

**STUDENT-PARENT
HANDBOOK
2016-17**

*John Paul II Elementary School
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This handbook contains certain policies and procedures of John Paul II Elementary. John Paul II Elementary may change any of its policies and procedures and apply them as circumstances dictate. The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice. If you have a question about a particular policy or procedure, please contact the Principal.

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Administration

Robin Cahoy, Principal996-2365
Fr. John Short, Holy Spirit Parish Pastor.....996-7424
Fr. Shane D. Stevens, Holy Family Pastor.....996-3639

Important Phone Numbers

John Paul II Elementary Office.....996-2365
2nd line 996-5738
fax . . . 995-0378
John Paul II Lunchroom996-1091
Chris Lemmer, Director of Faith Formation..... 996-3842

Mission Statement

John Paul II strives to create a family environment that promotes Catholic values, academic excellence, and stewardship which will allow each unique child to be a responsible citizen in our ever-changing world.

Statement of Philosophy and Belief Statements

Under the guidance and directions of the Office of Catholic Education of the Diocese of Sioux Falls, and through the patronage of Holy Family and Holy Spirit Parishes of Mitchell, South Dakota, the John Paul II School has adopted the following statements of philosophy and objectives as a guide for serving the needs of each child.

We BELIEVE that:

- all children are made in the image and likeness of God.
- we are created to know, love, and serve God in this world and to be with him in the next.
- we will inspire all students to develop their full potential to be prepared for success in a changing global community.
- our bodies and minds are a gift from God, and we will encourage students to make healthy and holy choices.
- we will share the responsibility of spiritual growth on our journey to holiness.
- we will commission students to live as Jesus did.

Academic Policies

1. Preparation for class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Students will need to complete late/incomplete work even though they will not receive full/any credit for it.

Daily performance of students is assessed by the teacher. Examination of assignments for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

Students are responsible to cover their books each year.

2. Class participation

Students are expected to

- give attention and respect to the teacher at all times.
- show respect and concern for other students
- actively participate in class by responding orally or in writing as circumstances dictate.

3. Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The amount and frequency of homework is recommended to be 10 minutes per grade level per day: 10 minutes for 1st grade; 20 min., 2nd grade; 30 min., 3rd grade; etc.

The school realizes that teachers, students, and subjects vary. The objective is not time but the extension of learning beyond class time.

If a parent feels that there is an unusual amount of homework being given, it is recommended that they visit with the classroom teacher. If they still feel that there is a problem, they should feel free to contact the principal.

In the event of absence or suspension, all homework and missed assignments are to be made up.

If a student is absent, parents should inform the main office and, if appropriate, request homework before 8:15AM. The teacher will have the work ready to be picked up in the office at the designated time.

4. Progress reports

Progress reports will be sent home after the 4th week of each quarter. Teachers will contact parents if they see a concern before that time. Parents are also encouraged to contact the teachers if they feel a problem persists.

5. Promotion or retention

Student progress is monitored throughout the school year. At the spring conferences, the parent/guardian is informed of the student's academic, social, and emotional progress. The teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of retention and support services. Toward the end of the school year the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). Promotion or retention is at the discretion of the administration in consultation with the teacher and parents.

6. Report cards

Report cards are sent home with students within one week of the quarter's end.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- testing
- quizzes
- oral and written reports
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects

John Paul II will use the following grading scale:

A+	100	C+	84 – 85	F	69 or below
A	96 – 99	C	79 - 83		
A-	94 – 95	C-	77 - 78		
B+	92 – 93	D+	75 – 76		
B	88 – 91	D	72 - 74		
B-	86 – 87	D-	70 - 71		

7. Standardized testing

Students in various grades participate in standardized testing each spring. The results are communicated to parents and are utilized by the school for curriculum planning.

8. Graduation

Sixth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the administration and the teachers.

Participation in graduation is a privilege, not a right. The school has the right to deny any student from participating in graduation if, in the view of the school, the student's conduct, academic or disciplinary record indicate that the privilege should not be extended.

9. Confidentiality

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be notified promptly of teacher concerns.

Admission

John Paul II admits students of any race, sex, national origin, age, and disability if, with reasonable accommodation on the part of the school, the disabled person's needs could be met. Considering the statement above, the school grants to all the rights, privileges, programs, and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national, or ethnic origin in the

administration of its educational policies, its admission policy, or in any school-administered program.

Admission of students of other faiths

John Paul II serves a variety of purposes, including the academic, social, and physical development of the students. However, the primary purpose of our school is to teach and promote the Catholic faith. We exist for the purpose of evangelization and catechesis, which is the proclamation of the Gospel and formation of the entire school community of faith. Our school offers a complete Catholic religious education program and makes every effort to develop the Catholic faith in all the students so that they may live a full Christian life.

Students of all faiths may be admitted to our school under the following conditions:

- Adequate facilities and space are available without denying the admission of eligible Catholic students.
- The parents/guardians agree to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school program.
- The parents/guardians commit themselves to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- The parents/guardians agree to assume responsibility for all financial obligations.

John Paul II endeavors to accommodate students with special needs as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance.

John Paul II follows the following requirements for admission by age:

- A student must be five (5) years old by September 1 to enter Kindergarten. In the event of children coming from schools districts with different age requirements, the school administration determines the admission date/placement.
- The necessary forms and certificates for admission are:
 - A. Official State Birth Certificate
 - B. A certificate of immunization that must be updated and available for confirmation.
- A student must be 3 years old by September 1 to enter Preschool I
A student must be 4 years old by September 1 to enter Preschool II

Registration

1. Registration guidelines

To insure that all John Paul II families and Holy Family/Holy Spirit Parish members have the initial opportunity to register their children for preschool and kindergarten each school year, the following policy has been adopted:

All families who currently have student(s) attending John Paul II Elementary in grades **K-6** will be able to pre-register their child up to and including the Preschool / Kindergarten Registration of the school year prior to attendance. A place will be reserved at the level and preschool session requested until the classes

are filled. This will be on a first come, first serve basis. **A \$150 non-refundable deposit is required for all Pre - 6 families as part of pre-registration.** Registration will continue until all classes are full.

All Holy Family/Holy Spirit parish families who do not currently have children enrolled in John Paul II Elementary (**K-6**) will be able to pre-register their child up to one week before and including the Preschool/Kindergarten Registration Night of the school year prior to attendance. A place will be reserved at the level and session requested until the classes are filled. This will be on a first come, first serve basis. **A \$150 non-refundable deposit is required for all Pre - 6 families.** Registration will continue until all classes are full.

All other families who wish to attend John Paul II Elementary Preschool and/or Kindergarten may pre-register on the official night of registration which is known as the Preschool/Kindergarten Registration. Registration will continue until all classes are full.

All families who register at Preschool/Kindergarten Registration Night will need to deposit **\$150 per Pre - 6 family for preschool and/or kindergarten** to hold the position in the class. This deposit is **non-refundable**. It is then applied toward tuition for the upcoming school year.

3. Re-registration

Families registered in our school are required to re-register annually. This re-registration will take place the first Monday of August. All financial obligations must be current before re-registration can be processed unless arrangements have been made with the Business Manager.

After-School Program

After school child care is available through the John Paul II Child Care Center. The program meets in the Art and Science room. The hours are 3:15 to 6:00 p.m. Monday – Friday. The After School Program follows the John Paul II School schedule. Please contact the school at 996-2365 if you are interested in signing up for this program.

Assemblies

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

Attendance

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the South Dakota Department of Education and Cultural Affairs.

