



# STUDENT- PARENT HANDBOOK 2016-2017

## ST. JOHN PAUL II CATHOLIC HIGH SCHOOL

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An Archdiocesan  
Catholic High School  
Established, 13 September 2007  
First school year, 2009-2010

**Archdiocese of San Antonio**  
**Archbishop Gustavo**  
**García-Siller, M.Sp.S**

### School Council 2016-2017

*President* – Jim Gilman  
*Vice President* – Ray Glatt  
*Treasurer* – Wendy Rybicki  
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*Archdiocese of San Antonio*  
Marti West (ex officio)  
*Superintendent, Catholic Schools*  
*of San Antonio*  
Andrew Iliff (ex officio)  
*Principal*

*The school administration, staff,  
and leadership are pleased to  
welcome back the community to  
the 2016-17 school year, our  
eighth year. We especially  
welcome in the Class of 2020!*

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

St. John Paul II Catholic High School is an Archdiocesan, Roman Catholic college preparatory high school for young women and men that affirms the dignity of all persons; prepares students for excellence in college; engages students in the great works of our Western, Catholic tradition; and deepens young persons' relationship with Christ.

### 101 VISION STATEMENT OF ST. JOHN PAUL II CATHOLIC HIGH SCHOOL

Our school will be dedicated to the development of our students spiritually, morally, intellectually, and physically in an environment of love, courage and service that will enable them to fulfill their Baptismal Call to witness Jesus Christ in the modern world.

### 102 FIDELITY TO TEACHING OF CATHOLIC CHURCH

The school is founded in the teachings of the Catholic Church, as those flow from the Magisterium of the Church. All curriculum and teaching materials will maintain and uphold the traditions and teachings of the Church. The school shall also faithfully follow the Archbishop of San Antonio, so that the school's apostolic activity may be carried out in communion with the Church.

All students are expected to participate in all activities and programs of the school.

### 103 MOTTO OF ST. JOHN PAUL II CATHOLIC HIGH SCHOOL

Nolite Timere! which means: "Be not afraid!" These words used repeatedly in scripture, and by Jesus in the New Testament, to assure us that God is with us. Pope St. John Paul II echoed these words in his visits with the youth in the United States and throughout the world. In a world of confusion and anxiety, the words of the Master and of his Servant, the Pope, ring loud and clear. Young people need not be afraid to embrace truth itself, which is not just an idea, but even more importantly, a Person: Jesus Christ who calls us to the adventure of a holy life.

St. John Paul II frequently added to his appeal of "Nolite Timere!" the following rallying cry: "Aperite plene portas Christo!" "Open wide the doors to Christ!" Young Catholics and Christians are called to embrace the life of the mind with great courage and with right judgment in great trust, reverence and wonder of God's love. Thus the Seven gifts of the Holy Spirit allow us to go into the world with trust and humility, prepared to see every loss as gain in God's grace, with well-ordered love of God, neighbor and self, yearning for justice completed in mercy and purity of heart, so that peace might govern our lives, even in the face of persecution and ridicule. This life of the beatitudes, watered with the gifts and fruits of the Holy Spirit is at the heart of the vision and mission of St. John Paul II Catholic High School, which together with the



Church and Christian families, strives to lead students into a knowledge, love and service of the Lord Jesus, through whom alone we come to recognize our human dignity and our divine destiny.

#### **104 CORE VIRTUES OF ST. JOHN PAUL II CATHOLIC HIGH SCHOOL**

The core virtues of SJPIIHS, on which the charism of the school is built, are humility, faith, courage, and love. They can be quickly pulled together in the statement for students, teachers, and parents alike: "With humble faith, live courageous love."

#### **110 ACCREDITATION**

All Catholic schools in the state of Texas are accredited by the Texas Catholic Conference Education Department (TCCED). In December 2011, the school received its accreditation through TCCED and its accrediting commission, TCCAC. TCCED is a part of TEPSAC and TEA. The accreditation allows the school to issue diplomas fully, and is retroactive to the school's founding. The first accreditation cycle lasts for five years, at which time the school will compose its next self-study review and welcome a TCCED Accreditation Team to campus. Subsequent accreditation cycles last 7 years.

#### **113 HISTORY**

St. John Paul II Catholic High School opened in 2009 with a class of freshmen, members of the Class of 2013. The school's history began many years before that, with the prayerful and dedicated work of a committee of Catholic parents from

our region. It was their work and planning that was adopted by then Archbishop Jose Gomez and that led to the founding of our school. To learn more, visit the school's web site and view the videos composed to share this history.

#### **120 GOVERNANCE**

##### **121 ARCHDIOCESAN DEPARTMENT OF CATHOLIC SCHOOLS**

The Superintendent of Catholic Schools in the Archdiocese of San Antonio is the designated agent for the school. The principal reports directly to the superintendent, and school reports semi-annually to the Archdiocesan Catholic Schools Council of the Archdiocese of San Antonio.

The school functions independently, as all Catholic schools in the Archdiocese do, and makes decisions locally on matters of curriculum, school culture, and programs.

##### **122 SCHOOL COUNCIL**

The School Council is an advisory body to the principal and superintendent, and consists of nine members from the school community. Parents and other interested persons can serve on the council, in three-year terms. The members bring their skills and expertise to bear to assist the school in meeting its strategic plan objectives.

Half of the council is elected, and the other half is appointed. Interested persons should talk with current school council members to learn more about serving.

The School Council has its own by-laws and constitution. The by-laws and constitution are posted on the school's web site. Their monthly meetings are open to the school community. They will meet on the first Tuesday of each month, 6:30 p.m., in the teacher workroom.

##### **130 GUARDIAN PARENTS GROUP**

In the 2009-2010 School Year, JPIIHS formed the Guardians' Angels, a parent group, with the group's purpose to foster a partnership between the home and school and to aid the school in providing programs and financial resources for the improvement of the educational programs of the schools.

The group is now called the Guardian Parents Group. Per Department of Catholic Schools policy, the group wrote and adopted its own by-laws and procedures. See the web site ([www.johnpaul2chs.org](http://www.johnpaul2chs.org)) for more information. By virtue of enrolling a student at SJPIIHS, all parents are members of the group and can serve on its executive board.

##### **131 BOOSTER GROUP**

The school also maintains a Booster Group whose function is to support student activities on campus. The group maintains its own by-laws. These are posted on the school web site.

#### **135 PARENT MEETINGS**

The Archbishop and the Dept. of Catholic Schools have tasked Catholic schools in the Archdiocese to work specifically toward evangelization and catechetical formation of the whole school community. To that end, JPIIHS hosts quarterly Parent Meetings, with the goals of these events to build community and share our faith with parents and community members. In 2016-2017, we have scheduled two (2) evenings one in August and one in early January with the expectation that parents will place these events on their calendars and attend. The evenings will last 1.5 hours, and will include a Guardian Parent and School Council update, and a presentation/discussion on virtues, faith formation, college admissions, or academic advising.

Other meetings for parents, especially by grade level, will be scheduled on as needed basis throughout the school year.

#### **140 VOLUNTEERS**

The school needs and greatly appreciates the work that volunteers, parents and other community members, give to our students. It allows us to be more than we would be otherwise. To better facilitate this, there are a few requirements for all volunteers.

SJPIIHS retains the right to conduct background investigations on current volunteers for all positions in order to obtain criminal records and credit reports.



Per Archdiocesan policy, no volunteer that has direct contact with students may begin work until a clearance is issued. The Archdiocese of San Antonio conducts all background checks through its own system and makes its own determinations as to clearances. Should a volunteer desire to challenge any restrictions or who has questions about the procedure, please contact the Archdiocesan office of human resources at 210-734-2620.

**141 SEXUAL MISCONDUCT TRAINING**

All employees are required to receive orientation on the Archdiocesan Policy on Sexual Misconduct. Employees will receive a copy of the policy and must have the official certificate of completion in their personnel file. All school employees must fully comply with the Policy on Sexual Abuse on the Part of Church Personnel of the Archdiocese of San Antonio.

**150 GUARDIAN'S CODE**

*Quis custodiet ipsos custodes? [or Who will guard the guardians?] - Roman poet Juvenal*

The honor code at St. John Paul II Catholic High School is founded in the mission and vision of the school: "an environment of love, courage, and service" to help all "fulfill their Baptismal Call to witness Jesus Christ."

Just as the mission and vision of the school are rooted in the whole person, the Guardian's code applies across the whole day and all areas of activity: academic, social, extracurricular.

Our response to the timeless question posed by the Roman poet is quite simple: the guardian will guard himself and those around him. In an age when many shift responsibility to 'something' or 'someone' else, the Guardian takes responsibility for her actions and for the environment around her. The school mascot, the Guardians, was chosen to embody this vision.

**SJPII Guardian's Code**

*I am a Guardian,  
and I will be honest, protect others,  
and model Christ's example.*

As a declaration of following the honor code, students will write and sign at the bottom of tests and papers.

**I AM A GUARDIAN. - BOB SMITH**

All discipline matters will be seen as an infraction of the Guardian's code, and will be administered as such.

The strength of the code is its simplicity and clarity. We can see this in the way that Christ focuses but does not abolish the Mosaic covenant with the "greatest commandment" in Matthew 22:36-40.

Despite this simplicity and focus, it is important to define the workings of the discipline plan for students, teachers, and parents, and how matters will be dealt with in the day-to-day environment of the school. See the 700 section of this handbook for more detail.

**200 ADMISSIONS & ENROLLMENT**

**201 ADMISSIONS STATEMENT**

The goal of our admissions policy is to match the mission, vision, and resources of our school with the students we serve.

**202 ADMISSIONS CRITERIA**

St. John Paul II Catholic High School (SJPII CHS) considers all students for admission based on five criteria:

- a. Teacher/Principal recommendation letters
- b. School record, including middle school grades and resume
- c. High school placement test results
- d. Standardized test results
- e. Application essay

Priority will be given to Catholic families. Students from non-Catholic families are welcome, and are expected to participate fully in the Catholic formational programs and activities of the school.

Other items that we consider: attendance record (absences and tardies), discipline record, school curriculum, and the desire to attend JPII CHS.

**203 ADMISSIONS PROCEDURE**

- a. Students take the High School Placement Test the first Saturday morning in December. Students should test at the school of their first choice (among the Catholic high schools in the Archdiocese). There is a \$15 fee to cover the cost of the test administration.

- b. By the second week of January, students must submit an application.
- c. If the student attends a Catholic school, the sending 8<sup>th</sup> grade school will send a transcript and report cards in early January once grades are complete. For students in other school environments, including home schooling, the parent should contact SJPII CHS to arrange the submission of a full transcript and a current report card.
- d. Once applications are complete, the admissions committee will consider the applications.
- e. In some cases, the school will request an interview with the student and parents. From these, the school hopes to learn more about the student and how to best serve his/her needs.
- f. Admissions decisions are mailed the first Friday in February, which is the earliest that any school in the Archdiocese is allowed to notify students of admissions decisions.

