Student & Parent Handbook

Pope John Paul II High School

"Stewards of the Future"

Non-Discrimination Policy

Pope John Paul II High School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or other school-administered programs.

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Pope John Paul II HIGH SCHOOL
"Stewards of the Future"

MISSION

The mission of Pope John Paul II High School is to provide a Catholic secondary education within a challenging academic, spiritual, and co-curricular environment that will develop men and women who are intellectually strong, spiritually alive and committed to serving the needs of others.

VISION

Pope John Paul II High School will nurture and challenge every student to be transformed for a lifetime of courageous leadership and service through discovery and development of their God given gifts.

To live in the light and truth of Jesus…
now and forever.
Saint John Paul…
pray for us.

GRAD AT GRAD

POPE JOHN PAUL II HIGH SCHOOL EDUCATES STUDENTS TO PURSUE TRUTH, ACT VIRTUOUSLY AND BUILD COMMUNITY.

YOU WILL WITNESS THIS IN EACH STUDENT BECAUSE THEY…

- Possess fundamental skills and knowledge demanded by each academic discipline
- Pursue educational opportunities beyond high school
- Think logically, critically and creatively in problem solving and self-expression
- Analyze contemporary issues from multiple perspectives
- Respect other peoples, languages and cultures
- Access resources and technology to interpret, evaluate and present information
- Interpret implications and consequences of assumptions behind different points of view

THEREFORE THEY ARE INTELLECTUALLY STRONG

- Recognize self and others as loved by God
- Understand Catholic Christianity and know major doctrines and practices of the Catholic Church
- Know Christ's Mission and participate actively and fully in the Church's life
- Build personal relationship with Christ through Eucharist, prayer and reflection
- Practice reconciliation with family, friends, Church and God
- See faith in Jesus as an obligation to live life as a person for others

THEREFORE THEY ARE SPIRITUALLY ALIVE

- Accept personal responsibility for their growth
- Strive for integrity, commitment and excellence in all things
- Make life choices based upon Catholic social teachings
- Challenge prejudices and stereotypes
- Seek opportunities to expand their mind, heart, imagination, feelings and consciousness
- Seek aesthetic, artistic and creative experiences through the arts
- Engage in co-curricular activities that develop leadership, interpersonal and collaborative skills

THEREFORE THEY ARE OPEN TO GROWTH

- Accept responsibility for building and maintaining loving relationships with others
- Demonstrate empathy, compassion, understanding and respect
- Accept the love of God and others
- Know the moral teachings of the Catholic Church as it relates to sexuality
- Make responsible decisions regarding personal health and well-being
- Listen respectfully and express themselves genuinely

THEREFORE THEY ARE LOVING

- Recognize service as fundamental to faith
- Act with generosity toward all
- Demonstrate compassion for victims of injustice
- Know the impact of social, environmental and political issues on the human community
- Understand the contradictions and moral ambiguities between the Church's social teachings and popular culture
- Know that faith demands active commitment to a just society

THEREFORE THEY ARE COMMITTED TO DOING JUSTICE

Faculty and Staff

ADMINISTRATIVE TEAM

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Purpose of the Handbook

This Student and Parent Handbook ("Handbook") applies to all students of Pope John Paul II High School (JPII or the "School"). The School provides this Handbook to acquaint students and parents with the School's general student policies, procedures, and expectations.

Right to Amend

From time to time, circumstances may require that JPII change its general policies described in this Handbook. JPII reserves the right to amend, supplement or rescind any provision of this Handbook at its sole discretion, with or without prior notice. Inserts or updated pages will be distributed to students reflecting changes to the Handbook as appropriate. We encourage students to keep this Handbook and add any updated pages to keep it current. This Handbook is subject to interpretation by JPII, which interpretation shall be binding. This Handbook supersedes all prior handbooks or policy statements regarding the School's general student policies.

Admissions

Pope John Paul II High School's college preparatory program is designed for those students who are motivated to learn, to grow in their relationship with God and others within the context of a Catholic Community that is committed to developing courageous, value based, community centered leaders. Admission to Pope John Paul II High School will be based on the following criteria:

1. For incoming freshmen, a Placement Exam and writing prompt which are administered in the winter.
2. Transcript grades and standardized test scores from the current school attending.
3. Positive references from current Math, English and Science teachers, the Principal or school counselor.
4. A letter from a student's parish or church Pastor or other faith leader.
5. Possible interview.
6. Successfully completing the Admission's process.

The placement exam for incoming freshmen is the High School Placement Test (HSPT) which is a multiple choice exam that measures student skill levels in English, Math, Reading and Science. In each section of the test specific skills necessary to be successful in that or related disciplines are measured. This exam along with other objective data will be used to assess a student's potential for success and future academic placement. Seventh and eighth grade transcript grades will be evaluated in conjunction with HSPT test scores and other available objective test scores. Student should have at least a C average in their current course work. Students need be motivated to be fully engaged in their own education and to succeed academically.

Reference forms from a student's current school should reflect positive comments about the student's potential for academic success, personal character, motivation and commitment to community. A letter from a student's pastor or other faith leader will also add to the Admission committee's understanding of a student's personal profile.

The application form will contain a section that will give a student an opportunity to describe their involvement in and service to their parish, school or civic communities.

The writing sample will be taken during the placement testing time and will take approximately 30 minutes. The sample will be used in conjunction with other academic data to determine a student's academic profile.

An interview with parents/guardian and student may be requested by the school to further assess a student's readiness for the rigors of the curriculum offered at Pope John Paul II High School.

Academic Information

The course of studies at JPII is designed to prepare students to enter colleges or universities. Within this college preparatory framework, we seek to direct students into courses that will consistently challenge their capacity and potential. Every student at JPII will be given ample opportunity to meet and explore challenges in the learning process.

To succeed academically at JPII requires rigorous effort by students both in class and out of class. Homework, like practicing a sport, is an important part of learning. Unless otherwise instructed, students must do their own work.

Graduation Requirements

The courses required for graduation from JPII exceeds the entry requirements of Washington State public colleges and universities and most private universities. There are 7.125* total credits possible each year and 28.5* over a four year high school career. 26 credits plus successful completion of the assigned community service requirements are required for graduation. Academic rigor of coursework will be considered in graduation honors such as valedictorian and salutatorian.

Department	General College Requirements	JPII Diploma Requirements
English	4	4
Mathematics	3-4	4
Social Studies	3	3
Science	2-3	3
Modern Language	2-3	3
Fine/Performing Arts	1	1
P.E./Health	1	2*
Theology		4
Electives		2
Total Credits Required	17	26

**Beginning with the class of 2020, community period courses reflect the earned Lifetime Fitness 0.125 credit per year.*

Community Service Requirements

These requirements are a part of the Community Period class for each student. Details on what is expected to meet these requirements will be covered in the class. However, the minimum hours necessary for graduation are:

9th grade	10 hours (at least two different placements)
10th grade	20 hours (at least 3 or 4 different placements)
11th grade	20+ hours (no more than 2 or 3 different placements)
12th grade	30+ hours (only 1 placement) AND electronic reflection project

Courageous Ministry

Campus ministry is an integral part of the educational process at Pope John Paul II High School. It is designed to proclaim the Good News of Jesus Christ to its students and families, to build up the body of Christ in the

community and to promote social justice through service to others. Campus Ministry draws the entire community into responsible participation in the life, mission and work of the Church. To accomplish these outcomes, the school, through Campus Ministry, offers liturgies, retreats, and service.

Liturgies

Monthly all school masses are offered. Additional invitational masses will be offered throughout the year dependent upon availability of priests. Parents and friends of the school are always welcome to attend school liturgies. Within the first three weeks of school, all students will participate in a Mass of the Holy Spirit, celebrated with all Catholic schools, Pre-K through College, in the South Sound area.

Community Service Day

The community service day is usually held the day before Christmas Vacation. The community day begins with Mass and then sends out the students and staff (and often alumni) in groups to serve the community in a variety of areas. For example, serving lunch at the senior center or down at the Union Gospel Mission, etc.

In the afternoon, all classes return to campus to discuss and then write a personal reflection on their service experience and then culminate with an ASB led Christmas celebration.

Retreats

Pope John Paul II High School offers multiple retreats for students that are based upon the charism and teachings of Pope John Paul II. They are thematically formulated around the School's three foundational educational elements of pursuing Truth, acting Virtuously, and building Community. Peer and adult leaders create an atmosphere of support, trust and sharing so that students can explore the challenges of Catholic/Christian identity, relationships, values, courageous leadership and reconciliation in the context of their faith. The goal is to provide students with the opportunity to listen and respond to God's presence in their lives and the life of their communities.

