



JOHN PAUL THE GREAT
ACADEMY

FAMILY HANDBOOK 2017-2018

STATEMENT OF ACCEPTANCE

We have read and agree to abide by the policies set forth in the John Paul the Great Academy Family Handbook. (One form is needed per family).

<p><u>PARENTS:</u></p> <p>Please print name(s):</p> <p>_____</p> <p>_____</p> <p>Signature(s):</p> <p>_____</p> <p>_____</p> <p>Date: _____</p>	<p><u>STUDENT</u> <i>(Signature required of Upper School students only):</i></p> <p>Please print name:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signature:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: _____</p>
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*** Please return this form to the Front Office no later than Friday, August 18, 2017. Thank you!



JOHN PAUL THE GREAT
ACADEMY

FAMILY HANDBOOK

2017-2018

UPDATED 7/27/2017

“Prepare for life with seriousness and diligence.
Always remember that only if one builds, as Saint Paul says,
on the foundation which is Jesus Christ, will one be able to
construct something really great and lasting.

With the liveliness that is characteristic of your age,
with the generous enthusiasm of your young hearts,
walk towards Christ.

He alone is the solution to all your problems.
He alone is the way, the truth, and the life;
He alone is the real salvation of the world;
He alone is the hope of mankind.”

— Pope St. John Paul II

Speech to Children,
Guadalajara, Mexico

Table of Contents

- I. VISION AND PHILOSOPHY
 - A. THE ACADEMY'S HISTORY
 - B. THE ACADEMY'S MISSION, VISION & CHARISMS
 - C. PRAYER LIFE
 - D. PHILOSOPHY OF EDUCATION
- II. GOVERNANCE AND ADMINISTRATION
 - A. THE BOARD OF TRUSTEES & ADMINISTRATION STAFF
 - B. PARENT APPEALS PROCESS
- III. ACCREDITATION
- IV. SAFE ENVIRONMENT/ADULT BEHAVIOR
- V. ADVANCEMENT PROGRAM
 - A. COMMUNICATIONS POLICY
 - B. SOLICITATION AND DONATION POLICY
 - C. BRANDING/ TRADEMARKS
- VI. SERVICE
- VII. ACADEMIC FORMATION
 - A. THE ACADEMIC ENVIRONMENT AND THE COMMON GOOD
 - B. ACADEMIC PROBATION & SUMMER SCHOOL
 - C. ATTENDANCE REQUIREMENTS
 - D. REQUEST FOR REVIEW OF CURRICULUM
 - E. COMPUTER USE
 - F. FIELD TRIP AND EARLY DISMISSAL POLICY
- VIII. PHYSICAL FORMATION
- IX. STUDENT CONDUCT AND COMPORTMENT
 - A. A SCRIPTURAL VIEW OF DISCIPLINE
 - B. CONDUCT BEFITTING A JOHN PAUL THE GREAT ACADEMY STUDENT
 - C. DATING POLICY
 - D. SUBSTANCE ABUSE
 - E. PERSONAL TECHNOLOGY DEVICES
 - F. DISCIPLINE PROCEDURES
 - G. MERIT & DEMERIT SYSTEM
- X. UNIFORM AND DRESS CODE POLICY
- XI. POLICIES AND PROCEDURES
 - A. INCLEMENT WEATHER/ EMERGENCY CLOSING PROCEDURE
 - B. LUNCH/ FOOD ON CAMPUS
 - C. MEDICATION
 - D. IMMUNIZATIONS
 - E. CAMPUS SECURITY AND SAFETY
- APPENDIX A: ACADEMIC STANDARDS
 - A. TYPICAL PLAN OF STUDY - UPPER SCHOOL
 - B. REQUIRED COURSES OF STUDY FOR GRADUATION - UPPER SCHOOL
 - C. GRADING SCALE
- APPENDIX B: ACCEPTABLE TECHNOLOGY USE POLICY
 - A. SCOPE OF USE
 - B. RESPONSIBILITIES OF USER
 - C. TECHNOLOGY USE GUIDELINES
 - D. POLICY VIOLATIONS

I. VISION AND PHILOSOPHY

A. *THE ACADEMY'S HISTORY*

- 2007 Pope John Paul II Academy is founded by original headmaster Kevin Roberts and Fr. Bryce Sibley and begins its first school year on temporary property on the I-49 Frontage Road near Prejean's Restaurant.
- 2011 Pope John Paul II Academy is renamed John Paul the Great Academy and relocates to its permanent campus at the historic De La Salle Christian Brothers property on Carmel Drive.
- The Community of Jesus Crucified relocates from the Holy Rosary Institute property on Carmel Drive to St. Martinville. JPG adopts the perpetual adoration chapel and relocates it to our campus.
- 2013 Peter Fletcher becomes the second headmaster of JPG.
- 2014 On April 27, students and faculty members attend the canonization of our patron Pope St. John Paul the Great as a part of the first Junior Pilgrimage to Rome.
- 2016 As part of the festivities for the 10th anniversary of the academy, newly installed Bishop Douglas Deshotel celebrates Mass for Pope St. John Paul the Great's feast day.

B. *THE ACADEMY'S MISSION, VISION & CHARISMS*

OUR MISSION STATEMENT: John Paul the Great Academy is a small, Catholic, college preparatory school that preserves and promotes the sacred traditions of the Roman Catholic Church.

