



SAINT JOHN PAUL II PREPARATORY SCHOOL

2020-2021

Parent & Student Handbook

Our Mission:

To provide students with excellence in education, both academically and spiritually, in order to prepare them to become faith filled adults who will live and defend the Catholic faith with confidence and joy.

School Address:

1418 S. First Capitol Drive
Saint Charles, MO 63303

School Phone Number:

314-201-2103

School Email address:

office@johnpaulprep.org

School Website

www.johnpaulprep.org

Quick Reference Guide

CONTACT INFORMATION

To call or text the school for any reason:

314-201-2103

To report an absence or tardy, please call or text:

314-201-2103

To email the school for a general question or comment, including a student absence or tardy.

office@johnpaulprep.org

Principal – Lynette Schmitz lyn.schmitz@johnpaulprep.org

Dean of Grade School – Seana Tetzlaff seana.tetzlaff@johnpaulprep.org

Dean of Middle School – Amy Steppig amy.steppig@johnpaulprep.org

Dean of High School – Sebastian Garren sebastian.garren@johnpaulprep.org

Admissions Inquiries admissions@johnpaulprep.org

Billing Inquiries billing@johnpaulprep.org

GradeLink Login:

(Please use this space to write your login when you receive it)

Family Gmail account:

Username:

Password:

DEFINITIONS

Grade School – the grades of PreK – 5th grade

Middle School – the grades of 6th – 8th grade

High School – the grades of 9th – 12th grade

“School” or “School Campus” or “Campus” is defined as the property of St. Robert Bellarmine Catholic Church which includes the school building, school property, and all parking areas.

Our school is to be written and referred to as either Saint John Paul II Preparatory School and/or JPII. Any reference to JPII for the purposes of solicitation, advertisement, or gathering needs to be approved by the Principal.



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JPII: THE MODEL

Saint John Paul II Preparatory School is a hybrid education program. Our program includes a rigorous classical curriculum, character development, spiritual formation, and extracurricular activities.

The hybrid style embraces the best aspects of traditional schools and the advantages of a homeschool. Professional teachers instruct students in their areas of expertise and provide assignments for both school and home. Students in grades K-12 are required to attend school each Monday, Tuesday, and Thursday; on Wednesday and Friday parents continue instruction and monitor their students' progress at home. The family works together to facilitate a learning environment in the home to complete assignments on home days, and teachers guide and monitor the progress through the school's classical curriculum in their own areas of expertise.

Because the family represents the domestic church, JPII is designed as a supportive tool for the parents in educating their children by offering an authentic Catholic curriculum taught by qualified teachers. Parents continue to play an integral and irreplaceable role in their children's formation.

JPII is the ideal setting for families that desire flexibility and parental involvement with a focus on rigorous academics and strong Catholic faith formation. Our educational approach develops capable and independent students, strengthens family bonds, and lowers costs for private Catholic high school education.

This program is built to allow greater individualization of the educational experience within the framework of both a family environment and a professional atmosphere, with reliable and authentic religious formation permeating each setting.

Our dual emphasis on the family and the school supports the natural role of parents and the educational needs of students. For parents to succeed in their all-important task of discipleship, it is essential for families to experience meaningful time together. JPII gives time and access back to parents in exchange for trust in and commitment to the program of the school. Such involvement, when lovingly and joyfully administered, leads to success for the entire community in teaching the highest subjects of faith, hope, and love. A committed partnership between parents and teachers is imperative for making home and school integration possible, practical, and successful.

EDUCATIONAL PHILOSOPHY

The school adheres to the Catholic Faith as set forth in the *Catechism of the Catholic Church* and other documents of the Magisterium. To this end, the Board of Directors, Principal, deans, faculty, and staff are required to take an Oath of Fidelity to the Magisterium and make a Profession of Faith to the Holy Roman Catholic Church. A signed copy is kept in the personnel file.

The Board of Directors, Principal, deans, faculty, staff, parents, and students are in agreement with the Oath of Fidelity and with the tenets of the Catholic Faith because they define the Catholic identity of the school. The school expects the Board of Directors, Principal, deans, faculty, and staff to know, adhere to, accept, and demonstrate the standards of Catholic moral teaching in all its particulars.

The Principal, deans, faculty, and staff demonstrate the practice of the Catholic Faith, especially in the action of prayer. Religious services, education, and activities are directed toward ensuring the adherence and participation of the students, including non-Catholic students, in an effort supported fully by their parents.

Saint John Paul II Preparatory School bases its educational philosophy on four main components: (1) adhering to the teachings of the Catholic Faith, as set forth in the *Catechism of the Catholic Church* and other documents of the Magisterium, (2) preparing each student for earthly and eternal life, (3) emphasizing the parents' role as primary



educators as ordained by God, and (4) supporting the teachers' role as academic and spiritual leadership models.

(1) The Catholic Faith: Our first and most important aim at JPII is to know, love, and serve God. All education, which is the pursuit of Truth, Beauty, and Goodness, is inescapably Christian in that all truth is God's Truth. Because God created, sustains, and will consummate all things through His Son, Jesus Christ, the universe and all life are dynamically ordered to Him and have the purpose of glorifying Him. This purpose is fundamental to Christian education and permeates every aspect of our goals and objectives, our teaching methods, and our curriculum. All representatives of the school strive to be Christlike in their academic and spiritual pursuits.

(2) Preparing Each Student for Life: The primary goal of Catholic education is to prepare all students to glorify and honor God in all that they do and ultimately to achieve eternal life. We seek to fulfill this goal by the following:

- Training and encouraging students to become committed disciples of Christ, faithful to the teachings of the Catholic Church and holding true to Sacred Scripture, Sacred Tradition, and the Magisterium as the source for Truth, Beauty, and Goodness.
- Supporting the family as the primary social and educational unit instituted by God.
- Promoting personal responsibility for academic excellence and a strong work ethic.
- Integrating home and school for the development of life skills and strong Christian character in balance with academics and extracurricular activities.

Students will be encouraged to assume personal responsibility for learning as part of the maturation process. We expect that JPII students be prepared to pursue any chosen profession through rigorous academic instruction and discipline. We further expect graduates of JPII to be committed to a lifetime of learning and service to their families, their parishes, and their communities through an intimate relationship with Jesus Christ.

(3) The Role of Parents: We recognize that parents rear their children for God's glory by bringing them up in the love of Christ and the service of His Church. The home is to be a place of training and teaching one's own children. Parents are God's first teachers and the family His first school. This educational activity within the family is a ministry through which the Gospel is transmitted and radiated to young believers.

The Right and Duty of Parents Regarding Education

Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and others that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs."

The right and duty of parents to give education is essential, since it is connected with the transmission of human life; it is original and primary with regard to the educational role of others, on account of the uniqueness of the loving relationship between parents and children; and it is irreplaceable and inalienable, and therefore incapable of being entirely delegated to others or usurped by others.

In addition to these characteristics, it cannot be forgotten that the most basic element, so basic that it qualifies the educational role of parents, is parental love, which finds fulfillment in the task of education as it completes and perfects its service of life: as well as being a source, the parents' love is also the animating principle and therefore the norm inspiring and guiding all concrete educational activity, enriching it with the values of kindness, constancy, goodness, service, disinterestedness and self-sacrifice that are the most precious fruit of love. **FAMILIARIS CONSORTIO**



(4) The Role of Teachers: Teachers are hired by the school to be models of Christian values; they exercise the unconditional love of Christ, expertise in the classroom, and leadership in the community. Teachers are to work very closely with parents to ensure the youngest students learn and complete at-school and at-home materials. As the students mature and gain responsibility, teachers, students, and parents coordinate via classroom assignments, direct communication with teachers, and our online platform. Our instructors strive to work together with the parents to produce independent learners who are secure in their Catholic faith, disciplined in their academic habits, and generous in sharing their talents with others.

Relations with Other Educating Agents

The family is the primary but not the only and exclusive educating community. Man's community aspect itself-both civil and ecclesial-demands and leads to a broader and more articulated activity resulting from well-ordered collaboration between the various agents of education. All these agents are necessary, even though each can and should play its part in accordance with the special competence and contribution proper to itself.

The educational role of the Christian family therefore has a very important place in organic pastoral work. This involves a new form of cooperation between parents and Christian communities, and between the various educational groups and pastors. In this sense, the renewal of the Catholic school must give special attention both to the parents of the pupils and to the formation of a perfect educating community. **FAMILIARIS CONSORTIO**

MISSION STATEMENT

To provide students with excellence in education, both academically and spiritually, in order to prepare them to become faith-filled adults who will live and defend the Catholic faith with confidence and joy.

STATEMENT OF FAITH

CATHOLIC FAMILIES

Saint John Paul II Preparatory School (JPII), as a Catholic school in union with the Roman Catholic Church in the Archdiocese of Saint Louis, professes to uphold all the teachings of the Catholic Church as pronounced by the Magisterium and taught through the *Catechism of the Catholic Church*. It is assumed that Catholic families seeking admission support JPII in this profession and would only contribute to the harmonious spirit needed for their children to fully benefit from the education offered at JPII. Parents and students are required to sign a Statement of Faith, professing their agreement to support this mission.

