



JOHN PAUL II ACADEMY

2025-2026

Parent/Student Handbook

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Policy 5101 The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

WELCOME TO JOHN PAUL II ACADEMY

Mission Statement

At John Paul II Academy:

- We BELIEVE our Catholic faith teaches us to respect and value God's creation.
- We GROW the whole child, spiritually, academically, emotionally, and socially in the likeness of Jesus.
- We ACHIEVE academic success by acknowledging each student's unique, God-given gifts.

(revised 6/2025)

Siena Catholic Schools of Racine ignites a spirit of excellence in faith, knowledge, and service, inspiring students to be who God created them to be.

Philosophy

John Paul II Academy is a Catholic school providing a faith-based education that embraces the teachings of the Gospel in order to develop the whole child.

We exist in partnership with Siena Catholic Schools of Racine, the parents, parishes and the community to meet the needs of each individual student.

We will help each student develop life skills for cooperation with and involvement in the community based on respect for God, one's self, and society.

Educational Goals

- We establish a culture of respect and kindness toward each other and the greater community in the likeness of Jesus. Students will feel like they are an important part of our school community.
- We develop and maintain a rigorous academic program meeting the needs of all students.
- We foster and encourage a Christ-centered culture through liturgy, prayer, and religious instruction.

(revised 6/2025)

Contact Information

John Paul II Academy	Address: 2023 Northwestern Avenue Racine, WI 53404 Phone: 262-637-2012 Website: https://www.johnpaulacademy.org
Sacred Heart Parish	Address: 2201 Northwestern Avenue Racine, WI 53404 Phone: 262-634-5526 Website: https://sacredheartracine.com
Siena Catholic Schools of Racine	Address: 245 Main Street 4th floor Racine, WI. 53403 Phone: 262-800-1111 Website: www.sienacatholicschools.org

2025-2026 Faculty

Up to date faculty information is found on our school website.

Principal	Dr. Renee Manikham	rmanikham@sienacatholicschools.org
Administrative Assistant	Ms. Grace Lunceford	glunceford@sienacatholicschools.org
Counselor	Mrs. Kate Fajardo	kfajardo@sienacatholicschools.org
Learning Support Coordinator	Mrs. Mary Koll	mkoll@sienacatholicschools.org
Maintenance	Mr. Geoff LaCanne	glacanne@sienacatholicschools.org

4K Teacher	Ms. Virginia Peterson	vpeterson@sienacatholicschools.org
5K Teacher	Ms. Caitlin Clarey	cclarey@sienacatholicschools.org
Grade 1 Teacher	Ms. Emily Engevold	eengevold@sienacatholicschools.org
Grade 2 Teacher	Mrs. Margaret Steffan	msteffan@sienacatholicschools.org
Grade 3 Teacher	Mrs. Theresa Manke	tmanke@sienacatholicschools.org
Grade 4 Teacher	Ms. Elizabeth Williams	ewilliams@sienacatholicschools.org
Grade 5 Teacher	Mrs. Allison Hapeman	ahapeman@sienacatholicschools.org
Middle School Math & Science Grade 6 Homeroom	Ms. Megan George	mgeorge@sienacatholicschools.org
Middle School ELA Grade 7 Homeroom	Mr. Taylor Zinser	tzinser@sienacatholicschools.org
Middle School Social Studies and Religion Grade 8 Homeroom	Mrs. Colleen Knapp	cknapp@sienacatholicschools.org
Art	Mrs. Brianna Doyle	bdoyle@sienacatholicschools.org
Physical Education	Mr. Tim Hanson	thanson@sienacatholicschools.org
Music		
Educational Assistant	Ms. Alejandra Diaz	adiaz@sienacatholicschools.org
Educational Assistant	Ms. Rebecca Pulda	rpulda@sienacatholicschools.org
Educational Assistant/Before School Care	Mrs. Amy Wolf	awolf@@sienacatholicschools.org
After School Care	Mrs. Oktaviia Lorentso	olorentso@sienacatholicschools.org
After School Care	Ms. Gina Davis	gdavis@sienacatholicschools.org
Spanish	Senora Valeska Anderson	vanderson@sienacatholicschools.org
Title 1	Ms. Vanessa Schmoll	vanessa.schmoll@rusd.org
Title 1	Ms. Susan Verwey	susan.verwey@rusd.org
Lunch		
Lunch		

Siena School Leadership

Dr. Sue Savaglio-Jarvis, President	ssavagliojarvis@sienacatholicschools.org Phone: 262-800-1111
Dr. Trudy Giasi, Chief Academic Officer	tgiasi@sienacatholicschools.org
Mr. David Adrian, Controller	dadrian@sienacatholicschools.org

Mrs. Kimberly Gardner, Chief Advancement Officer	kgardner@sienacatholicschools.org
Mr. Kurt Kayser, Chief Operations Officer	kkayser@sienacatholicschools.org
Mr. Dan Rodgers, Senior IT Manager	drodgers@sienacatholicschools.org

Siena Catholic Schools Board of Directors can be found on the Siena Catholic Schools website.

Accreditation: Policy 6181

John Paul II Academy is accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA). In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools* (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals. John Paul II Academy was last accredited in the 2023-2024 school year. We will begin our next self-study in 2029-2030.

Continuous School Improvement

The staff at John Paul II Academy uses Academic, Culture, and Faith Formation data to set building wide annual goals. Throughout the year the goals are measured and adjusted to continue growth. The administrators throughout Siena Catholic Schools of Racine meet monthly to align our school goals to the Siena wide goals.

Long term system wide goals are set and monitored through our annual accreditation cycles with the Archdiocese of Milwaukee.

School Governance: Policy 2103.2

John Paul II Academy is a part of Siena Catholic Schools of Racine, therefore falling under a Separately Incorporated School. Siena Catholic Schools of Racine unites the area's six Catholic elementary schools (John Paul II Academy, Our Lady of Grace Academy, St. Joseph, St. Lucy, St. Rita, St. Sebastian) and one high school (St. Catherine's) in a regional model of Catholic education intended to preserve the individual identity, history and uniqueness of each school while maximizing the impact of collective strength.

A new Separately Incorporated School is formed when two or more schools form a new legal corporate entity. This new Corporation may sponsor one school or a network of schools. Archdiocesan-sponsored high schools are also Separately Incorporated Schools. The Archbishop of Milwaukee should be the sole corporate member of the Corporation.

A Separately Incorporated School is governed by a board of limited jurisdiction. This board shall be either a single-tier board of directors or a two-tier model with a board of trustees and a board of directors. The specific powers and responsibilities of each board shall be defined by the articles of incorporation and bylaws of the entity.

The Board of Trustees is composed of the pastors/parish directors of the parishes that support the network/school.

The Board of Directors is composed of qualified community members with the necessary skills to manage the affairs of the Corporation, including its property and assets. The Board of Directors shall carry out the aims and purposes of the Corporation in compliance with the Corporation's Articles of Incorporation and Bylaws.

The Board of Trustees and Board of Directors are subject to the policies of the archdiocese.

All Separately Incorporated Schools shall have articles of incorporation and bylaws approved by and on file with the archdiocese. The bylaws shall be of uniform language as of 7/1/2022.

The Corporation's Chief Administrator (president or principal) is accountable to his/her Board of Directors and the Archbishop of Milwaukee.

The President of Siena Catholic Schools is the chief administrator of the school. The Chief Academic Officer serves as the delegate of the President in most school operational activities. The specific direction of the school is delegated to the Principal, who reports to the Chief Academic Officer.

Parish Structure in the Archdiocese: Policy 2100

All parishes in the Archdiocese of Milwaukee are incorporated under Wisc. Stat. Sec. 187.01(2) as separate corporations. The Board of Directors of the parish corporation administers all temporal matters affected by civil or Canon law. The Board

of Directors includes the Archbishop as President, the Vicar General of the archdiocese as a member, the pastor/priest administrator as Vice-President, and two elected lay members of the congregation, the trustee-treasurer and the trustee-secretary. Men and women serving as trustees are called to a ministry of administration. The specific roles of trustees, their relationship to the parish council, their spiritual formation, and other related issues are developed fully in the Parish Trustee Manual.

Archdiocesan Office of Schools: Policy 2110

The Superintendent is responsible to the archbishop or his delegate for the administration of the educational programs in Catholic schools, under the jurisdiction of the Office for Schools, applicable state laws, and the policies of the archdiocese. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies.

Staff members of the Office for Schools, under the authority of the Superintendent, assist Catholic schools and parishes of the archdiocese in designing, implementing, and evaluating quality programs.

The staff provides administrative, consultative, and supportive services and programs in the areas of personnel, curriculum, instruction and assessment, planning, accreditation, technology, program development, student services, and evaluation.

Endowment

Charitable giving ensures that we can continue providing the best Catholic education we can deliver. If you are moved to make a gift to our school or you want to support Siena Catholic Schools of Racine, please contact our development office by phone at 262-833-5511. You can also make a gift anytime on our website under "Support Us."

DAILY ROUTINES

School Calendar

Find the 2025-2026 Siena Calendar [here](#).
Find the 2025-2026 John Paul II Academy Event Calendar [here](#).

Hours of the School Day: Policy 6112

Schools will provide class schedules that will most effectively serve the essential components of instruction within that school; namely, the needs of students, the school's philosophy and goals, and the programs that flow from these.

Each school shall annually schedule at least 1,050 hours of direct pupil instruction in grades K5 through 6, and at least 1,137 hours of direct pupil instruction in grades 7 to 12. Schools with grades 7 and above are expected to have 1,137 hours of instruction for all pupils in grade K5 and above. Scheduled hours include a maximum of 30 minutes of recess and time for pupils to transfer between classes but do not include the lunch period. Wis. § 120.12 (15)

At John Paul II Academy our school day hours are from 7:10 am to 2:25 pm. Students are supervised by school staff during these hours. We do not accept liability for students who are on the grounds before 7:10 or after 2:30 unless they are in our BASC programs. Any student not picked up by 2:30 will be taken to after care and it is the responsibility of the families to pay any fees in connection with that supervision.

6:30-7:10 am	Before School Care (fee)
7:10 am	First Bell/Drop off begins
7:25 am	Second Bell/School Day begins
10:30 -11:10 am	4K-2 Lunch/Recess block
10:50-11:30 am	3-5 Lunch/Recess block
11:10-11:50 am	6-8 Lunch/Recess block
2:25 pm	Dismissal
2:30 pm	Students taken to After Care if not picked up
2:30-5:30 pm	After School Care (fee)

School office hours 7:00 am - 3:00 pm.

Before and After School Care (BASC)

The primary goal at the John Paul II Academy Before and After School Center is to address and serve the needs of the working parents of our school children. The BASC does this by providing a safe and secure setting conducive to the development of the whole child. The BASC is open Monday through Friday from 6:30 a.m. to 7:10 a.m. and again from 2:30 p.m. to 6:00 p.m.

BASC handbooks are available upon request and contain additional information, including applicable fee rates. Failure to comply with rules and regulations as well as failure to pay may result in this program being taken away from your family. All families must pay for BASC. This is not a free program.

Drop Off and Pick Up

When dropping off and picking up your children, please consider the safety of other students. Please become familiar with the traffic patterns described below.

