



Pope John Paul II Academy

“A private independent school in the Catholic tradition”

Parent/Student Handbook

AD VERITATEM PER FIDEM ET RATIONEM

“To the Truth through Faith and Reason.”

“Be not conformed to this world but be transformed by the renewal of your mind that you may discern what is the will of God, what is good, pleasing and perfect.”

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I. Mission Statement and Philosophy

A. Pope John Paul II Academy Mission Statement

The mission of the Pope John Paul II Academy is to assist parents in the spiritual, moral, and intellectual formation of the child by providing a Christ-centered education, which fosters a deep love for Truth and faithfully adheres to the Magisterium of the Roman Catholic Church.

B. Philosophy & Vision

1. **Responsibility of Parents:** God has entrusted the education of children first and foremost to the parents of those children. Pope John Paul II Academy (the Academy) has been established to assist parents in this sacred duty, helping parents form their children in such a way that they are best equipped to reach their ultimate goal: to love and serve God in this life and to enjoy Him forever in Heaven. Jesus told us to “love the Lord your God with all your heart, and with all your soul, with all your mind, and with all your strength”. . . and to “love your neighbor as yourself.” (Mark 12:30-31)
2. **Comprehensive Approach to Formation:** The formation of the child requires a comprehensive approach. It must address all the faculties of the soul (the intellect, the will, the memory, the imagination, the passions, etc.), as well as the body’s healthy growth. It must also address the child’s social development, his ability to interact with others (peers and adults) in a Christ-like spirit of charity. The Academy seeks to strive for excellence in the formation of the intellect, memory, and imagination through the setting of high academic expectations in an effort to help each student discover his true potential.
3. **Responsibility of Teachers:** As every student learns a bit differently, teachers shall employ curricula, materials, and pedagogical techniques to work to accommodate individual learning styles, strengths, and weaknesses as appropriate. Through diversity of pedagogy and low student-to-teacher ratios high academic goals can be met.
 - a. Additionally, the Academy seeks to foster a well-formed Catholic conscience. A Christ-like moral character can only function within a properly formed will, a will correctly guiding the passions. A proper Catholic education not only seeks to help children learn proper moral and civil behaviors but also aspires to appropriate this law within their hearts, to help them see for themselves “the beauty of the Good” and to come to love the way of Christ.

4. **The Academy's Vision:** The ethos of the Academy strives to be fully Catholic, seeking holiness in a spirit of charity. Staff, students, and parents shall be expected to maintain this spirit in all daily activities whether overtly religious or not. The Academy seeks to maintain joy in its work of formation and education. This joy can only be achieved and maintained in an atmosphere of cooperation, held together by mutual respect, and courtesy. Children shall be expected to avoid clique formation, bullying, and any behavior that contradicts a spirit of Christ-like charity. They shall also be expected to respect legitimate authorities, expressing the virtues of obedience and humility. Teachers and staff shall model mutual respect toward each other and shall show equitable kindness and charity toward students and parents.
5. Academy behavioral guidelines and rules shall be maintained and enforced in a consistent and just manner to help maintain the atmosphere of joy in learning that a Catholic school must protect for each child and adult. In this way, children shall learn to “love your neighbor as yourself.”
6. The Pope John Paul II Academy leadership is fully committed to the principle of small class sizes capped at 15 students to ensure that each student has the opportunity to thrive. This principle is a cornerstone of our school's mission. Note: the Pope John Paul II Academy Board reserves the right to waive this cap at its discretion in the case of familial exceptions such as sibling or twin enrollment.

C. Mission Pillars and Core Virtues

1. **Mission Pillars:** The following mission pillars show the ways we strive to live out our mission statement on a daily basis.
 - 1.1. **Academics Aimed at Truth:** We are committed to the rigorous pursuit of knowledge and understanding across all disciplines, believing that all truth ultimately finds its source and coherence in the greater reality. Our learning environment emphasizes critical thinking, intellectual humility, and the integration of faith and reason.
 - 1.2. **Joyful Service:** We strive to cultivate a spirit of selfless service within our community and beyond. This pillar calls us to recognize the dignity of every person and to meet the needs of others with enthusiasm, compassion, and a positive, joyful attitude.
 - 1.3. **Spiritual Formation:** We prioritize a life of ongoing spiritual growth anchored in prayer, reflection, and devotion. This pillar encourages individuals to deepen their relationship with the Divine through consistent practice, allowing faith to inform and guide every aspect of their lives.

- 1.4. **Community of Love:** We foster a culture of genuine familial care, respect, and unconditional love among all members. This means building a supportive, nurturing, and inclusive community where every individual feels valued, protected, and encouraged to thrive.
 - 1.5. **Excellence in Virtue:** Our goal is to develop moral and ethical greatness, striving for excellence not just in skills, but in character. This pillar promotes the intentional cultivation of virtues such as integrity, justice, fortitude, and prudence, ensuring our actions align with our highest ideals.
 - 1.6. **Virtuous Citizenship:** We strive to form students who are prepared to be thoughtful, responsible, and virtuous citizens and future leaders. This pillar emphasizes understanding Catholic social teaching, promoting the common good, and applying their spiritual and intellectual formation to engage and transform the culture.
2. **Core Virtues:** We seek to form our students in all of the virtues, but in particular, we strive to form our students in the following eight core virtues since our namesake Pope John Paul II particularly exemplified them throughout his life. These virtues are also the foundation of our Student of the Month Award and positive behavior reinforcement system.
 - 2.1. **Charity:** Charity is one of the three theological virtues and consists in loving God above all things, and loving our neighbor as God loves them.
 - 2.2. **Prudence:** Prudence is the moral virtue that consists of practicing right reason in action. It is also known as wise judgement.
 - 2.3. **Justice:** Justice is the moral virtue that consists in the constant and firm will to give their due to God and neighbor.
 - 2.4. **Fortitude:** Fortitude is the moral virtue that ensures firmness in difficulties and constancy in the pursuit of the good. It strengthens the resolve to resist temptations and to overcome obstacles in the moral life.
 - 2.5. **Diligence:** Diligence is an attitude which exhibits an earnest effort to continue with a task or that of an accomplishment regardless of the distractions and pitfalls which may occur.
 - 2.6. **Reverence:** Reverence recognizes, honors, and realizes in interactions the inherent God given dignity and value of every human being.
 - 2.7. **Humility:** Humility is rejection of appearances and superficiality; it is the expression of the depth of the human spirit; it is the condition of its greatness. - Pope John Paul II

- 2.8. Joy:** Joy is an abiding, interior contentment rooted in relationship with God rather than circumstantial fleeting happiness.

II. Spiritual Development

A. Spiritual Environment

The Academy shall maintain an atmosphere of traditional and orthodox Catholic prayer and spirituality throughout its activities. Prayer and religious devotions and expressions shall be a normal and regular part of life at the Academy.

B. Religious Activities

1. All students shall be expected to actively participate in all religious exercises, including daily prayer and weekly Mass.
2. The Academy holds many events throughout the year rooted in the Catholic tradition. These include but are not limited to: All Saints' Day, Stations of the Cross during Lent, adoration, other school activities pertaining to religious formation.

C. Non-Catholic Families

1. While we respect the faiths of families who do not share our Catholic Faith, non-Catholic families admitted to the Academy understand that instruction in and practice of the Catholic faith is an integral component of the educational and formational program of the Academy. It truly is a part of our school's curriculum.
2. Non-Catholic students who attend the Academy shall still be required to fully participate in all prayers, devotions, liturgical celebrations, and instruction in the Catholic Faith.
 - a. An exception shall be made only where Canon Law requires (e.g. reception of the Eucharist).
3. To enroll their child at the Pope John Paul II Academy, parents of a non-Catholic student must be willing to support their child's decision to enter the Catholic Church if so desired.

D. Commitment to Christian Life

1. All catechesis and religious instruction shall be in full and complete conformity with the Magisterium of the Catholic Church.
2. Students shall study the fullness of the Catholic Faith "as it has been held always, everywhere, and by all" and as it is contained in the Catechism of the Catholic Church.

3. Teachers and staff shall model a love and enthusiasm for the Faith as a gift from Christ to His Church.
4. Students will also learn to engage in apostolic work and in the corporal and spiritual works of mercy so that they might put their Catholic Faith into application in service to the Church and the world.
5. Apologetics (the defense of the Faith) will be part of their religious formation so that as the “salt of the earth” they can learn to bring the truths and hope of the Gospel to their neighbors.

