



# Parent/Student Handbook

*(Updated September 5, 2023)*

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## **MISSION STATEMENT FOR CATHOLIC SCHOOLS - DIOCESE OF PHOENIX**

Because our children are our hope and our joy, the future of the Church and society, the Diocese of Phoenix engages in the religious formation of the young. Through Catholic schools the Church joins with parents, the primary educators, in placing the child at the center of the educational process. This process promotes academic excellence and moral values and fosters lifelong service. The integration of faith with all that is taught and experienced sets the Catholic school apart from all other forms of education.

## **PHILOSOPHY OF CATHOLIC SCHOOLS - DIOCESE OF PHOENIX**

Because each student needs the values and traditions of the community, the school will impart an understanding of the Catholic faith, doctrine and social perspectives, afford participation in a worshipping faith community, and foster the responsibility for service.

Because each student is a part of a Church and society beyond the school and home, the school will support and foster participation in the parish, the diocese and the larger world community.

Because each student needs an example in the school and in the home, teachers and parents must model their faith.

Because each student is expected to make informed decisions and to live according to Christian principles, the school must encourage self-discipline, self-respect, respect for others, and growth in learning to deal with issues in a real world.

Because each student needs a strong and caring environment for learning, the school, like the home, must be supportive not smothering, loving yet disciplined, encouraging but challenging.

Because each student needs to acquire knowledge and skills for today's and tomorrow's world, the school provides an opportunity and holds high expectations for learning.

Because each student is unique, our schools work attentively to develop the potential of each student academically, socially, physically and spiritually.

## **MISSION STATEMENT OF ST. JOHN PAUL II CATHOLIC HIGH SCHOOL**

The mission of St. John Paul II Catholic High School is to provide an educational environment that promotes a personal encounter with Jesus Christ through prayer, study, community, and service as disciples.

## **VISION FOR GRADUATES OF ST. JOHN PAUL II CATHOLIC HIGH SCHOOL**

Our graduates carry with them a clear understanding of their own identity.

They are immortal beings, of incomparable worth. Their intellects will seek and value objective truth and they make decisions based on truth, not merely on opinion.

They will think logically and speak clearly on the ethical issues of the day.

Their emotions will resonate with love for whatever is good, true, and beautiful; they will reject evil, deceit, and disorder.

Our graduates will exercise self-discipline learned through their studies, sports, and performances.

They will encounter Jesus Christ, knowing as St. John Paul said, that "it is Jesus who stirs in you the desire to do something great with your lives, the will to follow an ideal, the refusal to allow yourselves to be ground down by mediocrity, the courage to commit yourselves humbly and patiently to improving

yourselves and society, making the world more human and more fraternal.”

Our graduates will defend the dignity of every human being in the fields of art, politics, science, and medicine.

Above all, they will be ready to follow Christ and to proclaim him to others, thereby being agents of change, building up a culture of life.

### **PARENTAL ROLE**

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children. In this Handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents support the school's mission and commitment to Christian principles. Having chosen St. John Paul II Catholic High School for their child's education, parents accept and support the school policies as outlined in school handbooks. One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies and regulations.

While St. John Paul II Catholic High School is committed to ensuring all tenets of the Catholic faith are shared and discussed with respect, compassion and sensitivity, especially with those who may struggle with them, the school expects parents/guardians to demonstrate support for all the teachings of the Roman Catholic faith in a manner consistent with the obligations they freely enter into when they sign the student-parent agreement form. One of the critically important expectations is that the students, parents and guardians will not contradict or criticize any Church teaching publicly, in their words or actions, including through online social media venues. Failure of parents/guardians to comply with this expectation may result in the required withdrawal of their child/children from the school.

Parents and teachers will assist students with development of good communication skills by modeling and engaging in effective communication. In the event a parent desires to discuss a problem with his/her child's teacher, the parent may schedule an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with an assistant principal or principal may do so, but after an initial meeting with the classroom teacher.

### **Parent-Teacher Communication**

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

Parents are encouraged to develop a specific routine with their child to review academic progress through PowerSchool. A regular schedule of parent and student communication regarding grades is recommended. Parents and teachers may request time for a conference as needed. If a student fails one or more subjects for the first and/or second quarter, parents, teachers and counselors will need to meet.

A parent who wishes to schedule a meeting with a teacher should contact the teacher. Teachers will respond to requests within 48 business hours. Responses will not be sent out on weekends. When dealing with a problem with a particular class, the parent should first contact the teacher. If, after conferring with the teacher, the problem is not resolved, the Department Chair or Assistant Principal for Academics should be contacted.

### **Communication from JP II**

St. John Paul II Catholic High School has a weekly newsletter – The Torch. This is sent to parent emails through Flocknote on Wednesdays. The Torch contains important information for parents and students. The new information is found at the beginning of the newsletter. To stay connected with the events and updates at JP II, parents should be sure that they are receiving the weekly Torch.

Flocknote is a communication tool that is utilized at JP II. Club sponsors and coaches utilize Flocknote to communicate to teams and groups. This is a tool that is secure and sent only to members of the group. We do not post details about practices or meetings on our webpage.

### **Consequences of Parental Violation of School Protocol**

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal, the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

### **ACCREDITATION**

St. John Paul II Catholic High School is accredited by Cognia and the Western Catholic Education Association (WCEA) and is under the direction of the Diocese of Phoenix Catholic Schools Office.

### **ADMISSION TO ST. JOHN PAUL II CATHOLIC HIGH SCHOOL**

#### **General Conditions of Admission**

St. John Paul II Catholic High School is a Roman Catholic educational institution, fully committed to belief in God according to the tenets of the Roman Catholic faith. Our faith forms the very foundation of St. John Paul II Catholic High School and without it the school is unable to achieve its vital mission. In recognition of the indispensable components of faith and parental support, St. John Paul II Catholic High School asks each family to carefully consider the significant responsibilities they must accept as a condition of joining the school's community.

By applying for admission, parents and legal guardians acknowledge and agree that they will support the school's mission, which includes the expectation that parents and legal guardians will uphold the teachings of the catholic church, always act in the best interest of the school and will support the policies and procedures of the school as well as those of the Diocese of Phoenix.

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. We seek students who have demonstrated academic strength and competency, good behavior and a desire to attend St. John Paul II Catholic High School. In certain cases,



students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

Some of the requirements for Admission include:

- Presentation of an original birth certificate
- Baptismal certificate for Catholic students
- Records from previous school, including standardized test scores
- Proof of custody where applicable
- Current Certification of Immunization
- Non-refundable application fee
- If previously enrolled in a Diocesan school, all tuition requirements at that former Diocesan school must be fulfilled
- On-line Application for St. John Paul II Catholic High School

The admissions application is only completed once. Current students who meet the academic and behavioral expectations of the school will be able to continue at St. John Paul II Catholic High School by paying the tuition deposit and completing the registration process for classes the following year.

Enrolled students who do not meet the academic or behavioral expectations of the school, may be prohibited from registering the following year. Students who withdraw from St. John Paul II Catholic High School prior to graduation are usually not readmitted.

### **Non-Discrimination Clause**

St. John Paul II Catholic High School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. This school is authorized under Federal law to enroll nonimmigrant alien students. The school does not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, admission policies, employment practices, scholarship and loan programs or athletic or other school administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

### **Non-Catholic Students**

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions and religion classes for credit.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

## **HANDBOOK REVISIONS AND ACCEPTANCE OF POLICIES BY PARENTS AND STUDENTS**

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Diocese or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school as determined by the administration. Any section headings are for convenience of use and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All students and their parents are obliged to abide by the rules and regulations outlined in this handbook. Parents and students will sign an acknowledgement form stating that they have received the handbook and intend to follow the policies. The failure of a parent or student to sign the form will not prevent the school from enforcing its policies and may result in disciplinary action being taken or prevent a student from enrolling (or continuing enrollment) in the school.

A Spanish version of this Handbook can be accessed using Google Translate. The English version is the official version.

**The most up to date version can be found on our website at [www.jp2catholic.org](http://www.jp2catholic.org).**

## **LIVING THE FOUR PILLARS OF OUR MISSION**

Founded with the Dominican charism and in the spirit of our patron, St. John Paul II Catholic High School seeks to provide an environment where students can freely seek to know, follow and proclaim Jesus Christ. Dominican spirituality centers on four pillars of Christian life: prayer, study, community, and service as disciples. At St. John Paul II Catholic High School, these four pillars are integral to all elements of school life.

### **Prayer**

Jesus taught us to “pray always” (see Luke 18:1). As a Catholic faith community, St. John Paul II Catholic High School strives to participate fully in the spiritual life of the Church. Daily, we join together in prayers, both as a school and in individual classes. Students participate in the liturgical life of the Church by attending Mass every week. They also participate in other types of prayer, such as Scriptural study, the rosary and novenas. Through prayer, our students have the opportunity to develop a relationship with Jesus Christ, Our Lord.

### **Study**

In the Dominican tradition, all study leads to God. This does not mean that only God is studied. We cultivate self-discipline and a desire to know the truth in all subjects of study. We value a strong academic program that enables students to expand their ability to think clearly in and outside of the classroom. As a student searches for truth (*veritas*), God, the Source of all Truth, will be found.

### **Community**

From its beginning, eight centuries ago, the Dominican Order has lived out its charism in community. At St. John Paul II Catholic High School, sharing faith and life are part of the overall

program of formation. Just as the early Christians lived their faith in union with one another, the St. John Paul II community strives to provide a welcoming place where students, teachers, parents, staff and administrators can grow in truth and love by sharing a life of faith. Our House System provides the opportunity for each student, teacher, and staff member of the school community to belong to a smaller group within the broader community. Relationships are the foundation to building community.

### **Service as Disciples**

Service is born out of love and not out of obligation. The love that endures eternally is the self-giving nature of God.

St. John Paul II Catholic High School seeks to inspire, nourish, and equip students for mission to the world. A set number of hours is not required for graduation nor will the number of hours that students serve be tracked. Service for the Christian is part and parcel of Jesus' personal mission for each person.

Christian service comprises both corporal and spiritual works of mercy through which the face of Jesus is revealed to the world and the Body of Christ is loved and cared for. At St. John Paul II Catholic High School, students are provided manifold opportunities for service. The forms of service vary but they cover the whole range of both the corporal and spiritual works of mercy lived and preached by Jesus Christ.

*“Let no one have contempt for your youth, but set an example for those who believe, in speech, conduct, love, faith, and purity.” -1 Timothy 4:12*

### **SCHOOL HOURS**

The campus will open at 6:45 am each school day. The official school hours for students are 8:00 am until 2:35 pm. The school hours will be from 9:00-2:35 on Tuesdays. This late start of the school day is for the purpose of teacher and staff meetings.

### **ST. THOMAS AQUINAS CHURCH, THE YMCA AND THE GOODYEAR PARK**

Our school's location is adjacent to St. Thomas Aquinas Parish, the YMCA, and Goodyear Park. Due to the closeness of these locations, St. John Paul II Catholic High School will be able to utilize these facilities for activities, classes and events. Students will walk to these locations when events are scheduled during the school day.

St. Thomas Aquinas Church will be the location of our weekly all-school Masses. Students will walk to the Church and will sit in the rows designated by the school and church.

When classes or practices are held at the YMCA, students will walk to the YMCA. Students must follow the procedures established by teachers and coaches, walking with classmates and supervised by a teacher or coach. Once at the YMCA, students will be required to adhere to all YMCA policies and procedures. When events are held at Goodyear Park, students must conform to the rules and policies of the park.

