

# JPII CATHOLIC SCHOOLS



**2017-2018**

## **Holy Spirit, Nativity, and Trinity Elementary Schools Parent/Student Handbook**

### **Holy Spirit Elementary School**

1441 8<sup>th</sup> Street N   **Phone:** 701-232-4087  
Fargo, ND 58102   **Fax:** 701-232-8240

**Principal:** Jason Kotrba

**Administrative Assistant:** Brenda Breen

**Counselor:** Mary Jo Andersen

**3yr Old Little Deacons – Grade 5**

### **Nativity Elementary School**

1825 11<sup>th</sup> Street S   **Phone:** 701-232-7461  
Fargo, ND 58103   **Fax:** 701-298-8981

**Principal:** Kimbra Amerman

**Administrative Assistant:** Anne Leonhart

**Counselor:** Mary Jo Andersen

**Pre-Kindergarten – Grade 5**

### **Trinity Elementary School**

2811 7<sup>th</sup> Street E   **Phone:** 701-356-0793  
West Fargo, ND   **Fax:** 701-356-0796  
58078

**Principal:** Davonne Eldredge

**Administrative Assistant:** Brenda Hoye

**Counselor:** Elysia Libbrecht

**3yr Old Little Deacons – Grade 5**

# Welcome to the St. John Paul II Catholic Schools

## Mission Statement

*.....to inspire exceptional student achievement by teaching the total person and fostering the following of Christ in an environment guided by the Gospel Spirit, as taught by the Catholic Church.*

## Value Statement

We are a community inspiring excellence, through faith, learning and service.

## **Faith Development and School Culture**

The mission of the JPII Catholic Schools is realized through the following means:

- **Doctrine:** The core resource for the religion curriculum is the Catholic doctrine. This is taught within the daily religion class period and reinforced through the school day. The life of Jesus Christ, Scripture, the Catechism of the Catholic Church and the classroom teacher are the central resources.
- **Prayer:** The prayer life of each student is nurtured. The memorization of basic prayers, the creativity of spontaneous prayer and the understanding of our daily activities being a prayer to God are all taught and encouraged. The importance of ritual is stressed. The school day begins and ends around the prayer table. Students learn to be prayer leaders and time is given for special intercessions offered by the students.
- **The Liturgy:** Teachers prepare students for the summit of our faith, the Liturgy. Students assist at the weekly All School Liturgy by proclaiming the scriptures and leading in song. Students are guided in how to live out the gospel message throughout the week.
- **The Liturgical Year:** “The Easter Triduum is the source of light for the liturgical year and fills the year with its brilliance.” (CCC 1168) The students gain a deeper understanding of Ordinary Time, Advent, Christmas, Lent and Easter. The total school environment reflects the liturgical seasons. This happens through Eucharistic Celebrations, visuals (crucifixes and statues in every classroom), songs, readings and school wide outreach projects. Students see how our faith life touches all that we are and do.
- **Lay Ministry:** Students learn of their baptismal call to be part of the Church. Opportunities are given for students to experience different ministries which will encourage them to someday be active adult members in their parish.
- **Social Teachings:** JPII Catholic Schools provide opportunities for students to learn of the needs of others. Outreach projects are on-going throughout the school year. World events are discussed within the light of the Gospel message. The school’s behavior policy flows from the Church’s teaching on the dignity of the human person. An example would be the students participating at Mass and local nursing homes.
- **Catholic Schools Week:** Is an annual national event which occurs every winter. This is our opportunity to showcase our schools in the community with all of the extra activities we schedule, including school carnivals, open houses.

## **Academics**

JPII Catholic Schools are accredited with AdvancEd in accordance with the North Dakota Department of Public Instruction. All teachers are certified and required to continue in their own professional growth. The faculty includes: specialists in music, physical education and art; media/library specialist; the parish priest and administrative staff; Title 1, Resource Teachers and school guidance counselor. On-going curriculum development is a priority.

## **After School Program**

All elementary schools offer an afterschool program from 3:15pm-6:00pm. Information is available in the school office for this program.