III. Admissions Policy, Enrollment & Disenrollment

A. Non-Discrimination Clause

Pope John Paul II Academy accepts students for K4 through 8th grade and does not discriminate on the basis of race, color, sex, or national origin.

B. General Admission Requirements

The Academy exists to provide an education that emphasizes both academic excellence and faithful adherence to the Magisterium of the Roman Catholic Church. It will always strive to foster a thoroughly Catholic ethos, culture, and community among teachers, staff, and students. Bearing this in mind, the Academy maintains several requirements for admission.

1. Children admitted shall generally come from practicing Catholic families. Non-Catholic children may be admitted but will be expected to participate in all religious activities while at school as described above.
2. All students (K-8) shall be evaluated for academic level before they are admitted into the Academy. Parents must arrange for transfer of student records for evaluation. Students with significant behavioral and/or academic problems at the previous school will generally not be admitted to the Academy as it is not likely to be better suited to meet their needs than their previous school.
3. All accepted students will be admitted on a probationary status only. Severe behavioral and/or academic problems, if unresolved, will be grounds for expulsion from the Academy. The Academy shall not refund prepaid tuition or registration/admission fees.
4. **Age Requirements:** Children must have reached the age of 4 years old for entry into K4 and 5 years old by August 1st for entry into Kindergarten. Potty-trained 3.5 year olds may be admitted into the Tuesday/Thursday K4 program if they have turned three years old by August 1. All students in PreK must be potty trained.

C. Admission of Students with Special Needs

1. Pope John Paul II Academy is generally unable to assist students who have severe special learning or behavioral needs. However, some students who have less severe or specialized learning and behavioral needs may benefit from the smaller class sizes found at Pope John Paul II Academy. If Pope John Paul II Academy identifies significant learning or behavioral needs in an enrolled student and recommends that the student get assessed by the Public School District for a specific learning disability, the parents must begin the assessment process prior to re-enrollment for the next school year. Public schools offer greater resources and personnel to address and identify more specialized academic or behavioral needs. The Faculty, Staff, and Administration of Pope John Paul II Academy will support the family throughout this assessment process. Ultimately, The Public School District specific learning disability assessment will help Pope John Paul II Academy better serve the students (if the school has the needed resources) and set them up for future success in their educational endeavors. This policy aligns with our mission to assist parents in the spiritual, moral, and intellectual formation of the child.

D. Admission and Agreement to School Policies

1. Parents must read over and acknowledge their acceptance of the policies and other content of this handbook at the start of each school year, expressing agreement with the mission, philosophy, and purposes of the Academy.
2. Following signature for acknowledgement of handbook policies, the child and at least one parent must meet with the principal or a representative board member prior to acceptance. If admittance is sought during the school year, a meeting with the teacher prior to acceptance will be a requirement.

E. Admission on Provisional Probation Status

1. All accepted students will be admitted into the Academy with a Provisional Probation status for a complete grading period. Within a complete grading period, the student must demonstrate that he is capable of successfully meeting the high academic and deportment standards set by the Academy. If this can be demonstrated, the student will be placed in full Good Standing. Failure to meet academic and/or deportment standards within the first complete grading period may result in expulsion from the Academy without tuition reimbursement.
2. Provisional Probation is a non-punitive status, and these students shall be permitted to fully participate in all curricular and extra-curricular school functions.

F. Disenrollment Process

1. Should a family wish to withdraw their child from the Academy, all appropriate forms and paperwork must be filled out and submitted to the office.
2. It is the responsibility of the disenrolling family to ensure that all associated payment plans (FACTS, etc) are updated so that no further chargers occur. The Academy **is not** responsible or liable for any resulting fees or charges which may occur.
3. The Academy does not refund deposits, prepaid tuition, or registration or admission fees.

IV. General School Procedures and Policies

A. Daily Schedule

1. **Morning: Monday-Thursday:**
 - a. Student Drop Off: 7:45-7:55 a.m. Students are to proceed directly to classrooms.
 - b. Warning Bell: 7:55 a.m.
 - c. Tardy Bell: 8:00 a.m. Students must be seated in the classroom before the 8:00 a.m. bell.
 - d. Morning Assembly (school gym) 8:05 a.m.
2. **Friday (All School Mass Day)**
 - a. Student Drop Off: 7:40-7:50 a.m. at St. Mary's Catholic Church: 1855 St. Marys Drive, Montrose, CO 81401.
 - b. Procession into Mass: 7:55 a.m.
 - c. Mass 8:00 a.m.
3. **Midday Recess and Lunch:**
 - a. Grades K4 - 5 morning recess: 10:15-10:30 a.m.
 - b. Angelus Prayer (school gym): 11:55 a.m.
 - c. K - 3 Lunch / 4 - 8 Recess: 12:00-12:25 p.m.
 - d. 4 - 8 Lunch / K -3 Recess: 12:25-12:50 p.m.
4. **End of School Day:**
 - a. Pick-Up: PreK @ 11:45, K-8th Grade: 3:00-3:10 p.m.
 - b. K - 8th Afternoon Prayer & Dismissal Bell: 2:55 pm

B. Drop-Off and Pick-Up Procedures

1. **Drop-Off:** Parents who are “dropping off” their children are to do so at the cement pad marked by orange cones on the north end of the parking lot. This is the same location where pick-up will occur at the end of the school day.

- a. Parents who wish to walk in with their children may do so by parking in any of the designated parking areas. Vehicles are not to be parked “temporarily” along the drop-off lanes or in other areas which will block traffic or cause other safety hazards.
- b. Parents are to ensure that their children arrive at the school no later than 7:55 a.m. Students who arrive prior to 7:45 am will wait outside until doors open at 7:45 am.

2. Pick-Up

- a. Parents are asked to observe pick-up times for their students, and to arrive punctually so that the pick-up and dismissal process may be carried out smoothly without causing backed-up traffic in the school’s parking lot, or on Sunnyside Road.
- b. Parents are to pull around to the pick-up area (the concrete pad marked by orange cones on the north end of the parking lot) when they arrive. Early arrivers should park and walk over to the pick-up location to escort their children back to their vehicle.
Children must be checked out with their designated teacher before leaving school.
- c. Parents are asked to be considerate of others and to keep the line moving. In the event that one class is taking longer to arrive than usual, parents waiting for their children are asked to pull around in a parking lot so as not to hold up the line.

3. Late Pick-Up

- a. Faculty will supervise children on the school grounds only until 3:15 p.m. After that time, students must remain in the secretary’s or principal’s office for pick-up.
- b. If parents or guardians are going to be late in coming for their student, they must call the office to alert the school of this delay.
- c. After more than one late pickup per quarter, a standard fine of \$1 per late minute may be charged.

C. Pick-Up Policy & Child Security

1. PreK Pickup Procedures:

- a. Students remain in their classroom until they are picked up. (Dismissal @ 11:45)
- b. Parents/Guardians must be visually identified by office staff before being buzzed in.
- c. Anyone other than the primary parent or guardian must present a valid photo ID to Secretary or a front office staff member before entering — even if they are known by the school staff (e.g., grandparents, family friends).

- d. If someone other than the primary parent/guardian is picking up the student, the primary parent/guardian must notify the office in advance via phone or email.
- e. If the individual is not on the approved pickup list, the office will contact the parent/guardian to confirm authorization before releasing the student.
- f. If no prior notice has been given, even if the individual is on the approved pickup list, the office will contact the primary parent/guardian to confirm authorization before releasing the student.
- g. Once verified, the authorized adult may proceed to the PreK classroom to pick up the student.

2. Early Check-Out Procedures:

- a. Primary parents/guardians may check out students by signing them out and noting the reason for early departure.
- b. If the student returns later in the day, they must be signed back in.
- c. Anyone other than the primary parent/guardian must show photo ID to office staff before picking up a student — even if they are a familiar community member. The primary parent/guardian must contact the office via phone or email to authorize another adult to pick up their child.
- d. If the individual is not on the approved pickup list, the office will contact the parent/guardian to confirm authorization before releasing the student.
- e. If no prior notice has been given, even if the individual is on the approved pickup list, the office will contact the primary parent/guardian to confirm authorization before releasing the student.

3. Visitor Procedures:

- a. All visitors are required to sign in and out on the visitor log — including parents assisting with activities such as lunch duty or classroom help.
- b. This ensures accurate accounting of everyone on campus during emergencies (e.g., lockdowns, fire drills).
- c. Visitors making quick drop-offs (e.g., leaving a forgotten item or lunch at the office) do not need to sign in.
- d. Visitors must remain in their authorized areas and return badges/stickers when leaving.