OUR VISION STATEMENT: John Paul the Great Academy is a private, PK-12 independent school committed to teaching an exemplary, rigorous classical curriculum, and a comprehensive understanding of the Roman Catholic faith. Our co-educational, college preparatory school serves students and their families by emphasizing fidelity to the Magisterium, and by helping them to grow in their Roman Catholic faith. Students are expected to achieve academically beyond their expectations, to grow spiritually through study and worship, and to become leaders within their secular and church communities. Likewise, faculty members will be outstanding role models for living the Catholic faith, and will be master teachers in their respective disciplines. Above all else, John Paul the Great Academy will promote a steadfast, Roman Catholic worldview that emphasizes knowing truth and living a Christian life.

OUR CHARISMS: *VERITAS, FIDES, VIRTUS*

A charism is the defining quality or character of an organization. In a Catholic school, the mission, activity, and daily life of the students and faculty all express the school's charisms.

The word charism derives from the Greek root "*Charis*," which means beauty, grace, gift, and order. With gratitude, the students and faculty receive the charisms of the academy. With love and fidelity, the students and faculty seek to internalize these charisms and put them into practice each day. The charisms of John Paul the Great Academy are *Veritas*, a formation in Truth, which guides our approach to classical education; *Fides*, a formation in Faith, which seeks to invite students to enter more deeply into prayer and the sacraments; and *Virtus*, a formation in human virtue, which provides opportunities for students to grow in friendship and discipline through athletics and extracurricular activities.

Veritas – A formation in *Truth*, rooted in

- The tradition of classical education
- The joyful cultivation of habits of learning and study
- An engagement with the great ideas and texts of Western Civilization
- A peaceful, reflective academic environment
- The pursuit of knowledge, beginning in wonder and culminating in wisdom

Fides – A Formation in *Faith*, rooted in

- An intimate knowledge of Sacred Scripture
- An intimate friendship with Jesus Christ
- A firm foundation in the philosophy of St. Augustine and St. Thomas
- The example and theology of Pope St. John Paul the Great
- The writings of the Saints and Early Church Fathers
- The experience of sacred liturgical chant and hymns
- The need for every person to discern God's calling in their vocation
- The development of an interior prayer life
- A deep and lasting conversion of heart
- A strong commitment to the New Evangelization
- A devotion to Eucharistic Adoration, Holy Mass and the Sacraments
- The need for each of us to be vocal witnesses to Jesus Christ, our only hope and salvation
- The pursuit of holiness, beginning in a simple restless heart and culminating in the eternal beatific vision

Virtus – A formation in human *Virtue*, rooted in

- The example of the *Cloud of Witnesses* – the Communion of Saints
- The daily practice of sacrifice in small, ordinary things
- The support and cultivation of friendship
- The Greek ideals of moderation and balance
- Justice, Prudence, Temperance, and Fortitude
- The habits of service and humility which are the essence of leadership
- The pursuit of the good, beginning in discipline and culminating in joy

We know that a Catholic, classical education builds a firm foundation of knowledge and reason. We also know that it widens a child's natural openness to wonder, which in turn increases his recognition and reverence of truth, goodness, and beauty. Ultimately, that reverence flows into his love for God Himself.

John Paul the Great Academy, with its foundation in Jesus Christ, will strive to fulfill our mission of education and formation to graduate students who...

- THINK critically and creatively
- WRITE with eloquence and persuasion
- LISTEN with wisdom and patience
- SPEAK with conviction and clarity
- PURSUE all learning with dedication and excellence

Omnia in Excellentia – Ad Majorem Dei Gloriam

C. PRAYER LIFE

The Holy Sacrifice of the Mass is the bedrock of the Academy's prayer life. The Academy celebrates Mass weekly, on Fridays, usually at 8:30 am, depending upon the celebrant's schedule. Confession is offered 30 minutes before the start of Mass.

For Upper School each school day begins with Morning Prayer, which generally includes student-led reflections, the Rosary, the Divine Mercy Chaplet, the Liturgy of the Hours, or other devotions. In the Lower School, students begin the day with a communal decade of the rosary and morning prayer in their classroom. Just before lunch, the school community prays the *Angelus*, the Prayer to St. Michael, and the Blessing Before a Meal (in the Easter Season, the *Regina Caeli* is offered instead of the *Angelus*). In addition, in each classroom, the school day is interspersed with brief prayers at the beginning and end of each subject or class. The day concludes students praying the *Confiteor* or another prayer.

Following the Church's liturgical calendar, the Academy also schedules particular devotions throughout the year, such as celebrations of the feasts of St. John Paul the Great, our patron, and St. Joseph.

D. PHILOSOPHY OF EDUCATION

The Vatican II document *Declaration on Christian Education* states that parents are the primary educators of their children, and that “their role as educators is so decisive that scarcely anything can compensate for their failure in it.” It is through a cooperative, close relationship between parents and school that children are formed and reinforced in their spiritual, emotional, intellectual, and physical capacities.

Acknowledging these truths, John Paul the Great Academy aids parents in the formation and education of their children, based on the principle of subsidiarity. It does so by providing an atmosphere that maintains and fosters the Christian spiritual, intellectual, moral, and physical formation that the students receive at home. The school exists primarily to form the intellect of the student and as such aids parents in those tasks of education that they are not able to fulfill completely on their own.