1. Absences

The policies regarding this area are as follows:

- a. If your child is going to be absent or arrive late at school, you are asked to notify the school. The number to call to report absences or tardiness is 996-2365. Please call by 8:15 A.M. If your child's name appears as an absence on the attendance report from the teacher and you have not phoned in to let us know, John Paul II School office will call to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.
- b. In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- c. Any child who stays home without his/her parent's knowledge is considered truant. Any child who leaves school without permission is considered truant.
- d. In order to arrange for assignments of children who are absent due to illness, parents are asked to call the school office by 8:15A.M. Homework may be picked up by the parent at the school office no earlier than 12:00 PM. It is the responsibility of the student to complete work and tests that have been missed due to absence.
- e. Students who arrive after 10:00 A.M. but before 12:00 P.M. will be counted absent for ½ day. Students leaving after 12:00 P.M. but before 1:30 P.M. will be counted absent for ½ day. Students leaving after 1:30 P.M. will be counted present for the full day.
- f. An 8:15 A.M. morning bell will ring. All students not in their classroom by 8:20 A.M. need to come to the office for a tardy slip.

2. General supervision of school grounds

John Paul II grounds are supervised during school hours, from 7:30AM until 3:30PM, when school is in session. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

3. Arrivals

A child arriving at school before 8:00 A.M. needs to report to the Multi-Purpose Room. A child arriving at school between 8:00AM – 8:10AM needs to go to the playground. In the case of inclement weather, a child may go to the Multi-Purpose Room or gym until 8:10AM. Parents are asked not to leave a child at school before 7:30 AM.

* Once per week all students K – 6th have Mass music practice.

4. Daily schedule

CLASS TIMES

Preschool I Monday - Friday AM. . 8:15 - 11:15
Preschool II Monday - Friday PM. . .12:30-3:15

Grades K – 6 8:15 – 3:15

LUNCH

Lunch 1	11:00 - 11:30
Lunch 2	11:30 - 12:00
Lunch 3.....	12:00 - 12:30

NOON RECESS

Recess 1	11:30 - 11:45
Recess 2	12:00 - 12:15
Recess 3	12:30 - 12:45

5. Dismissals

Children are dismissed from their classroom by their teachers at 3:15 PM. No child may leave the building prior to dismissal without notifying the office. If a child returns to school, he/she must check in at the office.

6. Early dismissal - individual students

To request an early dismissal, please send a note to the child’s teacher or call the school office. The parent or guardian must report to the school office to pick up the child.

7. Early dismissal/emergency closings

If school is canceled because of snow or inclement weather, it will be announced over KORN, Q107, KELOLAND Closesline, and KMIT radio stations by 7:30AM in the morning. This determination will be made by the Mitchell School District due to joint bussing.

If school is dismissed early due to inclement weather, students will be dismissed according to the Emergency Dismissal Forms which are signed by each family at registration.

If weather conditions are too severe to send rural children home on buses, Operation Blizzard will take effect. This form will be signed by rural families at registration.

8. Emergency contact information

The school requires the parent(s)/guardian(s) of each student to complete emergency contact information on the registration forms and the health forms.

It is important that the information on this form is accurate and updated so that the school can contact the parent/guardian in the event of an emergency.

9. Tardiness

Punctuality is in the best interest of the child. Tardiness disrupts classroom learning.

Please help your child learn good habits. Students who are not in their rooms by 8:20 A.M. will be considered tardy. Students who are tardy due to late buses, car transportation related to mechanical failure, traffic problems, accidents, medical appointments or medical reasons will receive an excused tardy if they arrive at

school before 10:00 A.M. Excused tardiness for reasons other than those stated shall be at the discretion of the principal. All other tardiness shall be considered unexcused.

Excused tardiness will not be recorded on the student's attendance record while unexcused tardiness will be recorded. If a student is tardy three times in one week or five times during a quarter, the principal will call the parent.

Three tardies during any quarter will keep a student from earning perfect attendance for that quarter, and thus for the year.

10. Vacation policy

The planning of family vacations is strongly discouraged during the school year. Please contact the teacher in advance if your family is planning a vacation so arrangements can be made for homework. All work must be completed when the child returns to school.

Band

The band program is provided for all students in Grades 5 and 6. Beginners usually meet once a week for their lesson and once a week for Cadet Band. These meetings are held during school hours. The Cadet Band performs for the public at different times during the school year. Music for band is furnished by the school. Parents are responsible for instruments and lesson materials. All band students are encouraged to participate in the band contest held each spring.

Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. All books should be covered and covers must be neat and clean and free from inappropriate material. Books and materials are to be properly identified with a child's name.

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books can be purchased by the school. This also applies to library books that are checked out by your child.

Parents are welcome to visit the LOST AND FOUND located in the east entry way and north exit of the west wing.

Students are expected to take care of their personal belongings, their books, and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

Calendar

John Paul II Elementary will typically follow the calendar that is accepted by the Mitchell Public School District due to the bussing schedule for our students.

Code of Conduct

Discipline is a necessary reflection of the philosophy of a Catholic school. Respect will be given to teachers, school helpers, staff, and all community people as well as to all students in our schools and in other schools as well. Consideration will be shown to school and community property. Parents should expect that the school will at times directly involve them in the student's process of learning.

1. Disciplinary procedure

Each teacher is the most effective agent for establishing and maintaining discipline. The staff of John Paul II Elementary maintains discipline in a positive way by reminding students that it is their behavior that is not appropriate, not the student, who is a child of God.

- All students are expected to obey all authority figures in the school.
- All students should assume responsibility for their actions.
- Use of inappropriate language is prohibited.
- Respect for property is essential.

Disciplinary actions should be few, reasonable, and consistently enforced.

We are concerned when students do not comply with these standards of good conduct; therefore, the following sequence will be initiated when there is evidence of need:

- a. Conference with student and teacher
- b. Conference with student, teacher/s, and administration. The parents will be notified of the outcome by the teacher.
- c. Conference with the student, teacher/s, parents, and administration.

Discipline may not be delegated to older children or peers. Use of humiliating or frightening punishment, confinement, physical, emotional or verbal punishment, threats or withholding of food are all prohibited.

At any time during the above process, the priest may be brought in to speak with the student or the student may be placed on a behavioral contract.

Ordinarily working through this process for continued offenses settles the issue. However, there will be in-school suspension, out-of-school suspension, or expulsion if administration feels that this would be the proper route to take.

If a student is a continual offender and the administration finds expulsion necessary because they foresee the moral, academic, and physical well being of students endangered or if there is a prolonged and open disregard for school authority, the administrator must first notify the pastor and the parents of the student.

2. Harassment, Bullying, and Unacceptable Conduct

The school follows the policy adopted by the **Diocese of Sioux Falls** prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome

sexual attention, sexual advances, or other verbal, visual, or physical conduct of a sexual nature.

a. Sexual harassment is unacceptable conduct and will not be tolerated.

Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

b. Violent/threatening/harassing and inappropriate conduct

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct – either by a student or a parent/guardian - includes, but is not limited to, the following:

- disrespectful behavior of any kind toward or about any staff, student, volunteer or parent;
- insubordination;
- fighting / bullying;
- bomb scares or triggering other false alarms;
- cheating or plagiarism;
- use or possession of drugs or alcohol;
- smoking;
- stealing;
- intimidation, harassment or threats of any kind; and
- possession of any weapon

These categories do not cover every possible situation.

This policy applies both in and out of the classroom, in the school community generally, and outside the school community when the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school. Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In the case of threats of violence or harassment in any form, including oral, written, or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Bullying/Harassment Policy Adopted by John Paul II School

It is the policy of John Paul II School that any type of harassment or bullying is unacceptable, in some cases illegal, and will not be tolerated. As per administrative discretion, any student violating this policy shall be subject to disciplinary action such as removal from outside activities (e.g., recess, field trips, service project activities), in-school and/or out-of-school suspension, or in serious cases, expulsion.