(revised 6/2025)

Drop Off

- All traffic should enter from Westwood Drive only.
- Drive south along the far end of the parking lot past the playground. Turn east on the right side of the parking lot along the fence. Proceed to the 2 drop off lanes.
- The lower line is for a quick drop off:
 - students should be able to exit the car on their own
 - no adults should be exiting the car
- The upper line is for students needing assistance:
 - parents may open car doors or unbuckle car seats
 - parents may drop off items with staff members here
- Pull all the way up to the white line or the car in front of you.
- All cars parallel with the school should have students exiting.
- Students should exit from the passenger side doors. If this is not possible, have the students walk in front of your vehicle.
- Cars should exit from Northwestern Ave. The lane on the left will make a left hand turn, the lane on the right will make a right hand turn onto.

Pick Up

- All traffic should enter from Westwood Drive only.
- Front-end parking only.
- Backing-up in the parking lot is not permitted at any time.
- Park in every other row.
- Follow common courtesy by going every other car.
- Do not park in the front row.
- For those who will be at school for a while during pick-up, please park in the back so you will not block someone from pulling forward.
- Children will be lined up with their class according to grade.
- Parents will need to acknowledge each student's teacher when taking their child from the line.
- People picking up your children must be on the emergency form or parents will be called. ID may be requested to confirm who the person is.
- Traffic should exit Northwestern Ave. The lane on the left will make a left hand turn, the lane on the right will make a right hand turn.

Parking Lot Etiquette

- Allow yourself enough time.
- PATIENCE is needed. No beeping, swearing, gesturing at others.
- NO PASSING OR CUTTING EACH OTHER OFF.
- No parking on the side of the school or by the priest's garage.
- Focus on the safety of the kids.

Birthdays

Students are permitted to dress down on their birthday as long as that day does not fall on a Mass or Holy Day. If this should occur, a student may dress down on the following school day. Students are still required to follow the dress code

for out of uniform days. The class will celebrate in special ways but no outside treats will be allowed in school. Balloons, flowers and other birthday paraphernalia are not permitted as they disrupt the learning environment. If your child wishes to distribute birthday party invitations, they must invite the whole class.

ADMISSIONS

John Paul II Academy is a 4K through grade 8 school in the heart of Racine.

Class Size: Policy 6151

To ensure quality learning in the classroom, Siena Catholic Schools of Racine abides by the following class sizes.

4K	22
5K-2	24
3-6	26
7-8	30

Admissions: Policy 5110

John Paul II Academy respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the Catholic Church. John Paul II Academy offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have John Paul II Academy assist them in their parental role as primary educators of their children.

- The principal is the final authority on the admission of a student into John Paul II Academy. This decision is not subject to appeal.
- All students successfully enrolled in a Catholic school are expected to be full time students, i.e. in attendance every day and participating in every course of study the school offers.
 - Schools that offer 3K and 4K Kindergarten may offer days / hours that are less than full time for an individual student. These students are counted toward a school's official enrollment.
 - Schools that wish to offer enrollment options to students in grades 5K – 12 that are less than full time, such as part-time students or Homeschool partnerships, must have the approval of the Office for Schools. Students who are enrolled less than full time in grades 5K – 12 are not eligible to be counted toward a school's official enrollment.
- All students are on probation during the first calendar year of their attendance at John Paul II Academy. John Paul II Academy reviews previous academic, behavior, and attendance records. During the first calendar year probationary period, the school shall determine through this process whether or not it can meet the needs of the students. The principal shall make the final decision regarding the continued enrollment of the student. This decision is not subject to appeal. Notification of the probationary period, and the process to determine continued enrollment beyond the first calendar year, shall be placed in the student/parent handbook.
- All students are subject to the policies and procedures of John Paul II Academy.
- Students who enter the Catholic school from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.
- In the admission of students to elementary schools, priority consideration shall be given to these criteria in the following order:
 - To all children currently enrolled
 - To children of families with siblings currently enrolled in school
- John Paul II Academy participates in the Racine Parental Choice Program and must adhere to the admissions policies and procedures of the program.
- In the development of preferential options for the poor, schools should have financial assistance programs available for students from low-income families.
-
- All schools shall continue and, where needed, intensify their efforts to enroll students to achieve racial integration and cultural plurality while maintaining the Catholic character of the school.

Transfer Students

All prospective transfer and re-admit students are subject to a review by the Principal. The review can include, but not limited to: a review of academic, attendance, and behavioral records from prior school(s), testing results, or any other materials relevant for admission. If circumstances exist that would significantly prevent the student from being successful at John Paul II Academy, admission can be denied.

If previous academic, attendance or behavioral records warrant such an action, a student may be enrolled on conditional terms. These will be determined by the principal. A meeting will occur with the principal and the parents to discuss the terms.

Racine Parental Choice Program

Open Enrollment for the Racine Parental Choice Program begins the first Monday in February each year. Enrollment periods run the 1st through the 20th of each month. Once the Racine Parental Choice Program application is complete families must complete the enrollment process through Siena's Admissions Offices.

Tuition and Fees: Policy 3240.1

Every school must have a tuition/enrollment contract that specifies tuition, fees, and other terms and conditions for student enrollment and parent/guardian involvement. The contract must identify if and when tuition and other fees are nonrefundable. The Siena Admissions Office can answer any questions regarding individual tuition fees.

Enrollment Requirements

All students wishing to attend a Siena Catholic School are required to complete the following for consideration, depending on grade level:

- Online enrollment application
- Report card for the current and prior school year
- Teacher recommendation form.
- Birth Certificate
- Immunization Record
- Baptismal record (if applicable)
- Online Racine Parental Choice Application or tuition contract

Students who enter the Catholic school from a home-school program shall be placed in a grade level following the receipt of their authorized grade reports.

Students with expulsions will not be admitted to John Paul II Academy.

Immunization Requirements

HSS 144.05 Waiver for Reason of Religious or Personal Conviction: Immunization requirements shall be waived by the department upon presentation of a signed statement by the parent or guardian of a minor student or by the adult student which declares an objection to immunization on religious or personal conviction grounds. Written evidence of any required immunization which the student has previously received shall be submitted to the school with the waiver form.

HSS 144.07 Responsibilities of Schools and Day Care Centers:

- The school shall notify any adult student and the parent of any minor student who has not submitted either written evidence of immunization or a waiver form within 25 school days of being admitted. Notification shall include instructions for complying with the s. 140.05(16), Stats., including a list of missing immunizations, the availability of waivers for reasons of health, religion or personal conviction, and an explanation of the penalty for noncompliance.
- For any student who has received the first dose of each immunization required for that student's age or grade under s. HSS 144.03, but who has not received all of the required doses the school shall obtain written evidence that the student has received the required subsequent doses of immunization as they are administered, but no later than the deadlines described in HSS 144.03.
- Should any minor student for whom a waiver form is not filed fail to comply with the immunization requirements described in s. HSS 144.03, the school shall, within 10 school days of that failure to comply, notify the district attorney in writing including the student's name and the name and address of the student's parent and request the district attorney to seek a court order under ch. 48, Stats. The school shall keep the district attorney apprised of the subsequent compliance of any of the students initially reported to the district attorney (Regulation 5141.31(d)).
- The school shall report to the local public health agency:

- The degree of compliance with s. 140.05(16), Stats by student in that school; and
- The name and immunization history of any incompletely immunized student including those students with waivers and those students in the process of being immunized.
- These reports shall be in a format prescribed by the department and shall be made by schools within 40 school days after the beginning of the term. Updated reports shall be filed within 10 school days after the deadlines listed in s. HSS 144.03.

Nondiscriminatory Admission: Policy 5110.1

In accordance with federal law, schools and parishes shall be nondiscriminatory in the admission of students. Therefore, the governing body of each parish/school shall adopt a nondiscriminatory policy on the basis of race, color, national origin, ethnicity, sex, or disability in the admission of its students. The parish/school shall include a nondiscrimination statement in all handbooks and promotional materials.

Age Requirements: Policy 5111 and 5111.1

Upon admission to kindergarten or grade 1, parents must provide verification of the child's age. This can be done through a birth certificate, passport, or other document that the school has indicated as acceptable. Note: Wisconsin law prohibits a school from photocopying a birth certificate or keeping a copy of a birth certificate in a student's file. A school staff member may view a birth certificate to verify and record the child's date of birth on a school admission form.

- No child may be admitted to 4-year-old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 5-year-old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply.
- Children entering 4K, 5K, and 1st grade are required to meet the immunization requirements of the state or have a signed parent health waiver on file.

John Paul II Academy participates in the Racine Parental Choice Program and must adhere to the admissions policies and procedures of the program, therefore we may not admit under-age students to kindergarten or first grade.

Children with Exceptional Educational Needs: Policy 6164.3

Catholic schools/parishes in the archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school's Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodation the school will provide to a student with special learning needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodation.

The final decision for admission, instruction, and retention of any student rests with the principal. Administrators will consider the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodation.

It is our intention at John Paul II Academy to provide a quality education to all students in our learning community. Therefore, the academic staff review the learning needs of the students and determine if the resources we can provide will ensure the best learning environment for each child. Families will be informed on what accommodations we can make and what we can not provide. The final decision for admission, instruction, and retention of any student rests with the principal. Administrators will give careful consideration to the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

Student Records: Policy 5125

John Paul II Academy follows the policy of the Archdiocese of Milwaukee in regard to the confidentiality of student records. The school is responsible for keeping educational records for each student, which will reflect the inter-relationships of the physical, emotional, social, and intellectual aspects of the student's development.

Cumulative records shall be maintained for each student in the school. Upon the student's admittance into the school, the school record is begun and the student's history throughout the school system is recorded upon it.

Information about students should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parents or guardians of minor students, will be shown to them in the presence of a professional qualified to explain and interpret the records.

Schools will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility.

An adult student and parents or guardians of minor students may have full access to, and the right to challenge, the accuracy of data collected. If parents or guardians disagree with something contained in the student record, they may add a written statement of disagreement to the file. No one but school personnel, adult students, and parents or guardians of minor students should have access to student data without a subpoena or written permission of the parents (Policy 5125).

There is no distinction in Wisconsin law between custodial or non-custodial parents. Unless there is a specific provision in the divorce decree to the contrary, both custodial and non-custodial parents should have access to student records of their minor students (Regulation 5125.1)

Transfer/Withdrawals: Policy 5119

A pupil transferring to a given school presents the most recent student evaluation form (report card) as evidence of achievement in the school last attended. When the transfer is not due to a change of address, the principal enrolls the student temporarily while contacting the former school for the reasons for the transfer. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled.

The receiving school requests that all of the student's cumulative and confidential records be sent from the former school. Records are mailed directly to the school in which the student is newly enrolled. Parental, guardian, or adult student written authorization for the transfer of records is not required for the records to be released and sent to the new school in which the student is enrolling.

A school may not withhold the transfer of records to the new school due to failure to fulfill financial commitments at the school last attended.

Unless there are compelling reasons for not doing so, this record transfer should take place within five (5) days of receiving the request.

Non-Catholic Students in Catholic Educational Programs: Policy 5110.2

Families of students should be welcomed to the school and upon inquiry should receive information about the Catholic faith. This should also be true of students. If there is a request for entrance into the Catholic community, this should be facilitated through the respective parish.

