



Pope John Paul II  
HIGH SCHOOL

*"STEWARDS of the FUTURE"*

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# Student & Parent Handbook



## MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to Pope John Paul II High School! In choosing Pope John Paul II High School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of Pope John Paul II High School for the 2023-2024 school year.

The Pope John Paul II High School Student & Parent Handbook is available on the school website and hard copies are available in the school's main office. All school families must read this document carefully. By enrolling, you and your student(s) agree to abide by the policies of Pope John Paul II High School during the 2023-2024 school year.

The faculty and staff of Pope John Paul II High School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray: God watch over JP II High School. Grant that it will be a place of authentic faith, scholarship, friendship and service. Bless each student with success in academics and activities. Stand beside our parents, teachers and staff that they may be agents of Your holy will. Shower the benefactors of our school with blessings to exceed their generosity. Through the example and protection of Saint Pope John Paul II, may our JP II community bring the light and truth of Jesus into the world.

Blessings,

Therese Allin





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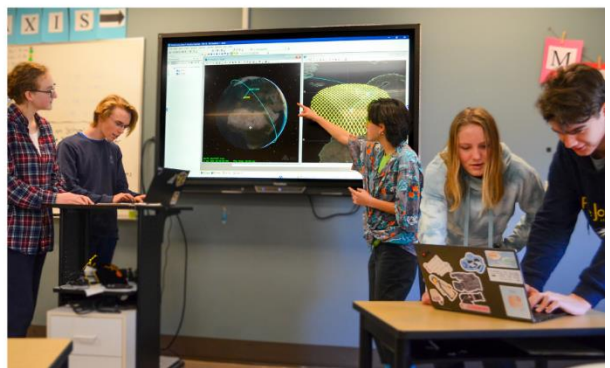


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## Right to Amend

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 and parents reflecting changes to the handbook as appropriate. It is subject to interpretation by JPII which shall be binding. This handbook supersedes all prior handbooks or policy statements regarding the school's general student policies.

## Notice of Non-Discriminatory Policy

Pope John Paul II High School does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, academic and financial programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to provide a Catholic secondary education. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

## Accreditation

Pope John Paul II High School is accredited by the Western Catholic Education Association. Accreditation is one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process.





## Mission, Vision and the JPII Value

### *JPII 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.

### *JPII 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.

### *The JPII Value*

*Become Who God Intends You to Be...*

#### *Build*

At JPII, you will experience a challenging, holistic education that prepares you for college, career and life.

#### *Believe*

At JPII, you will explore your faith in Jesus Christ and the belief that God created each person uniquely to learn, contribute and lead.

#### *Belong*

At JPII, you will join a welcoming community where every person is known, supported and encouraged to engage with others.

*We are intentionally shaping “stewards of the future” who are ready to serve and lead.*

*To live in the light and truth of Jesus...now and forever.*

*Pope Saint John Paul II...pray for us.*





## Archdiocese of Seattle

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

## Office of Catholic Schools

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

## Admissions and Enrollment Policies

### *General Information*

Pope John Paul II High School's college preparatory program is designed for those students who are motivated to learn and grow in their relationship with God and others within the context of a Catholic Community. Admission 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, other faith leader, and/or a prominent community leader who knows the student's character and motivation to succeed.
5. Possible interview.
6. Successfully completing the admissions process.

The placement exam for incoming freshmen is the High School Placement Test (HSPT), a multiple-choice exam that measures student skill levels in English, math, reading and science. 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 scores and other available objective test scores. Student should have at least a "C" average in their current course work.

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, other faith leader, and/or a prominent community leader will also add to the Admission Committee's understanding of a student's personal profile.

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.



## *International Students*

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in JPPII must have complete legal documentation required by the United States government in order to do so.

## *Students with Learning Differences*

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, the administration will make a determination as to whether JPPII can provide an appropriate education for that student in light of the school's resources and staff/support capacity.

JPPII will consider:

1. the severity and degree of the disability; the level of support needed from special services and any special equipment or related services the student may require;
2. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
3. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
4. the student's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
5. any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

Pope John Paul II High School will accept any student for whom an appropriate program can be designed and implemented. Each student is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. There is a limit to what schools have the capacity to do. However, the school will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

*Truth / Virtue / Community*

*“What really matters in life  
is that we are loved by Christ and that we love Him in return.  
In comparison to the love of Jesus, everything else is secondary.  
And, without the love of Jesus, everything is useless.”*

**Saint Pope John Paul II**



## Academic Information

The course of studies at JP II is designed to prepare students to succeed in college, career, and life. Within this college preparatory framework, we seek to direct students into courses that will challenge their capacity and potential. Every student at JP II will be given ample opportunity to be successful.

### *Graduation Requirements*

The courses required for graduation from JP II exceed 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 State Requirements	JP II 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	2	2*
Theology		4
Electives		2
<b>Total Credits Required</b>	<b>17</b>	<b>26</b>

\* Community Period courses reflect the additional required Lifetime Fitness 0.125 credit per year.