### **HOUSE SYSTEM**

At St. John Paul II Catholic High School, all students, teachers, and staff members and parents belong to one of six groups known as Houses. Membership in the houses is assigned by the administration. Houses are like teams, where everyone belongs and everyone participates. Members of each House work together to compete against other Houses in the areas of academics, athletics, school spirit, and community service. Contests in creativity, trivia, races and relays, GPA, and sports events are among

some of the challenges.

## **ACADEMIC POLICIES**

### **Curriculum and Course Descriptions**

St. John Paul II Catholic High School publishes the course descriptions each spring. The course description publication explains course progression, prerequisites, and other pertinent information about the academic scheduling. A detailed explanation of Academic, Honors, and Advanced Placement Courses and their requirements are found in the Course Description Publication which is available on our website.

### **Course Placement**

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

### **Levels of Instruction**

The St. John Paul II Catholic High School academic program is designed to meet the needs of all students enrolled in the school. Through the testing programs, teacher recommendations, grade review, counseling, and parent consultation, students are placed in courses based on their aptitude to meet the course objectives and goals, given the aspirations, academic skills and emotional maturity of the student. Although all courses are part of a college preparatory curriculum, many are offered at multiple levels: college-prep, advanced, honors and Advanced Placement. While each level of a course has similar goals and objectives, the level of instruction varies by methodology, degree of difficulty, and volume of information presented. Students are not necessarily placed in the same level in all subject areas. Placement in a particular level is based on the student's aptitude and performance in the various disciplines.

Students entering St. John Paul II Catholic High School as ninth graders will be placed in course levels using criteria developed by the school's academic departments. The criteria are reviewed annually to ensure the academic foundation requirements for incoming freshmen are consistent with the course offerings.

St. John Paul II Catholic High School enrolls students from a wide variety of parochial, public and private schools, all of which use different grading and assessment policies. Because of this diversity of educational backgrounds, it is the policy of the school to rely more heavily on both standardized tests (HSPT) and placement tests for specific classes when placing students in course levels.

Placement in a particular level of a course in a given year does not limit a student's opportunity to change levels the following year, provided the prerequisites for the next level have been satisfied.

Information from parents concerning course level is welcome and considered; however, final course placement will be determined by the Academic Office. Any requests for three or more AP classes per school year will be reviewed by the Academic Office.

### **Course Change Policy**

Each student is expected to remain in the courses selected. For justifiable and serious reasons, a semester course or full year course may be changed during the first two weeks of the course. During the second semester, only semester courses can be changed during the first two weeks of the course. There will be a \$50.00 fee for each course change.

All requests for changes in course level (College-Prep, Honors, AP) must be approved by the teacher, department chair, parents/guardians, school counselor and an administrator.

### **Promotion/Retention/Placement Policy**

A major goal of the school is to assist students to complete each academic year satisfactorily.

1. The successful completion of a required course is mandatory.
2. Teachers will notify parents in a timely manner if their child is not progressing satisfactorily toward a passing grade in the course.

### **Requesting to take Honors Geometry during the summer**

St. John Paul II will permit students to request permission to take a summer course to fulfill the JP II requirement for Honors Geometry if the student desires to take Advance Placement courses in Mathematics. The following procedure must be followed:

1. The student must complete Honors Algebra I with an A or B as a freshman.
2. The student will speak to the counselor and begin the process of requesting permission
3. Permission is granted by the Assistant Principal of Academics who specifies the program.
4. Once permission is obtained, the student will enroll in HONORS GEOMETRY through ASU Prep Digital
5. Student must earn a grade of A or B in order to enroll in AP Calculus or, if offered, AP Statistics, as a senior.
6. Any student who earns a grade of C or lower will not be able to enroll in advanced courses and will be placed into Geometry at JP II as a sophomore in the fall.
7. At the discretion of the Assistant Principal of Academics, should a student progress and not meet requirements in Honors Algebra II and/or Honors Precalculus, the student may be removed from consideration for Advanced Placement as a senior. This will be the only opportunity for math course advancement.

### **Continued Enrollment/Re-Enrollment**

Enrollment at St. John Paul II Catholic High School is on an annual basis. Enrollment of a student in any academic year does not create a right or entitlement to re-enrollment in any subsequent years. Re-enrollment of any student requires the joint agreement of the student, the parents, and the school administration. That agreement may be withheld by the student, the parents, or the principal either with or without stated cause. Enrollment during a school year is subject to termination at the discretion of the principal.

### **Failure/Cumulative Policy**

A student who fails a semester or full year course at the final grade must pass that course in an approved summer school program before being readmitted to St. John Paul II Catholic High School. All grades for completed course work, including grades of "F", remain on the student's permanent transcript regardless of subsequent remediation. A student who receives a grade of "D" as the final grade for the year in Mathematics, Spanish, or Latin must make up the course prior to continuing his/her study in Mathematics, Spanish, or Latin.

Failed courses may not be repeated during the school year. Seniors who have failed courses will not receive their diplomas and will not participate in graduation exercises until all failed courses are passed in an approved summer school program. (Special permission /exceptions may be granted only for Ethics

and Religion courses) A student may take no more than three summer school courses/or make-up courses while enrolled at St. John Paul II Catholic High School.

Any student who fails two or more courses at the final grade of an academic year may be asked to leave. At the end of each school year, the Counselor will advise the Principal of the names of students whose GPA falls below 2.0 (1.75 for freshmen). The academic records of those students will be reviewed, and the students' teachers and appropriate administrators will be consulted. After the review process, students with a G.P.A. lower than 2.0 (1.75 for freshmen) may be academically dismissed from St. John Paul II Catholic High School.

Students who have earned the **grade of "D"** in a cumulative course (Mathematics, Latin or Spanish) may not continue to study in that subject area until make-up work has been done. Students may make up courses by repeating the course in a summer school program at an accredited high school or approved program. Approved online programs accredited for high school are permitted. Students may not take more than two courses in one summer and no more than three during their time at St. John Paul II Catholic High School.

Any student who takes a course over the summer will be administered a \$250 fee for associated administrative costs related to summer courses. This fee will be applied to FACTS in July of the summer in which the course is being taken.

**All courses taken outside of St. John Paul II Catholic High School must be pre-approved by the school administration.** For students retaking summer courses at St. John Paul II Catholic High School due to not fulfilling grade requirements, both the original grade and the summer school grade will appear on the St. John Paul II Catholic High School transcript. Both grades will be calculated into the student's GPA, and credit will be applied to the summer school course.

### **Dual Enrollment**

Dual enrollment courses are offered in partnership with Grand Canyon University. All dual enrollment courses are taken online with professors from GCU. Qualifying Juniors and Seniors may enroll in these courses to earn high school and college credit simultaneously. All dual enrollment course fees are paid directly to GCU. Students will earn high school credit so long as they have earned the credit from GCU with passing grades.

### **Transfer Students**

A student transferring to St. John Paul II Catholic High School must be enrolled for at least one full year (two semesters) in order to receive a diploma from the school. Transfers from local high schools are not admitted for the senior year. Only students transferring from Catholic schools outside of the Diocese of Phoenix, or students re-locating from out-of-state may be considered for a senior transfer.

### **Transferring to Another School (Withdrawals)**

The school must be notified in writing by the parent(s) of a student regarding a decision to withdraw a student from St. John Paul II before the student can transfer to another school. All school-owned materials must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records Form" from the new school. All Fees and Tuition must be paid prior to the release of the student's records. Students who withdraw from St. John Paul II Catholic High School prior to graduation are usually not readmitted. Students who have withdrawn from St. John Paul II for disciplinary reasons will not be allowed admittance to any JP II or JP II-related functions which require a guest pass.

## **School Counseling**

The St. John Paul II Catholic High School guidance and counseling program is a collaborative effort benefiting students, parents, faculty, administrators and the overall school community.

Our school counselor will be available to confer with students in areas which may extend beyond academic matters. These areas include college, career, personal, social, spiritual and emotional concerns. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration or other authorities.

## **Homework**

Homework provides opportunities to internalize academic knowledge and practice skills. Students benefit from the self-discipline of homework. Types of homework vary by department, including: daily practice, memorization and recitation, reading assignments and projects. In elective courses, homework generally takes a different form. Most electives require time spent memorizing, rehearsing, practicing skills and preparing for performance.

## **Graduation Requirements**

To be qualified for graduation at St. John Paul II Catholic High School, a student must have twenty-eight credits. The policy for graduation is found with the Course Descriptions.

## **Academic Integrity**

Students are expected to evidence the qualities of honesty and integrity in all areas of school life.

Students demonstrate academic integrity by:

- Representing their own work honestly and accurately
- Giving full credit to others who have helped them or influenced them or whose work has been incorporated into their own
- Collaborating with other students only as specified and authorized by the classroom teacher, and
- Reporting breeches of academic integrity to a teacher counselor or administrator

## **Cheating**

Cheating may be defined as using unauthorized aid on a test, quiz, project or homework, and is a violation of the standards. Cheating may include, but is not limited to:

- Giving one's work to another
- Copying another student's work
- Submitting material that is not your work
- Communicating with another person during or after a test or quiz
- Copying from another person on a test, quiz or homework
- Using materials, such as a calculator, that are not permitted during a test or quiz
- Having possession of a current or previous test, quiz, or answer sheet without specific permission from the teacher

All suspected violations of cheating will be referred to the Assistant Principal of Academics. A student who is found to be in violation of the Academic Integrity Policy through cheating, will receive disciplinary consequence, which includes:

- **1st time offenders** – An alternative Assignment, project, homework, test, of paper will be

- assigned. The maximum grade of 85%. lunch detention
- **2nd time offenders** - An alternative Assignment, project, homework, test, of paper will be assigned. The maximum grade of 75%. after-school detention
- **3rd time offenders** - Grade of zero is recorded and maintained. Friday detention.
- **4th time offenders** - Grade of zero is recorded and maintained. Suspension from school.

## Plagiarism

The use of another person's ideas, words, or work or providing one's own answers, ideas or work so that another can pass them off as his or her own, are in direct violation of the academic standards and is considered a form of cheating. Students at St. John Paul II Catholic High School are expected to properly cite sources in their papers and reports. Plagiarism is defined by Merriam-Webster as "...stealing or passing off (the ideas or words of another) as one's own: Use (another's production) without crediting the source.

Presenting as new or original an idea or product derived from an existing source." Plagiarism includes:

- Direct copying of another person's work.
- Using any amount of another person's material or ideas without proper documentation
- Paraphrasing another person's original material without proper documentation.

To avoid plagiarism, students should do the following:

- Enclose words, phrases or sentences written by someone else in quotation marks and cite the source(s) parenthetically.
- Cite information that is not specifically quoted but is paraphrased and is the opinion or material belonging to someone else, parenthetically (or as specified by the teacher).
- Write all uncontested or common knowledge information in his/her own words and sentence structure.
- Do not use anyone else's structure of the report or organization of the facts unless required or common knowledge.
- Ensure that all reports and papers are his/her work.

If plagiarism is indicated in a student's work the following actions will occur:

- **Freshmen** - Papers with plagiarism or incorrectly cited sources must be re-written correctly for a maximum grade of 90%. If the rewrite is not completed by the date assigned, zero credit will be earned for the assignment.  
Incidents of plagiarism will be documented by the teacher via PowerSchool and parental notification of the rewrite completion date will be communicated to the student's parents via e-mail. The incident will be forwarded to the Assistant Principal of Academics for documentation purposes.
- **Sophomores** - Papers with plagiarism or incorrectly cited sources must be re-written correctly for a maximum grade of 75%. No additional points may be earned for the re-write assignment. If the re-write is not completed by the date assigned, zero credit will be earned for the assignment.  
Incidents of plagiarism will be documented by the teacher via PowerSchool and parental notification of the re-write completion date will be communicated to the student's parents. The incident will be forwarded to the Assistant Principal of Academics for documentation purposes.
- **Juniors** - Papers with plagiarism or incorrectly cited sources must be re-written correctly for a maximum grade of 50%. No additional points may be earned for the re-write assignment. If the re-write is not completed by the date assigned, zero credit will be earned for the assignment.  
Incidents of plagiarism will be documented by the teacher via PowerSchool and referred to the



Assistant Principal of Academics for disciplinary action. Students will be found in violation of the school's Academic Integrity Policy will be given a re-write completion date and a five-page writing assignment on the consequences of academic dishonesty in college. Repeated violations of the Academic Integrity Policy will be handled at the discretion of the Assistant Principal of Academics and may include after-school detention or Saturday detention.