With its emphasis on teaching what is “good, beautiful, and true,” John Paul the Great Academy seeks to carry on the living tradition of authentic Christian classical education. Grounded in the seven liberal arts (the *trivium* and *quadrivium*), John Paul the Great Academy teaches its students how to think like the great thinkers who produced our civilization.

II. GOVERNANCE AND ADMINISTRATION

The Academy is operated by an independent Board of Trustees. The Board formulates the Academy’s strategic plan, then charges the President/Headmaster with implementing it.

The Academy is a registered non-profit corporation with the State of Louisiana, and a designated 501(c)(3) organization with the Internal Revenue Service.

A. THE BOARD OF TRUSTEES & ADMINISTRATION STAFF

Mr. Rick Cambre	Chair
Mr. Peter Fletcher	President & Headmaster
Fr. Jim Brady	Trustee
Mr. Fred Gossen	Trustee
Mr. Darrell Hicks	Trustee
Dr. Chris Hubbell	Trustee
Mr. Nolan LeBlanc	Trustee
Mrs. Michie LeBlanc	Trustee
Mrs. Madeline Salvatierra	Trustee
Dr. Toby Wexler	Trustee

Administration

Mr. Peter Fletcher	Headmaster
Mrs. Danielle Mahan	Academic Dean
Mrs. Mindy Menard	Lower School Dean
Mr. Kyle Albarado	Dean of Math & Sciences
Mr. Philip Cortese	Dean of Humanities
Ms. Molly McCracken	Director of Admissions & Advancement
Ms. Taylor McCaulley	Assistant Director of Admissions & Advancement
Mr. Barrett Richard	Dean of Discipline
Mr. Eric Stromer	Lower School Discipline Coordinator
Mrs. Dee Piazza	Guidance Counselor

B. PARENT APPEALS PROCESS

1. Parents who disagree with a decision made by a staff member, teacher or coach should *first* bring their concern to that individual. (An exception to this requirement would be where the situation involves child protection or serious safety concerns. In such a case, the matter must be brought immediately to the administration's attention.)
2. After a parent has spoken with the staff member, teacher, or coach, the parent may appeal the decision by requesting a meeting with the Lower School Dean or Academic Dean to discuss the matter.
3. The decision may be appealed further by requesting a meeting with the Headmaster. If the matter is not resolved with the first meeting with the Headmaster, a second meeting with the Headmaster must be scheduled to revisit the matter and to secure a final decision from the Headmaster.
4. Parents who wish to appeal a final decision of the Headmaster must, within thirty days of the decision in question, turn in a written statement which includes both a statement of the facts involved and also the specific decision requested.
5. The Appeals Committee of the Board of Trustees will consider the merits of the appeal and determine whether to reject the request or to bring it to a vote of the entire Board of Trustees. A final answer will be given to the parents in writing within twenty days of the school receiving the request.
6. The decision of the Appeals Committee and Board of Trustees is final and binding upon all involved.

III. ACCREDITATION

John Paul the Great Academy is a full member of the National Association of Private Catholic Independent Schools (NAPCIS).

The school is also a non-public approved school with the Louisiana Board of Elementary and Secondary Education, meaning that all credits and diplomas are recognized by the State, automatically transferable to other schools, and accepted automatically by any university in the country.

Regarding tops - in simple terms: (1) the school issues a state diploma; (2) that diploma is TOPS-eligible, as the school's graduation requirements meet and exceed those of the State; (3) accordingly, many of our graduates attend state universities on the TOPS program.

IV. SAFE ENVIRONMENT/ADULT BEHAVIOR

John Paul the Great Academy follows the diocesan policy which mandates that any employee or volunteer supervising minors must complete training required by the "Safe Environment for the Protection of Children and Young People." This includes teachers, coaches, substitutes, volunteers, chaperones, or anyone else working with our students. Once a volunteer has attended the Initial Education class, he must visit www.virtus.org to take the Continuing Education class on a yearly basis. This program creates awareness regarding child and sexual abuse facing society today. For the safety of our students, please help us to enforce this policy. If you have any questions, contact Sarah McManus (JPG Safe Environment Coordinator) at smcmanus@jpgacademy.org.

For the protection of our students and to ensure safe, peaceful behavior at JPG, all adults (visitors, parents, friends) are expected and required to behave and speak in respectful, appropriate ways to students and other adults alike, consistent with our mission as a small Catholic school. Adults who fail to act appropriately may lose the privilege of being on campus or attending JPG games and events.

V. ADVANCEMENT PROGRAM

A. COMMUNICATIONS POLICY

Prior to publications and/or distribution of documents produced in the name of John Paul the Great Academy, a copy must be reviewed by the Advancement Director. These include but are not limited to:

- Communications on JPG letterhead
- Mass e-mails from any JPG address
- Yearbook
- Newsletters/magazines
- Sports literature
- Special event programs, advertisements, banners
- JPG Facebook page and website
- Other correspondence to the JPG community

B. SOLICITATION AND DONATION POLICY

Rationale: It is the responsibility of the JPG Advancement Office to coordinate all fundraising efforts. In order to maintain efficient donor records, a policy for solicitation and donations is necessary. This policy should assist in possible problems of "cross-solicitation" and avoid donor attrition. It is necessary that all persons who solicit on JPG's behalf meet with the the Advancement Director for project approval. The Advancement Office should have prior knowledge of all funding transactions. Properly informed, it should serve as the JPG resource center for donations of all types.

