

# JPII CATHOLIC SCHOOLS



**2021-2022**  
**Holy Spirit, Nativity, and Trinity Schools**  
**Parent/Student Handbook**

**JPII Catholic Schools are Accredited through North Dakota Department of Public Instruction System and through Cognia, formerly AdvancED**

### **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:** Leah Tougas

**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:** Christopher Dalton

**Administrative Assistant:**

**Counselor:**

**Pre-Kindergarten – Grade 5**

### **Trinity Elementary School**

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

**Principal:** Karissa Flieth

**Administrative Assistant:** Brenda Hoyer

**Counselor:** Alyson McGuire

**Pre-Kindergarten – Grade 5**

## **Welcome to JP II Catholic Schools Elementary Schools**

### **Mission Statement**

*...to inspire excellence by teaching the total person and fostering the following of Christ as taught by the Catholic Church.*

### **Value Statement**

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

### **FAITH DEVELOPMENT**

The mission of St. John Paul II Catholic Schools (JP II Catholic Schools) is realized through both the faith development of every student and school culture. The means for which this is reached is through the following aspects of a student's day:

- **Doctrine:** The core resource for the religion curriculum is the Catholic doctrine. This is taught within the daily religion class period and integrated in all subject areas throughout the school day. The life of Jesus Christ, Scripture, the Catechism of the Catholic Church, Education in Virtue, 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 source and 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 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 provided for students to experience different ministries which will encourage them to someday be active adult members in their parish.

### **SCHOOL CULTURE**

- Deacon Way: The Deacon Way is a way of life that provides clear expectations for students, staff, and parents to participate in a life that exemplifies respect to God, self, and others. Through the study and practice of incorporating virtues into daily life we grow in faith, leadership, character, academics, and sportsmanship. The Deacon Way is intended to provide a clear path to “inspire excellence by teaching the total person by fostering the following of Christ as taught by the Catholic Church.”
- Education in Virtue: Students learn about virtues so they can form the habits and dispositions necessary to live as disciples of Jesus Christ. Virtues are learned, lived, and witnessed throughout the school year.
- 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.
- National Catholic Schools Week: Catholic Schools Week is an annual celebration of Catholic education in the United States. Over the course of the week JPII Catholic Schools celebrates Mass with area Catholic schools, engages and thanks students, families, parishioners, and community. We partner in activities and events around our core values: Community, Excellence, Faith, Learning, and Service.

### **BEHAVIOR EXPECTATIONS OVERVIEW**

Education in Virtue: JPII Catholic Schools strives to teach the whole child—spiritually, intellectually, physically, emotionally, and morally. JPII Catholic Schools believes school should be a safe and happy environment for all children. Our school “discipline” plan is founded on the belief that we all make mistakes and that all children want to do well and have it within them to do so. Based on this belief, JPII Catholic Schools adopted the Education in Virtue program.

True discipline is accomplished through the Christian formation of each child to become disciples of Christ. It is through this individual formation that each child is given the opportunity to develop and flourish as a child of God. The goal of education, of discipline,

and of formation is true cultivation of virtue so that each child is interiorly directed away from patterns of behavior that are in need of change and toward God Himself. Educating the young in virtue is a process, a gradual growth in virtue. Virtue education is framed in three stages: Learn, Live, and Witness. In the beginning, we want the students to **Learn** the language of virtue. Virtues are the habits of doing good; teachers show the students the specific actions, words, and behaviors that are virtuous. Students receive instruction on what virtue is, what it “looks like” and “sounds like.” As the students learn the language of the virtues, they are able to **Live** them out in their daily lives. Students are empowered to act virtuously in daily situations—at home and at school, on the playground, and on the sports field. The virtuous life is a happy life because it is integrated, freed from the disorder of conflicting emotions and desires. The students **Witness** the joy of virtue firmly rooted in their actions of doing good.

Discipline based on the Virtues: The guiding principles of a discipline plan based on the virtues stems from the three main elements of St. John Bosco’s *Preventive System in the Education of Youth*: Reason, Religion, and Kindness.