- **Seniors** - Papers with plagiarism or incorrectly cited sources will receive zero credit for the assignment.

Incidents of plagiarism will be documented by the teacher via PowerSchool and referred to the Assistant Principal of Academics for disciplinary action. Students will be found in violation of the school's Academic Integrity Policy, receive zero credit for the assignment and assigned a five-page writing assignment on the consequences of academic dishonesty in college. Repeated violations of the Academic Integrity Policy will be handled at the discretion of the Assistant Principal of Academics and may include after-school detention or Saturday detention.

### **Grading and Reports**

Evaluation of the student is based on teacher judgment and observation of the student's daily work, class participation, effort and performance on teacher prepared tests (to include but not be limited to projects, portfolios and other tools of assessment).

**PowerSchool provides up to date, real time information regarding grades and attendance.**

**Therefore, report cards will not be printed and sent by mail. Parents have access to the grades through PowerSchool. Parents who need assistance in accessing their child's grades may contact the school counselor.**

### **Semester and Exam Policy**

Semester and final examinations are administered only at the time scheduled by the school except in emergency cases arranged with the Assistant Principal of Academics before the scheduled start time of the exam. Final exams must be taken according to the schedule. Semester exams are given in each subject and make up 10% of the semester grade.

### **Exemptions from Final Exams**

Seniors with a grade of 94% or above at the end of a two-semester class (all year) may be exempted from the final exam that takes place in May. No one is exempt from a semester course exam. Teachers are not required to give exemptions. Every student takes the first semester exams because the semester exam is part of the learning experience. Underclassmen are not allowed exemptions.

### **Extra Credit**

Extra credit may not inflate a grade past 100%. 100% is the highest grade that can be earned on any assignment.

## Grading Scale

	Number Range	College Prep/Advanced	Honors	AP
A	93 and up	4.00	4.5	5.0
A-	90 to 92	3.67	4.17	4.67
B+	87 to 89	3.33	3.83	4.33
B	83 to 86	3.00	3.5	4.0
B-	80 to 82	2.67	3.17	3.67
C+	77 to 79	2.33	2.83	3.33
C	73 to 76	2.00	2.5	3.0
C-	70 to 72	1.67	2.17	2.67
D+	67 to 69	1.33	1.83	2.33
D	63 to 66	1.00	1.5	2.0
D-	60 to 62	0.67	1.17	1.67
F	Below 60	0.00	0.00	0.00

To record and evaluate student academic progress, St. John Paul II Catholic High School uses a weighted system of grading in which more difficult courses are given a higher weight (e.g., an A in an Honors course is given a higher quality point value than an A in a regular Academic course). Advanced Placement courses will be weighted with a maximum of 5.0 on the 4.0 scale, and Honors courses will be weighted with a maximum of 4.5 on the 4.0 scale. The weighting of the grades is only reflected in the quarterly grade point average (not the actual letter grade). The weight cannot change a failing grade to a passing grade.

### Honor Roll

First Honors 3.7 and above

Second Honors 3.0 – 3.69

The Honor Roll is calculated at the end of each quarter and is listed on the student's PowerSchool account. Honor Roll is calculated based on weighted GPA.

### Graduation and Graduation Activities

Graduation is an important event for our students, their parents, teachers, school staff and administration. Graduation, as well as all other activities associated with it, formally recognizes the completion of the St. John Paul II Catholic High School requirements. A student may be excluded from graduation activities for a reasonable cause. Diplomas will be awarded after the graduation ceremony once all academic, disciplinary and financial obligations are met. "All students must meet all educational, financial and disciplinary obligations prior to graduation from high school." (Diocesan Handbook)

Seniors attend the Baccalaureate Mass on the evening before Graduation. Parents and family members are invited to attend this special event and the reception that follows. The graduation ceremony will be one of dignity and good taste. The school determines the standards since graduation is a school ceremony.

Graduation is a school event and the school administration shall be responsible for the order, dress code and program. All participants in the graduation ceremony will wear the traditional cap and gown that is in accordance with the graduation attire at JPII. Cords that are issued by the school may be worn with the graduation cap and gown. No decorations, pins, corsages, stoles, pins, etc. may be worn on the gown.

St. John Paul II Catholic High School does not rank students. Therefore, there will not be a valedictorian or salutatorian for the class. Those who graduate with honors will be recognized with a special cord which is worn at graduation. Honors cords will be issued based on Cumulative unweighted GPA by the end of the 7<sup>th</sup> semester; 3.0-3.69 will earn 2<sup>nd</sup> honors and 3.7-4.0 will earn 1<sup>st</sup> honors.

### **Speakers at Graduation**

Students will be given the opportunity to apply for and audition to speak at graduation. Two students will be selected to speak. One will give the welcoming address and the other will give the closing speech at graduation.

### **Information Shared with Roman Catholic Newman Centers**

St. John Paul II Catholic High School will partner with Roman Catholic Newman Centers to provide senior contact information. This is one way that JPII continues to foster faith formation with all of its graduates.

### **Alumni Association**

Graduates of St. John Paul II Catholic High School are members of the Alumni Association.

### **Accommodations for Individual Differences**

St. John Paul II Catholic High School recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available to the school.

When a student, previously enrolled in public school, has been identified by a public school as a student qualifying for accommodations and/or modifications under Section 504 of the Rehabilitation Act of 1973, St. John Paul II Catholic High School must retain a copy of the 504 plan in the student's confidential file.

St. John Paul II Catholic High School's Student Assistance Program is designed to identify and address students' problems that manifest themselves in school; problems that interfere with learning and/or are harmful to self or others. This comprehensive Student Assistance Program (SAP) is designed to impact the entire school community: classroom and co-curricular activities, as well as students, staff, and parents.

### **Academic Requirements for Participation in Extracurricular Activities & Athletics**

There are academic and behavioral expectations that must be met in order for a student to participate in athletics, clubs, or extra-curricular activities. This includes the use of the weight room, open gyms or other non-academic opportunities at the school.

### **Eligibility Rules**

Each student's grades will be reviewed three times each grading period by the school administration to determine eligibility for athletics and co-curricular activities. To remain eligible the following must be true at the time of the review:

1. Students must maintain a minimum Grade Point Average (GPA) of 2.0;

## 2. Students may not be failing any class. (No Pass, No Play)

If a student fails to meet the expectations stated above, the student is ineligible to participate in sports or extra-curricular activities until the next grade check (end of the marking period or mid-point of quarter). Eligibility is restored if the GPA and grade requirements have been remedied at the time of the next academic review. This will coincide with the academic eligibility review at the middle of the quarter or the end of the grading period.

If at the end of the fourth quarter a student is ineligible, he/she may not participate or try out in athletics or extra-curricular activities until the middle of the first quarter of the next academic year.

Except in cases of educational absence, students may not participate in any extracurricular activities on the day of his/her absence. To be considered present, students must be present for at least half (two-class periods of the four-block day) of the school day. This includes all scheduled school days, whether classes are held or not.

## **ATHLETICS**

### **Athletic Department Mission**

The mission of the Athletic Department at St. John Paul II Catholic High School is to provide a Christ Centered approach in all of our athletic teams, forming champions for Christ on and off the field of competition.

### **Athletic Philosophy**

The Athletic Department at St. John Paul II Catholic High School exists to assist in the fulfillment of the school's mission while fostering specific goals for each sport and specific goals for each athlete. Sports are viewed as an extension of the academic day and teach the students skills for lifelong fitness and health. Participation in athletic competition helps to develop character, discipline and leadership; encourages confidence, sportsmanship, and teamwork, while reaffirming the values of courage, effort, and sacrifice. When students are active in athletics, they learn lessons about themselves, others, and life that may not be learned in any other way. Positive competition can help emphasize the qualities of humility, patience, and concern for others.

*“Sports contribute to the love of life, teaches sacrifice, respect and responsibility, leading to the full development of the human person.”*

~Saint John Paul II

### **Sports Offered at St. John Paul II Catholic High School**

St. John Paul II Catholic High School currently offers 19 athletic programs. JV level teams are provided based on participation for each sport. Programs may be canceled if student interest does not meet criteria for having a team.

<u>Fall-Boys</u>	<u>Fall-Girls</u>	<u>Winter Boys</u>	<u>Winter Girls</u>	<u>Spring Boys</u>	<u>Spring Girls</u>
Cross Country	Cheerleading*	Basketball	Basketball	Baseball	Softball
Football	Cross Country	Soccer	Soccer	Robotics	Tennis
Swimming	Swimming		Cheerleading*	Tennis	Track & Field
Chess	Volleyball			Track & Field	Robotics
Golf	Chess			Volleyball	Beach Volleyball
	Flag Football				
	Golf				

\*Depending on numbers and coaching staff JV may be offered

### **ATTENDANCE**

All absences from school will be documented in the student's permanent record. Absences are recorded for each class period. Attendance records are accessible to parents/guardians via PowerSchool. These records are updated daily.

### **Building Hours and Arrival**

The school building opens at 6:45 am to allow parents to drop off students early. The school day officially begins at 8:00 am. Students are expected to be in their classrooms, in their proper uniforms, when the bell rings at 8:00 am. Students who are not in class at 8:00 am are considered late arrival (LA). Late students must report to the attendance office to receive a tardy slip.

Attendance is taken by class period. Students who miss ten or more class periods in any one semester-long class or miss 20 days for a year-long class may not receive credit for that class for the year. Persistent absences may also result in the student being subject to appropriate disciplinary action.

Students absent for **ten consecutive days** are automatically dropped from the school rolls. Parents of students wishing to return to the school after this ten-day period must make an appointment with the Principal, who will then decide on readmission. All elements of the school's readmission policy, as well as any other stipulations, will be enforced at the Principal's discretion.

### **Reporting an Absence**

**To report an absence, parents/guardians must call the school at 623-233-2777 Ext. 1030.** Call should be made before 8 am on the day of the absence.

On the day the student returns from an absence and before reporting to class, the student must present a note in the attendance office from a parent or guardian stating that the parent/guardian approves the absence. The note should include a phone number for verification purposes and will be kept on file by the school.

An unexcused absence occurs when a student does not bring in a note signed by a parent/guardian.

In the case of an unexcused absence, the teacher is not required to instruct again, give credit for work

missed, or provide make-up tests.

Make-up assignments are the responsibility of the student, and he/she should make provisions to obtain assignments and books on days absent.

Retreats, service days, and special events scheduled during school are part of the educational program and students are expected to attend.

### **Truancy**

Truancy can be defined as not being present at school or in class without permission. If a parent/guardian fails to report a student absent from school and the student does not bring a note to the attendance office the day they return to school, that student is considered truant. Students who leave the school campus without properly signing out in the front office or are not in their assigned classroom are also considered truant. Students who are truant from school will be subject to disciplinary action by the Dean of Students.

### **Tardiness**

If a student arrives to class after the bell, he/she is considered tardy. A full class absence is recorded if a student misses more than half of the class. Excessive tardiness is considered a disciplinary matter and may result in probation or suspension.