The John Paul the Great Academy Solicitation Policy:

- No individual or business is to be solicited on behalf of JPG without prior approval from the Advancement Office. First, submit names of potential donors to the Advancement Director.
- Solicited funds must be targeted to a specific project or event that has received the prior approval of the Advancement Director.
- Restricted donations must be applied to the area or project specified by the donor unless the donor is contacted by the Advancement Director and such permission is granted.
- Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor's contribution.
- In order to maintain a permanent record of donor history, the following information must be provided to the Advancement Office:
 - Name and address of donor
 - Amount/value of donation (if applicable, indicate type of in-kind service or item.)
 - Project or campaign in which the donation was made
 - Date of the donation
 - Solicitor's name

- In-kind donations, or gifts of property, which might incur additional expenses, must receive approval and permission from the Advancement Director prior to any transaction.

C. BRANDING/ TRADEMARKS

Only officially recognized departments, personnel, individuals, and groups of John Paul the Great Academy are authorized to use the school's name or logo and only with prior approval from the JPG Advancement Office. The trademarks of John Paul the Great Academy may not be distorted, modified, or infringed upon in any way. Contact the Advancement Office prior to the design and/or planning of use of school identification on items such as but not limited to: publications, t-shirts, websites, documents, letterhead, stickers, decals, or promotional items. A proof of final design must be approved by Advancement Director.

VI. SERVICE

All Academy students contribute joyful service to the school, their church parish, and the community at large. We strive to integrate service into the life of the school. Each sports team and school club is encouraged to choose a service or apostolic project to organize. In addition, our students take time out of the school day to serve at the St. Joseph Diner, visit nursing homes, go on mission trips, and even take a visible stand for life at the March for Life in Washington, D.C. each January.

Parents are also encouraged to serve with the same joyful spirit as they work service hours for the school. If a family is receiving tuition assistance, they are required to serve 30 hours for the school annually. If a family is not receiving tuition assistance, they are required to serve 20 hours for the school annually. These hours may consist of fundraising activities, volunteering in classrooms, general clean-up of the school, etc. Any family electing not to complete these much-needed hours will be billed at the rate of \$20 per uncompleted hour. Family service hours are logged by parents in RenWeb.

VII. ACADEMIC FORMATION

John Paul the Great Academy seeks to carry on the tradition of authentic Christian classical education. Classical education embraces excellence in human achievement and holds this before students as a model. Giving witness to goodness, truth, and beauty—and thereby, to God—this exposure to excellence awakens in the student the deepest sensibilities to all that is noble and good. The classics of literature, art, and music endure and remain to inspire and to educate those who study and absorb their lessons. The classics document humanity's search for the truth; this search finds its complete fulfillment in the Incarnation of the Son of God.

The classical curriculum:

- Is suited to the full development of the student according to his needs and abilities;
- Recognizes, in its choice of subjects and experiences, a hierarchy of values with certain subjects having intrinsic value over others and, thus, contributing more to the attainment of the educational aims of the Academy;
- Provides for the progressive mastery of material that constantly challenges the developing abilities of the student;
- Is integrated through the coordination of several subjects and activities with a common philosophy permeating the whole; and
- Promotes self-discipline in the student as exhibited in conduct, study, memorization, thinking, expression, and imagination.

At John Paul the Great Academy, our Lower School curriculum (PK3-6th grade) is a classical-based approach that focuses on the building blocks of learning and the importance of cultivating a deep sense of wonder in each child. Students memorize poetry, learn phonics, study Greek and Latin roots, train in music, investigate the world through science, develop a love for the stories of history, and learn to think logically through Singapore math. All these components work in concert to provide an unparalleled classical foundation for the work of the Upper School.

The Upper School curriculum (7th-12th grades), builds on this foundation through the intense study of logic, rhetoric, public speaking, Latin, math, science, history, literature, politics, art, and theology. Oral and written communication, logical thinking, and apologetics are the hallmarks of a JPG Upper School education.

The curriculum of each division is unified by three pillars: (1) using reason to inform the gift of faith granted to us by God; (2) pursuing in depth, not just in breadth (i.e. superficiality), the core disciplines; and (3) tracking the development of Western Civilization from Jerusalem to Athens, then to Rome, then to London, and ultimately to Philadelphia in 1787.

A. THE ACADEMIC ENVIRONMENT AND THE COMMON GOOD

In the words of St. Augustine, "Peace is the tranquility of order." A peaceful atmosphere where tranquil order ensues is essential for learning. Nothing so contributes to this atmosphere as quiet. Shouting, screaming, and horseplay are never permitted inside the school building. When the bell rings or when it is time for class to begin all talking should cease immediately, so the student may be completely attentive.

In order to maintain a peaceful environment for learning, it is necessary to have and enforce rules; without them, disorder would result and the common good of the school would suffer.