## **Anti-Bullying/Cyberbullying Policy**

Bullying is strictly prohibited by the JPII Catholic Schools on school premises, at any school-sanctioned or sponsored activity or event, or in a school-owned or leased school bus or school vehicle. Retaliation or reprisal against a victim of bullying or anyone who witnesses, reports, or provides information on acts of bullying is also strictly prohibited. Any person who is being bullied or who is aware bullying is taking place must immediately report it to JPII Catholic Schools' faculty, administration, chaplain, or other employee. JPII Catholic Schools' administration shall deal with reports of bullying or reprisal promptly and confidentially.

*See appendix in the policy manual located at any of the JPII Catholic Schools for criteria and procedures.*

## **Arrival/Dismissal**

Students are expected to arrive on the school grounds no earlier than fifteen minutes before the start of the school day and leave the school grounds fifteen minutes after dismissal. For reasons of safety we ask that parents adhere to this guideline. Students will only be supervised during school hours. If special circumstances do arise please make arrangements with the school principal.

## **Attendance/Tardy**

Regular and prompt attendance at school is important for your child's success. If a student is absent/ tardy from school due to illness or unforeseen circumstances, please call the school office by 8:00 a.m. to excuse the student. We ask that arrangements be made to pick up homework at the end of the school day.

- Doctor and Dental Appointments cannot always be arranged outside of school hours. In such cases it would be best to make appointments in the afternoon. Please inform the teacher ahead of time that the student will be leaving and at what time. The student must be signed out in the school office and accompanied by an adult.
- Family Trips may be necessary during the school year. These may be of great educational benefit to a child. Parents are asked to discuss the timing of a trip with the child's teacher ahead of time. Assignments will be given before the trip or upon the return date and appropriate time will be given for completion of this work.
- Students leaving the school during the lunch hour must have written permission from their parent. The student must be signed out in the school office and accompanied by an adult.

## **Behavior Expectations Overview**

The JPII Catholic Schools recognizes the dignity of each person and the rights of students to an appropriate education in academics and Catholic values. To ensure this education is available to

all students, the school also recognizes its obligation to provide a proper atmosphere for learning. The JPPII Catholic Schools has developed a Code of Conduct for students in kindergarten through 5<sup>th</sup> grade.

### **Code of Conduct Philosophy**

In the spirit of the Catholic Faith, the St. John Paul II Catholic Schools Network (JPPII Catholic Schools) Code of Conduct informs students and parents of the basic expectations of a student.

### **Preface**

The intention of this Code of Conduct is to assist the students to be “*imitators of God as beloved children and walk in love*” by conforming their thoughts, words and actions to the “*mind...which is yours in Christ Jesus,*” and by following his example. (CCC 1694) It is meant to ensure a safe, healthy, and moral environment for youth in our school setting. This Code is a reminder that we are all created with dignity in the image and likeness of God. (Gen.1:26- 28).

Pope St. John Paul II challenged young people to heroic faith. In his message for World Youth Day 2002, he exhorted them “*not be content with anything less than the highest ideals!*” He also said, “*If you have an ardent desire for the Lord, you will steer clear of the mediocrity and conformity so widespread in our society...*” This Code aids in the creation of an environment that aspires to the highest of standards and ideals.

The content of this Code is inspired by the Holy Father’s message, Jesus “*great commandment*” (Matt 22:36-40) of love, and the God-given dignity of each person. This Code is one of Christian kindness, respect, hospitality, and care, which will provide an ability to defeat mediocrity and conformity. This Code also reflects Christian stewardship and our proper duty and respect towards places and things.

