
ST. JOHN PAUL II CLASSICAL ACADEMY

Family Handbook
2022-2023 School Year





Table of Contents

Table of Contents	2,3
Mission and Vision	4
Philosophy of education	5
Prayer	5
Admission, enrollment, tuition	6
Admission Policies	6
Minimum age requirements	6
Immunizations	7
Parents' responsibility regarding Rule 13 filing	7
New applicants	7
Conditional admission	7
Probationary admission	7
Non admission	7
Enrollment policies	8
Returning student enrollment	8
Conditional enrollment	8
Non enrollment	8
Tuition	8
Additional costs	8
Tuition assistance	8
Academic policies	9
Homework	9
Other policies	9
Assignment books	9
Late homework	9
Promotion policy	9
Grades	9
Parent-Educator Conferences	9
Textbooks and replacement costs	10
Internet policy	10
Field trips	10



Attendance and punctuality	11
School hours	11
Drop-off	11
Dismissal	11
Pick-up expectations	11
Attendance Policies	12
Requirements of Nebraska	12
Notification of absence	12
General absence policy	12
Excused absences	12
Unexcused absences	12
Planned absences	12
Early departure	12
Make-up homework and tests	13
Punctuality	13
General policy	13
Excessive tardiness	13
Personal appearance and dress	14
Personal appearance	14
Purpose	14
Rules	14
Uniforms	15
Boys' academic uniform	15
Girls' academic uniform (K-3/4)	15
Girls' academic uniform (3-8)	16
Where to shop	16
Discipline and comportment	17
Communication	17
Parental communication and cooperation	17
Order of communication (minor matters)	17
Disciplinary measures	17
Consequences	17
Suspension	17
Expulsion	17
Damages	17



Harassment	18
Prohibited items at school	19
General policy	19
Electronic devices	19
Show and tell items	19
Other items	19
Dangerous weapons	19
Illegal drugs and alcohol	19
Right to search	19
Other information and policies	20
Deliveries or messages for students	20
Visitors	20
Parent observation	20
Volunteering	20
Parents driving students	20
Safe Environment training	20
Gender identity	21
Lunch	21
Recess	21
Snowy weather	21
Classroom parties	21
Lost and found articles	22
Directions for parents during a lockdown/lockout	22
Health items	22
Flu precautions	22
Strep throat	22
Head lice	23
Medication policy	23
Acknowledgement form	24



Mission and Vision

As a classical academy our mission is the same mission given to us by Jesus to go forth and educate children for the Kingdom of God. By taking the secular model of education we reorient it back to what education is supposed to be about, the discovery of the good, the true and the beautiful.

Our school is a K-8 classical grade school focused on the formation of our students both academically and spiritually. This is accomplished by challenging our students to grow in all aspects of their lives, intellectually, morally, emotionally, and physically.

Our vision is that St. John Paul II Classical Academy create an environment where each child is confident in who God created them to be. We desire each child to form an intentional relationship with God and their peers, as the fulfillment of the greatest commandment; To love God with their whole heart, mind and soul, and their neighbor as themselves.

We seek to build habits of inquiry regarding the most fundamental questions in life, who am I and what's my purpose. Instead of focusing on memorization and repetition, we challenge students to interpret the world around them through their unique perspectives and to arrive at solutions that help them to see their place in God's created universe.



Philosophy of education

Based on the education model of medieval Christendom, a Catholic classical liberal arts education brings together trivium, (grammar), logic, rhetoric, and quadrivium, (history, science, mathematics, art and music), to create a well-rounded education for the child. The classical approach is a history based, idea oriented educational model, that exposes students to the heart of education, the human person.

By empowering our students to take ownership of their education, our hope is for each student to gain a harmony of soul, body, and mind, so as to serve all virtues well and exemplify them in the world.

Prayer

Mary, sweet Mother of Jesus Christ, the Prince of Peace, behold at your feet your sad and perturbed children, full of confusion, and without peace because of our sins. Intercede for us so that we may enjoy peace with God and our neighbor, through your Son Jesus Christ. No one else can give it except this Jesus whom we receive from your hands. When He was born in Bethlehem, the angels announced peace to us and when He left the world, He promised it and left it as His inheritance.

You, O Blessed Queen of Peace, bring Him, the Prince of Peace, in your arms. Show us this Jesus and lay Him in our heart.