### **Late Arrival**

A student arriving on campus after the start of the first class (no matter what the reason – excused or unexcused), is considered late to school. An excused late arrival ELA occurs when a student turns in a signed note from a parent/guardian. An unexcused ULA occurs when a student does not have a signed note from a parent/guardian. Occasional late arrival to school is considered a minor infraction. Excessive number of late arrivals to school is a disruption to the learning environment and will be considered a major infraction.

Three late arrivals (excused or unexcused) per semester will result in a lunch detention.

Seven late arrivals or absences (excused or unexcused) per semester or per any semester course will require a meeting of the student and his/her parents/guardians with the Dean of Students.

Ten late arrivals (excused or unexcused) per any semester course will result in suspension, all-day detention, and/or loss of credit or a reduced grade for the course(s).

Fourteen late arrivals (excused or unexcused) per school year from any one year-long course will require a meeting of the student and his/her parents/guardians with the Dean of Students.

Twenty late arrivals (excused or unexcused) per school year from any one year-long course will result in suspension, all-day detention, and/or loss of credit or a reduced grade for the course(s).

### **Absences**

A student not present at school (no matter what the reason – excused or unexcused), is considered absent. An excused absence occurs when a student turns in a signed note from a parent/guardian. An unexcused absence occurs when a student does not have a signed note from a parent/guardian. Occasional absences to school are considered as minor infractions. Excessive number of absences to school is a disruption to the learning environment and will be considered a major infraction.

Three absences (excused or unexcused) per semester will receive a verbal warning.

Seven absences (excused or unexcused) per semester will result in a second warning. The Dean of Students will also notify parents/guardians.

Ten absences (excused or unexcused) per any semester course will result in suspension, all-day detention, and/or loss of credit or a reduced grade for the course(s).

Fourteen absences (excused or unexcused) per school year from any one year-long course will require a meeting of the student and his/her parents/guardians with the Dean of Students.

Twenty absences (excused or unexcused) per school year from any one year-long course will result in suspension, all-day detention, and/or loss of credit or a reduced grade for the course(s).

### **Medical Appointments**

If a student has a morning medical appointment, the student must submit a dated note from the doctor or dentist when the student arrives to the school. This late arrival is considered to be excused (MLA). However, it is the responsibility of the family to monitor the number of late arrivals. See the above policy.

### **Early Dismissals**

Parents/guardians must request an early dismissal by note. Students present the note to the attendance office before 8:00 am on the morning of the early dismissal. Either parents/guardians must personally sign out students or the office will verify by phone that the students have permission from their parents/guardians to sign themselves out. If the parent needs to call to inform the school of early release, a written note can be sent in to the school on the day of the student's return.

### **Disclosure and Acknowledgement of Risks of Participation**

School administrators, teachers, parents and guardians at St. John Paul II Catholic High School must understand that there is always some potential for injury and illness inherent in school activities. St. John Paul II Catholic High School is using good faith and reasonable efforts to reduce the risks of injury and illness, in light of the unique needs and circumstances of the school community.

We acknowledge that God is our Creator. Our school is Catholic and Christ is the center of all that we do. We place our trust in God and in the redeeming value of Christ's suffering and death. We acknowledge in faith that a life worth living has risks.

By enrolling their children in St. John Paul II Catholic High School, parents and guardians are acknowledging and assuming the risks and hazards associated with their children's participation in the day-to-day classes and school activities. Parents and guardians understand that their children will be associating with persons who may contract viruses and diseases, through their children's participation school and in school activities, and agree to take reasonable steps to ensure that their children will follow the policies and guidelines of the school.

### **Sick – stay at home**

Parents and guardians are responsible for ensuring that their children are in good health and have no current issues that make it unsafe to participate in school activities and acknowledge that the school does not have medical professionals on staff. Parents and guardians agree that they will notify the attendance office and will not send a child to school or to school functions if the child develops a fever or other symptoms of a transmissible illness.

### **Medical Excuses for Extended Absences**

Students who are absent from school with an excused absence of five or more consecutive days will be required to produce a doctor's note upon their return to school.

## **Anticipated Absence**

School work is not usually issued ahead of time for students who anticipate being out of school.

## **Arrival and Dismissal**

We have a parking procedure that has been approved by the City of Avondale and is intended to prevent cars from backing up on 137<sup>th</sup> Avenue. Cars will be required to circle on our parking track. Students can exit the car when the vehicle is stopped.

Students who ride to school with students who attend St. Thomas Aquinas Grade School should exit their vehicles at STA. JPII students should walk to the sidewalk in front of STA and walk to the high school on the sidewalks that connect the campuses.

Students that drive to school must purchase a parking pass from the Dean of Students. The passes are \$50 a year and passes must be displayed at all times. Students are to park in the assigned parking area at all times.

## **DRESS CODE**

The dress code provides a standard for our students that fosters an environment conducive to learning and respectful behavior. Since all new fads, designs, and trends cannot be predicted, the school administration makes the decisions about the school dress code and may request students to make changes. Final decisions regarding the school uniform rest with the principal/administration.

## **Uniform Requirements and Other Pertinent Information**

All students must be in uniform every day. Students must arrive to school in full uniform. Students who are out of uniform may be sent home and may be told not to return until they are properly attired.

## **Masks**

Masks are not part of the school uniform. Masks should only be worn if a student is sick or has been exposed to someone who is sick. This should be a period of 5 days or less.

Uniform apparel (pants, shorts, skirts, polos, blouses, shirts, and jackets) must be purchased through **Anton Uniforms**. Student uniforms are ordered and paid by the student's family through Anton Uniforms: <https://antonuniforms.com/>. PE uniforms are purchased in the St. John Paul II Catholic High School Store. Approved JPII spirit wear items can be worn in place of the PE uniform.

There are two types of the uniforms required for all students: (1) the Dress Uniform and (2) the Casual Uniform. The Dress Uniform is worn on all Mass Days, for special assemblies, for field trips, and daily between Thanksgiving and March 20. The Casual Uniform is worn from the opening day of school until Thanksgiving and after March 20. They will also be worn on days that are assigned as Casual Fridays.

Students need to have both the dress uniform and the casual uniform. The dress uniform may not be altered. It is always worn with dress shoes and it always includes the school tie for boys.

\*Uniforms must be worn neatly before or after school, while on campus and when around the St. Thomas Aquinas Campus.

**\*Students must wear their Student IDs at school on a lanyard around their necks.**



<b>BOYS, Dress Uniform</b>	<b>BOYS, Casual Uniform</b>
Black Pants	Black Pants or Black Shorts
Dress Shirt: White Twill or Teal Twill, Short or long sleeve, with logo	Teal Pique Polo (short sleeve) with logo
School tie	Plain Black leather belt
Plain Black leather belt	
Black Full Zip Jacket with logo (for warmth)	Black Full Zip Jacket with logo (for warmth)
<b>GIRLS, Dress Uniform</b>	<b>GIRLS - Casual Uniform</b>
Black and White Plaid, adjustable waist Full pleat skirt	Black and White Plaid, adjustable waist Full pleat skirt
Teal Twill Blouse or Black Twill Blouse, Short or long sleeve, with logo	Teal Pique Polo (short sleeve) with logo
Black Full Zip Jacket with logo or windbreaker (for warmth)	Black Full Zip Jacket with logo or windbreaker (for warmth)

### **Boys: Pants, Shorts, Shirts, and Ties**

- Only Anton Uniform pants or shorts may be worn.
- A black, plain leather belt must be worn with pants and shorts.
- Pants and shorts must not be worn below the waist.
- Shirts are worn tucked into the pants or shorts.
- Ties are worn under the shirt collar with the collar button fastened. The knot of the tie must be worn at the neck.
- No polo may be unbuttoned past the second button or collar bone.
- All undershirts must be plain white or plain black.

### **Girls: Skirts, Blouses**

- All skirts, blouses and polos must be from Anton Uniforms.
- Girls' blouses and polos are worn tucked into the skirt.
- The skirt should be worn at the waist.
- The bottom of the hem must be at the knee, but no longer than 1 inch below the knee. The skirt must cover the back of the thigh.
- No blouse or polo may be unbuttoned below the collar bone.
- No warmup, leggings or sweatpants are permitted with the skirt.
- All undershirts must be plain white or plain black.

### **Socks**

- Socks must be worn at all times.
- Socks should be plain black or plain white but may contain logos of the apparel maker.
- Socks must be visible, higher than the shoe, but knee-high socks may not cover the knee.
- Girls may wear footed tights, full-length, in plain black or plain white with no patterns.

## **Shoes for Dress Uniform**

**Shoes for dress uniform may also be worn with casual uniform. The purpose of the dress uniform is for students to dress for success.**

**Boys:** Solid, dark, black dress shoes are required, made of leather, faux leather, patent leather, or suede. Acceptable shoes include oxford style, loafers, and top-siders. Shoes may not be two-toned. The soles, sides of the soles, stitching, piping, and laces must be solid black. Any emblems or logos must be black. All shoes must be low top (below the ankle). The heels and toes of the shoes must be closed. No boots, sandals, canvas, nylon, fabric or athletic shoes. Moccasins, “Vans”, “TOMS” and slipper-style shoes are also unacceptable. Laces must be tied at all times. Shoes must always be kept clean and in good condition. Shoe backs must be worn at the appropriate height. **Shoes with black or silver eyelets are acceptable.**

**Girls:** Solid, dark, black dress shoes are required, made of leather, faux leather, patent leather, or suede. Acceptable shoes include oxford style, loafers, and top-siders. Shoes should not be flat and should have a slightly raised heel or platform no higher than 1.5 inches. Shoes may not be two-toned. The soles, sides of the soles, stitching, piping, and laces must be solid black. Any emblems or logos must be black. All shoes must be low top (below the ankle). The heels and toes of the shoes must be closed. No boots, sandals, canvas, nylon, fabric or athletic shoes. Moccasins, “Vans,” “TOMS” and slipper-style shoes/ballet flats that do not have a heel are also unacceptable. Laces must be tied at all times. Shoes must always be kept clean and in good condition. The back of the shoe must be worn at the designated height. **Shoes with black or silver eyelets are acceptable.**

## **Shoes for Casual Uniform (Boys and Girls)**

Any sensible shoe is permitted. All shoes must have a solid sole, closed toes, and a permanently attached back support. Shoes must be free of holes and the backs must be worn at the designated height. Sneakers may be worn with the casual uniform. Flat bottom shoes such as Vans and Converse may be worn with the casual uniform. These must have laces and be laced at all times. Students may not write on or decorate shoes using ink, sharpie, or other items. All shoes worn with the casual uniform must have backs and must be worn with socks. Sandals, for girls, with a back strap may also be worn with the Casual Uniform from the beginning of the year until Thanksgiving and after March 20. Socks are not required to be worn with sandals. Crocs are not permitted.

## **Physical Education (P.E.) Uniform**

All students taking a P.E. class must be in a P.E. uniform. This uniform will be available at the beginning of the school year. The P.E. uniform can be purchased at the school store. It is not an Anton product.

- Black Shorts with JP2 Silk Screen
- Grey P.E. T-shirt with School’s Silk Screen
- Athletic socks
- Sneakers (Shoe laces must be tied properly.)

## **House Shirt Days:**

On specific days when students are permitted to wear house t-shirts, these guidelines must be followed:

- Students may wear their house shirt with jeans (no jeggings) or the school uniform bottom (pants or skirt). On House t-shirt days, students may wear any shoes except for sliders, flip-flops, and slippers.
- White or black shirts may be worn underneath the house shirt for warmth.