Bullying/Harassment: Repeated and intentional harmful contact made by one or more students, directed towards another student by personal contact, phone or computer. This also includes verbal or written threats made against the physical or emotional well-being of any individual. These actions are taken very seriously by John Paul II School. Outside of school threatening behaviors such as cyber-bullying or other such intimidation tactics are considered totally unacceptable in our Catholic school setting. Students making such threats (seriously, in jest, or online) face disciplinary action. The following are examples of behaviors not tolerated at John Paul II School:

- ▶ Behaviors which include physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- ▶ Isolation of the victim by making him/her feel rejected by his/her classmates or school community.
- ▶ Malicious gossip and rumor spreading.
- ▶ Physical – harmful actions against another person’s physical body (e.g., hitting, kicking, shoving, invading another’s circle of grace).
- ▶ Verbal – Speaking *to* a person or *about* a person in an unkind or hurtful way (e.g., profanity, name-calling, teasing, taunting, mocking, spreading rumors)

REPORTING:

Students should report such incidents to Administration or their classroom teacher. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality will be maintained to the extent possible. Administration shall immediately report all incidents of suspected child abuse or neglect to law enforcement officials. If a student is dissatisfied with the handling of the complaint, he/she may file a written complaint and utilize the grievance procedures as listed in the John Paul II School Handbook, page 30.

School system employees and students are responsible for maintaining a working and learning environment free from harassment/bullying. All allegations will be carefully scrutinized. Copies of this policy will be available in the school office.

A facility shall notify the department within 24 hours after the occurrence of an unusual incident of the child, or the death of a child while the child is in the facility’s care.

3. Classroom management

Every teacher will deal with management in a way they find fitting to the students in that grade. Some teachers will keep a management book for students to write down infractions.

The following infractions may warrant a student putting his/her name in a management book:

- a. **Not prepared for class** – not having proper supplies or books for class repeatedly.
- b. **Improper behavior/disrespect** – including, but not limited to disturbances in class/playground/lunchroom; *i.e.* note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food,

loud/boisterous sounds - any disruption deemed by the classroom teacher to interrupt the educational process. Some examples of disrespect are any improper attitude displayed towards a teacher, staff member, volunteer, administrator, or fellow student; invading the privacy of another's desk; or damaging any school, church, or personal property.

- c. **Cheating/forgery** – the taking or giving of schoolwork that is not one's own or if the teacher has probable cause to suspect such an action. Also, the signing of another's name to any school document.
- d. **Abusive language** – any inappropriate language used on school premises.
- e. **Other** – any other behavior that warrants attention not specified on the above list.

If the above infraction was severe enough, the teacher may see fit to send the student to the principal's office.

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored function. Examples of serious infractions include, but are not limited to, the following:

- Truancy – unexcused absences.
- Violent behavior – any fighting or behavior that may cause physical injury.
- Blatant disrespect for authority – to any adult in the building.
- Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.
- Irreverence
- Vandalism – destruction or defacing of parish, school property, or property of another.
- Profane/obscene language, pictures or gestures or engaging in immoral conduct.
- Possession of item/s which may present a danger to others in school or out.
- Leaving campus without permission from a school authority.
-

4. Suspensions

Fair and appropriate disciplinary policies are essential educational processes meant to be more remedial than punitive. They include the necessary provisions that protect the common good of the school community.

Suspension may lead to dismissal. The principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for student suspensions:

1. Infractions of a serious nature, as determined by the school.
2. Parents/guardians of the student will be informed in writing of the suspension as soon as practical.

3. In-school or out-of-school suspensions will be implemented at the discretion of the principal.
4. Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
5. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
6. Where possible, a student will be referred to a counselor or a teacher for counseling.
7. Signed agreement of parents and a written report of the suspension will be filed in the student's record.
8. Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parents.

5. Dismissal

- a. After two (2) formal suspensions, a student may be dismissed.
- b. Students who are dismissed may apply for readmission after one full year. John Paul II will determine whether re-admittance is appropriate.
- c. In certain instances the infraction may warrant immediate dismissal. John Paul II reserves the right to dismiss any student at any time when John Paul II considers the conduct of the student or parent/guardian to be inconsistent with John Paul II's policy, the good of the John Paul II community, or Catholic teachings.
- d. Parents/guardians of the student will be informed in writing of the dismissal as soon as practical.

Communications/Student Records/Release of Students

John Paul II has a direct effect on the religious, social, emotional, physical, and mental quality of development, but we cannot replace the role of the parents. The primary responsibility for education must always remain with the parents. Thus we seek to involve parents even more actively in the education of their children.

1. Conferences

Parent-teacher conferences are scheduled at the completion of the first quarter and during the third quarter.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority - the teacher, the principal, or the pastor.

Teachers should not be interrupted during the school day. Lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number.

2. Family communication

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communications include this handbook, a monthly calendar of events, the weekly Parent Packet newsletter, the church bulletin, parent-teacher conferences, PTO meetings, progress reports and report cards.

Communication from the office will come home with the oldest child on Thursdays. **Parents are asked to check book bags and folders regularly for such communications.** Any communications - forms, money, etc. that are brought to school - are forwarded to the school office through the homeroom teacher.

3. Student records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/guardian with legal custody.

4. Legal custody issues

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is required for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

Parents/guardians may be asked to sign a custody agreement.

5. Release of a child

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Policy is placed in a confidential file.

Computers—Acceptable Use Policy

1. Purpose and goals

Computers are a valuable tool for education and one of this school's purposes is to encourage the proper use of computer related technology, including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy set forth below:

2. Responsibilities of user

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The school will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

3. Requirements for use of the Internet

- All users are required to take simple Internet training from the computer coordinator or his/her designee.
- All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the school and found in the forms section of this handbook.
- Only students who are issued passes or permission and have completed training may use the school's computers to access the Internet.
- Use of stations is limited to those who have a clear need for research with a teacher assignment to back it up. Use will be limited, if necessary.
- Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must insure that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- E-mail accounts through the school may be restricted and/or monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the school.
- The system operator has the right to monitor all computer activity without prior notice to the user.
- The school may impose additional rules and restrictions at any time.

4. Discipline

Violations of these rules will be handled by the computer education coordinator and the John Paul II administration.

5. Student rules

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment, or discrimination toward other people.
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude, or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited.

Violations of any of these rules may result in loss of Internet access privileges or other disciplinary action approved by the principal.

Counseling Opportunities and Expectations

John Paul II Elementary has the availability of a counselor through the Catholic Family Services.

Dress Code Policy John Paul II Dress Code Policy

1. Dress Code

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted. Dress will reflect pride and dignity in themselves and John Paul II. Final approval/disapproval is at the discretion of the Principal.

- All students must maintain an appropriate level of personal hygiene that is neat and clean.
- Shorts may be worn during August, September, April, and May with discretion based on weather conditions as all students will be required to go out for recess. Under no conditions may shorts be worn to mass. Shorts, skirts, and dresses shall be long enough to be considered modest.
- Shirts should be long enough to cover the midriff. Tank tops need to have broad straps as no spaghetti straps are allowed.

- Leggings, stretch pants, and stirrup pants are allowed only when worn under skirts, dresses, jumpers, blouses, and sweatshirts that cover the hip.
- T-shirts, sweatshirts, and other clothing with profanity, alcohol advertisements, or any other suggestive slogan are not allowed.
- Pants will not be allowed to drag on the ground or hang below the hip.
- Jewelry for both boys and girls shall be simple and modest.
- No cap or hat will be worn in the classroom unless given permission.
- Due to safety issues on the playground, no “flip flop” type shoes allowed.

The following dress code will be required for mass days, field trips, and special school activities:

- Students need to wear a red school logo top or a **plain** red polo shirt that is either long or short sleeved. **No “name brand” shirts with name brand logos are allowed.**
- Red shirts must either be tucked in or hemmed to an appropriate length. These shirts must be worn all day.
- The John Paul II sweatshirt needs to have an approved school logo or be solid red sweatshirt.
- Khaki or any other solid-color slack, jumper, skirt, or Capri may be worn with the approved shirt/sweatshirt.
- Blue jeans, sweats, shorts, or wind pants will NOT be allowed.