- **Cheating and Dishonesty:** Cheating, lying, and stealing undermine the basic trust upon which the academic community is built. For example, photocopying notes from another student in class, rather than taking first hand notes, takes away the opportunity for authentic learning and is included as academic dishonesty. A student who has cheated on any assignment will receive a zero for that assignment, and will receive disciplinary consequences, such as a school suspension. A second offense of academic dishonesty may result in dismissal from the school.
- **Parental Assistance:** Parents are encouraged to be active as the primary educators of their child. However, excessive parental assistance with schoolwork that undermines the student's responsibility is considered cheating. Examples of excessive parental assistance include writing papers, carrying out research, or any activity essential to an assignment as determined by the teacher who gave the assignment.
- **Plagiarism:** Plagiarism is a form of cheating and presents the work of another as one's own. Failure to cite the source(s) of quoted, paraphrased or summarized material, whether published or not, is defined as plagiarism. Additionally, copying homework from another student is discouraged as an act of plagiarism. Incidents of plagiarism are examples of academic dishonesty.
- **Book Summaries:** The reading of "great books" and primary source texts is an essential requirement for students' success in the humanities, particularly in the Upper School. Students who consult book summaries or online study guides (e.g., CliffsNotes, SparkNotes, Shmoop) *instead of* reading assigned texts are guilty of academic dishonesty.

B. ACADEMIC PROBATION & SUMMER SCHOOL

If a student is consistently not working up to his potential, he may need to be placed on academic probation as a strong incentive to improve. The purpose of academic probation is not punitive, but cautionary; in other words, the school's desire is to help the student address academic problems before they become major obstacles to the student's success.

Guidelines for academic probation are as follows:

1. Student earns a D or an F in any one course for the quarter.
2. Student earns a GPA of 2.5 or below for any one quarter.
3. Student consistently misses assignments or is otherwise unprepared for class.

At the end of the probationary period—which will typically last for one academic quarter—if improvement has not been satisfactory, the student will remain on probation, but further action will be taken. Parents, teachers, and administrators will meet together to discuss study skills and strategies to help the student improve his grades and succeed at JPG. Students on probation may be required to take summer school enrichment classes, lose the privilege of participating in extracurricular activities, or not be invited to return to JPG the following year.

Each student who receives D or F grades at the end of the year will be contacted by the Academic Dean regarding potential summer school needs. The general policy is that students who fail any course must retake the course, either in summer school of the same year, or by repeating the course in the following academic year, as determined by the Headmaster. Students failing more than one course may be asked to repeat the grade, or may not be invited back to JPG for the following academic year. Students who receive more than one D may be asked to do the same. Every case is individualized, however, depending on the type of course needing remediation and the circumstances of the year.

C. ATTENDANCE REQUIREMENTS

Students are obliged to attend all classes every day school is in session and arrive at school on time. The school policy on attendance allows twenty (20) days of absence from school per year and a maximum of ten (10) per semester. Absences beyond twenty (20) for the year or ten (10) per semester will result in the loss of academic credit for that course or for the year. Students with excessive absences due to extenuating circumstances (such as extended severe illness or a crisis such as a death in the family) may appeal to the administration for credit recovery.

The Academy strongly encourages parents to avoid scheduling medical appointments or other events during days and times that interfere with their child's academic success. Students should not be removed from class for family trips, as these are to be scheduled during the many periods of vacation spread throughout the year.

1. **Absence:** When a child is ill or an emergency necessitates an absence, parents should call the Academy before school on each day of the absence and leave a message, including the student's name and reason for absence.
2. **Making Up Work:** Arrangements should be made by the family directly with the child's classmates and/or teacher(s) to obtain assignments. The student is responsible to make-up all class work and assignments missed due to absence.
3. **Tardiness:** The morning bell rings at 7:50 am, and school begins at 7:55 am, when all students should be in the appropriate grade-level area. Lower School dismisses at 3:10 pm, and Upper School concludes with afternoon prayer at 3:15 pm. Sustained, consistent tardiness harms the student and is inconsistent with school's expectations for parents as primary educators. Because tardiness is so disruptive to classes, the school must deal with them sternly.

Lower School students with excessive tardies will be asked to meet with the Lower School Dean to resolve the issue.

In the Upper School, the first two tardies in each Upper School class are noted as warnings. Every tardy after that results in one demerit. Every three demerits equals one detention.

Late arrivals that occur on Mass days are particularly to be avoided. Students who are excessively late or absent during Mass may face additional sanctions.

4. **Partial Absence:** When a planned early dismissal or absence for part of the day is necessary, parents must notify the front office before 8:00 a.m. The student must turn in any assignments due that day to the office before departing. The parent must come into the office to sign the student out, and the student must sign-in upon return.
5. **Losing credit for missing school:** In the Lower School, attendance is calculated per day. Late arrivals and early departures are counted as follows (noting that a full school day lasts approximately 7 hours):
 1. Arrive between 7:55-8:55am = tardy but counted present full day
 2. Present more than 5 hours = counted present full day
 3. Present between 2 - 5 hours = counted present for half day
 4. Present less than 2 hours = counted absent

In the Upper School, attendance is calculated per course. Students must be present for the majority of a class period to avoid being counted absent for that period. Students who miss more than 10 days in any one course (due to checking out early or arriving late), whether excused or unexcused, will only lose credit in that course.

6. **Early Checkout procedures:** For school related events, students will, with parent permission, coordinate checkout procedures with their teacher or coach through permission slips and group arrangements, but must always sign out at the front desk. If any student checks out early for a non-school related matter, a school secretary must speak to one of his parents on the telephone. All students must sign out before leaving campus; if a student fails to do so, he will be disciplined for truancy.