- **Reason:** Behavior expectations are known to the child. When both the “reason” and the “rule” is shared with child, they can better know that these expectations are in place to help them act like disciples. Appealing to a child’s reason respects his or her dignity and allows the child to be brought into the decision-making experience, allowing him or her to take ownership and responsibility.
- **Religion:** “God gives the growth” (1 Corinthians 3:7). Teachers and staff members keep this in the forefront of all discipline conversations to help the child realize that practicing virtue will assist in changing behavior. A virtue prayer is used to reinforce the virtue that needs to be cultivated.
- **Kindness:** All correction is wrapped in kindness. Discipline conversations include the positive virtues already recognized in the child. The child hears from the teacher or staff member that he or she is loved and valued.

### **Code of Conduct Philosophy**

In the spirit of the Catholic Faith, JP II 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 of Conduct will be used in conjunction with existing JPII Catholic Schools Student Handbook, policies, and 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 honoring and respecting the personal dignity and boundaries of others
- By being kind to others
- By respecting adults
- By treating everyone fairly regardless of sex, race, religious or political orientation, or economic status
- By reporting immediately to a responsible adult anytime I see the safety of another in jeopardy
- 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, 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
- Cheating
- Encourage or cooperate in harmful behavior or harassment.

It shall be an expectation that each student behaves in a manner both on and off campus that is consistent with the Catholic principles of the school. The fact that a student is registered at JPII school indicates that the applicable policies, rules, regulations, and consequences have been examined and accepted by the student and parents/guardians. The school will work cooperatively with parents/guardians and students to assist students in meeting the academic, moral, and behavioral expectations of the school.

### Virtue Based Discipline

#### 1. Minor Misconduct Behavior/Tier 1: (behavior not appropriate for the student's age)

Teacher handles in the classroom.

- The main consequence is a “reset”. No excitement or energy is given, just the consequence
- Naming virtues when you see them practiced
- Calling students to a virtue that needs to be practiced
- Noticing and acknowledging efforts to improve
- It is more effective to correct challenging behaviors when the student is not exhibiting it rather than when they are exhibiting it.
  - Disrespectful (Opposing trait-Resisting the directives of rightful authority)  
Definition: Student engages in brief or low-intensity failure to respond to adult requests.
  - Disruptive (Opposing trait- Being excessive in words or actions, acting impulsively)  
Definition: Student is disturbing other students or teacher during class time. Student engages in low intensity, but inappropriate disruption.
  - Inappropriate Use of Language and Actions (Opposing trait-Being cruel in looks, words, or actions)  
Definition: Low level instance of inappropriate language. Accidental slip of inappropriate language, poor choice of words used in common areas/classroom, non-directed verbal assault, or hand gestures. Implied meaning without literal verbiage. Student using inappropriate language to make fun of another student.
  - Injustice (Opposing trait-Causing damage to property, or another's reputation)  
Definition: Student is not using tools and supplies for their intended purpose. Student is damaging the reputation of others.
  - Other: Student engages in any other minor misconduct behaviors that do not fall within the above categories.

#### 2. Major Misconduct Behavior/Tier 2:

- **First Major Behavior:** The student will complete the Virtue Reflection Sheet and have a discipline conversation with the Principal. The Principal will call parents to discuss.
- **Second Major Behavior:** A meeting will be called involving the parents and student support team to create a plan of support.

- **Third Major Behavior:** The administration will meet to discuss further action.
  - Disrespect (Opposing trait-Resisting the directives of rightful authority)  
Definition: Student disrespects someone by acting rude, impolite, offensive, defiant, or shows lack of regard for others.
  - Disruptive (Opposing trait-Being excessive in words or actions, acting impulsively)  
Definition: Student engages in actions involving serious physical contact where injury may occur. A loss in temper resulting in property damage and/or intimidation of another student. Student delivers disrespectful message to another student that may include threats, intimidation, obscene gestures, pictures, or written notes.
  - Inappropriate Language (Opposing trait-Being cruel in looks, words, or actions)  
Definition: Student delivers verbal messages that includes swearing, name calling, or use of words in an inappropriate way.
  - Injustice (Opposing trait-Causing damage to property, another's reputation)  
Definition: Student destroys or defaces school property or property belonging to another student or staff members. Student is damaging the reputation of others.
  - Bullying (Opposing trait-Not regarding the well-being of others, being cruel in words and actions.)  
Definition: Bullying is the repeated, unwanted, or aggressive behavior that involves a real or perceived power imbalance. The behavior is intentional with the purpose to control or harm others.
  - Other: Student engages in any other major misconduct behaviors that do not fall within the above categories, e.g., cheating, threatening...