2. Out of Uniform

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child’s teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete. If your child forgets his/her uniform, they will be sent to the office. We will try to contact the parent so the proper uniform can be brought to school. We may give your child a red shirt that is kept in the principal’s office.

Electronic Devices

Cell phones, handheld electronic games, personal CD players, and other items that in the view of the school may be distracting or disruptive to the learning environment are not permitted during school hours. Students may have these items on the school grounds, but all devices must remain in book bags turned off throughout the school day until students leave the school grounds.

Extracurricular and Co-Curricular Activities

Extracurricular activities are sponsored for the enrichment and enjoyment of our students. The following programs are available:

Students in 5th and 6th grade have the opportunity to participate in show choir and band, which performs at various contests and concerts in the spring.

Field Trips/Class Trips

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities that the school deems to be high risk. Each student's parent(s)/guardian(s) must provide written permission in order for the student to participate. **PERMISSION MAY NOT BE GIVEN OVER THE TELEPHONE.** Each child/student must be restrained in a safety belt following the law in the state of South Dakota when being transported in a privately owned/leased vehicle.

A class trip is a privilege and can be taken away if a teacher deems it appropriate.

If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the school. The child must attend school on the day of the trip or be marked absent.

Birthday Parties

Birthday invitations should be distributed in the following ways:

- All students in the classroom receive an invitation.
- All boys or all girls receive an invitation for a gender based party.
- In the case that neither of the above are followed, you will need to send the invitations to students in the mail.

Health Policy

1. Medical records

The Diocese of Sioux Falls has mandated that all children entering kindergarten or new students present documented proof that the following immunizations have been received:

- DPT (diphtheria, pertussis, and tetanus), 4 doses Toxoid - one after age 4
- Poliovirus, 3 doses – one after age 4 or 4 total
- Measles, 2 doses of vaccine
- Rubella, 2 doses of vaccine
- Mumps, 2 doses of vaccine
- Chicken pox (varicella), two doses of vaccine or history of disease
- All other doses required by the State of South Dakota

Recommended but not required

- HIV vaccine
- Hepatitis B vaccine

2. Accident/illness at school

Accidents or unusual illnesses occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind, including aspirin, may be given to the student. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

The teacher who was supervising the student at the time of the accident will fill out an accident report before the end of the day.

3. Medications

Parents are encouraged to give medications at home whenever possible.

Prescription medications to be administered by school personnel must be provided in a labeled container from the pharmacy or physician with the student's name, date, medication name, dosage, and frequency to be given. The school will keep a log of all administered prescription medication. This log will include the day, time, and initials of 2 office/staff personnel who were present when prescription medications were administered.

A note signed by a parent/guardian must accompany the medication. The note must specify what dose the school personnel is responsible for administering. If the school does not have **written** permission, the dose must be given by the parent/guardian.

If an increase or decrease in medication dosage is required, the doctor's office must fax the requested changes. John Paul II's fax number is 995-0378.

NON-PRESCRIPTION MEDICATION SUCH AS ACETAMINIPHEN OR WETTING DROPS WILL NOT BE PROVIDED BY THE SCHOOL.

If your child needs a non-prescription medication, he/she may bring this medication to the office in the morning in the original, labeled container with a note from the parent as to the dosage to be given. This medication will be marked with the student's name and kept in the school office. The school will keep a log of all administered medication.

If a student needs to carry an inhaler(s), the parent must send a note that indicates the approval for self-administration. Parents need to properly label the inhaler. The school will not keep a log for this medication.

Head Lice

Head lice has nothing to do with cleanliness; in fact, head lice prefer a clean, healthy head to a dirty one. Anyone, adult or child, can get head lice. The most common symptom of infestation is intense itching on the back of the head or neck. Head lice cannot survive without a human host or on family pets. There is little evidence to support that they carry disease.

Head lice are passed from person to person by direct contact or on shared objects such as hats, combs, towels, barrettes, headphones, etc. So, you may want to encourage your child to keep these things to him or herself. If you do find head lice, don't panic -- just follow the steps below to easily take care of the problem.

1. Check every member of the family. Lice are hard to spot, so look for tiny white eggs (nits) on hair shafts near the scalp, especially at the nape of the neck and behind the ears. Head lice are small, wingless, grayish-tan insects. Any family member with lice or nits must be treated.

2. Use an effective head lice treatment. Several are available without a prescription. NIX Creme Rinse is the only product that is proven 99% effective with just one application in killing lice and eggs and protecting from re-infestations for two weeks.
3. Remove all nits. Gently comb the child's hair with the special nit removal comb. The combs are provided with most lice treatment products. NIX is a creme rinse formulation that makes combing easy. Students need to be nit-free before they can be readmitted.
4. Wash clothes, bed linens, and towels. Use hot water and then dry on the hot cycle for at least 20 minutes. Items such as stuffed animals, headphones, and hats that are not machine washable must be dry-cleaned or stored at room temperature in a tightly-sealed plastic bag for at least two weeks.
5. Soak combs, brushes, etc., in hot water. The hotter the better, but the temperature should be at least 130 degrees F. Items should soak for at least 10 minutes.
6. Vacuum everywhere. To make sure the rest of your home is louse-free, you should vacuum carpets, pillows, mattresses, upholstered furniture, and even the car seats.

Communicable Diseases Reference – Students

Disease and Incubation Period	Recommended Action
Acquired Immune Deficiency Syndrome (AIDS) = 6 months – unknown	The student may attend school if the student does not pose a risk to others such as presence of uncoverable draining sores.
Chicken Pox = 14-21 days	The student may attend school after all pox are dry and scabbed.
Fever	The student must stay at home if he/she is running a fever. Your child must be fever free for 24 hours. A fever is defined as temperature that reaches 100 degrees Fahrenheit.
Impetigo	The student may attend school if under treatment and covered and dry.
Measles (Red, Hard, Ruebella, 7 day) = 8 to 14 days	The student may attend school after a minimum of 7 days. Employees who have had contact with measles may attend school if immunization is up to date.
Mono (Infectious Mononucleosis, Grandular Fever) = 2-6 weeks	The student may attend school as directed by the physician.
Mumps = 12-21 days	The student may attend school after the swelling has disappeared.
Pediculosis	The student may attend school after treatment.

Pink eye (Conjunctivities)	The student/employee may attend work after the eye is clear, under treatment (medication for 24 hours), or with physician's written permission.
Plantar Warts	The student may attend school.
Ring Worm (Scalp, body, athlete's foot)	The student may attend school if the area is under treatment and covered.
Rubella (German 3 day measles = 14-21 days)	The student may attend school after a minimum of 4 days. Prevent exposure of pregnant women.
Streptococcal Infections (Scarlet Fever, Scarlatina, Strep Throat)	The student may attend school 24 hours after initiating oral antibiotic therapy and clinically well.
Vomiting / Diarrhea	The student may return if they have not vomited / or had diarrhea for 24 hours.

Insurance

A dental plan is available for students. Forms for this insurance are available on registration day or in the office. The school only makes the form available; all business is done directly with the insurance company.

Library

The school library is staffed by a librarian and is available to the students. Books may be checked out. Damage or loss of books will result in the parent(s)/guardian being responsible for the replacement cost of the book. Quarterly and end of the year report cards will be held until all library obligations have been met. Appropriate conduct is expected at all times in the library.

Lunch

School lunches are served everyday. If a family qualifies under South Dakota regulations for free or reduced lunches, an application must be filled out and sent to the school lunch program. These forms are made available on registration day.

Music

Grades K – 6 have two classes a week. These classes include basic music theory as well as rhythm and singing. All classes will have a Christmas concert. Grades 3 – 6 will also have a Spring Concert.