D. After School Programs

- 1. Depending on the school year, various afterschool programs may be available. There is no guarantee that there will be afterschool programs. The availability of these programs depends on adequate student

participation, the ability to find qualified personnel to run the program, and a place for programs to be held.

E. Absence & Tardy Policy

NOTE: Parents should give serious consideration to the effects of taking their child out of school for any extended period of time.

1. General Policies Concerning Absences

- a. More than one unexcused absence or more than ten excused absence days per semester (i.e. within two grading quarters) may result in withdrawal from the Academy without credit.** A prolonged illness or family emergency can be considered for exception by the principal if work can be made up.
- b.** Leaving the campus without permission during the school day may result in suspension from school.
- c.** Parents should provide teachers with as much notice as possible when make-up work is requested for a student absence.

2. General Unforeseeable Student Absences

- a.** An unforeseeable absence would include any unforeseen medical or family emergency, unexpected illness, or sudden breakdown of vehicle for transportation.
- b.** In the event of an unforeseeable absence, the school should be notified prior to 8:00 a.m. if possible. Either a written or verbal message may be given.

3. Excused and Foreseeable Absences

NOTE: Parents are strongly encouraged to avoid absences of a foreseeable nature.

- a. Definition:** A foreseeable absence would generally include a special family event or participation in a special religious, educational, civic, cultural, or athletic event. Doctor or non-emergency medical appointments scheduled during the school day would also be considered foreseeable absences.
- b.** Absences generally approved as excused would include a student illness, major illness in the immediate family, death in the immediate family, and foreseeable absences (defined above).
- c.** Any foreseeable absence requires that parents or students provide a written or verbal notice informing the secretary of the absence. The written or verbal notice may be in the form of an e-mail, phone call, or a handwritten note delivered by the parent or student at least 24 hours in advance.

4. Unexcused Absence

- a. Definition:** A student who is absent without the permission of the parents and the Academy's administration will be deemed truant.

Likewise, any student who leaves school without permission from the administrator in charge or leaves class without the permission of the teacher will be deemed truant.

5. Tardiness

- a. School begins at 8:00 a.m. Any student not in his classroom at 8:00 a.m. will be marked tardy.**
- b.** The time lost due to tardiness will be made up as deemed appropriate by teachers or the administrator.
- c.** The administration will contact parents with a warning when chronic tardiness (more than 5 tardies in a single grading period) has occurred at the end of an academic quarter.
- d.** If chronic tardiness persists for two consecutive grading periods, the parents will be asked to meet with the administrator to design a plan for timely arrival. Parents will be expected to improve in punctuality according to this plan.
- e.** In more serious cases of chronic tardiness and where improvement has not been demonstrated, the student may be suspended or expelled.

6. Early Pick-Up by Parents (Early Release)

- a.** Parents who need to pick up their children prior to the regular dismissal time must first check in at the office. The office will send for the children, and the parent must sign the early release log located in the secretary's office. Parents are asked to call the school office with as much advance notice as possible before arriving for their children.
- b.** Unless it is an emergency, the teacher and student should be given a standard 24-hour written notice of the appointment. The written notice may be in the form of an e-mail, phone call, or a handwritten note delivered by the parent or student.

F. Make-Up Work

- 1.** In the case of foreseeable absences (See IV. D. 3., above) parents and/or students are expected to consult teachers in advance to arrange opportunities for make-up work. Teachers are not required to provide make-up assignments or award credit for missed work if prior arrangements have not been made.
- 2.** In cases of unforeseeable absences (e.g. sickness), students are allowed to make up work which was missed or may be excused from certain assignments. Generally, students are given an established timeline according to their respective grade level in which to complete make-up work for credit. Teachers are not required to provide make-up work on the day of an unforeseeable absence, and may wait until the student returns to school to make arrangements.

G. Food at School and School Lunches

1. Students shall eat their lunches in the designated area (viz. gym). Food and beverages may be consumed in the classrooms only with the explicit permission of the staff. Students are not allowed to share food due to allergy concerns.
2. Parents are encouraged to see that their children eat only healthy snacks and meals. Please avoid soda pop, candy, or other sugar-filled foods.
3. Gum is not allowed on campus.
4. Hot Lunch
 - a. Hot Lunch is not provided.
5. Pack Lunch
 - a. Students are to bring their own healthy lunches to school.
 - b. There are a limited number of microwaves available for student lunches. Parents/students are encouraged to be mindful of this when preparing their lunches.

V. Emergency Procedures

A. Emergency Procedures

1. Administration and staff at the Academy regularly review policies pertaining to emergency preparedness and procedures with local emergency personnel.
2. Fire-drills and lock-down drills occur on a regular basis to ensure that staff and students are well-acquainted with procedures in the event of an emergency.

B. Emergency Communication

1. An emergency situation is understood as any incident, threat, hazardous weather conditions, or other matter that entails substantial risk to one's health and general safety.
2. In the event of an emergency, the school will communicate as quickly as possible using the best available modes of communication. Parents will be given as much relevant information as possible and any necessary directions.
3. Emergency notifications will normally be given by phone or text. E-mail communication will generally follow afterward.

VI. School Communication

A. General Communication

1. Teachers and administrators will send out regular communications (viz. newsletters) which parents should read with due attention.
2. A weekly newsletter will be emailed to parents with pertinent paperwork, order forms, and other communications. Parents should check their email each week and have them returned to school promptly.

B. School Parent Portal

1. All parents are expected to regularly check the School Parent Portal to check on student progress, calendar updates, and other important school information.

C. Telephone Calls

1. Parents are asked not to phone their children during school hours unless it is relating to an urgent or medical matter.
2. Students are allowed to use the school phone only for an emergency or as approved by a staff member.

D. Non-Scheduled Meeting with Staff

Teachers and school administrators strive to be accessible to any parent who desires to speak with them; however, an appointment should be scheduled if any issue requires extensive discussion.

E. Parent/Teacher Conferences

Parents are given the opportunity four times during the school year to meet with the teachers and confer regarding their children's progress. It is expected that both parents attend these conferences whenever possible. These conferences, along with the quarterly report card, constitute the ordinary periodic reporting of student progress, achievement, and conduct.

F. Addressing Questions or Concerns

1. All personnel, students, and families are requested to follow the proper channels when raising questions and airing concerns. When an issue originates from the classroom, consult the teacher first. When an issue originates from the school policy or administrative action, consult the administrator first. If a situation is not resolved to one's satisfaction, the chain of command must be followed: teacher, administrator, school board.
2. It is expected that all communication occurs within a spirit of Christian charity and understanding. Concerns should always aim towards constructive dialogue and discussion in which common ground can be attained. Only when a conflict is not resolved according to one's satisfaction in this manner should one move up the chain of command.

3. Personal conflicts or disputes are private matters and should remain so: they should not be aired publicly or expressed to others who are not immediately involved.

VII. Record Keeping Policy

A. Statement of Confidentiality

1. All student cumulative folders and personnel files are maintained in the school office and are kept strictly confidential with access available only to teachers, administration and appropriate personnel. All student cumulative folders and personnel files are official records, property of the school.
2. Parents have the right to view their child's cumulative folder and personnel have the right to access their file. It is appropriate to give a 24-hour notice of request to review a cumulative folder or personnel file. Any viewing is to be supervised and done in the school office. Nothing may be removed or altered in an official file during a viewing. If there is any question or dispute of contents, the matter must be directed, in writing to the administrator for resolution. The administration's response should be in writing; both documents become part of the official record.
3. All official cumulative records are kept for a minimum of three years.

B. Student Records

1. A student cumulative folder is maintained in the school office, which contains the student's required health records, emergency information, attendance record and all grade level academic records.
2. A student's cumulative folder is accessible to teachers and administrators only. Teachers are responsible for completing a permanent academic record at the end of the school year.

C. Release of Records

1. Student records may not be removed from the school office unless the procedure for release is followed:
 - a) For Teachers: A teacher must sign and date the release of records book in the school office

- b) For Parents: Records may be requested for transfer to another school, or transcripts upon graduation, by completing the required release of records form.
- c) Typically, in a school transfer, the new school will send a request for release of records. In school transfers, report cards, standardized test results, and attendance records will be sent. If the school requests additional information, it will be released with permission from the parent.

VIII. Health and Medical Policies

A. Vaccination Records

1. According to state law, all parents must complete the Academy's vaccination report detailing whether their children have or have not received vaccinations. If a child does not have certain vaccinations, a medical or non-medical exemption must be on file.
2. Students who have not received certain vaccinations may be asked to remain at home in cases where there is an outbreak of an illness from which the child is not immunized.
3. Because vaccinations never guarantee absolute immunization, all families will be notified when any serious illness is reported to have been present or spread at school.