Freshman Retreat: Theme - Build Community

> *"None of us is alone in this world; each of us is a vital piece of the great mosaic of humanity as a whole."* Pope John Paul II, Israel-Palestine - 9/22/1999

> *"It is especially for you, young people, to take on the great task of building a society where there will be more justice and solidarity."* Pope John Paul II, World Youth Day VI - 8/15/1990

The objectives of the freshman retreat are to enculturate the School's newest members into their new school community and begin the process of developing their identity individually and collectively as persons of faith and members of the Pope John Paul II community. It is a time to reflect upon what it means to be and act as a "person for others".

Sophomore Retreat: Theme - Act Virtuously

> *"...make your generous and responsible contribution to the constant building up of the Church as a family, a place of dialogue and mutual acceptance, a space of peace, mercy and pardon."* Pope John Paul II, World Youth Day XII - 11/24/1991

> *"Through her example, may Most Holy Mary encourage you to be in the new millennium announcers of hope, love and peace!"* Pope John Paul II, World Youth Day XV - 8/15/2000

The sophomore retreat focuses on what it means to act virtuously within the confines of Pope John Paul II High School and the broader contexts of their family, church community, civic community, and the world community. It is an opportunity for sophomores to reflect upon how their faith calls them and challenges them to act in a way that often contradicts their understanding and experiences of popular culture.

Junior Retreat: Theme - Faith and Prayer

> *"Freedom is not the ability to do anything we want, whenever we want. Rather, freedom is the ability to live responsibly the truth of our relationship with God and one another."* Pope John Paul II, Saint Louis, Missouri - 1/26/1999

"In prayer you become one with the source of our true light, Jesus himself." Pope John Paul II, Saint Louis, Missouri - 1/26/1999

The junior retreat is a time for juniors to examine their understanding of faith as a relationship with Christ and how prayer (sacraments, liturgy, etc.) strengthens that relationship within the context of the various communities of which they are members. It is a time for juniors to reflect upon their relationships with family, friends, school community, and their church community as concrete evidence of God's love for them, their call to love others and their loving response to their God.

Senior Retreat: Theme - Courageous Leadership

"Call out to Jesus to remain with you always along the many roads to Emmaus of our time. May he be your strength, your point of reference, your enduring hope!" Pope John Paul II, World Youth Day XII - 11/24/1991

"The human person, created in the image and likeness of God, cannot become a slave to things, to economic systems, to technological civilization, to consumerism, to easy success." Pope John Paul II, Pozan, Poland - 6/3/1997

"...you are under threat from the bad use of advertising techniques, which plays upon the natural tendency to avoid effort and promises the immediate satisfaction of every desire, while consumerism that goes with it suggests that you should seek self-fulfillment especially in the enjoyment of material goods." Pope John Paul II, Dilecti Amici - 3/31/1985

Leaving the comfort and security of high school presents many challenges similar to those seniors experienced in their transition from elementary school to high school. The senior retreat provides seniors with a brief time where they can distance themselves from the stresses of career/college selection, admissions to college, scholarship applications and separation. Seniors have the opportunity to reflect upon this time as a call to courageous leadership which requires them, in light of their faith, not only to challenge some of the values of contemporary society but also to act accordingly. It is an opportunity for seniors to reflect upon their experiences of pursuing truth, acting virtuously, and building community at Pope John Paul II High School and how those experiences translate to their future roles as courageous leaders.

Service

"Seek to do good to one another" - Thessalonians 5:15

"But - I ask you - is it better to be resigned to a life without ideals...or rather...to seek the truth, goodness, justice, working for a world that reflects the beauty of God, even at the cost of facing the trials it may involve?" - Pope John Paul II, World Youth Day XII, 11/24/91

Pope John Paul II High School's Community Service Program develops students who understand service as fundamental and intrinsic to their faith. They demonstrate compassion for victims of injustice and know that they are called to actively commit to building a just society. It is the program's objectives through direct service to others to challenge students' perceptions and stereotypes of those they serve and create empathetic, compassionate and courageous leaders for change. The program is designed to support the School's culture of mutual support for one another and being a people for others. The Community Service program is an extension of this school culture of service into the surrounding community. The School selects and approves placements that permit students to serve others as directly as possible. It is through this contact that not only the lives of those served are changed but the lives of our students. Service experiences are selected and designed to bring about an affective change of heart in our students. With these outcomes in mind, the requirements of the service program are as follows:

- While encouraged to do more, students will be required to offer 80 hours of community service as a graduation requirement during their four years of high school.
- Placements must provide students with as much direct contact with those they serve as possible and appropriate.
- The school will select and approve placements that serve the poor, homeless, shut-ins, disabled, elderly, ill, disenfranchised, illiterate and those with the greatest need of assistance.
- Students are expected to complete their service hours outside of school time. Service to the school is an expected part of the school culture but will not be counted as service hours.
- Faculty and staff are expected to participate in school service projects and model a life of service.

- Students will be expected to reflect, write about and share their service experiences. Time during the Community Period will be set aside for service reflection and sharing.
- Seniors will submit a reflection paper as part of the Service graduation requirement that speaks to their growth through service.
- Selected placements or service sites will be approved based upon age appropriateness of students and will be patterned as follows:
  - Freshman will participate in school sponsored projects *or* approved self-selected projects totaling 10 hours.
  - Sophomores will participate in school sponsored projects or approved self-selected placements totaling 20 hours.
  - Juniors will select up to two service placements which will be approved by the school and serve for a total of at least 20 hours.
  - Seniors will select one placement for their senior service experience totaling at least 30 hours. Seniors will write a substantive paper reflecting on their four-year service experience in the context of the Gospel message to love others.
  - Juniors and seniors may opt to perform their service hours during the summer. Summer service may be performed out of state/country at approved service sites with approved service agencies.

These service opportunities will be an integral part of each student's community period class. The community formed within each community period will become a small family of learners focused on helping each other, the greater school community, and the larger South Sound community.

Guidance Counseling/Student Confidentiality

Students are all assigned to a specific faculty member for Community Period. That faculty member will take on the role of advisor to the student for their four years at JPII. It is the goal of the faculty to offer students a safe environment in which to discuss personal issues. Any information disclosed by a student in the process of advising is confidential within the school with the exception of disclosures that are legally binding for the faculty. For example:

1. Duty to report any behavior, suspicions or student reports of physical abuse, sexual abuse, emotional abuse, abandonment, or neglect to Child Protective Services;
2. Reporting information to persons outside the school when a student indicates that a crime involving the likelihood of significant personal injury or significant property loss will be or has been committed;
3. Reporting to one or more specific persons or agencies after a written release of information form has been signed by the student and parent and kept on file; and
4. Disclosing information deemed to be confidential when ordered to do so by a court of law.

Standardized Testing

In addition to the Placement test that freshmen applicants have completed, JPII will administer the ACT Aspire in the spring of the freshman school year and the spring of the sophomore school year, and the PSAT to all juniors in October. The school will provide these three assessments to all students.

The ACT test series is designed to measure college readiness based upon standards formulated by the ACT board with the contribution and verification of a large consortium of colleges and universities. The ACT tests are designed to measure the student's progress toward these standards which will enable the school and the students to evaluate the learning process at JPII. Using this data, students can see the progress they still need to make to reach their goals.

Taking the PSAT test at the junior level enters the students in the running for National Merit Scholarships.

All students are advised to take the ACT and SAT college entrance exams at the end of their junior year or early in their senior year. These tests are available at many locations and dates and have their own individual fees.

Credits and Grading

26 credits are required to graduate from JPII. Students are expected to take a minimum of 7 courses each semester as well as their Community Period. Academic credits are assigned each semester for each course in which a passing grade is earned. A passing grade in a semester class generates one-half credit. Grades at the semesters are used to determine student cumulative grade point averages.

Transfer credits must be approved. These credits are entered into a separate space on the JPII transcript and will be listed under the school where they were earned. JPII will also keep the transfer transcript and will attach it to the official JPII transcript when requested when sending transcripts to colleges and universities.

JPII Grading Scale

JPII uses the following grading scale. To qualify for the honors points, the course title must include either *Honors* or *AP* designations. All internal JPII GPA's are calculated with general and honors values. Reporting to colleges and universities, the GPA is calculated using the Simple Grade Point scale. Both cumulative GPA's, JPII and Simple, are reported on transcripts and report cards.

Percentage (Rounded)	Letter Grade	General Grade Points	Honors Grade Points	Simple Grade Points
97-100	A+	4.30	4.80	4.00
93-96	A	4.00	4.50	4.00
90-92	A-	3.70	4.20	3.70
87-89	B+	3.30	3.80	3.30
83-86	B	3.00	3.50	3.00
80-82	B-	2.70	3.20	2.70
77-79	C+	2.30	2.80	2.30
70-76	C	2.00	2.50	2.00
65-69	C-	1.70	2.20	1.70
0-64*	F	0.00	0.00	0.00

* D grades are not possible at JPII. Students need to achieve at least a C- or higher to earn credit in any class. Students who earn below 65% have not met the standard for the course or for advancement to the next course.