O Queen of Peace, establish your kingdom among us and rule with your Son over your people who, full of trust, commit themselves to your protection. Drive far from us feelings of selfish love; expel from us the spirit of envy, damnation and discord.

Make us humble in good fortune, steadfast in patience and charitable in suffering, and strong and confident in Divine Providence.

Bless us by guiding our steps on the road of peace, unity and mutual charity so that by being a part of your family here we may bless you and your Divine Son in Heaven for all eternity.

Amen.



Admission, enrollment, tuition

Admission Policies

St. John Paul II Classical Academy admits students of any race, gender, or national origin.

Minimum age requirements

For admission to kindergarten, the student should be five (5) years of age on or before July 31st of the school year. At the discretion of the school, exceptions may be made for children at four (4) years of age who demonstrate exceptional maturity.

Immunizations

In Nebraska, children cannot attend classes in public or private school until the school has written proof of their immunization status (Neb.Rev.Stat.79-223).

To attend school, children in Nebraska are required to be immunized against the following diseases:

- Diphtheria, tetanus, and pertussis (DTaP, DTP, DT or TD vaccine)
- Polio
- Measles, mumps and rubella (MMR or MMRV)
- Hepatitis B
- Chicken pox (MMRV or Varicella)
- TDAP (7th grade)

An exception to the immunization requirement is made only if a medical reason is documented by a physician, physician assistant, or nurse practitioner, or for religious objections.



Parents' responsibility regarding Rule 13 filing

Parents who choose to enroll their child(ren) in our school recognize that we have attendance and behavior policies, admission requirements, set hours of instructional time, and a commitment to classical education and Catholic tradition. In addition, parents should also recognize that St. John Paul II Classical Academy operates as an “exempt school” under Rule 13 of the Nebraska Administrative Code, which allows private, denominational and parochial schools to be exempt from accreditation requirements that come with specific mandates (for instance, Common Core curriculum or CRT.) We feel these mandates interfere with providing the classical education model. Because of this exemption, we ask that parents participate in the annual Multi-Family school filing made by the academy. A Multi-Family school means that a group of students under Rule 13 share the same Educator and curriculum for their grade. The school will handle the majority of the paperwork on behalf of the student and parents. Parents will receive an email with simple instructions from the Department of Education to complete the process. If the child/student will reach 6 years of age prior to January 1 of the current school year, they will be required to be included in the filing.

New applicants

A meeting between the parents or guardians and the Director of Administration and/or Educations may be required to complete the admission process. New applicants will be assessed for academic ability by the Director of Administration and/or educator. Based on the application, previous records, student academic assessment, and meeting, the student will be classified as: admitted (with no special requirements), conditional admission, probationary admission, or non-admission.

Conditional admission

A conditional admission means that conditions will be set which will have to be met by a specific deadline, which if not met will result in withdrawal of admission. Admission is not guaranteed for conditionally admitted students and is considered conditional until all admission requirements have been met in full and the admissions fee is paid in full.

Probationary admission

All new students who either have behavior or learning concerns or who transfer from another school during the school year are automatically placed on probation for a nine-week period. Students may be admitted on behavioral probation for a full year if deemed necessary.

Non admission

Non admission means that based on screening and background information, it is determined that St. John Paul II Classical Academy does not have the resources to successfully meet the needs of this student.



Enrollment policies

Returning student enrollment

Returning students will be grouped into three main categories: enrolled (without conditions), conditionally enrolled and non-enrolled.

Conditional enrollment

Enrollment is not guaranteed for conditionally enrolled returning students and is considered conditional until all outstanding tuition and fees have been paid in full, enrollment requirements have been met, and the book fee has been paid in full.

Non enrollment

Re-enrollment may be denied based on academic and behavioral student performance, lack of family financial commitment, or incomplete payment of the previous year's tuition.

Tuition

After enrollment, families will be sent a link to set up tuition payments. St. John Paul II Classical Academy has partnered with FACTS for admissions, enrollment, and tuition collection. Setting up a family account is easy and can be done by visiting the link sent to you during admission. You will receive a Tuition Payment Agreement directly from FACTS during the month of July where you can select from the tuition payment options of full payment (with 10% discount), 2 installment payments, or 10 monthly installment payments. When selecting installment payments, a one-time processing fee is charged. A completed agreement must be in place before the school year begins.