FAMILIES OF OTHER FAITHS

Families of Christ-centered faiths professing the Apostle's Creed are welcome. When families of other faiths are accepted it is understood that they support the policies contained herein. Parents of children of other faiths, as do Catholic parents, further agree that their children are not permitted to malign the validity of Catholic teachings. However, honest inquiry is encouraged for all.



HEALTH & COMMUNICATION PROTOCOL

HEALTH AND SICKNESS GUIDELINES

Please text or call the office at 314-201-2103 to notify us if your child will be absent.

Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover. If a student must be absent from school because of illness or other health issues, the teachers and staff will work to help the parent and student have appropriate instruction/work at-home while recovering.

JPII does not have a nurse on staff but does keep basic health care items in the office. Care will be administered by the student's teacher or member of the administrative staff according to the Medical Release Form on file in the office.

Health guidelines are as follows:

Colds:

- A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay home from school.
- Please keep your child at-home if he/she has a fever of 99 degrees or greater or is experiencing discomfort that would interfere with his/her ability to perform in school (i.e. uncontrollable coughing, excessive sneezing or nasal discharge, severe lack of energy).

Conjunctivitis (Pinkeye): Following a diagnosis of bacterial conjunctivitis, the child may return to school 24 hours after the first dose of prescribed medication. Students with viral infection may return when eyes are clear.

Diarrhea/Vomiting: A child with diarrhea and/or vomiting should stay at-home and return to school only after being symptom-free for 24 hours.

Fever: A child should remain at-home with a fever greater than 99 degrees. The child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Acetaminophen or Ibuprofen).

Impetigo: A child with impetigo may return to school 24 hours after treatment has begun. A doctor's note of proof of prescription is recommended.

Rashes: A child with a suspicious or unexplained rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.

Strep Throat: A child with strep throat may return to school 24 hours after antibiotic treatment has begun.

Headache: A child with a minor headache doesn't usually need to be kept home from school. If the headache is more severe or is accompanied by other symptoms (such as raised temperature or drowsiness) then keep the child home from school.

Migraine: A child experiencing more intense headaches that are accompanied by sensitivity to light, nausea, disturbed vision, and/or dizziness should stay home from school.

Lice: Students with nits or head lice should stay home from school and be treated and the school should be notified. A note from a doctor stating that there is no evidence of nits or lice is required in order to return.



SCHOOL & HOME COMMUNICATION

Clear and civil communication is the bedrock of our school. Without it we cannot be successful. JPII administration and teachers will communicate regularly with parents. We encourage parents and students to contact teachers directly to clarify assignments or expectations. Also, parents and students should attend all school meetings and training opportunities designed to inform the parents of important topics or events and help the parent learn how to be an effective co-teacher.

Faculty should only be contacted through their “@johnpaulprep.org” Gmail account.

Students should only contact teachers and staff through the “(family)@johnpaulprep.org” Gmail account

Home internet access is required for families attending JPII. We understand that occasionally, glitches or failure of the home system might temporarily prevent internet access. In this case, please send a handwritten note to all teachers explaining your situation.

A weekly JPII newsletter will be distributed electronically. This newsletter will contain timely school-specific information and details on JPII sponsored events. Parents and teachers wishing to share information regarding non-JPII sponsored events may do so by submitting the information via email to the Principal who will determine distribution eligibility.

COMMUNICATION GUIDELINES

At JPII we all pledge to conduct every communication with each other with the utmost in charity. We must carefully guard against gossip and detraction and should refrain from all negative talk about clergy, faculty, students, and other parents.

Whenever issues arise, whether with a teacher, student, or other adult, we seek to follow the scriptural model for addressing it: *If your brother should commit some wrong against you, go and point out his fault, but keep it between the two of you. If he listens to you, you have won your brother over* (Matt. 18:15).

JPII has the following communications policy for addressing concerns:

- **First**, charitably address the issue with the teacher or other parent privately, thus giving that person a chance to respond and resolve the issue. This communication might take place in person, by email, or by letter. Both parties should be willing to give the other the benefit of the doubt and work together toward a solution.
- **Second**, bring another person into the conversation such as a Dean or the Principal. There are times when a private resolution is unsuccessful and other times when certain issues need additional input. The appropriate Dean is an excellent resource in these instances. The Deans will consult with the Principal in order to work out a successful resolution. Issues with one of the Deans should always be brought to the Principal. Again, charity is of the utmost importance.
- **Third**, if the problem persists, the Principal will communicate the issue to the Board of Directors for input and resolution. Issues with the Principal should be brought to the attention of the Board via email:
board@johnpaulprep.org.



USE OF THE FAMILY PHONE BOOK

Each registered family will have access to a copy of the current year's Family Phone Book which contains the JPII roster of families and their contact information. This roster of families is intended for the personal use of JPII registered families in their capacity as families of JPII students. In order to protect the privacy of our JPII families, it is important to reserve the use of the Family Phone book for school related purposes. In some cases, the use of the Family Phone book may be used with prior approval from the Board of Directors. No family shall use, nor allow any other person to use, the information contained in this Family Phone Book for solicitation of funds or contributions, distribution of tickets or chances, advertising, or other such purposes.



ADMISSIONS POLICES

NON-DISCRIMINATORY POLICY

JPII admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. JPII does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, athletic, and other school-administered programs.

PARENT AND STUDENT RESPONSIBILITIES

Students must be accepted to JPII through a formal admissions process. Both parental involvement and student cooperation is essential for JPII to fulfill its mission. Therefore, as a condition of acceptance to this school, the parents and students applying for admission, and those admitted, must fulfill the following requirements:

1. Agree to provide JPII with a completed application form for each child applying for admission, along with transcripts and transfer credit requests from previous schools or homeschool.
2. Agree with the Mission and Statement of Faith of JPII. If there is any point of contention or concern with either of these items, they must be satisfactorily resolved with the Principal.
3. Agree that the family's affiliated church promotes teaching and doctrine that is in keeping with the JPII Statement of Faith and does not include teaching or doctrine that is contrary to the Statement of Faith. For families from other Christian faiths, parents and students must agree to support our Statement of Faith.
4. Agree to accept responsibility for their child's behavior at school and supervision at-home.
5. Agree with and support the school's procedures for handling student discipline.
6. Agree to read the Handbook, sign the Handbook Acknowledgement Form, and abide by those policies therein.
7. Agree to use a Christian Conciliation Service if ever necessary. *Refer to "Release of Liability" form as an addendum to this Handbook.*
8. Agree to provide continually updated immunization records and/or submit the appropriate religious and/or medical exemptions as approved by the state of Missouri for your child. *Refer to "Medical Release" form as an addendum to this Handbook.*
9. Agree to allow child's picture to be taken for school promotional material as well as the Yearbook.
10. Agree to allow family name and phone number to be listed in the JPII directory.



11. Acknowledge responsibility to purchase the entire required uniform and supplies for their student(s) prior to the first day of classes.
12. Agree to review assignment sheets, assignment notebook, family Gmail, and/or **GradeLink** daily and ensure that all assignments and projects are completed on time.
13. Agree to abide by policies regarding uniform, electronics, and off-campus privileges.
14. Create and maintain an account with “**SignUpGenius**” for access to school-created sign-up sheets.
15. Regularly check the parent account and student account on GradeLink.
16. Agree to abide by the guidelines established by the Archdiocese and the Safe Environment Program and to comply with the certification requirements for Protecting God’s Children.
17. Agree to attend all scheduled meetings relating to school and student business.

RE-ENROLLMENT OF EXISTING STUDENTS

Current families that plan to re-enroll their children as students at JPII and seek admission for additional siblings are required to submit a Letter of Intent at the end of the first Academic Semester and an Enrollment Contract prior to the end of the school year. Letters of Intent and Enrollment Contracts will be distributed by the Admissions Office and are intended for all financially responsible parties to sign and return by the stated due date. Signed copies of the Letter of Intent and Enrollment Contract will be kept on file in the Admissions Office.



ACADEMIC POLICIES

DIPLOMAS AND TRANSCRIPTS

The academic goal of the school is to prepare each student to receive a high school diploma and provide the requisite knowledge to enter the next stage of life, whether that be higher education, career training, or vocation discernment.

JPII is accredited by NAPCIS - The National Association of Private Catholic and Independent Schools. Students receive a Saint John Paul II Preparatory School Diploma and Transcript.

Students who take independent, online, or college courses will have to send their report card to JPII for the credit to be recorded on the transcript to receive high school credit. If a student with college credit wishes to apply to post-secondary education, the student will have to contact the registrar to send the transcript to the post-secondary institution.

CREDITS

In general, one JPII credit is equivalent to a full year's instruction in a given course of study. Students will earn course credits on a semester-by-semester basis.