**210 PROVISIONAL ACCEPTANCE**

In some cases, the school may grant provisional acceptance to students. In these cases, the student will be required to attend a study skills summer program on campus, and the school will work more closely with parents and teachers to monitor the student's progress early in the school year. The school will convene conferences with the parent during the first quarter, and at each quarter grade period. At the close of the first semester, the school and the parents will meet to discuss how well the school is meeting the needs of the student and whether continued enrollment is in his/her best interest.



**211 NON-ACCEPTANCE**

For students who are not granted admission, there is no appeals process at this time.

**215 ADMISSIONS AFTER FIRST ROUND**

For admissions after the first Friday in February, admission decisions will be made as soon as the full application file is complete. The committee will convene to consider the application. Admissions at this time is dependent on space still being available in the entering class.

**220 NON-DISCRIMINATION**

St. John Paul II Catholic High School admits students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided to students without regard to race, national origin, or gender.

**225 PARENTAL COOPERATION**

St. John Paul II Catholic High School works to partner with parents to help parents fulfill their baptismal promise to raise children of faith. As a result, the school works to serve students to their best interests. Parents must understand that the school, at the same time, has partnered with hundreds of other families to serve the children in those families. Through prayer, communication, and compromise, we will find success with our students.

**230 RE-REGISTRATION OF CURRENT STUDENTS**

Each school year is its own mutual agreement between the student and the school; enrollment in the current school year does not entitle a student to enrollment in the next school year.

Re-registration is dependent on continued observation of the school's policies and adequate academic progress. SJPIICHS will attempt to inform families of their intent to offer a student continued enrollment, but, in some instances, cannot make that determination until the conclusion of the previous school year (such as in the case of failed courses or serious behavioral issues).

**235 ADMISSIONS AGE REQUIREMENT**

A student should be fourteen years old by 1 September of their freshman year. Students who are admitted into their senior year who are 19 years old as of 1 September will not be allowed to participate in any TAPPS events, per TAPPS policy.

**237 DOCUMENTS REQUIRED**

Before any enrollment is considered final and complete, the following documents must be on file within the school:

- a. Official Certificate of Birth
- b. Baptismal Certificate
- c. Official Cumulative School Record or transcript from previous school
- d. Health records to include: immunization record, illness record, and acknowledgement

of participation in health program.

**242 ADMISSIONS OF TRANSFER STUDENTS FROM OTHER CATHOLIC HIGH SCHOOLS IN THE ARCHDIOCESE OF SAN ANTONIO**

Transfer from one Archdiocesan high school to another can only occur after consultation of the two principals of the school's involved. At SJPIICHS, the principal will initiate that conversation after any admissions inquiry, in advance of an enrollment offer.

**243 ADMISSIONS OF STUDENTS FROM ACCREDITED PUBLIC AND PRIVATE SCHOOLS**

All students transferring to the school after the normal enrollment period into the freshman year [see §203] will follow a modified admissions procedure, which will always include a student interview and an interview with the previous school's administration. If necessary, an academic assessment can be required, as can letters of recommendation.

**244 ADMISSIONS OF STUDENTS FROM HOME SCHOOLS AND ANY OTHER NON-ACCREDITED SCHOOLS**

All students transferring to the school from non-accredited schools must first provide documentation of all academic work completed in those schools. The administration will create an

individual plan for each student being considered to award credit after assessment, using end of course exams and other means to determine mastery in those course objectives.

**245 ADMISSIONS OF STUDENTS FROM FOREIGN SCHOOLS**

Admission of foreign students will be handled by the principal on an individual basis. All documents required of students must be provided, and all government-required documents must be provided to the school and kept on file. Credits earned in foreign schools will be awarded only after researching course content and requirements. These cases will be handled on an individual basis.

**250 ADMISSIONS OF STUDENTS WITH DISABILITIES**

Archdiocesan policy states that schools will, if able, provide students with special needs with an opportunity for an education. However, should a family apply to a school that is not capable of providing the necessary facilities for their child, they will be referred to other schools and programs which have the ability to educate effectively the child with special needs.

At admission, parents must inform the school fully of the learning requirements of their child. SJPIICHS will make accommodations where possible to serve students, but will not modify the curricular program or scholastic expectations. When SJPIICHS makes accommodations for an individual student's needs, a document will be prepared to outline

the responsibilities of both the family and the school.

## 260 DUAL ENROLLMENT

St. John Paul II Catholic High School may not enter into a dual enrollment arrangement with any non-accredited schools for any portion of the day, due to rules and requirements from the school's accrediting body, TCCED. This would include home schools and other correspondence or on-line schools.

## 270 EMERGENCY CONTACT AND HEALTH FORM

The emergency contact and health form must be submitted at the start of each academic year, before a student is on campus for extra curricular activities or classes in August (or day of first enrollment).

Parents are responsible to contact the school to update the form should any of its content's change, such as new phone numbers, addresses, or named individuals to serve as emergency contact representatives (and their contact information).

## 274 PERMANENT RECORD

A permanent record must exist for each student enrolled in the school. The student's official file should only include:

- a. academic transcripts and/or permanent record card (from middle school)
- b. academic testing records
- c. emergency contact information.

Health records and discipline records will be maintained in separate files.

## 276 HEALTH RECORD

All students must have a health file. The file will include immunization records, the results of any health screenings completed on campus, and the annual health questionnaire form.

## 277 IMMUNIZATION

Every student enrolled in a Catholic school in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.\* \*\*

\* See *Dignitas Personae* from the Congregation for the Doctrine of the Faith.

\*\* Archdiocesan policy #4801

## 278 MEDICATION POLICY \*\*\*

*Accompanying form: Medication Permission Request Form 4802A*

\*\*\* Archdiocesan policy #4802

Students are not allowed to carry medication on their person, including non-prescription medications. (The only exception is that, by physician direction, a student is allowed to carry and self-administer inhaler medication or epi-pen.) Only medication which is necessary for a student to remain in



school will be given during school hours.

The *Medication Permission Request Form* must be completed by the parent/guardian and the health care provider in order for any medication, including "over-the-counter" medication (including but not limited to acetaminophen, ointments, cold tablets, cough drops), to be given by school personnel.

Medication is to be brought to the office by the parent (responsible party). If the medication is liquid, it must be accompanied with a calibrated medication dispenser which has legible numbers on it. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist will be administered during school hours. Medication will be dispensed by a staff person, as designated by the principal.

Each student's medication must be in its original container clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions for administration
7. Duration of administration

The staff member who is designated by the principal to assist a student in taking his/her medication may refuse to do so at any time. No medication which has expired will be given. Medication

will be returned only to the parent/responsible party by school personnel.

By physician direction, a student may be allowed to carry and self-administer inhaler medication or an epi-pen.

## 280 REQUEST FOR AND TRANSFER OF STUDENTS RECORDS

Permanent record cards and health records will be released to a receiving school when that school applies directly by mail to the sending school. A release form signed by the parent or legal guardian must be obtained by the requesting school. If the student is transferring to a Catholic school within the Archdiocese, the original permanent record card and health records shall be transferred. A copy should be retained for the school's records.

If the student is transferring to a school that is not recognized as a Catholic school within the Archdiocese, a copy of the student's permanent record card and the original health records shall be transferred.

All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release of that information. The student's original permanent record card or a copy is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date and the reason for the transfer.



**282 ADDRESS PUBLICATION**

On the annual agreement form to abide by the student-parent handbook, families will indicate whether they want or do not want their address and contact information shared in school directories.

**284 USE OF STUDENT IMAGES, INTERVIEWS, AND WORKS**

On the annual agreement form to abide by the student-parent handbook, families will indicate whether they want or do not want their child's images, interviews, or student work used by the school in publications, videos, or the web site.

**290 STUDENT RECORDS**

All material in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, to the legal guardian, the parents and to the student after his/her eighteenth birthday. Parents are to be made aware that they have the right to this information. *(Family Educational Rights and Privacy Act, 1974 & Amendment of Texas Family Code, Section 14.04, 1983)*

**292 NON-CUSTODIAL PARENT ACCESS TO STUDENT RECORDS**

A non-custodial parent may also have the right of access to the student's educational records. In this case, the school shall delete all references in the records to place of residence of the custodian of the student before releasing copies of the records. The school will follow the Buckley

Amendment with respect to the rights of non-custodial parents.

**295 CHILD ABUSE**

St. John Paul II Catholic High School will pursue all reasonable measures to assist maltreated children and their families. The school will:

1. Comply with the requirements of Texas Statutes Family Code Chapter 261-Investigation of Report of Child Abuse or Neglect.
2. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with official child protective agencies if officials seek to interview a child at school.
4. Provide child abuse awareness in-service education, including legal requirements, for school personnel.
5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

**Reporting Abuse or Neglect:**

A person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. *Family Code 261.101.*

The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected. The report shall contain: name and address of the child, the name and address of the person responsible for the care, custody, or welfare of the child, and any other pertinent information concerning the alleged or suspected abuse or neglect.

Reports shall be made to any local or state law enforcement agency, and in addition shall be made to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53-ABUSE or by their toll-free number 1-800-252-5400. More information on reporting can be found on the DFPS website:

*www.tdprs.state.tx.us*

On-line reporting can be done at *txabusehotline.org*

If the allegation of abuse is being made against a school employee, the Superintendent of Schools will also be notified immediately.

**Reporting of Sexual Abuse**

Any allegation of sexual abuse that involves a school employee, volunteer, or student must be reported to the Office of Victim Assistance and Safe Environment (OVASE), within the Archdiocese of San Antonio.

**296 STUDENT ACCIDENT INSURANCE**

Each school must carry the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment and is usually part of the regular fees charged to parents each school year.

Student accident insurance is secondary insurance and covers students at all school-related activities and for travel to and from all school-related activities. Parents are given the opportunity to purchase supplementary

insurance at higher levels in addition to the required basic insurance coverage.

**297 WELLNESS**

SJPIICHS is committed to providing a school environment that promotes the development of lifelong wellness practices. In order to protect students' health and ability to learn by supporting healthy eating and physical activity, the school will:

- Strive to comply with the Texas Public School Nutrition Policy and/or the USDA Dietary Guidelines for Americans for all foods and beverages sold or served at school.
- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical education.
- Provide opportunities for all students to be physically active on a regular basis.
- Assure compliance with the federal Child Nutrition Program requirements and nutrition standards for reimbursable school meals.

**298 NATIONAL AND STATE SCHOOL LUNCH PROGRAMS**

At this time, the school does not participate in national or state school lunch programs.