Grade Point Average

A student's grade point average is determined by dividing the total grade points earned by the number of credited courses carried for a given academic semester. Semester grades and GPA's will be rounded up to the nearest thousandth in order to calculate student rankings.

Course Changes

Schedule changes are discouraged. Therefore, students must choose their courses wisely. In the event that students are misplaced, students/parents may request course changes. All requests for course changes must be submitted within twelve (12) class days of the start of a semester. Transfers must be approved by the advisor and administration. If a student drops/changes a course after twelve (12) days into a semester, the student will receive a grade of "F" and loss of credit in the class dropped **unless** there are mitigating circumstances such as medical issues. These changes must be approved by both advisor and administration before taking effect.

Honors and Advanced Placement Courses

Admission to Honors or Advanced Placement courses is made on a year-by-year basis. Teachers in a given subject area will make a recommendation for a student's placement in an Honors or Advanced Placement course based on the student's current academic performance. Students and parents should refer to course syllabi for specific requirements for admission to an Honors or Advanced Placement course.

AP Courses have been designed to meet or exceed the curricular requirements as established by the College Board. The curricular content is equivalent to an entry-level course in college. AP tests are administered in May of each year on the College Board scheduled dates. It is recommended that the enrolled student take the AP exam. Depending on performance on these tests and the discretion of the college or university, students may receive college credit or advanced placement. Students will be charged a fee to take the examinations. It is recommended that students be enrolled in no more than two AP classes in a given year.

Academic Honors/Soaring Eagles Honor Roll

The JPII Honor Roll is published twice a year. Highest Honors are for those students who maintain a 3.9 or higher average. The requirement for First Honors is a GPA of 3.7 or higher. For Second Honors, the requirement is a GPA less than 3.7, but at least 3.4 or greater. Honor roll GPAs are based upon the JPII Grade Scale. All honors GPAs will be rounded to the nearest tenth for determination of honors.

National Honor Society

The National Honor Society recognizes students who display outstanding qualities of scholarship, service, and personal character. Members must have a cumulative simple GPA of 3.4 or above over at least two semesters at JPII to be eligible for election to the National Honor Society. Students must also have a good attendance record. Additionally, students may not have received any disciplinary action resulting in suspension from JPII or have a significant pattern of disciplinary infractions. The selection of each member into the National Honor Society shall be by a majority vote of the Faculty Council.

Failures

If a student fails a class that is a requirement for graduation or is a sequential course, the student may generally make up the course the following summer by attending a summer school program (either in a community college or local public high school program) with pre-approval by the Administration for the course being taken. Students also have the option of completing an independent study course through an approved program. The student must provide the administration with appropriate documentation of a passing grade at the completion of the program.

Any student who fails two subjects at the semester or who demonstrates a continuing pattern of unsatisfactory grades may be asked to leave JPII at the School's discretion. In such case, families may appeal to the Academic Appeal Board.

Repeated Classes

If a student takes a class for a second time for any appropriate reason such as credit retrieval (as determined by the Administration), both grades will appear on the student's transcript and count in the overall GPA. If passed, the credit will count in the total required for graduation.

Credits for College Courses

Occasionally students will take college courses while enrolled at JPII High School. Students need prior approval from the administration. Students are allowed to take up to two courses per semester for credit through a community or four-year college while enrolled at JPII. Credit determination will be handled as transfer credits. JPII does not provide financial support for tuition for college courses.

Academic Probation

Students who receive a grade of "F" or whose grade point average for a quarter or semester falls below a 2.0 will be placed on academic probation. During academic probation, the student will be ineligible to participate and/or compete in co-curricular activities until at least the mid-quarter of the quarter in which they are on academic probation. The student on academic probation may be required to sign an academic probation contract, which is an individually tailored plan to help the student succeed and to remedy any academic deficiencies the student may have. Additionally, students on academic probation are required to meet with their advisor, counselor and/or the Principal at least once a week. These students will also be required to attend a minimum of two STEP Up sessions per week during the quarter. The administration, counselors or a member of the faculty will monitor these study sessions. This process may also require conferences with parents, tutoring, testing and/or counseling as determined by JPII in its sole discretion.

Any student who fails two subjects at the semester or who demonstrates a continuing pattern of unsatisfactory grades may be asked to leave JPII at the School's discretion. In such case, families may appeal to the academic Appeal Board.

Academic Appeal Board

The Academic Appeal Board will convene as necessary and rule on issues related to academic dismissal of students. The decision of the committee is presented to the Principal for final approval.

Eligibility for Co-Curricular Activities

To be eligible to participate in interscholastic athletics, school plays or musicals, Student Government, or any other co-curricular activities, students must maintain a GPA of 2.0 or better, with no "F" grades. In order to run for Governing Board (ASB Officers and Class Officers), a student must have at least a 2.7 GPA for each of the three previous quarters.

Grade checks will be made at three-week intervals throughout the school year. Dates will be posted. In the event that a team reaches the playoffs, grade checks will be made weekly for that team. Students who receive a Warning of failing any class at grade check will be on probation. This probation will begin on the school day following notification. While still failing, the student will be held out of games, shows, banquets, competitions and/or conferences until passing in all classes. The student will become eligible immediately after bringing a passing grade report to the athletic director for all classes on the Grade Clearance form. The Grade Clearance form will be required for each event until the following official grade check shows passing all classes.

Semester failures will allow students to participate in turnouts/practices but will hold them out of games, events, shows, banquets, conferences and/or competitions for a period of two (2) weeks for one (1) failure, four (4) weeks for two (2) failures and five (5) weeks for three (3) failures. If the student is passing all classes, he/she will be eligible on either the 3rd, 5th or 6th week of the new semester.

Late Work and Incomplete Grades

Students leaving school early for a field trip, athletic contest, or other school sponsored activity, must complete tests/quizzes and assignments prior to their departure, or, at the teachers' sole discretion, make other arrangements to complete the missed work. Homework and projects are due on the date specified by a teacher. Usually, if a student is absent from class, the student may have one day to make up missed homework for each day of excused absence. Otherwise, acceptance of late work will be at the discretion of the teacher. (See attendance policy page 19).

All work must be completed during the term it is assigned. A grade of *Incomplete* may be given by a teacher at the end of a semester for students who have had extended absences, if given with the approval of the

administration. Incomplete grades will be accompanied by a contract between the student and the teacher for completion of work. If the contract terms are not met, the grade reverts to the previously earned grade.

Finals

All students are expected to take their final exams at the scheduled exam times. To maintain the integrity of finals for all students, JPII does not administer final exams prior to scheduled testing time. Any student requesting an exception to this policy needs to contact the administration to make arrangements. Teachers are not authorized to make special arrangements for finals until approved by administration.

Transcripts

Transcripts are permanent records of all courses taken and semester grades earned while a student is at Pope John Paul II High School. This record is maintained by the registrar and represents the school's record of each student's academic performance. Student rank will not be listed on the transcript. Students must request to have official transcripts sent to colleges or universities. There is no charge for this request. Unofficial transcript copies are also available upon request.

Discipline/Student Code of Conduct

Philosophy and Expectations for Student Behavior

JPII is a Catholic community whose purpose is education. All members of the community are expected to work toward this goal. At JPII, we seek to create a healthy moral environment and to build a school community reflecting Gospel values and the spirit of Jesus' love as defined by the Grad at Grad document. We wish to protect members of our school family from injury or malicious harm, to safeguard both private and school property, and to develop an atmosphere that is conducive to learning. Accordingly, the rules of the school seek to achieve an atmosphere in which students can learn and teachers can effectively facilitate learning.

Our goal is to aid our students in growing into mature and responsible Christian adults. We believe that high expectations of student behavior is basic to this development. Furthermore, we know that correct behavior must be taught, learned and practiced. As a starting point in creating a Christian community and cultivating habits of responsibility, we agree to comply with the following rules and regulations.

- A respectful and businesslike tone should pervade the School. Students are expected to follow the rules of common courtesy demonstrating individual responsibility and contributing to a positive community environment.
- Demonstration of affection between students determined to be inappropriate by the School (e.g., prolonged hugging, kissing, inappropriate touching) is not reflective of the professional school environment we seek. This list is not exhaustive.
- As a Catholic school community, opportunities to gather in prayer are especially important. Student behavior during liturgies and prayer services should be exemplary. Students are to participate during all masses and prayer experiences including prayer or song as appropriate. Non-Catholic students are expected to participate as fully as possible and to remain respectful.
- We expect students, parents, teachers, administrators, and staff, to treat all others with respect. Courteous behavior and respect for the rights of others are expected of all students both on and off campus. Any conduct that reflects negatively on JPII, including the posting of degrading, unkind or offensive statements or other representations using technology (e.g., Instagram, Snapchat, Facebook, etc.), can be grounds for school disciplinary action, including, but not limited to, expulsion at the School's sole discretion.

Administration and Review of Behavior Policies

The Administration will be in charge of administering the behavior and discipline procedures and expectations. Teachers or staff may assign other consequences for violations of rules. In matters serious enough to warrant suspension and/or expulsion, the Principal will make the final decision.