At the time of application, parents should be advised of the school's expectations and policies regarding involvement of students in religious education and formation activities including sacramental liturgical celebrations. With appropriate sensitivity to and respect for the religious beliefs and traditions of the non-Catholic parents, the school and parish will encourage and invite their participation in religious education and formation activities both within the school and within their own faith communities.

Rights and Responsibilities of Parents: Policy 1312

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support John Paul II Academy's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in John Paul II Academy's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school

staff, students, or other school families. Families are not permitted to address an issue with a student or parent other than their own child.

Parents who do not support and adhere to the policies and procedures outlined in John Paul II Academy's handbook may receive a corrective action, this may include the termination of their child's/children's enrollment.

OFFICE PROCEDURES

Family Communication

The staff at John Paul II Academy communicate regularly with families in a variety of ways. Consistent communication between families and staff set unified goals for the education of our students.

(revised 6/2025)

Class Dojo

Class Dojo is an app that can be downloaded on your phone or accessed digitally. Families will receive a code from the teacher at the beginning of the year to sign up for the teacher's class. John Paul II Academy expects 100% participation with class dojo as this is our first form of communication. Once you set up your account you can set the language you would like your messages to appear in. You can expect the following through dojo:

- Whole school reminders about upcoming events
- Whole school pictures from events
- Classroom communication from your teacher
- Classroom pictures from your teacher
- Class specific announcements from other staff members
- Messages to small groups regarding a club or sport
- Individual conversations with a staff member (they are not required to respond beyond their scheduled hours 7:00-3:00)

Weekly Newsletter

A school newsletter will be created weekly on Wednesdays and will be sent via email. The newsletter is also available on our website. The newsletter archives all past issues so you can go back to view past editions. The newsletter is the weekly hub of all upcoming information, it is important that you read through it carefully, mark down all of the dates, and look closely at the flyers provided.

Home Packets

Packets come home on an as needed basis. All of our information can be found digitally in our newsletter and on Class Dojo. Menus will be provided monthly, any paper items that need to go home that can be sent at the same time will go home then.

Phone Calls

When calling the school office the Administrative Assistant can relay a message to a student, staff member or the principal. In rare cases you may be transferred right away.

Conferences

Conferences are held on the dates designated on the school calendar. The first conferences of each school year are mandatory for all students and families. At the conferences, students and families meet with each child's teacher(s) to discuss their progress. The mid-year conference is at teacher or family request. It is mandatory if requested.

Families, teachers, or the principal may request additional conferences throughout the year as needed. Any conference must be scheduled. To do so you can dojo or email the needed staff member to set a time that works best for both of you. In rare occasions the teacher and/or principal will be available for a conference immediately. This is not an expectation and is at the discretion of that staff member. The standard response time for an appointment is one-two business days.

Auto Communication

John Paul II Academy and Siena Catholic Schools of Racine have the ability to send out an automatic voice message, text message, or email. These messages come when we need to reach a large group of individuals in a quick matter. The office staff at John Paul II Academy may use these forms of communication to reach our entire school community.

Communication of Emergencies

In the event of an emergency during the school day our first priority is keeping your children safe. At John Paul II Academy we have a very direct line of communication and how the information will get to the families. The most direct communication will be an auto message email that will come directly from the Siena Catholic Schools of Racine Offices. Teachers and other staff members on site will not be providing any communication.

Visitors: Policy 1250

We strongly urge parents and grandparents to be actively involved in the education of their children. Parents and grandparents are always welcome at school; however, we expect the educational environment to be respected.

All visitors are required to sign into the school office using our visitor management system; SchoolPass. All visitors must scan their ID into the system to gain access to our building. The machine will scan your ID, ask you additional questions regarding your visit, and generate a visitors badge that must be worn at all times while interacting with John Paul II Academy students and staff. When your visit is complete, visitors will need to sign out on the system.

Once checked in at the office the administrative assistant will direct the visitor to the location of their visit. All staff members are required to ask visitors for their visitor pass if it is not visible. Students are never allowed to let a visitor into the building.

The principal or designee has the discretion to request that a visitor leave the premises if they believe that the visitor's presence presents a danger to students, staff, or property or if that person's presence is disruptive to the operation of school or program. Law enforcement shall be called if persons refuse to comply.

A student is never released from parish/school programs to anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose.

Fees and Other Payments

All payments relating to the school should be sent to the school office. When sending payments to school, please put the check or cash in a sealed envelope with the student's name, grade, and the amount and purpose of the payment, written on the envelope. All payments will then be forwarded to the appropriate entity. Cash payments should be made in person in the school or parish office. A receipt will be provided upon request. Statements may be sent home monthly. Any financial questions can be directed to David Adrian at dadrian@sienacatholicschools.org.

Child Custody: Policy 5124.2

The parish/school shall communicate with the parents of a child in a divorce action according to the directives of the court.

- When parish/school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

UNIFORM

The school staff, with appropriate school parent input, subject to approval by the school's president or its governing board will be responsible for developing acceptable standards of dress for students for particular activities, settings or occasions, e.g., community service, classes, social events, or liturgical celebrations. They may provide guidelines that address safety, modesty, respect, or the formality of the occasion. The guidelines should take into consideration the norms of the community and the economic conditions of families.

All parents and students shall be informed of the school's acceptable standard of dress through the students' or parents' handbook or other written communication.

The principal of the school is responsible for the implementation of the school's dress code and is the final interpreter of student compliance with the dress code.

Uniform Policy

John Paul II Academy strives to create a school environment effective for learning. Along with promoting school identity, the school uniform provides guidelines that address safety, modesty, respect, and the formality of a learning environment. Students are expected to wear neat, untorn and clean clothes. See chart below for specifics.

Uniform Days:

	Acceptable	Not Acceptable
Polos	• Navy Blue or True Red • Solid or JPIIA logo • Long or short sleeved • Tucked in • All clothing visible under the polo should be solid Red, Navy Blue, Black, or White	• Maroon or white • prints or logos other than JPIIA • sleeveless • form fitting • untucked • Printed undershirts • Hooded undershirts
Sweaters/ Sweatshirts	• Navy Blue or True Red • Solid or JPIIA logo • Polo collar must be visible above the neckline	• Hoods • Prints or logos other than JPIIA
Pants	• Khaki or Navy uniform pant material • Worn at the waist	• Black • No extra pockets • No leggings or tight fitted pants • No sweat pant material • No jean material
Skirts/Jumpers	• Woodland Plaid, Navy Blue, or Khaki • Must be the length of their fingertips • Tights or leggings under should be solid Red, Navy Blue, Black, or White	• shorter than fingertip length • printed tights or leggings underneath
Shorts/Capris	• Worn April 1-October 31 • Navy Blue or Khaki • Must be the length of their fingertips	• shorter than fingertip length
Footwear	• Full shoe with closed toes and back up to the ankle • Socks must be worn daily • Bring a pair of shoes when wearing boots for the weather	• sandals, crocs, or slip on shoes • excessive heels or platforms • sockless
Jewelry	• earrings • 1 necklace tucked into collar of shirt	• dangling earrings
Make-up	• natural look • well groomed nails	• dark, over applied make-up • non skin toned pimple cover ups. • excessively long nails where the student can not function • accessories on nails • body spray or spray deodorant
Hair	• neat, clean styles • natural colors • accessories that stay in their hair	• unnatural hair colors • accessories that keep falling out

Uniform Violations:

1st violation: verbal warning & communication to parent regarding infraction

2nd violation: loss of next OOU

Additional Uniform Policies:

Game Days:

- Jersey may be worn on game day or the Friday before a weekend game
- Uniform pants

Out-of-Uniform (OOU) - May not be used on days we have Mass

- Students may dress OOU on their birthdays. If this falls on a Mass day or weekend they can choose the day before or the day after.
- SPA has an OOU fundraiser where you may purchase two coupons a month to be used on Mondays.
- STUCO sponsors several \$1.00 OOU days to raise money for activities they provide
- The school staff may assign other OOU days throughout the year. If the day is themed the theme must be followed no OOU passes accepted. Failure to follow the theme will result in loss of next OOU day.
- OOU passes are used as rewards from the principal. These may not be used on any of the STUCO sponsored OOU days or any of the themed days.
- Footwear, Jewelry, Make-up, Hair, and Length of Clothing all follow our regular uniform guidelines.
- Not Allowed: Ripped clothing, leggings, crop tops, shirts with inappropriate words or pictures
- Uniforms are always an option on OOU days.

School Staff has final discretion on any uniform decisions.

Contact the school office prior to school drop off to communicate any questions or concerns.

(revised 6/2025)

ACADEMICS

Curriculum and Textbooks

John Paul II Academy is provided with academic standards by the Archdiocese of Milwaukee and the Wisconsin Department of Public Instruction. Students in grades 4K through 8 receive instruction in all of the following curricular areas.

(revised 6/2025)

Religion

Students in grades 4K and 5k use Stories of God's Love and students 1-8 use Be My Disciples as the primary Religion Textbook Resource. All Religion teachers are practicing Catholics.

Students have an opportunity to develop their faith life through daily prayer and weekly liturgy. Liturgical preparation is done on a rotation basis by grade level. Participation as a reader, server, or gift bearer helps to involve students more actively in the liturgy. Our pastor enhances our religion program through his homilies and visits to the school. In addition to liturgies, students participate periodically in prayer services during special times of the Liturgical Calendar. John Paul II Academy students pray together each morning. Individual classrooms pray at lunch and dismissal. Students participate in Stations of the Cross, Rosary, and Reconciliation.

Education in human sexuality shall be part of the curriculum in all elementary and secondary schools and religious education programs. A specific, systematic, and discrete Family Life component must be offered in Catholic schools and parish religious education programs. The family life program must be aligned with the current Family Life Curriculum and must use resources approved by the Office for Schools and Office of Evangelization & Catechesis. The schools/religious education programs shall follow the guidelines presented in Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication, USCCB, 2008; National Directory for Catechesis, USCCB, 2005; Grade Specific Religious Education Curriculum, Archdiocese of Milwaukee, current edition; The Truth and Meaning of Human Sexuality, Pontifical Council for the Family, 1996; General Directory for Catechesis, Congregation for Clergy, 1997, and Catechism of the Catholic Church, 1994. Policy 6141.11

Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs are required to use the Circle of Grace Safe

Environment Curriculum. The curriculum is required to be taught to each grade level each year. Additional resources can be found on the Safe Environment Education web page. Policy 6141.12

All students are expected to participate in John Paul II Academy Religion Curriculum; however, non-Catholic students do not receive Sacraments. The sacraments of First Eucharist and First Reconciliation are received in grade 2. The reception of these Sacraments is parish-based, but the teacher will assist with preparation in the classroom. The ultimate responsibility of the child's readiness lies with the parents or guardians. With this in mind, parents attend evening gatherings facilitated by the Director of Religious Education.

Language Arts

Students in 5K -2 use Superkids and 4K & 3-8 use Amplify for their Reading Language Arts curriculum. We have several resources available to teachers including UFLI which provides phonics support in grades 4K-5, Heggerty which provides phonemic awareness support in grades 4K-5, IXL in grades 5K-8 which provides both individualized and standard aligned support to the students.

Our teachers have received training in the Science of Reading through Cesa 6, therefore leading to an explicit and systematic approach to literacy instruction throughout the school. Our Language Arts block is broken up into very specific chunks of time to focus explicitly on key parts of learning.

