



Pope John Paul II Academy

“A private independent school in the Catholic tradition”

Parent/Student Handbook

AD VERITATEM PER FIDEM ET RATIONEM

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

Romans 12:2

Academy Overview Mission Statement:

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

Philosophy:

God has entrusted the education of children first and foremost to the parents of those children. The Pope John Paul II Academy (the Academy) has been established to assist parents in this sacred duty. The purpose of the Academy is to help parents form their children in such a way that they are best equipped to reach their ultimate goal, to “Love and serve God in this life and to enjoy Him forever in Heaven.” Jesus told us to “love the Lord your God with all your heart, and with all your soul, with all your mind, and with all your strength”. . . and to “love your neighbor as yourself.” The formation of the child, therefore, requires a comprehensive approach. It must address all the faculties of the soul (the intellect, the will, the memory, the imagination, the passions, etc.), as well as the body’s healthy growth. It must also address the child’s social development, his ability to interact with others (peers and adults) in a Christ-like spirit of charity. The Academy seeks to strive for excellence in the formation of the intellect, memory, and

imagination through the setting of high academic expectations in an effort to help each student discover his true potential.

As every student learns a bit differently, teachers shall employ curricula, materials, and pedagogical techniques to work to accommodate individual learning styles, strengths, and weaknesses as appropriate. Through diversity of pedagogy and low student-to-teacher ratios and corresponding high individual attention, high academic goals can be met. The Academy seeks to also foster a well-formed Catholic conscience. A Christ-like moral character can only function within a properly formed will, a will correctly guiding the passions. A proper Catholic education not only seeks to help children learn proper moral and civil behaviors but also aspires to appropriate this law within their hearts, to help them see for themselves “the beauty of the Good” and to come to love the way of Christ. This can only be accomplished through both word and deed.

The ethos of the Academy strives to be fully Catholic, seeking holiness in the spirit of charity. Staff and students shall be expected to maintain this spirit in all daily activities whether overtly religious or not. Finally, the Academy seeks to maintain joy in its work of formation and education. This joy can only be achieved and maintained in an atmosphere of cooperation, held together by mutual respect, courtesy, child-like humility, and obedience. Children shall be expected and assisted to avoid clique formation, bullying, and all rude behaviors toward peers and adults. Teachers and staff shall model mutual respect toward each other and shall show kindness and respect toward students.

Academy behavioral guidelines and rules shall be maintained and enforced in a consistent and just manner to help maintain the atmosphere of joy in learning that a Catholic school must protect for each child and adult. In this way, children shall learn to “love your neighbor as yourself.”

Religious Formation:

The Academy shall maintain an atmosphere of traditional and orthodox Catholic prayer and spirituality throughout its activities. Prayer and religious devotions and expressions shall be a normal and regular part of the life at the Academy. All students shall be expected to actively participate in all religious exercises. For those students who may not be Catholic, an exception shall be made only where Canon Law requires (e.g. reception of the Eucharist); non-Catholic students shall still be required to fully participate in all prayers, devotions, and, of course, instruction in the Catholic Faith. To enroll their child at the Pope John Paul II Academy, parents of a non-Catholic student must be willing to support their child’s decision to enter the Catholic Church if so desired. All catechesis and religious instruction shall be in full and complete conformity with the Magisterium of the Catholic Church. Students shall study the fullness of the Catholic Faith “as it has been held always, everywhere, and by all” and as it is contained in the Catechism of the Catholic Church. Teachers and staff shall model a love and enthusiasm for the

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

I. Admissions Policy:

A. The Pope John Paul II Academy currently accepts students for K4 through 8th grade and does not discriminate on the basis of race, color, sex, or national origin. The Academy exists to provide an education that emphasizes both academic excellence and faithful adherence to the Magisterium of the Roman Catholic Church. It will always strive to foster a thoroughly Catholic ethos, culture, and community among teachers, staff, and students. Bearing this in mind, the Academy maintains several requirements for admission.

B. Children admitted shall generally come from practicing Catholic families. Non-Catholic children may be admitted but will be expected to participate in all religious activities while at school as described above.

C. Parents must read over and acknowledge their acceptance of the policies and other content of this handbook at the start of each school year, expressing agreement with the mission, philosophy, and purposes of the Academy.

D. Following signature for acknowledgement of handbook policies, the child and at least one parent must meet with the principal or a representative board member prior to acceptance. If admittance is sought during the school year, a meeting with the teacher prior to acceptance will be a requirement.