### **The following Code will be used in conjunction with existing JPPII Student Handbook policies & protocols.**

**Responsibility Toward God** – “*You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment.*”(Matt 22:36-38)

- By using God’s name and the name of Jesus Christ only with respect, and never in careless, abusive or angry manner
- By respectfully participating in prayer and worship
- By faithfully representing the teachings of the Catholic Church with integrity in word and action
- By showing respect to the Creator by taking care of God’s creation

**Responsibility Toward Self** – “*...blessed are the pure of heart for they will see God*” (Matt 5:8)

- By being mindful that God created each of us in His image and likeness, participants will act accordingly
- By being truthful, understanding, open-minded, gracious, reliable, and respectful
- By upholding and supporting God’s plan for growth and maturity as young men and women
- By promoting purity in dress, speech, and action
- By respecting human life in the following ways
  - Not using alcohol, tobacco, and/or any form of illegal drugs
  - Not swearing

- Not possessing weapons
- Not acting in a disruptive manner

**Responsibility Toward Others** – “*You shall love your neighbor as yourself.*” (Matt 22:39)

- By not bullying others, students will not:
  - Be unfriendly or exclude others
  - Be physical – pushing, kicking, hitting, punching with the intention of hurting another person
  - Be racist
  - Use language – naming-calling, sarcasm, spreading rumors, teasing with the intent of hurting another person
  - Use electronic devices to bully through text messaging, emails, rumors, embarrassing pictures, videos, fake profiles posted on social media
- By respecting adults
- By reporting immediately to a responsible adult anytime I see the safety of another in jeopardy
- By honoring and respecting the personal dignity and boundaries of others
- By making restitution for any damages I may cause
- By demonstrating responsibility toward others, students will not:
  - Use physical aggression and/or harm
  - Use language that insults, bullies, intimidates, or humiliates
  - Isolate or exclude others
  - Threaten or use behavior that leads others into disobedience, disrespect for others, or illegal behavior
  - Steal
  - Disrespect the property of others
  - Gossip, slander, or use mean speech or jokes
  - Cheat
  - Encourage or cooperate in harmful behavior/harassment.

The school will work cooperatively with parent/guardian and students to assist students in meeting the academic, moral, and behavioral expectations of the school on or off campus.

Parents/guardians may respectfully express their concerns about the school operations and its personnel. However, they may not do so in a manner that is discourteous, rumor-driven, threatening, or contrary to Catholic principles. In the event that parent/guardian have a concern about the school operation and its personnel, it is important that the appropriate chain of command be recognized and followed. The appropriate steps should include:

- Start by visiting with the appropriate classroom teacher, coach, or staff member.
- Visit the appropriate Principal if the situation is not resolved.
- Visit the President if the situation is not resolved.

JPII Catholic Schools pledge to use the guiding principles listed in the **Code of Conduct** and discipline structure when determining an appropriate consequence while reserving the right to decide what consequence is appropriate. All school policies, including this discipline structure, apply to students while they are on the school grounds and/or under the supervision of a school employee. This includes, but is not limited to, before school, after school and on field trips.

The Boys Town Model of Respect is taught, modeled and expected in JP II Catholic Schools. The Boys Town Model uses research-based classroom management strategies that are targeted at preventing problem behaviors, reinforcing positive behaviors and correcting problem behaviors in the classroom.

### **Discipline Structure**

- **Blue Ticket:** A blue ticket will be issued for any student who is exhibiting inappropriate behavior and does not respond to two warnings or two redirections from the teacher. The blue ticket form must be signed by the student and parent/guardian and returned to the classroom teacher.
- **Office Referral:** An office referral will occur for a major infraction of a school rule, failure to accept consequences, or if minor misbehavior continues.  
An office referral results in a call to parent/guardian and a written behavior contract that targets the repeated behavior. The contract requires signatures of the student, parent/guardian and teacher. This contract will be in place until the end of the quarter or until otherwise specified.
- **In School - School Suspension:** A one day in-school suspension will occur when there is little or no improvement with targeted behavior outlined in the behavior contract or the student requires a second office referral in the same quarter. In-school suspension will be served in a designated area as determined by the building principal.
- **Out of School - School Suspension (1-3 days):**  
An out of school suspension will occur when the targeted behavior(s) continue to be a problem for the student.
- **Re-entry/Expulsion:** A re-entry/expulsion conference will take place before the end of the suspended time to determine proper placement for the student. Attendees: Student, Parent, Teacher, School Principal (in consultation with the President), School Counselor and School Nurse. An outside assessment and/or services may be required at the parent's expense.

### **Birthday Invites**

For the consideration of all children, birthday invites are to be mailed, not given during school hours. Directories are available at each school.