Students in grades 7 & 8 have the opportunity to attend the Discovery Project for a quarter to earn High School credit for their learning.

Mathematics

Students in 5K-8 use Envision Math. Our students are also provided with IXL both for individualized and standard aligned support. Students in grades 3-5 may receive Sylvan Learning support weekly. Students in 8th grade may be eligible to attend St. Catherine's High School daily for algebra instruction.

Social Studies

Students in 5K-8 use TCI Social Studies as their primary resource. The majority of the content is found online yet the majority of the activities are quite engaging and interactive. Students 4K-8 also have Scholastic News as a resource.

Science

Students in 6-8 use Interactive Science while 5K-5 use Mystery Science. Students in 6-8 are also a part of Project Lead the Way and engage in STEM based units throughout the school year. Mystery Science provides STEM based activities interwoven into the units of the K-5 curriculum.

Health

Grades 6-8 receive a more structured Health curriculum provided by our counselor and PE teacher. Their standards are assessed and a part of their quarterly report card. Grades 4K-5 receive instruction on the health standards from their classroom teacher however they are not assessed on their learning. Our counselor provides SEL lessons to students 4K-8 in a whole class, small group, and individual setting as needed.

Spanish

Students in grades 4K-2 receive Spanish instructions 2 times a week.

Physical Education, Art, Music

Students 4K-8 all receive 4-5 special classes a week.

Standards-Based Curriculum Instruction and Assessment: Policy 6140

The curriculum for the Archdiocese of Milwaukee adheres to appropriate, delineated standards that are aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on standards and rooted in Catholic values. (NSBECC Benchmark 7.1)

Curriculum documents are designed to:

- Prioritize standards and integrate the religious, spiritual, moral, and ethical dimensions of learning;
- Identify learning targets to guide decisions on instructional strategies, materials, and resources; and
- Articulate how students will demonstrate their learning.

The school shall provide a wide range of instructional strategies and assessment methods based on the unique needs of each student.

Alignment of curriculum, instruction, and assessment shall be documented and monitored to ensure students have the knowledge, understanding, and skills to become creative, reflective, literate, critical, and moral evaluators, problem solvers, decision makers, and socially responsible global citizens. (NSBECC Benchmark 7.3)

Homework Expectations

The term “homework” refers to an assignment to be done independently, outside of the school day. The purpose of homework is to provide students with an opportunity to practice skills and strategies they are already familiar with. Homework should not be new learning. Homework should not be at a level the students will have difficulty.

Teachers will assess homework on a formative level, meaning it will serve as a means of helping teachers understand if the students are mastering the content or need more learning. Students will be held accountable for completing homework assignments, though unless it is a part of a larger project, the assignment will not count in their final proficiency score.

Recommended homework time:

Grade Levels	Maximum Minutes
4K-5K	10 minutes
1-2	30 minutes
3-5	60 minutes
6-8	90 minutes

Making up missed assignments when absent, tardy, or leaving early is the responsibility of the student. Students will have the amount of days that they were absent to make up for their missed work. If students will be gone for a planned absence teachers may be able to have their work ready at the end of the school day. It is difficult for teachers to prepare work in advance of a student’s absence. In the event of a long term absence (more than a week) contact the school office immediately to make arrangements.

Students missing work may have to use their free times throughout the day to make up their assignments, miss extra curricular activities, or other school events. Academics are the priority.

Middle School Missing Work

Students in Middle School are monitored closely for missing assignments to keep them from falling too far behind. Students with missing work are required to use their recess time and fun Friday time to complete missing assignments. It is the responsibility of the student to have their work done, and the list of students are updated at the end of each day. Work handed in the morning may not get checked in until after the free time has happened depending on when the teacher’s prep period is that day. Students who were absent get the same amount of days to catch up on their assignments that they were gone. They are responsible to stay on top of their current work once they return.
(revised 6/2025)

Academic Honesty Policy

The Academic Honesty policy is designed to promote the academic honesty of students at John Paul II Academy and to provide students with guidelines to enrich their ethical development.

John Paul II Academy defines plagiarism as any of the following:

- Copying the words of another person without using quotation marks and proper citation.
- Paraphrasing the ideas of another person without proper citation.
- Presenting images or graphics created by another person without proper citation.

By understanding the definition of plagiarism, students can avoid instances of inadvertent plagiarism. Inadvertent plagiarism will carry the same consequences as intentional plagiarism. Consequences of plagiarism, which will be used at the discretion of the teacher and principal in whole or in part include, but are not limited to:

- A zero on the assignment
- Referral to the office
- Parent notification
- A meeting with the principal, guidance counselor and parents
- Detention
- 1-3 day home suspension

The school keeps a record of all incidents of plagiarism.

Student Academic Progress: Policy 5120

The progress of each student toward goals adopted by the school will be of central concern to the principal and staff. Student progress will be viewed comprehensively, taking into consideration all aspects of child growth: age, mental ability, personal and social needs, physical development, spiritual growth and faith development, academic achievement, and environmental factors which influence all of these dimensions.

Progress determinations will be based on the philosophical belief that recognizes the worth and dignity of each individual.

Assessment of Student Learning: Policy 5120.1

All schools should have an intentional, defined, and consistent process in place to monitor and evaluate student progress, both at the individual student level and inclusive of all students at all levels, within the current school year term and from academic year-to-year.

All students should be assessed throughout the school year term using developmentally appropriate assessment tools.

Student assessment is a comprehensive set of practices that analyze, inform, and drive student learning and should include a variety of methodologies:

- Routine, ongoing, and developmentally appropriate curriculum-based and aligned formative assessment at the classroom level toward the goal of responsive instruction for each student.
 - homework
 - small group instruction
 - observations
 - classroom practice
 - IXL study plans
- On-going developmentally appropriate curriculum-based and aligned summative assessments at the classroom level measuring student mastery of content standards and extending the practice of responsive instruction for each student.
 - unit assessments
 - unit projects
 - IXL diagnostics
 - observations and questions
 - classroom performance
- Norm-referenced assessments may be administered once per school year term or multiple times during the school year term. Student achievement is measured against a larger group of students, such as a national or local sample of students.
 - STAR progress monitoring
 - ESGI
 - Heggerty
- Criterion-referenced assessments are usually administered once per school year term. Student achievement is measured against a defined standard or criterion and not against other students' achievement.
 - Wisconsin Forward Exam and the National Assessment of Educational Progress.

To receive accreditation, all schools shall administer commercially available criterion-referenced and /or norm referenced assessments approved by the Office for Schools and/or legally required by the Parental Choice Program. These assessments should be administered to students in grades 3 through 8. Results of the testing are reported to staff, parents, students, and school representatives on an annual basis by the principal.

Students attending via the Parental Choice Program are required to take the legally required assessments in grades 3 through 8. The parents of students attending via the Parental Choice Program have the legal right to "opt out" their child from having to take the Wisconsin Forward Exam.

Schools should develop a process and criteria to identify circumstances in which a student would not participate in a required school assessment. This process should identify acceptable documentation to support the criteria and include a variety of potential alternative assessments.

Grading Practices: Policy 5121

Effective grading practices are necessary for improved teaching and learning. Schools will adopt local grading policies that will support the following guiding principles:

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards-based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents, teachers, and schools.
- Grading should support a growth mindset.
- Grading should only reflect student achievement.
- The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

The following are the primary ratings and general definitions we will use for rubrics/report cards at John Paul II Academy.

Please note: The number in parenthesis following the word descriptor corresponds to how the student's rating is reported in PowerSchool.

- Advanced (4): The student has shown understanding and application of knowledge, in multiple ways, beyond what is expected at a grade level. This level of mastery does not begin until grade 4.
- Proficient (3): The student has a sufficient understanding of the concept that is being taught. They are able to complete the assignment independently. The work they have completed successfully demonstrates current grade level standards.
- Basic (2): The student does not have a full understanding of the concept that is being taught. They are unable to complete the assignment independently.
- Minimal (1): The student does not have an understanding of the concept that is being taught. They are unable to complete the assignment independently.

Promotion and Retention: Policy 5123

All students will be considered for promotion each school year. Retention of a student is seen as a final option after considering many factors including but not limited to: age, ability, maturity, size, grade placement, peer relationships, and siblings. Attendance is not to be used as a deciding factor in retention. Parents have the final decision in the retention of their child, however, local administration has the final say for grade placement at John Paul II Academy.

Beginning in 2027 Siena will implement a 3rd to 4th grade promotion policy in compliance with requirements of 2323 Wisconsin Act 20. See the policy in its entirety [here](#).

Report Cards: Policy 5124

John Paul II Academy uses PowerSchool for our academic reporting. Teachers keep a gradebook with students' assignments checked off when they are completed. Parents are able to access the gradebook to keep track of their students' progress. Report cards are sent via email quarterly to parents. At the quarter parents can see the students' progress toward proficiency for each of the academic standards taught that quarter. It is not an expectation that each standard will be taught each quarter.

Academic Probation

Probation is a period of close academic supervision for individual students who are not performing at a satisfactory level academically. Probationary students who fail to demonstrate academic progress in subsequent grading periods will be required to participate in academic supports, e.g. after-school supports, in-school interventions, and/or summer school. Persistent resistance to making the changes that would enable the student to prosper from the instruction available may result in dismissal.

The academic probationary process begins with a letter from the administration to the parents of the student. Parents are then required to meet in person with the administration, counselor, and student to review the conditions and sign the probationary contract. Students will then be required to meet with the administration regularly and adhere to the conditions of the contract. Families are expected to support their students by holding them accountable at home for completing

homework and monitoring their student's progress toward academic goals. Academic probationary periods are closely monitored regularly.

Potential outcomes of an Academic Probationary period:

- Removal from probationary status
- Extension of the probationary period
- Dismissal from Siena Catholic Schools

Testing Programs and Services

John Paul II Academy administers a variety of standardized and progress monitoring tests throughout the school year.

- All students in grades 3-8 will be administered the Wisconsin Forward Test.
- All students in grades 5K-8 will be administered the STAR exam 3 times a year for progress monitoring.
- All multilingual learners as determined by the Home Language Survey will be given the Access Test annually.
- Students who may need additional academic support may be referred to RUSD for an evaluation to receive further academic support.
 - Students who qualify may be eligible to have a RUSD special education teacher provide support to them here at John Paul II Academy a couple days a week.

Field Trips: Policy 6153

Educational trips are a rich source of authentic learning for all students. Field trips, excursions, and community service activities are recognized as a source of worthwhile learning activities that broaden students' experiences. All students should have the opportunity to access field trips and excursions that enhance the curriculum.

Teachers are encouraged to plan educational class trips for their students.

- All field trips must have a clear educational purpose and tie to the standards of learning.
- All field trips are to have initial approval from the principal before being planned.
- Written consent from the student's legal guardian is required for participation.
- John Paul II Academy asks for a monetary donation to help cover the cost of the field trip.
- Students are provided transportation to and from the school.
- Chaperones are allowed to create a 1 to 10 adult to student ratio.
 - Chaperones must have been Safe Environment Trained.
 - Chaperones must be 21 years of age.
 - Chaperones may not bring other children.
 - Chaperones may not take pictures of students other than their own and post on social media.
- Students may not leave a field trip unless signed out and removed by a legal guardian.
- Uniforms must be worn unless otherwise communicated.