E. All students shall be evaluated for academic level before they are admitted into the Academy. Parents must arrange for transfer of student records for evaluation. Students with behavioral problems at the previous school will generally not be admitted to the Academy as it is not likely to be better suited to meet their needs than their previous school.

F. All accepted students will be admitted on a probationary status only. Severe academic and/or behavioral problems, if unresolved, will be grounds for expulsion from the Academy. The Academy shall not refund prepaid tuition or registration/admission fees.

G. Children must have reached the age of 4 years old for entry into K4 and 5 years old by September 15th for entry into Kindergarten. Potty-trained 3 year olds may be admitted into the Tuesday/Thursday K4 program.

II. Parent and Student Information:

A. General Discipline Philosophy

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

B. Grooming and Attire

1. Students may not appear at school in soiled, ragged, or odorous clothing.
2. Extreme hairstyles, hair dyes, feathers, and multiple flowers are prohibited (hair bows are acceptable in solid, school colors). Girls' hair shall be neat and combed. Boys' hair shall be neatly trimmed above the collar in a traditional style.
3. Makeup is not permitted for girls in grades K4-6th grade. 7th and 8th grade girls may wear a minimal amount of makeup. Minimal makeup should be understood as small in quantity, non-distracting, and should only include coloring and styling which does not change the basic color or tone of one's natural appearance.
4. Fingernails must be clean and of a moderate length.

C. K4-8th General Uniform Policies

1. Students in grades K4 through 8th are required to wear the official uniforms for PJP2A which can be found at Lands' End. Keeping in mind the budgets of our families, the Academy has agreed to allow uniform pieces that are not from Lands' End as long as they conform in style and color to those in the Lands' End catalogue. All of our approved uniform styles are listed on our school website.
2. All students must wear athletic shoes (i.e. tennis/running shoes) during the school day. Students will need this athletic footwear for our daily recess and weekly P.E. periods. Boots, sandals, heels, or other non-athletic shoes are not permitted. Please note this rule is both for safety and practicality purposes!
3. All boys must wear brown or black closed-toe dress shoes for Mass.
4. All girls must wear only flat Mary-Jane style black or navy blue dress shoes for Mass.

5. Skirts or jumpers must touch the floor when the student kneels and must not rise more than three inches above “touching-the-floor” length during the school year. Please buy the skirts or jumpers a little longer so that they will provide some accommodation for growth during the school year.
6. All students must wear socks or tights which are non-patterned, solid school colors. Solid black socks or tights are also permitted.
7. No facial or body piercings, except one piercing in each earlobe for girls, will be accepted. Earrings must be small, post style and must not hang below ear lobes.
8. Jewelry and non-uniform clothing accessories are generally prohibited. No bracelets or rings should be worn to school. Only necklaces which are small and of a religious nature (viz. a cross or a religious medal) may be worn to school.
9. Non-uniform days still require attire that is neat, clean, and modest.
10. Teachers and administrators reserve the right to prohibit any clothing, jewelry, makeup, or accessory which is deemed distracting, immodest, or otherwise improper.

D. K4 - 5th Grade Uniform

1. K4-5th grades must wear interlock or mesh polo tops (short or long sleeve) which are burgundy, white, navy blue, or gold (honey gold) colored.
2. K4-5th grades may wear burgundy or navy blue uniform sweaters (see website for approved styles). No other outerwear (viz. coats, jackets, hoodies, etc.) will be permitted inside the classroom.
3. K4-5th grade boys must wear khaki colored shorts or long pants.
4. K4-5th grade girls must wear khaki colored shorts, capris, long pants, skirts, or jumpers. Skirts and jumpers must be of the appropriate length (see General Uniform Policies).
5. For Mass, boys must wear long khaki pants and brown or black dress shoes.
6. For Mass, girls must wear khaki skirts or jumpers and black or navy blue flat Mary-Jane style dress shoes.

E. 6th – 8th Grade Uniform

1. 6th – 8th grades must wear interlock or mesh polo tops (short sleeve or long) which are red, white, blue (baby blue), or gold (honey gold) colored.
2. 6th – 8th grades may wear red or navy blue uniform sweaters (see website for approved styles). No other outerwear (viz. coats, jackets, hoodies, etc.) will be permitted inside the classroom.
3. 6th – 8th Grade boys must wear navy blue colored shorts or long pants.