Students may transfer high school credit from another public or private school by providing a complete transcript from the previous school. Homeschool students may apply for credit by completing a form documenting their courses. Written examples of coursework or exams may also be required.

The student will be given the following credit if the course(s) is deemed comparable to courses required for a JPII diploma:

- One complete semester course at a full-time school = 1/2 credit
- One complete yearly course at a full-time school = 1 credit

Each complete semester course in a homeschool or umbrella-school program will be individually determined for transfer of credit.

While credit may be granted for transferred courses, course grades earned at any other institution, including a homeschool, will not be averaged into the student's GPA.



COURSE LIST

GRADE 12

- Bioethics/Apologetics – 1 Religion credit
- Philosophy – 1 Religion/Philosophy credit
- Calculus or Pre-Calculus – 1 Math credit
- Anatomy/Physiology (Includes Theology of the Body) – 1 Science credit
- American Literature – 1 Language Arts credit
- American History/Government (+ Required Civics Test) – 1 History credit
- Elective – $\frac{1}{2}$ Elective credit

GRADE 11

- Morality – 1 Religion credit
- Physics – 1 Science credit
- Algebra II or Pre-Calculus – 1 Math credit
- British Literature – 1 Language Arts credit (composition intensive)
- History of the Modern World (AP eligible) – 1 History credit
- Latin 3: Great Debaters – 1 Foreign Language credit
- Elective – $\frac{1}{2}$ Elective credit

GRADE 10

- Church History – $\frac{1}{2}$ History credit; $\frac{1}{2}$ Religion credit
- Chemistry – 1 Science credit
- Geometry or Algebra II – 1 Math credit
- Medieval Studies – $\frac{1}{2}$ Language Arts credit; $\frac{1}{2}$ History credit
- Public Speaking/Religious Topics – $\frac{1}{2}$ Religion credit; $\frac{1}{2}$ Language Arts credit
- Latin 2: Strong Women – 1 Foreign Language credit
- Elective – $\frac{1}{2}$ Elective credit

GRADE 9

- Scripture – 1 Religion credit
- Biology – 1 Science credit
- Algebra I or Geometry – 1 Math credit
- Composition/Rhetoric in Ancient Literature – 1 Language Arts credit (composition intensive)
- Ancient History – 1 History credit
- Latin 1: Christian Culture – 1 Foreign Language credit
- Art – 1 Fine Arts credit
- Elective – $\frac{1}{2}$ Elective credit

GRADE 8

- Religion: Catholicism
- Physical Science
- Algebra I
- Literature 8
- Composition/Rhetoric I
- American History II (+required US and MO Constitution tests)
- Latin 1/2/3/4
- Logic II/ Grammar
- Art



GRADE 7

- Religion: Our Life in the Church
- Earth Science
- Pre-Algebra
- Literature 7
- Excellence in Writing
- American History I
- Latin 1/2/3
- Logic I/ Grammar
- Art

GRADE 6

- Religion: Following Christ
- Life Science
- Math 6
- Literature 6
- Excellence in Writing
- History of Greece, Rome, and the Early Church
- Latin 1/2
- Grammar/ Spelling
- Art

JPII HIGH SCHOOL GRADUATION REQUIREMENTS FOR 2019/2020

24 TOTAL CREDITS

- 4 Religion credits
- 3 Science credits (2 lab)
- 3 Math credits
- 4 Language Arts/Public Speaking credits (2 composition intensive; 1 public speaking intensive)
- 4 History credits
- 3 Foreign Language credits
- 1 Fine Arts credit
- 2 P.E. credits (independent)
- American Civics Test
- US Constitution Test
- MO Constitution Test

JPII MAGNA DIPLOMA REQUIREMENTS FOR 2019/2020

27 TOTAL CREDITS + RECOGNITION AT GRADUATION

JPII CURRICULUM COMPLETE COURSE OF STUDY (27 CREDITS) OR A COMBINATION OF JPII CREDITS PLUS DUAL-ENROLLMENT COLLEGE CREDIT CLASSES TOTALING 27. EACH COLLEGE SEMESTER CLASS COUNTS AS ONE CREDIT TOWARDS A JPII MAGNA DIPLOMA.

- 5 Religion/Philosophy credits
- 4 Language Arts/Public Speaking credits
- 4 History credits
- 4 Science credits
- 4 Math credits
- 3 Foreign Language credits
- 1 Fine Arts credit
- 2 P.E. credits (independent)
- American Civics Test
- US Constitution Test
- MO Constitution Test



GRADING, EVALUATION, AND FEEDBACK

We believe that grades are not a commentary on the relative worth and value of the individual, but rather an accurate reflection of the quality of his/her work in a given subject at a given time. At JPII, grades serve three basic purposes:

1. To help us in the on-going placement of students that is appropriate to their needs, background, and abilities;
2. To provide us with a just and legitimate means of holding students accountable for the quality of their work;
3. To provide us with an on-going and widely understood means of communicating a student's progress and achievement to his/her parents and other parties, such as college entrance boards or other schools to which the student may transfer.

We establish objective standards for all courses that encourage intellectual growth, stimulate critical thinking, and promote excellence in work. Students are graded by comparing their level of accomplishment against these objectives. We make every reasonable effort to place students properly, basing placement on background and abilities rather than social criteria, such as age. Students will receive credit based on what they have (or have not) done relative to a pre-determined standard.

The grading standards will be oriented toward the work of the student rather than the student themselves. The ultimate purpose of these standards will be to define expectations for students and parents, provide valid and meaningful feedback about progress in coursework, to encourage disciplined academic study, and to enhance student learning and achievement.

REPORTING OF GRADES

Each semester is divided into two grading periods. Grades are cumulative throughout the semester. Midterm and Final semester grades will be provided as printed copies. Teachers will update their gradebook by the last day of each month.

What grades mean:

- A – beyond expectations, excellent
- B – wholly acceptable, good
- C – basic comprehension, passable
- D – something went wrong, problematic
- F – failure, requires investigation to determine what went wrong and get back on track

Students are not weighted against each other but are given grades based upon a standard of mastery and personal ability.

No course grades in excess of 100 are awarded.

No credits are awarded for a failed course (grade below 60 or F).



Other possible grades are Incomplete (I) and Withdrawal (W).

- A student will receive an "I" if unable to complete the course requirements due to circumstances beyond the control of the student, and special permission is granted by administration to complete the requirements after the semester has ended.
- Withdrawal will be recorded on the transcript as "W," and no semester credit will be given.

Credits transferred to JPII will be applied to the student's diploma requirements, but the grades earned in these courses will not be included in the determination of a student's GPA if students transfer.

ATTENDANCE REQUIREMENTS

In order to successfully complete a course of study, students must attend that course's regularly scheduled class periods. There is a maximum of 10 absences allowed per semester.

Students failing to meet these attendance requirements will not be recognized as having completed the course. In most cases, a failure to successfully complete a course because of excessive absences will also prevent a student from being able to register for the next course in the sequence.

Exceptions: An exception may be granted by the administrator if a student has been unable to meet the attendance requirements due to circumstances beyond the family's control, such as extended illness, and provided the student has, in the judgment of the instructor overseeing the student's work, achieved minimum mastery of the course content.

EXTRACURRICULAR ACTIVITIES

Saint John Paul II Preparatory School is separate from JPII Ministries.

Admission to JPII is required for participation in courses and JPII extracurricular activities. JPII-sponsored extracurricular activities on campus involving only registered JPII families require approval from the Principal of JPII. Community extracurricular activities on campus involving families outside of the JPII community require approval from St. Robert Bellarmine Parish. To join a JPII extracurricular program one must be a JPII student of JPII. One-time events, such as prom dates, are exceptions.

All students who desire to participate in JPII sponsored extracurricular activities must meet the following requirements to remain eligible for participation. Participation in these activities requires additional time and effort. Extracurricular activities do not, at any time, take precedence over the academic program at JPII.

- Students must be able to represent the school and their fellow students with excellence and not jeopardize academic preparation and success.
- Students may not be enrolled as a full-time student in any other academic institution.



PERFORMANCE STANDARDS RELATED TO ELIGIBILITY

All students who desire to participate in JPII sponsored extracurricular activities during any given semester must maintain a GPA of 2.0 and maintain acceptable student conduct, or the student may be placed on temporary or permanent probation.

Students who are on academic or behavior probation will be prohibited from participating in JPII sponsored extracurricular activities. No refunds, partial or otherwise, will be given to students temporarily prohibited from participation in JPII sponsored extracurricular activities due to academic or disciplinary problems. We mean to stress the importance of academic studies and good conduct over extracurriculars.

CHANGING YOUR CLASS SCHEDULE

Consultation with the Academic Dean is required for any changes to a student's course schedule after issuance for the Academic Year.

ACADEMIC DISHONESTY

Academic dishonesty is both a serious breach of personal integrity and a serious hindrance to real student learning. Therefore, we exhort our students and their parents to adhere to high standards of personal integrity, both in school and in the home.

Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course or with regard to any element of the course. This includes, but is not limited to, the following:

- Lying or giving false information about completed assignments;
- Copying and/or sharing the work of others at any time without direct authorization from the instructor;
- Using any resources, such as solution manuals and teacher edition textbooks, to complete assignments without the direct authorization from the instructor;
- Obtaining any quizzes, tests, or academic materials, created by or belonging to the school;
- Engaging in plagiarism, that is, taking ideas or writings from another and offering them as one's own, whether intentional or unintentional;
- Altering a graded paper or project for the purpose of disputing the accuracy of the grade; and
- Talking with another student during any quiz, test, or academic assignment without direct authorization from the instructor.



ENFORCEMENT OF ACADEMIC DISHONESTY

First offense: Meeting with principal/dean and teacher to discuss the offense and to learn how to avoid future offenses. The teacher and dean will determine with the student how to repair the situation, which may include a grade penalty. Notification will be sent to the parents by the Principal or the dean for the parents' awareness of the situation.

Second offense: Same as above plus the Principal and dean will conference with the student and parents and take disciplinary action appropriate for the serious offense.

Third offense: Same as above plus the Principal will take disciplinary action appropriate for a serious offense which may include suspension and/or expulsion.

MODIFICATIONS TO STANDARD INSTRUCTIONAL AND EVALUATION PRACTICES (SPECIAL NEEDS)

Saint John Paul II Preparatory School and its instructors structure their classes to maximize the learning opportunities for students. Teachers will work with parents to help students meet their individual challenges at-home. But generally speaking, IEP accommodations cannot be met within the classroom.

SERVICE HOURS

High School students are obligated to complete 100 total pre-determined service hours for their school and community during their time at JPII.

Students may inquire as to the acceptance of their intended service by contacting the Academic Dean. Forms for tracking service hours and for signature by the adult in charge of the service activity may be obtained in the school office.

Service hours required for high school students:

9th Grade: 10 hours

10th Grade: 20 hours

11th Grade: 30 hours

12th Grade: 40 hours

COLLEGE ADMISSION



Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged during their junior year to research and determine the appropriate exam to take. Entrance exams are usually during the junior year. -Sophomores and juniors are encouraged to take the PSAT to prepare for the SAT. The PSAT is offered in October each year. Taking the PSAT for purposes of participating in the National Merit Scholar program can ONLY be done in October of a student's junior year.

The CLT (Classic Learning Test) is a college entrance examination designed for students at schools like ours. The CLT is better suited to a classical education: it draws test passages from the greatest authors of Western civilization, including many authors studied in the JPII curriculum. The CLT also reintroduces logic as an academic standard for students giving JPII students an advantage. Many of our favorite Catholic colleges accept the CLT. We encourage students who wish to continue their Catholic education to register for the exam.

Students and parents are responsible for the college application process; however the Dean of High School is available to assist and coordinate with college advising and stays updated with developments in college admissions.

Contact the JPII Registrar to have Transcripts sent to an institution.



STUDENT CONDUCT

Even a child is known by his actions, by whether his conduct is pure and right.
Proverbs 20:11

CODE OF CONDUCT

The purpose of this Code of Conduct is to promote a Christ-like attitude in the learning environment and to encourage the development of positive Christian relationships among students. We want to ensure a safe, orderly environment that supports learning, achievement, and appropriate, enjoyable social interaction among students and staff. However, we fully expect the students to follow these guidelines *on and off* campus, striving to represent good character at school, at-home, at their parish, and in their communities. Therefore, we have set the following guidelines regarding student behavior:

1. Students should show respect to adults at all times. A title, Mr., Mrs., Dr., Coach, etc., should be used when addressing an adult. Nicknames for adults are not in conformity with this policy.
2. Students should treat each other with respect, kindness, purity, and compassion just as God commands us in Matthew 7:12, "So in everything do to others what you would have them do to you."
3. JPII operates on an honor system with its students. This means that students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs. Violations of the honor system such as consistent lying, dishonesty, impure speech, or behavior etc., in matters pertaining to any facet of school life – academics, activities, and personal relationships – can result in consequences that may include expulsion.
4. The school facility and grounds should be kept clean, orderly, and in a manner which shows an attitude of gratefulness.
5. There will be no running or rough play in the building.
6. Students should not eat or drink in the classroom or other areas unless approved for this purpose. Water in a spill-proof container is permitted.
7. Use of profanity, exultant Blues language, obscenities, and blasphemous words are not permitted.
8. Public displays of affection and physical contact such as hugging, handholding, kissing, etc. are not permitted.
9. Tobacco products, illicit drugs, alcohol, or weapons, including any type of knife, are not allowed on campus or at any school-sponsored event.
10. Because man is created in the image of God, students should refuse to participate in activities that steal from the dignity of the human body. This includes inappropriate videos, images, jokes, and insinuations having to do with making fun of the human body.



DISCIPLINE PROCEDURES

In order to promote good discipline, JPII will strive to enable students to feel loved and accepted, to know and accept the boundaries for behavior, and to understand how to avoid repeating wrong decisions or actions. The key to JPII's discipline will be to give students support and direction, while working in harmony with the parents. JPII staff will practice "preventive" discipline through the use of positive teaching techniques. If the need arises, the school may employ mild forms of reproof, rebuke, and correction. The school will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students. JPII believes that the school staff is primarily responsible to utilize mild forms of discipline for the purpose of sound classroom management, and the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature.

ENFORCEMENT

Each teacher has the responsibility to enforce classroom and school rules. The administration will be available to assist as needed. Students will be treated fairly and equitably. Disciplinary procedures will always take into account the student's age, attitude, and the seriousness of the offense.

If the administration has a reasonable suspicion of violation of the Code of Conduct, then JPII administrators reserve the right to search a student's cubicle, desk, backpack, lunch bag, or any other personal item brought onto the premises.

In the event of student misbehavior, teachers will enforce their standard classroom management plan. If the situation is ongoing or seriously disruptive, teachers will issue an infraction card to the Dean. The Dean will notify the Principal and parents of the student infraction. The Dean or Principal will discuss the infraction with the student at the earliest time. The Dean or Principal will issue an appropriate consequence.

Any discipline matter deemed to be of an urgent or potentially dangerous nature would be brought immediately to the attention of the Principal. Parents will be notified and may be requested to come to the school to address the situation with their student. Repeated offenses or any serious offense may result in suspension by the Principal or expulsion by the board.

USE OF PROPERTY AND BUILDINGS

Students have the responsibility to be good stewards of the physical resources God provides for our use. Students should actively protect and take care of the school's property and assist the school staff in operating a school that is safe for everyone. Students should demonstrate consideration for others and school property by keeping the facility and grounds clean, and by refraining from any action that may cause property damage. All resources are to be used for their intended purpose. Students should practice good manners and courtesy at all times.

Students should NOT:

- Eat or drink in the classroom or other areas unless approved for this purpose. Water is allowed. A class mid-morning snack is also permitted in Grade School.
- Chew gum.
- Throw trash on the grounds or leave trash in the classrooms or lunch area.
- Write on tables, walls, or other property.
- Stand on tables or chairs.



CLASSROOM

The classroom will be a place of learning where the teacher is able to teach and the student is able to learn. Teachers will strive for consistency and fairness for all students.

Conduct that disrupts teaching or learning will not be tolerated. Students should always:

- Come to class on time and be prepared with all required materials
- Conduct themselves in an orderly, respectful manner
- Participate in class activities and following teacher instructions
- Remain on task the entire class period and avoid discourteous activities such as social conversations, grooming, sleeping, or personal note-writing
- Obey school rules and regulations, both written and verbal

GYMNASIUM, COURT, OR PLAYING FIELD

Students will follow the *Code of Conduct* when participating in a sport or any other school activity, both on and off campus. JPII students and supporters will comply with all guidelines and policies of the gymnasium, court, or playing field.

TARDY

School begins promptly at 8:25.

Going to school is an occupation for children and being tardy for that job is an occupational infraction. While little children are not responsible for driving to school, they do carry the responsibility for being "ready on time." If a child has a consistent procedure, he/she will form a "good habit" that will help ensure on-time arrival.

Time is precious with a three-day schedule and late arrivals cause teachers to lose valuable instruction time. Parents should place great priority on ensuring a timely arrival. Children who arrive after 8:30 will be marked tardy and will require a tardy slip to enter the classroom. A tardy slip must be obtained in the office before proceeding to class. It is important for high school drivers to assume responsibility for arriving on time. For student drivers:

- The first tardy of each quarter, will constitute a warning.
- The second tardy, will result in cleaning duty after lunch.
- The third tardy, will result in detention as determined by the Principal.

Tardiness is a recordable item on the report card so the number of tardies will start over at the end of the quarter and will be totaled at the end of the year.

Any work missed by being tardy will be assigned as homework at the discretion of the teacher(s).

During the school day, students have only a few minutes to travel from classroom to classroom. It is suggested that students carry all their necessary textbooks for the morning or afternoon in order to avoid multiple trips to their cubby.