B. Illness

1. If a student becomes ill, the student should report to the teacher for release to the secretary's office.
2. If a student has a communicable illness (cold, flu, measles, chicken pox), that student should remain home until the period of contagion is passed. No child should return to school until fever and vomiting symptoms have been absent for 24 hours.
3. The school reserves the right to send a student home when it has determined that a student's health is not disposed for normal school activity and/or that a student's sickness may be spread to others.

C. Head Lice

(Note: The following is adapted from the Montrose County School District policy on head lice.)

1. If a student is found to have a live infestation of head lice, the parent/guardian will be notified via phone and information on head lice will be sent home.
 - a. The student may stay until the end of the school day, however it is acceptable if the parent wishes to pick their child up after being notified.

- b.** The student is not permitted to return to school until they have used a medicated lice shampoo treatment.
 - c.** The student's head may be checked for lice upon returning to school according to the judgment of the Academy's staff.
 - d.** It is ultimately the parent/guardian's responsibility to manage head lice by checking for live lice daily and before returning to school, as well as checking and combing out nits daily for 14 days following the first treatment.
- 2.** Students found to have nits are permitted to remain in school. If a student is found to have nits/eggs, parent/guardians are encouraged to comb the nits out with a fine-toothed comb daily for the following 14 days and reminded to complete the follow-up medicated shampoo treatment in 7-10 days from the first shampoo treatment.
- 3.** Current evidence does not support classroom screenings for head lice, and therefore these will not be implemented regularly.
- 4.** If a student with an active infestation of head lice has siblings, they will be checked for head lice discreetly.
- 5.** If a student is found to have head lice or nits, the staff will vacuum the affected classroom(s) and upholstered furniture within.
- 6.** Stuffed animals and pillows will be removed from affected classroom(s) and bagged for 14 days.
- 7.** Coats, hats, scarves, and backpacks in affected classrooms will be kept separately so they are not touching one another.
- 8.** Classroom notifications will not be done for typical cases of head lice.
- 9.** The Academy staff and administration will reserve the right to use their best discretion when deciding whether to inform the general school community of any lice outbreaks.

D. Medications

- 1.** NO MEDICATION shall be administered by any school personnel. Parents or legal guardians must come to the school to administer medication, unless parents provide written permission and notification that their student is deemed mature enough to self-administer the medication. Students who are mature enough to self-administer medication may do so only under the supervision of the school staff.
- 2.** All medications shall be safeguarded in the secretary's office at school to avoid ingestion by the wrong student.
- 3.** Students who will self-administer prescription medication must comply with written orders from a physician. A copy of these written instructions shall be on file stating:
 - a.** Child's name
 - b.** Name of the drug

- c. Dosage
 - d. Time of day medication is to be administered
 - e. Purpose of medication
 - f. Anticipated number of days it must be given
 - g. Possible side effects
 - h. Storage instructions
- 4. Any medication brought to school must include a record of parental release allowing students to self-administer medication.
 - 5. The medication must be brought in a container appropriately labeled by a pharmacy or physician.
 - 6. Individual records (including dates, times, and dose that was self-administered) shall be kept of such medications.

IX. Academics

A. Grading Scale

- 1. The academy uses the following letter grading scale for grades 3-8:

A = 92%-100%

B = 83%-91%

C = 74%-82%

D = 65%-73%

F = below 65%

- 2. Students in grades K – 2 are provided a standards-based report each academic quarter.

B. Academic Standards

The Academy will maintain the highest academic standards and will strive to help each student achieve his best.

1. Basic Academic Expectations

- a. Student work must be done according to the standards established by the Academy and as implemented by the teacher in each learning situation.
- b. All work must be done neatly, accurately, and promptly. From third grade and higher, all handwritten assignments shall normally be completed with a standard cursive script.
- c. Assignments must be submitted on time as directed by the responsible teacher. Late work will not be tolerated. Late work is subject to penalization and the respective student to academic discipline. Penalties and discipline are determined by the teacher and in serious by the administrator. Penalties and discipline may include grade reduction, extra assignments, circumstances detention, restriction, probation, suspension, or expulsion.

2. Homework

- a. All grades, except PreK, will normally be assigned homework. The following guide for the amount of homework will be followed by teachers:

K: 10-20 minutes / school night
1st: 15-25 minutes / school night
2nd: 20-30 minutes / school night
3rd: 30-35 minutes / school night
4th: 40-45 minutes / school night
5th: 50-55 minutes / school night
6th: 50 minutes / school night
7th: 55 minutes / school night
8th: 60 minutes / school night

3. Academic Deficiencies

- a. If a student drops below a 73% average of core classes in a given grading period, he shall be placed on Academic Probation.
- b. The teacher will present a plan of action to improve student performance. This plan will be approved by the principal.
- c. He must raise his GPA above a 73% average at the next grading period. The teacher must present a plan of action to improve the student outcomes. The principal must approve this plan.
- d. A student who remains academically deficient (at or below a 73% average in core classes) after two consecutive grading terms may be dismissed from the Academy.
- e. The teacher and principal may advocate for exceptions when they believe the student is committed to a plan of improvement and has shown measurable gains.
- f. Final determinations will be made by the school board.

4. Standardized Testing

Students grades 2-8 participate in ITBS (Iowa Test of Basic Skills), TerraNova or CLT (Classical Learning Test) standardized testing on a yearly basis.

5. Middle School Honor Roll

- a. At the end of every quarter, all middle school students who have all A's will be added to the Honor Roll.
- b. Honor Roll students will be given special opportunities due to their grade performance including, but not limited to, school recognition, the availability to attend special trips of academic significance, and other privileges.

C. Academic Probation

1. Any student in grades 3-8 whose cumulative GPA drops below a 73% average of core classes in a grading period will be placed automatically on Academic Probation. Students in grades K – 2 also may be placed on academic probation in cases where extensive academic delinquency is noted on their quarterly standards-based report.
 - a. The student must raise his next grading period's GPA above a 73% average in order to return to Good Standing.
2. If a student remains on Academic Probation for two consecutive grading periods, he may be required to either repeat the current grade or may be expelled from the Academy without tuition reimbursement.
 - a. This dismissal or grade retention can be waived only if the teacher believes the student is showing exceptional effort and improvement and obtains the principal's final approval. The teacher, principal, and parents shall collaborate on a plan of action to improve the student outcomes.
3. Any student placed on Academic Probation may not be permitted to participate in extra-curricular functions including but not limited to sports games, school endorsed clubs, band, and ski and snowboard lessons, until the student has returned to Good Standing.

X. Courtesy and Deportment

A. General Principle

The Academy staff is responsible for the safety and wellbeing of students during the school day. As such, students are expected to comply respectfully and expediently with any directions, policies, and procedures given from the Academy staff and other Academy appointed supervisors (viz. parent volunteers).

B. Classroom Conduct and Courtesy

1. When being addressed by a teacher, students devote their complete attention to that person until the conversation has ended, avoiding interrupting, and always listening politely.
2. Students shall always greet others courteously, regardless of the situation. Specifically, students shall address adults as "Sir" or "Ma'am", or "Mr. / Ms. / Mrs. (last name)" to show respect.
3. Students shall rise and stand respectfully for any adult entering a classroom. They are to remain standing until instructed otherwise by the adult.

4. Student conduct in the halls and classrooms is always mannerly and never loud or unruly; student demeanor reflects a serious respect for the learning that is ongoing around them. Similarly, they shall show respect when passing between others who are conversing, when navigating around other students, or when moving through crowded spaces by saying “excuse me” or “pardon me.”
5. Speech shall be kept under proper control. “Indoor voices” shall be used at all times (other than gym) within the facility.
6. Students shall knock before entering a room, showing respect for the wishes and privacy of those already in the room. Students shall NOT pound or yank on doors.
7. All members of the school community shall show courtesy by holding doors for each other, visitors, and anyone needing help.
8. All members of the school community shall remove head coverings inside the school.
9. Students shall practice showing humility in success and graciousness in defeat, be it academic, physical, or personal, as they know that on another day those roles may well be reversed.
10. Students shall conduct class work respectfully, cooperatively, and compliantly.