## *Community Service Requirements (for Graduation)*

Pope John Paul II High School's Community Service Program develops students who understand service as fundamental and intrinsic to their faith. The Community Service program is an extension of this school culture of service to the surrounding community. It is through this contact that not only the lives of those served are changed, but the lives of our students. Details on expectations to meet the community service requirements for graduation will be covered in the Community Period class.

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.
- The school encourages 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, with the exception of the Day of Service in December. Service to the school is an expected part of the school culture but will not be counted as service hours.
- Students will reflect upon and share their service experiences.
- Service requirements are as follows:
  - 9th grade            10 hours
  - 10th grade        20 hours
  - 11th grade        20 hours
  - 12th grade        30+ hours AND Reflection Presentation
- Sophomores, 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.

## *Community Service Day*

The Community Service Day is usually held the day before Christmas Vacation. The day begins with Mass and then sends the students and staff (and often alumni) out in groups to serve the community in a variety of areas. In the afternoon, all classes return to campus to discuss and then write a personal reflection on their service experience. Usually 3 hours of service are earned on this day.

## *Credits and Grading*

26 credits are required to graduate from JPIL. 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 will be listed under the school where they were earned. JP II will also keep the transfer transcript and will attach it to the official JP II transcript, when requested, when sending transcripts to colleges and universities.

### *JP II Grading Scale*

JP II uses the following grading scale. To qualify for the honors points, the course title must include either *Honors* or *AP* designations. All internal JP II 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, JP II 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 JP II. 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 potential credits attempted for a given academic semester. Semester grades and GPA's will be rounded up to the nearest thousandth in order to calculate valedictorian and salutatorian rankings.



## *Course Changes*

Schedules are designed intentionally with the good of the student in mind; therefore, changes are discouraged. In the event that students are misplaced, students/parents may request course changes. All requests for course changes must be submitted within nine (9) class periods of the start of a semester. If a student drops/changes a course after nine (9) class periods 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 the 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.

## *Arete Program*

JPII in partnership Saint Martin's University now offers the Arete College in the High School program. Arete is a philosophical concept in ancient Greek that means "excellence" linked with an individuals' fulfillment of purpose- it is the act of living to one's full potential. JPII students have the opportunity to study Literary Foundations on campus at JPII and earn 4 SMU semester credits (college fees apply). This also satisfies senior graduation credits.

## *Academic Honors/Soaring Eagles Honor Roll*

The JPII Honor Roll is published twice a year. All honors GPAs will be rounded to the nearest tenth for determination of honors.

- 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.

## *National Honor Society*

The National Honor Society recognizes students who display outstanding qualities of scholarship, service, leadership, and character. Students must have a cumulative simple GPA of 3.4 or above over at least two semesters at JPII to apply for membership in the Light & Truth Chapter of the National Honor Society. Students must 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 NHS Faculty Council.





## *Running Start Program*

While the *Running Start* Program is a good choice for some high school students, it is not a program that aligns with the mission and values of JP II.

JP II values the close connection of community that our students have with our teachers, allowing them to build connections and provide individualized support to meet student needs. This is not as easily accomplished in the running start environment where students are often not present on the JP II campus for community and faith building opportunities for a portion of the day.

Additionally, we believe that this arrangement has a significant impact on the student's connection with their fellow classmates and school. Our educational goal is to develop the whole student, not just focus on academic success. Involvement in clubs, activities, athletics, campus ministry, retreats, and other community activities are just as much a part of the JP II education. We believe the high school experience is about much more than completing a list of required courses.

## *Academic Probation*

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the administration in consultation with the teachers. The administration will determine the length of the probation period. During academic probation, the student will be ineligible to participate in co-curricular activities, required to meet with the Academic Advisor weekly, required to attend at least two Step-Up sessions weekly, and sign an academic probation contract. This process may also require conferences with parents, tutoring, testing, and or counseling as determined by JP II staff. If there is no improvement during the probation period, or if a student fails two subjects at the end of the semester, the student may be asked to withdraw from JP II. In such cases, families may appeal to the administration.

## *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 JP II 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 JP II. Credit determination will be handled as transfer credits. JP II does not provide financial support for tuition for college courses.

## *Eligibility for Co-Curricular Activities*

To be eligible to participate in interscholastic athletics, school plays or musicals, Student Government, or any other program, 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 the previous semester as well as current courses.

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 begins immediately following notification. 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 or academic advisor for all classes on the Grade Clearance Form.

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.

### *Coursework Expectations 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.

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 or other extenuating circumstances, if given with the approval of the administration. Incomplete grades will be accompanied by a contract between the student, parent and the teacher for completion of work. If the 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 and must be present at school. To maintain the integrity of finals for all students, JP II does not administer final exams prior to scheduled testing time. Any student requesting an exception to this policy must contact the administration to make arrangements. Teachers are not authorized to make special arrangements for finals until approved by administration. Students with an unexcused absence on an exam day may receive a zero on the exam.

### *Standardized Tests*

JP II administers the PreACT test in the spring for freshmen and sophomores, and the PSAT to all juniors in the fall. The purpose of these tests is twofold:

- Provides an opportunity for students who would choose to take the ACT/SAT test in the future, to get acquainted with the format of these tests.
- Allows teachers to evaluate and adjust the learning process at JP II.