- The school black full zip jacket may be worn over the House shirt.
- No other outer garments besides the uniform jacket may be worn, including JP2 spirit wear.
- Students who have misplaced their house shirt should dress in regular uniform.

### **Out-of-Uniform (applies to all JP2 activities/events)**

- Clothing is to be neat, clean, and modest in appearance. Clothing may not be torn, cut, slit, ragged, or have holes.
- Girls' tops must be opaque.
- Tight clothing, shirts which expose the midriff, and low-cut tops are unacceptable.
- Clothing with any inappropriate symbols, pictures, or words is not acceptable.
- On out-of-uniform dress days, students may be asked to change or go home if they are inappropriately dressed.
- No jeggings, leggings or yoga pants are permitted to be worn.
- Shorts may be worn on out-of-uniform days unless otherwise indicated by the administration. When permitted to be worn, all shorts must be worn at the waist. Shorts must be at or below the fingertips when your arms are straight down at your side (i.e., the "fingertip rule"). Rolling of the shorts is unacceptable.
- No flip-flops, sliders, or slippers may be worn during the school day.
- No hats may be worn during the school day unless permission is given.

### **Hair Policy**

Hairstyles are expected to be neat in appearance. Unnatural or extreme hair colors are not permitted. No fad haircuts or styles will be permitted. Fads may be deemed unacceptable based on the trends that become popular at various times. The administration determines what is acceptable when these styles become apparent.

(Boys)

- Hair should be kept neat, clean, and combed at all times.
- Hair must be cut above the collar in the back and above the eyebrows in the front and above the earlobes on the sides.
- Hair must remain its natural color. Bleaching, tinting, or dying is not permitted.
- The following hairstyles are also not allowed:
  - ⊖ comb-overs
  - ⊖ slicked back
  - ⊖ undercuts
  - ⊖ faux-hawks
  - ⊖ mohawks
  - ⊖ mullets
  - ⊖ man- buns
  - ⊖ No "Edgar" or similar haircuts
  - ⊖ No shaved designs, lines, lettering, braids, ponytails, or ornamentation may be worn in the hair

The Dean of Students will make the final determination about whether or not a student's hair is acceptable but the administration may allow preferential options to students for inclusive purposes.

- Facial Hair: Facial hair is not allowed as a general rule. Students must be clean-shaven daily. No beards, goatees, or mustaches are allowed.
- Sideburns must be trimmed at the level of the ear.

(Girls)

- Hair may not cover the eyes in the front.
- No extreme hairstyles.
- No extreme coloring of hair is permitted.
- Headbands are not to be worn on the forehead.
- No scarfs or hats may be worn on the head.

### **Make-up/Jewelry**

- **Boys** may not wear makeup, nail polish, earrings or other piercings on school property or to school functions.
- **Girls** may wear make-up, jewelry, and finger nail polish, but excessive make-up and jewelry is not permitted. Jewelry must complement the neat, clean, and modest appearance which the uniform conveys. Other forms of dress accessories that tend to be “faddish” in nature are unacceptable. Fads may be deemed unacceptable based on the trends that become popular at various times. The administration determines what is acceptable when the fad styles become apparent.
- No choker necklaces are permitted to be worn.
- No charms, such as ojos, skulls, santa muerte or other anti-christian symbols may be worn on jewelry or clothes.
- Ladies may wear no more than two earrings per ear.
- Visible tattoos or piercings (except for the ladies wearing earrings) are not permitted at school or school sponsored events)
- No writing on the body (hands, arms, legs, feet, etc.)
- No sunglasses may be worn indoors.

### **DIGITAL MEDIA AND TECHNOLOGY**

*A vast work of formation is needed to assure that the mass media be known and used intelligently and appropriately. The new vocabulary they introduce into society modifies both learning processes and the quality of human relations, so that, without proper formation, these media run the risk of manipulating and heavily conditioning, rather than serving people. This is especially true for young people, who show a natural propensity towards technological innovations, and as such are in even greater need of education in the responsible and critical use of the media.*

--Saint John Paul II, Apostolic Letter: The Rapid Development (2005), no. 11

#### Beginning with the End

Digital technology is an instrument. Like any instrument, it is a means to an end. Therefore, at St. John Paul II Catholic High School, we approach new pieces of digital media with these questions:

1. What genuine educational purpose does it serve?
2. What intellectual, moral, and supernatural virtues does it help cultivate?
3. How does it aid the human person in his or her quest for true happiness?

#### **Google Apps for Education (GAPE)**

At St. John Paul II Catholic High School students and teachers utilize the Google Apps for Education (GAPE). GAPE will be implemented gradually so that the administrators, teachers and students have time to understand the ethical use of technology and the Chromebook. Every student at St. John Paul II Catholic High School receives a Chromebook for use while attending JP II. One of the goals of St. John Paul II Catholic High School is for students to ethically utilize Chromebook technology. By enrolling in

St. John Paul II, teachers, students and parents accept the policies and protocol that is in place at the school.

#### GAFE Benefits:

- Google Apps for Education is free for schools.
- GAFE provides several layers of security that can be applied to various groups of users. For example, email access can be available to faculty and staff but restricted, or provided with limited access, to students. All Google Apps tools work in a similar manner.
- Google Drive provides a consistent toolset for all students including space on the cloud and a variety of productivity tools to create documents, presentations, etc.
- Class calendars can be used to share up-to-date information on exams, projects, etc.
- Google Meet and Google Hangouts can be used by teachers and students to hold class through video conferencing.
- Parents can receive notification of the Internet Searches that their child utilizes using GAFE. This is provided through Securly.

#### Security Concerns:

Security and privacy are priority concerns to St. John Paul II Catholic High School and the GAFE project.

- The JP Google domain is “Wall Gardened” from the public, meaning that public access to student documents is restricted. The same is true of their school email accounts. Students can only send/receive emails to/from other jp2catholic.org email accounts.
- Students have access to Google Meet for online courses and other communication sites will be blocked by the school web filters and Google Education Suite Management. The installation of apps, add-ons, or extensions will be approved by the teachers for educational purposes only (e.g., Adobe Photoshop Sketch, EquatIO, Grammarly, Flipgrid, Padlet, and others).
- Google’s privacy policy prohibits the selling or sharing of personal information to third-parties, or for any advertising by Google or other external entities. St. John Paul II Catholic High School has a signed agreement with Google based on the terms of their online privacy agreement. [http://www.google.com/apps/intl/en/terms/education\\_terms.html](http://www.google.com/apps/intl/en/terms/education_terms.html) (See section 7) or see <http://www.google.com/edu/privacy.html> for additional details.
- Student work will not be tracked and there will be no advertising while students are signed into our system. Google proactively maintains certification with a variety of audits related to maintaining highly sensitive data, and GAFE domains are in compliance with the Family Educational Rights and Privacy Act (FERPA).
- All G Suite email is stored on Google servers.
- All Chrome browser activity is stored and never deleted.

#### **Expectations for Care and Use of Chromebooks and Internet**

St. John Paul II Catholic uses Google Chromebook and Google apps and extensions as an educational tool. This is a required tool. All students are issued a Chromebook. The Chromebook is designed to work for at least four years. The Chromebook is the property of the student and the student is responsible for the care and condition of the Chromebook. If for any reasons the student leaves St. John Paul II Catholic High School prior to graduation, the Chromebook shall be returned to the school.

When class takes place online, students are expected to follow the teachers’ directions regarding microphone use and camera use. Ordinarily, the student must have the video and microphone in use so that the student is able to participate in class.

Each student receives a protective case with the Chromebook. The case must be used. Students are expected to have their Chromebook in the case when the Chromebook is not in use. The serial number, barcode, and name labels must not be removed. These are used for identification.

Students need to have their Chromebooks charged and ready for use during every class. Forgetting to charge the device will not excuse the student from completing classwork. If the device requires charging during class time, it must be done in a way that does not inhibit the student or others from completing their work. The Chromebook must remain free of any defacing marks or labels.

If a Chromebook is broken or not working properly, it can be brought to the helpdesk office for evaluation. A student should not attempt repairs. Any damage or malfunction will be the responsibility of the family. In addition, students who damage their Chromebooks continuously could be assessed multiple processing fees of \$25 for any additional repairs on their Chromebook. There are loaner devices available (subject to availability).

If a Chromebook is lost or stolen, the student must make a report to the IT Department or the Dean of Students. St. John Paul II Catholic High School is not responsible for lost, stolen or damaged Chromebooks.

The Chromebook must be stored and handled with care. Students should not drop or throw it (including when stored inside a backpack). Students should not eat or drink when using the Chromebook.

Inappropriate media as background images, screensavers, or profile pictures must not be used. Students are required to have personal earbuds or headphones. The school does not provide earbuds or headphones.

#### Repair Costs

- Chromebook lost or stolen - \$400
- Chromebook; damaged - processing fee of \$35 and cost of repair
- Power cord; either damaged, lost, or stolen - \$30
- Protective case; either damaged, lost or stolen - \$30

#### **Elevator Passes**

If a student is injured and requires an elevator instead of stairs to move around school, an elevator pass may be checked out with our Attendance Clerk. If a student loses an elevator pass, a \$10 fee will be added to their FACTS account. Students who do not have an injury may not be permitted to use the elevator.

#### **Acceptable Use Policy**

Proper use of technology and digital media, especially the Internet, is an important consideration. There is no expectation or right to privacy or right to freedom of speech when using the school's computer and technology resources, which are the school's property. All use of technology, computers, Chromebooks, email and apps must be in support of education and research and be consistent with the educational objectives of St. John Paul II Catholic High School. Using the school's Internet, email and Chromebook is a privilege, not a right.

Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school

administration can result in a cancellation of those privileges and also subject the student to other disciplinary action.

St. John Paul II Catholic High School provides email accounts to teachers and students. These email accounts (@jp2catholic.org) are part of our use of Google for education. Electronic and/or Digital communications between faculty/staff members and students are used for school information, not for personal communication. Students and teachers should not use their own private email addresses when communicating with others within the school community.

Responsibilities and expectations for those using the network or email at St. John Paul II:

- When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- Any attempt to log onto the Internet or the school's network/system as a systems administrator by someone other than the systems administrator may result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
- Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - Messages to other students and or teachers shall be polite and shall not be abusive.
  - Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
  - Use of the network shall not disrupt use of the network by others.

St. John Paul II Catholic High School makes no warranty of any kind, whether express or implied, for Internet service. St. John Paul II Catholic High School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Unacceptable Uses**

The following are examples of unacceptable uses of technology, internet or social media:

- Recording the words or actions of faculty/staff members or students without their expressed written permission.
- Publishing information about the school without permission
- Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening

language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.

- Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the principal.
- Attempt to circumvent system security.
- Logging into another person's Chromebook or email account.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Violate license agreements, copy disks, podcasts, CD-ROMs or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees.
- Harm the goodwill and reputation of the school or school employees.
- Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material
- Using a network other than the JP2 network when on campus
- Attempting to circumvent or undermine the school's technology security protocols.
- Attempting to access, accessing or electronically transmitting any material that is in violation of criminal statutes. This includes all threatening and obscene material. A.R.S. 13-2921 and A.R.S. 8- 309.

Users must immediately report damage or change to the school's hardware and/or software.

St. John Paul II Catholic High School has the right to monitor student use of school Chromebook, computers, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

St. John Paul II Catholic High School retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, tweets, Instagram posts, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

Violation of this policy may result in any or all of the following:

- Loss of Privileges
- Friday Detention and/or All-Day Detention
- Disciplinary action including, but not limited to, dismissal, expulsion, and/or legal action by the school, civil authorities, or other involved parties.