C. Other Rules of Conduct

1. Running is never allowed in the building (except during directed activities).
2. Rough-housing, pranks, and unnecessary noise within the school are all prohibited activities.
3. All books, clothing, lunches, and personal belongings are to be kept in the appropriate places.
4. Students shall remain in designated play areas.
5. Name calling, rock throwing, discourteous, and uncharitable conduct toward fellow students are prohibited.
6. All foul language and conversations (viz. curse words, using God’s name in vain, sexually explicit terms or innuendos, derogatory or offensive slurs) are strictly prohibited.
7. Students may not leave the classroom or other assigned place without permission.
8. Students may not leave the school during school hours, except with parental/guardian permission.
9. Student “cliques” or clubs which unjustly exclude or ostracize fellow peers are not permitted.

D. School Culture & Positive Reinforcement

1. Student of the Month

- a. While the Academy does place a special emphasis on academic excellence, the importance of character formation is not to be dismissed. As such, the Academy will recognize students from grades K-2nd, 3-5th, and 6-8th who embody the spirit and values of the Academy.
 - i. To be considered for this award, students must be in good academic and deportment standing.
 - ii. The award will generally focus on the school's 8 Core Virtues.

2. Student Service & Citizenship Opportunities

- a. In order to promote an awareness of the importance of stewardship, service, and citizenship, students are given many opportunities throughout the year to give of their time, efforts, and/or talents.

3. Honor Roll

- a. Students in grades 3-8 who achieve a straight-A report card in a quarter will be added to the Academy's Honor Roll.

4. Spirit Days

- a. The Academy hosts several "Spirit Days" throughout the school year. These themed days are to promote school spirit and foster community.
- b. On Spirit Days, students are encouraged to dress out of uniform so long as their attire is within general modesty guidelines, and they are dressed on theme. See the section on Student Appearance at Special or Non-Academic Events for more information.

5. Other School Culture Events

a. All Saints' Day (November 1st)

The school joins the Catholic church in observance and celebration of the holy day in which the students and faculty draw attention to holy men and women throughout history whose lives serve as excellent models for us in our quest to draw closer to Christ.

b. Christmas Program

The Academy hosts an annual Christmas Program before Christmas break in which the students put on some sort of dramatic and/or musical performance in celebration of the joyous Christmas

season. This is held in the evening and is open to the entire Montrose community.

c. One Hundred Day

The Academy observes and celebrates the 100th Day of School every year with special festivities. Students may be permitted to dress in pajamas, or in some other themed dress.

d. Catholic Schools Week

Catholic Schools Week is a special week in which the Academy joins other Catholic schools nationwide in celebrating our proud traditions and history. Special themed days throughout the week will be announced as the time draws near.

e. Stations of the Cross

On Fridays throughout Lent, the students of the Academy participate in the devotion commemorating Christ's journey from Pilate to the Cross before His death. This prayerful meditation occurs in the last 15 minutes before dismissal and is primarily led by the older students: all parents and siblings of students are invited to attend.

f. Soup & Stations

On the last day of school before Easter Break, the whole school community is invited to join in a longer Stations of the Cross, which is concluded with a potluck meal of soup, provided by students and their families.

g. Poetry Cafe

In homage to the many great poets, writers, and historical characters whose works make up our curriculum, every April the students of the Academy put on an afternoon of recitations.

E. Student Use of Technology & Technology Standards

- 1.** Academy policy prohibits students from carrying or using any cell phones or other personal electronic devices while at school (even after school hours), on field trips, or during other school-related activities or events.
 - a.** Students who remain on campus after school hours for sports events or the after-school program may not use their electronic devices.
 - b.** Devices include cell phones, tablets, computers, smart watches or any other items that allows students to text, receive communications, receive phone calls, access the internet or play video games.

2. Students who bring a cell phone or other electronic device to school must check in their device with the school secretary upon arrival. Phones can be retrieved after school from the secretary or principal. If the parents wish for their child to have a phone or device while on a field trip, the student may only use this device as permitted by the respective teacher or chaperone.
 - a. Some devices may have multiple uses and the ability to turn off functions mentioned in E.1.B. Even with communication abilities disabled, these devices are still not allowed in the classroom and are required to be turned into the office upon arrival at school.
3. The Academy and the Academy staff will not be held responsible for damaged, lost, or stolen electronic devices.
4. Students who use any of the school computers must have express permission of their teacher (or other authority) to do so, and they may only visit specified sites. Computers are not to be used for chatting, socializing, or for entertainment purposes. See Section XIII. C for more information.

F. Pope John Paul II Academy Technology Standards:

1. Pope John Paul II Academy is committed to using technology in the school community in ways that foster goodness, beauty, truth, and the holistic Christ-centered formation of the human person. Pope John Paul II Academy is a cell-phone and smart device free zone (see Handbook policies for more details). These devices detract from the personal and communal oriented educational environment that Pope John Paul II Academy strives to provide. However, Pope John Paul II Academy also recognizes the necessity of certain technology devices and systems to help students achieve academic excellence in certain grades. To achieve that end, all Pope John Paul II Academy employees are issued a unique school (pjp2a.org) account which gives them access to their school email account, Google suite, Thinkwave grading system, and other educational software. All 6-8th Grade students are issued a unique school email (pjp2a.org) account that gives them access to a monitored email account and a limited Google suite. All students in PreK-5th grade are not issued a unique school email account because Pope John Paul II Academy has determined that such an account is not necessary for students in these grades to achieve academic excellence.

The purpose of the school account is to give teachers and students, of an appropriate age, the necessary access to technology to complete daily school activities and requirements. These accounts also allow

administrators, teachers, students, and parents to maintain effective and efficient modes of communication for intentional collaboration. However, it should be noted that all school technology devices and systems are intended to support, not replace, the personal and communal dimensions of an authentic Catholic education.

Pope John Paul II Academy expects all account holders to use their accounts for educational or business purposes and in accord with their respective Handbook policies. Pope John Paul II Academy reserves the right to access, monitor, audit, or retrieve any School-owned data, including but not limited to employee or student emails, digital files, system usage logs, and classroom management tools. Anyone using school technology resources, such as email or Google suite applications, must always be cognizant in thought and action of the fact that they represent Pope John Paul II Academy. All electronic communications should be treated as formal communications since they can be stored, referenced at a later date, and recovered even if they have been deleted.

All school owned computers, electronic files, email system, Google suite, access to the Internet, and computer software provided to students are owned by Pope John Paul II Academy and intended for educational or business use. Users are expected to comply with Pope John Paul II Academy's acceptable use policy (see below). Computers, email, internet use, and other technology related activity may be subject to periodic unannounced monitoring or review by Pope John Paul II Academy's administration or board.

2. Privacy:

Employees and Students have no privacy interest in any of the above-mentioned technology systems or devices. Furthermore, employees and students waive any rights to or expectation of privacy in anything created, sent, received, or stored on these technological devices or technological systems. Anything created, sent, received, or stored on these technological devices or systems is the property of Pope John Paul II Academy. Note: Parents/Legal Guardians of students, as the student(s) legal guardians and partners in the mission of Pope John Paul II Academy, are permitted to have general access to their students' files and email accounts. The parents/legal guardians right of access does not supersede the right of the school, and may be restricted or revoked if the circumstances warrant it.

3. Artificial Intelligence:

Generative Artificial Intelligence (AI) has brought many positives and negatives into our world. Pope John Paul II Academy maintains a policy stance of natural intelligence before artificial intelligence. Therefore, Generative Artificial Intelligence (AI) may only be used by students on homework, projects, or other assignments, with explicit approval from a teacher or administrator. The use of Generative Artificial Intelligence (AI) on tests, quizzes, and other formal assessments is strictly prohibited. Failure to comply with this policy may result in disciplinary action or expulsion. School employees should limit their use of Generative Artificial Intelligence, especially when the proposed use is directly related to the classroom learning environment.

4. Acceptable Use

The use of technology (devices and systems) at Pope John Paul II Academy is a privilege, not a right. Employees, students, and other members of the school community, are expected to use computers, electronic files, email system, Google suite, access to the Internet, technology systems, and computer software in a responsible and virtuous fashion. All account users will receive proper training and guidance to use these devices and systems virtuously, safely, and in communion with the teachings of the Catholic Church.

All technology devices and systems available at Pope John Paul II Academy are designated for educational or business purposes in accordance with the school's handbook policies, philosophy, and mission. Inappropriate uses of technology devices or systems may come in many different forms, which could include, but are not limited to:

- Communication to or from faculty, staff, and coaches that is not in a formal, respectful, and charitable tone.
- The display or transmission of sexually explicit images, messages, jokes, or cartoons.
- Communication that is fraudulent, harassing, illegal, embarrassing, obscene, intimidating, or defamatory.
- Distributing unwanted material or sending messages to unwilling recipients.
- Communicating content that violates any current school policies.
- Solicitation for commercial ventures, political initiatives, or other non-school related educational/business purposes.