### **Cell Phones**

The use of cell phones at the elementary schools are prohibited during school hours (8:00am-3:15pm). Violation of this policy will result in the device being turned over to the administration and a parent will need to pick up the device in the main office. JP II Catholic Schools are not responsible for any lost or stolen electronic items.

### **Communication**

Communication between home and school is vital. Many events will be happening in your child's school day and we want parents to be well informed. Family discussion about school events and everyday learning help make the educational process a positive one.

- **Weekly School E-Newsletters:** A weekly Friday electronic newsletter will go out from each school detailing school specific news and events. If you need to update your email address, let the JP II Catholic Schools office know (893-3200).
- **Weekly JP II E-Newsletter:** A weekly Monday JP II Catholic Schools electronic newsletter will go out from the network office giving network-wide events.

- JPII Catholic Schools' website [www.jp2schools.org](http://www.jp2schools.org): The website can be useful for information pertaining to JPII Catholic Schools as well as school specific information. Staff e-mail lists can also be found there. All school newsletters are posted on this website.
- Classroom communication: Teachers will keep you informed of classroom happenings and upcoming tests or reviews through their own communication.

### **Cumulative Records**

Information about a student is collected upon entry and throughout the time a student is enrolled. This information is kept current and is maintained in a cumulative record file. Parents are welcome to see or have a copy of the material in this file at any time. Should a student transfer to another school system, parents will need to sign a release of the file to the new school. No individual or agency outside the school system will be permitted to inspect a child's file without the written consent of the parents or a court order. Cumulative records are located in the school office.

### **Disaster Emergency Procedure**

JPII Catholic Schools have developed emergency plans for the purpose of protecting the health and safety of every student and staff member. Fire, lockdown and tornado drills are conducted throughout the school year. A staff crisis management team is in place in each school and has knowledge of procedures required in case of an emergency.

### **Emergency Closings**

JPII Catholic Schools' families will receive an automated Parent Notification System call with announcements when necessary. Closing due to inclement weather will also be announced on local radio/television stations. Please plan with your child what you will do in a school closing emergency. Inform the school office of any special circumstances.

#### **When schools are closed due to weather...**

Little Deacons Program and all extracurricular activities, practices, non-school events and after school programs are cancelled.

### **Extra-Curricular Opportunities**

- Athletics: The athletic program in the JPII Catholic Schools is intended to meet the needs of students at the elementary level. It provides the opportunity for participation for all students. This program grows out of the educational and religious philosophy of the school. The main objective of the athletic program is to develop self-esteem, physical abilities, and social interaction of the students. Track is a school sponsored sport at the fourth and fifth grade levels and basketball in the fifth grade.
- Chess Club: Interested in playing chess? A chess expert comes to Nativity School each week to lead our Chess Club. Members learn the basics, brush up on their skills, and enjoy the friendly competition of playing with their peers.
- Reading Enrichment Programs: A variety of opportunities are offered throughout the school year.
- Student Clubs: are available at the parish level.
- Spanish: Afterschool programs are provided in each elementary school.
- Summer Program: All elementary schools offer a summer program. Information will come out in the spring.

## Health

- Contagious Disease Criteria: If your child has a contagious disease, the criteria for exclusion from school must be followed:
  - **Strep Throat:** Exclude from school until on treatment for 24 hours.
  - **Impetigo:** Exclude from school until on treatment for 24 hours.
  - **Pink Eye:** Exclude from school until on treatment for 24 hours.
  - **Whooping Cough:** Exclude from school until on treatment for 5 days.
  - **Lice:** Lice Protocol is available on the JPII Schools website.
- Injuries during the School Day: Minor injuries will be cared for in the school office. In the event of a serious injury or illness every attempt will be made to notify the parent. The student will be taken to the nearest hospital in an emergency.
- Medication at School: Medications should be given at home whenever possible. When a medication must be given during school hours, trained school personnel will administer the medication when accompanied with a written request of the parent and the prescriber. All medications must be in the original bottle, labeled with the student's name, name of medication and dosage instructions.
- Reporting Illness or Absences: When your child stays home with an illness, call the school office to report the absence. If the illness is contagious, promptly inform the school office to report the illness. The child is to remain home until symptom/fever free for 24 hours without medication or as directed by a physician.
- School Immunization Law: Proper immunizations are required by North Dakota state law for students in school. These records must be submitted to the school office before the start of the school year. The law requires that the certificate be signed by a physician or local health department representative. Parents may request an exemption from the state law for medical reasons or conscientious beliefs.
- Vision Screening: Vision screening is done on an annual basis for all elementary students during the school year. This is conducted and scheduled by the school nurse in the school.