4. 6th – 8th grade girls must wear navy blue colored shorts, capris, long pants, knee-length skirts, or jumpers.
5. For Mass, 6th - 8th grade boys must wear Oxford style blue or white dress shirts (short or long sleeved), navy blue tie, long navy blue pants, black or brown belts, and black or brown dress shoes. Boys may optionally wear a navy blue sweater vest, but they must not wear any other styled sweater for Mass.
6. For Mass, 6th – 8th grade girls must wear Oxford style blue or white blouses (short or long sleeved), solid navy blue or clear blue/white plaid A-Line skirts, and black or navy blue flat Mary-Jane style dress shoes. Skirts must be of the appropriate length (see General Uniform Policies).
7. 6th – 8th Grade boys and girls must wear proper attire for P.E. activities.
Proper attire includes:
 - a.) Athletic shoes with non-marking soles
 - b.) Black or navy blue athletic shorts which cover most of the thigh
 - c.) PJP2A uniform P.E. shirt (or approved plain, navy shirt).
8. 6th – 8th grade boys and girls should always wear plain black or brown belts with any pants which include belt loops.

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

1. Textbooks are loaned to students for use during the school year.
2. Books may not be left unattended; they must be kept in the student's locker, in the desk, or on the person.
3. The student's parents or guardians will be charged for lost or damaged books or school materials.
4. Final report cards and transcripts may be withheld until lost or damaged books or school materials are paid for.

III. Courtesy and Deportment:

A. General Deportment Principle

The Academy staff is responsible for the safety and wellbeing of students during the school day. As such, students are expected to comply respectfully and expediently with any directions, policies, and procedures given from the Academy staff and other Academy appointed supervisors (viz. parent volunteers). The Academy staff reserve the right to add, modify, and adapt school policies as deemed necessary for ensuring the safety and wellbeing of all children.

A. Courtesy

1. Students shall address adults with “Sir” or “Ma’am” or “Mr. /Ms. /Mrs. (last name)” to show respect.
2. Speech shall be kept under proper control. “Indoor voices” shall be used at all times (other than gym) within the facility.
3. Students shall conduct class work courteously and promptly.

B. Conduct While at School

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

C. Consumption of Food Products

1. Lunch: Students shall eat their lunches in the designated area (viz. gym) and dispose of the refuse in the receptacles provided. Food may be consumed in the classrooms only with the permission of the staff.
2. Gum is prohibited on school grounds, at school programs, and field trips.
3. Parents are encouraged to see that their children eat only healthy snacks and meals.

IV. Use of School Facilities:

A. Restrooms:

Generally, no more than two students from a class shall use these facilities at one time.

B. Kitchen:

Kitchen facilities are for use by the staff only. Students may only enter and use the kitchen facility when this is a class function supervised by the teacher.

C. Library and Computer Lab:

1. Library use and procedures are overseen by the school secretary.
2. Special permission must be obtained before a student may take a book or other equipment from school. (Textbooks, library books, and books used for class assignments are excluded from this prohibition.)
3. Computers are reserved for use of students and staff. Permission must be obtained before placed in operation.

V. Daily Schedule:**A. Morning****1. Monday-Thursday:**

- a) Student Drop Off: 7:45-7:55 a.m. Students are to proceed directly to classrooms.
- b) Warning Bell: 7:55 a.m.
- c) Tardy Bell: 8:00 a.m. Students must be seated in classroom before the 8:00 a.m. bell.
- d) Morning Assembly (school gym) 8:05 a.m.

2. Friday (Mass days):

- a) Student Drop Off: 7:40-7:50 a.m.
- b) Procession into Mass: 7:55 a.m.
- c) Mass 8:00 a.m.

3. Midday Recess and Lunch:

1. Grades K4 - 5 morning recess: 10:15-10:30 a.m.
2. Angelus Prayer (school gym): 12:00 p.m.
3. K - 3 Lunch / 4 - 8 Recess: 12:05-12:30 p.m.
4. 4 - 8 Lunch / K -3 Recess: 12:30-12:50 p.m.

4. End of School Day:

1. Warning Bell: 2:55 p.m.
2. Dismissal Bell: 3:00 p.m.
3. Pick-Up: 3:00-3:15 p.m.

VI. Parents:

A. Picking up children from school

1. Parents should come for their children promptly when they are released from school. Please remember, our faculty will supervise children on the school grounds only until 3:15 p.m. After that time, students must remain in the secretary's or principal's office for pick-up.
2. If parents or guardians are going to be late in coming for their student, they must call the office to alert the school of this delay.
3. After more than one late pickup per quarter, a standard fine of \$1 per late minute may be charged.