- The non-business communication of confidential information such as student, employee, and proprietary organizational data.
- Using the internet, any technology devices, or systems in a manner that violates any applicable laws.
- Damaging Computers and software.
- Allowing unauthorized access or use
 - Ensure that your passwords remain secure. Account sharing is not permitted. All authorized users are responsible for the security of their passwords and accounts. Pope John Paul II Academy or its designated agent may override passwords on all individual accounts as needed for administrative purposes.

5. Failure to Follow Technology Policies:

Misuse of technology at Pope John Paul II Academy or failure to follow the technology policies of Pope John Paul II Academy may result in disciplinary action, restriction or revocation of electronic and technological privileges, dismissal from the school, and any appropriate legal action. Parents and students will not hold any teacher, staff member, administrator, or Pope John Paul II Academy responsible or legally liable for material distributed or acquired from the network.

6. Conclusion:

Ultimately, the use of all technology devices and systems at Pope John Paul II Academy ought to be directed towards and are intended to help our students, parents, faculty, staff, and community members be good earthly citizens, but most importantly become the future saints of Heaven!

G. Serious Offenses, Misconduct, Suspensions and Expulsions

GENERAL STATEMENT: Because of the nature of PJP2A as a fully integrated school with grades K4-8, and because of the effect that older students may have on younger students, the PJP2A Board has established the following policies on:

- 1. Weapons, Fighting, Physical and Verbal Abuse:** No form of violence or threat of violence is ever permitted. Any student who intentionally and maliciously brings about serious physical injury to another student or students will be automatically suspended pending investigation of the circumstances. Upon investigation, the student may be placed on restriction, detention, further suspension, or expulsion. Students are not permitted to bring weapons on school premises.

2. **Possession or Use of Tobacco, Alcohol, Drugs or Drug Paraphernalia:**
Student possession or use of tobacco, alcohol, or other drugs legal or illegal will be grounds for automatic expulsion. Student possession of drug paraphernalia will be grounds for immediate suspension and expulsion may be merited. Each situation will be reviewed by the administration and the school board on a case by case basis.
3. **Pornography** - Any student who possesses or brings onto campus any material of a sexually immoral nature will be automatically suspended pending investigation of the circumstances and possible expulsion.
SPECIAL NOTE: If it comes to the attention of the PJP2A Board that a student's household has or patronizes a pornographic publication, watches "X"rated TV or videos, or allows the student access to such material, the parents or guardians will be requested to remove their children from the school.
4. **Immodest, Impure, or Immoral Conduct**
 - a. No form of sexualized behavior will be tolerated on school grounds. These behaviors include, but are not limited to, kissing, hand holding, secret love notes, and other "dating-imitating" behaviors.
 - b. Any student who engages in any conduct which is grossly immodest or immoral will be suspended pending evaluation of the circumstances.
 - c. Upon investigation, the student may be placed on restriction, detention, further suspension, or expulsion.
5. **Dishonest Conduct:** All lying and cheating is, of course, prohibited. Gossip, detraction, calumny, name calling, spreading of rumors, and other hateful speech shall not be tolerated. Any conduct that seriously deprives another of property, good name, or otherwise causes another person undue mental anguish may be cause for expulsion.
6. **Conduct Off-Campus:** Any conduct off campus which brings great discredit to the Academy will be cause for expulsion.
7. **Cheating:** Cheating during tests will result in a failure grade on the test and, depending on the circumstances, may involve additional punishment. Cheating on other assignments will be reviewed on a case-by-case basis.
8. **Final Determinations: Final evaluations and disciplinary decisions rest solely with the administration and board.**

H. Child Abuse and Neglect

1. Pope John Paul II Academy complies with the Colorado State law that mandates that any suspected case of child abuse or neglect be reported.
2. The Colorado Child Abuse and Neglect Hotline, 844-CO-4-Kids, became operational on January 1, 2015. The hotline is designed to provide one, easy-to-remember toll-free phone number for individuals to use statewide to report suspected child abuse and neglect.

I. Child Protection Policy

All adults who have substantial contact with children and who volunteer in the school or for other approved school activities must comply with the Child Protection Policy of Pope John Paul II Academy.

1. For all volunteers working with or around children this includes but is not limited to:
 2. Completing a volunteer application and creating an account on www.virtus.org;
 3. Criminal History Record Check by Intellicorp
 4. Reading and signing the Acknowledgement Page of the Child Protection Policy Book;
 5. Mandatory attendance at a Virtus-Protecting God's Children training session(s).
 6. Upon Completion of training sessions a certificate of completion will be issued and will be kept on file for each volunteer, teacher and staff member.
 - a. Additionally, school volunteers may be asked to attend a school sponsored Volunteer Orientation Training.
 - b. **All students enrolled in Pope John Paul II Academy shall attend during the school year safety training sessions that include but are not limited to the following subjects:**
 - i. Basic safety skills.
 - ii. Recognition of dangerous and abusive situations.
 - iii. Appropriate and inappropriate physical contact and other interpersonal boundary violations.
 - iv. Ability to say "no" to unwanted situations.
 - v. Ability to identify trusting adults with whom to speak.
 - vi. Importance of disclosure if inappropriate or unwanted actions are directed to self or others.
 - vii. Recognition that abusive situations are never the fault of the child.

Instruction on these topics for students enrolled in Pope John Paul II Academy will be delivered using the Personal Safety Education Curriculum Standards developed and authorized by Pope John Paul II Academy's Board of Directors.

XI. Discipline Code

A. General Philosophy

1. An environment conducive to the enrichment of the mind and the soul must be well ordered, focused, and at peace, and such an environment cannot be attained without the virtue of obedience. The Academy, therefore, requires that all students cooperate in the establishment and maintenance of a disciplined and orderly environment.

B. Hierarchy of Discipline

1. In general, all parents and students are reminded to observe the "chain of command" as stated in Section VI.E.
2. In or out of the classroom, the teachers of the Academy are responsible for ensuring that the general standards of discipline and conduct are met by all students.
 - a. Any teacher may address or otherwise correct a student upon observing behavior that is not in accordance with Academy expectations.
 - b. All teachers at the Academy have the authority to correct student behavior; as such, all students are to treat all faculty with respect.
3. The involvement of the principal in disciplinary matters is to be regarded and seen as a serious matter: the teacher is always the first to address and respond to such issues.

C. Student Discipline

1. The objective of disciplinary measures is to ensure that the student has learned to correct the problem for which he is being punished.
2. Any infraction of school policy will result in disciplinary measures being taken. Discipline begins with a verbal clarification of the rules. When a child first misbehaves, usually (except in severe offenses) he simply needs instruction. Justice requires that persons understand the law before being held accountable for obedience to it. We will strive to use positive reinforcement for good behavior as opposed to punishing negative behavior. However, punishments may need to be used in the disciplining of the students. We expect that each person will be treated with respect and dignity.

3. Infractions of these rules and guidelines, as well as any violation of common order or moral standard will result in disciplinary measures taken. These measures may be in the form of extra work, clean up duties, detention, suspension, or expulsion.
4. The continued or serious violation of school policy may result in the student's removal from the school.

D. Color System (K-4th)

1. **Students K – 4th grade follow a color system for discipline.**

Purple: Excellent behavior

Green: Good behavior

Yellow: Warning

Red: Consequence

2. While each teacher may have a different standard for what qualifies as “excellent” behavior, students are not awarded for complying with the minimum department standards. The same applies to “coloring down” to a “Red” status: different consequences exist. Parents should be sure to discuss with their child's teacher what standards of behavior are to be met. Chronically poor behavior from students will result in more serious consequences, including but not limited to Department Probation.

E. Department Probation

1. When a student exhibits chronic misbehavior or has committed a singular but serious offense within a grading period, this student may be suspended, expelled, or placed on department probation.
2. A student may be dismissed from the Academy when there is no evidence to believe the student shall improve future conduct. A student shall be placed on department probation and provided an individual student behavioral plan when there is sufficient reason to believe the student will improve future behavior with the appropriate support structures and established plan.
3. When a student is placed on department probation, the principal and respective teacher(s) shall collaborate in designing an appropriate behavioral plan for the student. The plan shall denote SMART goals (Specific, Measurable, Attainable, Results-oriented, and Time-bound) with the end goal of improving student conduct and outlining specific expectations for the student.
4. The principal shall meet with the student and his/her parents to discuss the individual student behavior plan.