Tardiness in High School after first period class results in an automatic detention.



ELECTRONIC DEVICES

An electronics policy form accompanies this Handbook. It is included with the Handbook Forms and must be signed and returned to the office.

JPII is a “student screen-free zone”. Students will not have access to their personal cell phones, iPods®, MP3 players, eReaders, computers, and other electronic devices, including ear buds and headphones, within the building. This includes before and after school.

- All students that own a cell phone, regardless of age, will turn their phone in at the Main Office upon arrival to school.
- All other electronic devices must also be turned in at the Main Office upon arrival.
- Phones are not to be left in a student’s backpack or car.
- All devices must be powered off by the student prior to entering the building. All devices will be placed in a labeled pocket and locked in the office.
- Students can collect electronic devices when leaving the building at regular dismissal or following after-school activities.

If the Electronics Policy Form indicates that a student owns a cell phone, and the phone has not been turned in at the beginning of the day, a parent will be notified.

Students can collect electronic devices when leaving the building at regular dismissal or after school activities.

Students found with an unauthorized phone or any electronic device will relinquish the device. Parents will pick it up and pay a \$25 fine for the first offense, a \$50 fine for the second offense, and a 3rd offense will result in disciplinary action beginning with in- or out-of-school suspension and possible expulsion for continued violation.

DRESS CODE

A separate Uniform Code document has been issued and is considered part of the Handbook. It details the approved dress code for each gender and grade.

Saint John Paul II Preparatory School’s dress code is designed to promote unity. Requiring a uniform adds to the professional atmosphere at JPII, enhances students’ formation, and prepares students to represent themselves well in their future. The dress code is also intended to encourage modesty.

Girls’ skirts should touch the knee. We respectfully request that parents help us to be diligent in maintaining a professional and modest school environment.

All full-time and part-time students should adhere to JPII’s school dress code while on campus, both in the classroom during the school day and during JPII sponsored after-school activities. When off campus for any event, students should be dressed in appropriate attire that displays the spirit of the dress code and follows modesty guidelines. Students should seek to dress in a tidy and modest Christian manner that reflects their dignity and their pride in the JPII community.



JPII staff may determine the appropriateness of a student's clothing or appearance and may request that any student who is not dressed appropriately follow the steps listed under "Dress Code Enforcement." The Administrator may grant exceptions to the dress code if desired for special dress days.

ENFORCEMENT

The dress code will be enforced as follows:

First Offense: When students do not comply with the uniform code, a teacher or dean will write an infraction card, resulting in a call or email to the parents by the Dean of Home and School. A corrected uniform piece may be provided for the duration of the day. If so, parents will be charged for purchase or loan. The uniform offense is expected to be rectified by the following school day, unless other arrangements are made directly with the Dean of Home and School or the Principal.

Second Offense: As above. In addition, student will serve a 30-minute lunchtime or after-school detention that day.

PURCHASING INFORMATION

Land's End - www.landsend.com

- The High School Girls Skirt MUST be purchased through Land's End.
- All uniform pieces are available from and may be purchased through Land's End.
- When ordering from Land's End, please use our Preferred School Number: 900135096
- In an effort to make our uniform more "uniform," we request that all sweaters be purchased through Land's End and conform to JPII color and style guidelines.
- Land's End is also able to apply the JPII logo to any item. When requesting our logo, use **Logo #117066K** (this number is also tied to our Preferred School Number)
- Please note that Land's End products are guaranteed. Land's End will replace any article of uniform apparel with the same size garment if it wears out before your child grows out of it. Parents may call Land's End customer service or return garment to the Land's End section of any Sears store.

JPII Spirit Wear JPII logo merchandise (hoodies, t-shirts, sweatpants) may be purchased through the office.

- Hoodies ordered only from JPII are approved to wear with the uniform on any school day. Hoodies may not be worn to Holy Mass.
- All logo pieces are approved to wear on a Spirit Wear Day.

School Office

- The school office carries the neckwear for the Optional Mass & Dress Uniform.
- Small selection of logo merchandise is available.



The **Optional Daily Uniform Additions** are approved for wearing in the classrooms.

The **Optional Mass & Dress Uniform** is optional to wear on Mass days or other special occasions as announced by the administration.

Spirit Wear Day & Dress Down Day – Guidelines for attire will be published prior to the specific non-uniform day.

SPECIFIC REGULATIONS AND MODESTY GUIDELINES

- In order to maintain a professional environment, all clothes and shoes must be neat and clean at the beginning of the day, and may not be torn, have holes, have frayed edges, or any other unusual features which call undue attention to the student.
- All uniform shirts for students must be tucked in at all times.
- School sweaters and fleeces must accord with the uniform code in style, color, and length. JPII logo is the exclusive logo permitted.
- Students are permitted to wear the official JPII logo hoodie (purchased from the office) OVER the “Required Uniform”. Students should always be aware that hoodies are not permitted during Holy Mass at JPII.
- Sweatshirts may not be worn with the uniform unless it is an approved JPII hoodie.
- Girls may wear leggings, footed tights, or footless tights under their skirts. These must be PLAIN navy, black, white, or gray. No prints allowed. This does not include yoga pants. Footless Tights and Leggings are permitted as long as they are ankle-length and worn with optional same color footie/ankle socks.
- **The hem of girls' skirts, at a minimum, must hit the kneecap in front AND bend of the knee in back.**
- No shorts are permitted, even on non-specific dress down days. Skinny jeans, jeggings, skin tight jeans, yoga pants, or leggings (unless under your uniform skirt) are never permitted.
- Hair must be kept groomed and clean and may not include bizarre coloring or styles (e.g., hair spiking, bleaching, etc.). Boys' hair may not go below the collar in the back, eyebrow in the front, or middle of the ear on the side, nor include “tails.” Boys may not wear facial hair or have sideburns lower than the middle of the ear. However, Senior boys may have short, well-groomed facial hair.



- Boys may not wear earrings or other pierced jewelry. Girls may wear only one earring per ear; no other pierced jewelry is allowed.
- Any item of jewelry deemed to be unusually distracting, due to color, pattern, or size is unacceptable for school wear.
- Girls may wear conservative nail polish in grades 6 - 12.
- If a student has a pre-existing tattoo, it must be covered at all times.
- Any jackets or coats must be hung in the student's homeroom.
- No hats, sunglasses, scarves, and gloves are permitted in the classrooms.
- Any clothing that belittles any other person, group of people, or institution is unacceptable at any time. Any clothing that depicts affiliations with groups or philosophies contradictory to Catholic/Christian values is unacceptable. This includes clothing supporting music groups, TV shows, movies, alcohol/drug companies or any other forms of entertainment that are not consistent with the Catholic/Christian mission of Saint John Paul II Preparatory School.
- These guidelines are in effect for all JPII-sponsored events both on and off campus.
- Students are to be in compliance with the Uniform Code during all after-school activities.
- Guidelines for formal attire will be published on the specific event permission form.



PARENTAL ROLE

Wednesdays and Fridays are considered school days and parents should appropriate the necessary time at home to ensure that students complete assignments. Certain at-home school days will be posted as holidays and no work will be expected on those days.

Parents should maintain a “satellite classroom” environment for at-home days. It is recommended that parents follow the school’s schedule to maintain structure at home.

All academic forms and immunization records must be returned by the first day of school in order for a student to attend classes.

GRADE SCHOOL (PRE-K – 5TH)

Parents of Lower School students are considered co-teachers and should be available to guide their child using the assignment sheet provided weekly by the teacher. Students in grades K – 3 require constant monitoring and assistance in accomplishing a completed assignment.

Parents should check the assignment notebook/assignment sheet and student folders for daily homework, and by their signature state that the work was completed. Teachers also communicate about assignments through Gmail.

Parents should establish regular routines for school at-home days and ensure the accuracy and completion of all assignments. To this end, it is vital for parents to remain in close contact with the teacher(s).

Parents and students should anticipate spending, at a minimum, the following amount of time for at-home days:

Kindergarten = 45 minutes – 1 hour

1st grade = 1 – 2 hours

2nd grade = 2 – 3 hours

3rd grade = 3 – 4 hours

4th grade = 4 – 5 hours

5th grade = 4 – 5 hours

MIDDLE SCHOOL (6TH – 8TH)

Sixth grade is an exciting transition year in which students are learning to take more responsibility for maintaining assignment notebooks and keeping books and materials organized and tidy. Students are expected to write their assignments in their assignment notebooks daily. Students need help and encouragement with these tasks. Teachers and parents help to train and assist in this process. Patience is required since these tasks are sometimes difficult for students to master.



Parents should plan to still be heavily involved in their student's schoolwork. The goal is to gradually guide the student to take over responsibility in their educational endeavors. Parents can be of greatest help by assisting the student in maintaining a dedicated workspace at-home which contains all supplies needed and by working with their student to develop a consistent work schedule for at-home days.