B. After School Boys' and Girls' Club

Students who attend the Boys and Girls Club located across Sunnyside Road must wait to be accompanied by a designated teacher. Parents must be sure to communicate with the school whenever their children will be attending the Boys and Girls Club.

C. Telephone Calls to the School

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

2. Non-Scheduled Meeting with Staff

Staff is always accessible to any parent who desires to speak with teachers or administrator; however, an appointment should be made if the parent expects the meeting to be more than a brief discussion. Teachers are available after school to make future appointments with parents.

3. Parent/Teacher Conferences

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

VII. Tuition, Payments, & Service Hours:

A. Annual Tuition (2014-2015)

Program	Tuition	10 Monthly Payments of
K4 Preschool (1/2 Day Monday-Friday)	\$3,000	\$300
K4 Preschool (1/2 Day Mon./Wed./Fri.)	\$1,900	\$190
K4 Preschool (1/2 Day Tues./Thurs.)	\$1,350	\$135
Kindergarten - 8th Grade (Full Day)	\$3,800	\$380
Kindergarten-8th Grade Sibling	\$3,100	\$310
K4 Sibling (1/2 Day M/W/F)	\$1,550	\$155
K4 Sibling (1/2 Day M-F)	\$2,400	\$240

B. Tuition Payments and Deadlines

1. Unless tuition is paid in full prior to September 1, all enrollees must utilize FACTS Tuition Management payment plan (<https://online.factsmgt.com/signin/4HRSL>). Enrollees are responsible for the nominal costs associated with arranging for this plan.
2. If a parent does not wish to use the FACTS Tuition Management payment plan, full tuition must be paid by September 1.
3. There is an additional \$100 books and supplies fee for students in grades K – 8; K4 students have a \$50 supplies fee.
4. All families are expected to pay a \$200 deposit to hold their spot at the Academy for the following year. This deposit is nonrefundable and is later applied directly to tuition charges upon the start of the academic year.
5. A 2.5% tuition discount is available if you pay in full prior to September 1.
6. Checks returned by the bank are assessed a \$20.00 processing fee.
7. Tuition is NOT refundable if your child is expelled or withdraws from the Academy.

C. Family Service Hours

1. Each family is expected to complete between 20 – 30 hours of service for the school during the academic year. Families who receive any form of tuition

assistance from the Academy must complete 30 hours of service. Families who pay full tuition are required to provide 20 hours of service. The school staff and Parent-Teacher Organization will provide parents opportunities to complete these service hours.

2. A quarterly report will be sent to families to update them on their service hour completion. Families are responsible for providing the school secretary an updated report of any service hours they have completed which have not been previously recorded in the school office log.
3. Any family who fails to fulfill service hours to the school will be charged \$15 per service hour not completed.
4. Families may be excused from completing the required number of service hours in the discretion of the school board. Parents must submit a formal request to be excused from the service requirement, and they must provide an explanation of the reason for the request. Exemption will only be given when it is deemed that there are serious and legitimate impediments to fulfilling the service requirement.

VIII. Academic and Scholarship Expectations:

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

A. Grading Scale

1. The academy uses the following letter grading scale for grades 3-8.
 - a) A = 92%-100%
 - b) B = 83%-91%
 - c) C = 74%-82%
 - d) D = 65%-73%
 - e) F = below 65%

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

B. Basic Academic Expectations

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

discipline may include grade reduction, extra assignments, detention, restriction, probation, suspension, or expulsion.

C. Academic Deficiencies

If a student drops below a 73% average of core classes in a given grading period, he shall be placed on Academic Probation. He must raise his GPA above a 73% average at the next grading period or may be dismissed from the Academy. This dismissal can be waived if the teacher believes the student is trying his best and obtains principal approval. The teacher must present a plan of action to improve the student outcomes. The principal must approve this plan.

IX. Vaccinations, Illness, and Medications:

A. Vaccination Records

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

B. Illness

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

C. Medications

1. NO MEDICATION shall be administered by any school personnel. Parents or legal guardians must come to the school to administer medication, unless parents provide written permission and notification that their student is deemed mature enough to self-administer the medication. Students who are mature enough to self-administer medication may do so only under the supervision of the school staff.
2. All medications shall be safeguarded in the secretary's office at school to avoid ingestion by the wrong student.