Additional costs

Certain other fees throughout the school year are necessary to offset supplies or activities.

- Registration fee, one-time fee for new students \$100 if admitted will be credited toward tuition.
- Uniform \$varies
- Book Fee \$450

Tuition assistance

St. John Paul II Classical Academy is reliant on tuition to fund the operations of the school. We do not receive assistance from a parish or the Archdiocese of Omaha. Tuition assistance and scholarships are available with application. Scholarships and tuition assistance is funded 100% by fund raisers scheduled through out the year.



Academic policies

Homework

The first priority of St. John Paul the II Classical Academy is developing a love of learning and supporting a vibrant home life. Students in the lower grades may have very little, if any homework, while students in the upper grades may have light to occasionally moderate homework.

The first priority of students is study. This activity occurs at school, in the classroom, and at home. Homework is a useful tool for helping students gain mastery in concepts introduced during the school day. A regular time (sooner rather than later) and a regular place for homework, study and review (in addition to written assignments) help develop the habits of mind necessary to succeed academically. Encouraging students to conduct assignments in a timely and responsible manner will be taught as part of our virtue instruction. If students use their class time efficiently, homework, should not be excessive.

We encourage daily reading to your child, in an individual or family setting, throughout their youth.

Other Policies

Assignment books

Students issued an assignment book are expected to record their own assignments. Educators will use the assignment book to communicate with parents regarding homework, etc. Parents should review this assignment book to keep the student on track and up to date. Teachers may use the book as a means of communicating with parents regarding assignments.

Late homework

Although teachers have a contingency for late homework, without mitigating circumstances, a student will not earn credit for turning in an assignment that is over a week late.

Promotion policy

St. John Paul II Classical Academy promotes students to the next grade level based on their academic achievement, and not simply for social reasons.

Grades

St. John Paul II Classical Academy recognizes that grades are necessary and helpful diagnostics to measure a student's progress toward learning objectives. Report cards will be issued on a trimester basis.

We also observe that assigning grades to the very young can divert the attention of the child and parent to worldly, exterior rewards. Teachers will make prudential decisions to guide students and families first toward a love of learning and development of a healthy spirit of study.

Parent-Educator Conferences

At least one parent or guardian must attend the Parent-Educator Conferences in the fall and spring. Additional Parent-Educator conferences may be arranged by setting an appointment with the Educator.



Textbooks and replacement costs

It is the responsibility of individual students to take proper care of all textbooks issued to them. Students will be charged for the full replacement cost for lost or damaged textbooks, plus an administrative fee for ordering and processing the new book.

Internet policy

Use of the internet and related technologies on the school premises occurs only rarely, and always in a supervised setting. Students do not have permission to use the Internet access of the school. The password is not provided to students, and it is changed as needed.

Field trips

A Parent Permission Form will be sent home in advance of each field trip. It must be completed and returned to the Educator before the student is allowed to go on the field trip. Students who do not return a signed permission form will not be allowed to participate in the field trip and will remain at school until the class returns. No phone calls will be made for parent permission. Field trips are a privilege. Students may be denied participation by a parent or Educator if academic or behavioral problems exist. There may be occasions where parents are asked to drive. See “Other Information and Policies” section of this handbook for the requirements of parent drivers.

Unless the school specifically approves a trip, the school will not be held liable, nor may the school’s name be used in conjunction with the trip. Non-school approved trips that involve students will not be promoted or organized within the school.

If your child needs a car/booster seat, please coordinate with the educators or field trip coordinator to provide it for the day. Nebraska law about car and booster seats can be found at <https://dot.nebraska.gov/safety/driving/cps/>.