Some students work very quickly, others at a more leisurely pace. The amount of time spent on homework varies greatly at this age. Your student's completion time is helpful information to share with teachers if your student is struggling to complete work in a timely manner.

Communication between teachers, students and parents is essential. As a back up to students recording their assignments in an assignment notebook, teachers will communicate assignments through Gmail, and many teachers post all assignments on Google Classroom. Parents and teachers should strive to be in close contact when either sees a difficulty experienced by the student – whether in organizational skills or academic challenges. Co-teachers should work together to establish a course of action for improvement so that each is aware of the plan being implemented. Parents will have less of a role in instruction from this point on but must be there to support their student in all other areas, including overseeing the completion of assignments.

Students in the **7th-8th grades** begin to assume more independence from the co-teacher in the completion of assignments. Parents should ensure that their students are writing down their assignments every day and should maintain close oversight of their students' progress in each class.

Parents should remind students to check GradeLink and Gmail, help structure the time and a place for completing the assignments, offer assistance as needed, and verify that each assignment is completed.

Parents should understand assignments sent through Gmail do not contain detailed instructions for the co-teacher, since students are expected to learn how to receive verbal instructions and record those through notes.

Parents may contact teachers to verify instructions; however, they should reinforce with students the expectation for this skill to be developed and encourage the student to take on the responsibility of contacting the teacher.

Parents may spot-check work to check for understanding the practiced concept but should not "pre-grade" assignments. Teachers use this opportunity for independent practice as an indicator of whether or not there is a need for reteaching the concept.

HIGH SCHOOL (9TH - 12TH)

At the secondary level, the parental role will evolve from "co-teacher" to "guide for independent study" as the student matures. We encourage parents to be involved in reading the works and discussing current course subjects which their high school student, and parents should help their students become capable of working productively during regular business hours.

Students in the **9th-10th grades** still require parental supervision in order to help them develop disciplined study habits and personal responsibility for the completion of assignments in a timely manner.



Parents supervise student work, monitor student assignments through Google Classroom and GradeLink. In addition, parents are encouraged to read student class materials and engage in conversation about class content.

Parents should provide opportunity for independence based on the maturity and success of their students. If students have problems completing work on time or understanding the subject matter, it is the parents' responsibility to enforce stricter accountability and provide the extra help that is needed, with an outside tutor if necessary. Parents are responsible for monitoring student grades as a reflection of the students' learning and participation in each course. JPII encourages parents to provide incentives and/or consequences if grades are not acceptable.

Students in **11th-12th** grade study independently, as required in post-secondary education programs. However, parents should be available to assist as needed with organization, accountability, and spiritual guidance. Parents should review Gmail and Gradelink often enough to monitor major assignments and ensure that the student is investing the time necessary for completing these assignments.

In some courses, the student may need a tutor to help with home assignments.

As with younger grades, it is crucial that parents continue to ensure that students maintain a "satellite classroom" environment on at-home days and encourage students to do their work during business hours.

A student's paid job should be secondary to school.

Although the parental role changes as the student matures, parental involvement is still expected by teachers in these final years of high school.



BUILDING POLICIES & LOGISTICS

THE SCHOOL DAY

School days: Monday, Tuesday, and Thursday (PreK = Monday & Thursday); Free tutoring from 7:30-8:20 a.m. on school days

Class times: 8: 25 a.m. – 2:55 p.m.

Final Prayer & Dismissal: 3:00 p.m.

The school entrance is located on the northwest side of the campus at the doors marked “St. Robert Hall.” All school doors will be locked at all times during the school day and entry may be made by ringing the bell at the school entrance.

Upon arrival to school (no earlier than 8:00 a.m., unless attending Holy Mass at 8:00 a.m. or morning tutoring), students are to proceed directly to the cafeteria. An all-school bell will ring at 8:25 a.m. to indicate the start of the school day with morning assembly and prayer.

All children of faculty members that arrive before 8:00 a.m. are to gather in the cafeteria.

Students who attend 8:00 a.m. Mass may leave their belongings in the cafeteria upon arrival so as not to have backpacks in church.

Students arriving after 8:30 a.m. will be marked tardy and must get a tardy slip from the office.

PHONE NUMBER – 314-201-2103

Please use the listed school phone number to contact a member of the faculty during school hours. The school phone will ring in the office. Voicemail messages may be left. Texting is not available on the school phone. **Please do not use a faculty member's personal phone number for any school communication.**

*Note: The school phone is only answered during school hours. Non-emergency messages left during non-school hours will be received and responded to during school hours.

School Phone Number: 314-201-2103

Tardy & Absent Phone Number: 314-201-2103

Message to student: 314-201-2103

Non-Emergency Message after school hours: 314-201-2103

After Hours Emergency Phone Number: 314-201-2103

Meeting with teachers during the school day is by appointment only and should be arranged in advance. Please be considerate of their time and do not drop in unannounced. Teachers are available for email inquiries on Wednesday and Friday and are required to respond within 24 business hours.



PART-TIME SENIORS: DUAL ENROLLMENT GUIDELINES

JPII is unique in the area for the number of seniors who choose to dual enroll at local colleges and universities during their senior year. This is certainly an advantage in getting a jump start on college credits; however, there are some important things to keep in mind:

1. **Seniors are required to take morning classes at JPII.** These classes are American Government/Civics (which includes a mandatory U.S. Civics Test, a U.S. Constitution Test and a Missouri Constitution Test), Religion: Ethics and Apologetics, and American Literature.
2. When choosing college classes, please choose **dynamic equivalents** of what a student would be taking at JPII. What that means is that the college classes chosen should be of a similar or greater academic rigor than what is offered to seniors at JPII.
3. Ideally, if a senior is to miss the afternoon classes of Philosophy, Pre-Calculus/Calculus, and Physics, he/she should be looking for a humanities class, a math class, and a science class, all college-level. **Senior year is not a year to take it easy; students should be building stamina for the rigors of post-secondary education!**
4. Any student who is missing the entire afternoon of senior year should be taking 1-2 college classes each semester. **Seniors have earned the privilege to work harder, not less.** Any student who sees an opportunity to just "take the afternoon off" and have an easy senior year by only attending school half the time does not have the right mindset, and part-time enrollment is definitely NOT in his/her best interest.
5. JPII encourages all seniors to stay for the full day. We offer classes for seniors in the afternoon that are of value in their education and hire teachers to teach them. It is important that we know students' plans as soon as possible to ensure we have adequate staffing. In addition, **JPII now offers a Magna diploma for all students who complete the full JPII curriculum/complete course of study or who complete dual enrollment classes that add three or more credits to their JPII total. Graduates will receive the JPII Magna diploma for this 27 credit-hour accomplishment, as well as special recognition at the Graduation ceremony.** This Magna/Honors designation is impressive to college admissions departments and indicates that students are willing to take advanced classes and work hard to master them.
6. Another option is to take advantage of all the classes JPII offers because of our small class size and accessible, knowledgeable teachers and **add an evening class or two.** Public high schools in Missouri require students to take classes in Personal Finance, Practical Arts, and Physical Education. Although those classes are not required for graduation at JPII, they are classes students might consider taking at the community college in the evenings.
7. Students will notify the Principal's Office of their dual-enrolled classes at the beginning of each new semester and will **report final grades to us by making a copy of your college report card** for our records. Most students and parents want these classes noted on the JPII or Kolbe transcript for two reasons: good grades in these classes enhance JPII GPA, and completion of college courses is impressive to college admissions departments and indicates to them that you will be successful in a college setting.



PART-TIME SENIOR GUIDELINES

Part Time class schedules are only available for 12th grade students, require a minimum of three morning classes, and must include Religion, American History/Government, and American Literature.

For all part-time classes outside of first period, drop off/sign-in is 5 minutes before class and pick-up/sign-out is no later than 5 minutes after class.

Study Hall is available only if scheduled with the office. If part-time tuition is selected, a \$250 fee will be assessed for each scheduled study hall period each semester.

Students must arrive and depart adhering to the JPII Uniform Code.

Part Time students who attend only the three morning classes may remain on campus through the lunch/recess period. Once lunch/recess is over, student have a 5-minute grace period to sign out in the office.

FOOD

All students need to provide their own snacks, drinks and lunch. Refrigeration is not available.

A microwave is available in the cafeteria for student use in grades 3 – 12. Due to the number of students, it is recommended that all students bring ready-to-eat meals that do not require the use of a microwave.

Lunch bags/boxes and containers left after Thursday carpool will be discarded.

A simple “one minute” snack is permitted during the mid-morning and mid-afternoon for 6th-12th grade and may be eaten quickly between classes. Grade School teachers will permit in-class time for morning snack.

Open food and drink (with the exception of water bottles) must remain in the cafeteria.

BELONGINGS

All students in grades 6-12 will be given a space for storage of books and papers in between classes. It is each student's responsibility to keep their assigned area neat and tidy.

Items should not be left at school on non-school days. **All items left at the end of school on Thursdays are subject to be discarded.**

Lower school students have designated areas in their assigned classrooms for personal belongings.