## 300 ACADEMIC POLICIES

### 301 DIPLOMA REQUIREMENTS

In 2016-2017, *the Class of 2017* will be working toward the distinguished diploma plan, consisting of 28 credits, with four credits required in the five core disciplines: Theology, English, Mathematics, Social Studies, and Science.

*The remaining eight credits are:*

- Foreign Language (3 credits in the same lang.)
- PE or athletics, 1 credit
- Health, ½ credit
- Speech, ½ credit
- Fine arts, 1 credit
- Electives, 2 credit

### 302 RECOMMENDED DIPLOMA

Some students, mainly in cases of transferring, are pursuing the recommended diploma program. The only difference is one fewer credit in foreign language. The total credits needed are 27, and two (2) in the same foreign language (so Span. I & II or Latin I & II).

### 303 MINIMUM PLAN

There exists also a minimum plan for a diploma, which consists of 26 credits. Students can only shift to that plan in rare circumstances, and only after consultation with parents, administration and faculty. The minimum plan will only be used when no other options for graduation are viable.

## 304 FOUNDATION PLUS ENDORSEMENTS

*The Classes of 2018 and on* will be working toward the foundation + endorsement diploma plan. This includes a foundation plan of twenty-four (24) credits, plus an additional four (4) credits within an endorsement. The total credits earned are twenty-eight (28). Though this is change within our program, students will earn the same number of credits as the distinguished plan, and the same extra course credits:

- 4 credits in the 5 major areas
- 3 foreign language credits
- 1 fine art credit
- 1 PE/athletics credit
- 3 additional credits to include Health, Speech, and Technology.

### 305 ENDORSEMENTS

SJPIICHS will offer three endorsements for students:

- STEM: Science, Tech., Engineering, & Math
- Arts & Humanities
- Multidisciplinary

*\* An appendix to this handbook has more detailed explanations of the endorsements*

Students pursuing an Endorsement must have on file an endorsement selection, signed by a parent and the student. The endorsement selection can be changed at registration time, and the start of any school year. Any changes after the start of junior year may not be possible.

### 306 FOUNDATION ONLY

There exists also a foundation only plan for a diploma, which consists of 24 credits. Students can only shift to that plan in rare circumstances, and only



after consultation with parents, administration and faculty. The foundation only plan will only be used when no other options for graduation are viable.

### 307 CURRICULUM

The school's curriculum is designed for rigorous college preparation. As such, students and parents should expect challenge, difficulty, and high expectations for the work assigned and grades earned.

### 308 HOMEWORK

Given the college preparatory nature of the curriculum, homework will be assigned for most classes most evenings. This will require a significant commitment on behalf of the student.

### 309 CREDIT AWARDING

Credits are awarded by semester, one-half (½) credit per semester completed. Semester grades are not averaged together to form a final grade.

### 310 GRADING SYSTEM

The school will use a numeric system for grading, based on 100, with the grading scale then translated to create a weighted GPA based similarly on 4.0 scale (with weighting for Pre-AP and AP/dual credit classes). [See 315, 350, 351.] The school will not use letter grades. Any grade below a 70 is considered not passing and does not earn credit.

Though there are no letter grades given, teachers at SJPII have been

given the following scale to keep evaluation/grading consistent. 100-93, Superior work (A); 92-85, Above Average (B); 84-78 Average (C); 77-70 Below Average; 69 or lower: failing. Again, all grades remain on the transcript as numeric grades as earned.

### 311 RANK VS. NO RANK

Consistent with private high schools and Catholic high schools in Texas and throughout the nation, SJPIICHS does not rank students in their graduating classes. This is consistent with the guidance given by college admissions departments. Each college has a method for calculating a student's rank in this instance, using a student's GPA, SAT score, other academic indicators, the types of courses taken, and the relative academic level of the institution. The exception is in cases of students in the top 8% applying to Texas Tier 1 Universities that have top 8% automatic admissions programs.

### 312 VALEDICTORIAN & SALUTATORIAN

The school will name a valedictorian and salutatorian using the seven-semester weighted GPA.

### 315 GPA CALCULATION

The school calculates a weighted GPA using the grades earned in classes at the semester. For those courses that are more rigorous, extra weights are given. Thus, in a Pre-AP course, an 87% becomes a 3.8 when the weighted GPA average is created. However, on the transcript and report card, the 87% grade remains. See the chart below:

<b>Numeric Grade</b>	<b>Standard</b>	<b>Pre-AP</b>	<b>AP/Dual Credit</b>
<b>97-100</b>	4.0	4.5	5.0
<b>93-96</b>	4.0	4.5	5.0
<b>90-92</b>	3.7	4.2	4.7
<b>86-89</b>	3.3	3.8	4.3
<b>83-85</b>	3.0	3.5	4.0
<b>80-82</b>	2.7	3.2	3.7
<b>78-79</b>	2.3	2.8	3.3
<b>73-77</b>	2.0	2.5	3.0
<b>70-72</b>	1.7	2.2	2.7
<b>Below 70</b>	0	0	0

### 320 MARKING PERIODS

The school marking periods will be scheduled along four (4) nine-week quarters (approximately), with four and a half week progress reports at the mid-point of quarters (for eligibility purposes).

### 2016-2017 ACADEMIC CALENDAR

#### First Quarter:

15 August – 17 October 2016

#### Mid-Quarter:

Wed., 14 September 2016

#### End of Quarter:

Friday, 21 October 2016

#### Second Quarter:

24 October – 15 Dec. 2016

#### Mid-Quarter:

Friday, 11 November 2016

#### End of Quarter:

Thursday, 15 December 2016

#### Final Exams:

Fri.-Tues, 16, 19-20 Dec. 2016

#### Third Quarter:

4 January – 10 March 2017

#### Mid-Quarter:

Friday, 3 February 2017

#### End of Quarter:

Thursday, 10 March 2017

#### Fourth Quarter:

20 March – 23 May 2017

#### Mid-Quarter:

Friday, 21 April 2017

#### End of Quarter:

Tuesday, 23 May 2017

#### Final Exams:

Wed. – Fri., 24-26 May 2017

### 321 SEMESTER EXAMS

Students will sit for semester exams in December and May that will count toward 20% of the semester grade, along with the two quarter grades (1<sup>st</sup> quarter = 40%; 2<sup>nd</sup> quarter = 40%).

Students are not allowed to take semester exams early or late, unless serious extenuating circumstances necessitate. Exams are expected to cover the majority of the coursework from the semester and will be scheduled during hour and a half exam periods.

### 323 SENIOR SECOND SEMESTER EXAMS

Seniors will take their second semester exams one week earlier than their peers in grades 9, 10, and 11.

### 324 SECOND SEMESTER EXAMS IN AP COURSES

Students in AP classes do not take second semester final exams in any course in which they take the AP Exam in early May.

### 325 EXAM EXEMPTIONS

In 2011-12, the school experimented with the program of school-wide



exemptions of one exam per semester per student. The goal was to allow for greater student focus on studying during exams and to allow teachers to continue to give truly rigorous exams. This experiment will continue, with the hope that this greater degree of focus continues.

Students may not exempt the same exam from semester to semester. Students may not exempt the exam of a one-semester course.

All students, including seniors, must take an exam in a year-long course at least once, regardless of exemptions, AP exemptions, or senior second semester exemptions for a 90+ grade.

### 327 SENIOR SECOND SEMESTER EXAM EXEMPTIONS

Seniors with an average of 90 or greater in the second semester (based on an average of the third and fourth quarter) are exempt from those exams, unless they exempted the exam in the fall.

### 330 HONOR ROLL

The SJPIICHS Honor Roll will consist of students whose academic achievement is worthy of commendation. Each semester the school will form these lists and commend those students. Students will not be eligible for the honor roll if they have one grade below a 70 (even if their average is within the honor roll range).

Those students whose GPA for that quarter or semester is 96-100 will be named “Summa Scholars.”

Students with a GPA for that quarter or semester of 91-95 will be named “Magna Scholars.”

Students with a GPA for that quarter or semester of 85-90 will be named “Laude Scholars.”

### 331 THE TUTORING LIST

A student may be placed on The Tutoring List if he or she has a 70 or below average in one or more classes at the time of a routine grade check.

The Academic Dean will create The Tutoring List at the beginning of each quarter and then update it at mid-quarter; when a new list is made, the Academic Dean will notify students and parents *via* email if the student has been added to or dropped from The Tutoring List.

Daily use of Tutoring Time (3:00-3:30) will be required for all students on The Tutoring List, so that they have dedicated time to get help with and work on their studies. The Academic Dean will monitor this list.

If a student does not comply with the requirements of The Tutoring List, disciplinary consequences might be enacted such as conduct referrals and required Saturday Schools.

If a student is consistently not showing academic progress while on The Tutoring List, he or she may be moved to Academic Probation by the Academic Dean.





### **332 ACADEMIC PROBATION**

Academic Probation is used to intervene in cases where students are not succeeding in their courses, even with the help of The Tutoring List. The Academic Dean and Counselor will create the plan along with the student, and oversee these plans, which may include mandatory tutoring time, teacher check-ins, planner checks, Saturday schools, and other actions designed to help all students to succeed.

### **333 LETTER OF UNDERSTANDING**

Students who are struggling to make consistent and regular progress in their courses, or who are having issues with other matters related to academic progress, may be asked to sign a letter of understanding. This letter will detail the continued interventions of academic probation, as well as timeframes at which improvement in performance should occur.

If the measure of academic probation continues to be ignored and performance does not improve as a result of the letter of understanding, it is usually a sign that the school and the student are not a good match.

### **335 FAILED COURSES**

Courses that are failed must be recovered before the student can either be re-registered or receive a diploma. This will occur in the summer. The school will do its best to help students find the right location to complete these courses, but makes no guarantee that a convenient site will be available. Students should

note that most public school districts do not allow private school students to use their summer school programs for credit recovery.

The school does not allow a student to recover more than one and a half (1½ credits) in the summer. Students who fail more than three semesters worth of courses in one school year may be asked to withdraw.

Once a credit is successfully recovered, the credit recovery grade will be reported next to the failing grade on the transcript. The credit recovery grade will not be included in the GPA calculation.

### **340 PROGRESS REPORTS**

The school will provide progress reports every four and a half weeks. At the mid-quarter mark, the grades are calculated as of the posting date, and will change as the quarter progresses. The progress reports will be posted on the RenWeb site.

### **341 REPORT CARDS**

The school will post quarter and semester report cards. These report card grades will be used to calculate final course grades toward earning credits. The quarter and semester report cards will be posted on RenWeb. Parents will be expected to access the site and print the reports for their own records.