3. Students who will self-administer prescription medication must comply with written orders from a physician. A copy of these written instructions shall be on file stating:

- a.) Child's name
- b.) Name of the drug
- c.) Dosage
- d.) Time of day medication is to be administered
- e.) Purpose of medication
- f.) Anticipated number of days it must be given
- g.) Possible side effects
- h.) Storage instructions

4. Any medication brought to school must include a record of parental release allowing student to self-administer medication.

5. The medication must be brought in a container appropriately labeled by a pharmacy or physician.

6. Individual records (including dates, times, and dose that was self-administered) shall be kept of such medications.

X. Tardy and Absence Policies:

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

A. General Policies Concerning Absences

- 1. More than one unexcused absence or more than ten excused absence days per semester (i.e. within two grading quarters) will result in withdrawal from the Academy without credit. A prolonged illness or family emergency can be considered for exception by the principal if work can be made up.
- 2. Leaving the campus without permission during the school day may result in suspension from school.
- 3. Teachers will not be expected or required to accommodate for students who are absent (e.g. creating a homework packet). If the student will be absent for an extended period, parents and students should speak with their respective teachers about the best way to make up missed work.
- 4. Parents should provide teachers with as much notice as possible when make-up work is requested for a student absence.

B. Unforeseeable Student Absences

1. An Unforeseeable Absence would include any unforeseen medical or family emergency, unexpected illness, or sudden breakdown of vehicle for transportation.
2. In the event of an Unforeseeable Absence, the school should be notified prior to 8:00 a.m. if at all possible. Either a written or verbal message may be given.

C. Excused and Foreseeable Absences

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

1. **Definition:**

A Foreseeable Absence would generally include a special family event or participation in a special religious, educational, civic, cultural, or athletic event. Doctor or non-emergency medical appointments scheduled during the school day would also be considered Foreseeable Absences.

2. Absences generally approved as excused would include a student illness, major illness in the immediate family, death in the immediate family, and Foreseeable Absences (defined above.)
3. Any Foreseeable Absence requires that parents or students provide a minimum 24- hour written or verbal notice informing the secretary of the absence. The written or verbal notice may be in the form of an e-mail or a handwritten note delivered by the parent or student. A phone call to the school secretary if made 24 hours ahead of the Foreseeable Absence is also acceptable.

D. Unexcused Absence

Definition: A student who is absent without the permission of the parents and the Academy's administration will be deemed truant. Likewise, any student who leaves school without permission from the administrator in charge or leaves class without the permission of the teacher will be deemed truant.

E. Tardiness

1. School begins at 8:00 a.m. Any student not in his classroom at 8:00 a.m. will be marked tardy.
2. The time lost due to tardiness will be made up as deemed appropriate by teachers or the administrator.
3. The administrator will contact parents with a warning when chronic tardiness (more than 5 tardies in a single grading period) has occurred at the end of an academic quarter.

4. If chronic tardiness persists for two consecutive grading periods, the parents will be asked to meet with the administrator to design a plan for timely arrival. Parents will be expected to improve in punctuality according to this plan.
5. Parents may be asked to complete additional service hours for the school when chronic tardiness has occurred for two consecutive grading periods. In more serious cases of chronic tardiness and where improvement has not been demonstrated, the student may be suspended or expelled.

F. Early Release

1. Parents who need to pick up their children prior to the regular dismissal time must first check in at the office. The office will send for the children, and the parent must sign the early release log located in the secretary's office. Parents are asked to please phone the office before arriving for their children.
2. Unless it is an emergency, the teacher and student should be given a standard 24-hour written notice of the appointment. The written notice may be in the form of an e-mail or a handwritten note delivered by the parent or student. A phone call to the school secretary if made 24 hours ahead of the Early Release is also acceptable.
3. Doctors' Appointments
 - a) Appointments for the doctor or dentist should be after school hours whenever this is possible. If this is not possible, parents must inform the school secretary of the appointment's day, time, and duration.
 - b) Unless it is an emergency, the secretary should be given a standard 24-hour written notice of the appointment. The written notice may be in the form of an e-mail or a handwritten note delivered by the parent or student. A phone call to the school secretary if made 24 hours ahead of the Early Release is also acceptable.