All students should label their belongings – including school supplies, backpacks, lunchboxes, water bottles, uniform pieces, and coats.

A Lost & Found box will be kept in the office and classrooms for items that are misplaced throughout the week.



STUDY HALL

Study Hall is a non-credit class that enables Full-time students unscheduled during a class period to complete assignments while on campus as well as complete volunteer work for the school. This generally applies only to seniors during the afternoon hours. JPII prefers that students take afternoon class options unless absolutely necessary.

Study Hall is typically located in the back of the class not taken or another supervised location and will be subject to any interruptions caused by other school activities.

Part-time students requiring Study Hall will be assessed \$250/semester for each scheduled Study Hall.

The study hall is a “library” environment where students are expected to remain quiet throughout the period independently working on assignments or reading. Students must be seated individually at a table; not on the floor or lying down. A pass is required to leave study hall for any reason.

Recess is not an option for students during study hall.

VISITOR POLICY

To enhance both student safety and operational efficiency, JPII will enforce the following guidelines governing the presence of visitors on campus during regular school hours, except for parents and siblings who are dropping off or picking up students. Students and parents should make potential visitors aware of this policy.

- A “Visitor” is defined as any individual that is not an enrolled student. This includes parents, non-student siblings, and non-student faculty children.
- All visitors must check in with the office upon arriving on campus to obtain permission from the office to remain on campus.
- All visitors will be asked to wear a visible Visitor Badge for the duration of their time on campus so others at JPII can readily see that they have permission to be on campus.
- All visitors must be willing to comply with the rules and regulations governing student and staff conduct, including appropriate dress regulations.
- Visiting minors (under age 18) will be asked to turn in their cell phones for the duration of their stay.



OPEN CAMPUS

Because of our university-style, 12th grade high school students, both full-time and part-time, may need to enter and leave campus at different times during the day. Many students are responsible for their own transportation to and from school. The campus will remain a closed campus for students in grades PreK-11th. These students cannot leave campus except with a designated family member.

All Seniors must complete the Open Campus form.

For Part Time Seniors:

- You are allowed one sign-out per class day at the end of your third scheduled class or lunch.
- If you participate in after-school activities, you may return to the building at 3:00 after dismissal, or sign in at the office to join us for Holy Mass. Returning to the building for any school activity requires you to be in uniform.

For Full-Time Seniors

- You are allowed up to 2 sign-outs per day as your schedule permits; one during lunch and one during a scheduled study hall.
- Dismissal at 3:00 does not constitute a sign-out.

For all 12th grade students:

- Students are required to check in and out with the office when leaving the campus on regularly scheduled days.
- Students must be in the class or study hall for which they are registered when on campus.
- Any 12th grade student desiring the use of the Open Campus policy requires written permission from a parent. Parents and students must sign the "Off Campus Permission" form and return it to the office where it will be kept on file. This must be done prior to any full-time student receiving off campus privileges.
- All students must arrive and depart adhering to the JPII Uniform Code and modesty guidelines regardless if they have signed "in" or "out".
- Students who have signed out must leave campus and may not loiter in the common areas or parking lot.

Parents are responsible for guiding their students regarding their students' use of freedom to come and go from the campus without securing the permission of school personnel. Students who violate their parents' wishes regarding use of the freedom are accountable to their parents, not to the school.

It is considered a courtesy to the teacher and a disruptive influence to the learning environment for a student to leave a class in session before the class has been dismissed or arrive after a class is in session. Therefore, unless prior arrangements have been made or the instructor grants special permission, leaving a class early or arriving late will be considered a breach of good conduct and treated as a discipline issue.



STUDENT DRIVERS

Seniors have the option of signing in and out of the building as stated in the “Open Campus Policy.” However, there are students in other High School grades that have the privilege of driving to and from campus.

Please keep in mind that SAFETY is our #1 concern. The open campus policy and student driving privilege is contingent upon the student driver agreeing to the policies and signing the contract below with the following guidelines:

- WHEN ENTERING OR EXITING THE JPII CAMPUS, PLEASE OBSERVE RECESS ACTIVITY AND USE EXTREME CAUTION AT ALL TIMES. Drivers must be constantly aware that little children don't always look for cars; drivers must be extra vigilant.
- No speeding or reckless driving at any time.
- If a student with Open Campus privilege and/or Part Time status has signed out, he/she will be expected to leave campus and should avoid loitering in the parking lot.
- JPII is responsible for all students who remain on campus. Therefore, if any full-time or part-time student is on campus and not scheduled for a class, he/she must report to Study Hall or after-school activity.
- If you are responsible for transporting a sibling that is in grades PreK – 5, you must wait by the parking lot door at dismissal to meet their teacher and walk him/her to your car (along with other siblings that may be in grades 6 – 12).
- Following the “Parking Lot Protocol” and “Open Campus Policy” is required. A copy of the Open Campus Permission Form and Student Driver Contract must be signed by the student and parent and will be kept on file in the JPII Office.

STUDENT DRIVER VIOLATIONS AND ENFORCEMENT

If there is a report of student driver misconduct, a temporary suspension will be issued for 3 full school days; the student driver will not have any campus driving privileges during the suspension. Gross misconduct will result in suspension of driving privileges for the remainder of the academic year.

Should a second report of minor driver misconduct be issued, student driving privileges will be suspended for the remainder of the academic year.



PARKING LOT PROTOCOL

JPII will use the parking lot driveway located off Sherman Drive. We ask that all JPII drivers observe this driveway designation as the only entrance to the parking lot.

The gate at the top of the parking lot will be closed during school hours to through traffic attempting to exit north onto First Capitol Drive. However, this exit will be OPEN during morning drop off and dismissal for EXITING TRAFFIC ONLY.

There will be NO assigned parking spaces, only designated JPII parking areas.

Recess is scheduled during various times in the morning and during the lunch hour. Please avoid driving through the parking lot or be sure to use extreme caution during these times while following the designated caution markers.

Parents who visit during the day for various reasons should park in the designated JPII parking areas only, avoiding the center section during recess times.

All student drivers will be required to attend a Student Driver Orientation on the first day of school and complete, sign, and return the Student Driver Contract by the first day of school in order to have driving privileges.

MORNING DROP-OFF PROCEDURE

The school building will open to faculty and their children at 7:30 a.m. The school building will open to students of non-faculty members at 8:00 a.m.

All students will wait in the cafeteria upon their arrival until after morning prayers and announcements at 8:25 a.m. Students arriving after 8:35 a.m. are to sign in at the office and proceed to their homeroom or first period class.

Attendance will be taken at 8:30 and students entering after the 8:30 bell will be marked tardy.

Dropping Off and NOT Parking

Parents who are dropping off their children and NOT parking should follow the designated flow of traffic (see picture). The first person in line should pull up to the north end of the front of the building to drop off students, leaving room for 3-4 cars to unload at the front of the school. Please use the utmost caution at all times. Our smallest students are sometimes unpredictable, so proceed slowly and keep a vigilant eye.

Dropping Off and Parking

If you are coming inside, please drop off your children at the front of the school PRIOR to parking. This ensures that the young students are safely by the door and out harm's way as other cars approach and unload. If you are staying past 9:30 a.m., please park in the spaces along Hwy 94 to keep the blacktop area clear for recess.



AFTER-SCHOOL DISMISSAL PROCEDURE

Our dismissal procedure is in place to ensure the safety of all our students, faculty members, and parents.

Student drivers will be dismissed at 3:00 p.m. and must follow the same Dismissal Procedure as all other drivers.

INSTRUCTIONS:

- 1) Parents are encouraged to arrive as early as 2:50 in order to begin lining up for dismissal.
- 2) All families will be given a laminated "last name" sign to hang from the rear-view mirror of the car used for pick-up after school.
- 3) *See picture.* When you drive onto the parking lot, you will move around the lot in the driving lanes indicated on the map but you will not park in a spot. If you have business in school after dismissal, please park in a designated JPII parking area.
- 4) All students will be called over the intercom. Students will be called based on the name in the car window.
- 5) **Please be vigilant and use the utmost caution. In general, if the cars are moving, the children may not. If the children are moving, the cars may not. Please be patient with the process and respectful of the teachers who are overseeing the parking lot.**
- 6) Once your children are in your vehicle, wait for the car in front of you to leave. If your children are not in the car and the car in front of you is leaving, you must go to the back of the line of waiting cars.
- 7) When exiting the parking lot, you may either exit onto Sherman Drive or go north on First Capitol Drive.