Dress Code

Pope John Paul II High School believes that student dress does affect the learning environment and educational process. All student dress should emphasize modesty. We believe all of our students are beautiful individuals from the inside out and do not need to wear specific fashions to make that point. Additionally, we will not promote advertising and/or social commentary through dress. To this end, there should be no words on any clothing unless it is approved Pope John Paul II clothing or educational/collegiate clothing.

The administration reserves the right to make individual judgments regarding the appropriateness of dress and appearance. As fashions change, the administration may communicate specific interpretations of the dress code as it will apply to the new fashion.

We expect our students to dress in clean, modest clothing at all times. This means no excess skin showing for either male or female students. Skirts and shorts are to be at least mid-thigh. Shirts must not show cleavage, T-shirts should be thick enough to not be see-through and straps need to be more than "two-fingers" wide. Pants must be hole-free, correctly sized and correctly worn at the waist. Sweat pants and shirts are not allowed with the exception of JPII sweatshirts or college sweatshirts. Denim is allowed on regular school days if they meet the above pants requirements. Shoes must promote student safety and for that reason, "flip-flops" without a back strap and extremely high heels are not appropriate for school. Shoes must be worn at all times.

Hair must be neat, clean and cannot be distracting. Hair color must be a natural hair color. Facial jewelry, other than earrings, is not allowed.

In addition to these requirements, there will be specific occasions or situations that will require more professional/dressed-up attire. Students dress-up as an expression of respect and support for the values of the school community. Liturgy days will require more dressed-up attire. On these days and for other occasions that the administration deems appropriate, jeans and t-shirts will not be allowed.

Different standards for different events may be deemed necessary and appropriate. In such cases, the dress code for the event will be set by the administration for school-wide events. The faculty/coach for a special event will set the dress code for the event. All participants in the special event are required to follow the specified dress code. Any violations will result in disciplinary action.

Enforcement of Dress Code

Students who violate the dress code may be subject to disciplinary action at the School's discretion. In addition, students who are not properly dressed will be asked to change into appropriate attire. If unable to do so, they may be sent home or to the office.

Description of Offenses

Examples of inappropriate behavior are included below. JPII reserves the right to discipline students for inappropriate behavior. Nothing in this Handbook should be construed to guarantee use of any specific disciplinary procedure or to otherwise limit the School's sole discretion in such circumstances.

Absence Without Notification – Parent failing to respond to the attendance offices' request for verification.

Assault – Assault is defined as a crime of violence against another individual. All acts of violence will be reported to the police. See policy on harassment.

Cell Phone Use – Cell phones can only be used in the main office during school hours.

Cheating – Cheating is defined as giving or attempting to give or receive any aid unauthorized by the instructor. Plagiarism is a form of cheating and is defined as passing off another person's work as one's own. Paraphrasing without acknowledgment of authorship is also plagiarism. Borrowing another person's work is another form of cheating. Cheating (including the aiding and abetting of cheating), plagiarism, or copying on tests, exams, papers, or other schoolwork is considered a serious moral and academic offense and will be dealt with by the faculty or administration in its sole discretion. Generally, if a student is found to be cheating:

- The assigned schoolwork involved in the cheating, copying, etc. will be graded zero and the student should receive no credit for that assignment. The student's parents may be notified in writing by JPII.
- A copy of the notification should be placed in the student's file as well as a copy to the administration.
- A second cheating incident may result in the student receiving a grade of F for the current grading period in that subject and may lead to suspension or expulsion at the School's discretion.

JPII reserves the right to discipline students for cheating, plagiarism or copying on tests, exams, papers or other schoolwork in its sole discretion. Nothing in this policy or Handbook should be construed to guarantee use of any specific disciplinary procedure or consequence or to otherwise limit the discretion of the JPII in such circumstances. The penalties are enforced throughout the student's 4 years at JPII and are accumulative.

Disruptive Behavior – Disruptive behavior is any behavior that interferes with the learning environment.

Dress Code – The purpose of the dress code at Pope John Paul II High School is to lend dignity to both the individual and the school; and to enhance the learning environment. See page 15 for the dress code guidelines.

Eating or Drinking in the classroom - Drinking or eating food, including chewing gum, in classrooms is at the teacher's discretion. *Water is acceptable*. The health and safety of the students and the classroom technology is the primary concern. Teacher and students are responsible for necessary cleanup.

Extraordinary Parental Conduct (Including off-campus behavior) – Membership in the Pope John Paul II High School community is a privilege and requires a commitment from all to the furtherance of the School's mission. In this respect, if a parent or guardian's conduct interferes with the full development of a student's intellectual, emotional, spiritual and/or physical formation, it is deemed detrimental to the furtherance of the School's mission and therefore is unacceptable. Parents or guardians who do any of the following acts are considered to be acting contrary to the school's mission and policy as reflected in this handbook:

- Intentionally providing tobacco, alcohol or other mind-altering drugs, except where such drugs are prescribed, to any JPII student or students.
- Knowingly providing a location where any JPII student or students consume or ingest tobacco, alcohol or other mind-altering drugs, except where such drugs are prescribed.
- Any other intentional act or failure to act which has the effect of assisting or enabling any JPII student or students to engage in conduct that violates the drug and alcohol and/or extraordinary conduct provisions of this handbook.

As a consequence of any parent or guardian engaging in any of the acts or failure to act identified above, JPII shall have the right to suspend or expel any or all of that parent or guardian's student or students from the school community.

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process or reflects negatively upon the reputation of the JPII school community, the school may require parents to withdraw their children and sever the relationship with the school.

Extraordinary Student Conduct - Usually the school does not involve itself in student conduct apart from school or school events. However, there may be an occasion when student conduct, whether on campus or separate from the school, will be of such a nature as to negatively reflect on the school and will call into question the student's continuance as a member of the Pope John Paul II Community.

Any student who hosts or facilitates a party or gathering at which alcoholic beverages or other drugs are used by minors, or provides or procures a facility for any such party or gathering, has seriously violated the kind of behavior expected by members of the school community. The student(s) will be suspended pending an investigation.

Forgery – It is considered forgery if a student falsifies any signatures other than their own whether written or electronic.

Gambling – If money is exchanged during any activity, the student is considered to be gambling. This includes bets on games, etc.

Harassment, Intimidation or Bullying - Harassment occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, gender or sexual orientation and will not be tolerated. Harassment can occur at any time during school-related activities or from home in the form of cyber- bullying. (see page 24 for complete policy)

Improper Public Display of Affection – Public displays of affection are inappropriate and not acceptable.

Initiating a false alarm – is when a student purposefully and inappropriately engages an alarm of any kind.

Insubordination – A student will be charged with insubordination when the student fails to cooperate with an adult's request to follow policy and/or procedure.

Language – Profanity and derogatory language is not allowed on campus or at school events.

Leaving campus without permission – Students must provide parental permission and check out with the office.

Loitering – Students are not allowed in unsupervised areas. This includes the parking lot during lunch hours. Students must receive permission from the office or the administration to go to the parking lot during school hours.

Parking lot conduct – Students can only park in their assigned area during school hours. Safety rules must be adhered to at all times.

Physical Violence/Fighting - A student shall not intentionally threaten, cause or attempt to cause physical injury to anyone on or around the school grounds at any time. This includes any school event at home or away.

Stealing - Stealing school or private property of any kind makes a student liable for expulsion. Selling and buying goods between students in the school without prior authorization is not allowed and calls for suspension from school. If articles bought and sold are stolen, the transaction makes one liable for expulsion. This includes incidences occurring while attending/participating in a school sanctioned event.

Use of Electronics – JPII strongly recommends that students NOT bring hand-held electronic devices other than student laptop to campus. The school will not accept any responsibility for theft or loss. Students are not allowed to use or visibly display any electronic devices at any time during school hours. However, teachers reserve the right to allow students to use iPods or similar device at their discretion. (See the technology policy on hand-held electronics page 29)

Use/Possession of Weapons - Weapons of any type are strictly forbidden on school property and call for immediate suspension and liable for expulsion. This includes any threats, verbal or written, involving weapons or anything that can be perceived as a weapon. Cigarette lighters and matches are considered weapons and are not allowed on campus.

Vandalism - Students who deface or damage school property will be charged with vandalism and further, they will be subject to restitution and/or punishment by law.

To emphasize, there are certain actions which threaten the safety or security of members of our community that are strictly prohibited. Such actions include, but are not limited to:

- possession of potentially lethal weapons or substances;
- violence or assaultive behavior;
- harassment, intimidation or bullying of individuals within or outside of the school community;
- possession or use of drugs or alcohol;
- theft of personal or school property;
- vandalism or destruction of property; and
- electronic, written, verbal or physical threats towards students, faculty or staff.

These behaviors not only violate JPII rules, but may also violate the law. Engaging in any of these actions may result in immediate dismissal from JPII and may also lead to an individual's arrest.