Extended Overnight Trips: Policy 6153.1

An extended field trip is any parish/school-sponsored, properly authorized activity which takes students away from the regularly constituted parish/school premises or from their homes for a period extending over one or more nights. Included in this definition are educational field trips, retreats, youth conferences, mission trips, and camps. All such trips shall be limited to members of a specific class or classes or an existing parish/school group and shall provide learning opportunities related to the program and objectives of that class or group.

In planning the principal has approved the outing and agrees to the general educational outcomes of the trip. The trip will be planned between the first and last day of the scheduled school year. Students who are not attending will have appropriate continuity of learning. The principal reserves the right to restrict or deny student participation on any field trip due to poor academic performance and/or poor conduct.

Adult supervision will be immediately available at all times during the trip. At least one certified teacher or parish member will accompany students. Staff members will receive no additional pay or benefits for attending. Additional chaperones may attend and must be Safe Environment trained, and 21 years of age or older.

Fundraising for Field Trips: Policy 3282

Certain Field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the principal. All funds raised must pass through the parish/school and must be used for costs associated with the Field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families. Likewise, donors cannot make a contribution on behalf of a specific student and have that contribution considered tax-deductible.

In the event that the Field trip is cancelled for any reason, all funds raised are the schools and may not be disbursed to individual students or families. The principal is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal on the use of the funds is final.

Continuity of Instruction and Learning: Policy 6135

Occasionally events occur that disrupt the ability of a school to deliver in-person instruction to its students. John Paul II Academy has supports in place to ensure continuity of instruction digitally.

- students are 1 to 1 with technology
- staff are provided with personal technology
- curriculum has digital options for delivery
- Class Dojo and School Messenger provide a quick way for communication to families.

Eighth Grade Graduation

All eighth grade students who complete the academic requirements will receive a certificate of completion. John Paul II Academy celebrates with a graduation ceremony. Students in good academic and behavior standing as well as those who have completed their service hours will be invited to participate in the ceremony. There are several traditions John Paul II Academy upholds for their eighth grade students including a retreat, class trip, helping with field day, a class breakfast, last walk, class picture, and the ceremony itself. Circumstances may happen where one or more of these traditions may not be able to be held. Staff will do their best to make the graduation experience special for each graduating class.

(revised 6/2025)

Movies

Movies shown to students at school will have a “G” (Grades 4K-8) or “PG” (grades 5-8) rating. Other unrated movies used for program enrichment will be screened to assure quality. Any teacher who wishes to use a movie with another rating, or show a movie which has sensitive material must have written permission from the principal prior to showing. The school will then notify affected families in advance and provide them with an opportunity to view the movie. Movies shown to students at school will be selected to reflect Catholic family values. Movies must have an educational purpose to be shown during school hours.

(revised 6/2025)

TECHNOLOGY

Acceptable Use: Policy: 6161.2

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the parish/school.

Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

The equipment, software, network capacities, and electronic communications systems provided through the parish/school computer system are and remain the property of the parish/school. Access to the Internet and the use of the computer network, including independent use of parish/school grounds, shall be subject to this policy and accompanying regulations.

The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of parish/school networked computer equipment, including those that provide Internet access.

- Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General parish/school rules for behavior and communication apply.
- Network storage areas and parish/school issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Students should not expect that files will always be private.
- The following are not permitted:
 - Sending or displaying offensive messages or pictures

- Using obscene language
- Harassing, insulting, or attacking others
- Tampering with or damaging computers, computer systems, or networks
- Violating copyright laws and plagiarism
- Using another's password
- Trespassing in another's folders, work, or files
- Wasting limited resources
- Employing the network for personal financial or commercial gain
- Circumventing security measures on parish/school or remote computers or networks
- Disclosing, using, or disseminating personal identification information regarding minors without authorization

All student users of the parish/school computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the parish/school computer system is required to sign the Student Acceptable Use Form before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of the computer system is final.

Mandatory reporting guidelines apply to all use of the parish/school computer system.

Personal Electronic Devices

A personal electronic communication device means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text, or other information.

At John Paul II Academy Person Electronic Devices are not allowed during the school day, including lunch, recess, before, and after school care. If a student needs to use their cell phone they must use it in the presence of a staff member. If a staff member sees a personal electronic device during the school day it will be confiscated and a parent will be required to pick it up from the school office. Students who repeatedly get caught with their phone will receive additional consequences and may need to check their phone into the office daily. John Paul II Academy is not responsible for any personal electronic devices brought to school by the children.

All students are assigned a Chromebook or an iPad for use throughout the year. Students in grades 6-8 will take their chromebooks home daily to charge. Chromebooks are owned by Siena Catholic Schools and the acceptable use policy applies whether you are at home or school.

It is the user's responsibility to:

- View Internet sites that are allowed at the parish/school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e. pictures/video) of any student, staff, or other person during any school/religious education/youth ministry activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment

Unauthorized use of personal electronic devices includes but is not limited to the following:

- Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on parish/school grounds, at parish/school events, or on school buses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any parish/school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

The student user of a personal electronic device shall accept sole responsibility for its preservation and care. Student users understand:

- The parish/school is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The parish/school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when there is reasonable suspicion that such devices are being used in violation of the law and/or parish/school rules.

Guidelines for Use of Social Media

Each user of the parish/school computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc..) for parish/school-related activities, students will not be granted access to these sites from parish/school owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

Rules for Acceptable Use of Social Media:

- Parents must be made aware, in writing, of the parish/network/school's intended use of digital communication through a parish/network/school-based learning management system. Parents must be provided with a means to access the learning management system that their child(ren) is/are required to use for academic purposes.
- Parents must be made aware, in writing, of the parish/network/school's intended use of a social networking site and/or the use of any forms of digital communication for non-academic purposes. The parent should be provided the ability to opt their child out of directly receiving any digital communication from or on behalf of a ministry or activity of the parish/school. Parents must be invited to have access to any social media site or digital communication platform.
- Students should not initiate a request to staff to join a social network being used for personal purposes.
- The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
- Principals and/or network administrators will regularly review and monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.
- Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
- Parish/network/school social media and digital communications should abide by the Social Media & Digital Communications Policy.

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the pastor/parish director/president/principal regarding inappropriate use of social media is final.

ATTENDANCE

John Paul II Academy Attendance Procedures

Students are expected to attend school regularly in compliance with the law for compulsory attendance. A student who has been absent from school without an acceptable excuse for part or all of 5 or more days is considered a habitual truant under the state law.

- Legal guardians should call the school office before 8:15 am on the day of the absence stating
 - Child's name
 - Child's grade
 - Reason for absence
- A school staff member will mark the student appropriately in PowerSchool
- If the absence is excused per the list below no further action will be taken
- If the absence is unexcused due to no phone call or the reason given, parents will receive an automated call reporting their child's absence after 8:30 am.
- Students arriving after 7:25 am will be marked tardy.
- Students arriving after 9:00 am will be marked ½ day absent.
- Students leaving before 12:55 pm will be marked ½ day absent.
- Monthly families will receive a letter if they have more than 5 absences or tardies accumulated for the year.
- Once a student reaches 10 absences and tardies a parent conference will be required at conference time or sooner.

- Once a student reaches 10 excused absences all future absences are unexcused.
- Once a student reaches a combination of 18 absences and/or tardies they will be required to attend summer school.
- Students may be put on an attendance contract/probation which could lead to suspension and or expulsion.
 - Parents would be required to meet with the principal regularly
- Absences documented with a medical excuse will be taken into consideration against the guidelines above.

(revised 6/2025)

Summer School Policy

At Siena Catholic Schools of Racine we strive for excellence in all that we do. Our vision is “Rooted in Christ's teachings, our graduates are prepared to be successful leaders in college, career, community, and the Church.”

In order to uphold Siena's vision and values, academics play a vital role in student success. Summer school may be required for students within Siena for academic reasons as well as for excessive student absences or tardies.

- If a student misses more than 18 tardies and/or absences (below 90% attendance rate) (excused and unexcused) during the school calendar year may be required to complete a Summer School Program.
- Students who are significantly below grade level, experiencing academic failure, or are credit deficit may be required to attend an approved Summer School Program.
- Teachers, principals and/or designee, and academic support staff may evaluate student academics and collaborate to determine if a student must attend Summer School based on their academic and/or attendance successes. School decision is final. There is no appeal process.

Failure to complete an approved Summer School Program requirement and provide evidence of successful summer school completion to the school office prior to the first Wednesday in August will result in your child being removed from the Siena Catholic Schools of Racine effective immediately. Parents will be notified if their child must attend summer school at the time summer school registration opens. Should attendance or academic concerns arise during the last term, students may be required to meet the summer school requirement. Revised 1/27/23

Compulsory School Attendance: Policy 5112

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. §118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

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Examples of excused absences are:

- personal illness
- family emergency/crises
- funeral or religious service
- medical or legal appointment

Examples of truancy are:

- vacations/family trips
- babysitting
- car trouble/no ride
- overslept
- club sports event

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. A student who is absent from school is normally not allowed to participate in after school or evening activities. The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity.

Process and potential consequences school may impose for excessive tardiness and/or absences

- In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.
- There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
- A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

Release of Students: Policy 5113

Students may be released early for illness or other excused absence. The student must be signed out by someone on their emergency pick up form at the school office with the time and signature. If they return they will be signed back in. The administrative assistant will call the student down to the office upon arrival of the adult for pick up. Anyone leaving before 1:30 pm will be considered ½ day absent. Please refrain from making early pick up a routine.

Emergency Closure Protocol: Policy 6114.5

Siena follows Racine Unified for weather-related school and building closures. Once RUSD communicates a closure to Siena Leadership, school principals will be informed and communication will go home via call, text, and email as well as posted on social media. We do our best to make announcements in a timely manner.

- Grade 4K-6: students will not have school or online learning. No students or staff report to the building, all activities and events are canceled.
- Grades 7-8: students will not have school or online learning for 1-6 days of school closures. No students or staff report to the building, all activities and events are canceled. In the event of 7 or more days of school closures, students will have online learning. Teachers will post expected assignments on google classroom by 8 am. Students complete work by 2:30 pm. Teachers are available for questions between 8-3. Attendance is marked in Powerschool by 2:45.

At times things may happen that affect school operations when the students are already in the building.

- Keeping students in school: emergency plans are regularly practiced and staff and students know where their shelter areas are and what actions need to be taken. The welfare of the students may require them to remain in school until leaving the building can be done safely.
- Dismissing students early: when schools are closing early, families will be informed and a plan will be communicated on how to ensure a safe and secure pick up.

When the School is closed due to severe weather all after school and evening events are cancelled.

BEHAVIOR POLICIES

John Paul II Academy strives to create a learning environment where every student feels safe and welcome. Everyone is expected to be respectful and kind to each other. As a community we do many things to celebrate our students for their achievements academically and socially, however, we also need to set high expectations for what is needed for a thriving community.

Opportunities for Positive Feedback

Students are provided several opportunities throughout the day to know that they are demonstrating kindness and respect. Some of the ways we honor this as a school are:

- Class Dojo points
- Classroom incentives (fun Friday, treasure box, etc...)
- Extra Recess or free time
- Student leadership roles
- School wide incentives

(revised 6/2025)

Discipline: Policy 5144

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that

contributes to the overall success of each child.

