take ownership of his or her belongings and to be accountable for remembering his or her homework and lunch each day.

PLAGIARISM POLICY

Plagiarism can be defined as claiming another's published or unpublished thoughts, ideas, or words as one's own. This can be word for word use or rearranging words without acknowledging the author. Examples of plagiarism may include:

- Submitting work that was written by someone else.
- Failing to use a citation to give credit to another author.
- Failing to cite materials on a works cited page or bibliography.
- "Cutting and pasting" or using material from internet sources without crediting the source.
- Failing to reference an author when quoting him/her in an oral presentation.
- Presenting another person's ideas as your own.

Plagiarism may result in a failing grade for the plagiarized work, detention, suspension, or expulsion.

PUBLIC SCHOOL SERVICES

Students at Pope St. John Paul II Catholic Academy have available to them the special education, psychological and speech screening services provided by Aurora School District 131. For more information please call the school office.

RECESS

Every child is expected to participate in playground activities. When it is raining or severely cold (below 15 degrees), the children are kept indoors.

To be excused from physical education or outdoor recess for more than one day, a student must have a doctor's note. The note should be brought to the office.

Playground Rules

- Visit or play with friends who are dear to us
- Answer the call to generosity and include those who may feel/be left out
- Use only kind words, gestures and comments that are peace-building
- Make sure no one is hurt verbally or physically
- Stay in the appointed area and follow all directions given by the adult in charge
- Respect and share equipment
- Avoid puddles, mud, snow, etc.
- Finish all food and drink before going outside.
- Wear the jacket or sweater that you have on; do not take it off and throw it on the ground.
- Do not ask to reenter the building. (Once in a while there is an exception.)
- Obey the signal or bell that is used to line up at the end of recess

RELIGIOUS EDUCATION

Pope St. John Paul II Catholic Academy provides:

- Daily instruction in the Catholic Faith and gospel values
- Weekly School Mass
- Daily prayer experiences
- Prayer Services
- Student and faculty retreats
- Values and faith integrated in all curriculum areas
- Celebration of the Sacraments
- Service and Mission Projects

Sacramental Program

First Communion and First Reconciliation instructions are given to baptized Catholic students in grade two. Other students wishing sacramental preparation should make arrangements with the pastor on an individual basis by calling the rectory.

REPORT CARDS/PROGRESS REPORTS

Parents are notified when midterms and report cards are available on FACTS.

REPORTING ATTACKS ON SCHOOL PERSONNEL TO AUTHORITIES (DIOCESAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities *immediately after the occurrence of the attack* and to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7

REPORTING FIREARMS ON SCHOOL PROPERTY TO AUTHORITIES (DIOCESAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities immediately **and** to the Illinois State Police. If the person found to be in possession of the firearm is a student, the Superintendent or his or her designee shall also immediately notify that student's parent or guardian.

Reports to the Illinois State Police are to be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

RETENTION POLICY

The decision to retain a student is made only if adequate evaluation and documentation is completed that indicates the student would most likely profit from retention. Parents, teachers and the administrator will decide together what is best for the child.

SAFETY POLICY

The principal and staff are responsible for ensuring adequate supervision of children during the entire time they are on school premises during the official times of the school day. Safety drills (including fire, tornado, and other potential crises) are conducted by Pope St. John Paul II Catholic Academy faculty/staff members and the Aurora Fire Department on a regular basis to ensure student safety in the event of an emergency situation. The Head of School and/or her designee reserve the right to implement the Pope St. John Paul II Catholic Academy Crisis Management Plan should they deem it necessary and appropriate to do so.

School Safety Drill Act-HB2400-Amends the School Safety Drill Act (2022) Provides parents or guardians prior notice of a law enforcement drill not less than 5 days prior to the drill. Provides that a law enforcement drill (i) must not include simulations that mimic an actual school shooting incident or active shooter event, (ii) must be announced in advance to all school personnel and students prior to the commencement of the drill, (iii) must include content that is age appropriate and developmentally appropriate, (iv) must include and involve school personnel, including school-based mental health professionals, and (v) must include trauma-informed approaches to address concerns and well-being of students and school personnel. Requires a school district to include in its annual review of each school building's emergency and crisis response plans,

protocols, and procedures an examination of the efficacy and effects of law enforcement drills. Effective immediately.

SCHOOL OFFICE HOURS

The school office is open on all school days from 7:30 AM – 3:30 PM.