Suspension

A student may be suspended from attending classes as a result of their misconduct. Suspension prohibits the student from the school grounds or any school activity for the duration of the suspension. Absences because of suspension are not excused. However, suspended students must complete all work assigned during the suspension and make up missed tests within one (1) week of their return. Students on suspension may not participate in athletics or any co-curricular activity.

Parents will receive written notification of a suspension. The student must confer with the administrator in charge before the student will be readmitted to classes. After a suspension, a probationary contract may be developed that must be signed by the student, his/her parent(s), and an administrator.

If a student officer is suspended during the course of the year, he/she will be removed from office for the remainder of the academic year. A student officer suspended during fourth quarter will be removed from office for the remainder of the academic year and will be ineligible to run for either class or executive council positions during the following school year.

Occasionally, the nature of the offense is such that the school feels that the student is in need of medical intervention. If the school deems it necessary that a student is in need of medical intervention, the school can require the student to see a mental health professional. An evaluation/risk report must be provided with recommendations before the student is admitted back into school.

Dismissal

When a student is found guilty of a dismissible offense, the following sequence will occur.

1. The Principal will consult with the President in all cases of dismissal.
2. Notification of incident is made to student's parents and counselor.
3. Students who are dismissed for disciplinary reasons have the right to appeal this decision (unless otherwise stated) before the Disciplinary Appeal Board. If the student is dismissed, the financial policies as outlined in the Student & Parent Handbook will be in effect (see page 29)
4. The dismissed student shall return his/her ID card to the Principal and return rented textbooks and other school owned property.
5. The dismissed student will have her/his parent or guardian make the necessary arrangements with the Registrar for transferring records to a new school.
6. The dismissed student shall not be allowed back on the Pope John Paul II High School campus for any reason.
7. The dismissed student will not be allowed to attend any function that is the sole activity/event of JPII High School whether on campus or away.
8. Permission for exceptions to any of the above may be granted upon written request to the administration.
9. The student may appeal for re-admission.

Appeals Process

The Disciplinary Appeal Board is composed of the Principal, three faculty members, and another faculty member who is chosen by the student to guide them through the appeal process. The Board will hear all requests for appeal when a student is dismissed, and render recommendations to the Principal.

Procedure

1. Students who are dismissed for disciplinary/academic reasons have the right to appeal this decision before the Disciplinary Appeal Board.
2. The student, parent(s) and a student-selected advocate present their case for review to the Disciplinary Appeal Board.

3. Following this meeting, each faculty member on the Board votes independently on the status of the student.
4. The Principal will review this meeting and the results of the vote with the President.
5. The Principal will inform the parents and student of the final decision.
6. If the student is dismissed, the student must follow the dismissal check out procedures as outlined in the dismissal section.
7. If the student is readmitted, the Principal will set the length and terms of the probation based on recommendations from the Disciplinary Appeal Board.

Interpretation of Behavior Policy

Pope John Paul II High School reserves the right to clarify and interpret all policies and regulations.

Attendance

Expectations

Every school day is an important academic time. Students and parents/guardians must accept full-shared responsibility for regular school attendance. Parents should make every effort to schedule doctor and dental appointments, family vacations and other absences around the academic calendar. Students are required to attend assigned classes and to be in class before the final bell.

It is the school's legal responsibility to maintain accurate attendance records. State law requires the school to report excessive unexcused absences to the juvenile court based upon the BECCA Bill.

Teachers will supply reasonable assistance in helping students to keep pace with their studies. Parents can call the office and request homework assignments to be picked up at the end of a school day in the office ***or*** families can email faculty to obtain assignments. Email addresses can be found on the school website and on the faculty page of this handbook.

A minimum of 24-hour's notice is necessary in order to contact teachers to secure assignments in the case of pre-planned absences. In cases of excused absence, the faculty will assist students with homework assignments, make-up exams and after-school tutoring in order to assist a student with makeup work.

Process for Necessary Excused Absence:

- All students absent from all or any part of the school day must have a parent call by 9:00 AM. A note or email from a parent to the school office upon the student's return is required. Please call between 7:30 AM and 9:00 AM. Partial absences on any school day must be excused in the school office on the same day as the absence. Failure to notify the school office of an absence may result in an unexcused absence.
- Following the date of the absence, necessary absence due to illness or injury, doctor /dental appointments or death in the family will be excused upon receipt of a written note from the parents/guardians. Extended medical absences require a note from the doctor.

Process for Planned Absences

- Students need to pick up a planned absence report form from the school office at least five (5) school days prior to the intended absence.
- Students need to have teachers complete the form, including current grade, attendance in class and work to be completed, with due date. Once the form is complete, students then seek final approval from the administration.

- If the absence is approved, faculty will be informed. Teachers are not expected to prepare an alternate to their classroom preparation, class discussions, testing, etc. Ordinarily, it will be the responsibility of the family to acquire tutoring when a student falls behind because of planned absence.
- When a planned absence is not approved, it is considered an unexcused absence and therefore, teachers will not accept any work missed. The administration will contact the family if the absence is not excused. In order for students and faculty to maintain academic quality, JPII will not provide special assignments and examinations for students not in attendance because of family vacations.

Parents and students especially need to understand that any choice to extend vacation times, whether at the start of school, in October, Thanksgiving, Christmas or Spring Break, will bring about serious issues regarding attendance. Students and parents who choose to extend vacation periods could be jeopardizing the student's grade because of absenteeism and should seriously consider those choices ahead of time.

Class time is immeasurably valuable. Missing a class to study for a test or complete an assignment for another class is not acceptable. Students choosing to skip a class will receive an unexcused absence for the missed class and may be required to attend STEP Up at the request of the teacher or administration.

Early Dismissal

Sometimes travel and special scheduling needs necessitate early dismissal for participants in an activity. It is the responsibility of the participant to inform the teachers in advance, discuss the procedure for make-up work and obtain the homework assignment. Communication on the part of the participant is essential to limiting the academic disruption of early dismissals. Planned absence report forms are required.

Closed Campus

Pope John Paul II High School is a closed campus. This means that students may not leave campus unless they have a written request from parents to do so and that request is approved by the administration. Students who leave campus without permission will receive 3 hours of detention for every class period missed.

Policy on Absenteeism

When a student misses six (6) class periods, excused or unexcused, (not including (SR) school related absences), contact will be made with home outlining our process for reviewing the student's attendance and academic status. Following (8) missed classes, a letter will be mailed home stating the student may be in jeopardy of being dropped from the class(es) with a failing grade at nine (9) missed classes. Chronic illnesses will be reviewed individually and every attempt will be made to assist the student academically.

Unexcused Absence

An Unexcused Absence is any absence that is not approved or authorized by the school. This includes, but is not limited to, oversleeping, truancy, leaving campus without permission, failure to complete the planned absence process, and/or failure to contact the school office when a student is absent (parental contact required).

Any work missed as a result of an unexcused absence may not be accepted for credit. This includes the unexcused absences noted below.

- Unauthorized absences such as oversleeping, leaving campus without permission, more than 15 minutes late for class, and/or failure to complete the planned absence process will result in disciplinary action.
- Students will have three (3) days to verify the reason for the absence. If not cleared within three (3) days, the absence will remain unexcused and may be treated as truancy.

Tardy Policy

A student is tardy when the student arrives to the classroom after the final bell. If more than fifteen (15) minutes late, the student will be marked absent. See absenteeism policies above.

Policies and Procedures

Campus & Safety Policies

Assemblies

Periodically, students will participate in school assemblies and Masses as part of the school program. Students are expected to act appropriately during the assemblies and to show courtesy and respect for guests. No backpacks, food or drink is to be brought to assemblies. Students attending all school assemblies and masses are asked to leave backpacks in their previous period's classroom.

Bulletin Announcements

All student announcements are to be approved by an appropriate faculty member and submitted to the office staff by 1 p.m. on the day prior to publication in the bulletin. Announcements are restricted to school-related activities or events. Announcements will be read daily and will be available on Schoology.

Change of Address, Phone Number, or Email Address

The office of JPII should be notified immediately of any change of address or phone number. This is essential to keep school records and mailing lists accurate and to enable the school to contact parents or guardians in the case of an emergency.

Immunizations

All students and staff members must comply with state regulations concerning immunization for infectious diseases. Registration is not complete without providing the appropriate documentation.

Infectious Diseases

Parents, students and employees are encouraged to report to the school when a student is diagnosed with a known communicable disease for the well-being of the community. Confidentiality will be maintained as to the identity of the source, but the administration will inform the school community that there has been exposure to a specific disease at the direction of the public health authority. "Communicable disease (contagious disease)" includes, but is not limited to, an illness caused by an infectious agent which can be transmitted from one person, animal, or object to another person by direct or indirect means including transmission via an intermediate host or vector, food, water, or air. Communicable (contagious) diseases include, but are not limited to: Chickenpox, Conjunctivitis (viral or bacterial); Diphtheria; Giardiasis; Hepatitis A; Invasive Haemophilus influenza disease (excluding otitis media); Measles; Meningitis (bacterial); Mumps; Pediculosis; Pertussis; Rubella; Salmonellosis; Shigellosis; Tuberculosis; MRSA.