### **342 RENWEB INFORMATION**

The school will use RenWeb, an internet-based school management software system, for the management

of the registrar's office, grades, transcripts, and contact information. Parents and students will be able to access progress reports, report cards, lesson plans and teacher information, along with the management of their contact information.

Teachers will post classroom information on the site, but students must recognize that what happens in the classroom will supersede the information placed on-line.

Families will receive log-on information *via* email at the start of the year to create and maintain their account through the RenWeb.

### **344 CONTACTING STAFF**

Parents are asked to contact teachers and staff members whenever they have questions or need to resolve an issue. Contacting the person in question can be done in two manners: call the main number of the school, and that message will be relayed to the staff member; or, email the staff member. All teachers and staff have email addresses for professional use, provided to community members at the start of the new academic year.

Realize that in some cases, it might take up to day for the staff member to respond to the email, depending when the email sent. The staff member will then respond to the request over the phone or *via* email.

Finally, as a Catholic institution, we work to observe Catholic social teachings, in this case, Subsidiarity. We seek to resolve any issue at the lowest, more direct level. In many cases, that is student-to-teacher or student-to-student.

### **350 PRE-AP COURSES**

Some courses in the freshman, sophomore, and junior years will be delineated as Pre-AP courses. These courses will have a more rigorous set of expectations, as preparation for AP courses in the junior or senior year. As a result, students will receive a higher GPA calculation: 0.5 on the 4.0 scale.

### **351 AP AND DUAL CREDIT COURSES**

To fulfill the school's mission to prepare students for excellence in college, the school will offer AP courses in the junior and senior year. Students registered for AP courses are encouraged to sit for the AP exam as scheduled by the College Board for early May. The fee for the test will be paid by the student.

The school will also be offering dual credit courses through St. Mary's University. At this time, these courses carry a cost to the family of only \$50, and earn credit both at SJPIICHS and the college level.

Both AP and dual credit courses carry with them very rigorous expectations in terms of curriculum and performance. Students will receive a higher GPA calculation for this work: 1.0 on the 4.0 scale.



### 360 CREDIT FROM 8<sup>TH</sup> GRADE

The school will award students high school credit in certain instances when the sending middle school certifies that the courses completed cover high school level material.

These courses will not be counted toward GPA.

Currently, the school will be awarding high school credit for foreign language, technology, Speech, Health, Algebra I, and Geometry.

### 365 PLACEMENT EXAMS

The school gives placement exams in foreign language and mathematics to incoming freshmen to determine the level of mastery of the subject matter and then to make the correct placement of a student in a course (for instance, Spanish I or Spanish II, Algebra I or PAP Geometry). The exams are given in mid-May each year.

### 370 COURSE SELECTION AND CHANGES

Course selection is made upon registration in the spring. Many significant decisions (staffing, master schedule, textbook purchases) are based on those course selections; as a result, the school discourages changes to those registration requests.

### 380 STANDARDIZED TESTING

Annually, in the spring of the year, the school conducts standardized testing, using the Iowa Tests of Educational Development. These tests are used

to help the school evaluate overall school progress, and to review each student's general progress. These scores are not shared with outside governmental agencies, nor are the results tied to promotion or graduation.

It is important to note that the school's curriculum is not planned to be aligned to the Iowa Test's material. As a result, the results of this assessment are limited in value. However, the assessment remains as a tool for the school to better understand its areas of strength and growth.

PSAT and SAT testing is also a part of the school's program. In the fall, on a regular school day, freshman take the PSAT 8/9, sophomores and juniors take the PSAT, and seniors take the SAT. In the spring, juniors take the SAT, again on a regular school day. All students are expected to take part in these assessments.

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### 400 DAILY OPERATIONS/ POLICIES

#### 401 ATTENDANCE POLICIES

Regular school attendance is essential to success in coursework and mastery of the material. No school can achieve its mission and vision without the chance to work with a student each day. Further, nothing is more disruptive for a student's progress or a teacher's work than frequent absences.

**School in the 2016-2017 school year begins at 8:00 each morning in a student's first period class with prayer as a school. Students are considered tardy if they are not inside the first period class by the 8:00 tardy bell.**

#### 402 REPORTING AN ABSENCE

Parents are asked to call the school (830.643.0802) before 9:00 a.m. on any day their student will be absent for all or part of the school day.

If, by 9 a.m., a student has not arrived at school, and the school has not received a phone call from a parent, the attendance secretary must call home to confirm the whereabouts of the student. In order to improve the safety of students, and save the office time, parents are asked to call in promptly.

### 403 EXCUSED ABSENCES

An absence will be considered excused in the following instances:

- School-related extracurricular functions
- School-approved extracurricular functions
- Observance of holy days
- Illness with a parent's note
- Illness with a doctor's note
- Healthcare appointment (should be limited and avoided – must bring note)
- Family emergency or unforeseen issue
- Approved college visits
- Administration-approved absences other than those listed

### 404 UNEXCUSED ABSENCES

An absence will be considered unexcused in the following instances:

- Trips or vacations for leisure
  - Driving tests
  - Babysitting
  - Missed rides
  - Overslept
  - Car trouble
  - Job interviews
  - Traffic issues
- (On inclement weather days, the administration will waive all tardies to account for travel conditions.)

### 405 ABSENT STUDENTS

Students who are absent for a part of a day should report directly to the school office with a parent or doctor's note.

### 406 TARDY TO SCHOOL

Just as attendance is crucial, so too is timely arrival each morning. Since our morning homeroom lasts just long



enough for prayer, students who are late to school miss that important time of reflection.

A student is considered tardy if he is not in his first period class at the 8 a.m. tardy bell. If a student arrives to campus after the 8 a.m. bell, she will be considered tardy.

Students who arrive late to school, up until 8:45, will be considered tardy, unless there is a parent note explaining an excused reason for being late (such as a doctor's appointment). Parents cannot write excuses for normal tardy-to-school issues. After 8:45, the student will be considered absent unexcused.

**407 TARDY TO CLASS**

Tardy to school in the morning (first period) and tardy to class count the same, and carry the same consequences.

**408 TARDY SLIP**

Students who report late to school or to class need to stop in the office to get a tardy slip.

**409 TARDY CONSEQUENCES**

Students will be allowed ten tardies per semester before any disciplinary actions are taken.

On the seventh tardy, the student will be given a written warning, per the school's discipline plan.

On the tenth tardy, the student will serve an academic Saturday School, to make up the lost class time. See

§710 for information on Saturday School.

On every subsequent 5<sup>th</sup> tardy (15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, etc.), the student will serve an academic Saturday school, to make up the lost class time.

**410 COLLEGE VISITS**

Students will be allowed three (3) college visits per school year. These will be approved by the school office, with the desire to find school days with the least impact on academic progress.

**411 EXTENDED OR EXCESSIVE ABSENCES DUE TO ILLNESS OR OTHER MATTERS**

Once a student misses 10% of the scheduled meetings of a course, he/she may lose the chance to receive credit for that course.

As that threshold is neared by a student in a semester course or a full-year course (seven absences in one semester or 15 absences in the whole school year), the school administration will convene an attendance committee to discuss the issues surrounding the absences, to monitor the student's progress toward mastery in the course(s) missed, and to make a recommendation to the school administration about how to proceed. The attendance committee will consist of an administrator and at least two teachers. When the attendance committee meets, they can propose to the principal a plan for intervention for the student that could include attending Saturday Schools to make up the missed time, required doctor's notes for an illness-related absence, and other

reasonable interventions designed to assist the student.

If the 10% threshold is crossed, the committee will meet again to make a determination on whether to continue with the original recommendation.

**412 PERFECT ATTENDANCE**

St. John Paul II Catholic High School does not award certificates, medals, or commendations for perfect attendance. There are many reasons that students will not be physically present for classes, but be excused. These include athletic and fine arts contests, presentations at other schools and events, college visits, doctor's visits, situations too numerous to list. Differentiating between those that would normally disqualify one from perfect attendance and those that do not is difficult and could be potentially unfair to the students involved.

**415 RELEASING OF STUDENTS DURING SCHOOL HOURS**

Students will be released during school hours only to custodial parents or the individuals on the emergency contact and health form, filed at the start of each academic school year. Release to other individuals not on the form can only be done through a written note, followed by a phone call to a custodial parent.

**420 SCHOOL HOURS**

School starts at 8:00 each day, and ends at 3:00. See the

appendix for a detailed bell schedule and dismissal calendar.

**421 INCLEMENT WEATHER**

Archdiocesan schools follow the school districts in which they reside in terms of school cancellation due to weather.

SJPIICHS follows Comal ISD; listen to the local news outlets for guidance, and consult the JPIICHS web site and phone system for further guidance. SJPIICHS will follow CISD in terms of school closures, late starts, and early dismissals.

**422 SCHOOL CLOSURES**

Per Archdiocesan policy, SJPIICHS will observe all Comal ISD (the local ISD) school closures, such as those related to a flu epidemic or bad weather.

**430 TRANSPORTATION**

It is the responsibility of the family to arrange for the travel of students to and from school. Further, it is the responsibility of the student and parents to make the necessary arrangements to have alternate means of transportation when plans change during the school day.

**431 BUS TRANSPORTATION**

For certain all school or all class events, the school will transport students *via* school bus or shuttle bus. School busses will also be used to transport students to athletic contests and other school functions. While on the bus, students are expected to



behave as they would in class. In those cases, the school will inform families of the transportation by bus but will not send home an individual permission slip.

**432 TRANSPORTATION**

The school observes all Archdiocesan and state regulations regarding licensing, insurance, safety and other legalities regarding transportation. Any driver transporting students in an Archdiocesan vehicle must be approved by the insurance company of the Archdiocese of San Antonio.

**434 FIELD TRIPS**

The school will conduct periodic field trips during the school day both for academic courses and to build solidarity and community among students. As often as possible, the school's busses will be used as the mode of transportation for these field trips. Student and parents will submit permission slips to attend these events.

**440 LOCKERS**

Lockers are issued to all students as a place to store their supplies and backpacks when on campus. A student can request a combination lock from the office any time during the year. The combination should not be shared with other students.

The school has the right to open and inspect the locker at any time, with or without the student present. Students should limit the number of trips to their lockers during the day. Any food stored in a locker should be in a sealed container for that day's lunch

only; the locker is not a pantry. Further, there is no refrigeration available for school lunches. Students must have cold packs if their lunches need to stay cold until lunch.

**445 SCHOOL PUBLICATIONS**

School publications serve not only to foster the creative talents of students but also to assist and support the school in its public relations. Such publications shall be available to students, parents, and the school community at large. Articles of archdiocesan interest shall be sent to the editor of the archdiocesan newspaper for publication. All publications will be approved and reviewed by the school administration.

**447 MEDIA**

Members of the media will not be allowed on school property unless authorized by school administration after presenting appropriate valid identification. The school administration shall approve communication with the media prior to any information being released.