## **Internet Activities**

For the protection of our students, teachers and officials, and for reasons related to school safety and school reputation, we expect our students to demonstrate responsible social behavior and to conduct themselves as good citizens when using the Internet, whether on or off campus. As a result, if the school administrators become aware that a student has posted or displayed information on the Internet or on any social networking site or other website (i.e. Facebook, Twitter, You Tube, etc.) that involves inappropriate behavior including, but not limited to the use, possession, or distribution of drugs/alcohol, sexual behavior, harassment/hazing/bullying, illegal activities, inappropriate behavior or promoting violence, that activity will be investigated and that student may be subject to appropriate school disciplinary procedures, up to and including dismissal.

Students are also prohibited from posting any materials on the Internet, on any social networking site, or any other website, and are prohibited from sending information via electronic transmission that is associated or linked to St. John Paul II Catholic High School, its students, faculty or staff without prior written consent from school administration or school admissions office. This may include but is not limited to pictures and videos of students, teachers or official  
Is that are taken on campus or at events sponsored by St. John Paul II Catholic High School. Any violation of this policy will be subject to appropriate school disciplinary procedures, up to and including dismissal.

## **Personal Devices During School Hours**

The use of personal devices such as laptop, tablets, gaming devices, and cell phones is not permissible during school hours. Students are encouraged not to bring their personal devices to school and should not be on their person during school hours (e.g., laptops, gaming devices, tablets, and other devices). Students' cell phones may be used before and after school hours only. The school is not responsible for any personal devices being damaged, lost, or stolen. Students must secure their cell phones in their lockers.

## **Cell Phones and other Personal Devices**

Students may bring cell phones to school and may use them before and after school only.

- All cellular phones must be turned off during the entire scheduled school day.
- All cellular phones must be stored in student lockers or vehicles.
- No cellular phone or other handheld device may be carried by a student during the school day.
- All cell phones and devices other than the Chromebook must be out of sight during the school day.
- No wearable technology may be worn during school hours. This includes smart watches, Fitbit, or other technology wrist wear may be worn during school hours.

Violations of these regulations will result in confiscation of the equipment or cell phones, a detention and the following fine:

- First Offense: \$15.00 fine
- Second Offense: \$20.00 fine
- Third Offense: \$25.00 fine and parent must redeem equipment
- Four or More Offenses: \$25.00 fine for every additional offense and parent pick-up

The school administration reserves the right to check for inappropriate information (words, statements, pictures, etc.) that may be stored, received or sent on any student's confiscated communication or electronic device. Students must provide school administration with security codes when asked. Refusal to provide security codes will result in the student's immediate required withdrawal from the school.

## **DISCIPLINE**

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

### **Disciplinary Measures**

The following are some approved disciplinary measures:

- Assignment of special tasks
- Denial of privileges
- Counseling and/or conference with the student and family
- Detention
- Probation
- Suspension
- Required Withdrawal

### **Specific Disciplinary Policies**

"Each one of you needs this fatigue and effort, which not only tempers the body but also enables the whole person to experience the joy of self-mastery and victory over obstacles and barriers. This is certainly one of the elements of growth that characterize youth." (Saint John Paul II)

St. John Paul II Catholic High School's discipline system recognizes that a good discipline plan encourages self-discipline which is a mark of a mature person. The Discipline Plan is designed to support the common good while enabling students to experience personal growth. The two broad categories of infractions are (1) minor infractions and (2) major infractions.

### **Minor Infractions**

A minor infraction is any noteworthy failure to observe the general rules and regulations of the school or classroom. These include but are not limited to:

- Minor classroom behavior problems
- Excessive noise in the halls
- Misuse of passes
- Disrespectful/argumentative speech or behavior
- Failure to obey directions
- Public display of affection
- Unexcused tardy
- Uniform/Grooming code violation
- Using a backpack during the school day
- Littering

- Cell phone – left on and/or used or visible during school hours
- Late Arrival or Tardy

The consequence for a minor infraction is usually a Lunch Detention. A teacher may opt to assign a Mercy Detention in lieu of a Lunch Detention.

*Mercy Detention* – Detention may be assigned by any member of the school’s administration or faculty for violation of the school’s rules. With one day’s prior notice, a student may be asked to come early before school or remain after school for a violation of the school rules. This detention does not count as a cumulative towards an After-School Detention. If the student misses a mercy detention, he will then receive a lunch detention which, in turn, will count towards an After-School Detention.

*Lunch Detention* – Lunch detention takes place during lunch. The student who earns a lunch detention eats lunch in silence at a designated place. A detention slip will be issued to the student, who will be required to serve the detention. Lunch detention is held every school day. Any student who receives a lunch detention should report to lunch detention at the beginning of the lunch period. Any student who is late or who fails to serve the detention on the assigned day will serve an After-School Detention. Any student who is absent and misses the detention will serve the day of his/her return.

### **Major Infractions**

Major infractions are violations of school or classroom policies that are more serious in the school community. Violators of these policies will serve After-School Detention, Friday Detention, or All-Day Detention.

Major Infractions include, but are not limited to:

- Repeated violation of the cell phone/electronic device policy
- Use of profanity/obscenity
- Disruptive behavior at assemblies/Mass
- Disrespectful to a teacher or staff member
- Misconduct on bus
- Gambling/card playing
- Cheating
- Loitering
- Presence in an "off limits" area
- Uncooperative behavior or language
- Frequent Late Arrivals
- Coughing, sneezing or spitting on another person with the intention of spreading or pretending to spread a virus

### After-School Detention

Accumulation of three lunch detentions or a major infraction will result in an After-School Detention. After-School Detention is held for 1 hour after school, from 2:45-3:45 pm. Transportation, jobs, activities, etc. are not acceptable excuses for missing detention. Any student who is late or fails to serve the detention on the assigned day will serve the next two successive After-School Detentions. Students may be required to do clean-up work around the school building and grounds. Proper attire for After-School Detention is the school uniform, unless indicated by the administration.

### Friday Detention

After three After-School Detentions or a major infraction, a student will receive a Friday Detention. Students will be seen by the Dean of Students and receive a detention slip. Parents will be asked to acknowledge its receipt with their signature and return it to the school office the next day. Friday Detention will be held on Fridays from 2:45-4:45 pm. Transportation, jobs, activities, etc. are not acceptable excuses for missing detention. Any student who is late or fails to serve the detention on the assigned day will serve the next two successive Friday Detentions. Students may be required to do clean-up work around the school building and grounds. Proper attire for Friday Detention is the casual uniform, unless indicated by the administration. Students will be charged \$25 per Friday.

### All-Day Detention

As a result of a serious disciplinary infraction, or as the result of multiple major infractions, a student may be required to serve an All-Day Detention. The Dean of Students will notify students at school and inform parents over the phone or at a scheduled meeting. All-Day Detention will be held during the school day at the school with an adult proctor from 8:00 am-2:40 pm. Students must be prepared to do academic work for the duration of the day. Students may also be required to do clean-up work around the school building and grounds. Proper attire for after-school detention is the school uniform, unless indicated by the administration. Students will be charged \$75 per All-Day Detention.

### **Suspension**

Suspension may be imposed as determined by the administration. Once the principal/administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to all suspensions.

- Upon receiving a third Friday Detention, the student may be suspended.
- When a student's behavior becomes detrimental to the physical, academic, or spiritual welfare and progress of other students, the student may be suspended.
- Violation of the cell phone/electronic policy may result in suspension.

A student will serve the suspension outside of school, under the supervision of their parent/guardian. The Dean of Students or Assistant Principal of Academics will notify the parents by telephone. The administration may require a disciplinary conference with the student and parent/guardian.

### Offenses that may lead to suspension include, but are not limited to:

- Damaging another student's property (student is responsible for paying for the cost of repairs)
- Damaging/defacing school property (student is responsible for paying for the cost of repairs)
- Disrespect to a teacher, staff member, student, volunteer, etc.
- Lying to faculty or staff
- Unexcused absence from class
- Fighting (when reasonable doubt exists as to the aggressor, all of those involved may receive the same punishment)
- More than 7 late arrivals to school in a semester
- Forgery
- Pranks

- Hazing/Harassment
- Theft
- Truancy - leaving school or skipping school without authorization
- Unauthorized modification and/or deletion of computer programs or data
- Use/possession of tobacco products
- Use or possession of vaping devices, e-cigarettes or other paraphernalia
- Inappropriate materials, images, or devices
- Unauthorized accessing of computer programs, data, or message capabilities

St. John Paul II Catholic High School reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school. Those who engage in school pranks may be subject to disciplinary action.

Students who are asked to leave St. John Paul II Catholic High School are not permitted to be guests at dances or other social events that are sponsored by the school.

### **Required Withdrawal**

Students who commit major infractions, fail to comply with probationary requirements or show a consistent disregard for school rules can be asked to withdraw from the student body of St. John Paul II Catholic High School. The Principal has the right to require a student to withdraw as he/she deems necessary.

Required Withdrawal may be resorted to when one or all of the following are present:

- a serious infraction of school rules occurs;
- the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the administration believes it necessary to require withdrawal of a student, the administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process.

A parent whose child is required to withdraw may appeal this decision in writing to the Superintendent of Schools within 10 working days from the time of written notification.

During the pendency of any appeal, the student required to withdraw shall be removed from the school community in compliance with the required withdrawal notice unless otherwise directed by the discretion of the principal/administration.

### **Inappropriate Materials**

Possession of inappropriate materials on school property or at school functions is not permitted and may result in suspension, required withdrawal. Items include but are not limited to:

- Pornographic or sexually explicit material
- Weapons, weapon facsimiles, including lasers or shock producing instruments
- Tobacco (including smokeless tobacco products)
- E-cigarettes, vaping devices
- Illegal drugs (includes marijuana products of any kind-edibles, gummies, hard candy, etc.)
- Prescription medications not prescribed for the student and dispensed, or registered with the school nurse
- Alcoholic or intoxicating beverages or food items
- Explosive materials/fireworks

### **Misbehavior (On or Off Campus)**

Students are expected, at all times, on or off campus, to demonstrate good behavior which reflects the values and teachings of our school and the Catholic Church. Students represent JPPII, whether in uniform or not, and when they are on campus and off campus. As a partner with parents in the education of youth, the JPPII Administration will notify parents regarding student behavior, whether on or off campus.

If a student's behavior is unbecoming to a Catholic School student, conflicts with JPPII's values and expectations or mars the name of the JPPII community, a student may be required to withdraw from JPPII.

### **Arizona Statutes Requiring the Contact of Law Enforcement**

Arizona law requires school officials to contact law enforcement for the situations listed below. The statutes are paraphrased here, and the complete texts should be read. Complete texts can be found at [www.azleg.state.az.us/ArizonaRevisedStatutes.asp](http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp).

- Serious Crimes and Threats A.R.S. 15-341(A)(31)
- Deadly Weapon Possession ARS 15-515
- Possession of Illegal Drugs ARS 13-3411(F)
- Child Abuse/Neglect A.R.S. 13-3620

### **Drug/Alcohol Testing**

At any time while on campus or at a school-sponsored function, the administration, with reasonable suspicion, may request that parents have a student drug tested with a urinalysis and a hair-follicle test at the parents'/student's financial expense. The administration may require that parents have a student drug tested at any time. If a drug test is required by St. John Paul II Catholic High School, the drug test *must be performed the same day that it is requested*.

- The student will be considered absent but excused on the day the test is required.
- The student may return to school at the directive of the Dean of Students.
- If the student does not take the test on the day that it was required, the student will be suspended pending test results and a hearing before the disciplinary board.

The use of Breathalyzers and/or Passive Alcohol Sensors (P.A.S.) or any other drug testing method may be administered to any student, for any reason, at school or school-sponsored events.