Attendance and punctuality

School Hours

Drop-off

The school day begins at 8:00 a.m. each day with Holy Mass. If enrolled in before school care, parents may drop off students beginning at 7:00 a.m., otherwise all students must be dropped off between 7:30 to

Dismissal

The school day ends at 3:15 p.m. each day

Pick-up expectations

The following are the expectations for the closing of the school day:

- Educators will escort students to the entrance/exit designated.
- Students will not be allowed to loiter in the school after hours unless enrolled in after school care.
- No students will be allowed to wait in the hallway for friends to be dismissed.
- Students are not allowed to wait in the church unless accompanied by an adult and only after receiving permission.
- Once students are dismissed, without approval from an Educator, they will not be allowed to re-enter the building or their classroom after 3:30 p.m. to retrieve materials/books they forgot.
- Students who are requested by an educator to stay after school will be expected to leave school grounds promptly after they are dismissed.
- The Educators and staff are not responsible for the students or their behavior before 7:30 a.m. or after 3:15 p.m. unless the student is enrolled in before or after school care, however, behavior that does not reflect the philosophy of our school will be subject to disciplinary procedures established by the school. When students are not in school or have left the school building for the day, they are the responsibility of their parents and/or guardians unless enrolled in before or after school care.
- Drop off and pick up from before and after school care requires the parent to sign in and sign out the student.
- Parents picking up their children after 3:30 p.m. will be charged the after-school care fee for that day of \$20.
- Without prior written approval, a parent may not pick up the child of another parent. The written approval must be provided to the staff member supervising before and after school care at least 24 hours prior to the date of pick up for which approval is given.



Attendance Policies

Requirement of the State of Nebraska

Nebraska State Law (79-201) holds parents and guardians responsible for regular school attendance of their children. It also requires 1,032 instructional hours each year in grades 1 through 8.

Notification of absence

Whenever a student is absent from school, the parents are required to report the absence to the school. When reporting an absence, please give the student's full name, grade, reason for the absence and the planned return date, if known.

Absences reportable in advance, especially planned absences, should be communicated as soon as possible via email to both office@stjp2ca.com and the Educator's email address. For unplanned absences, on each day of the absence, please call the hotline before 8:00 a.m., 402.218.4020 follow the prompts to leave voice message with the information noted above. The office will call parents if a student is marked absent and the school has not been notified of the reason.

General absence policy

Parents of students absent an excessive number of days (considered by the State of Nebraska to be 7 or more days per trimester or 20 or more total days for the school year) may be required to meet with the Director of Administration.

Excused absences

A student may have an excused absence for a personal illness, sickness or death in the family, quarantine, an authorized school function, an appointment with a physician, or a natural disaster. In addition, a student may be granted on educational experience per year as an excused absence.

Unexcused absences

Any absence that does not meet the criteria for an excused absence is an unexcused absence. Five unexcused absences from school in one year is considered excessive; parents may be required to meet with the Director of Administration. Any absence before or after a school holiday or break for Christmas or Easter or other day that school is not in session, will be considered an unexcused absence.

Planned Absences

Any request for a planned absence should be sent by email to both office@sjp2ca.com and the Educator's email address at least five days prior to the absence. The educator will work with the student to provide the assignments either before the absence or provide the assignments when the student returns.

Early departure

Students who need to be picked up for early departure or for appointments are to inform the school and Educator in advance, if possible. An email should be sent to both office@sjp2ca.com and the Educator's email address. Late notifications of early departure should be communicated to the attendance hotline at 402.XXXXXX giving the student's name, grade, reason for the appointment and the pickup time. A parent or guardian must sign them out in the office. Students are responsible for the work missed.



Make-up homework and tests

When a student in grades 3rd to 8th is absent, a parent may request that class assignments and homework be available for pick up by the end of the day in the school office. These requests should be communicated before 11:00 a.m. by leaving a message on the attendance hotline 402.218.4020 follow the prompts; an email should also be sent to office@sjp2ca.com and the Educator's email address. Students will be allowed time, determined by the Educator, to make up work and tests missed. Usually, one day is allowed for each excused day missed.

A student with an unexcused absence will be allowed a reasonable amount of time to make up work and tests missed as well. Tests will be made up after school or during lunch and recess. The Educator is unable to take time from the normal day to re-teach the material. Students in Grade 5 or higher are only eligible to receive half credit for their missed work. A student failing to complete make-up work or take make-up tests within the time specified by the Educator will receive a zero for each of these assignments or tests.

Punctuality

General policy

All students are expected to be punctual to school. A student is punctual when he or she is sitting at his or her desk and prepared to start class at the beginning of the school day. Any student who arrives after 8:00 a.m. will be marked tardy and are to stop at the office to have a tardy recorded before proceeding to their classroom. Students will be counted tardy up to four hours (12:00 noon) after school has begun. Students arriving after noon will be counted ½ day absent.