John Paul II Academy's Discipline Plan is guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior
- Consequences for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Parents of students shall be responsible for the vandalism done by their children and may be assessed for any or all costs associated with the clean-up or replacement of damaged property.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

School Wide Behavior Plan

The chart below outlines our school wide behavior plan. This serves as a guideline, there may be circumstances that are not included or that warrant consideration beyond what is on this chart.

Behavior	first offense	second offense	third offense	reset	notes
Following Classroom Rules	warning	loss of dojo point	parent communication	daily	lack of improvement will lead to a referral to counselor or principal for behavior plan
Gum Chewing	Spit out, loss of dojo point	Parent communication	detention	quarter	
Items From Home	Take & return end of day	Take & parent pick up	Take till end of year	quarter	Fidgets stay in pockets/below desk/out of sight, fidgets should not go to specials
Inappropriate Language without disrespect	Warning	Phone Call & loss of dojo point	Detention 2-8 Loss of Recess K4-1	Daily	Severity and context will be considered and may lead to a more severe consequence.
Disrespect to student	Phone Call & loss of dojo point	Detention 2-8 Loss of Recess K4-1	Referral to counselor or principal	Daily	Severity and context will be considered and may lead to a more severe consequence.
Nonaggressive Touching/ Physical Play	Warning	Loss of dojo point	Parent communication	Daily	

Playground Behavior	Sit on curb	Sent inside loss of recess			Recess behaviors need to be taken care of on the playground.
Name Calling	Loss of dojo point and message home	Parent meeting	Detention 2-8 Loss of Recess K4-1		
Misuse of Technology	Phone call & redo				
Arguing with a Teacher	Asked to stop & loss of dojo point	Sent to work by office & parent communication	If student returns to classroom continuing to argue: Detention	daily	If a student disagrees with a teacher they may write a grievance letter while sitting by the office in a respectful tone defending their perspective of the situation.
Fighting (Anger/Aggression)	Out of School Suspension	Out of School Suspension, Probation, and Behavior Plan	Exit Conference		Length will be determined based on investigation 1-5 days.
Destruction of Property	Service projects in the building				Severity of damage will require the student to pay for the item.
Finger Guns	Phone Call	Conference			
Guns or Weapons of any kind real or fake or toy	Exit Conference				
Bullying/Harassment (see below for definitions and Archdiocese policy)	Suspension	Suspension, Probation, and Behavior Plan	Exit Conference		Severity will be considered and steps may be skipped on this chart due to the severity. A team will consider all evidence when making that decision.

(revised 6/2025)

Detentions

Detentions are given as a consequence at JPIIA. They are given following our disciplinary guidelines above. Detentions may also be considered for more severe behaviors after an investigation of the situation. If a student does not serve the detention when assigned, the student will receive an additional one full hour of detention and the student's parent/guardian will be informed of the situation. If the student fails to serve a second time, the student will receive an in school suspension and a meeting with the parents will occur. Refusal to sign the detention slip does not mean that the student will not be required to serve the detention. The signature serves as an acknowledgement of receipt.

Probation Suspension and Expulsion

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

The school reserves the right to contact law enforcement if a student's conduct is a potential criminal act. If a student is found to have committed a criminal act, the school may impose disciplinary action in addition to any court-imposed consequence.

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

The actions and procedures for probation, suspension, and expulsion must be published in the school handbooks.

Probation

A student may be placed on probation if in the judgement of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school.

All students new to John Paul II Academy are considered on probation for one year.

Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

The final decision regarding suspension rests with the principal/administrator.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held.

Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee should be composed of three (3) to five (5) people. The committee composition should ensure objectivity to the greatest degree possible.
 - Parish-sponsored school: members may include current or former parish trustees or council (pastoral and/or finance) members; parents of former students; or at-large parishioners. Current members of the School Advisory Commission, members of School Advisory Commission committees, or parents of current students are not allowed to serve on the Expulsion Hearing Committee.
 - High school or Network school: members may include former School Board Directors or School Board committees; parents of former students; or at-large community members, such as, but not limited to, pastors or parish trustees of supporting parishes, or principals of Archdiocese of Milwaukee Elementary schools. Current School Board Directors, School Board committee members, or parents of current students at the school / network are not allowed to serve on the Expulsion Hearing Committee. Although not recommended, a school may use current employees, but the number of current employees should not constitute a majority of the Expulsion Hearing Committee.
- The Expulsion Hearing Committee is chaired by a committee member who may be appointed by the pastor or chief school administrator (president or principal) or discerned by the committee members.
 - A school may hire an individual to preside over the Expulsion Hearing. This person may, but is not required to, be a voting member of the Expulsion Hearing Committee. The school is responsible for any expenses related to the hiring of this individual.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- The following are required to be present for the entirety of the Expulsion Hearing:
 - Parish-sponsored school: the pastor/parish director must be present
 - Separately Incorporated High School or PreK – 12 School: the principal must be present
 - Network Schools: The Chief Academic Officer, or equivalent, must be present
 - Each of the above may be present during the discussion of the Expulsion Hearing Committee to decide upon their recommendation
- The school officials (e.g., elementary school principal, high school principal (network school) high school dean of students, or vice principal (stand-alone high school)) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing has ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.

- The pastor/network CAO or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it altogether. The pastor at the elementary level, CAO or equivalent at the network level, or school principal at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. The letter will detail the final action and be signed by the pastor and principal. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The letter must include notification of the right to appeal the decision. The parent is given the right to still withdraw the student before the deadline given in the final decision letter. Withdrawal must be done through a written notice signed by the parent(s)/guardian(s). A student who is withdrawn during this phase is considered withdrawn.

Appeal

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/network/school president in writing with rationale for appeal. The pastor/parish director or network/school president will review the hearing procedures to determine whether Archdiocesan and local school policy was followed. If procedures were not followed, the pastor/parish director or network/school president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Advisory Commission (parish school), School Board of Directors or Board of Trustees (separately incorporated school or network of schools) is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion:

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

Out of School Events

Students are to represent JPIIA with respect during all school events. Field trips and other out of school activities during the school day follow our same discipline policy. After school events on JPIIA or Sacred Heart properties will also follow the JPIIA discipline policy. After school or during school events at a different Siena Catholic School will consider both JPIIA and the other school's discipline policies. JPIIA does not usually become involved in actions outside of the school day. However, when that behavior affects students' interactions during the school day or suggests a threat to the emotional or physical safety of our students it may require action by the school.

Siena Catholic Schools behavioral expectations apply to student conduct including, but not limited to, the following situations:

- In the school building and on school grounds
- On field trips
- At any school-sponsored event, including athletic events
- On the bus to/from school and at bus stops
- In the community when behavior brings negative attention to a Siena school
- Social media
- Outside of school, regardless if it is during school hours (weekend, extended holidays, summer vacation, etc).

These behaviors impact the safety, integrity or reputation of the Siena Catholic Schools of Racine and will be subject to in school consequences that range from detention to expulsion.

Revised 12/23

Bullying and Harassment: Policy 5131.1

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by John Paul II Academy. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Safe Environment Program Manager.

Vandalism: Policy 5131.5

Vandalism comprises those acts which result in damage to parish or school property.

Vandalism against parish or school property caused by students must be dealt with appropriately by the school administrator.

The school reserves the right to contact law enforcement if a student's conduct is a potential criminal act. If a student is found to have committed a criminal act, the school may impose disciplinary action in addition to any court-imposed consequence.

Parents of students shall be responsible for the vandalism done by their children and may be assessed for any or all costs associated with the clean-up or replacement of damaged property.

Drugs, Alcohol, and Tobacco

Any student's use or possession of drugs, alcohol, or tobacco at school or school sponsored events will not be tolerated. If any student enters the building under the influence, or in possession of drugs or alcohol, or is suspected of the same, an investigation will occur with the possibility of suspension or expulsion.

All Catholic schools and parish facilities that serve children and youth shall be 100% tobacco-free and smoke free in accordance with Wis. Stat. 101.123 (2) (a). The use and/or possession of all tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes by students, staff, and visitors are prohibited within school and parish facilities, on school grounds, and at all school and religious education events. Vape detectors are present in the building.

Tobacco use prevention programs shall be an integral part of the school's substance abuse prevention efforts.

Concerns/Complaints Procedures: Policy 1312.1

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. However, disagreements do occasionally arise. A grievance occurs when there is an unresolved issue between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the school or parish.

- The parent or guardian of a student must meet with the employee with whom there is an issue to see if reconciliation can occur.
- If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the issue to the employee's supervisor within ten days of the initial meeting with the employee. Documentation must provide:
 - the factual information regarding the issue
 - steps already taken to address the matter
 - specific recommendations for resolution
- The supervisor will schedule a meeting of all parties to work toward reconciliation.
 - All individuals have a right to present their concerns fully and openly without fear of retribution.
 - Grievances will be dealt with one at a time and on an individual basis only.
 - The right to confidentiality will be respected within the context of finding a satisfactory resolution.
- If mutual resolution does not occur using the procedures described above, the parent or guardian may provide the Chief Academic Officer with written documentation of the unresolved issue and the steps already taken.
- The Chief Academic Officer may attempt to resolve the situation in one of the following ways:
 - The Chief Academic Officer may convene the parties in an attempt to resolve the concern
 - The Chief Academic Officer may convene a local grievance committee to review all details of the concern
 - Any local grievance committee convened for the purpose of reviewing a matter will submit a recommendation for resolution to the Chief Academic Officer for final consideration
- Should resolution not occur after all reasonable attempts have been made at the school/parish level, the parent can appeal in writing to the President of Siena Catholic Schools.
 - Upon receipt of a written appeal, the president will investigate and determine if proper procedures were followed at the local level.

Law Enforcement Questioning and Apprehension: Policy 5145

Law enforcement officers include employees of applicable local, state, and federal agencies. All law enforcement officers should be required to check in at the school office or other designated area and show proper identification. The school should document the officer's name, agency, and purpose of the visit.

A law enforcement officer has the right to question a student or students regarding specific issues or events without a

warrant.

A school administrator should not attempt to act as the student's legal representative in situations where a police officer wishes to interrogate a student; however, the school administrator may insist that any such interrogation be conducted in a manner and place which will cause a minimal amount of disruption to the educational setting of the school.

The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement, however the administrator may notify the parents that the child is being detained and/or questioned. The administrator is not the legal representative of the student and could in fact be charged with obstructing an officer in the course of a lawful investigation if the administrator attempted to impede the investigation into this matter.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age.

However, the law enforcement officers may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

Search and Seizure: Policy 5145.2

John Paul II Academy reserves the right to search anything brought onto parish/school property, including the use of metal detectors as deemed necessary.

Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

Corporal Punishment: Policy 5144.2

Corporal punishment is defined as the use of physical punishment for an offense. School employees shall not administer, or provide support for, corporal punishment. That corporal punishment will never be used follows naturally from belief in the worth and dignity of each individual and our belief in the school as a faith community where a climate of Christian love, mutual understanding, respect, and trust prevail.

Self-defense is not corporal punishment unless the force used is greater than necessary to repel the attack. Use of reasonable physical force necessary to protect the interest of a third party is not corporal punishment.