## Homework

Homework is a useful asset to the curriculum when it instills a sense of responsibility and enables the student to form desirable, independent study habits. A general guideline for time spent on homework correlates to the grade level (ex. 2<sup>nd</sup> grade = 20 minutes, 4<sup>th</sup> grade = 40 minutes). Please remember to visit with your child's teacher about assignments before your family trip.

Students in Third through Fifth grades are asked to keep an assignment planner. The planners are available at the back-to-school event in the fall. Parents can help a great deal by checking with their child to see what their assignments are and if they have been completed. Positive encouragement from home is vital to a student's success in school.

## Individual Education Services

JPII Catholic Schools offer the following services to meet specific student needs:

- Student Resource Team: (SRT) is a process through which teachers, with the assistance of their peers, respond to student needs. The SRT is composed of Classroom Teachers, School Counselor, School Nurse, Resource Teacher, Title I Teacher, and Building Principal. This team has the responsibility of making recommendations for classroom adaptations and alternative strategies and individual interventions.

The Student Resource Team in conjunction with Fargo and West Fargo Public Schools use the Response to Intervention Process (RTI) when tracking a student during an individual assessment of that student.

Parents are included in all aspects of this assessment which is provided through the Fargo Public Schools. Meetings and assessments are completed at our schools. Parents, teachers and evaluators develop an Individual Service Plan (ISP) for the student.

- JPII Catholic Schools Reading Resource: This faculty member works with students in small groups or one-on-one to build basic skills and expand student learning. Specialized approaches may be used in this setting.
- Title I Program: This federally funded program is designed to provide supplemental help in reading to students who qualify. This program is on site.
- School Guidance Counselor: The mission of our counseling program is to support all students through a comprehensive and developmental approach by addressing academic, career, and social/personal skills necessary to achieve quality learning and lifelong success as directed by JPII Catholic Schools and the North Dakota Department of Education. The delivery of these services is achieved through guidance lessons, individual and group counseling, consultation, and collaboration. The school counselor will facilitate the support system for students to have access to the tools enabling them to become responsible and productive and fulfill the JPII Catholic Schools mission.

### **Lunch Program**

JPII Catholic Schools participate in the Federal Hot Lunch Program and local wellness policies connected with the program. Daily hot lunches are prepared on site. Main menu items are listed on the monthly hot lunch calendar. A salad bar is included with the hot lunch meal. Meals are purchased through the school office. Milk may be purchased for students who bring a sack lunch from home. Application forms for free and reduced cost meals are available through the year by calling Stacy Roney at the JPII Network offices: 893-3231. A parent may join their child for lunch with advanced notice to the office. We ask that you purchase a hot lunch from the school or bring a sack lunch from home.

**The Federal Hot Lunch program requires that fast food items  
not to be brought into the school's lunchroom**

### **Parent Involvement**

Parent involvement is an important aspect of our schools. The following opportunities are presently in place. We welcome new ideas and suggestions.

- Volunteer Program:  
Opportunities are available for volunteering in our school communities throughout the school year. \*All volunteers (parent or other) must have completed the necessary Fargo Diocese and JPII Catholic Schools Safe Environment Training before volunteering in our schools. These forms can be picked up in the school office. All parents/visitors/volunteers during regular school hours are required to check into the school office, sign in and receive a visitor badge. The safety of every child under our supervision is a high priority.
- School Parent-Teacher Organization:  
The mission of the PTO is to enrich the quality of our children's physical, mental, social, and spiritual education. The PTO is comprised of parents, teachers and building principal. The organization has specific committees to ensure the mission is carried out. The PTO holds

monthly meetings and parents are encouraged to attend. Please contact the school office or a board member if you are interested in serving on a committee.