### **HARASSMENT/BULLYING/HAZING**

The Diocese of Phoenix affirms the dignity of every man, woman and child, and is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work or learn in an atmosphere that is free from discriminatory practices.

## **Harassment**

### **I. Harassment policy:**

- a) (Policies 3.1.3.26 and 3.1.4.30, Diocesan handbook of policies, procedures and norms for catholic schools the diocese strongly opposes and prohibits all forms of harassment. Any violations of this policy will be subject to disciplinary action, up to and including termination or required withdrawal.
- b) It is the policy of the educational programs of the Diocese to maintain a learning and working environment that is free from any type of harassment (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no employee, volunteer or student associated with these programs is subjected to any type of harassment.
- c) It shall be a violation of this policy for any person to harass an employee, staff member, volunteer, parent, or student. Harassment may also constitute unjust discrimination and, as such, may violate civil law.
- d) Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local state and federal laws and diocesan policy and procedures governing harassment within his or her educational program or office.
- e) Prevention is the best tool for the elimination of harassment. The Catholic Schools Office recommends an educational program at each school so that the school may take reasonable steps to maintain an environment free of harassment.

### **II. Definition of Harassment**

- a) "Harassment" is threatening, intimidating, or hostile conduct toward an individual because of his/her race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability, or that of his/her relatives, friends, or associates, which conduct:
  - has the purpose or effect of creating an intimidating, hostile, or offensive environment;
  - has the purpose or effect of unreasonably interfering with an individual's performance; and/or
  - otherwise adversely affects an individual's opportunities.
- b) Conduct that constitutes harassment may include, but is not limited to, the following:
  - epithets, slurs, negative stereotyping, stalking, unwanted physical conduct, or other threatening, intimidating, or hostile acts based upon race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability;
  - threatening, intimidating, or hostile commentary or graphic material based on race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates, or by the use of social media or means of electronic communications.
- c) Sexual harassment is a form of harassment and is prohibited by this policy. Sexual harassment includes, but not limited to, unwelcome sexual advances, requests for sexual conduct and other verbal, visual, or physical conduct of a sexual nature which meets any one of the following criteria:
  - Submission to, or rejection of, the conduct is the basis for any decision affecting services, honors, programs or other available activities or benefits of the Diocese or school;
  - The conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

- d) Conduct that constitutes sexual harassment may include, but is not limited to, the following
- Verbal: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets;
  - Written: Suggestive or obscene letters, notes, e-mails, texts, or invitations;
  - Physical: Sexual assault, touching, impeding or blocking movement;
  - Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.

### **III. Procedures**

- a) Any person who alleges harassment by an employee, volunteer, or student shall file a complaint in writing by providing a completed "Bullying/Harassment/Hazing Prevention and Intervention Incident Form" (See Appendix A.6) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses to the incident, and provide such information as requested.
- b) Allegations of harassment against an employee or volunteer shall be addressed in accordance with the Human Resources Policies and Procedures of the Diocese of Phoenix.
- c) Allegations of harassment reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner.
- d) The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of harassment, or for cooperating with the investigation of such a complaint.
- e) Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate.
- f) Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- g) The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment, based upon whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. The "reasonable person" standard includes consideration of the perspective of persons of the alleged victim's race, color, religion, sex, national origin, age, or disability. It is not necessary to make a showing that the victim was psychologically harmed.
- h) As religious organizations called to teach the Catholic faith and carry out the mission of the Church, the Diocese of Phoenix and the Catholic schools have the right and responsibility to teach Catholic beliefs and practices in accord with the teachings and laws of the Catholic Church. Under no circumstances shall such teaching of Catholic beliefs be deemed to constitute harassment, or
- i) otherwise, be deemed to violate civil law or any policies of the Diocese of Phoenix.

### **IV. Sanctions**

- a) A substantiated charge against an employee or volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.



- b) A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or required withdrawal, consistent with the student discipline code.
- c) The determination regarding appropriate disciplinary action shall be made by the school administration in its reasonable judgment, based upon the severity or pervasiveness of the conduct, the harm to the victim, and such other factors as the school administration deems relevant or appropriate in its reasonable discretion.

## **Bullying**

### **I. Bullying policy:**

- a) (Policy 3.1.4.30, diocesan handbook of policies, procedures and norms for catholic schools) the diocese strongly opposes and prohibits all forms of bullying. Any violations of this policy will be subject to disciplinary action, up to and including termination or required withdrawal.
- b) It is the policy of the educational programs of the Diocese to maintain a learning environment that is free from any type of bullying (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no student associated with these programs is subjected to any type of bullying.
  - a) It shall be a violation of this policy for any student to commit an act of bullying against another student.

### **II. Definition of Bullying**

- "Bullying" is any aggressive and unwanted behavior by a student or group of students that:
- is intended to harm, intimidate, or humiliate the victim;
- involves a real or perceived power imbalance between aggressor and victim; and
- is repeated over time, or causes severe emotional trauma.
- "Bullying" includes cyberbullying.
- "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

### **III. Procedures**

- a) Any person who alleges bullying by a student shall file a written complaint by providing a completed "Bullying/Harassment/Hazing Prevention and Intervention Incident Form" (See Appendix A.6) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses to the incident, and provide such other information as requested.
- b) Allegations of bullying reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner.
- c) The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of bullying, or for cooperating with the investigation of such a complaint.
- d) Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate.
- e) Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be

disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

- f) The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment. It is not necessary to make a showing that the victim was psychologically harmed.

#### **IV. Sanctions**

- a) A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or required withdrawal, consistent with the student discipline code.
- b) The determination regarding appropriate disciplinary action shall be made by the school administration in its reasonable judgment, based upon the severity or pervasiveness of the conduct, the harm to the victim, and such other factors as the school administration deems relevant or appropriate in its reasonable discretion.

### **Hazing**

#### **I. Hazing policy:**

(Policy 3.1.4.30, Diocesan handbook of policies, procedures and norms for catholic schools) the diocese strongly opposes and prohibits all forms of hazing. Any violations of this policy will be subject to disciplinary action, up to and including termination or required withdrawal.

- a) It is the policy of the educational programs of the Diocese to maintain a learning environment that is free from hazing (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no student associated with these programs is subjected to any type of hazing.
- b) It shall be a violation of this policy for any student to commit an act of hazing against another student.

#### **II. Definition of Hazing:**

Hazing is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student or students, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution; and
- The act creates or contributes to a substantial risk of potential physical injury, mental harm or degradation, or actually causes physical injury, mental harm or personal degradation.

#### **III. Procedures**

- a. Any person who alleges hazing by student shall file a complaint in writing by providing a completed "Bullying/Harassment/Hazing Prevention and Intervention Incident Form" (See Appendix A.6) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses, and provide such information as set forth in such form.
- b. Allegations of hazing reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner.
- c. The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of hazing, or for cooperating with the investigation of such a complaint.
- d. Anonymous reports or complaints generally will not be accepted or investigated due to

concerns about reliability and the inability to effectively, thoroughly and impartially investigate.

- e. Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred. The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment. It is not necessary to make a showing that the victim was psychologically harmed.

#### **IV. Sanctions**

- a. A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or required withdrawal, consistent with the student discipline code.
- b. The determination regarding appropriate disciplinary action shall be made by the school administration in its reasonable judgment, based upon the severity or pervasiveness of the conduct, the harm to the victim, and such other factors as the school administration deems relevant or appropriate in its reasonable discretion.

### **STUDENT REGULATIONS AND PROCEDURES**

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

#### **Students and Student Property**

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

#### **Backpacks**

Backpacks may be brought to school, but must be left in the lockers during the school day.

#### **School Lockers and Desks**

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has *vis-a-vis* other students exclusive use of the locker or desk but has no proprietary rights versus the school.

Each student is issued a locker by the school at the beginning of the school year. Students are responsible for keeping their lockers locked at all times.

All school lockers have locks and minimal shelving. Students are not permitted to use wallpaper, or to make modifications which will damage or permanently alter the lockers. Those assigned a locker are accountable for the condition of the inside and outside of their lockers. Large amounts of money or items of personal value should not be brought to school. Students are not to exchange lockers or permit others to enter their locker. Lockers should always remain locked when not in use.

Items on the exterior of a locker may remain for one week before they must be removed (birthday wishes, congratulations, etc.)

## **Searches**

The principal/administration or his/her designee has the right to protect the health, welfare and safety of school patrons against drugs, weapons, unauthorized publications and other contraband materials. Search of a student's person and/or personal property on school property (e.g., automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

## **TEXTBOOKS AND LIBRARY BOOKS**

### **Textbooks**

St. John Paul II Catholic High School loans textbooks to students for their use during the year for semester classes. The school purchases the textbooks and loans them to students. Books are barcoded so that the school can inventory the books. When a student receives textbook, the barcodes are recorded as well as the condition of each book. These books must be returned (with reasonable wear and tear) at the end of the school year. Students should keep textbooks covered with paper or cloth covers. If a student loses a book, the student's FACTS account will be charged a replacement fee. If a student damages a book, the student may need to pay a fee for repair or replacement.

### **Library Books**

The school has a library with a large collection of books. Students may check books out of the library according to the procedures established by the school. No one may remove a book from the library without checking it out.

## **TUITION AND FINANCIAL POLICIES**

### **Tuition and Fees**

Tuition rates are published every year. Incoming students who are new to JP II must pay \$300 non-refundable registration fee. Returning students must pay \$200 non-refundable re-enrollment fee per family. Families with both new and returning students will be responsible for both the registration and re-enrollment fees. The due date for deposits is communicated through email to parents. Miscellaneous expenses, such as school store purchases, P.E. uniforms, and Tests fees for Advanced Placement Exams, are collected through FACTS incidentals throughout the year.

Tuition includes most textbooks, on-site retreats, and Chromebook. Athletics and activities participation fees are separate.

There are miscellaneous expenses incurred throughout the year that are not part of the school tuition. Items NOT included in tuition are the school uniform, physical education uniform, fees for Advanced Placement Exams, spirit wear, various equipment for athletics, athletic shoes, field trip fees, cap and gown, and school supplies

### **Tuition Refunds**

Tuition paid to the school is non-refundable.

## **Tuition and Student Withdrawal from JP II**

- For Voluntary Withdrawals Prior to the First Semester:
  - If the student withdraws between July 1st and July 31st, the family will owe one month of tuition.
- For Voluntary Withdrawals During the Semester
  - If the student withdraws anytime during the semester, the family will owe the rest of the semester.

If a student withdraws during the school year, tuition will be pro-rated on a semester basis. This means if a student attends class for any amount of time during a semester and then withdraws for any reason, other than a family relocation out-of-state, the family will be responsible for the entire semester's tuition. This balance will be due at the time of the withdrawal unless other payment options are made.

- For Voluntary Withdrawals Prior to the Second Semester:
  - If a student withdraws before Dec 31st, the family will owe one month of the 2nd semester tuition.
  - If a student withdraws after Jan 1st (regardless if they start the 2nd semester or not) the family will owe the entire 2nd semester of tuition.
- For Involuntary Withdrawals (Behavior and/or Academic):
  - If a student is asked to withdraw, the family will owe up to the month of the withdrawal, regardless of the date.
- For Withdrawals Due to Relocation Out-of-State:
  - Tuition will be pro-rated on a monthly basis **ONLY** for families who are relocated out-of-state.

## **Tuition Payment Options**

FACTS Tuition Management Service processes tuition collection for St. John Paul II Catholic High School. All families are required to have a FACTS account. St. John Paul II does not accept cash or checks for tuition or incidental charges. All payments must be made through FACTS.