Excessive tardiness

Student tardiness is a disruption to an entire class of students. If a student has a "pattern of tardiness" (5 or more per trimester), a special meeting may be requested with the student's parent and/or legal guardian.



Personal appearance and dress

Personal Appearance

Purpose

Outward appearance in dress and posture are signs of a student's attitude and willingness to work. They are also signs of respect toward their teachers and peers.

Uniformity in dress helps students to avoid the distractions associated with fashion, so they may focus on developing their individual personalities and academic skills. Everything that is worn, and the way it is worn, should complement the overall appearance of the uniform, not compete with or detract from it. All students are required to be in uniform every day and remain in full uniform until the time they leave campus at the end of the day.

Rules

Students must be well groomed every day. Common sense is an indispensable guide, but the following specific rules apply:

- Uniforms are to be clean, in good condition, and properly worn
- Hair must be clean, neat and not hiding the student's eyes.
- Boys' hair does not fall below the shirt collar.
- Boys are to be clean shaven
- Make up is not to be worn, including colored nail polish or coloring for hair
- Jewelry, as part of one's dress, is not included in the uniform.
- No tattoos, fake or real, writings, markings, or drawings on the body are allowed.
- No body piercings for boys or girls are allowed.

These exceptions are allowed:

- Stud earrings for girls
- Simple chains with religious medals
- Medical ID bracelets
- Simple wristwatches



Uniforms

The uniform guidelines will be strictly enforced. If a student is not in uniform, a phone call will be made to the parent or guardian to bring the missing items to school.

Boys' academic uniform

- Navy pants or navy shorts (worn prior to October 1 and after May 1); no jeans, corduroys, cargo pants or contrast stitching
- Gray short sleeve or long sleeve polo shirt with school logo DiGiorgio's Sportswear or previously purchased white polo shirt from DiGiorgio's Sportswear (tucked in)
- Plain brown or black belt (starting in 3rd grade)
- Navy blue, gray or black socks (no ankle socks)
- Plain black, brown or navy shoes for inside the classrooms and church (no white soles, with the exception of boat/top-sider shoes, and no tennis shoes)
- Navy blue or gray V neck or cardigan sweater with school logo
- No sweatshirts, jackets or coats are to be worn inside the classroom
- Optional: Tennis shoes for outside play or gym time; snow boots for winter outside play

Girls' academic uniform (K-3/4)

- Skirts or jumpers for students in grades 3 and 4
- Classic plaid jumper, knee length or longer (Dunbar Plaid Knife Pleated Jumper)
- Plain white short-sleeve polo shirt or front button blouse with collar (no shirt with logo necessary under jumper)
- Plain white, navy, black, or gray ankle/knee socks or opaque tights
- Navy, black or gray leggings or bicycle shorts under all jumpers, except when wearing tights
- Plain black, brown, or navy shoes (no white soles, with the exception of boat/top-sider shoes, and no tennis shoes)
- No sweatshirts, jackets or coats inside the classroom
- Navy or gray cardigan sweater with logo
- Optional: Tennis shoes for outside play or gym time; snow boots for winter outside play



Girls' academic uniform (3-8)

- Skirts or jumpers for students in grades 3 and 4
- Classic plaid skirt, one inch above the knee in length or longer. (Dunbar Plaid box pleated Skirt/Stitched down kick pleat skirt)
- Gray short-sleeve or long sleeve polo shirt with school logo from DiGiorgio's Sportswear or previously purchased white polo shirt from DiGiorgio's Sportswear (tucked in)
- Plain white, navy, black, or gray ankle/knee socks or opaque tights
- Navy, black, or gray leggings or bicycle shorts under all jumpers, except when wearing tights
- Plain black, brown or navy shoes for inside the classroom and church (no white soles, with the exception of boat/top-sider shoes, and no tennis shoes)
- Navy blue or grey cardigan sweater with school logo
- No sweatshirts, jackets, or coats inside the classroom
- Optional tennis shoes for outside play or gym time, snow boots for winter outside play

Where to shop

DiGiorgio's Sportswear (402.894.5627) carries all of the attire

Dennis Uniform (402.496.9911) carries all of the attire, except the polo logo shirts

Lawlor's in Omaha has an on-line family short for printed logo t-shirts and sweatshirts.

Shop at



Discipline and comportment

Good order is needed for good teaching to take place.