The school provides these assessments to the students at no additional cost. The PreACT test series is designed to measure college readiness based upon standards formulated by the ACT Board. For juniors, taking the PSAT test enters them in competition for National Merit Scholarships.

### *Report Cards*

The purpose of report cards is to inform the student and parent of progress towards academic goals. Report cards are sent home at the end of each semester, twice a year. Parents have access to student grades throughout the year using the Schoology platform. Any assessment data the school collects from formal tests or classroom assessments is used to help inform instruction and curriculum.



## *Transcripts*

Transcripts are permanent records of all courses taken and grades earned while a student is at Pope John Paul II High School. This record is maintained by the administration and represents the 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.

## *Transfer of Student Records*

If a parent is registering a student in another school, JPII will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

## *Family Educational Rights and Privacy Act (FERPA)*

The Family Educational Rights and Privacy Act (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 the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) 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 an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Pope John Paul II High School to amend a record that they believe is inaccurate or misleading. They should write to 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 the 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.
4. A school official is a person employed by Pope John Paul II High School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Pope John Paul II High School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)



The right to file a complaint with the US Department of Education concerning alleged failures by Pope John Paul II High School to comply with the requirements of FERPA. The address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue SW  
Washington DC 20202-4

## Student Support and Counseling

### *Community Period*

Community Period provides holistic, ongoing support for students. The community formed within this class will become a family of learners focused on knowing and helping each other. Students are assigned to a specific faculty member and grade specific peer-group that journeys with them for their four years at JP II. This is a pass/fail class that must be completed every semester to meet graduation requirements. The community service requirements will be an integral piece of this four-year course as well as some of the following elements:

- Resilience
- Study Skills / Habits of Mind
- Organizational Skills
- Community Building
- Digital Citizenship
- Financial Literacy
- College Advising/Future Planning
- Mass / Guest Speakers / Special Events
- Physical Activity

### *Counseling Department*

It is our goal to offer students a supportive, safe environment. Faculty advisors and counselors are available to students before/after school and throughout the school day for academic and emotional support. We do this through:

- Academic Advising: Educational guidance, organizational assistance, and regular monitoring of academic progress
- College Advising: College planning, selection, and support with the application process
- School Counselor: Personal/social/emotional support

## Campus 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 opportunities for community service. Non-Catholic students are expected to participate in school religious experiences and to attend theology classes which are



assessed as academic subjects. Non-Catholic students will be required to be present for Mass and other religious experiences.

## *Liturgies*

All-school Masses are offered monthly. Parents and friends of the school are always welcome to attend school liturgies. When offered, 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. Students are expected to dress appropriately for Mass.

## *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 to encourage students to explore their 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

The Freshman Retreat welcomes the school's newest members into our community and begins the process of developing their individual and collective identity. 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

The Sophomore Retreat focuses on what it means to act virtuously within the community of Pope John Paul II High School and beyond, challenging students to live Gospel values.

### *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

The Junior Retreat is a time for students to examine their faith as a relationship with Christ, and the role that prayer (sacraments, liturgy, etc.) plays within that relationship. They are called to reflect upon how family, friends, school community, and their church community are concrete evidence of God's love for them.



### *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 Senior Retreat offers a brief time where they can distance themselves from the stresses of career/college selection, admissions to college, and scholarship applications. They are called, in light of their faith, to challenge some of the values of contemporary society, and to act with courageous leadership.

## School Policies

### *Attendance*

Every school day is an important academic time. Students must attend school regularly and be punctual. Students and parents/guardians must accept shared responsibility for regular school attendance. Parents/guardians should make every effort to schedule doctor and dental appointments, family vacations and other absences around the academic calendar.

### *Excused Absences*

#### **Process for Excused Absence:**

- All students absent from all or any part of the school day must have a parent/guardian call (360-438-7600) or email ([attendance@popejp2hseagles.org](mailto:attendance@popejp2hseagles.org)) the school by 9:00 AM.
- For partial-day absences a parent note or email excusing the student must be received by the school office the same day as the absence.
- Failure to notify the school office of an absence will result in an unexcused absence.
- Extended medical absences require a note from the doctor.
- If it is planned that a student will be absent from school for more than one day, the parent/guardian must notify the office and the student must contact their teachers regarding makeup work. The amount of time given for makeup work is at the teacher's discretion.

#### **Process for Planned Extended Absence:**

Student absences for family vacations, travel, or other reasons are highly discouraged. Please refer to the school calendar prior to planning. Students are responsible for all work assigned during their absence. Teachers are not required to provide alternative assignments or plans.

- Students need to pick up a *Planned Absence Report Form* from the school office at least three (3) school days prior to the intended absence.
- Teachers will complete the form indicating assigned work and due dates.
- Students then seek final approval from the Assistant Principal.





### *Unexcused Absence*

An unexcused absence is any absence that is not approved or authorized by the school. Any work missed as a result of an unexcused absence may not be accepted for credit. 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.