**460 COMMUNITY RESPECT MODEL**

Out of a respect for elders, students are expected to address teachers as Mr., Mrs., Ms., or Dr. when appropriate. In answering questions or conversing, students should include "sir" and "ma'am" when appropriate.

**465 BACKGROUND CHECKS**

The Archdiocese retains the right to conduct background investigations on current employees, prospective employees, or volunteers for all

positions in order to obtain criminal records and credit reports.

All employees and volunteers will be screened every three years based on the date of their first screening.

**471 BEFORE SCHOOL**

Students are expected to enter the school building immediately upon arriving on campus. Students are not allowed to wander around the outside campus or to loiter in the parking lot. A gathering area for students is the courtyard, unless it is cold or rainy. The media center will be available for students who want to study.

**473 ATHLETICS OR EXTRA CURRICULAR ACTIVITIES AFTER SCHOOL**

Students who remain on campus after school for meetings or practices will be under the supervision of a SJPIICHS staff member. During any practices or other sessions that are held out on the fields or other outdoor spaces, students are expected to conduct themselves with the utmost of respect and care.

**474 AFTER SCHOOL STUDYING**

Starting at 3:45, students who remain on campus and are not in a tutoring session or participating in an extra curricular activity will be asked to find a teacher's classroom to study in, or to wait in the lobby. The school however does not provide a directly supervised area for students to

wait in. The cafeteria is only for athletes waiting for a practice to begin. Given the rural location of the school, we recognize that it takes time for families to come to school to pick up students. Further, for safety reasons, students cannot just wander about or wait in remote campus locales.

It is the family's responsibility to pick up the student by 5:30, if not in a practice, rehearsal, or work-out. There are adults on campus in case of emergency in the evenings, but these adults are not responsible for direct supervision of the students remaining on campus after 3:45.

**475 VISITORS**

Visitors during the school day who need to meet with a staff member or who are volunteering on campus must be processed through the main office. In the main lobby, visitors must present identification, sign in the visitor's log, and obtain a visitor's pass. Visitors must also sign out upon leaving campus through the front doors.

**485 ILLNESS DURING THE SCHOOL DAY**

SJPIICHS has set up a nurse's station in the school office for students to use when feeling ill during the day. In less severe cases, the student will rest in the school office area, to see if his condition improves enough to finish the school day.

In cases where a student either needs medical attention or to leave school to recuperate at home, a parent will be contacted and is expected to arrive at



school promptly to pick up his/her child.

#### **490 EMERGENCY OPERATIONS PLAN**

St. John Paul II Catholic High School has a separate emergency operations plan, designed to assist the school in dealing with emergency situations as they arise. As needed, teachers and students are trained in the plan. The plan is posted in every room in the building.

#### **491 BUILDING SAFETY PROCEDURE**

The school's general safety procedure consists of maintaining all exterior doors locked during the school day. This requires all visitors to campus to report to the front office. The front office staff has the ability to unlock the front door remotely, and so can wait until seeing who is requesting entry. As a result of this procedure, it may take a few minutes for a visitor to gain entrance to the school. We ask for patience in this regard.

All visitors to campus are required to sign in, received a visitor's pass, and sign out upon exiting the school. All entrance and exit from the school must take place through the front doors.

#### **492 BOMB THREAT**

If a telephoned or written bomb threat is received by the school, the following procedures will be observed:

1. Evacuate the school as for a fire drill.
2. Inform the police immediately. Once the police arrive, accept their

decision as to the course of action to be taken.

3. Inform the Superintendent immediately.

#### **493 FIRE DRILLS**

SJPIIICHS will conduct a minimum of one fire drill for each month with ten or more school days. The school administration will record and file the date and time of each fire drill and other emergency evacuation drill. Training in the use of fire extinguishers and fire safety equipment will also occur annually.

A warning system different from the fire alarm and not dependent on the electrical system of the school has been established to alert school personnel in case an emergency condition arises during the school day.

The fire drill plan is posted in every classroom, office, and room on campus and includes the designation of places to which students will be taken.

#### **495 STANDARD RESPONSE PROTOCOL**

The school utilizes the Standard Response Protocol (SRP) as developed by the "I Love You Guys" Foundation. SRP has four commands to respond to crisis events on campus.

EVACUATE is the only protocol signaled electronically. These are the standard fire drill bells and lights. At these signals, all community members are expected to consult the evacuation map in that room and leave the buildings, gathering at specified locales away from the building.

SHELTER is a command given over the PA. All students and staff will move to the "L" wing, or the 300 wing, and shelter in place in the hallways. Students will be directed to assume the accepted protective position: sit on the floor, head between raised knees, clasped hands covering the head and neck.

LOCK OUT is to respond to an unspecified external threat in the school's general vicinity. This type of command allows normal student movement from classroom to classroom, but not between buildings. Students can only travel from the main building to the cafeteria or gym under direct adult oversight. The administration will complete a full site and building review, checking all exits.

LOCK DOWN is to respond to a specific threat on or near campus or inside the buildings. With lockdown called, all teachers are to lock their classroom doors, turn off the lights, and get all students to cover under their desks, away from the room door. Any student outside of the classroom when a LOCK OUT is called should report to the nearest classroom if in the hallway. If elsewhere, they should shelter in place immediately.

In cases of Lockout and lockdown, as possible, PA announcements will be made to explain what is occurring, as appropriate.

## 500 STUDENT MATTERS

### 501 UNIFORM PLAN

St. John Paul II Catholic High School has instituted a uniform policy in order to create a professional and cohesive environment within the school. Students will be expected to be in uniform each day, except on blue and gold days (which will be spirit-building days, and have a relaxed dress code). The uniform should be clean, fit well and worn as designed, and in good repair. For gentlemen, shirts should be tucked in, with a black belt. The school handbook will define grooming standards for hair and other areas.

### 510 LADIES' UNIFORM

Top:

- Three-quarter sleeve white blouse with school name embroidered on left chest in navy blue
- Option: Short sleeve white blouse (no school name embroidered)*
- Navy blue long tie
- Option: Black sweater with school name embroidered on left chest in white*
- Option: Black sweater vest with school name embroidered on left chest in white*

Bottom:

- School plaid skirt (blue and gold)
- Socks: Blue or white knee socks

If undershirts are worn, they must be white. There shall be no printing on undershirts. Undershirts shall be tucked-in.

Skirts shall be no shorter than the top of the knee.

### 520 GENTLEMEN'S UNIFORM

Top:

- Navy blue polo shirt with school name embroidered on left chest in gold
- Option: Black sweater with school name embroidered on left chest in white*
- Option: Black sweater vest with school name embroidered on left chest in white*
- Option: white or gold short-sleeved undershirt under the navy polo*

MASS Wednesdays: On Wednesday, boys will wear a white button down oxford shirt with a tie, the normal tan pants, without rolling up the sleeves. (Note: SJPICHS did not include the white button-down oxford on our uniform list. Families are responsible to purchase on their own.)

Bottom:

- Tan khaki slacks, with a standard black or brown belt (brown belt with brown ropers, black belt with black ropers or shoes)
- (no conches, spikes, or otherwise on the belt)

### 530 SHOE POLICY

#### 531 LADIES' SHOES

- Black, low-heeled loafers or white saddle oxfords with a navy or black stripe. No wedge heels, open toes, or open backs.
- Shoes must have a non-marking sole.
- These may be purchased at department stores (Macy's, Dillard's,



J.C. Penney's, etc.), Target, Land's End, Bass, or on-line at [www.schoolshoeunlimited.com](http://www.schoolshoeunlimited.com) and [www.zappos.com](http://www.zappos.com).

#### 532 GENTLEMEN'S SHOES

- Dark, low-heeled leather shoes, with or without laces, or black or brown roper boots with rounded toes. Shoes must be leather dress shoes of some kind.
- Shoes must have a non-marking sole.

Any questions on shoes must be presented to the school administration for clarification.

#### 540 GROOMING STANDARDS

Along with a clean, well-conditioned uniform, students are to arrive each day well groomed.

#### 541 LADIES' GROOMING STANDARDS

Hairstyles are to be tasteful and modest and kept neat, clean, and combed. Subtle coloring is allowed, but must be worn without extreme variation from natural hair color.

Nail polish is allowed, but artificial nails are not allowed.

Understated, appropriate makeup is allowed. Dark eyeliner and eye shadow is not considered understated. In cases where the makeup is not considered appropriate, the student will be asked to go into the restroom to make adjustments. In cases, where there is a repeated problem with inappropriate makeup

application, the student will be subject to the discipline plan for being out of uniform.

Ladies are allowed to wear tasteful, understated jewelry during the school day. Simple chain necklaces and simple and small earrings are allowed. Earrings should be limited to two per ear. No other body piercings other than specified ear piercings are permitted.

Hair adornments should be simple and appropriate to the uniform.

At any school function at which the school uniform is not required, SJPICHS ladies are expected to be in modest and appropriate dress. When formal wear is the expected attire, dresses should not be low cut or revealing, and should follow the instructions given for each event.

#### 542 GENTLEMEN'S GROOMING STANDARDS

Hairstyles are to be tasteful and modest and kept neat, clean, and combed. SJPICHS gentlemen are not allowed artificial hair coloring of any kind.

Hair is to be off the ears, eyebrows, and collar. Shaved heads are not allowed, unless approved for some special event or circumstance.

Sideburns should be no lower than the ear and should be well kept. No 'lamb' or 'mutton' chops will be allowed.

A SJPICHS gentleman should be clean-shaven each day. Failure to arrive with a clean face will require a



trip to the restroom to shave, along with being subject to the school's discipline plan.

Gentlemen cannot wear earrings or wear makeup.

A simple chain necklace is allowable, but no large, beaded, or ornate fixtures are allowed. This limits gentlemen to saint medallions or Christian symbols.

### **550 OUT OF UNIFORM/OUT OF GROOMING**

Students who arrive out of uniform will be subject to the discipline plan. In cases where changes can be made to the uniform at school, those changes will be made and the infraction dealt with accordingly. In some cases, a student may need to be sent home to correct the infraction.

All uniform and grooming infractions will receive a Conduct Referral Form (CRF).

### **555 BLUE-GOLD DAYS**

Blue-Gold Days are dress down days, used to build school spirit. Blue gold days will be designated by the administration. Students and faculty will wear a SJPH t-shirt and/or sweatshirt, jeans, and closed-toe "conservative" shoes. Shirts from other Catholic activities, such as ACTS retreats, pro-life shirts, parish ministries, and WYD, can be worn, with administration approval. Seniors may wear college T-shirts. The jeans should not be tight-fitting, torn, dirty, low-slung, or baggy/sagging. Gentlemen should have a belt. Students who have earned blue-gold

passes may only use them on Fridays.