Inspection of School Property

In order to safeguard JPII and its employees and students, and to prevent the possession, sale and use of alcohol or weapons and the possession, sale and illegal use of drugs, JPII reserves the right to question employees, students and other persons entering and leaving the School premises, and to inspect any packages, parcels, purses, bags, backpacks, cars, cell phones (including telephone voice messages, text messages and photographic images) and other electronic devices (including student computers), or other possessions carried to, from, on or in School property. JPII also reserves the right to search any employee's office, desk, files, etc. located on School

property. All offices, desks, files, computers (including software and e-mail systems), telephones, cell phones (including telephone voice mail files and photographic images) and other property owned, leased or used by JPII and provided for use by its students or employees are property of the School and are subject to inspection at any time in the School's sole discretion.

Lockdown

The following procedures will be implemented for school lockdown:

- Doors will be locked;
- No one will be permitted to enter or leave a building;
- Lockdown will continue until the school receives an "all clear" signal from emergency personnel;
- The use of cell phones is prohibited until administration declares communication safe; and
- School phone lines will be kept clear so they will be available to emergency personnel.

Lost and Found

The lost and found is located in the office. Students who find lost articles are asked to take them to the office where the owner can claim them. Unclaimed articles are donated to local charities.

Medical Emergency Procedure

In case of a medical emergency, the first and foremost concern should be the safety and well-being of the individual. A student who feels that the safety and/or well-being of an individual is or has been compromised, should immediately report this information to the nearest adult employee. An adult employee (typically an administrator or the school secretary) should determine if the condition requires medical support. If it does, the adult should call 911 immediately. If there is any doubt about the severity of the situation, 911 should be contacted. If the condition does not require immediate medical support and the ill/injured person is a student, the parents/guardians or emergency contact should be consulted. It will be incumbent upon the parent/guardian or designee to determine if the student should be picked up for medical attention, taken home, or return to the school activity.

In the case of physical injury that requires a student to leave the school activity, the adult who is responsible for supervision at the time of the injury should complete an Incident Form, giving three copies to the school secretary. One copy should be placed in the student's file, one in the 3-ring binder in the main office and one copy should be given to the Principal.

Policy on Dangerous Weapons

Any student who brings a dangerous weapon will be dismissed. "Dangerous weapon" includes, but is not limited to, (1) any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; (2) any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect; (3) any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; (4) any instrument or weapon of the kind usually known as sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; a dagger, dirk, or pistol or (5) other dangerous weapons; or uses any contrivance or device for suppressing the noise of any firearm, RCW 9.41.250; RCW 9.41.280.

Students who bring pocket knives, squirt guns, paint ball guns, chains, incendiary devices, or look-a-like weapons to school shall also be subject to suspension in the School's discretion.

School Dances

All school rules and regulations apply at dances. Only JPII students, their guests, and chaperones will be allowed to attend. Guests: Each student is allowed one guest. Guests must be signed up on the list in the office no later than 3:00 pm one day prior to the dance. No guests under high school age or over 20 years of age are permitted. Guests must show a photo ID card to the person in charge of the dance when they arrive.

Students or guests who appear to have used any type of illegal drugs or alcohol will not be admitted to the dance and they will be detained until they leave in the company of their parents. Consequences, as listed under the substance abuse policies, will be determined by the administration.

Once inside the dance students will not be permitted to leave and return. The doors of the dance will be secured and no students will be admitted thirty (30) minutes after the scheduled beginning of the dance. Students must enter the dance upon arrival. The parking lot is not to be used as a meeting place for students or non-school friends. Students are not allowed to go to their cars during the dance. Backpacks will not be allowed into the dance.

Please remember that the JPII dress code is in effect for all dances. All dancing must be appropriate. Students will receive one warning for inappropriate dancing. After the warning the student may be asked to leave the dance. Inappropriate dancing includes anything deemed inappropriate by the chaperones. Please remember to respect the order and cleanliness of the school or dance facility. Also respect the faculty, parents and security people who are chaperoning the dance.

School Property

Students are responsible for school property (books, uniforms, etc.) that are issued to them. In addition, they are expected to respect the rights and possessions of others. Restitution is required if property is damaged, stolen or destroyed.

School Sponsored Activities

School sponsored activities are listed on the official school calendar and described in the Parent Newsletter. Students are required to have a parent(s)/guardian(s) sign permission forms for participation in off campus, school sponsored events. These permission forms are printed on official JPII letterhead. Other activities that involve JPII students that are NOT school sponsored activities are not to be supervised by JPII faculty and staff.

Student Guests

Guests during the school day are allowed only when they are prospective students seriously considering attending Pope John Paul II High School or approved by the administration. Arrangements for prospective students to visit must be made by the visiting student's parent or parents with the administration at least two school days prior to the visit. The student's teachers must sign a form acknowledging the guest visit prior to the visit date.

Student Messages

Students may be given a message during school hours **through the office**. Parents, please do not call student cell phones during the school day as it is disruptive to the educational process. If there is an emergency, call the office and contact will be made with your student.

Student Safety and Supervision Procedure

JPII is a closed campus. Students are to remain on campus throughout their entire school day. In the event of school sponsored off-campus activities such as community service etc., parent/guardian permission in the form of a signed note or field trip permission form must be obtained. Students violating the closed campus policy are subject to disciplinary action.

JPII does not offer before or after school supervision of students. Usually the doors are unlocked from 6:30am to 8:15 for student arrival and unlocked again at 2:30 for student departure. **It is expected that all students will be picked up by 4:15pm on regular school days.**

Students who are returning from an extracurricular activity or practice should be monitored by the adult in charge until students are picked up. Parents should arrive within 15 minutes after the students return to school. It is essential that students be picked up within that time. Parents that cannot pick up their students within the prescribed time must make alternative arrangements for their student to get home.

Teaching Assistants

Teaching assistants are expected to stay with their assigned teachers for the entire class period unless prearranged.

Transportation

Any vehicle that a student may drive to school needs to be registered with Pope John Paul II High School through the office. Students who do not adhere to this policy or drive unsafely on campus are subject to disciplinary measures including revocation of permission to park on campus. It is strongly suggested that student keep all personal items left in the car out of sight.

Visiting Campus

All visitors to campus must first sign in at the office and receive a visitor pass before proceeding to any other location.

Volunteers

All volunteers working with or around students ***must first*** complete the *Virtus – Protecting our Children* Safe Environment training through the Archdiocese of Seattle. This must be renewed annually through the archdiocesan program.

Withdrawal of Family

Extreme situations, for example, intimidation of school employees, interference with the effectiveness of the school or impeding school operations, inappropriate behavior at school events, home or away, may result in asking a family to withdraw from JPII.

Harassment Policies

Sexual Harassment

Definition of Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature, when:

1. Submission to such conduct is explicitly or implicitly made a term or condition of an individual's academic activities (including extracurricular activities),
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual
3. Such conduct (whether intentional or not) has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment, or

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through JPII.

Examples of Sexual Harassment

Unwelcome sexual conduct can include a wide range of verbal or physical conduct of a sexual nature. Without limiting the behavior that might violate this policy, the following are examples of inappropriate conduct.

1. Unwanted sexual advances or propositions;
2. Offering benefits or advancement in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, whistling, gawking, comments on body parts (whether positive or negative), slurs and jokes;
6. Verbal abuse of a sexual nature, verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations or other communications; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

Other forms of Harassment

Harassment is in the perception of the victim. No form of harassment or bullying is acceptable. Unwanted comments, excessive teasing, and threats both verbal and physical are defined as harassment and will be sufficient cause to require disciplinary action. Our priority is to protect and guard the safety of our students and staff. This may include expulsion of the person/persons responsible for harassment.

Reporting and Investigating Harassment

Students, employees, or volunteers who feel they have been subjected to conduct of a harassing nature (whether by an JPII employee, official, volunteer, parent, student or outsider) should promptly report the matter to the JPII administration. Parents, teachers, or students who observe conduct of a harassing nature are encouraged to report the matter to the JPII administration or faculty.

If a student believes he/she is a victim of sexual or any other form of harassment, the student should immediately report the complaint to the administration. All staff members should immediately report the complaint to the Principal. If the administration is involved in the alleged harassment, then the complaint should be immediately filed with the President of the School's Board of Trustees. All complaints should be promptly investigated.

Confidentiality

Reports of harassment should be kept confidential to the extent reasonably possible including, but not limited to, the identity of the individual who reports the harassment and the individual accused of harassment. However, in order to act on behalf of all students, JPII cannot guarantee the anonymity of an individual making a complaint. JPII reserves the right to investigate every complaint, and to notify a student's parent(s)/guardian(s) and appropriate government officials as the circumstances warrant.