Every Educator has the right to teach; every student has the right to learn. The best discipline is self-discipline. As we work toward helping our students grow in this virtue, we start with positive guidelines for living Christian, kind, order, and happy lives.

Communication

Parental communication and cooperation

Parental cooperation and assistance are essential to the development of self-control, self-discipline, and a sense of personal responsibility in our students. Whenever there is a question or concern regarding the school rules or their enforcement, it is essential that parents contact the school, in the interest of maintaining and developing a partnership between parents and the school.

Order of communication (minor matters)

In keeping with Our Lord's direction in the Gospel (Matthew 18:15-17) the parent should first contact the staff member who is in charge of the situation in question as soon as reasonable in order that action can be taken to correct any misunderstanding or error. If the matter has not been resolved to the satisfaction of the parents, they may take the matter to the Director of Administration, which will determine a reasonable course of action.

"If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one." (Mt. 18:15)

Disciplinary Measures

Consequences

All actions have natural consequences; good actions have good consequences, and bad actions have bad consequences. When disciplinary measures must be applied, numerous factors will be considered. These include the child's age, the seriousness of the action, patterns of the child's behavior, responses to past corrections, and the child's attitude.

The Educator will apply disciplinary measures for the purpose of leading the child to grow in virtue. This process includes making up for the wrong that was done, growing in wisdom, and changing one's behavior. These purposes reflect the Catholic practices of restitution, repentance, and making a firm purpose of amendment.

The goal of all disciplinary measures is always to restore the child in a firm and loving way to good standing within the classroom and school community.

Disciplinary measures may include withholding of privileges, a written assignment, an act of Christian service or detention. Other disciplinary measures may be taken at the discretion of the Educator. Serious discipline issues and consistent discipline issues may be addressed with suspension from school or expulsion.



Expulsion

Expulsion is a last resort that is used when other means of discipline have failed. Expulsion is immediate for very serious single offenses, for which a student's continued presence at the school would seriously hamper the school in fulfilling its obligations to other students. A student may be subject to immediate expulsion for any of (but not limited to) the following offenses: possessing, using or delivering narcotics, drugs, cigarettes, tobacco-related products, or alcohol on the school campus or at school-related activities; possessing using, or concealing a weapon (or any instrument which may produce bodily harm or death) on campus or at a school related activity; threatening bodily injury to, or assaulting a student, parent, or any school personnel; vandalizing school property or the property of others; engaging in chronic or repeated behavior which disrupts the learning environment. (See Prohibited Items.) Expulsions from the school includes a ban from attendance at all academic events.

Damages

Students and their families will be held financially responsible for any damages caused by the student. The cost of replacement or repair will be forwarded to the parents. These costs include damages to the physical property of the buildings, contents, computers and software, or the personal belongings of school staff or students.

Harassment

St. John Paul II Classical Academy does not condone harassment of any kind, including, but not limited to physical harassment, verbal harassment, and sexual harassment. All students are to be treated with dignity and respect. This prohibition against acts of harassment applies to all people engaged in all school-related activities: all students; part-time or full-time employees; volunteers, consultants, or our guest instructors.

Students have the responsibility to:

- Conduct themselves in a matter which contributes to a Christian school culture.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing the student that the behavior is unwelcome and offensive.
- Report all incidents of discrimination or harassment to an Educator or staff.



Prohibited items at school

General policy

The only items allowed at school are those which are necessary for the students' activities during the school day; usually, these include only their books and the supplies on their school supply list.

Electronic devices

Electronic devices, including cell phones, should not be seen or heard during the school day. Any student with a cell phone in school must keep it turned off and in the backpack. Student's devices, if on or in view, will be taken and kept in a safe place until the end of the school day. Parents who need to contact their child during the school day should call the school phone number. Parental support of school policies is essential; therefore, parents are expected not to communicate with their children during the school day via texts, emails, or cell phone calls.

Show and tell items

"Show-and-tell" items, if approved by the Educator, are able to be brought to school, but these items are not the responsibility of school staff or faculty. This also applies to materials brought as part of reports/projects. The school is not responsible for lost, stolen, or damaged personal items.

Other items

So that any undue feeling of competition among children might be avoided, parents are asked to prevent children from bringing toys, collectibles, electronic equipment, or valuables to school *unless the Educator has specifically allowed it for some purpose*.