### **Expectations for Communicating Concerns**

In any school community, it is unavoidable that concerns about various issues may arise from time to time. It is therefore important to have clear guidelines for the handling of those concerns that are based upon sound principles. The most basic guiding norm is the duty to respect the inviolable dignity of each person. From that dignity flow certain moral demands which when met enable us to act in harmony with that dignity.

1. *Fidelity to truth and rendering justice to others requires each of us to adhere to the following:*
  - a. Hold accused person(s) innocent until proven guilty
  - b. Respect their right to a good reputation
  - c. Respect their right to defend themselves
  - d. Respect levels of confidentiality appropriate to the situation
2. *The Catechism of the Catholic Church offers us wise guidance in this area: "Respect for the reputation of persons forbids every attitude and word likely to cause them unjust injury. He becomes guilty:*
  - a. *Of rash judgment* who, even tacitly, assumes as true, without sufficient foundation, the moral fault of a neighbor
  - b. *Of detraction* who, without objectively valid reason, discloses another's faults and failings to persons who did not know them

- c. Of *calumny* who, by remarks contrary to the truth, harms the reputation of others and gives occasion for false judgments concerning them.” (n. 2477)

Above and beyond our natural duty to render justice to one another is our supernatural responsibility to live by divine charity by loving our neighbor as Christ has loved us. This responsibility is the basic Baptismal duty of every member of the Church. The school community should radiate the light of charity in both word and deed.

### **Handling of Concerns**

The above principles are reflected in the protocol for the handling of concerns. This protocol is intended to supplement the JPII Catholic Schools Appeal Process Policy No. 2006, approved by the Board of Directors June 2018.

- Parent protocol for addressing concerns.
  1. An effort should be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
  2. One should operate under the assumption that the school staff and administration has handled the situation appropriately until such time as evidence to the contrary is substantiated.
  3. Appropriate chain of command for addressing concerns (each level may require an extended process of dialogue and clarification):
    - a. Concern is first addressed to particular individual involved
    - b. If satisfaction is not achieved, then concern brought to appropriate administrator
      - 1) If teacher => appropriate School Principal
      - 2) If coach, activities leader => Activity Director
    - c. If satisfaction is not achieved at level b, concern may be brought to the President
    - d. If satisfaction is not achieved at level c, concern may be brought to the Chair, Board of Directors
  4. At each level, there should be a timely, reasonable, respectful response to the concern.
  5. If you are not directly involved in the concern, you are not the person to address it. Encourage those directly involved to bring the concern to the appropriate level.
- Consequences for violations of parent concerns protocol
  1. The JPII Catholic Schools recognizes the administrators’ authority to exercise discretion within the parameters of JPII Catholic Schools’ policy.
  2. The failure to respect personal dignity and/or the principle of subsidiarity (not following the appropriate chain of command and thus involving a higher level too soon in the process) can damage the bonds of communion in the school community. Repairing and restoring the bonds is needed in those times.
  3. Consequences for violation of this protocol may range from restorative steps (apologies, retraction of words, correction of actions) to permanent expulsion of the students for the most severe violations.



## **GENERAL INFORMATION**

### **Academics**

JPII Catholic Schools are system accredited through Cognia in accordance with the North Dakota Department of Public Instruction. All teachers are certified and required to continue their own professional growth. The faculty includes specialists in music, physical education, and art; media/library specialist, 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 after-school program for their students. Information is available in the school office for this program.

### **Anti-Bullying/Cyber-Bullying Policy No.2004**

Bullying/cyber-bullying is strictly prohibited by JPII Catholic Schools on school premises, at any school-sanctioned or sponsored activity or event on or off campus, in any vehicle used for official school purposes, through technology, or electronic media.

Retaliation or reprisal against a victim of bullying or anyone who witnesses, reports, or provides information on acts of bullying is also strictly prohibited. A person must report acts of bullying, reprisal, or retaliation, whether as a witness or recipient to any JPII Catholic Schools' administrator, teacher, staff member, coach, or priest immediately. JPII Catholic Schools' administration shall deal with reports of bullying or reprisal promptly and confidentially.