Retaliation

It is against JPII policy to discriminate or retaliate against any individual who has filed a complaint concerning harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning harassment. Any student or employee who, after appropriate investigation, has been determined to

have retaliated against anyone for using or expressing the intent to use the complaint procedure in this policy will be subject to disciplinary action, up to and including immediate dismissal or expulsion.

False Claims

JPII may take disciplinary action, up to and including immediate dismissal or expulsion, in cases where false, frivolous or malicious complaints are submitted. No disciplinary action will be taken where complaints are made in good faith.

Corrective Action

When one of the School officials designated in this policy receives a complaint, he/she should immediately inform the Principal, unless the Principal is the person alleged to have engaged in the harassing conduct, in which case the President of JPII' Board of Trustees should be immediately informed of the complaint. The Principal (or the President, if applicable), or designee, should direct an investigation, if appropriate. If the investigation confirms the allegations, prompt corrective actions should be taken. The individual who suffered the harassing conduct may be informed of the corrective action taken. In addition, any student or employee found to be responsible for harassment in violation of these policies may be subject to appropriate disciplinary action, up to and including dismissal or expulsion. The severity of the disciplinary action should be based upon the nature and circumstances of the violation.

Substance Abuse

It is the goal of JPII to provide an environment that is free from all substance abuse. JPII works to educate students and families on tobacco, alcohol and drug abuse. JPII strongly supports preventative education, which begins at home and is reinforced in school.

JPII considers the possession, use, distribution, or sale of; tobacco, illegal drugs, alcohol or any other legally controlled substance on campus, at school functions, or at a time and place involving JPII as a very serious offense, which may result in dismissal. Generally, JPII will abide by the following procedure if a JPII student is found to be in possession of or under the influence of alcohol or any controlled substance:

1. Contact the student's parent(s)/guardian(s);
2. Suspend the student; and
3. Conduct an investigation and determine whether further disciplinary actions are appropriate. (This may include, but is not limited to, probation, suspension or dismissal).
4. Law enforcement authorities will be notified when appropriate.

If JPII determines that the student did use a prohibited substance or has an ongoing problem with substance abuse (including abuse of prescription drugs), the parents will be notified. In such cases, JPII will abide by the general referral policy below.

The use of alter wine at school sponsored liturgies is permitted.

In the event that a student requests help from the school for substance abuse, the school will not enact the disciplinary policy.

Referrals

JPII administration may recommend a chemical assessment of a student and refer the student to an appropriate program at the School's discretion. If this is done, the parent(s)/guardian(s) and the student must sign a Release Form allowing the outside treatment center to confer with the School regarding the findings, recommendations and follow up program. If JPII permits the student to continue in the School, the student and parent(s)/guardian(s) must agree to participate in any follow-up treatment recommended by the professional treatment center. When treatment is recommended, it must begin within two (2) weeks of the assessment.

Communication/Coordination Policies

Procedures for Communication Between the Parents, Teachers and Administrators

If a student is having difficulty with a course or a policy, the student should contact the teacher, coach or administrator directly. If the student does not feel the concern has been adequately addressed, the student should address the issue with the administration. If the student still feels the concern has not been adequately addressed, the student's parent/guardian should contact the teacher, coach or administrator involved. If the parent feels that the concern has not been adequately addressed, the parent/guardian should contact the administration.

Procedure for Scheduling and Approval

In order to schedule a School event or activity, all events including fund raising, club meetings, etc. must be approved by the administration. The school events calendar will be updated so all communications are current.

Inclement Weather/Emergency Schedule Changes

In case of inclement weather, JPII will inform www.FlashAlert.net who in turn shares the information with local radio and television stations. Channels 4, 5 & 7 are all informed. We will also post an update on our JPII website at www.popejp2hs.org. We will also post in Schoology the school emergency status. If YOU feel that roads are too treacherous in your area please use your best judgment in keeping your student home. Please follow attendance procedures in this event.

Policy on Acceptable Technology Use

Pope John Paul II High School's goal in providing technology access to teachers, staff members, and students, is to promote educational excellence at the school by facilitating resource sharing, innovation, and communication. Technology is provided for educational and professional or career-development activities. The following policy governs use of computers and the Internet at JPII High School.

Acceptable Use

JPII High School recognizes the need to educate young men and women in the ethical and effective use of technology. Computers, software, technology devices, Internet access, and technology support services are available to students to support the accomplishment of educational goals. With this opportunity comes responsibility. Students must know and agree to follow the school's policy regarding the use of technology. Students must complete the following clearance process before using any computer at JPII High School:

1. Read and sign a copy of the Acceptable Use of Technology Student/Guardian Agreement Form.
2. Return the signed Agreement Form to the administration on or before the first day of school. At this time the student's account will be enabled allowing access to computer resources available at JPII.
3. Register all personal laptops with the school to ensure network security and to enable wireless connectivity.

Unacceptable Uses

1. Illegal or Destructive Activities
    a. Users will not make deliberate attempts to disrupt any computer system performance or destroy data.
    b. Users will not use the school network or computer resources to engage in an illegal act.
    c. Users may not connect personal laptops without technology director clearance.
    d. Users may only run programs provided by the system administrators on school equipment. Users may not install/download programs or other executable files.
2. System Security

a. Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from accessing their resources.
b. Users will immediately notify the faculty member in charge if they have identified a possible security problem.
c. Users will not attempt to circumvent JPII's security policy to gain unauthorized access to technology resources.

3. Unacceptable Conduct

The following restrictions apply to the use of any technology device, including personal and school provided technology.

a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
b. Users will not post information that, if acted upon, could cause damage to people or property, or could create a substantial disruption of the school environment.
c. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
d. Users will not harass other individuals. If the user is asked to stop sending messages to them, they must comply.
e. Users will not post false or defamatory information about individuals or organizations.
f. Users will not post chain letters or engage in "spamming" or "phishing".
g. Users may not visit on-line social networking sites such as FaceBook and SnapChat while on campus.
h. Students may not attempt to circumvent JPII's network policy access through the use of proxies or other methods.
i. Students may not engage in financial transactions when using a school computer.
j. Users may not use another's account or password.
k. Users will not play unauthorized games or visit game sites while on campus.
l. Users will not use the school network to gain access to material that is obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (hate literature).

4. Plagiarism and copyright infringement

a. Users will not plagiarize works that they find on the Internet and other electronic media. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user whether intentional or not.
b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If users are unsure whether or not they may use a work, they should request permission from the copyright owner or consult the faculty member in charge for guidance.
c. Students will follow the Acceptable Technology Use document for Internet research at JPII High School

Privacy

School computer systems and the information, including electronic files and email contained on them, are the sole property of the school. The school may monitor the use of the computer network, Internet, and email at any time in the school's sole discretion.

Web Pages

a. Pope John Paul II High School retains ownership of the name and its logo. Any unauthorized use, even on a personal web page, is prohibited.

b. School Web Pages: The school is responsible for managing all school-related Web pages. All official material originating from the school will be consistent in style and content and approved through a process.

c. Student Web Pages: Students may create a Web page as part of a class activity under the supervision of their teacher. Material presented on a student class activity Web page must meet the educational objectives of the class activity. Students will be required to remove material that fails to meet established educational objectives, school's mission or goals, or that is in violation of a provision of the school's technology use regulation or student disciplinary code.

d. Co-curricular Organization Web sites outside of the JPII web page are not permitted.

Non-Compliance

In the event a student has violated the school's Computer or Internet use Policy and Agreement, computer privileges will be suspended until further notice. The administration will define disciplinary actions that will be tailored to address specific concerns related to the violation. If the violation also involves a violation of other provisions in the *Student and Parent Handbook*, the violation will be handled according to the disciplinary procedures described in the *Handbook*.

No warranties

JPII does not make any warranties for the computer service provided. Students should evaluate information gained through electronic sources in the same manner they would evaluate all other information used for their work. Data safety is the student's responsibility. Stored files may be deleted without notice and data may be lost for other reasons including a system failure. Individual user files are not backed up; users are responsible for providing backup data security for their own computer data.

Vandalism

Students shall not attempt to vandalize school property, including computers and related equipment. Vandalism includes, but is not limited to, a malicious attempt to harm or destroy the data of another user or to disturb the computer services at the School or on the Internet. This includes, but is not limited to, exercising security holes, creating, accessing or spreading computer viruses, or any other activities designed to disrupt the computer system.

Hand-Held Electronic Devices

The on-campus possession and use of hand-held electronic equipment (i.e. cell phones, MP3 players, iPods etc.) is permitted only outside of class unless part of an authorized class activity. Students making or receiving calls, text messages, or photos during class will have their device confiscated and returned to the student at the end of the day. If there are additional violations, the item(s) will be returned to the parent(s)/guardian(s) and appropriate disciplinary action will be taken at the School's discretion.