SERVICE HOURS

Seventh and eighth graders may be required to do service hours. Direction will come from their teacher.

SEXUAL HARASSMENT (DIOCESAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

The Diocese of Rockford has implemented a Policy Prohibiting Harassment which is found in the Diocese's Employee Handbook. This policy applies to the school setting and religious education program setting as well.

Unlawful harassment, whether of or by students or of or by staff members, presents potential liability for the schools and individual teachers. Most often the harassment that is alleged involves claims of "sexual harassment." The following is a summary of the legal principles applicable to these issues:

Harassment of Students:

Most often claims of harassment against students involve allegations of sexual misconduct against other students - and a school's liability for that conduct related to sexual matters.

Sexual harassment claims involving students typically involve allegations of a sexually "hostile environment" created by sex-related comments, slurs, double entendres, touching, etc. In order to minimize the risks arising from such claims, educational personnel who witness harassing conduct directed against students by others are required to take *appropriate corrective action* in response to those situations.

Appropriate corrective action includes investigation, disciplinary measures where appropriate, and documentation of the facts and results of the school's response. Faculty and staff are required to report suspected harassment to the Principal, as applicable. The principal is encouraged to consult with the Diocese's General Counsel on all issues involving harassment of students or staff or others.

In investigating a harassment claim, the “process” that is followed may be of assistance in appropriately responding to, and minimizing the legal ramifications of, the claimed harassment. Consideration to some or all of the following steps must be given:

1. Notify the appropriate Diocesan authorities: in the school setting, notify the Diocesan Superintendent of Catholic Schools and the Diocese’s General Counsel; in the religious education setting, notify the Director of Faith Formation and the Diocese’s General Counsel.
2. Interviewing the complainant. The interview should involve at least two representatives of the school -- one to question and the other to take notes.
 - (a) Interviews of Necessary Witnesses. As with interviews of the complainant, two representatives of the school should be involved in these measures. Caution should also be taken in selecting the interviewers so that their involvement does not impede a successful investigation and to assure that the interviewers understand their role and what may constitute prohibited conduct.
3. Interview the Alleged Harasser. In so doing follow all of the steps outlined in #1 and #2 above.
4. Determine whether a “mandated reporter” obligation exists which requires that a report be made to the Department of Children and Family Services.
5. Notification of parents as to the nature of the allegations and the investigative and decision-making process to be followed by the school.
6. Evaluating the evidence (i.e. is there sufficient evidence to conclude that the complaint of harassment has occurred?) Principals/DREs are urged to consult with the Diocese’s General Counsel.
7. Determine and communicate the appropriate disciplinary action.
8. Document the steps that have been followed, the corrective measures that have been taken.

While most harassment claims involve “sexual” harassment, the same principles apply to harassment resulting from the student’s or staff member’s race, religion, disability, national origin, etc. Therefore, harassment of these varieties should be dealt with as you would deal with sexual harassment.

SEX OFFENDER REGISTRY/ILLINOIS

Illinois law requires us to notify parents that they may review the information available to them at the Illinois Sex Offender Registry. This information is available through a link on the Illinois State Police website at <https://isp.illinois.gov/Sor/Disclaimer> . Individuals may search the database by name, zip code, or county and access is free.

SPORTS PROGRAM

Goals

- Developing sportsmanship
- Helping students develop strong, healthy, and disciplined bodies and minds
- Encouraging values of self-discipline, self-confidence, fair play, and cooperation
- Teaching the proper attitude toward winning, losing, and competing with dignity

Sports programs are made available to full-time students in grades 5-8:

Soccer (Girls & Boys); Volleyball (Girls); Basketball (Girls & Boys); Track (Girls & Boys)

Participating in an athletic program and playing sports is a privilege not a right.

Athletes will be held to personal, academic, and disciplinary standards.

SPORTS ELIGIBILITY POLICY

- In order to participate, each student must be covered by an insurance policy.
- Sports eligibility is determined by a student's grades. Please see the Sports Eligibility Form.
- The Head of School and/or Assistant Principal reserves the right to declare a child ineligible based on the child's academic standing or because of behavioral issues.

STUDENT LEARNING MANAGEMENT SYSTEM

Pope St. John Paul II Catholic Academy uses FACTS, a student learning management system, for all students and parents. This system allows each student and his or her parents to have on-line access to missing assignments, grades, progress reports, lunch menus and the school calendar of events. The FACTS system is easy to use and is a good means of tracking student progress.