WELLNESS AND SAFETY

Wellness Policy: Policy 5140

The school administrator shall be responsible for ensuring that a local wellness policy is developed and implemented that promotes students' health, well-being, and ability to learn. A school wellness policy is a written document that guides a school's efforts to create supportive school nutrition and physical activity environments.

John Paul II Academy's School Wellness Policy can be found [here](#) in its entirety.

Meals

Breakfast and hot lunch are available for all students every day for free. Students have the option of ordering a breakfast/lunch or bringing one from home. Milk is included or may be purchased separately for those with a cold lunch. Parents will not be called if a student forgets a cold lunch. After school snacks are free for all students in our BASC program.

The school participates in the Free/Reduced Lunch Program.

For nutritional reasons soda may not be sent to school. Fruit juices and juice boxes are acceptable for lunch. "Fast Food" meals are not allowed. Large bags of chips etc are not allowed. Sharing of food is not allowed.

Students may also carry a water bottle with plain water. No fruit juices or add-ins like Crystal Light are permitted.

Recess

Recess is a critical time of the day for the students to engage in free play and gross motor exercises. At John Paul II Academy all grade levels are allotted at least one recess period. Students go outside if the "feels like" temperature is 10 degrees or above. Students will not go out in the rain but they may go out in snow if it will not cause them to be too wet for the afternoon. Please have them dressed appropriately daily. Students can only stay inside with a doctor's note, they will be at the office during this time. Students may miss some recess time due to missed lessons, missing assignments, or poor behavior choices. This is not the norm but will serve as an option if necessary.
(revised 6/2025)

Medication Administration: Policy 5141.5

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications:

- Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.
- A written statement from the prescribing physician which:
 - Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications.
 - Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- A written statement from the parent/legal guardian:
 - Authorizing school personnel to give the medication in the dosage prescribed by the physician.
 - Authorizing school personnel to contact the physician directly.

School personnel assigned to give medication must receive training on an annual basis in accordance with DPI regulations. The knowledge (webcasts) training and assessment tests are to be completed every four years, while the skills competency check-off should be completed annually. Knowledge training and skills check-off are not required for oral medication but are highly recommended. <https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication>

No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication.

- Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
- Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
- The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.

Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.

Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.

Medication will be taken by the child at the designated time, administered by the School Nurse or by the other individual who has been identified to do so.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of trained school staff/ volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher. The Download Form 5141.5 (b): Medical Provider Authorization Form – Prescription Medication states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of Health Accommodations Plan: Form 5141.5 (d) for a student who requires an emergency prescription medication.

Only limited quantities of any medicine are to be kept at school.

All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.

The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage period it is to be administered is changed from the original instructions.

Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.

- It is advisable to have in the Principal's or School Nurse's Office a list of students needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
- An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, the time given, and the duration.
- School personnel are asked to report any unusual behavior of students on medication.

Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopeia and National Formulary or the official homeopathic pharmacopoeia.

Health Concerns

Emergency Contact Form

An electronic emergency form will be digitally sent for parental signature authorizing any necessary medical/hospital services in the event that a parent or guardian cannot be contacted in an emergency. Both cell and business telephone numbers must be listed as well as the number of a third party in the event that a parent or guardian cannot be reached. This form must be completed within 48 hours of issuance or by the first day of school. Thereafter, please promptly communicate all changes to contact information to the school office.

The persons designated on a child's emergency form as contacts should be people who are regularly at home and available to transport that child from school. We strongly urge all families to have a plan in place in the event that parents or guardians are not able to be reached. It is the responsibility of parents and guardians to make arrangements ahead of time in case of an emergency, with the understanding that the BASC may also be closed in such a situation.

If a student is seriously injured and the office is unable to reach a parent or guardian, the school will call 911. Should transportation to a hospital be required, as directed by 911 personnel, the student will be transported to the hospital listed on the child's emergency card.

The school follows the Federal guidelines for Bloodborne Pathogens in handling any injury or incident involving blood or other bodily fluids, for the health and safety of all involved.

Allergies

Some students and family members have serious allergies. Please notify the office in writing of all known allergies for anyone participating in school activities. Please provide the school office with any medications to be used in the event

your child or family member is exposed to an allergen (e.g. EpiPen, Benadryl, etc.), along with instructions for the use thereof. We will take reasonable precautions to provide an allergen-free environment.

Nuts are a common allergen and therefore, the school environment must be as nut-free as possible. Please consider this when preparing lunches, snacks and classroom treats. We strongly encourage you to send totally nut-free food to school.

Illness

For the health and safety of others, please do not send children to school when they are sick. Except for First Aid, school personnel may not provide treatment of illness or bodily injury. Parents or guardians should check a sick child for fever, nausea, rashes, earache, sore throat, etc. before sending him or her to school. Children must be free of fever, diarrhea and vomiting for 24 hours before returning to school. Please let the office know of any communicable disease that your child may have been infected with in order to avoid the further spread of illness.

Parents or guardians must make arrangements with the office to pick up an ill student. Under no circumstance is a student to leave school when ill without a parent or guardian first contacting the school office.

Mandatory Reporting of Child Abuse and Neglect: Policy 5140.1

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employees, or volunteers to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

Definitions of Abuse and Neglect

Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity; exposing a child to pornography; participation in human trafficking; or exposing and/or participating in sexting.

Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

Mandatory Reporters

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees
- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse

- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates Wis. § 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both Wis. § 48.981 (6). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

Procedures for Reporting

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.
- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

Report to Child Protective Services:

- Intentionally inflicting injury (or death) of a minor
- Suspicion that a child is going to be harmed
- Neglect
- Child-on-child sexual abuse (under 10 years of age. If older, report to law enforcement)
- An individual engaged in behavior that was dangerous to the child (even if there was no intent to cause injury)

- Manufacturing methamphetamines when a child is present, in the place where a child resides, or when a child could reasonably see, smell, or hear the manufacturing of methamphetamines
- Concerns related to mental health and wellbeing of a minor if the parent/guardian is not able to keep the minor safe when there have been threats of harm to self or others.

Report to Local Law Enforcement (for the city or county where the incident occurred):

- If the child is in imminent danger
- Sexual abuse or assault
- Any illegal behavior
- Any image, video or social media content that contains a minor that involves nudity and/or sexual content
- If the matter involves child pornography, human trafficking, or sexting
- Any concern that involves imminent danger to a person's life
- If the matter involves a threat of violence to a school building, staff, or students

The reporter should be prepared to share detailed information, including:

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, workplace (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Report of Suspected Parish/School Employee

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

- The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
- The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
- The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
- Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil

authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.

- Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
- Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
- Care must be taken to avoid defamation of the character of the accused.
- An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
- If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.
- If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.
- Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
- If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
- In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.
- Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

Screening, Background Checks, and Training

The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

- Be cleared through a state and national criminal background check. Selection.com is the background check provider
- Attend a Safe Environment Education Training session on recognizing the signs of, and reporting, child abuse and neglect.
- Read and sign the Code of Ethical Standards for the Archdiocese of Milwaukee and the Mandatory Reporting Responsibilities
- Read and sign the Social Media & Digital Communication Policy acknowledgement
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years.

All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

Suicide Prevention and Intervention: Policy 6164.12

Each school shall establish suicide prevention and intervention programs to meet the needs of students who become depressed and suicidal. All faculty and staff should have annual professional learning on this topic.

Student suicide prevention and intervention is a community issue that necessitates coordination with public and private services available to the school. School-based programs need to be supported to prevent suicide among minors. The program shall include: curriculum, staff development, student awareness, and a crisis response plan.

An effective communication network is essential to the planning, implementing, and evaluation of a suicide prevention and intervention plan.

- The suicide prevention curriculum may be integrated either totally or in part into a variety of different curricula such as health, religious education and family life, and developmental guidance. The DPI publishes suicide prevention guides that provide resources and documents that will assist in creating a comprehensive youth suicide prevention program.
 - Suicide curriculum should consist of:
 - Sound decision making skills
 - Knowledge of signs of suicidal tendencies and potential causes
 - Knowledge of relationship between youth suicide and use of alcohol and controlled substances
 - Knowledge of available community youth suicide prevention and intervention services
- Staff development should be done on a yearly basis and consist of:
 - How to assist minors in positive emotional development
 - The detection of conditions which indicate suicidal tendencies
 - The proper action to take when there is reason to believe that a minor has suicidal tendencies or is contemplating suicide.
 - The coordination of school and community youth suicide prevention programs.
- Student awareness:
 - The curriculum is the major effort to achieve student awareness. However, other activities can provide a positive effect on the identification of, and intervention with, students who are depressed and suicidal. Examples include student-planned activities to communicate to peers the importance of getting help for friends and themselves, crisis cards with help numbers distributed to all students each year, and periodic articles in the student newspaper or announcements on the public address system regarding the availability of help for students.
- Mandatory reporting responsibilities:
 - When any employee shall have reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) should be summoned to transport the student to the nearest hospital emergency room. The school administrator shall seek guidance from appropriate local agencies such as hospitals, social services, or other certified professional personnel.

Unless there is concern that child abuse may be a contributing factor to a student's suicidal ideation, ALL concerns regarding suicidal ideation should be reported to parents. If there is a concern regarding child abuse being a contributing factor, contact CPS and share the concerns of both child abuse and suicidal ideation. If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this should also be reported to CPS.

Gender Identity: Policy 4470

The following policy seeks to provide guidance in applying the Church's moral teachings regarding the challenges presented by "gender theory." This policy is put forth for parishes, organizations, and institutions of the Catholic Church in the Archdiocese of Milwaukee.

As a general rule, in all interactions and policies, parishes, organizations, and institutions are to recognize only a person's biological sex. This policy applies, but is not limited to, all Church employees, personnel, volunteers, and those entrusted to the care of the Church, including all contracted vendors when they are on-site and may have contact with those entrusted to the care of the Church.

Designations and Pronouns

Any parochial, organizational, or institutional documentation which requires the designation of a person's sex is to reflect that person's biological sex. No person may designate a "preferred pronoun" in speech or in writing, nor are parishes, organizations, or institutions to permit such a designation. Permitting the designation of a preferred pronoun, while often intended as an act of charity, instead promotes an acceptance of the separability of biological sex and "gender" and thus opposes the truth of our sexual unity.

Bathrooms and Locker Rooms

All persons must use the bathroom or locker room which matches their biological sex. Archdiocesan parishes, organizations, and institutions are permitted to have individual-use bathrooms which are available for all members of the respective community.

Attire

All persons are to present themselves in a manner consistent with their God-given dignity. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex.

Athletics and Extracurriculars

Participation in parish, school, and extra-curricular activities must be conformed with the biological sex of the participant. Some sports and activities may be open to the participation of individuals of both sexes.

Medication

No person is permitted to have on-site or to distribute any medications for the purpose of gender reassignment. Also, students and those entrusted to the care of the Church are not permitted to take “puberty blockers,” even if self-administered, on parish or school property, with the purpose of a potential or actual “gender reassignment.”

Protecting the Vulnerable

Those entrusted to the care of the Church who express a tension between their biological sex and their “gender” and others directly affected by this tension (parents, guardians, etc.) should be directed to appropriate ministers and counselors who will help the person in a manner that is in accord with the directives and teachings of the Church. Parishes, schools, and other Catholic institutions or organizations should take the necessary precautions, in accord with the policies of this document, to avoid bullying and to protect the integrity of those who may express tension or concerns about their biological sex.