### *Tardiness*

A student will be considered tardy if they arrive to class after the bell to start class. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the student who is tardy. The following consequences for unexcused tardies per semester may occur:

1<sup>st</sup> unexcused tardy = Verbal warning

2<sup>nd</sup> unexcused tardy = Verbal warning

3<sup>rd</sup> unexcused tardy = Written notification to parents/guardian

4<sup>th</sup> unexcused tardy = Written notification to parents/guardian

5<sup>th</sup> unexcused tardy = Parent meeting with student, parent/guardian, administrator

\*\*\* Excessive tardiness is considered a disciplinary matter and may result in more serious consequences

### *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 parent/guardian. Cumulative absences of more than 9 classes in a semester, for whatever reason, may result in the loss of credit for that class. Chronic illnesses will be reviewed individually and every attempt will be made to assist the student academically.

## **Inclement Weather/Emergency Schedule Changes**

In case of inclement weather, JPII will inform [FlashAlert.net](http://FlashAlert.net) who in turn shares the information with local radio and television stations. We will also post an update on our JPII website at [www.popejp2hs.org](http://www.popejp2hs.org). There will be an email blast regarding 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 inform the school of your decision to do so.

## **School Dances**

All school rules and regulations apply at dances. Only JPII students, their guests, and chaperones will be allowed to attend. Each student is allowed one guest. Students must submit a Guest Form to the office no later than 3:00PM one day prior to the dance. Only current high school students are allowed as guests. Exceptions may be made by administration for alumni. 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/guardian. 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. Students are not allowed to go to their cars during the dance. Backpacks will not be allowed into the dance.

Please remember that the JP II 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. Parents/guardians will be contacted. Inappropriate dancing includes anything deemed inappropriate by the chaperones.

## School Sponsored Activities

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

## Student Guests / Visitors

All visitors to campus must first sign in at the office and receive a visitor pass before proceeding to anywhere on campus. Visitors must have administrative approval to be on campus.

## 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 through the archdiocesan program.

## On-Campus Parking

Any vehicle that a student may drive to school needs to be registered with JP II through the office. For student safety, students must submit a Student Parking Application, copy of driver's license and proof of insurance. Students who 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. Students may not visit their cars during the school day.

## Campus Safety

### *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/guardians to do so and that request is approved by the administration. Students who leave campus without permission will be subject to disciplinary action which will include parent/guardian contact.



## *Right to Inspect*

In order to safeguard the JP II community, the Principal and/or their designee has the right to search desks, personal belongings and anything that a student brings onto the school campus (backpacks, sports bags, cars, cellphones, including text messages and photos, student computers).

## *Weapons*

It is unlawful for any person to carry onto school grounds a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. Students carrying a knife, firearm, ammunition, or an explosive device onto school premises, at school sponsored activities or on school provided transportation will result in expulsion. Police will be notified.

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object or facsimile of a weapon used to intimidate, threaten, or cause bodily harm will be considered a weapon. If the administration determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent/guardian regarding any allegation or indication of such a violation. Pocketknives, squirt guns, paintball guns, chains, look-a-like/toy weapons, and the like are subject to discipline at the school's discretion.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

## *Supervision of Students*

JP II does not offer before or after school supervision of students. The school is open for student arrival starting at 7:30am. It is expected that all students will be picked up by 4:15pm on regular school days. In the case of co-curricular activities, students will be monitored by an adult until they are picked up. Parents should arrive no later than 15 minutes after the end of the activity.

## **Health and Medical information**

### *Immunization Policy*

Every student enrolled in a Level 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.



## *Communicable or Contagious Disease*

For the wellbeing of the school community, all are encouraged to report to the school when a student is diagnosed with a known communicable disease. Confidentiality will be maintained as to the identity of the source. However, the administration will notify the community and/or the health department, if necessary, to stop the spread of the disease. Before returning to school the student must be past the period of communicability, that is: free of fever without medication, vomiting, and/or diarrhea for 24 hours, and be able to participate in normal classroom activities.

"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.

All faculty and staff will be trained in appropriate methods of responding to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response.

## *Medications*

JPII may provide for the administration of over the counter and/or prescription oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, JPII must have on file a Licensed Health Professional Authorization form to administer medication. This form must be current, unexpired and resubmitted each year. No medication will be kept in the classroom or with students (exceptions below). Medications will be dispensed only from the original container. A designated staff member will administer medication.

Our Health Room, which is locked, is located near the front of the building and is monitored by our Administrative Assistant. All medications will be kept in this room.

An emergency EpiPen or an asthma inhaler may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. If allowed, we request an additional prescription provided to the school in case of emergency.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

## *COVID-19*

An Isolation Room, away from students and staff may be set up to care for students who are displaying COVID-19 symptoms. This room would be monitored by trained school staff, who will check student temperatures, and call parents for immediate pick up. Reducing the spread of COVID-19 is important to the ongoing health and safety of students and staff. The school will follow recommendations of the Thurston County Health department and the Archdiocese of Seattle Office of Catholic Schools.



## Dress Code / Appearance

### *Philosophy*

JPII supports a student's self-expression through clothing choices and therefore does not require a school uniform. However, the Dress Code policy is intended to help create a respectful academic environment that is conducive to learning. Our school is a community for work, study and worship. Parents and guardians who choose to send their child to JPII accept that the administration reserves the right to make individual determinations regarding appropriateness of dress and appearance.