Dangerous weapons

It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a campus, church, or school-sponsored bus, athletic, social, or extracurricular activity. Any person who does this will immediately be reported to the police department.

Firearms, fireworks, or weapons of any kind, or other items which cannot be purchased by minors over the counter are not allowed on campus and will be confiscated. If any item brought to school is determined by the school to be dangerous in any way to students, there will be disciplinary consequences, possibly including expulsion.

Illegal drugs and alcohol

St. John Paul II Classical Academy enforces a policy of zero tolerance for illegal drugs or alcohol use by students. Automatic expulsion will result from the use and/or possession of, or attempted possession of, alcohol or illegal drugs. Smoking is not allowed on campus. Minors will not be allowed to bring tobacco products on campus. Any glue, aerosol paint, or volatile chemical substances for inhalation will not be allowed on campus. The transmittal, sale or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.



Right to search

In consideration of all the students' safety, Educators and staff retain the right to search all personal effects brought onto this property, and to confiscate any item(s) deemed inappropriate and/or unsafe.

Other information and policies

Deliveries or messages for students

All messages and deliveries for students are to be sent through the educators or staff, contacted using the school phone number. Out of respect for students, faculty and staff, classroom interruptions are not permitted. Again, out of respect for school policy, parents should refrain from contacting their children during the school day via texts, emails, or cell phone calls.

Visitors

Those wishing to visit St. John Paul II Classical Academy are most welcome to do so. Classroom visits are to be scheduled ahead of time. For purposes of safety and order, all parents and visitors will be met at the entrance by an Educator or staff member, sign the visitor roster and receive a name tag. School tours are offered by appointment.

St. John Paul II Classical Academy is a secure building. Doors are always locked. Access to the building during school hours must be arranged with the office.

Parent observation

Parents are welcome to observe a class that their student is attending, provided that testing is not in progress. A request to observe class must be made to the Educator ahead of time. A typical observation lasts no more than 30 minutes. Parents wishing to observe a class must follow the visitor's procedure.

Volunteering

Throughout the year, a number of opportunities for volunteering will arise for parents, grandparents, or friends. Please prayerfully consider how God may be calling you to serve in this monumental effort. Safe Environment training from the Archdiocese of Omaha is needed for staff and volunteers who have contact with students. Aides can help us by doing such things as listening to children read, assisting on field trips or at recess.

Parents driving Students

Parents who wish to drive students during a field trip or other school-sponsored event must have completed the Safe Environment training, filled out the "Volunteer Driver Information" form, provide proof of insurance, and have completed the Defensive Driving Curriculum.

Safe Environment training

All employees and regular volunteers who have one-on-one contact with students are required to go through the required Safe Environment training and have a background check completed as required by the Archdiocese of Omaha. This 2-hour course also has a fee which the participant is required to pay. Once trained, the person is certified for a five (5) year period after which time they must be re-certified and have a background check completed.



Gender identity

The school will interact with students according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the “reality deeply inscribed” within (*Letter to Bishops of the Catholic Church on the Collaboration of Men and Women in the Church and the World* #8. Assisting the person in his or her disconnect with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of the truth (See “Human Sexuality Policies for Catholic Schools” from the Cardinal Newman Society’s Catholic Education Report, 2016 for more detail)

Lunch

Students may bring their lunch or participate in the school’s hot lunch program. Menu selections and pricing will be made available for parents who would like to purchase hot lunch for their student(s).

Recess

Each lunch period is followed or preceded by recess.

- Students must stay in the assigned play area
- During recess, students may play only with the equipment that is provided by the school. With permission from the Educator, toys or equipment may be brought from home.

School closures and winter attire

St. John Paul II Classical Academy will follow the Blair Community Schools policy concerning closing due to weather. The decision to close due to weather will also be on the home page of St. John Paul II Classical Academy’s web site; www.sjp2ca.com, in addition, an all-school email will be sent to all parents notifying them of the closing. This will also affect our before and after school care program and any other school activities schedule for that day.

In the case of an emergency during the day, early dismissal will be announced via email and text messaging. Parents are asked to arrange to pick up their child as soon as possible in the case of an early dismissal, in order that staff members may leave as well. Additionally, St. John Paul II Classical Academy may close independently and would personally notify parents/guardians.