Parent Messages/Visits

Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes should not be disrupted for these reasons. Parents need to schedule visits with their child's teacher outside of the regular school day, 8:00AM-3:15PM so as to not disrupt the learning in the classroom.

Parent-Teacher Organization

Parents are a vital component of the John Paul II educational system. The PTO sponsors social and educational events during the school year to promote a mutual understanding and spirit of cooperation and Christian love between the home and school. P.T.O. will communicate through the Parent Packet on all fundraisers, events, meetings and concerns. All parents are members and are encouraged to be active. PTO meetings are normally held one evening each month.

Physical Education

Classes are two times a week by a certified instructor. Students are asked to wear appropriate clothing with tennis shoes on gym day. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the principal. All children must participate in the program unless they have a written excuse from their doctor and/or parent.

Playground Rules

Food, gum, and candy are not permitted on the playground. If a teacher or staff member asks students to stop doing something, the students are expected to respect this person and listen to their suggestions. If a game gets too rough, the playing of such games may not be permitted.

Students are NOT permitted onto the playground without a staff member present. When they hear the bell, students are to line up by the assigned doors. After lining up, they are to walk to their rooms as quietly as possible.

When snow is present, boots are required to walk anywhere except the sidewalk and blacktop. Snow pants, head coverings, and hand coverings are required to play in the snow.

A general rule is that if the wind chill or actual temperature is below zero degrees students will have inside recess in either the Multi-Purpose Room or the Gym.

Preschool

Our preschool enrollment is open to any child, ages 3 through 6. Extended day childcare, and after school care are available for children in preschool through sixth grade. Three-

year-olds will be enrolled if they have turned 3 by September 1st and are fully toilet trained. There will be no discrimination in regard to sex, race, color, creed or political belief. Children's names will be put on a waiting list and admitted as vacancies occur. Current preschool and John Paul II families do have enrollment preference. Parents must complete all required forms before the child is admitted. These include:

1. Registration form
2. Registration fee of \$150 per family (paid only once)
3. Current SD immunization record
4. Signed financial contract

Preschool plus After School Care Program

For the children who attend our all day program, the following lists some of the extra things we do:

Mass Attendance: We will attend the school mass at times (notes will be sent home) on Wednesday's at 9:00. Parents are more than welcome to attend with us.

Communication: A note or the weekly newsletter will be utilized for parents to read about what his/her child will do throughout the week. This is done to help facilitate conversations with your child about his/her week.

Rest Time: After lunch, a quiet time will be part of our program. Children will need a rest mat, a favorite small blanket or "bed buddy" to use during rest time.

Fees:

We charge based on the child's enrollment.

Morning Preschool only per month	\$200
Afternoon Preschool only per month	\$200
Preschool plus extended care per month	\$450

Please be aware that we do close at 6:00 p.m.! We will charge \$1.00 per minute after 6:00 p.m. After three (3) occurrences, the family will meet with the Director to determine a possible solution.

Children enrolled in the After School Care Program will be offered a healthy meal consisting of a variety of foods which is prepared in the John Paul II School kitchen which meets the State of South Dakota food service requirements. Healthy snacks are offered midmorning, midafternoon, and in the After School Care Program also.

Recess

Any child well enough to attend school will be considered well enough to go out for recess unless the doctor sends a written note stating otherwise. Exceptions to this will be made by the administrator and/or teacher on a case by case basis.

Religion

The religion curriculum at John Paul II Elementary enables students to discover God in themselves, others, and the world; develop an understanding of Catholic doctrine and moral values; develop a faith commitment; develop a link with the Christian community

through service and participation in prayer and liturgy; and develop participation in sacramental programs and liturgy.

Religion classes are taught on a daily basis. Catholic values and doctrine are integrated with all subject areas and used as a basis for behavioral expectations.

Meetings to help parents prepare for their child's sacramental preparations will be held during the school year. Parents are strongly encouraged to attend those meetings.

Safety

1. Crisis Plan

Crisis plans for tornado, bomb threat, and active shooter are posted in each room. The teachers instruct the students about what to do in the different situations.

2. Fire Drills

Fire drills are conducted on a regular basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

3. Regulations

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the classrooms before school, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. Every student must stay within the established boundaries when outdoors for morning, afternoon and lunch recess.
- For the safety of our children, all doors will be locked at 8:30AM and reopened at 3:00PM. Entrance A (south door by the office) is the only door for entry during this time. All Visitors and Parents must sign in at the office. See School Visitor and Volunteer Policy.

4. Asbestos

We do have a small amount of asbestos in our school. The proper steps have been taken. For your information, there is a Management Plan located in the principal's office to be reviewed upon request.

School Pictures

School pictures are taken each fall. Envelopes will be sent home ahead of time for you to decide which package you wish to order, if any. All students will have their picture taken

even if a package is not purchased. These pictures will be used in the John Paul II yearbook. Pictures are to be prepaid.

School Volunteer Hours Policy

Guidelines - John Paul II School Volunteer Hours

Each K-6 family attending John Paul II School is required to donate their time and talent for a minimum of 15 hours per year. Families that have only Preschool children attending John Paul II are encouraged to be involved, but not required to donate 15 hours.

Any volunteer hours completed in service to John Paul II School counts toward the required 15 hours of service time. Some examples include, but are not limited to, attending PTO meetings, working in support of the Autumn Classic, Carnival, October Family Dance, Catholic Schools Week, driving for Bids for Kids, helping in classrooms, office, or lunchroom, reading to students, and all other activities that help support our school.

After completing volunteer time, parents are to complete a Volunteer Time Sheet (found in the Office or simply call the Office and it will be completed for you) and turn it into the office. All Volunteer Time Sheets need to be turned into the John Paul II School Office to be credited to the family's account. A notice of the number of hours contributed will be sent out to each family in the second semester. This will be done so families have an opportunity to complete their volunteer hours before the end of the school year.

John Paul II School feels very strongly that our parents' time and talents are more valuable than money; but parents are given the option of choosing to pay \$100 instead of the 15 volunteer hours. If a family has not completed their required 15 hours of volunteer hours by registration for the next school year, the \$100.00 will be charged to their account. Amounts may vary according to hours completed. **ALL** Volunteer hours for the current school year need to be completed and turned into the Office by **July 31st**.

School Visitation Policy

We are very happy to accommodate those persons who would like to visit the classroom of a child or grandchild. Volunteers are essential to our school. We could not function without the assistance of the many dedicated volunteers. However, it is difficult to maintain a proper learning environment when there are steady interruptions, and a classroom visitor is always a distraction. Detailed lesson plans are required of each instructor. Those lesson plans must be closely adhered to in order to accomplish the educational objective in the designated time period.

In order to accommodate those parents and individuals who would like to do classroom visitation/volunteering we have implemented the following policy.

1. All visitors and volunteers must sign in at the School Office as soon as they enter the building, and sign out upon their departure. Visitor/Volunteer badges will be issued at the office.
2. Any classroom visitation must be prearranged with the school office and classroom teacher to allow for a minimum of learning disruption.

3. Visitation during any of the student break times, such as recess and lunch, requires the visitor to sign in and out.

This policy is necessary in order to provide the optimum learning environment for each student. The restrictions are intended to assist that effort and the Administration thanks you for your cooperation with it.

Smoking

The school premises are a smoke-free environment. No smoking is allowed in the school building. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal.

Telephone Use

The telephone in the school office is for business. Students may use the phone with the permission from school personnel. Students need to have a phone pass from their teacher if this use is during the school day.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone unless it is an emergency. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

Transfer of Students

If a student is transferring to another school, parents are requested to arrange a meeting with the principal. School records will be forwarded to the child's new school upon request from that school. Every change of address, phone number, or family name must be reported to the principal as soon as possible. Up-to-date records are needed in case of an emergency.