### **557 DANCE DRESS CODE**

The school has developed a separate dress code for dances (Homecoming, Casino Night, and Prom). The code is sent home *via* email and print to all students at the start of the year.

### **560 ADDITIONAL SCHOOL PROGRAMS**

#### **561 FAITH FORMATION**

The school's faith formation program is central to the mission of the school. Formation in faith will occur throughout the school day, all year long. The faith formation program has two key components: weekly Mass and Solidarity teams.

The SJPICHS Community celebrates Mass weekly on Wednesdays. Most masses are held on campus and some at St. Joseph's Chapel, one-quarter mile down FM 482 from the school. Sts. Peter and Paul Parish maintains the chapel, and is allowing the school access. Area priests will celebrate the Masses for the school, Wednesdays at 9:05 a.m., and students and faculty will plan and lead the liturgies and music. Parents and other visitors are always welcome; however, the SJPICHS administration reserves the right to ask those who present conflicts or distractions to leave the grounds.

#### **562 SERVICE LEARNING PLAN**

The spirit and reason behind the service learning plan is to encourage and facilitate the habit of serving

others. This is an integral part of a truly Catholic life, and those habits are solidified in young adult life. Our Guardians are the future leaders of our communities and Church, and we hope that they will look forward to being servant leaders wherever they are, now and in the future.

The plan requires 12 hours per semester, or 24 hours overall, with turn-in dates of the first Wednesday in December and the first Wednesday in May. Hours may be completed in the summer for the new school year to come.

Four types of service are suggested: on campus at SJPH, in a parish, as a solidarity team, and in the community at large. Internships and work for wages do not count as service.

#### **563 RETREATS**

The school conducts annual off-campus retreats for students, in order to assist students' spiritual growth. Retreats are strongly encouraged, but are not mandatory. In most cases, the retreats are off-campus and overnight. In 2015-16, there will be separate ladies' and gentlemen's retreats for the freshmen in the spring, as well as an upperclassman (junior-senior) retreat in the winter.

Retreats are considered school days, and all rules and policies are in effect for students. Should a student not attend a retreat, he/she is still required to attend school on those school days.

### **570 LUNCH**

SJPICHS runs a hot-lunch program for students or faculty. The school's cook and cafeteria manager will provide a daily hot lunch, and some *a la carte* options. The school office will maintain the lunch accounts and maintain the sign-in for meals. If a student signs up for a meal, but does not eat the meal, he will still be charged for it.

### **580 LIBRARY**

An essential part of any high school program is a vibrant and mission-focused library and media center. SJPICHS has developed a library plan to facilitate the formation of a great media center to serve the mission of SJPICHS. During the year, the school will be purchasing titles for use by students and teachers. This will include periodicals and print newspapers.

A portion of the media center will function virtually in the form of access to searchable databases. Students will have access to these information databases at school and at home.

### **590 COUNSELING**

JPICHS has on staff a licensed professional counselor, available to students to address mental health or emotional needs. Students can complete a request form to arrange for a visit with the counselor, and submit to the front office staff. Students can also stop by the counselor's office to schedule a visit.

The counselor is also available to students for academic and college

advising. Students can stop by the counselor's office in the lobby to arrange academic counseling. The principal is also available to offer academic counseling.

### **591 DAILY TUTORING TIME**

Inside the school's daily schedule, from 3:02 p.m. to 3:30 p.m., is tutoring time, designed for students to have daily access to tutoring from teachers and time to make up assessments or assignments missed due to absences. In cases of absences, families should assume that the next two or more days, as necessary, that their student will not be dismissed until 3:30 p.m.

Teachers may require students to attend tutoring as needed to succeed in their courses. In cases where a student is not passing classes, the school will require that that student report to tutoring sessions with teachers via The Tutoring List.

### **592 ACADEMIC SATURDAY SCHOOL**

Saturday School sessions are run on a regular basis. These sessions can be assigned/required when a student has fallen behind significantly in their academic work. If assigned for academic reasons, a student would have the same expectations that other students assigned to Saturday school would have: arrive on time, 9:00 a.m., pay \$20 to reimburse the teacher, and stay until noon.

Students can attend Saturday School for tutoring on their own, and in this case would not have to pay the \$20 attendance fee.

## **600 STUDENT ACTIVITIES**

### **601 ATHLETICS**

As a part of the development of the whole person, SJPII CHS will sponsor teams and develop a full high school varsity athletics program in the coming years. The program will fully support the formational mission of the school. SJPII Athletics will provide student athletes with the opportunity to form excellence in pursuits outside the classroom.

The school will have football, cross country, cheerleading, and volleyball in the fall, basketball, soccer, and swimming in the winter, and track, golf, baseball, softball, and tennis in the spring.

SJPII CHS is a member of the Texas Association of Private and Parochial Schools, and subject to participation in TAPPS, the school must abide by their rules for athletes and competition. SJPII CHS will make efforts to communicate those rules to all community members at the start of each season.

In individual sports (cross country, swimming, tennis, golf, and track), athletes will compete in the available regional or state competitions at the conclusion of the regular season. In all team sports, the teams will participate in the TAPPS 3-A district for our area and size.

Most practices and games will be held after school, and in most cases, the practices will be on campus. All games



will be off-campus. Teams, through the school and coaching staff, will coordinate rides to games; this will come either through carpooling or use of the school's bus.

The SJPII Athletic Program will publish its own set of expectations and guidelines.

### **650 CLUBS AND ACTIVITIES**

Similar to athletics, the school will maintain and expand a set of extra curricular clubs and activities in which students can form the pursuit of excellence. These groups will follow the same set of expectations and eligibility requirements as the athletics program.

### **680 ELIGIBILITY POLICY**

In order to participate in athletics and extra curricular activities, students must be making consistent academic progress, passing their classes and adding to the overall program of the school. The minimum passing grade is 70 in all courses. Any significant or repeated discipline issues can result in removal or suspension from athletic or extra curricular activities.

The school will use the academic quarters first, second (end of the first semester), and third quarter to determine ineligibilities.

In cases where a student is failing only one (1) course, the student will be allowed to continue to

participate in extra curricular activities. A student, parent, administrator meeting must occur in this instance.

In cases where a student is ineligible at the quarter, at the subsequent mid-quarter (second quarter mid-quarter, third quarter mid-quarter, fourth quarter mid-quarter), a student can petition to be eligible based on improved grade performance and reaching the standard eligibility policy.

This eligibility policy is consistent with TAPPS rules and consistent with schools within our districts.



## 700 DISCIPLINE PLAN

### 701 GUARDIAN'S CODE

The Guardian's code: *"I am a Guardian, and I will be honest, protect others, and model Christ's example."*

When a student follows the code, he/she maintains his/her standing with full privileges and rewards of a SJPII student. Further, students who follow the code are honoring their commitment to God and their fellow man. There is no greater reward than that. While the school will do its best to honor and recognize those who do well and make good choices, honor, integrity, and discipline are their own rewards.

The discipline plan has been created to help those whose conduct falls below that standard. The following procedure will apply in ordinary instances where students do not follow the rules and policies of the school.

*In extraordinary circumstances, and to create good order, this plan will be adapted to the seriousness of the issue.*

#### **Normal student management**

In most cases, teachers will immediately intervene when a student's behavior is unacceptable, and seek to redirect him. In most cases, this will be successful; in cases where this is not, the following steps will be taken.

## 710 DISCIPLINE PLAN STEPS

**Verbal warning:** A teacher will take a student to a private place, the hallway being the most likely. There, the teacher will confer with the student about her infraction and behavior. Teachers will not be required to make a written record of these conferences.

**Conduct Referral Form:** After this first step, or when conduct merits more attention, a teacher may give a student a Conduct Referral. In these cases, the teacher should at another time (after class, after school) pull the student aside to engage in a short conversation about the behavior and to notify the student of the referral. There at that time, the student should sign the form. Then, the teacher gives the form to a member of the administration in charge of discipline. The administrator will then call the student in to discuss the conduct, contact parents, and assign disciplinary consequences. The student will have to get the referral signed that night by a parent, and return it to the office the next day.

Four CRF's earns a Saturday School. These accumulate over a year, but not year to year.

The more serious the conduct, the faster the plan can move to a Saturday School.

**Saturday school and parent conference:** A student will serve a Saturday school work session as a disciplinary consequence. Saturday school sessions run from 8 a.m. to 12 p.m. at the school, and always consist of service to the school. The sessions also carry a fee of \$20 paid to the school. Students must arrive on time.



For any time late (after 8 a.m.), the student must make up that time the next Monday after school.

In cases where it is clear that behaviors are accelerating and worsening, the school may convene a conference with the administration, parent(s), and student.

Saturday School can also be given for academic reasons, including lost class time due to tardies or absences, misusing tutoring time, or being in need of more academic support.

**Suspension:** For behavior that is serious or with repeated violations, the school may schedule in-school or out-of-school suspensions. Students will be expected to complete the school work from the school day missed but will not receive credit for the work (zeros will be entered into the gradebook for work due that day). The student, parent, and administration will confer during the suspension, and will draft a letter of understanding to address ways to modify the behaviors. (See §336). A suspension is the last step before withdrawal or expulsion.

**Expulsion:** In cases where the student is unable to change the behaviors or for certain very serious issues, expulsion may be invoked by the school. The school will convene a conference with the parents and the school administration to discuss the issue before deciding on the manner forward.

## 720 CONDUCT

### 721 REASONS FOR IMMEDIATE EXPULSION\*

A student may be subject to immediate expulsion when he/she:

1. participates in disruptive activities by a group such as a gang;
2. possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities;
3. smokes or uses any tobacco product on school property or at a school-related activity;
4. possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity;
5. threatens bodily injury or harm to a student/school personnel;
6. assaults a student, parent or any school personnel;
7. vandalizes school property or the property of others;
8. engages in chronic or repeated behavior which disrupts the learning environment.

\* *Archdiocesan policy #4605*

### 722 SOME BEHAVIORS WHICH CAN RESULT IN SUSPENSION

Insubordination, insolence, disrespect,



or defiance toward a teacher or member of the staff.

Disrespectful conduct or rudeness toward a teacher, staff, visitor, or another student.

Lack of cooperation or truthfulness with the Administration by students or parents in resolving school problems enforcing school policies.

Defacing/destroying school property (includes unauthorized computer use/alteration).

Continuous violation of school rules or regulations.

Manifesting misconduct outside of school as to bring embarrassment to the student body or to SJPIICHS.

Fighting at school or at any school function.

Distributing an unauthorized publication.

Academic dishonesty.

Physical violence.

Possessing a deadly weapon.

Bringing or using or having been drinking alcoholic beverages on campus or at a school function or coming to such having engaged in such.