Different standards for different events may be appropriate. The faculty/coach for a special event will set the dress code for the event. There may also be specific occasions or situations that will require more professional/dressed-up attire. Students dress-up as an expression of reverence and respect and to show support for the values of the school community. Liturgy days will require more dressed-up attire.

### *Personal Appearance*

Student clothing and personal appearance should respect the dignity of self and others. School attire should always reflect neatness, cleanliness and modesty. Clothing may not refer to alcohol, tobacco, drugs, anti-religious or political messages, racial/cultural slurs, sexual innuendo, or violent images. Clothing should be in good condition and fully cover undergarments and midsection.

#### **Pants/Shorts/Skirts:**

- Shorts and skirts must be at least mid-thigh.
- Leggings and yoga pants are allowed if worn with a top that reaches to the mid-thigh.
- Pajamas, sweatpants, and jeans with holes above the knees are not permitted.
  - *The term sweatpants has multiple market representations, JPII wishes to clarify that joggers, track pants and properly sized athletic pants are permitted, while baggy, distressed/frayed, or sweatpants with holes are not permitted.*

#### **Shirts/Tops/Dresses:**

- Shirts must not show cleavage, t-shirts should be thick enough to not be see-through and straps need to be at least "two-fingers" wide; no spaghetti straps.
- Tops should completely cover the midriff. No midsection showing.
- Undergarments should not be visible at any time.
- Sleeveless dresses and tops must be accompanied by clothing that covers the shoulders.

#### **Hair/Hats/Makeup/Jewelry:**

- Hair must be a natural hair color and should not cover the eyes. Highlights of one additional color and covering no more than 25% of the head are acceptable.
- Wearing hats and hoods are not permitted inside the building.
- Distracting or excessive makeup and jewelry is not permitted.



## *Enforcement of Dress Code*

All faculty and staff in the JP II community have the responsibility and authority to hold students accountable for maintaining the dress code. If a violation occurs, the employee will privately and discreetly inform the student. Students have the responsibility to be receptive to feedback from all JP II employees regarding dress code violations. Students who violate the dress code may be asked to change attire or cover inappropriate articles. The administration reserves the right to make individual determinations regarding appropriateness of dress and appearance based on the school's dress code and may contact the parent/guardian.

The following consequences for dress code violations may occur:

- 1<sup>st</sup> violation = Warning / Possibly required to alter attire
- 2<sup>nd</sup> violation = In school detention / Required to alter attire
- 3<sup>rd</sup> violation = Required to alter attire / Parents contacted
- 4<sup>th</sup> violation = In-school suspension / Required to alter attire / Parents contacted
- 5<sup>th</sup> violation = Parent meeting with student, parent, administrator

## **Technology Policies**

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 JP II 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.

### *Acceptable Use*

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 JP II 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 JP II.
3. Register all personal laptops with the school to ensure network security and to enable wireless connectivity.

### *Unacceptable Uses*

#### *Illegal or Destructive Activities*

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





### *System Security*

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

### *Unacceptable Conduct*

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

1. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
2. 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.
3. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. Users will not harass other individuals. If the user is asked to stop sending messages to them, they must comply.
5. Users will not post false or defamatory information about individuals or organizations.
6. Users will not post chain letters or engage in "spamming" or "phishing".
7. Users may not visit on-line social networking sites such as Facebook and Snap Chat while on campus.
8. Students may not attempt to circumvent JPIL's network policy access through the use of proxies or other methods.
9. Students may not engage in financial transactions when using a school computer.
10. Users may not use another's account or password.
11. Users will not play unauthorized games or visit game sites while on campus.
12. 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).

### *Plagiarism and Copyright Infringement*

1. 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.
2. 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.
3. Students will follow the Acceptable Technology Use document for Internet research at JPIL High School



## *Cell Phones and other Personal Electronic Devices*

There is a time and a place for cell phone use. To foster learning, engagement and community, the on-campus use of cellphones and other personal electronic devices is permitted only outside of class unless part of an authorized class activity. Cell phones should not be visible in any classroom during the school day; unless their use is authorized for educational purposes by the teacher. 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. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited. The use of any electronic communication device during a test shall be considered as, and treated as cheating. Students may not wear ear buds during instructional class time. Students may ask for permission to wear earbuds during study time or independent work time.

## *School Office Phone Use*

The school office is open from 7:30 AM to 5:00 PM. The school telephone is available for business use only. Students may use the phone at the front desk for emergencies and with permission only.

## *Emails*

JPII provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage is monitored and archived.

## *Web Pages*

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. Co-curricular organization web sites outside of the JPII web page are not permitted unless administration approved.

## *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.

## *No Warranties*

JPII does not make any warranties for the computer support 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 and data may be lost for other reasons outside student or school control, including a system failure. Individual user files are not backed up by the school; **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.

## **Communication**

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at JPIL. Correspondence from the school is delivered to families in several ways including but not limited to email blasts including Next Week at JPIL (NW@JPIL) and The Eagle Family Newsletter. If you are not receiving these emails, contact [principal@popejp2hseagles.org](mailto:principal@popejp2hseagles.org).

## *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 or coach 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 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 assistant principal. The school events calendar will be updated so all communications are current.