### **Arrival/Dismissal**

Students are allowed to arrive on the school grounds no earlier than 7:50 a.m. and leave the school grounds fifteen minutes after dismissal (3:30 p.m.). 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.

- **Tardy:** The bell rings at **8:15 a.m.** in all the elementary schools. **If your child arrives at school after the 8:15 a.m. start you will need to bring your child into the school to sign them in and they will be marked tardy.** You will be called to return to school if you do not come in with your child.
- **Absence:** The JPII Catholic Schools policy reflects those 10 absences are allowed per semester and a note from your physician is required if your child misses three days in a row. If your child is absent seven days or tardy ten times in a semester, you will be asked to attend a meeting with the school principal and other personnel as needed to develop a plan for regular attendance.
- **Doctor and Dental Appointments:** Appointments cannot always be arranged outside of school hours. Please inform the teacher ahead of time that the student will be

leaving and at what time. Upon arrival for pick-up, call the school office and your child will be dismissed.

- **Family Trips:** Trips may be necessary during the school year, and these can 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.

### **Birthday Invites**

For the consideration of all students, birthday invites are to be mailed, not distributed at school. Directories are available through ParentsWeb.

### **Cell Phones/Communication Devices**

**The use of cell phones or smart watches are prohibited during school hours (8:00 a.m.-3:15 p.m.).** Violation of this policy will result in the device being turned over to the school principal and a parent will need to pick up the device in the school office. JPII Catholic Schools is 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.
- **Weekly JPII E-Newsletter:** A weekly Monday JPII Catholic Schools electronic newsletter will go out from the President's Office giving system-wide events and information.
- **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:** Seesaw is the communication platform used. Please check daily for classroom updates.

### **Custody**

JPII Catholic Schools presumes that both biological parents have access to their children unless a parent provides legal evidence of sole custody rights. It is the custodial parent's responsibility to provide the school with a court certified copy of a court order. Copies of legal documents (custody of child, court approved guardianship or tutorship, or court approved visitation rights) must be on file in the student's cumulative file. Unless a court has ruled otherwise, non-custodial parents have the right to copies of their children's academic records and receive school communications. Custody matters between parents or guardians are to be settled off campus.

### **Digital Citizenship Policy No. 2003**

Access to the JPII Catholic Schools computer network and the Internet by students, staff, and faculty is a privilege and not a right. 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 System Administrators at any time to ensure that usage is appropriate, has a legitimate educational purpose, and is in conformance with Acceptable Use Agreement.

**Internet Guidelines and Acceptable Use Agreement:**

**Acceptable Usage** including but not limited to:

- I will only use the Internet and computers with the teacher’s permission and for the purpose that the teacher has requested.
- I will respect the school computer equipment, I will not damage, change or tamper with the hardware, software, settings, or the network.
- I will not use any form of electronic communication to harass, frighten or bully anyone.
- I will only use my own passwords that have been given to me by the teacher.
- I will not view, send, or display inappropriate messages or pictures.
- I will let my teacher know immediately if I see anything on the Internet that is inappropriate or that makes me feel uncomfortable.
- I will respect copyright laws and will make sure to show where I found information.
- I will print only when the teacher says to print.
- I understand that I will only be able to use the school computers if I follow these rules.

**Unacceptable Usage** includes but is not limited to:

- Exploring or transmitting information that conflicts with Catholic Teaching.
- Doing anything with respect to software, hardware, or programming which results in damage to the technology or inconvenience to others.
- Transmitting material threatening to another person, whether or not such threatening action is delivered.
- Using the technology to bully another individual or group.
- Using the technology to cheat.
- Taking someone else’s words, ideas, or findings and presenting them as your own
- Using the network for personal reasons unrelated to schoolwork, assignments, or legitimate educational purposes.
- Creating, transmitting, or introducing computer viruses.
- Deliberately trying to degrade or disrupt system performance.
- Deliberately damaging technology hardware (students will be responsible for repair expenses)

**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.

**Drug and Alcohol-Free School Environment Policy No. 2009**

JPII Catholic Schools promotes and enforces a drug and alcohol-free environment. Being under the influence or in possession of alcohol, drugs, or other controlled substances, while

in or on the JPII Catholic Schools' buildings, vehicles, and grounds or at any school-sponsored events (on or off any JPII Catholic Schools' grounds) is prohibited. This policy applies to all persons whether employed, attending, or visiting JPII Catholic Schools.