- JPII Catholic School Leadership Opportunities:  
Additional opportunities are available within the network.

### **Phone Calls**

Except in cases of urgency, students and staff should not be asked to leave their classroom to answer the telephone. Students must have permission from their teacher to use the school phones. This practice should be limited. Faculty members can be contacted during the school day by calling the school office to leave a message. The teacher will return your call as soon as possible.

### **Playground**

- There is no supervised recess after school.
- During the course of the school day, there will be playground time.
- Winter weather guideline for outside recess is -10 degrees.

### **Policy Relative to Reporting Suspected Child Neglect and Abuse**

North Dakota law mandates that school teachers, school counselors and administrators report suspected cases of abuse and neglect relative to a child coming before them while in their official capacity. (NDCC 50-25.1-1 1)

Child abuse or neglect may be:

- **Emotional:** failure to provide warmth, attention, supervision or normal living experiences.
- **Physical:** shaking, beating, burning or failure to provide the necessities of life.
- **Verbal:** excessive yelling, belittling or teasing.
- **Sexual:** incest or exposure to other inappropriate sexual activity in the family.

### **Progress Reports**

Various assessment tools are utilized to monitor student learning.

- Individualized Report Cards/Progress Reports: are issued two times each year, to enable parents to assess their child's progress in school.
- Parent Teacher Conferences: are scheduled twice a year. These are an important tool for keeping parents informed of their student's progress. Throughout the school year we encourage parents to visit with their child's teacher about ideas and concerns, regarding their child's progress. The partnership of teacher and parent gives the student the confidence and assurance that we are working together to develop the whole child.

Formative and Summative Assessments are administered throughout the year. The assessments provide data regarding students' progress in meeting grade level expectations. This is a source for identifying a student's strengths and areas of need. The data collected assists in evaluating curriculum, in selection of teaching resources and meeting school improvement goals.

### **Non-School Days Care**

Holy Spirit and Trinity offer care for students on scheduled non-school days. Please contact the school office for more information.

### **Technology**

The technology services are offered to further educational goals by facilitating resource sharing and promoting innovative global learning opportunities for students. Material viewed, created

and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or Network Administrators at any time to insure that usage is appropriate, has a legitimate educational purpose, and is in conformance with Acceptable Use Agreement. Please refer to the Acceptable Use Agreement for more information.

### **Transportation Behavioral Expectations**

Students who ride school buses are expected to behave in a courteous and respectful manner. Students who violate rules of conduct may lose bus privileges.

**GOOD CONDUCT IS REQUIRED FOR BUS PRIVILEGES:** Students are careful not to:

- Distract the driver
- Be boisterous or rude
- Swear or use obscenities
- Disobey the driver
- Fight or destroy property
- Throw objects when in the bus
- Use physical force
- Light a match or lighter

Because of the importance of a disciplined and safe transportation system, the following procedures will be used to handle disciplinary incidents. JP II Catholic Schools' employees reserve the right to take immediate action to secure the safety of other students. In the event an incident warrants a written report, the following procedure should be used:

\*\*\*\*(In conjunction with offenses, JP II Catholic Schools may use the Boys Town/Blue Ticket procedure to document offenses as outlined in the Parent/Student handbook)

### **Transportation Disciplinary Measures Summary**

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Written report<br>Contact parents and explain procedure<br>Report sent to parents   |
| 2 <sup>nd</sup> Offense | Written report<br>Contact parents<br>3 school days suspension from transportation privileges<br>Report sent to parents    |
| 3 <sup>rd</sup> Offense | Written report<br>Contact parents<br>Transportation privileges canceled for rest of school year<br>Report sent to parents |

\*JP II Catholic Schools reserves the right to suspend students from bussing privileges at any time for any length of time

**Student and parent signatures on the Receipt and Acknowledgement Form (separate document), signifies acceptance and knowledge of the information in the parent/student handbook.**

Rev. 7/17