There are three payment options:

- Annual
- Semi-annual
- 10-month auto-deductions from your checking/savings account or by credit card (please be aware credit cards are subject to a 2.85% convenience fee).

## **Incidental Expenses**

When a family incurs incidental expenses, they use FACTS as the method of pay. Some examples of incidental expenses are listed below and include:

- School store purchases,
- Uniform for Physical Education,
- Personal athletic shoes or athletic equipment,
- Field trips,
- Replacement sleeve for Chromebook,
- Advanced Placement Test Fees,
- Textbook or library book replacement fees,
- Supply fees,
- Chromebook replacement,

- and other incidentals.

**There is no fee charged by FACTS for this service.** Incidental charges are posted to your FACTS account around ten days from the time of purchase. The Auto Pay option for incidental expenses is required by St. John Paul II - it is not optional. These items will be charged separately from your tuition payment.

### **Questions about FACTS**

For any questions concerning your account, contact **FACTS at 1-(866)441-4637**

### **Textbooks and Library Book Fees**

All textbooks need to be returned at the end of the school year or semester. If a student loses a book, the student will pay a replacement fee. Ordinary wear-and-tear is expected, but if a book is damaged, broken or annotated, the student may be charged a fee for repair, cleaning or replacement.

Before semester exams may be taken, library books must be returned to the library, library fines must be paid, and all equipment and property of JPPII must be returned to the school. Seniors are required to take and satisfactorily complete semester exams. Failure to comply may result in exclusion from graduation ceremony, loss of credit, and failure to be graduated from JPPII. (Diocesan Handbook)

### **Late or Unpaid Accounts/ Returned payments/ Arrears**

If a tuition payment is returned by the bank, FACTS will automatically re-attempt a returned payment on the next scheduled payment date, *up to 3 times total*. Late payments will be charged a \$30 late fee every month, in addition to NSF fees charged by FACTS and your bank. Incidentals are NOT automatically re-attempted. Parents must login to their FACTS account and manually make a payment to pay missed or returned incidental payments.

Per Diocesan Policy, in the case of student's financial delinquency,

- The student will not be permitted to take end-of-semester/final exams until all financial obligations have been met.
- The school may withhold credits and/or diplomas from the student, or may take other appropriate action until all financial obligations to the school have been met.
- The student will not be permitted to re-register at St. John Paul II Catholic High School or at another Catholic school within the Diocese of Phoenix until all financial obligations have been met.
- Any student whose tuition account is in arrears will not be permitted to participate in elections of House representatives or club officers.

### **FINANCIAL AID**

There are many Student Tuition Organizations (STO's) who offer financial aid. Each STO has its own application criteria and deadline for application submittal. It is highly recommended that each family apply to multiple organizations. A listing of the organizations who currently support St. John Paul II students can be found by contacting Susana Salinas @ (623)233-2777 x1136.

Upon acceptance of a student's scholarship awards, the amount is pro-rated for the 10 months of the school year.

- For Voluntary or Involuntary Withdrawals, the scholarship will be used up to the month of withdrawal. The remaining unused balance will be refunded back to the STO. Example: A student withdraws in December and an award is received in December. Funds will be used for

August, September, October, November and December. The unused balance for the second semester will be refunded to the STO.

### **St. John Paul II Scholarships and Internal Financial Gap Aid**

All registered students at St. John Paul II Catholic High School who wish to be considered for financial assistance based on need, **MUST** complete the CEA - Fair application online [www.fairapp.com](http://www.fairapp.com) in order to be considered for Internal Gap Aid. Preference will be given to those families who have applied to an additional seven or more STO's.

### **Catholic Education Arizona**

**School Code:** 700

**School Password:** cea700

Please note: It is NOT possible to meet all of the financial needs in Full. Internal Financial Gap only covers a portion of the tuition costs.

### **Notice Regarding Tuition Funding Programs**

The State of Arizona provides several options to assist families in paying for your child's Catholic education, including the Empower Scholarship Account (ESA) Program and through State Tuition Organization (STO) tax credit funds. These programs are offered through the State and/or through the individual STO, and are not managed by the School.

Therefore, you are responsible for compliance with all terms, conditions to eligibility, and legal requirements related to any programs in which you participate. Please note in particular that pursuant to state law, if you choose to utilize an Empower Scholarship Account, you may not utilize STO funds (or vice versa). The School is not responsible for ensuring your compliance with this or any other term, condition, law or requirement relating to tuition assistance programs.

Furthermore, please be aware that payment of your child's tuition is your responsibility, whether or not you choose to participate in ESA, STO, or any other programs or options to assist your family. These programs may not cover 100% of the cost of tuition and fees, and therefore, any outstanding portion will remain your responsibility.

### **TRANSPORTATION**

- Students riding on buses used by St. John Paul II Catholic High School must abide by all policies and regulations.
- Students riding bicycles are to park in assigned areas. Students are responsible for their own bicycles. No one is to move, tamper with, or ride another person's bicycle.
- Rollerblades, scooters or skateboards are not to be used on campus at any time.

### **MISCELLANEOUS INFORMATION**

#### **Wellness Policy**

St. John Paul II Catholic High School is committed to providing a school environment that promotes and protects students' health, well-being and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and the

knowledge necessary to make healthy choices for their body.

### **Food and Beverage**

In support of the Diocese of Phoenix Catholic School Health and Advisory Committee, students are discouraged from consuming the following beverages: coffee drinks, energy drinks (red bull, monster, etc.) or any beverage containing a high amount of caffeine.

Students bring their lunch to school. Lunch bags or containers should be labeled with the student's name. Our lunch time is 30 minutes. Students who wish to eat hot food should bring their food in thermos type containers. There is no microwave for student use. In the future, the school plans to have a hot lunch program. We will not add microwaves to our campus for student use.

Students are only allowed to bring outside food onto campus for pre-approved classroom / club or special events. Students may not receive delivered lunches, snacks, food or beverages on campus during the school day by Uber Eats, Door Dash, etc.; these deliveries will be turned away.

### **Gum**

Gum chewing is regulated by individual class rules. There is no gum prohibition rule at the school, but teacher may prohibit as needed. Gum is prohibited at Mass.

### **Adult Students**

Many students reach the age of 18 before they graduate. However, this ordinarily does not change the relationship between the school and these adult students or between the school and their parents/guardians. Policies regarding required signatures, absence notification, communication, etc. remain the same. The Principal, in consultation with adult students' parents/guardians and with the Superintendent, may make exceptions, given individual circumstances. The Principal must be informed if a student moves out of the home of his or her parents/guardians. The Principal will investigate the situation and may make adjustments to school rules or policies.

### **Fire Extinguishers and Emergency Response Drills**

Any student involved in tampering with a fire extinguisher or alarm will receive a minimum \$50 fine and possible suspension from school. Periodic evacuation and lockdown drills will be held during the year. The alarm is given by a continuous ringing of the fire alarm siren and/or announcement on the public-address system. Procedures for evacuation and lockdown drills will be reviewed with students during their first period classes. Appropriate behavior is to be maintained throughout all emergency response drills.

### **Insurance**

There is Student Accident Insurance available to St. John Paul II Catholic High School students for injuries arising from their participation in school sponsored activities. This insurance coverage is secondary to the family's health insurance coverage. St. John Paul II Catholic High School will complete an incident report and give the forms to the student or their parent/guardian. It is up to the parent/guardian to complete the claims forms and forward it to the insurance carrier

All press releases, photo releases, interviews, etc., must be approved by the School Administration. Care will be taken that students' safety will not be jeopardized.

### **Medicine**

Students are not permitted to carry prescription or non-prescription medications, including herbal



remedies. If a student has need to take medication during the school day, the parents and student must contact the school to complete the necessary paper work and agreement.

A student shall be permitted to carry and use a medication inhaler for asthmatic conditions or self-administer an epinephrine injection during emergency situations when the student's physician and parent/guardian have completed the required forms and a copy is on file in the nurse's office/school office.

All non-prescription medications (e.g., Advil, Aleve, Tums) are to be kept locked in the nurse's office/school office and dispensed by the school. With parent or guardian permission and the required form, student may carry a small, sealed container of a necessary over-the-counter (OTC) medication to and from the school nurse's office. Parents should follow up to make sure the medication has arrived safely.

All prescription medication must be brought to the nurse's office by a parent or guardian. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage. No non-prescription medication will be dispensed unless the school has received a signed copy of the Prescription & Non-Prescription Medication Administration Form). Non-prescription medications do not require a physician's signature.

It shall be the student's responsibility to come to the nurse's office/school office at the appropriate time for medication unless a physician, dentist or parent indicates in writing that the student cannot do this.

Non-prescription medications are to be kept locked in the nurse's office and dispensed by the nurse. With parent or guardian permission and the required form, a student may carry a small, sealed container of a necessary over-the-counter (OTC) (E.G., Aleve, Gas-X, Pepto Bismol) medication to and from the school nurse's office. Parents should follow up to make sure the medication has arrived safely.

Under no circumstances are medications to be shared by other students.

At the end of the school year parents are responsible to pick up all medications. All medication left in the nurse's office/school office will be disposed of at the end of the school year.

### **Students with Food Allergies**

Diocesan Schools do not have a legal obligation to accept a student with a food allergy. It is acceptable for a Diocesan or Parish School to deny enrollment to a student if the school cannot reasonably accommodate the student's food allergy.

#### Parents Responsibility

- Parent/Guardian will notify the school of the child's allergies.
- Parent/Guardian will work with the school to develop a plan to accommodate the child's needs.
- Parent/Guardian will provide written medical documentation, instructions and medications as directed by the child's physician.
- Parent/Guardian will provide properly labeled medications and replace medications after use or when expired.
- Parent/Guardian will provide the school with at least two (2) Epi-pens in addition to the epi-pen that are carried by the student.
- Parent/Guardian will educate the child in the self-management of their food allergy. This would include strategies for avoiding exposure; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when they are having allergy symptoms; how to read food labels.
- Parent/Guardian will review procedures with the school, the child's physician, and the child after a reaction has occurred.

- Parent/Guardian will provide up-to-date emergency contact information by keeping phone numbers current and accurate through PowerSchool.

#### School's Responsibility

- St. John Paul II Catholic High School cannot guarantee an allergy-free environment.
- After the parents have provided details about their child's allergies and management the school will create a Food Allergy Action Plan and communicate the plan to faculty, staff and coaches.
- If a student needs or has injected self with an Epi-pen, the school will call 911, after calling 911, parents will be notified.
- Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.
- Encourage all students to wash hands after handling food.

#### Student's Responsibility

- Student will not trade food with other students.
- Student will not eat anything with unknown ingredients or ingredients known to contain the food allergen.
- Student will be proactive in the care and management of food allergies and reactions.
- Student will know how to read food labels and will not eat anything that is unknown or is not in a package label.
- Notify an adult immediately if they believe they have eaten or been exposed to the food allergen.

### **VIDEO SURVEILLANCE CAMERAS**

St. John Paul II Catholic High School is equipped with video surveillance cameras. Video surveillance cameras may be placed in public locations both inside and outside of the building. Restrooms, changing rooms, private offices, nurse's office and locker rooms are excluded from security camera area. It is not possible to monitor all building areas, rooms, and grounds, or to monitor any location at all times.

The images obtained by the video surveillance cameras may be used in connection with the enforcement of school policies, regulations, codes of conduct, building rules and other applicable laws or rules, including but not limited to use of such images in student and staff disciplinary proceedings and matters referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

Any video recordings that are obtained shall be stored in a secure place. Recordings can be saved for up to 20 days and may be retained longer if deemed appropriate. All video recordings are the sole property of St. John Paul II Catholic High School. Release of such videos will be made only with the permission of the school administrator.