## *Student Messages*

Students may be given a message during school hours through the Administrative Assistant. 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.

## *Use of Student Information and Pictures*

The school reserves the right to use student pictures (or video) in publications and on the school's website. Student first names and last initial may be used when publishing pictures or video. A parent who does not wish his/her student's picture used must indicate this on the Registration Form at the beginning of the school year.

## **Emergencies and Crisis Procedures**

### *Emergency Contact Form*

The school must have an emergency form on file for EVERY student in the school. Completing the emergency contact information requested on the [FinalSite portal](#) creates this form. If any information changes during the year, the parent must make these changes through the FinalSite portal. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you



are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

### *General Emergencies*

In case of a student medical emergency, an adult employee (typically an administrator or the school secretary) will determine if the condition requires medical support. If it does, the adult will call 911 immediately and complete an Incident Form. Records of all 911 calls are kept by the school. Parents will be notified of any medical emergencies concerning their child.

### *Fire, Earthquake and Lockdown Drills*

It is important to prepare for any crisis in the best way possible. JPIL has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and students in our care.

Emergency drills are held monthly. Ordinarily, these are unannounced and occur at different times within the schedule. Teachers are trained to respond to each emergency appropriately and have updated Emergency Procedure Guidelines available at the door of every classroom.

## **Discipline and the Student Code of Conduct**

### *Philosophy and Expectations for Student Behavior*

At JPIL, we seek to create a healthy moral environment and to build a school community reflecting Gospel values of Jesus. 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. We give students many opportunities to correct behavior and repair any harm they have caused. As a starting point in creating a Christian community and cultivating habits of responsibility, students agree to comply with the following community behavior guidelines.

- Respect for others should pervade the school. Students are expected to follow the rules of common courtesy demonstrating individual responsibility and contributing to a positive community environment.
- As a Catholic school community, opportunities to gather in prayer are especially important. Student behavior during liturgies and prayer services should be exemplary. Non-Catholic students are expected to participate as fully as possible and to remain respectful.
- Courteous behavior and respect for the rights of others are expected of all students both on and off campus. 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, even though separate from the school, will be of such nature as to negatively reflect on the school and will call into question the student's continuance as a member of the JPIL community. This type of conduct includes, but is not limited to, illegal and/or criminal activity, inappropriate use of e-mail, social networking, text messaging, other forms of communication or other acts, which may create a risk of substantial disruption within the school environment. This may include degrading, unkind or offensive statements or other representations. The student(s) may be subject to disciplinary action, including suspension or expulsion, pending an investigation of the conduct which may or may not include a police investigation.



## *Description of Offenses*

JPPII reserves the right to discipline students for inappropriate behavior. Examples of inappropriate behavior are included below. 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.

Examples of violations of the Discipline Policy as they pertain to a safe environment for learning:

### *Alcohol and Drugs*

- The selling, possession, distribution of and/or references to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Legal authorities may be notified.
- Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.
- Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school premises or at school-sponsored activities or events.
- Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.
- 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.

### *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.

### *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 JPPII.
- 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.
- JPPII 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 JP II in such circumstances. The penalties are enforced throughout the student's 4 years at JP II 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 25 for the dress code guidelines.

### *Eating or Drinking in Classrooms*

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.

### *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, betting or daring others to inappropriately take action, etc.

### *Harassment and Bullying*

All allegations of harassment and bullying will be taken seriously and promptly investigated. Harassment is in the perception of the victim, bullying involves a real or perceived power imbalance. Reports of harassment and bullying should be made immediately to faculty, staff, and/or administration. Once an allegation of harassment and or bullying has been reported, the administration, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

"Harassment, intimidation and bullying" means (1) any intentionally written message, image or video – including those that are electronically transmitted – (2) verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics, when the message, image, or act:

- a. Physically or emotionally harms a student or damages the student's property;
- b. Has the effect of substantially interfering with a student's education or disrupting the orderly operation of the school;
- c. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment;
- d. Involves hurting someone's reputation or relationships; this is referred to as social or relational bullying.



### *Forms of Harassment/Bullying Include:*

1. Verbal: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; slander/defamation of character; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical: Includes, but is not limited to, harassment involving unwanted deliberate touching a person's body or possessions.
3. Visual: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, video, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature explicitly or implicitly.
5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures/videos via social media.

Uncivil or unkind behavior towards others that does not meet the standards for harassment/bullying may still subject a student to disciplinary action.

### *Retaliation / False Allegations*

Retaliation is prohibited and will result in appropriate discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. It is a violation to threaten or harm someone for reporting or participating in an investigation. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### *Improper Public Display of Affection*

Public displays of affection in the school environment are inappropriate and not acceptable. Demonstration of affection between students determined to be inappropriate by the faculty, administration and staff (e.g., prolonged hugging, kissing, inappropriate touching) is not reflective of the professional school environment we seek.

### *Initiating a False Alarm*

Purposefully and inappropriately engages an alarm of any kind is considered an offense.

### *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. Arguing with or defying an adult in a position of authority also constitutes insubordination.





### *Leaving Campus Without Permission*

Students who leave campus without parent/guardian and administrative permission will be subject to disciplinary action, which will include parent/guardian contact.