5. The teacher, principal, and parents shall review that these goals were met at the end of the following grading quarter. If the goals were successfully met the student shall be placed back in Good Standing.
6. If the behavioral goals were partially met, the principal and teacher shall decide whether it is believed the student is progressing sufficiently towards improved behavior. If it is believed the student will be able to continue to improve behavior at the Academy, the individual student behavior plan shall be revised and renewed for the following quarter.
7. If the behavioral goals were mostly or completely violated, the student may be dismissed from the academy without tuition reimbursement. In this situation, there is not sufficient evidence to believe the student shall improve his/her conduct.
8. The final judgment regarding the measurable progress of a student's deportment shall be made by the principal with the assistance of any respective staff.
9. Any student placed on Deportment Probation may not be permitted to participate in extra-curricular functions including but not limited to sports games, school endorsed clubs, band, ski and snowboard lessons, and field trips, until the student has returned to Good Standing.

XII. Student Uniform and Grooming

General Appearance Policies:	
Clothing Condition	Ironed, clean, free of large or apparent holes
Haircut Styles, Lengths, & Accessories	- Boys - Neatly trimmed above their shirt collar and above their eyebrows in a traditional style. - Girls - Neat and combed; hair bows are acceptable as long as they are school appropriate and not distracting. - All- No extreme or fad cuts or styles deemed inappropriate or distracting (including obviously dyed or bleached)
Jewelry	- Girls - may wear small, post-style earrings in earlobes as long as they are school appropriate. - All - Small, religious necklaces only (medals, cross, scapular, etc) - Boys are not permitted to wear earrings. - No bracelets. Watches are permitted so long as they are non-distracting.
Makeup	4-8th grade girls may wear a small amount of natural-looking makeup; no lipstick or colored eyeshadow/ liner.
Skirt Style & Length (All Grades)	- A-line style or pleated - Skirts must be longer than the student's fingertips when their hands are at their sides. - The administration reserves the right to decide that a skirt length is inappropriate even if it meets the above finger tip requirement.
Shorts Style & Length	No short shorts or spandex.
Belts	6 th – 8 th grade boys should always wear plain black or brown belts with any pants which include belt loops.
Outerwear	Everyday: Students must wear a school approved sweatshirt, ¼ zip, or cardigan. (See list of approved items) If students choose to wear a non-approved outerwear item to school, it must be taken off when inside and may only be worn during recess.

Other/General	1. Shirts must be tucked in for 6-8th Grade boys wearing pants or shorts. 2. Shirts must be tucked in for 6-8th Grade girls wearing skirts. 3. Fingernails must be clean and of moderate length.
Prohibited	1. No tattoos or writing on body 2. No boots, Ugg style boots, sandals, heels, no heelys 3. No leggings worn as pants 4. Only school approved jackets, hoodies, sweatshirts worn inside (see approved uniform sweater) 5. No clothing is to feature wording, graphics or logos which may be deemed inappropriate. No spaghetti-strap, mesh, see-through, tube, crop-top, or extremely tight shirts are permitted.

Daily Uniform Policy PreK-8th Grade				
	Top	Bottom	Outerwear	Shoes & Socks
Male:	Burgundy, White, or Navy Blue polo shirt. (long or short sleeved) with or without crest	Khaki pants or shorts	A school approved Sweatshirt, ¼ Zip, or Cardigan Sweater.	Athletic Gym Shoes; Solid, school-colored socks
	Top	Bottom	Outerwear	Shoes & Socks
Female:	Burgundy, White, or Navy Blue polo shirt. (long or short sleeved) with or without crest	Khaki shorts, pants, skirt, or jumper Tights/Leggings under skirt or jumper that match shirt color	A school approved Sweatshirt, ¼ Zip, or Cardigan Sweater.	Athletic Gym Shoes; Solid, school-colored socks

Mass Day Uniform Policy PreK-5th Grade				
	Top	Bottom	Outerwear	Shoes & Socks
Male:	Navy Blue polo shirt. (long or short sleeved) with or without crest	Khaki pants	A school approved Sweatshirt, ¼ Zip, or Cardigan Sweater.	Black or brown closed-toe dress shoes Solid, school-colored socks
	Top	Bottom	Outerwear	Shoes & Socks

Mass Day Uniform Policy PreK-5th Grade				
	Top	Bottom	Outerwear	Shoes & Socks
Female:	Navy Blue polo shirt. (long or short sleeved) with or without crest	Khaki skirt or jumper Tights/Leggings under skirt or jumper that match shirt color	A school approved Sweatshirt, ¼ Zip, or Cardigan Sweater.	Flat black or navy blue dress shoes Solid, school-colored socks

Mass Day Uniform Policy 6-8th Grade				
	Top	Bottom	Outerwear	Shoes & Socks
Male:	Oxford style long-sleeved white dress shirt Solid Navy Blue tie	Khaki pants	A school approved Sweatshirt, ¼ Zip, or Cardigan Sweater.	Black or brown closed-toe dress shoes Solid, school-colored socks
	Top	Bottom	Outerwear	Shoes & Socks
Female:	Oxford style white blouse	Khaki skirt Tights/Leggings under skirt or jumper that match shirt color	A school approved Sweatshirt, ¼ Zip, or Cardigan Sweater.	Flat black or navy blue dress shoes Solid, school-colored socks

A. Student Appearance at Special or Non-Academic Events

1. Non-Uniform School Day

2. Teachers may sometimes request students bring non-uniform clothes for special events (field trips, spirit days, etc). In these cases, the following dress code policies apply:
 - a. If it is a themed dress day (ie, Spirit Day), students **must** dress on-theme, or else come in regular uniform.
 - b. Attire for non-uniform days must be clean and modest: no rips, tears, holes; no inappropriate logos, graphics, or wording is permitted. School Spirit gear is allowed and encouraged.

3. Athletes on Game Days

- a. Students who are members of the Academy's official sports teams are permitted to wear their **uniform shirts** to school (not Mass) on game days.
- b. Students must wear regular, standard uniform bottoms to school on game days (no gym shorts).

4. Student Attire at Extracurricular Events

- a. Although extracurricular events (sports games, cookouts, track day, etc) are not academic events, students are representatives of the Academy and as such are to dress and behave appropriately, setting an example of Christ-like behavior.
- b. Students who attend such events are expected to adhere to the Grooming and Appearance Policy, as well as the general school Courtesy and Deportment requirements (Section IX., above).

5. Non-Uniform Compliance

- a. Students who appear on campus in non-uniform or otherwise inappropriate attire (including dyed hair, writing on the body, etc) will have their parents called to bring the needed uniform components to ensure compliance with school uniform policy. Students who fail to meet appearance and or behavior expectations at other school-related events will be asked to correct their attire or behavior, or leave. Habitual non-compliance with the uniform policy may result in more serious disciplinary action.
- b. Consequences for being out of uniform differ by grade levels. Regardless, students will not be permitted to attend class until they meet uniform requirements.

Final Note on Uniform: Teachers and staff reserve the right to prohibit any clothing, jewelry, makeup or accessory which is deemed inappropriate, distracting, immodest, or otherwise improper.

XIII. Tuition, Payments & Service Hours

A. Annual Total Tuition & Fees

Grade Level	Tuition & Curriculum Fee (\$250)
PreK3 ½ Day (3 yr. old: T/W/Th)	\$3,250
PreK4 ½ Day (Monday-Thursday)	\$3,850
PreK4 ½ Day (Monday - Friday)	\$4,350
K-8th Grade (Full Day)	\$5,350
Sibling Discounts:	Tuition & Curriculum Fees
PreK3 ½ Day (3 yr. old: T/W/Th)	\$2,750
K4 ½ Day (Monday - Thursday)	\$3,350
K4 ½ Day (Monday - Friday)	\$3,850
K-8th Grade Sibling	\$4,450

B. Payments

1. Unless tuition is paid in full prior to September 1, all enrollees must utilize FACTS Tuition Management payment plan (<https://online.factsmgt.com/signin/> 4HRSL). Enrollees are responsible for the nominal costs associated with arranging for this plan.
2. If a parent does not wish to use the FACTS Tuition Management payment plan, full tuition must be paid by September 1.
3. All families are expected to pay a \$200 deposit to hold their spot at the Academy for the following year. This deposit is **nonrefundable** and is later applied as a credit directly to the tuition & fees charges upon the start of the academic year.
4. A 3.5% tuition discount is available if paid in full prior to June 1 when using a check or electronic transfer.
5. A 2.5% tuition discount is available if paid in full prior to September 1 when using a check or electronic transfer.
6. Checks returned by the bank are assessed a \$20.00 processing fee.
7. Tuition is NOT refundable if your child is expelled or withdraws from the Academy.