### **Emergency School Closings**

JPII Catholic Schools' families will receive an automated Parent Notification System alert 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 extra-curricular 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.
- **Outside-of-School Student Clubs:** There are various clubs and organizations that are offered at each school or through the parish. See your school office to learn what is available at your specific school.

### **Field Trip**

The teacher may plan field trips as a way for students to expand on their learning outside of the classroom walls, and a way to explore using all of their senses. Students are representing JPII Catholic Schools while on a field trip and therefore need to act and dress respectfully accordingly. JPII Catholic Schools will provide transportation for the field trip. Parent/Gaudian consent for all field trips is done online through the annual Field Trip Permission sign-off.

### **Health**

- **Concussions:** If your child has a concussion, it is important that the school office is made aware of the condition. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly with a physician.
- **Infectious Disease Criteria:** If your child has a contagious disease, JPII Catholic Schools follows the criteria set by the ND Department of Health. Details can be found on the Parent Resource page of the JPII website under Medical Information and [ND Contagious Disease & Illness Requirements](#).
- **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, medication is to be turned into the office and the Medication Administration Form must be completed and on file.

- **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.

### **Individual Education Services**

JPII Catholic Schools offer the following services, for grades Pre-K – 5, to meet specific student needs:

- **JPII Catholic Schools Resource Teacher:** 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.

*JPII Catholic Schools receives federal funds for Title I programs that are part of Every Student Succeeds Act (ESSA). Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the JPII Catholic Schools main office at 701-893-3319. Upon this request, you will receive a detailed explanation of the licensing, education, and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessional at our schools.*

- **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 participates in the Federal Hot Lunch Program and local wellness policies connected with the program. Daily lunches are prepared on site. Main menu items are listed on the monthly lunch menu. A salad bar is included with the lunch meal. Milk may be purchased for students who bring a sack lunch from home. Application forms for free and reduced-price meals are available throughout the year by calling the JPII Business Office: 701-893-3231.

A parent may join their child for lunch with advanced notice to the school office. We ask that you purchase a lunch from the school or bring a sack lunch from home.

**The Federal Hot Lunch program prohibits fast food items from being brought into the school's lunchroom.**

### **Parent Academic Support**

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. Second grade = 20 minutes, Fourth grade = 40 minutes). Daily work can be monitored through Seesaw.

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.

### **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 JPPII 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. Younger siblings cannot accompany the volunteer while volunteering. The safety of every student under our supervision is a high priority.
- **School Parent-Teacher Organization (PTO):**  
The PTO is comprised of parents, teachers, and school principal. The organization has specific events to enhance the mission is carried out. The PTO holds monthly meetings, and all parents are encouraged to attend. Please contact the school office or a PTO board member if you are interested in serving on a committee.
- **JPPII Catholic School Leadership Opportunities:**  
Additional opportunities are available within the schools.

### **Phone Calls**

Except in cases of urgency, students and staff should not be asked to leave their classroom to receive a call. Students must have permission from their teacher to use a school phone (**cell phones and smart watches are prohibited during the school day**), this practice should be limited. Staff 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**

- During the course of the school day, there will be outside recess time, weather permitting.
- Winter weather guideline for outside recess is -10 degrees or warmer.
- Appropriate outerwear is required.

- There is no supervised recess after school.

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

North Dakota law mandates that schoolteachers, 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 child'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**

The Trinity campus provides care for students on scheduled non-school days for all JP II elementary students. Please contact your school office for more information.

### **Transportation Behavioral Expectations**

Students who ride school buses are expected to behave in a courteous and respectful manner and follow the Elementary Code of Conduct. See summary below for bus riding privileges.

#### **Transportation Disciplinary Measures Summary**

1 <sup>st</sup> Offense	Written report Contact parents and explain procedure Report sent to parents
2 <sup>nd</sup> Offense	Written report Contact parents 3 school days suspension from transportation privileges Report sent to parents
3 <sup>rd</sup> Offense	Written report Contact parents

Transportation privileges canceled for rest of the semester  
 Report sent to parents

JPII Catholic Schools reserves the right to suspend students from busing privileges at any time for any length of time.