Emergency Operations Plan: Policy 3517

Emergency events occur in a wide variety of ways. An emergency event may involve a single person in the school community, a subgroup of the school community, or the whole school community.

The Emergency Operations Plan should be developed collaboratively with multiple stakeholders, including, but not limited to local first responders (law enforcement, fire, medical, mental health). It is not possible to develop an Emergency Operations Plan for every possible event, but it is necessary to be prudent and responsible in developing strategies to keep all members of a parish/school community safe and secure.

See our Emergency Operations Plan [here](#).

The staff has a plan for student safety measures in the event of an intruder, fire, tornado, or other personal danger. These include announcements and procedures for shelter, evacuation, lockdown, ALICE, and steps for student safety and security. The school staff periodically reviews proper procedures to address fire and severe weather situations. The school has a chain-of-command for communication with outsiders, to assist with information and privacy issues, and for emergency communication to families.

In the event of a school lockdown or crisis event at school, families in most cases would not be permitted to approach or enter the school building or grounds. Parents who respond in panic may endanger themselves or safety procedures by causing traffic problems, and interfering with crisis personnel, or school staff. Even phone calls to school may not be possible or may cause problems. If there would be a large-scale crisis, parents/guardians would not be allowed to approach the school, make demands, tie up phone lines, or interfere in any way. Be aware of this. No one knows how he or she will react in a true crisis, but planning ahead will help everyone to act in the most reasonable and the safest ways. The staff will do their best, in all circumstances, to protect, defend, and act in the best interests of the children.

Mandatory Reporting of School Violence Threats: Policy 5140.12

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must

immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

The full list of individuals required to report threats of school violence can be found in Wis. Stat. § 48.981 (2) (a) and is the same list of individuals required to report suspected child abuse and neglect.

The Act provides immunity from civil or criminal liability for any person or institution making a report in good faith, as well as immunity for health care providers who do not report based on their good faith belief and professional judgment that a report is not required. Act 143 also creates an exemption from mandatory reporting for members of the clergy if certain conditions are met. The Act mandates that school boards require employees to receive training regarding mandatory reporting of school violence threats.

The mandatory reporting created by Act 143 applies to threats of violence against public, private, or tribal elementary or secondary schools. An intentional violation of the reporting requirement is an unclassified misdemeanor, subject to a fine of \$1,000 or less, imprisonment of six months or less, or both.

Weapons-Free Zone: Policy 6114.6

All schools will be maintained as weapon-free zones in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes.

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

John Paul II Academy has a zero tolerance policy for weapons. Any weapon found on the premises will automatically be confiscated, parents will be called in for an exit conference, and police will be called.

Asbestos: Policy 5140.11

AHERA is a federal law which requires that all primary and secondary schools develop and implement a plan for managing all school building materials which may contain asbestos. As part of this plan, very specific practices are mandated including: periodic inspections, maintenance, removal practices and annual notification. John Paul II Academy has been inspected for asbestos containing building materials by a State Certified Asbestos Inspector. A copy of the report is kept in the main office.

EXTRACURRICULARS AND PARENT ORGANIZATIONS

Students at John Paul II Academy are encouraged to participate in extracurricular activities. Extra-curricular activities supplement the primary education of our children. The principal has the ultimate responsibility for all extra-curricular school activities. Various extracurricular activities are offered and subject to certain eligibility requirements. Policy 6145

Academics Come First

- Students earn the privilege of athletic participation by taking responsibility for their school work and personal conduct.
- Students who do not fulfill their responsibilities may face possible forfeiture of their athletic eligibility.
- Athletic Eligibility Policy can be found [here](#).
- If a student's academic progress is in question, the student will be barred from participation until the next progress check.
- Students, families, and coaches (when applicable) will be informed by the Athletic Director if eligibility is in question. The Athletic Eligibility Form can be found [here](#).
- Students will NOT ATTEND weekly practices if s/he is causing disruption and misbehavior in school (classroom, church, cafeteria, playground, field trips, etc).
 - If a student is causing disruption, s/he will miss the next practice that is scheduled.

- Game play will be determined by the coach, Athletic Director, and Principal.
- Families and coaches will be notified by the Athletic Director.

See Siena's shared Athletic Policy [here](#).

Athletics

Students in grades 4-8 may participate in school sponsored athletics.

	Boys	Girls
Fall	Cross Country	Cross Country Volleyball
Winter	Basketball	Basketball Cheer
Spring	Track	Track

Physical Examination Requirement

No student may participate in any phase of a parish/school sponsored interscholastic athletic program without a physical examination by a licensed physician, physician's assistant (PA), or Advanced Practice Nurse Prescriber (APNP) every two years. A physician exam taken April 1st and thereafter is valid for the following two (2) school years; a physical examination taken before April 1st is valid only for the remainder of that school year and the following year.

Forms Required

All appropriate forms related to athletics must be completed and returned before a student may participate in any tryouts, practices, or games:

- Medical Information & Emergency Consent: [Form 6245.2 \(a\)](#)
- Parent's Risk Acknowledgement and Consent: [Form 6145.2 \(b\)](#)
- Student Physical Examination: [Form 6145.2 \(c\)](#)
- Student Athlete and Parent/Guardian Sportsmanship Pledges, [Form 6145.2 \(k\)](#), [Form 6145.2 \(m\)](#)
- Concussion Acknowledgement: [Form 6145.2 \(j\)](#)

Transportation of Students: Policy 3541.1

Transportation to and from athletic events and practices is the sole responsibility of the families. John Paul II Academy does not arrange for other families to transport children other than their own. Parents may choose to arrange their own car pool, when parents provide transportation for students to school events, parents must be alerted to the liability they assume when transporting.

Clubs

John Paul II Academy strives to provide a variety of activities for students to participate in. Some of these activities are listed below. We are always looking to add more to our offerings and would love some ideas and volunteers to support the activities.

Student Council	Grades 5-8 voted
Choir	Grades 3-8 audition based
Altar Servers	Grades 3-8 must be Catholic
Girls on the Run	Grades 3-5 fee girls only Grades 6-8 fee girls only
STEM	grades 5-8
Book Club	grades 3-5 selected

School Parent Association (SPA)

The objectives of the School Parent Association (SPA) are to:

- coordinate spiritual, academic, and social activities for the school community;
- offer informational programs of particular interest to parents;
- encourage the maintenance of high standards of family life;
- create a greater appreciation of Catholic education; and
- provide financial assistance in supplementing the school budget.

Each family attending John Paul II Academy is a member of the School Parent Association. The involvement of each family is encouraged and appreciated.

Officer appointments for the upcoming school year take place at the August meeting. Offices for the core group include Chairperson, Vice-Chairperson, Secretary and Treasurer.

The School Parent Association holds monthly core group meetings. All meetings are open to all school parents. No meetings are held in the months of June, July and August.

Fundraisers

The school principal must approve all fundraisers. The principal will consider the need to fundraise, the design of the fundraiser, the proposed timeline, and the proposed use and recipients of the funds, in order to prevent conflicts or competition.

To place a fundraiser or other school event on the school's calendar, the organizer should check the master calendar for conflicts prior to submitting his or her request to the principal for approval. Once the fundraiser or other event is approved by the principal, the organizer should contact the Parish Office to request the use of facilities or grounds, as needed. It is the responsibility of the organizer to discuss liability issues associated with the event with the Parish Office (number of chaperones, use of kitchen or equipment, etc.).

When approval is obtained from the Parish Office and the dates and times have been confirmed, the organizer may place the event on the master calendar of the school. The organizer may use the weekly newsletter or Friday Folder to communicate information to families about the event.

If payments associated with the event are required (for example, purchase of flowers or payment of caterers) it is the responsibility of the organizer to request a check from the school. Use of personal funds is discouraged. Billing the school is encouraged. See "Cash Disbursements" for procedures to be followed in connection with requesting payments or reimbursements from the school.

Volunteers: Policy 4140

School personnel appreciate the time that parents, parishioners, and community members spend helping the school. The presence and involvement of parents in our school is invaluable. Please note that confidentiality is an important aspect of volunteering at the school. We ask that all volunteers engage in only positive, respectful discussions regarding their volunteer activities and maintain the privacy of school families and personnel.

The School Parent Association (SPA) will be largely responsible for assembling volunteers.

In order to comply with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, the following requirements must be met for all volunteers who have regular contact with children or youth prior to commencement of volunteer service:

- Be cleared through a state and national criminal background check
- Obtain Safe Environment Certification
- Read and sign the Code of Ethical Standards for the Archdiocese of Milwaukee
- Must have knowledge of the following policies and procedures:
 - Mandatory Reporting of Child Abuse and Neglect (5140.1)
 - Mandatory Reporting of School Violence Threats (5140.12)
 - Suicide Prevention and Intervention – mandatory reporting responsibilities (6164.12 #4)
- Be approved by a member of the professional staff
- A criminal background check must be repeated every five (5) years.

A volunteer may be dismissed for violations of policies and procedures of the parish/school or for actions that harm

the good name and reputation of the parish and/or school.

Parent Education Opportunities

John Paul II Academy, in partnership with Siena Catholic Schools of Racine, the Archdiocese of Milwaukee, and the Racine Community offer various education opportunities throughout the school year. These events are communicated via newsletter, Class Dojo, and social media.

Affiliated Organizations: Policy 3570

An "affiliated organization" is any group of parishioners/school parents, or a group sponsored by parishioners/school parents that is participating in the mission of the parish/school, uses the name of the parish/school for identification, and is not organized separately from the parish/school. It is specifically sponsored by the parish/high school. All parish/school affiliated organizations are established in the parish/school bylaws or by separate action of the Pastoral Council/School Board. Affiliated organizations are accountable to the parish/school, usually through the Pastoral Council/School Board or one of its commissions/committees.

Organizations such as the Home and School Association, Athletic Association, Holy Name Society, Christian Women Society, Ski Club, Debate Club, Drama Club, etc., are usually established as affiliated organizations. Organizations that have their primary affiliation with another organization, such as Boy Scouts, Girl Scouts, Knights of Columbus or St. Vincent de Paul, yet use the parish or school as a sponsor or for identification are not considered affiliated organizations. Any other group that is not sponsored or authorized by the Pastoral Council or School Board is not an affiliated organization.

Affiliated organizations enjoy all of the benefits of the parish/school, including insurance coverage and tax-exempt status. Non-affiliated organizations do not enjoy those benefits.

Affiliated organizations must maintain a full accounting for their activities to the parish/school. In addition, affiliated organizations must provide financial reports to the Pastoral Council/School Board on a periodic basis as determined by each parish/school, but they must report at least annually for inclusion in the annual parish/school financial reports.

Affiliated organizations that maintain physical custody of funds must adhere to the internal control practices specified in the Parish Financial Management Manual.

The parish/school should determine the maximum balance that an affiliated organization can carry into a new Fiscal Year, as well as the maximum amount that can be carried in the operating fund throughout the year. Funds in excess of that amount should be transferred to the parish/school general fund or to a parish/school designated fund.

Each parish/school should determine whether any affiliated organizations may maintain separate checking and savings accounts.

When an organization maintains its own bank and investment accounts, the original statements must be mailed to the parish/school mailing address. The pastor/principal must be a signer on all accounts, although s/he may delegate the actual signing of checks to officers of the organization. Two original signatures are required on all checks.