Possession or use of any illegal drug or drug paraphernalia on campus or at a school function.

Theft of school property or property belonging to any student or school

employee.

Vandalism.

Notorious misconduct.

Manifesting civil or criminal misconduct outside of school as to bring serious consequences.

Actions that cause embarrassment or adverse publicity to the student body or to the school.

Two suspensions during one school year.

Refusal to cooperate in the drug-screening program.

Harassment, intimidation of another student, or communicating a threat to a student.

Membership in a gang or association with gang members.

Computer use to access pornographic material or using such technology to bring disparagement to self, students, teachers or others.

Possessing pornographic material.

Possessing a lighter or matches.

### 730 SUBSTANCE ABUSE POLICY

SJPIICHS has a zero tolerance policy for certain activities that are unlawful, dangerous, or both.

Selling, distributing, or manufacturing illegal drugs or alcohol (controlled substances) can result in immediate dismissal from the school. The local

law enforcement authorities will be notified.

Bringing drugs or alcohol to, or having been drinking or using drugs prior to attending, a regular school day or any school-sponsored activity can result in immediate dismissal from the school.

No student shall possess, use, attempt to use, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event.

These controlled substances include but are not limited to:

- any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- alcohol or any alcoholic beverage
- any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation
- any other intoxicant, mood-changing, mind-altering or behavior-altering drug.

Use means a student has smoked, ingested, injected, imbibed, inhaled, drunk or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

Under the influence, means a student's faculties are noticeably

impaired, but the student need not be legally intoxicated.

The transmittal, sale, or attempted sale of what is represented above is also prohibited under this policy.

Students in the company of those directly involved may be subject to the same sanctions, depending on their level of involvement and awareness.

### 731 CONDUCT OUTSIDE OF SCHOOL

SJPIICHS reserves the right, as it sees fit, to respond to serious matters that take place off campus or off school hours, when student safety is compromised or illegal conduct is involved.

### 735 PREGNANCY

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

In order to insure the best interests of the student(s), parents and the school



community, the following guidelines will be implemented:

When school personnel become aware of the pregnancy, the principal must meet with the pregnant student and then her parents or guardian.

The student must receive appropriate professional counseling consistent with Catholic teaching.

If the father-to-be is a student in a Catholic school, the following guidelines will be implemented:

1. The principal must meet with him and his parents or guardian.

2. The father-to-be must be involved in a counseling program similar to that provided the mother-to-be.

The school will assist the pregnant student and the father in completing their educations either by allowing them to continue attending classes or by referring them to (an) appropriate alternative program(s).

The principal, in consultation with the superintendent, and the parents or guardians, must determine whether the unique circumstances necessitate pursuing an alternate action in completing the education of the students.

### **736 ABORTION**

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion, all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

### **737 MARRIAGE AND CO-HABITATION**

If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student. Co-habitation and a marriage not recognized by the Catholic Church may be causes for expulsion.

### **739 DRUG DETECTION**

SJPICHS is committed to providing a safe environment for our students. The school has the right to perform on-campus drug detection, through canine detection services. This will occur in the 2016-17 school year, similar to all schools in our area and of our size. There will be one announced search; the rest will be unannounced.

According to state law anything on the school's property is legally subject to search. This includes cars in the parking lots, lockers, school bags, and purses.

### **740 ACADEMIC DISHONESTY**

Quite simply, any time a student places his or her name at the top of a page, all of the work contained on that page is expected to be his or hers, unless otherwise cited. This includes assignments, essays, lab reports, quizzes and tests – in short all academic work.

The Guardian's Code expects that all students will be honest in all things, including academic matters. Early in the school year, annually, the administration will present an exact definition of plagiarism and the proper ways to cite other's work.

In the disciplinary plan, all academic dishonesty regards of class, scope, or assignment carries the following:

- Zero for that assignment
- Required parent, student, teacher, admin meeting
- Can include a Saturday School.

A second offense will mean an automatic suspension and possible loss of credit for the course. A third academic dishonesty issue may result in removal from the school.

In the case of academic dishonesty, the work in question will be given a zero. In some instances, this may result in a failure for the course and a loss of credit.

### **750 CELL PHONES AND OTHER ELECTRONIC DEVICES**

Cell phones are somewhat more than a modern convenience for a school in which all students have to rely on others to transport them to and from school. However, the devices should not be kept on the student. They should be stored in lockers, or in backpacks, and should be off. Should students need to use a phone for an emergency during the school day, they should do so in the office. If a student is found to be using a phone or in possession of a phone during school hours, the phone will be confiscated, the student will be assessed a \$25 fine to get it back, and the parent will be notified. The second offense will mean a \$50 fine. When confiscated, the administration reserves the right to review the recent activity on the phone (text messages, phone calls, email).

Parents are encouraged to call the school office or the school cell phone if there is an emergency call. Any calls or text messages to a student's cell phone will not be able to be received until the end of the day.

iPods and other digital music devices follow the same penalty for use during school hours. Game-playing media devices and video cameras are never allowed on campus, unless cleared by a teacher as a part of curricular work. Should newer or varied digital devices pose an issue to good order at the school, the list of banned items will be adapted to meet these issues, and announced in the school bi-weekly newsletter.

## **760 PUBLIC DISPLAYS OF AFFECTION**

It is allowable for friends to embrace briefly as friends; this can be appropriate and Christian. However, in cases where the embrace is true display of romantic affection, in public, this would not be considered appropriate. Such incidents will move directly into the discipline plan, based on the seriousness of the display.

## **762 SCHOOL AS WEAPON FREE ZONE**

St. John Paul II Catholic High School must follow the regulations as stated in Texas state law regards weapons on or near the school property.

It is a crime for any person, student, or non-student to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus, or bus, or at a school-sponsored event, athletic, social or extra-curricular. The person who does will be immediately reported to the authorities. The principal should notify the parents or guardians of any student who is arrested for violation of this statute.

The school reserves the right to exclude a parent from further participation in school activities of any kind after breaking this rule.

## **764 SEARCH AND SEIZURE**

The School maintains the right to search student's lockers, bags, and desks at any time, as is deemed necessary by the school administration or its designee to

maintain a safe and orderly school environment.

## **770 ANTI-HARRASSMENT POLICY**

SJPICHS does not condone harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect. Harassment in any form, including bullying and cyber bullying, is prohibited. Bullying, a form of abuse, can be defined as repetitive acts of manipulation and/or aggression by one or more persons against a person or persons. For bullying to occur there must be an imbalance of power, intent to harm, and repetition of the type of act. Bullying can further be defined as either physical (verbal or written), or non-physical.

This prohibition against acts of harassment applies to all people engaged in all school-related activities; all students, regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

In cases where community members, to include parents and students, believe that harassment is taking place, should report the behavior and incidents to the counselor, an administrator, or teacher as soon as possible. After researching the issue, the school will determine the appropriate manner to respond and resolve the situation, and avoid any repeating offenses.



## **800 FINANCIAL POLICIES**

### **801 TUITION AND FEES**

The School Council of St. John Paul II Catholic High School (SJPICHS) establishes tuition levels annually based on the financial needs of the school.

Tuition for the 2016-2017 school year is set at \$9,050.00 (includes \$250.00 technology fee & \$250 registration).

### **802 REGISTRATION FEE**

A registration fee of \$250.00 is due each year with the application paperwork and is non-refundable.

### **805 TUITION PAYMENT OPTIONS**

Tuition of \$8,800.00 (includes \$250.00 technology fee) is payable through three methods:

**Full tuition:** A one-time payment of \$8,800.00 is payable July 1, 2016. If this is not paid by the deadline, the student may be placed on the monthly tuition plan.

**Semester tuition:** Two payments of \$4,400.00 are payable July 1, 2016 and January 5, 2017. If the first installment is not paid by the deadline, the student may be placed on the monthly tuition plan.

**Monthly tuition:** Ten payments of \$880.00 are payable the 1<sup>st</sup> of

each month beginning July 2016 and ending April 2017.

Ensuring the timely payment of all tuition and fees is the responsibility of the custodial parent/guardian, regardless of who actually pays all or part of the charges.

### **810 TEXTBOOKS**

The school will provide textbooks. All textbooks, workbooks, CDs/DVDs, on-line codes, and other materials remain the property of the school and will be returned at the end of the course.

Excessive wear or damage on school-issued items may result in a recovery fee payable by the student at the end of the school year.

### **811 PAPERBACKS**

All paperback book selections in the humanities will be purchased by SJPICHS, and billed to the student as they are purchased during the school year. For your budget planning, the estimated cost of these books for the 2015-2016 school year is \$100.00.

These books are the property of the student. Lost or damaged books will need to be replaced by the student.

### **812 ACTIVITY FEES**

Activity fees will be collected for all clubs and athletics. The School Office will collect these fees at the beginning of each season/event.

### **813 GRADUATION FEE**

All senior students will be charged \$100 at the start of the school year to



help with the costs associated with graduation, Project Graduation, and other senior class related events.

Families will be required to purchase a cap and tassel, and rent a graduation gown. This is not covered in the graduation fee.

### **816 FUNDRAISING PARTICIPATION REQUIREMENTS**

SJPIIHS runs four major fundraisers each school year that provide funds for the general operation revenue of the school. The fundraisers then allow tuition to remain lower for all families. The school does not require participation in three of these fundraisers, relying on the good will of each family to help as they are provided.

The one fundraiser that is required is the Catholic Life Raffle Ticket sale. Each family is required to sell \$200 worth of tickets. The deadline to complete this is 7 January 2015. Should this not be completed the family will be billed \$200 or the portion of the \$200 not completed. This will appear in the family's RenWeb account statement by late January 2016.

### **820 PAYMENT INFORMATION**

Please include the student's name on all correspondence to ensure proper credit. Post-dated checks will not be accepted.

Payments may be made through personal check, cashiers check, or money order, and either mailed to St. John Paul II Catholic High School or submitted to the School Office.

Electronic withdrawal is available for the monthly tuition option. Please see the School Office Manager for details.

Quarterly statements will be emailed to parents. However, statements may be requested at any time. Please contact the School Office for assistance.

### **830 TUITION ASSISTANCE**

Limited funds may be available for tuition assistance. Families requiring financial assistance should contact the Principal. A committee of School Council members determines fund awards. All applicants will be required to submit financial documentation.

### **840 SERVICE CHARGES**

**Late Fees:** Payments made after the published due dates are considered late, and a \$25.00 late fee may be assessed.

**Non-Sufficient Funds (NSF) and Automatic Clearing House (ACH) Overdrafts:** Any fees charged to the school for NSF or ACH overdrafts will be assessed back to the student. These fees and the late tuition for that month has to be made payable through cash, cashiers check, or money order.

### **845 OTHER FEES**

Additional fees may be assessed back to the student for any damaged items due to abuse, misuse, or negligence.