Transportation

At the yearly school registration, parents/guardians are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be communicated to the office and the classroom teacher.

1. Bicycles

Students may ride their bicycles to and from school. Bicycles must be walked while on the school playgrounds. They must also be locked when not in use. Safety is always essential when operating a bicycle to and from school.

2. Bus

Mitchell has a private company that provides bus transportation for students who reside outside city limits. Bus service can be purchased for people who reside inside the city limits. Please contact the local bus service (996-2440) to inquire about this service.

Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so can result in their being denied the privilege of riding the bus.

3. Car Drop Off and Pick Up

Parents may drop their student off at any entrance to the building. If a parent walks their child to the room, they need to park in the diagonal parking to the south of the main entrance or in the parking lot to the east of the school. Only parents who remain in their cars can drive next to the sidewalk to drop off their children.

A teacher will oversee car pick-up procedures daily at the **office entrance and the east door entrances only**. If your child is not picked up by 3:30, the teacher will bring them to the office. At that point, please come to the office to pick up your child.

4. Students Who Walk to/from School

Students who walk to and from school need to conduct themselves properly while on school grounds. When they leave the building, they must leave the school grounds as we have no supervision on the playground before 8:00AM or anytime after school.

John Paul II Tuition Policy

John Paul II provides quality Catholic education through the efforts of our parish priests, faculty, staff, parent organization, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in the spring for the following school year. John Paul II also may impose fees for other items, such as co-curricular activities, field trips, books, and registration. This information is communicated to the school parents/guardians.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by John Paul II. The Administration reviews the tuition records on a monthly basis. Written notices will be sent for tuition that is not current. If tuition is still not received, the Principal will call the parent to see what arrangements can be made. The student report card will not be released if the tuition account has an outstanding balance unless the parent has met and made suitable arrangements with the Principal. In addition, John Paul II reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not timely made.

- ❖ **There will be a \$30 fee assessed for every Non-Sufficient Funds check returned to the John Paul II School Office.**

Tuition Payment Schedule

Monthly tuition is due the first day of every month starting in September.
Quarterly tuition is due the first day of the designated quarter.

Please contact the Principal if tuition payments ever become a problem.

John Paul II is committed to the principle that no Holy Family or Holy Spirit Parish child will ever be refused attendance at John Paul II Elementary because of the inability to pay tuition. If a Holy Family or Holy Spirit family cannot afford to pay tuition, there are several possible options. **These options apply to students Kindergarten through 6th grade only.**

1. Families may apply for a reduction in the amount of tuition to be paid.
2. Families may apply for Tuition Assistance Services. All families that apply for this service must also apply for free/reduced meals.
3. Reduced tuition is only available to registered members of Holy Family and Holy Spirit Parishes.

If families wish to make an application for any of these options, they should see the Principal or Business Manager for the proper forms.

John Paul II School Policy and Procedure Manual Grievance Policy

A) General Grievance:

This policy establishes a procedure to address a complaint, dispute, or disagreement of any adult (parent, teacher, administrator or employee). Meetings and hearings under this procedure shall not be conducted in public and shall be open only to the aggrieved person/persons and the person/persons who are the subject of the grievance. All participating parties shall use their best efforts to keep the conciliation process as confidential as possible.

Any complaints to the Education Committee concerning personnel or curriculum should be referred to the Principal for resolution.

Stage I: Local Procedure

If at all possible, complaints, disputes or disagreements should be resolved on a person-to-person level. If this cannot be accomplished, the following steps should be taken by the person seeking relief:

1. Prepare written statement of Grievance and contact and discuss with the respondent's immediate supervisor. If there is not relief, then
2. Provide the written statement and discuss the problem with the next level of Administration.

Example A

1. Parent/teacher/staff to teacher. If no resolution,
2. Parent/teacher/staff to Principal. If no resolution,
3. Parent/teacher/staff to Canonical Administrator (priest). If no resolution,
4. Parent/teacher/staff requests in writing to begin local conciliation.

Example B

1. Parent/teacher/staff to Principal. If no resolution,
2. Parent/teacher/staff to Canonical Administrator (priest). If no resolution,
3. Parent/teacher/staff requests in writing to begin local conciliation.

Example C

1. Principal to parent/teacher/staff. If no resolution,
2. Principal to Canonical Administrator (priest). If no resolution,
3. Principal requests in writing to begin local conciliation.

If all of the above procedures have not relieved the problem, the person seeking relief is entitled to begin the next stage of the conciliation committee procedure.

Stage II: Local Conciliation Procedure

1. The request to begin the next stage of the local conciliation procedure must be made in writing to the school Principal by the person seeking relief within 10 working days after conferring with the last level of administration (pastor or canonical administrator).
2. The local conciliation committee will be made up of three persons: one designated by the Education Committee, one designated by the respondent, and one designated by the person seeking resolution. The person designated by the Education Committee shall be responsible for ensuring that the local conciliation committee completes its task within the timeframe identified herein. Each local conciliation committee member must reside in or within 20 miles of the city of Mitchell and must be a practicing Catholic enrolled in either Holy Family or Holy Spirit parish..
3. The local conciliation committee will meet in a time period not to exceed 15 working days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting and upon due consideration (discussion, thought, prayer), the committee will write a summary of the meeting and make its recommendations in writing to the Principal who in turn will determine that no parish and/or school policies have been altered or amended. In the event that the Principal is a party to the grievance, the Education Committee shall be responsible for this policy evaluation. The recommendations will then be forwarded to all concerned parties.
5. The local conciliation procedure should be completed within 25 working days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.
6. The Principal, in conjunction with the Canonical Administrator (priest), shall be responsible for making all final decisions regarding the recommendations. In the event that the Principal or the Canonical Administrator is a party to the grievance, the Education Committee shall be responsible for these decisions regarding the final implementation of the decision.

Stage III: Local Procedure moves to the Diocesan Process

If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to Diocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Diocesan Due Process procedure. The Diocesan point of contact for this procedure is the Director of Education Formation.

John Paul II Child Care Center

Center Policies/Staff and Parent Handbook

ADMISSION AND TERMINATION OF SERVICES:

67:42:14:14. Health standards for day care children. Before a child may be admitted to a program, the program shall require a child's parents or guardian to submit a written statement signed by a licensed physician, physician/s assistant, certified nurse practitioner, or community health nurse or an immunization record from the South Dakota immunization requirements as recommended by the Department of Health.

The day care center shall ensure that immunization levels of all children are current. For children who begin the series late or are more than one month behind in immunizations, the immunization levels as of these children must show current progress toward achieving adequate immunization levels as health nurse. The Department of Health may verify immunization levels during an annual audit. If a child suffers an illness during the day, the child must be separated from the other children and the child's parents must be notified. The program shall notify the Department of Health if any child in the day care center contracts a communicable disease. The program shall follow the Department of Health's recommendations for addressing a situation involving a communicable disease. The program shall have on file the name, address, and telephone number of each child's course of regular health supervision as well as other emergency medical information.

A child is exempt from meeting the minimum age-specific immunization levels if the child's parent or guardian has certification from a licensed physician stating that the physical condition of the child is such that a test or immunization would endanger the child's life or health or if the child's parent or guardian has signed a written statement that the child is adherent to a religious doctrine whose teachings are opposed to such tests and immunizations.

Written permission from parents or guardians allowing for the child's emergency medical care must be obtained and maintained by the director.

67:42:16:13. Maintenance of records. A record must be maintained by the provider on each child. The record must include the child's name, date of enrollment, date enrollment is terminated, the names and telephone numbers of the child's doctor, dentist, parents, or person to contact in the event of an emergency, and any other information required by the department or desired by the provider. A provider shall maintain these records for a period of six months after the child ceases receiving care.