D. REQUEST FOR REVIEW OF CURRICULUM

Parents who have concerns regarding a specific aspect of the curriculum (e.g., an article, story, book, film, class topic), are welcome to present that concern to the school for review. After an initial conversation with the teacher regarding their concerns, parents are asked to put in writing the nature of their request:

1. Describe the facts: include an excerpt from the book (citing page numbers), describe the scene from the film, or describe the topic that was or will be discussed in class.
2. Cite the *Catechism of the Catholic Church* in order to indicate how the presentation of this curriculum is contrary to the Catholic faith and to the Catholic formation offered at JPG.
3. Make a specific request for what change is being recommended.

After the teacher has responded in writing to the parents' request for review, if the parent wishes to continue the appeal, they may submit the same document to the Academic Dean, who will review and make a recommendation to the Headmaster. The Headmaster will meet with the parent and also respond to the request.

E. COMPUTER USE

Though the Academy's position is increasingly counter cultural, we are careful to integrate technology in a balanced and intentional way. We are not a 1-1 laptop or "tablet PC" campus. Often, educators are tempted to add ever more technology because they believe they will help engage students and keep them from becoming bored. In a classical educational environment, teachers work hard to directly engage each child in active learning and discussion. The Academy is careful to avoid distractions that inhibit this learning process.

Accordingly, students are allowed access to computers on campus only under the supervision of a teacher. At times, the Headmaster may approve the use of a student-owned laptop for limited use in a particular class. The Headmaster's approval of this limited use does not provide for general usage on campus. Before students may use any computers on campus, they must read and agree to the Acceptable Use Policy (see appendix section). This will ensure that parents and students both understand what is considered acceptable use. Violations of the policy will be handled on a case-by-case basis, with consequences ranging from the loss of computer use privileges, to the temporary or permanent confiscation of a student's laptop, to expulsion.

Printing Options - Student

1. Black and White Printing
 - a. Student may print through a Chromebook on campus using a student account either in the front office or in the library at a cost of \$0.10/page. Students are given \$5.00 in free copies at the beginning of the year.
2. Copy Function on the Library Machine
 - a. Students have access to limited copy functions on the library printer. They can scan in books or materials to a student folder in Google Drive. This is accessible to students to view, print or email.
3. Students who use up their credit can add money to their account in the front office.

F. FIELD TRIP AND EARLY DISMISSAL POLICY

Field trips are arranged for classes throughout the year to enrich the curriculum and widen the learning experience of the students. A field trip is defined as a school organized trip where students leave and return to campus on the same day (e.g. trip to museum, zoo, cultural center).

All students attending an off-campus field trip must turn in a signed permission form to the front office before departing for the trip.

- Parents who agree to assist with driving students for the event must turn in a copy of their driver's license and proof of insurance to the office before departing for the field trip.
- Because parents are assigned as chaperones to a group of students, and because those students need the full attention of the chaperone for the entire field trip, younger siblings will not be allowed to attend (with the exception of nursing infants).

An early checkout, is defined as a school organized event where students depart campus and do not return, in which case, parents take responsibility for transportation and supervision of their children (e.g. speech and debate tournament or athletic competitions). See "Early Check-out Procedures" above for details.

VIII. PHYSICAL FORMATION

There are perhaps no better examples of physical formation's importance to faith and academic formation than Saint Pope John Paul II himself. An accomplished athlete, Saint Pope John Paul II demonstrated the complementarity of all three goals; as such, the Academy honors his example through its commitment to form "the whole person."

To accomplish this goal, John Paul the Great Academy offers physical education for students. In the lower grades, that instruction is focused on team-building activities and core physical skills. In the high school grades, where graduation credit in P.E. must be earned, students acquire important knowledge about proper diet, helpful exercises, horticulture, and skills in sports.

Extracurricular sports, in generating healthy competition and school spirit, are important components of the child and adolescent formation of "the whole person." Our current affiliation is with the Association of Christian Educators of Louisiana. In 2017-2018, for Upper School boys, we offer football, basketball, track and field, tennis, and soccer (coed); for Upper School girls, we offer volleyball, cheerleading, track and field, tennis, and soccer (coed). Please see the JPG Athletic Handbook for detailed policies related to our sports programs.

IX. STUDENT CONDUCT AND COMPORTMENT

*"Exercise self-discipline, for you are God's athlete; the prize is immortality and eternal life."
— St. Ignatius of Antioch*

A. A SCRIPTURAL VIEW OF DISCIPLINE

Discipline, obedience, and authority are the three pillars upon which all learning rests. The word "discipline" derives from the Latin *discere*, which means "to learn." Disciples are those who learn from Christ, the Teacher. The training of the mind, like the training of the body, requires self-discipline. A disciplined student, therefore, is a responsible and successful student.

In order for our children to develop a truly Christian character, discipline at home and at school must be compatible, consistent, and unified. Love, indeed, is at the heart of all discipline, and correction is an essential part of the firmness of love. Our vocation as parents and as teachers requires that we teach our children to observe all that God has commanded, such as the Ten Commandments and the principles of the Church. We do this both by word and example. The enthusiastic support of parents for the rules of the Academy is essential for the effective education of their children.