Students must come to school prepared for cold weather during the winter months (gloves, hats, and boots). The weather often changes to very cold and/or snow after children have left for school in the morning.

Classroom parties

Parents must coordinate parties and any other activities with the classroom Educator. Parents may bring refreshments for their child’s birthday after consulting with the Educator. If refreshments are approved for a class, consideration must be given to children with special dietary needs.

Invitations for outside parties may only be distributed in school if all members of the class (or all the girls or all the boys) are to be included.



Lost and found articles

It is very important that all articles (especially clothing) be marked with the child's full name. Any unclaimed items can be found in the "Lost and Found" box in the school.

Parental guidance during a lockdown/lockout emergency

Remain calm as school and local authorities manage the situation.

- Parents should not go to the school. No one will be allowed in the building, and parked cars around the school present difficulties for emergency personnel.
- If a lockdown lasts for an extended period of time, or goes beyond dismissal time, students will not be allowed to leave until cleared by the appropriate authorities.
- School staff will notify parents by email and phone of the emergency. Announcements will be made via local TV/Radio stations as appropriate.
- Parents may be required to pick up children from school or another designated area, once it is determined to be safe to do so.
- Parents may be required to present identification to pick up children.
- The reunification location will be given to parents via email and will be publicized to the media.
- Students and parents are reminded that during an emergency, cellular sites may be overwhelmed due to a high volume of calls. It is critical that text messaging and cell phone use be kept to a minimum so that emergency services have priority to assist the students and staff on the site.

Health items

Flu precautions

While we try to coach our students to practice good cough and sneeze etiquette and make frequent use of hand sanitizer, during flu season your student (s) will likely be exposed in some way. If your child does contract the flue, or if your child has a fever and/or another flu symptom, such as a cough, runny nose, sore throat, body aches, headache, chills, fatigue, etc., the student must stay home from school until all symptoms, including fever, have been gone for 24 hours without the help of medication.

Strep throat

If your child is diagnosed with strep throat, he or she should be kept home for at least 24 hours after medication has first been administered.



Head lice

Head lice are common in schools. They do not reflect on the hygiene and grooming of the infected child or families, and do not spread disease. In regard to the treatment of head lice, the CDC recommends that children be permitted to return to school after appropriate treatment is start, and after verifying there are no live lice in the hair. The CDC specifies treatment as “using an over the counter or prescription medication” <https://www.cdc.gov/parasites/lice/head/schools.html>

Medication policy

St. John Paul II Classical Academy Educators or staff will not dispense prescription or over the counter medications without written permission from both parent/guardian and physician. Students needing medication on an as-needed basis during the entire school year or daily must have the Medication Authorization form on file. The original completed, signed, and dated Medication Authorization form must be presented to the school along with: medication that is not expired and medication that is in the original pharmacy-labeled pharmacy container

If a child is taking medication for a short period of time (under 5 days), the parent/guardian or other authorized adult may come to school to dispense the medication. A signed note from the parent/guardian is required in addition to instructions for the dispensing of the medication. The medication must be in the original pharmacy container. It is against school policy for any student to carry any unauthorized medications. Permission to take medication of any kind cannot be given over the phone.

If there is a specific medical problem (diabetes, epilepsy, etc) the school should be given any emergency instructions (doctor, medication, etc.) to be kept on record in the school.

Each child may bring cough drops or lozenges to the classroom to use. Classroom educators will need a note from the parent or guardian in order to distribute the cough drops or lozenges. Students who require the use of inhalers will be allowed to keep them with them, with signed parent permission, so that if the need arises for immediate use, it is available.



Acknowledgement form

The Family Handbook contains much of the essential information about St. John Paul II Classical Academy. It is expected that each student and parent/guardian will comply with the policies in the handbook.

We ask that this form be signed by the parents/guardians to ensure that you have read the material intend to abide by the philosophy, policies, and procedures set forth in the Family Handbook.

The undersigned parent(s) acknowledges their responsibilities and the need for their cooperation under the terms of this handbook. The undersigned further agree to all of the authority and rights of the school to administer a program that provides an educational environment as St. John Paul II Classical Academy deems appropriate and as operated pursuant to the terms of this handbook. After reading the handbook, please fill out the form below and return it to the school office.

PARENT/GUARDIAN SIGNATURES:

NAME OF STUDENT(S)

Date: _____