FEE, PAYMENT AND REFUND POLICIES

Child Care Services does not regulate business practices.

HEALTH POLICIES FOR CHILDREN:

67.42.10.14. Health standards for day care children. Before a child may be admitted to a program, the program shall require a child's parents or guardian to submit a written statement signed by a licensed physician, physician's assistant, certified nurse

practitioner, or community health nurse, or an immunization record from the South Dakota Immunization Information System showing that the child meets the minimum immunization requirements as recommended by the Department of Health.

The day care center shall ensure that immunization levels of all children are current. For children who begin the series late or are more than one month behind in immunizations, the immunization levels of these children must show current progress toward achieving adequate immunization levels as recommended by a licensed physician, physician's assistant, certified nurse practitioner, or community health nurse. The Department of Health may verify immunization levels during an annual audit. If a child suffers an illness during the day, the child must be separated from other children and the child's parents must be notified. The program shall notify the Department of Health if any child in the day care center contracts a communicable disease. The program shall follow the Department of Health's recommendations for addressing a situation involving a communicable disease. The program shall have on file the name, address, and telephone number of each child's source of regular health supervision as well as other emergency medical information.

A child is exempt from meeting the minimum age-specific immunization levels if the child's parent or guardian has certification from a licensed physician stating that the physical condition of a child is such that a test or immunization would endanger the child's life or health or if the child's parent or guardian has signed a written statement that the child is an adherent to a religious doctrine whose teachings are opposed to such tests and immunizations.

Written permission from parents or guardians allowing for the child's emergency medical care must be obtained and maintained by the director.

67.42.10.15. Medications. Medications may only be administered with the written consent of the parent or guardian and only if the consent lists the name of the medication and the date or dates the medication is to be administered. Any medication administered to a child must be documented to include the dose, name of child, time and date administered, and signature of the person administering the medication. This written documentation shall be available to the child's parent or guardian and must be kept for six months following the administration of the medication. Medications must be kept in their original container with the original label. The label for prescription medications must contain legible directions for use, the expiration date, the child's name, and the physician's name. Medication requiring refrigeration must be placed in another nonabsorbent container and labeled "medications."

NUTRITION POLICIES:

67.42.10.13. Nutrition requirements. If a child is at the program during the program's regular meal time, the program shall offer the child a meal which consists of a variety of foods and supplies at least one-third of the child's daily nutritional needs. Nutritious midmorning, midafternoon, and evening snacks must be served between meals. Breakfast may be substituted for the midmorning snack. A program preparing food must meet the food service requirements contained in chapter 67.42.11. A program may serve food prepared in another facility if that facility complies with the food service requirements of chapter 67.42.11 and a copy of that facility's current food service license issued by the Department of Health is kept on file.

The program must post a weekly menu which indicates the meals to be served that week. The program must record on the weekly menu the food actually served. Each weekly menu must be retained for inspection for six months after the week for which it was prepared.

Meals and snacks which are prepared by the child's parents and served by the program must be stored according to 67.42.11.17 until consumed and disposed of.

TRANSPORTATION:

67.42.16.15. Transportation. A vehicle used for transportation may not carry more people than its stated passenger capacity. Except when transporting children to and from school, the required staff-child ratio must be maintained when children are in transport. Children must be secured in proper safety seats while in transport.

EVACUATION PLANS:

67.42.10.18. Fire and life safety. A licensed day care center shall comply with the construction and fire safety requirements in chapter 61.15.05. The Department of Public Safety, the city fire inspection authority, or the city health inspection authority shall inspect the center before an initial license is issued and each year thereafter. Before an initial license is issued, the center shall provide to the department a copy of the inspection results. The inspection results must indicate compliance with the fire and life safety requirements. Each year thereafter, the center shall provide to the department a copy of the inspection results indicating compliance with the fire and life safety requirements.

Fire drills are required at least four times a year. The program shall conduct one tornado drill at the beginning of each summer. The program shall document completion of fire and tornado drills.

The Program must have written emergency evacuation plans posted, All staff members must be aware of exits and methods to be used in the event of flood, fire, strong winds, or other emergencies.

DISCIPLINE POLICIES:

67.42.10.11. Standards for discipline. Each program shall have a written policy on the discipline techniques to be used for a child in care. Discipline techniques used must offer clear-cut limits with positive guidance and direction to help a child to develop self-control and respect for the rights of others. Discipline techniques must be appropriate to the child's age and developmental level. Separation, when used as discipline, must be within sight or hearing range of a staff member responsible for caring for children. Discipline may not be delegated to older children or peers. Use of humiliating or frightening punishment such as the following are prohibited:

- (1) Spanking, hitting, pinching, biting, shaking, or inflicting any other usually physical punishment.
- (2) Verbal abuse, threats, or derogatory remarks about self or family.
- (3) Restriction of movement or confinement. A child may not be isolated in a locked room or closet.
- (4) Punishment for lapses in toilet training.
- (5) Withholding or forcing of meals, snacks, or naps to correct behavior; and
- (6) Use o

Of substances such as soap, pepper, or hot pepper sauce for punishment of undesirable behaviors.

RESPONSIBILITY TO REPORT AND PROCEDURES FOR REPORTING:

67.42.10.22. Staff responsibility for reporting suspected in-house incidents of child abuse or neglect.

The program shall require each staff member to read and sign a statement which defines child abuse and neglect and outlines the staff member's responsibility to report all incidents of child abuse or neglect according to state law. Each staff member shall, in addition to complying with SDCL 26-8A-3 and 26-8A-8, report any incident of child abuse or neglect to the director, the proprietor, or a designee. The director, proprietor, or designee shall immediately report any suspected or alleged in-house incident of child abuse or neglect to the department, police, sheriff, or state's attorney and cooperate fully in the investigation or any incident.

CENTER PROCEDURE FOR HANDLING SUSPECTED IN-HOUSE INCIDENTS OF CHILD ABUSE/NEGLECT:

67.42.16.23 Center procedures for handling suspected in-house child abuse. The center shall have written procedures for handling suspected in-house child abuse. The procedures shall include at least the following:

- (1) A procedure for ensuring that the alleged incident could not recur while awaiting the official investigation by the department or law enforcement ; and**
- (2) A procedure for evaluating the continued employability of any staff member determined to be involved in an incident of child abuse.**

REPORTING CHANGES IN CIRCUMSTANCES:

67.42.16.09. Reporting incidents or changes in circumstances. The provider shall report a change in circumstances that may affect the provider's ability to comply with the requirements of the provider's license or registration certificate or ability to provide adequate care. A change in circumstances includes items such as a change of address, a change in household size, a change in the household composition, a change in the condition of the facility or home, or involvement with the Division of Child Protection Services or law enforcement concerning allegations of child abuse or neglect. The report must be made to the provider's licensing worker or agency within 24 hours after the change in circumstances occurs.

The provider shall immediately report all incidents of suspected child abuse or neglect either to the department or to law enforcement officials.

A facility shall notify the department within 24 hours after the occurrence of an unusual incident such as fire or serious injury to a child or serious illness that results in the hospitalization of the child or the death of a child while the child is in care.

PERSONAL POLICIES AND STAFF QUALIFICATIONS:

67.42.10.02. Qualifications for director or proprietor. The director or proprietor of a day care program must be at least 18 years of age.

The director shall demonstrate the ability to provide care for children that attends to the child's physical growth and development and to the physical, emotional, cognitive, and social needs of the child.

67.42.10.02.01. Qualifications for individual responsible for program planning and staff supervision.

The individual responsible for planning and implementing the program of the day care center and for supervising staff must be at least 18 years of age, may not have on record a substantial report of child abuse or neglect, and must meet one of the following requirements.