Tuition Policies

Registration

Families who wish to enroll their student at Pope John Paul II High School formalize their intention by signing a student registration agreement. The signature of the parents or legal guardians indicates consent to fulfill all responsibilities and abide by all rules as described in the *Student & Parent Handbook*.

Tuition Payment: Responsibilities and Methods

At the time of their child's registration to attend or re-enroll at Pope John Paul II High School, parents must sign an Enrollment Contract – Promissory Note. The note describes the parent/guardian responsibility to pay the current tuition rate by one of three approved methods in exchange for the educational programs and services provided by Pope John Paul II High School. The parent/guardian signature indicates consent to pay all applicable fees as described in the agreement, the Curriculum Guide and in the Student & Parent Handbook. Parent/Guardian will choose one of the following methods of tuition payment:

1. One annual payment generally on or before July 20th.
    - Annual payment methods available: check, money order, cashiers check, bankcard, EFT or cash.
2. Two semi-annual payments on or before July 20th **and** on or before the following January 20th.
    - Semi-annual payment methods available: check, money order, cashiers check, bankcard, EFT or cash.
3. Equal monthly or semi-monthly payments for eleven months: July, August, September, October, November, December, January, February, March, April, and May.
    - Monthly or bi-monthly payments are ***only*** available by Electronic Fund Transfer (EFT).

The activities fee and technology fee will be billed in July. EFT is available upon request for book rentals and fees only for families paying monthly or bi-monthly tuition. All others must pay by check, money order, cashier's check, bankcard, or cash.

JPII will assess a late fee of $10 monthly for each past due account. A $35 fee will be assessed for each EFT or check returned by your bank for non-sufficient funds.

Delinquent Accounts

The school reserves the right to withhold any and all services for nonpayment of account.

1. Accounts not current at the end of any semester will result in the following:
    a. Student will not be allowed to take final semester exams.
    b. Student may be denied enrollment for the following semester.
2. Senior students whose accounts are not current will not be allowed to take final exams and will be denied participation in all end-of-year Graduation activities (Senior Awards Assembly, Baccalaureate Mass, and Commencement).
3. Official transcripts will not be sent by JPII for students or graduates whose accounts are not current.

Terms of Withdrawal

Students are accepted with the understanding that they will remain enrolled at Pope John Paul II High School for the entire academic year. The school consequently makes its commitments to the faculty and contracts for services on a yearly basis according to the number of students enrolled at the beginning of the academic year. The school is not relieved of its responsibilities and obligations when a student withdraws or is dismissed. Therefore, it is understood by the parents and the school that in the event a student does not complete the academic year, the parents are still obligated to pay in full any tuition balance as provided for in the *Withdrawal Tuition Responsibility/Refund Policy*. Parents must complete the registrar's paperwork formally withdrawing their student before the withdrawal is official.

Withdrawal Tuition Responsibility/Refund Policy

The refund policy at Pope John Paul II High School is as follows:

- After attendance for Fall Semester and into Spring Semester, full annual tuition is due and non-refundable.
- 10% of the annual tuition will be due if the student has attended school for two weeks or less.
- 15% of the annual tuition will be due if the student has attended school from three to four weeks.

- 25% of the annual tuition will be due if the student has attended school from five to six weeks.
- 50% of the annual tuition will be due if the student has attended school from six weeks to the end of Fall Semester.
- Fees are non-refundable.
- Charges will be assessed for rental books and other school owned materials not returned.

A student who transfers late into the school is responsible for the prescribed fees. If a student enters the school after six weeks of instruction in a given semester any adjustment in the tuition will be at the discretion of the Principal. If a student is withdrawn from the school for reasons beyond the control of the parents or guardian (such as a family move or transfer), the family may appeal to the Principal of the school for an adjustment of tuition. The decision of the Principal is final.

Schedule of Fees

The following schedule of non-refundable fees has been established.

1. **Registration Fee**: $300 is due with the signed registration forms and enrollment contract by March for the following school year. This fee also covers standardized testing costs.
2. **Activities Fee**: $250 is billed in July with the first tuition payment under any of the three payment plans. This fee helps cover student services and includes the following: ASB card, Campus Ministry retreats, yearbook, and testing fees.
3. **Technology Fee**: $100 is billed in July with the first tuition payment under any of the three payment plans. This fee helps cover technology services for the students such as the student server, security and infrastructure maintenance.

Note: Textbook rentals and individual class fees (where applicable, see the *Curriculum Guide & Course Description*) will be billed to your account in September and are due and payable in October.

Financial Aid Program

Pope John Paul II High School has implemented a financial aid program for the purpose of providing financial assistance to families who otherwise might not be able to afford the cost of having their children enrolled at JPII. Families must demonstrate the level of their financial need annually by completing the application process through FACTS online. Any families having difficulty completing the online process please contact the business office as soon as possible. It is the responsibility of the parent/guardian to pay the balance not covered by tuition assistance and/or scholarships.

Process:

1. Family completes the application for admission process AND completes the FACTS online forms.
2. Principal and Financial Aid committee review financial data for all candidates.
3. School notifies families of admission status AND tuition assistance qualifications.
4. Student and parents must complete the registration process and accept the responsibilities as indicated by their signatures on the tuition grant reply form.
5. The following conditions apply to a student's eligibility for tuition assistance:
    a. Student must maintain at least a 2.0 cumulative grade-point average to remain eligible.
    b. If at any time a student's tuition account ceases to be current, the tuition assistance grant will be forfeited.
    c. Student must be in good standing with the school.

Policy on Family Education Rights and Privacy Act of 1974

The Family Education Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. The law applies to all schools, which receive funds under an applicable program of the U.S. Department of Education.

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review all of the student's education records within 45 days after the School receives a request for access. Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and state and local authorities); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, accrediting organization, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses educational records without consent, to officials of another school in which a student seeks or intends to enroll.
4. The School may disclose certain information, known as directory information, in the School's sole discretion without consent. Parents or eligible students may refuse to let the School release any or all of this information. If a parent or eligible student does not want this information released, he/she must send written notice annually to the main office before the first day of the school year. A form will be mailed with this Handbook. Additional forms are available from the main office. The following information regarding students is considered directory information: the student's name, address, telephone number, e-mail address, photograph, date and place of birth, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards, dates of attendance, the most recent previous educational agency or institution attended by the student and similar information.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue SW
   Washington, DC 20202-4605

School Activities

Athletic Activities

Participation in co-curricular activities provides the opportunity for each student to practice concretely what they have intellectually learned in the classroom. Skills such as courageous leadership, informed decision making, and sacrificing for the common good can be personally experienced.

While we would like to offer all athletic programs, before we can, there needs to be a minimal number of participants as defined in WIAA regulations. Students may participate through their local school district in any sport *not offered* by JPII. Current sports available at JPII:

Fall Sports	Winter Sports	Spring Sports
Girls Volleyball	Boys Basketball	Boys Baseball
Cross Country	Girls Basketball	Girls Fast Pitch
	Cheer (activity – non-competitive)	Track

WIAA regulations apply to all student athletes. Students and families will receive a copy of these regulations upon signing up for a sport program.

Co-Curricular Activities

We believe students who participate in activities and clubs should have a varied high school experience that match their interests and abilities, and that the student has complete choice in selecting their activities and clubs.

As with athletics, the decision to offer or not offer an activity or club is completely dependent upon student participation and student numbers. In order to offer an activity or club, there needs to be sufficient number of students interested in participating to fulfill the minimum numbers for that activity or club. We are also looking to our students to choose those activities and clubs they are interested in creating. The following table shows some suggested clubs and activities, but we look forward to students with an interest in something we have not considered becoming leaders in the planning of a new club or activity.

Activities & Clubs	
Student Government	National Honor Society
Writing Club	Drama
Social Media	Service Club
Robotics	Imagine Tomorrow Science
History Bowl	FBLA (Future Business Leaders of America)
Knowledge Bowl	Art Club
GO! Club	Bee Club

Student Government

The Governing Board officers serve as liaisons between the students and the administration. They plan activities and serve as sounding boards for student concerns and ideas. Students who hold office must maintain the highest code of behavior. Students who participate in student government receive instruction and hands-on experience in a variety of leadership functions. The Executive Council and each class have offices for each of the following: president, vice president, secretary, treasurer, and spirit/activities chair.

The Executive Council officers are the leaders of the student body. They constitute the executive branches of the student government. Each class has representatives on the Governing Board. The members of the Governing Board serve as the legislative branch.

Student Committees

Campus Ministry/Liturgy - Plan liturgies, prayer services, retreats, discussion groups, and attendance at off campus events.
Service - Plan food drive, preparation of "baskets" for those in need, and off campus service opportunities.

Student Government Elections

Student government elections should take place during the month of May. Elections for Executive Council positions should be held first, followed by class elections the next week. Seniors do not vote for Executive Council positions. Elections for freshman class officers should occur in mid-September.