B. CONDUCT BEFITTING A JOHN PAUL THE GREAT ACADEMY STUDENT

It is fundamental to the philosophy of John Paul the Great Academy that the atmosphere in school be disciplined, quiet, and orderly— that is, conducive to learning. Students conduct themselves at all times in a manner that reflects favorably upon themselves as Christian ladies and gentlemen. Failure to uphold this conduct may result in immediate discipline. Each JPG student should exhibit the following behavior and attitudes:

- Gives cheerful and immediate obedience to authority;
- Knows, understands, appreciates, and abides by the rules of the Academy;
- Adheres to and joyfully lives out the JPG Charisms;
- Exercises self-control and restraint;
- Maintains a modest, neat, and well-groomed appearance in accord with the dress code;
- Appreciates and acknowledges the skill and talents of others;
- Maintains a standard of personal excellence, putting forth his very best effort in all he does, directing his actions to the honor and glory of God;
- Prays and worships with a devout attitude;
- Addresses all adults with respect (e.g. Mr. Smith, Mrs. Jones, or, in the event the name is not known, "Yes, Sir"; "No, Ma'am");
- Greets guests on campus with confidence, kindness, and a sense of welcome - while offering to assist and direct them;
- Raises his hand in class to speak, not interrupting others;
- Uses proper English, not slang, when speaking in school;
- Gives assistance to other students when needed and appropriate;
- Is punctual in attendance and assignments;
- Cares for his own possessions and those of others, keeping the building and grounds neat and clean;
- Apologizes for inappropriate behavior, quietly and respectfully accepting the consequences thereof;
- Avoids blasphemy, profanity, obscenity, vulgarity and the like in word, writing, gesture, or action.

C. DATING POLICY

The following policy has been in place since the school's founding. JPG students are strongly discouraged from dating during middle and high school. While the Academy recognizes that this issue must be handled at the discretion of a student's parents, we do require our students to adhere to certain guidelines in this area when they are at school. We believe that these guidelines help students to focus on nurturing friendships and building community during their time at JPG.

- During the school day, time spent on campus before and after school, and any school-sponsored event, so-called "public displays of affection" (PDA) are absolutely not permitted. PDA may be broadly defined as any action that implies a romantic relationship between two individuals. Such behavior will be addressed promptly and handled as a disciplinary infraction.
- As a general rule, students of the opposite sex should not "pair off" apart from their peers, even when they can be seen by a faculty member or other adult.
- Additionally, students ought not to be found exclusively in the company of a boyfriend or girlfriend during their free time (before or after school, at lunch, etc.).

In other words, if a particular pair of students is "dating," an observer should not be able to draw this conclusion from their behavior at school.

D. SUBSTANCE ABUSE

John Paul the Great Academy opposes the culture of illegal, underage drinking that pervades many American high schools today.

- Students:
The Academy prohibits substance abuse by students, on or off campus, including but not limited to tobacco or smokeless tobacco, alcohol, prescription or nonprescription drugs, and illegal drugs. Acts of inappropriately possessing, using, providing, or selling these items may result in suspension or expulsion. Similarly, students must make every effort to not remain in the presence of other JPG students who are using tobacco, alcohol, or illegal drugs. As a matter of information, the use or possession of tobacco products by people under the age of 18 is an illegal act.
- Parents:
JPG Parents agree (a) not to provide alcohol to JPG students at parties or other social gatherings and (b) not to provide a location where JPG students can participate in underage drinking. This agreement does not restrict parents from offering their own children an alcoholic beverage in the privacy of their own home when other JPG students are not present.

The intent of this policy is not to replace the parent as the primary educator who must make decisions of how, if, and when to introduce alcohol to his children. The intent of this policy is to discourage a collegiate type of drinking environment from becoming the norm among JPG high school students.

- Reminder on Prescription Medications:

Students may not carry or keep medicine with them at school. All medications—prescription or over the counter—must be turned in to the front office and noted on the student’s medical release form. Students are given the responsibility by their parents to take their medication appropriately and on schedule.

E. PERSONAL TECHNOLOGY DEVICES

Cell Phones, iPods, and other Electronic Equipment: If a student brings a cellphone to campus, it must be checked in each day at the front office, and may not be accessed until after closing prayer at the end of the day. Students found with electronic equipment during the school day will have them confiscated, and a second offence will result in the student losing the device for the remainder of the year. Cell phones may be used on campus, whether before or after school, ONLY with specific permission from a faculty or staff member.

iPods and similar devices are not allowed to be used at any point on school grounds; the presence of students with earphones in their ears—even before or after school—violates the Academy’s desire to foster conversation and strong human relationships.

F. DISCIPLINE PROCEDURES

When a student “crosses the line” at school, parents can be assured that correction will be firm and appropriate as required both by the common good of the academic community and the God-given dignity of the student(s) involved.

John Paul the Great Academy adheres to the following discipline guidelines:

- The teacher’s decisions regarding correction and punishment in his classroom are final. Students should accept them with obedience and respect.
- The normal sequence of correction for minor offenses is that the teacher handles the issue until the administration must intervene, at which time parents will be called for a meeting. Initial questions regarding discipline must first be directed to the teacher.
- Normally, behaviors of a more serious nature warrant immediate contact with the parents, followed by either immediate corrective action, suspension, and/or expulsion, depending on the nature and circumstances of the offense. Examples of such offenses would include: disrespect for authority; insubordination; refusal to follow teacher’s instructions; gossip or calumny; public displays of affection; immoral or vulgar language; cheating, theft, or dishonesty; seriously disruptive behavior;

destruction of property; fighting; possession of any controlled substances or weapons; and any conduct which would offend the Catholic nature of the Academy.