- (1) Have a bachelor's degree in the field of education or human development and at least two years of experience in a child care setting;
- (2) Have a bachelor's degree in elementary education and at least two years of experience in a child care setting;
- (3) Have a bachelor's degree in the field of early childhood education;
- (4) Have a bachelor's degree in the field of early childhood education;
- (5) Have an associate of arts degree in the field of early childhood development;
- (6) Be certified as a child development associate;
- (7) Have a prekindergarten teaching endorsement;
- (8) Hold certification in a Montessori teacher training program and have at least one year of experience in Montessori school or child care setting; or
- (9) Have a child development technician diploma.

The department may waive the requirements of this section if an individual met the requirements of this section before September 29, 2004

67.42.10.05. Qualifications of staff members. A child care worker must be at least 18 years old and must work under the supervision of an individual who meets the requirements of 67.42.10.02.01. A child care worker may be included in the staff-child ratio.

A secondary child care worker must be at least 14 years old and may be counted in the staff-child ratio only when under the direct and constant supervision of a teacher, the center director, or a child care worker and when there are at least two adults present in the center. A secondary child care worker may not be left alone with children in care.

The provisions of 67.42.10.06 and 67.42.10.09 apply to child care workers, secondary child care workers, and support staff such as cooks, bus drivers, and others who have contact with children.

The provisions of 67.42.10.09 apply to auxiliary staff, which includes those individuals such as cooks, janitors, and secretaries who provide assistance with the operation of the program but do not have direct contact with children in care.

A volunteer filling any of these positions must meet the applicable requirements.

67.42.10.09. Staff records and hiring requirements. A program shall maintain a record on each staff member. The record must include the staff member's name, age, address, telephone number, education and work experience, in-service and orientation training, hours of work, and dates of employment and separation. The program shall make the personnel records available for verification on the contents.

The program shall retain personnel records for six months after the staff member's employment ends.

Before hiring an individual, the program shall contact at least three references which may include the individual's former employers. The contacts must relate to the individual's character and competence. The references may not be related to the prospective staff member and must be individuals who have known the prospective staff member prior to the time of application. References must be in the form of a documental conversation or written letter and must be on record before hiring the individual.

Before hiring an individual to work at the center, the center shall comply with the screening requirements of 67.42.16.04 and 67.42.16.05.

67.42.10.06. Staff development and training. Each program must have and implement a written training plan. Each staff member for a day care center shall participate in 20 hours of training annually. Training must be obtained in the following areas:

- (1) Child growth and development;
- (2) Detecting and reporting child abuse and neglect;
- (3) Guidance and behavior management;
- (4) Food handling techniques;
- (5) Identification and prevention of communicable diseases;
- (6) Program health and safety;
- (7) Nutrition for children;
- (8) Program management and regulation;
- (9) Communication and relations with staff;
- (10) Cultural diversity;
- (11) Learning environments;
- (12) Age-appropriate activities and planning;
- (13) Professionalism;
- (14) Partnerships with parents;
- (15) Inclusion of all children; and
- (16) Basic first aid.

Instruction provided to staff members or volunteers while performing their job may not be used to meet the requirements of this rule.

The number of training hours required of staff who are not full-time employees must be proportionate to the number of hours worked.

Before an initial license is issued, the director or a designated staff person shall complete at least one hour of class instruction of basic first aid. In addition, if not already certified, the director shall be certified in infant-child cardio-resuscitation (CPR) through an entity that provides hands-on skills testing as part of the training. Within the first year of employment, each staff person shall complete and become certified in infant-child CPR. Each staff person shall maintain a valid certification in CPR at all times.

67.42.19.06.01. Staff orientation. The program must have and implement a written plan for orientation training. The plan must provide for staff orientation in at least the following areas:

- (1) Planning developmentally appropriate activities for children;
- (2) Supervision and guidance techniques;
- (3) Handwashing and sanitation techniques to reduce the spread of diseases and infection;
- (4) Meeting the nutritional needs of children;
- (5) Meeting the special health care needs of children;
- (6) Emergency response procedures;
- (7) Reporting suspected cases of child abuse and neglect;
- (8) Facility policies; and
- (9) Regulations governing center operations.

Orientation must be completed either before the staff member or volunteer may have unsupervised contact with children in care or within 30 days after beginning work with child, whichever occurs first. Documentation of the completed orientation must be kept in the staff member's or volunteer's personnel file.

Orientation training may count toward one hour of the required annual training for each staff person during the person's first year of employment.

67.42.10.07. Staff-child ratio. A program must maintain the following ratio for staff and children present:

- (1) For children up to three years of age, one staff person to every five children, or fraction thereof;

(2) For children three to six years of age, one staff person to every ten children, or a fraction thereof;

(3) For children age six years or age or older, one staff person to every fifteen children, or fraction thereof.

The staff-child ratio of mixed-age groups must meet the requirements of the age grouping that comprises the majority of the children except when children under three years of age are present. When three or more children under the age of three years are present in the mixed-age group, the staff-child ratio for children under three years of age must be maintained.

There may be no more than 20 children in an activity grouping.

There must be a list of adults who would be available within 15 minutes of the facility in case of an emergency. This list must be posted next to the center's telephone and must include the adult's telephone numbers. Children of staff members who are also in care or are supervised at the facility must be included in determining group size and the staff-child ratio.

67.42.10.09. Staff records and hiring requirements. A program shall maintain a record on each staff member, The record must include the staff member's name, age, address, telephone number, education and work experience, in-service and orientation training, hours of work, and dates of employment and separation. The program shall make the personnel records available to the department for verification of the contents. The program shall retain personnel records for six months after the staff member's employment ends.

Before hiring an individual, the program shall contact at least three references which may include the individual's former employers. The contacts must relate to the individual's character and competence. The references may not be related to the prospective staff member and must be individuals who have known the prospective staff member prior to the time of application. References must be in the form of a documented conversation or written letter and must be on record before hiring the individual.

Before hiring an individual to work at the center, the center shall comply with the screening requirements of 67.42.16.05.

67.42.16.04. Criminal record check. For family day care, day care programs, and before and after school programs, the department shall review the provider's records to ensure that the criminal records are being secured for staff in order to detect convictions for any of the following:

- (1) A crime that would indicate harmful behavior towards children;
- (2) A crime of violence as defined by SDCL 22 1-2 or a similar statute from another state;
- (3) A sex crime pursuant to SDCL chapters 22-22 or 22-24A or SDCL 22-22A-3 or similar statutes from another state; or
- (4) Within the preceding five years, a conviction of any other felony.

67.42.16.05. Screening for substantial reports of abuse and neglect. The department shall screen a provider applicant, family members, and other household members who are at least ten years old, an employee of the facility, an employee applicant, a volunteer, and a volunteer applicant to determine whether the individual has been involved in any substantiated incidents of child abuse or neglect. Substantiated reports of child abuse or neglect include reports placed into the department's central registry under 67.14.39.03, reports placed on the ventral registry of another state, and reports that were investigated and substantiated by a tribal program.

If the screening locates an individual's name on the department's central registry and the individual has not already been given due process on the substantiation, the department shall notify the individual in writing that the individual may request a hearing to refute the accuracy of the information found.

If the screening locates an individual's name on the central registry of another state, it is the individual's responsibility to contact the other state to access the process for removal of the individual's name from that state's central registry. If the other state has such a process and removes the individual's name its central registry, the individual shall request the other state to submit documentation to the department verifying the removal of the individual's name from its central registry.

If the screening locates a report that was substantiated by a tribal program, it is the individual's responsibility to contact the tribal program to access the process for removal of his or her name from the record of the report. If the tribal program has such a process and removes the individual's name from the record of the report, the individual shall request the tribal program to submit documentation to the department verifying the removal of the individual's name from the record.

67.42.10.25. Staff person trained in first aid and CPR must be on site during hours of operation. During the hours the facility is in operation, there must be at least one staff person on site who is trained in both first aid and infant-child cardio-pulmonary resuscitation (CPR).