### **850 PAST DUE ACCOUNTS**

If, for any reason, monthly payments or other financial arrangements fall behind by more than one month, a conference with the Principal will be scheduled to

discuss the situation. Past due accounts in excess of two months may cause the school to ask the student to withdraw.

Any student who has a past due account or has accrued fees will not be issued a report card, including access to on-line reports, until the account is paid in full.

### **855 EXTENUATING CIRCUMSTANCES**

If a family encounters unusual or extenuating circumstances affecting payment arrangements, they are to notify the School Office Manager to resolve the issue. Any variance from the original payment plan requires a written agreement between the family and the school, signed by the Administration.

### **860 WITHDRAWAL & REFUNDS**

Depending on payments made, a student withdrawal may result in either a refund or payment due.

Students withdrawing will be charged tuition through the entire month they depart. For example, if a student withdraws from school on January 4<sup>th</sup>, he/she will be charged for six months tuition (August-January). This will be computed by dividing the published annual tuition, including the technology fee, by ten months (August-May) and multiplying by the six months owed. Fees will be charged as applicable.

Transcripts, report cards, and/or on-line reports will not be released to a student, parent/guardian, or

another school until all financial obligations are met.

## 900 OTHER POLICIES

### 910 ACCEPTABLE USE POLICY (TECHNOLOGY/INTERNET)

SJPIICHS has created a state-of-the-art technology network in order to enhance and support the school's mission and vision. The tools within this network have substantial benefits but with some risks; as a result, with the privilege of accessing this network comes a responsibility. The following is the acceptable use policy for computer network at St. John Paul II Catholic High School. All students and parents must sign an acknowledgement that they have read and will abide by this policy.

#### ***Guidelines for acceptable use***

All activities within the network and on the internet must be for legitimate educational and spiritual pursuits. These can include research, organizing and presenting information, reviewing classroom material, and many other educational pursuits that have an intentional support of the JP II mission of formation.

With this simple rubric, students can know what is acceptable use: if it is in support of classroom and formational pursuits, it can be considered acceptable use.

### 911 UNACCEPTABLE NETWORK AND INTERNET USE

A similarly simple rubric can be applied to pursuits that are unacceptable: if it is not for instructional, classroom pursuits, it is not appropriate.

Further, when students are unsure, they must ask a teacher or administrator first. This is of paramount importance with computers, where one mouse click can bring down whole networks.

The following are practices that are not acceptable within the local area network and on individual computers.

- Students should not share passwords or use another person's computer account at any time.
- Students should not use obscene or inappropriate language or tolerate others' use of that language.
- Students should not engage in actions that threaten the network or its integrity.
- Students should not use flash drives or disks to copy files to or from the computer unless authorized to do so.
- Students should not share folders, documents, or files unless authorized to do so.
- Students should not download or copy program files to or from any school computer or server.
- Students should not carelessly use school resources such as computer equipment, paper, and printers.

The following are practices that are not acceptable on the internet:

- Students should not search for, send, or receive messages, images, or media files that are deemed offensive by SJPIICHS.
- Students should not unlawfully copy, save, or redistribute copyrighted material. (Users should assume material is copyrighted unless noted.)
- Students should not subscribe to any services nor order any goods or services.
- Students should not share their home



addresses, phone numbers, or other information, nor the information of other students.

- Students should not play internet or other games, instant-message, check email or texts, 'tweet,' or update or view social networking sites, unless authorized to do so for educational purposes.

A violation of this agreement is considered a violation of the Guardian's Code, and may result in the loss of computer privileges, academic failure in the appropriate class, or possible expulsion from school.

Faculty members have the right to interrupt, prohibit, or suspend computer usage at any time, whether on the school's or the student's personal device.

### 915 USAGE OF IMAGES, SOUND FILES, OR MEDIA CLIPS OF THE SCHOOL AND SCHOOL SETTINGS

Students may not use the school's logo, images of the school, videos of school- or class-related material, or media files of teachers or administrators on websites, blogs, social networking sites, or any internet-based location without the express written consent of the Principal. A violation of this code is a violation of the Guardian's Code and is subject to the school's discipline policy.

### 917 SCHOOL-OWNED COMPUTER USE

As a part of the acceptable use policy, students who decide to use

a school-owned computer accept responsibility for the care and upkeep of that computer while they have it checked out. Should the computer be damaged during the time they have it checked out, they are responsible to pay for the repair. All computers must be checked out of the library and returned to the library.

### 920 INTERNET USE OFF-CAMPUS OR OUTSIDE SCHOOL DAY

SJPIICHS students are responsible to conduct themselves with high levels of deportment and moral and ethical decision-making all the time, not just at school. This especially applies to conduct on-line, which is lasting and open to all. Should substantiated unethical or illegal conduct outside the school environment, on-line or in other situations, come to the attention of the school, this, too, may serve as grounds for disciplinary action, as students of SJPIICHS are expected to conform their lives fully to Christian principles.

This policy applies to communications or depictions through email, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or (3) cause harm to the school community

### 930 HARASSMENT POLICY

SJPIICHS does not condone harassment of any kind. All students of the Archdiocese are to be treated



with dignity and respect. Harassment in any form, including bullying and cyber bullying, is prohibited. Bullying, a form of abuse, can be defined as repetitive acts of manipulation and/or aggression by one or more persons against a person or persons. For bullying to occur there must be an imbalance of power, intent to harm, and repetition of the type of act. Bullying can further be defined as either physical, or non-physical (verbal or written or cyber-based).

This prohibition against acts of harassment applies to all people engaged in all school-related activities; all students, regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

**Procedure When an Allegation of Harassment is made Against Laity**

The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop.

When an allegation is made regarding harassment against laity, the person reporting the complaint should be informed to notify the Human Resources Office who will in turn notify the Archbishop (or his designee). Their office telephone number is (210) 734-1689.

The Director of Human Resources will immediately initiate a preliminary investigation to begin a prompt and thorough evaluation of the alleged harassment. The alleged perpetrator will be placed on Administrative Leave with Pay (if an employee) or Suspension (if a volunteer) during the evaluation process. Care will be taken

to avoid endangering anyone's good name during this process.

The Director of Human Resources will notify the alleged perpetrator, his/her supervisor, and the person who brought the allegation of the conclusion of the evaluation.

**Procedure When an Allegation of Harassment is Made against a Cleric**

The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop.

When an allegation is made regarding harassment against a cleric, the person reporting the complaint should be informed to notify the Office of Victim Assistance and Safe Environment (OVASE) who will in turn notify the Archbishop (or his designee). The OVASE telephone number is (210) 734-7786 or 1-877-700-1888.

The Archbishop (or his designee) will initiate the preliminary investigation.

The Archbishop (or his designee) will notify the alleged perpetrator, his/her supervisor, and the person who brought the allegation of the conclusion of the evaluation.

**Procedure When an Allegation of Harassment is Made Against a Person Who is Not an Employee or Volunteer**

All incidents of alleged harassment shall be investigated by the principal and/or authorized agent and reported to the superintendent. A written report of the allegation and the investigation shall be kept on file at the school. The final action taken shall be determined by the investigator and may include, especially in cases of second offenses,

removal of the individual from participation in any school activities or programs.

**Procedure When an Allegation of Harassment is Made Against a Student**

All incidents of alleged harassment shall be investigated by the principal and/or an administrator. A written report of the allegation and the investigation shall be kept on file at the school. The final action taken shall be determined by the investigator and may include, especially in cases of second offenses, suspension or expulsion.

**940 GRIEVANCE POLICY**

This policy and procedure shall apply only to instances of student expulsion.

**PROCEDURE:**

Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the principal ("conference") for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint, including a brief summary of the initial conference, must be prepared and filed with the school council secretary within (3) school days of the conference, or decision resulting there from, whichever is later. The date and

time of filing will be recorded on the original of the complaint.

2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council ("LGC"), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within (7) school days of its receipt of the grievance. The LGC will render a decision within (10) school days of its receipt of the grievance.

3. If the aggrieved party is still not satisfied with the decision of the Grievance Council, an appeal may be made to the superintendent, the authorized agent for JPII CHS, within three (3) school days of the decision of the Grievance Council. The school's authorized agent, will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the agent's receipt of such an appeal. The agent will then render her decision within five (5) school days.

4. If the aggrieved party remains unsatisfied with the decision of the authorized agent, the avenue of further appeal would be the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within five (5) school days of the agent's decision.

5. Pending outcome of the formal grievance, only the principal or authorized agent may, with or without condition, abate the expulsion or the termination.



#### Local Grievance Council - Composition

1. The local Grievance Council shall be composed of three members appointed by the local School Council.
2. Individuals appointed to this Council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member. The other two members should have no direct relationship to the school.
4. The appointment to the local Grievance Council is for one year and is renewable.

#### Local Grievance Council - Duties and Process

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The Council will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal.
2. If the decision of the council is to uphold the principal's decision, then the process moves to No. 8.
3. If the decision of the council is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who is not an attorney and who will

act as observer/advisor. This individual is not to directly address the Grievance Council.

5. Both parties will appear before the Grievance Council together and make an oral presentation of the written statements presented to the council. The aggrieved party will make the first presentation. At no time is there to be cross-examination of direct discussion between parties to the grievance.
6. After both presentations have been completed, the Council will enter into closed session to consider the oral and written presentations.
7. The Council may recall, together, both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The Grievance Council will render its decision in writing according to the prescribed grievance procedure.

#### 945 LOCAL GRIEVANCE PROCEDURE

For matters other than expulsion, the local grievance procedure should start at the lowest possible level, with the teacher or staff member to whom the matter most closely effects. If this does not find a resolution, the matter should be brought to the principal. The principal will work to find a resolution to the matter, through meeting with all effected persons, either as a group or individually, which ever is deemed to be most prudent for the situation. After these meetings, the principal will inform each as to the actions necessary to find resolution.

#### 950 ASBESTOS NOTICE

This is the school's annual notification of presence of asbestos containing materials in the school building. The location and condition of these materials is recorded in a binder stored in the office area.

The results of surveillance and inspections have been satisfactory.

#### ADDITIONAL DOCUMENTS:

- Bell Schedules
- One-page school calendar
- School map
- Diploma Plan, Distinguished and Foundation + Endorsement
- School Council By-laws and Constitution (on-line)
- Guardian Parents By-laws and Constitution (on-line)
- Guardian's Code Contract (issued separately)
- Network/Internet Acceptable Use Contract (issued separately)

**This Student-Parent Handbook does not make explicit all policies and regulations of St. John Paul II Catholic High School, the Department of Catholic Schools, and the Archdiocese of San Antonio. The school administration reserves the right to modify existing policies or add new policies as circumstances make such decisions prudent or necessary.**