**Uniform Guideline**

The purpose of the JPII Catholic Schools uniform policy is to provide a learning environment that supports the mission of JPII Catholic Schools. A school uniform helps limit external distractions to learning and encourages positive student behavior and modesty while providing a safe, disciplined learning environment for all students. A school uniform lessens the impact of socioeconomic differences and helps students to experience a greater feeling of school identity and belonging.

**General Information:** Upon entering the school building, all students will follow the uniform policy until the end of the school day and if needed through afterschool programs. Students who are not following the uniform policy will be asked to conform or sent to the school principal for appropriate action, which may include calling home for a change of clothes or borrowing uniform clothes from the office. **Deacon Den apparel is not uniform approved.**

**BASE Layer:** Items may be purchased at any store, vendor, or the JPII uniform site.

Polo Shirt: Long or Short Sleeve	Solid Colors: Navy Blue, Light Blue, Red or White
Oxford Shirt: Long or Short Sleeve	Solid Colors: Light Blue or White
Turtlenecks: Mock or Regular	Solid Colors: Navy Blue, Light Blue, Red or White
Pants & Shorts: Dockers Style (shorts <b>NOT</b>	Solid Colors: Navy Blue or Khaki
Skirt / Skort / Jumper (tights/leggings required	Solid Colors: Navy Blue or Khaki / Plaid: Classic
Polo Dress: Long or Short Sleeve (tights/leggings	Solid Colors: Navy Blue, Light Blue or Red

**Notes for Shirts & Tops**

- Shirts are to be collared and not have any other emblems or logos.
- White tee shirts may be worn under polo or oxford style shirts (no logos or emblems on white tee shirts).
- Shirts must be tucked in at all times.
- No shirt fabrics of silk, rayon, or knits.
- Polo shirts with buttons only - no zippers, snaps, or clasps.

**Notes for Pants & Shorts**

- Pants/shorts styles may include any waistband and must be worn at the waist.
- Pants are not to be form-fitting and must have a finished hem.
- No jean style, yoke stitching or rivets on the pants, as appears on jeans or colored jeans.
- No cargo or jogger style pants.
- Docker Style Walking Shorts only with a finished hem, not below the knee, and not more than 4" above the knee.



**Notes for Skirts, Skorts, Jumpers or Polo Dress**

- Leggings & Tights are to be **SOLID ONLY** black, navy blue, red or white. NO patterned leggings allowed.
- Girls can wear shorts under their skirts, jumper, or dress if the shorts do not show and are black or navy blue only.
- Skirts, jumper, or dress must be worn no more than 4" above the knee.

**OUTER Layer:** Items may be purchased at any store, vendor, or the JPII uniform site.

Sweaters: Crew Neck, V-Neck, or Cardigan (unisex)	Solid Color: Navy Blue, Red or White
Sweatshirts: Crew Neck only (unisex)	Solid Color: Red - w/ JPII logo
Fleece Jacket: Full or ¼ Zip (unisex)	Solid Color: Black – w/ JPII logo

**Notes for Outer Layer**

- A Base layer item must be worn under the Outer layer.
- No hoods

**Clarifications about Clothing and Appearance**

- **School Day Dress:** Upon entering the building, all students must follow the dress code guidelines until the end of the school day or until the last bell has rung.
- **Shoes and Socks:** Socks must be worn with all shoes or sandals
- **Fitting:** All clothing must be appropriately sized. **No over-sized or under-sized clothing will be allowed.**
- **Accessories:** May be worn as long as they do not distract from the uniform or be distracting to others.
- **Hair:** Must be of natural color.
- **Non-Uniform Day:** Non-uniform days will be designated on the monthly school calendar. Students are to wear clothing appropriate for the school environment on those days. No oversized or undersized clothing will be allowed.

Optional JPII logo uniform items can be purchased at [Globalschoolwear.com](http://Globalschoolwear.com), code [JOHN05](#)

The Administration has the right to make any exceptions to any guidelines outlined in the handbook.

A copy of the complete JPII Catholic Schools Policy Manual can be found in the school office.

**Student and parent/guardian signatures on the annual online Receipt and Acknowledgement signifies acceptance and acknowledgement of the information in the Student/Parent Handbook, including the Student Code of Conduct, Parent Concerns Protocol, and Internet Guidelines and Acceptable Use Agreement.**

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