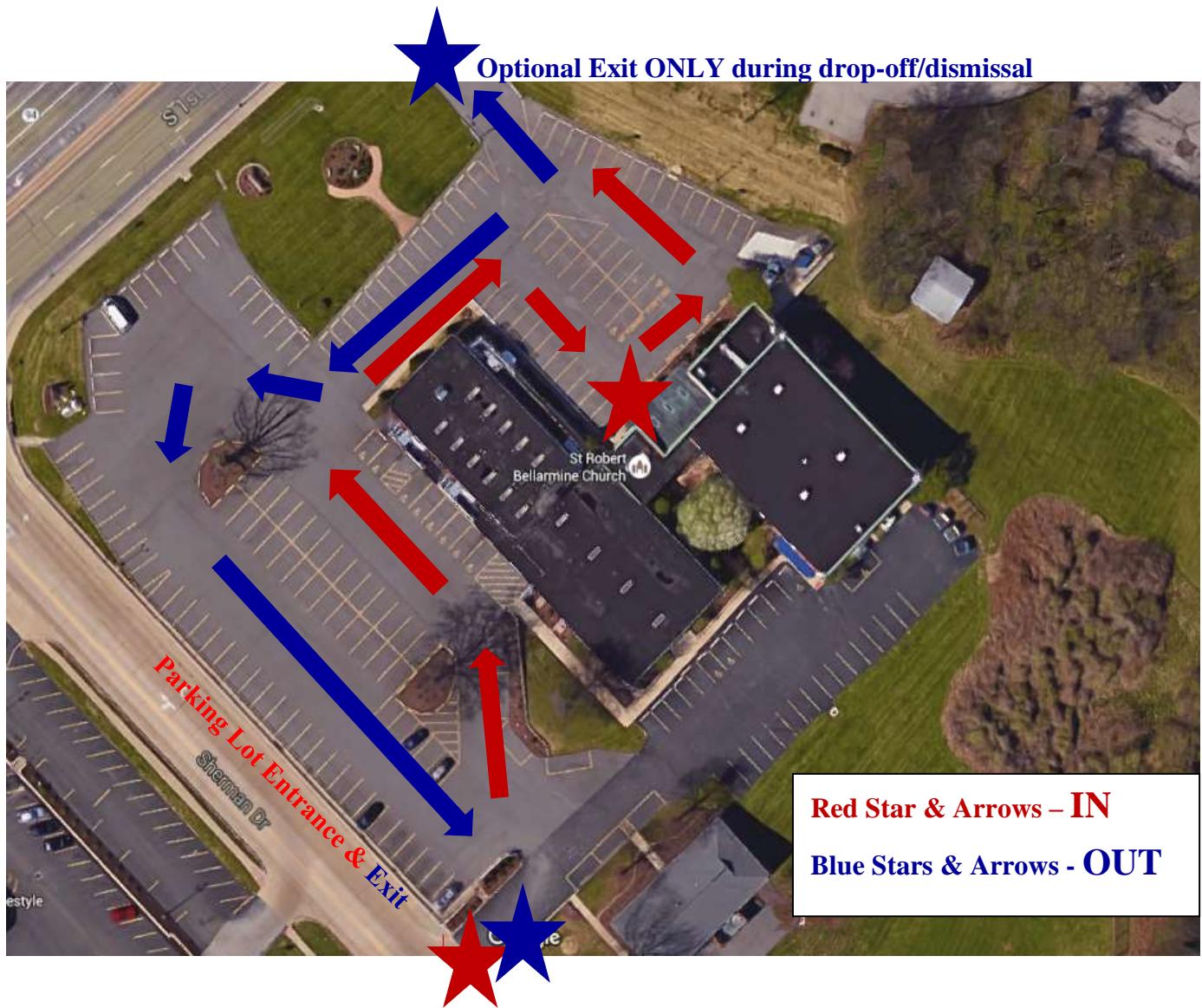
Student pick-up is at 3:00 p.m. Students not picked up during dismissal will proceed to after-school care in Roma, for which there is a small fee. The school doors will be locked after dismissal. Students waiting for departure with faculty members should wait in Roma.

Siblings of students that are involved in after school activities must be picked up by 3:00 p.m. or go to after-school care in Roma.

Students that remain at school for teacher-supervised after-school activities must remain in the activity location/classroom for the duration of the activity. After school dismissal a student's personal belongings must be in the activity location with the student. Exiting the building or wandering the school building or grounds is not permitted during after-school activities.



PARKING LOT MAP – ENTRANCE & EXIT

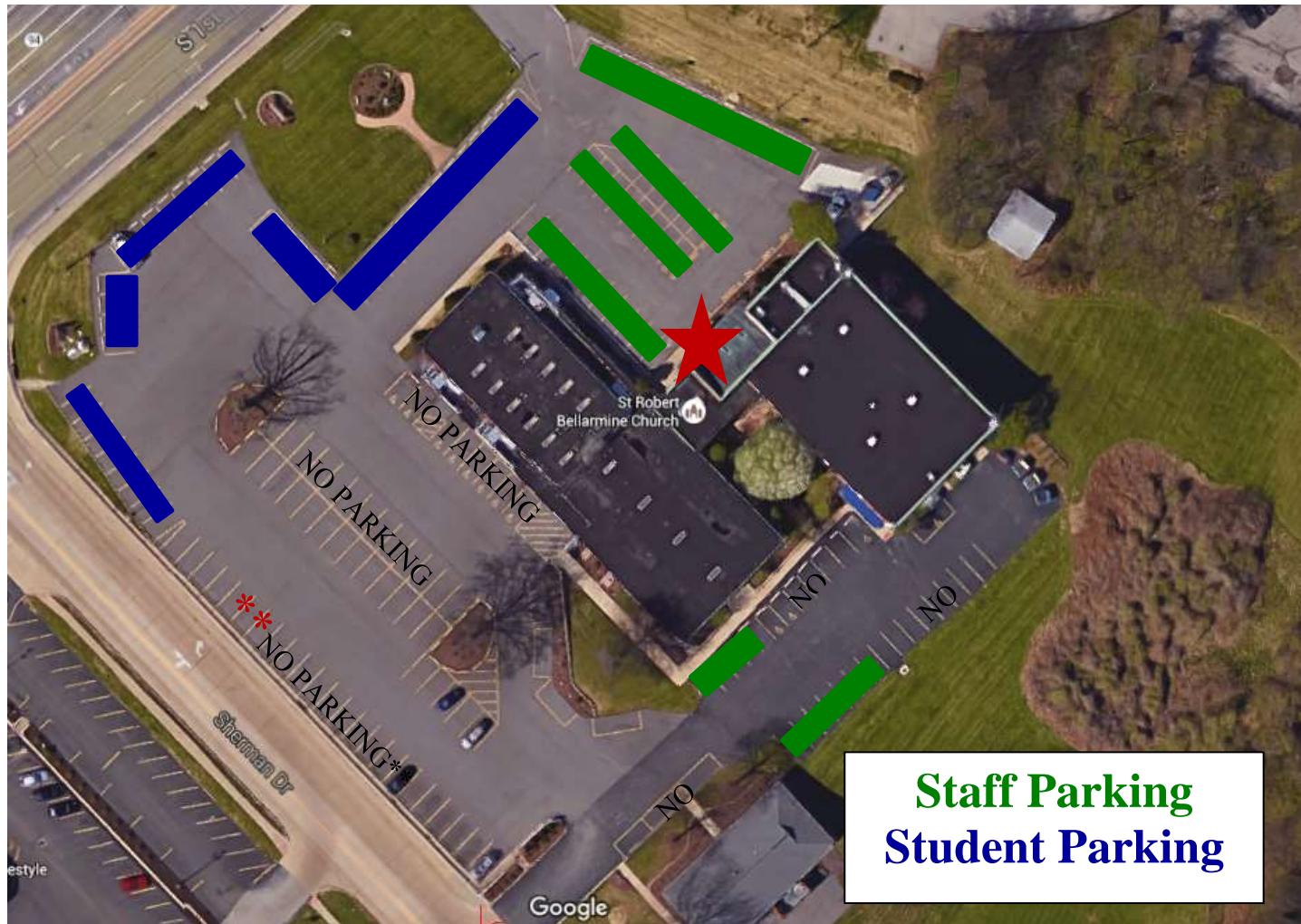


In addition to the instructions in the Parking Lot Protocol, please note the following:

- The only entrance to the parking lot is from Sherman Drive.
- During morning drop-off and afternoon dismissal the S. First Capitol Drive exit gate will be open. At ALL times during school hours the gate will be CLOSED.
- When driving on the parking lot, please follow the designated drive path.
- The only entrance to the school is located on the northwest corner.



PARKING LOT MAP – DESIGNATED PARKING SPACES



In addition to the instructions in the Parking Lot Protocol, please note the following:

- The NO PARKING areas are designated as such because St. Robert Bellarmine is an active parish. These areas allow for normal parish activities including parishioners attending Holy Mass, business at the Parish Office & Rectory, and patrons of St. Elizabeth Adult Day Care.
- Designated STUDENT parking is located in the blue shaded areas along the exterior perimeter of the lot.
- Designated STAFF parking is located in the green shaded areas in both the upper and lower lots.
- VISITORS during school hours may park in the upper lot near the school entrance.
- If you need to park at MORNING DROP-OFF, please park in the BLUE shaded areas designated for students.