XI. Provisional, Academic, and Department Status:

A. Student Discipline

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

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

A. Provisional Probation

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

B. Academic Probation

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

C. Deportment Probation

1. When a student exhibits chronic misbehavior or has committed a singular but serious offense within a grading period, this student may be suspended, expelled, or placed on department probation.
2. A student may be dismissed from the Academy when there is no evidence to believe the student shall improve future conduct. A student shall be placed on department probation and provided an individual student behavioral plan when there is sufficient reason to believe the student will improve future behavior with the appropriate support structures and established plan.
3. When a student is placed on department probation, the principal and respective teacher(s) shall collaborate in designing an appropriate behavioral plan for the student. The plan shall denote SMART goals (Specific, Measurable, Attainable, Results-oriented, and Time-bound) with the end goal of improving student conduct and outlining specific expectations for the student.
4. The principal shall meet with the student and his/her parents to discuss the individual student behavioral plan.
5. The teacher, principal, and parents shall review that these goals were met at the end of the following grading quarter. If the goals were successfully met the student shall be placed back in Good Standing.
6. If the behavioral goals were partially met, the principal and teacher shall decide whether it is believed the student is progressing sufficiently towards improved behavior. If it is believed the student will be able to continue to improve behavior at the Academy, the individual student behavior plan shall be revised and renewed for the following quarter.
7. If the behavioral goals were mostly or completely violated, the student may be dismissed from the academy without tuition reimbursement. In this situation, there is not sufficient evidence to believe the student shall improve his/her conduct.
8. The final judgment regarding the measurable progress of a student's department shall be made by the principal with the assistance of any respective staff.
9. Any student placed on Department Probation may not be permitted to participate in extra-curricular functions including but not limited to sports games, school endorsed clubs, band, ski and snowboard lessons, and field trips, until the student has returned to Good Standing.

E. Student Privileges and Technology

1. Special programs, sports activities, field trips, and free dress days, are all privileges that must be earned by the students. These and other privileges are offered to the students who illustrate that they are mature and worthy of the invitation to join the field trip or other activity.

2. Students are encouraged to work for these privileges and maintain academic and deportment levels that will allow them to retain the privileges.
3. Academy policy prohibits students from carrying or using any cell phones or other personal electronic devices while at school or on field trips.
4. Students who bring a cell phone to school must check in their device with the school secretary before 8:00 a.m. Phones can be retrieved after school from the secretary or principal. If the parents wish for their child to have a phone while on a field trip, the student may only use this device as permitted by the respective teacher or chaperone.
5. The Academy and the Academy staff will not be held responsible for damaged, lost, or stolen electronic devices.

XII. Serious Misconduct, Suspensions, and Expulsions:

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

A. Weapons, Fighting, Physical and Verbal Abuse

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

B. Possession or Use of Tobacco, Alcohol, or Drugs

Student possession or use of tobacco, alcohol, or illegal drugs will be grounds for automatic expulsion.

C. Pornography - Any student who possesses or brings onto campus any material of a sexually immoral nature will be automatically suspended pending investigation of the circumstances and possible expulsion.

SPECIAL NOTE: If it comes to the attention of the PJP2A Board that a student's household has or patronizes a pornographic publication, watches "X" rated TV or videos, or allows the student access to such material, the parents or guardians will be requested to remove their children from the school.

D. Immodest, Impure, or Immoral Conduct

1. No form of sexualized behavior will be tolerated on school grounds. These behaviors include, but are not limited to, kissing, hand holding, secret love notes, and other “dating-imitating” behaviors.
2. Any student who engages in any conduct which is grossly immodest or immoral will be suspended pending evaluation of the circumstances.
3. Upon investigation, the student may be placed on restriction, detention, further suspension, or expulsion.

E. Dishonest Conduct

All lying and cheating is, of course, prohibited. Gossip, detraction, calumny, name calling, spreading of rumors, and other hateful speech shall not be tolerated. Any conduct that seriously deprives another of property, good name, or otherwise causes another person undue mental anguish may be cause for expulsion.

F. Conduct Off Campus

Any conduct off campus which brings great discredit to the Academy will be cause for expulsion.

G. Cheating

Cheating during tests will result in a failure grade on the test and, depending on the circumstances, may involve additional punishment.

H. Final Determinations:

Final evaluations and disciplinary decisions rest solely with the administration of the Academy.

XIII. Other Policies:

A. Addressing Questions or Concerns

All personnel, students, and families are requested to follow the proper channels when raising questions and airing concerns. When an issue originates from the classroom, please consult the teacher first. When an issue originates from the school policy or administrative action, consult the administrator first. If a situation is not resolved to one's satisfaction, please follow the chain of command: teacher, administrator, school board.

B. Final Disclaimer

The administration reserves the right at any time to unilaterally revise, modify, delete, or add to any and all policies, procedures, and work rules stated in this handbook or in any

other document. These policies and procedures establish guidelines only. The interpretation of this handbook is the responsibility and right of the administration.