The website is <https://factsmgt.com/>. Each student and parent/guardian have an automatically generated username and password, which may be changed by the user once she/he signs in to the system.

STUDENT RECORDS (DIOCESAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

Inspection and Access: A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child. A parent's request to inspect

and copy records must be granted within a reasonable time and in no case later than 10 school days after the date of receipt of such request. The school may charge its reasonable costs for the copying of school student records, except no parent or student shall be denied a copy of school student records for inability to bear the cost of such copying.

STUDENT SUNSCREEN USE (DIOCESEAN)

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

TELEPHONE USE

As a rule, no student or teacher is called to the office to accept a telephone call during the school day. Telephone messages are conveyed to teachers or students involved. Students may not call home for homework assignments, books, lunches left at home, etc., but have to accept the consequences to promote personal responsibility.

TOBACCO (DIOCESAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

The Illinois School Code prohibits the use of tobacco, including the use of electronic cigarettes and vaporizers, on school property by any school personnel, student, or other person when such property is being used for school purposes. "School purposes" includes but is not limited to all events or activities or other use of school property that the school board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the school or in which pupils of the school participate.

TUITION POLICY-(ADDENDUM-11/03/23)

All families are to register their children for the coming school year. At this registration, each family makes a deposit to hold their child's position on the class roster. This deposit is non-refundable.

Any family whose tuition falls two months in arrears and has not made an alternative payment arrangement is subject to Financial Suspension. If Financial Suspension is imposed, the parents will be contacted and asked to pick up their child/children until the outstanding balance is paid or a payment plan has been arranged.

I understand that my child(ren) will be excluded from school and extracurricular

activities if my financial obligation is not met and alternative arrangements have not been made in advance.

I understand that if my child is an Eighth Grade Student, he/she will not be allowed to participate in graduation or receive a diploma if all of my financial obligations are not met by May 10, 2024.

If a family leaves the school during the year, the family pays for the month(s) their children are registered as students of Pope St. John Paul Catholic Academy. (Examples: if a family leaves the school in the middle of the month parents are required to pay in full including that month).

VISITORS TO THE SCHOOL

Parents are encouraged to visit school. Parents follow the following procedures upon arrival at the school location to ensure student safety:

- Safety procedure requires all visitors to be “buzzed in” through the front door by specific staff only.
- Parents check in at the front office before picking up or returning a child, entering or visiting classrooms and/or meeting with a teacher.
- A sign-in and sign-out is required from every visitor.
- A Visitor’s Pass is necessary.

No visitors or parents may visit classrooms or interrupt a teacher during class time unless he/she is authorized by the principal.

VOLUNTEERS

Volunteers (including chaperones) are an integral part of our school and sports programs. Parents and Grandparents are always welcome to volunteer in our school. All volunteers are required to report directly to the office, sign-in and secure a volunteer pass. All volunteers working with or around children must have the following on file:

- Certificate of attendance at “Protecting God’s Children” class
- Illinois State Police Conviction Information Background Check
- Illinois and National Sex Offender database check
- Acknowledgment of Mandated Reporter Status
- Signed Receipt Form for Sexual Misconduct Norms
- Signed Receipt Form for Code of Pastoral Conduct

WEAPONS (DIOCESAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may be considered to constitute a weapon. Violations of this Policy may result in disciplinary action up to and including expulsion from the school.

WELLNESS POLICY (DIOCESAN)

This policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

All Rockford Diocesan schools participating in the National School Lunch Program and/or the School Breakfast Program are required to develop a local school wellness policy that promotes the health of students and addresses the problem of childhood obesity. All Rockford Diocesan schools participating in the National School Lunch Program and/or the School Breakfast Program shall:

- a) comply with applicable federal, state, and local laws that are in place to ensure the wellness of students.
- b) comply with goals established by the Catholic Education Office to ensure nutrition education, physical activity, and other school-based activities that promote student wellness.
- c) require the school's food service program to follow nutritional guidelines consistent with the requirements set forth in the Healthy, Hunger-Free Kids Act of 2010 section 204.
- d) consult with its constituents in developing, reviewing and revising local school policies and procedures.

Each local school administrator or designee shall document implementation of the wellness policy by completing the measurement instrument provided by the Catholic Education Office for this purpose.

RIGHT TO AMEND

Pope St. John Paul II Academy reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the newsletter, School Speak or through e-mail communication.