### *Offensive Language*

Profanity and derogatory language (racial/ethnic slurs, bigotry, misogyny, ect.) is unacceptable.

### *Parental Conduct Expectations*

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. As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility and respect.

Therefore, parents/guardians agree to:

- show respect for the school personnel, volunteers and visitors and expect their student to do the same; this applies to athletic/co-curricular and off campus school sponsored events;
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner;
- follow the policies and procedures of this handbook;
- accept and embrace the diversity at JPPII;
- refrain from intentionally providing tobacco, alcohol, marijuana or other mind-altering drugs or knowingly providing a location where any JPPII student could consume tobacco, alcohol or other mind-altering drugs

If a parent/guardian fails to uphold the Parent Conduct Expectations, JPPII 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 JPPII school community, the school may require parents to withdraw their children and sever the relationship with the school.

### *Physical Violence/Fighting and Threats*

A student shall not intentionally cause or attempt to cause physical injury to anyone on or around the school grounds or off campus during school sponsored events.

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Administration will decide if police support or notification is needed. If a student has been threatened, the administration shall notify the student's parents/guardians promptly. Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.



## *Plagiarism*

Students are expected to properly cite sources in their papers and reports. Failing to give proper credit in the form of citations on written papers is plagiarism. Please note that there is a difference between not properly citing sources and copying another person's work. This includes copying work from another student, from the internet, an Artificial Intelligence (AI) source, or using previous work of another student submitted in any class. It is that student's responsibility to clarify any ambiguities with the appropriate administrator or instructor.

## *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*

The school will not accept any responsibility for theft or loss of personal property. Students are not allowed to use cellphones or any electronic devices at any time during academic classes. However, teachers reserve the right to allow students to use a device at their discretion. (see the technology policy on hand-held electronics page).

## *Possession of Weapons*

Weapons of any type are strictly forbidden on school property and will result in immediate suspension or expulsion. This includes any threats, verbal or written, involving weapons or anything that can be perceived as a weapon. (see Weapons policy on page 23)

## *Vandalism*

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

## *Off-Campus Conduct*

Students should be aware that they represent the school community at all times, both on and off campus. While it is not the school's intention to monitor students in all of their off-campus activities, the school may take disciplinary action, including suspension or dismissal, in response to inappropriate conduct occurring outside of campus. Students should understand that this includes situations where the school learns about inappropriate conduct (such as the use, possession, or distribution of drugs/alcohol; sexual behavior; harassment/hazing/bullying/cyber-bullying; illegal activities; or promoting violence through information displayed on the Internet (eg: TikTok, Instagram, Snapchat, YouTube, etc.)

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Please speak to the appropriate school administrator for guidance with respect to any questions about contacting another student or parent about a school-related matter.

The school can take disciplinary action when students commit offenses off campus under the following conditions:



- If police authorities, neighbors, merchants, or other members of the greater community find it necessary to bring an offense to the attention of school administration.
- If the offense hurts the name or reputation of JPII. It is understood that any form of information displayed on the Internet (eg: Tiktok, Instagram, Snapchat, YouTube, etc) by a student that comes to the school administration's attention concerning inappropriate behavior including, but not limited to the use, possession, or distribution of drugs/alcohol, sexual behavior, harassment/hazing/bullying/cyber-bullying, illegal activities or promoting violence, may result in contact with parent(s) of the student(s) involve, the proper authorities and disciplinary action.

## Administration and Review of Behavior Policies

The Administration will review and investigate discipline matters in a professional, respectful and timely manner. Disruptive behaviors will first be addressed by the faculty and/or staff person directly with the student. If the behavior continues, the parents will be contacted. If no resolution, the issue will be directed to the administration.

### *Consequences*

Pope John Paul II High School, as a Catholic institution, believes that discipline should have an educative purpose, training students to be responsible and use freedom wisely. Consequences are chosen for the purpose of educating and changing the behavior of the offender and/or restoring a positive school climate. Therefore, interventions are chosen to provide a progressive scale of consequences.

At the administrator's discretion and in no particular order, ***interventions may include, but are not limited to:***

- Teacher Assigned Consequences
- Weekly check in with an adult: Required meetings with the school counselor
- Conference with student and administration
- After School Detention (1 hour)
  - Issued by administration only; parent notification; supervised by Assistant Principal
- Restorative Action (letter of apology, community service, etc.)
- Parent Conference
- In School Suspension (isolated learning in school)
  - One-day isolation from community
  - Does not go into permanent record
  - Teaching and learning continues through Schoology and Google Meet
- Out of School Suspension (isolation from community)
  - Variable duration depending on offense
  - Recorded in student's permanent record
  - Learning is not accommodated; schoolwork must be made up
- Expulsion
  - Permanent removal from the school community
  - Recorded in the student's permanent record



## *In-School Suspension*

Administration may determine that an in-school suspension (ISS) is necessary as a result of student misconduct. This requires a student to be isolated from community in a designated area in school where they are expected to complete academic work and continue learning through the use of Schoology and/or Google Meet platforms. An ISS may also include being excluded from attending school events and activities. In-school suspensions are documented but do not go in the student's permanent record.