C. Service Hours

1. Each family is expected to complete between 20 – 45 hours of service for the school during the academic year. Families with children only in the
 - a. PreK3 and PreK4 only families will be expected to complete 20 service hours.
 - b. Families who receive any form of tuition assistance from the Academy must complete 45 hours of service.
 - c. Families who pay full tuition are required to provide 30 hours of service.
 - d. The school staff will provide parents approved opportunities to complete these service hours.
2. A quarterly report will be sent to families to update them on their service hour completion. Families are responsible for providing the school secretary an updated report of any service hours they have completed which have not been previously recorded in the school office log.
3. Any family who fails to fulfill service hours to the school will be charged \$25 per service hour not completed. If a family would like to be exempt from service hours due to time constraints or work obligations they may request to have the amount of: (\$25 x number of service hours) added to their tuition payments for the year.
4. Families may be excused from completing the required number of service hours at the discretion of the school board. Parents must submit a formal request to be excused from the service requirement, and they must provide an explanation of the reason for the request. Exemption will only be given when it is deemed that there are serious and legitimate impediments to fulfilling the service requirement.

XIV. Use of School Equipment and Facilities

A. Care and Handling of Textbooks, Personal Effects, and School Equipment

1. Textbooks are loaned to students for use during the school year.
2. Books may not be left unattended; they must be kept in the student's locker, desk, or on their person.
3. The student's parent(s) or guardian(s) will be charged for books or materials that are lost or suffer damage beyond the usual wear-and-tear.
4. Failure to properly care for school property will result in fines.
5. Final report cards and transcripts may be withheld until lost or damaged books or school materials are paid for.

B. Kitchen

1. Kitchen facilities are for use by the staff only. Students may only enter and use the kitchen facility when this is permitted and supervised by school staff.

C. Library and Computers

1. Library use and procedures are approved by the principal
2. Special permission must be obtained before a student may take a book or other equipment from school. (Textbooks, library books, and books used for class assignments are excluded from this prohibition.)
3. Computers are reserved for use by students and staff. Computers may only be used with the explicit permission and supervision by school staff for designated academic activities. Students must use computers responsibly, safely, and according to the directions given. See Technology Standards

XV. Student Privileges

A. Extracurricular and Special Activities

1. Special programs, sports activities, field trips, and free dress days, are all privileges that must be earned by the students. These and other privileges are offered to the students who illustrate that they are mature and worthy of the invitation to join the field trip or other activities.
2. Students are encouraged to work for these privileges and maintain academic and deportment levels that will allow them to retain the privileges.

XVI. Sports

NOTE: Participation in sports is understood to be a privilege, not a right. Students who participate in sports must maintain a basic academic eligibility status, and must, at all times, adhere to the Academy's expectations for behavior and conduct.

A. General Sports Information

1. Sports are offered at the availability of coaches, players, and competition.
2. All coaches are volunteers.
3. Basketball and volleyball are offered in conjunction with the ACSWC league, and all students, coaches, and participants are required to meet league standards.
4. Other sports (soccer, baseball, etc) may be offered throughout the year, as volunteer parents/coaches are available and interested.

5. Parents of student athletes are expected to be involved in transportation, scheduling, and volunteer duties.
6. Appropriate paperwork must be turned in to the office prior to student participation in any sports-related event.
7. Athletes and parents are to understand that playing time is not guaranteed for any student.

B. Athlete Participation Requirements

1. Athletes must meet school and league requirements for eligibility.
 - a. Students must have a minimum of a “C” in all core classes, and may not have a “F” in any class.
 - b. Students must be in good standing with the school in all other regards.
2. Students may not play in a game if they were absent from the school that day due to illness.
 - a. A student must have been at school for a minimum of half of the day in order to play in a game that same day. (The student must either be at school from 8:00 am - 12:00 pm, or from 12:00 pm - dismissal.)
 - b. Any student who has any “bug” which may be contagious and has gone home sick may not play in a game that day.
3. Athletes must be present at all team practices and games.
 - a. If there is a scheduling conflict with a practice or game, students are responsible for informing their coach at least 24 hrs before.
 - b. Failure to notify the coach may result in a player’s ineligibility for the next game.
4. Athletes are to be punctual and attentive at practice and games.
 - a. Students are to help with any set-up or take-down associated with practice.
 - b. Limited practice time means athletes must give their coaches their full attention. Rough-housing and disruptive, inattentive behavior will not be tolerated and may result in dismissal from teams.
 - c. Athletes are to be ready to go immediately when practice starts; athletes are to arrive at games approximately 30 minutes prior to gametime to allow for stretching and preparation.
5. Athletes are to be in the appropriate attire for practices and games.
 - a. Practice: Navy blue shorts and plain Navy blue or PJP2A PE t-shirt
 - b. Games: Navy blue shorts and designated uniform
6. Students are responsible for school-issued game uniform
 - a. Uniforms are not to be worn to practices

- b. Uniforms should not be machine-dried
 - c. Loss or damage of uniform will result in a fee to replace uniform (\$100)
- 7. Athletes must respect their coaches, teammates, referees, and members of the opposing teams at all times.
 - a. No vulgar, abusive, or taunting language will be tolerated at any time.
 - b. Athletes are to always exhibit a spirit of good sportsmanship while competing.
 - c. No displays of excessive celebration or anger will be allowed.

C. Involvement of Parents

- 1. All parents interested in having their student(s) participate in sports are needed to volunteer to help the Academy's sports program to function effectively. Parents are expected to volunteer in some capacity for each sport and team in which their child participates.
- 2. Parents of student athletes must assist the team by volunteering their time in one or more of the following capacities:
 - a. Taking admissions
 - b. Line-judge (volleyball)
 - c. Scorekeeper
 - d. Book-keeping
 - e. Gym monitor
 - f. Team parent
- 3. Parents are responsible for transporting their child to and from any practices and games.
 - a. When a parent is unable to provide transportation to a game or practice, the parent must make other arrangements.

D. Eligibility

- 1. Students in grades 5-8 may participate in ACSWC league basketball and volleyball
 - a. Volleyball (August - November): co-ed
 - b. Basketball (November - March): boys teams and girls teams
- 2. **Academic Eligibility:** Student athletes must maintain a "C" average in all core courses, with no "F" in any class.
 - a. If a student is deemed ineligible due to grades or academic standing, participation at practice and attendance to games is still expected and encouraged.
 - b. Students who are ineligible for games are to still attend in game uniform and assist coaches and encourage teammates.

3. **Behavioral Eligibility:** Students who have not adhered to the Academy's Discipline Code may be ineligible for sports.

E. Use of Gym Facilities

1. Athletes on teams that do not commence practice immediately at the end of the school day are to sit quietly in the gym. All the rules for behavior at school still apply.
2. Students are not to be left unattended. Unless their practice or game commences immediately upon release of the school day, students are to be picked up or supervised by a parent or guardian.

F. Sports Behavior

1. The Academy is a member of the ACSWC: an organization of Christian private schools and home educators who recognize the importance of Christian virtues and behavior on and off the courts. Any student who participates in any sports program must present a model of Christ-like behavior in all sporting events (practices, games, events, etc).
2. **Parents are expected to model appropriate behavior for their children.** While it is the very nature of sports to be competitive, parents and all fans are expected to maintain an attitude of control and respect.
 - a. No parents are to address, approach, or otherwise heckle coaches, referees, or other players.
 - b. No inappropriate language, name-calling, booing, or similar behavior.
 - c. Parents and spectators are to follow league rules concerning behavior during games (no unnecessary yelling, screaming, or noise-making during key parts of game play).

XVII. Other Policies

A. Final Disclaimer

The administration reserves the right at any time to unilaterally revise, modify, delete, or add to any and all policies, procedures, and work rules stated in this handbook or in any other document. These policies and procedures establish guidelines only. The interpretation of this handbook is the responsibility and right of the administration.



Acknowledgement and Acceptance of Policies and Procedures
in the Parent/Student Handbook (to be signed by all parents and students PreK-8).

By signing below, I indicate that I have received a copy, read, and agree to the
policies, procedures, and expectations listed in the PJP2A Parent/Student
Handbook.

Parent 1/Guardian 1 Signature

Date

Parent 2/Guardian 2 Signature

Date