## *Suspension*

A student may be suspended from attending classes for a set number of days as a result of their misconduct. This consequence is used only for severe infractions or misconduct. Suspension is a temporary denial of a student's right to be on school grounds, attend classes or participate in school activities.

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

For information regarding suspension appeals, see Appeals Process section below.

1. The Assistant Principal will consult with the Principal.
2. Notification of incident is made to student's parents and counselor.
3. 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.
4. Students who are suspended for disciplinary reasons have the right to appeal this decision only if they believe there are extenuating facts about the incident that were unknown to administration at the time of the suspension. This request must be made within 5 school days after the parents or guardians have received notification of the suspension. An appeal for suspension does not negate the consequence of days out of school and school activities. However, it may include the removal of the suspension from academic records if the new information through the appeal merited revision of the consequence. If an appeal is not made within the 5-day period, the right to appeal is waived and the suspension is final.
5. The suspended student will not be allowed to attend any function that is the sole activity/event of JPPII High School whether on campus or away during the term of their suspension.
6. The student must meet 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 an ASB 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 ineligible to run for either class or executive council positions during the following school year.



## *Expulsion*

Expulsion is JPPII's refusal to continue a student's enrollment. When the consequence is expulsion, the following sequence will occur.

1. The Assistant Principal will consult with the Principal.
2. Notification of incident is made to student's parents and counselor.
3. Students who are expelled for disciplinary reasons have the right to appeal this decision within 5 school days after the parents or guardians have received notification of the dismissal. If an appeal is not made within the 5-day period, the hearing is waived and the dismissal is final. If the student is dismissed, the financial policies as outlined in the Student & Parent Handbook will be in effect (see page 40).
4. The expelled student shall return his/her ID card to the Principal and return all school owned property.
5. The expelled student will have her/his parent or guardian make the necessary arrangements with the Registrar for transferring records to a new school.
6. The expelled student shall not be allowed back on the Pope John Paul II High School campus for any reason.
7. The expelled student will not be allowed to attend any function that is the sole activity/event of JPPII 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.

### *Appeals Process for Expulsions*

The Disciplinary Review Committee is composed of the Assistant Principal, a counselor and a community period teacher who knows the student. Recommendations will be given by the Disciplinary Review Committee and/or the Office of Catholic Schools may be consulted. The Principal will make the final decision.

Appeals must be requested in writing within 5 school days of notification of expulsion. The Appeal Committee will hear all requests.

### *The Procedure*

1. Students who are expelled for disciplinary reasons have the right to appeal this decision before the Disciplinary Review Committee.
2. The student, parent(s) and a student-selected advocate will present their case for review to the Disciplinary Review Committee.
3. Following this meeting, each member of the Committee gives his/her recommendation independently to the Assistant Principal.
4. The Assistant Principal reviews and reports the recommendations to the Principal.
5. The administration will inform the parents and student of the final decision.
6. If the student is expelled, 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 re-entry based on recommendations from the Disciplinary Review Committee.



## *Law Enforcement*

There are actions which threaten the safety or security of members of our community that are strictly prohibited. These behaviors not only violate JPPII rules, but may also violate the law. Engaging in any of these actions may result in immediate expulsion from JPPII and may also lead to an individual's arrest.

## **Tuition Policies**

### *Registration*

Families who wish to enroll their student at Pope John Paul II High School formalize their intention by completing the registration form and signing an enrollment contract. 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 four 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 and in the Student / Parent Handbook. Parent/Guardian will choose one of the following methods of tuition payment:

- One annual payment on or before July 20<sup>th</sup>.
  - Annual payment methods available: check, credit card\*, Electronic Funds Transfer (EFT) or cash.
- Two semi-annual payments on or before July 20<sup>th</sup> **and** on or before the following January 20<sup>th</sup>.
  - Semi-annual payment methods available: check, credit card\*, EFT or cash.
- Four quarterly payments on or before July 20<sup>th</sup>, October 20<sup>th</sup>, January 20<sup>th</sup> and April 20<sup>th</sup>.
  - Quarterly payment methods available: check, credit card\*, EFT or cash.
- 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).

*\* credit card payments will include an additional convenience fee (percentage set annually in February based upon credit card processing service charge.)*

The activity and technology fees are billed in July. EFT is available upon request for book rentals and fees.

- JPPII will assess a late fee of \$10 monthly for each past due account unless specific arrangements have been made with the business office.
- 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). Diplomas will be withheld until accounts are paid in full.
3. Official transcripts will not be sent by JP II 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 2 weeks or less.
- 15% of the annual tuition will be due if the student has attended school from 3 to 4 weeks.
- 25% of the annual tuition will be due if the student has attended school from 5 to 6 weeks.
- 50% of the annual tuition will be due if the student has attended school from 6 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 JP II after 6 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 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 registration form and signed enrollment contract by March for the following school year.
2. **Activity Fees:** \$250 is billed in July with the first tuition payment under any of the 4 payment plans. This fee helps cover student services and includes the following: Student ID 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 4 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.

## *Tuition Assistance Program*

Pope John Paul II High School has implemented a tuition assistance program for the purpose of providing financial help to families who otherwise might not be able to afford the cost of having their children enrolled at JP II.

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.