G. MERIT & DEMERIT SYSTEM

The Upper School school uses a merit/demerit system to hold students accountable for their choices that violate the expectations for comportment—as well as to provide incentive for virtue. Though used primarily in the Upper School, the merit/demerit system is used occasionally in the Lower School when appropriate.

When a faculty member determines that a demerit is warranted, the student and parents will be informed. Throughout the demerit sequence, communication with parents will be accomplished by phone, e-mail, written notice, or in-person meeting.

Automatic Demerits: Demerits related to uniform violations, excessive tardies, cursing, and gum chewing are called “Automatic Demerits” because there are no “warnings” or “reminders” regarding these infractions. Consistency is the most important factor for discipline in these areas.

Behavioral Demerits: Demerits related to other aspects of a student’s behavior, attitude, disrespect, or classroom disruption, are given at the discretion of the teacher or staff member.

The normal sequence of correction for minor offenses is the following:

Number of Demerits	Consequence
3	After school detention
6	After school detention
7-10	After school detention for each additional demerit
11-15	After school detention, Saturday School, suspensions, and more
16 or more	The above range of consequences, plus a behavioral contract to avoid expulsion.

The Lower School has a conduct marking system unique to each grade that is regularly communicated to parents. Teachers should be consulted with questions about conduct.

Conversely, through regular, consistent acts of service—or through less frequent, major acts—students can earn merits that would offset potential demerits.

X. UNIFORM AND DRESS CODE POLICY

A. GENERAL GUIDELINES

ALL GRADES – GIRLS & BOYS

- Modesty and Appropriateness: Students must dress appropriately and modestly at all school-related events and competitions, and any time they are on school property. (For specific guidelines for dress during after-school hours and school events, see Section D.)
- Vendors: School Time is the primary vendor for the 2017-18 School Year. Fashion World is also an approved vendor. Uniform items not sold at JPG, School Time, or Fashion World can be purchased from any vendor of the family's discretion, so long as all uniform guidelines are met.
- JPG Patch: Uniform items with the JPG logo must be purchased from School Time or Fashion World. The JPG patch and digital logo transfer are both acceptable options.
- Sizing & Condition: All clothing items must be sized properly. No oversized or undersized uniforms. Uniforms must be clean, neat, and in good repair (e.g., without holes).
- Mass Uniforms: Students must wear all parts of the Mass uniform for the entire day, unless otherwise instructed by a teacher.
- Undershirts: Only solid white undershirts may be worn under uniform shirts. No turtlenecks are allowed. Undershirts must be worn under all white shirts.
- Marked Items: Students' names must be indelibly written on the inside collar of all blazers, sweaters, jackets and cardigans, and on the inside of tote bags and backpacks.
- Backpacks: Backpacks are not restricted to one color, but they cannot have images or pictures from popular media on them (e.g. celebrities, Disney, etc.).
- Field Trip T-Shirts and Spirit Wear: Both are sold through JPG only.

B. GUIDELINES FOR GIRLS

ALL GRADES – GIRLS

- Skirts: All dresses/skirts must cover the entire knee when standing. As students grow, they should adjust the hem, use the swap shop, or obtain a new skirt as needed.
- Shirts: All button-up shirts must be buttoned appropriately, to ensure modesty. All shirts must be tucked into skirts. Shirts must be free of logos and other designs (except the JPG logo, where applicable). Shirts cannot have ribbed edges, but pockets are acceptable.
- Sleeves: Shirt, jacket, and cardigan sleeves may never be rolled up.
- Socks / Tights: Socks must be black, navy, or white, and they cannot have logos or designs. Socks must cover the entire ankle bone, be visible above the shoe line, and cannot be rolled down. Black or navy tights or leggings may be worn under skirts, especially in wintertime. Pants are never permitted to be worn under skirts. Socks are not necessary when wearing tights.
- Approved Outerwear for Girls:
 - The "norm" for outerwear during winter months will be layering with the uniform options listed below. Should those options not be sufficient, students

may wear a solid navy or black winter coat (e.g., wool peacoat, “puffer” jacket) with no logos over their uniform outerwear. Non-uniform outerwear of other types will not be permitted, indoors or outdoors, at any time.

- Navy nylon Charles River jacket (hooded, fleece-lined)
- Full or quarter-zip fleece jacket with JPG crest (this item can only be purchased through JPG)
- JPG letterman jacket
- Navy pullover sweatshirt with JPG plaid appliqué (this item can only be purchased through JPG)
- Cardinal-red cardigan (with buttons)
- All of the above items may be worn indoors and outdoors, but not during Mass. The only girls’ outerwear permissible for Mass is the cardinal-red cardigan (with buttons), worn over the navy sweater vest.
- When sweaters or jackets are worn, they must be completely on a student’s body, not partially worn.
- Rainy Weather: Rain boots may be worn on non-Mass days with excessive rain, so long as they are not a distraction.
- Hair: Students’ hair is to be clean, well-groomed, and of natural color. Style should not attract excessive attention. Tasteful headbands and bows may be worn. The colors may be navy, gray, cardinal-red, white, or JPG plaid. Other hair accessories are not permitted.
- Makeup: Modest makeup is allowed for grades 7-12 only.
- Jewelry: One finger ring and one religious bracelet may be worn. Only one necklace is permitted, and it must be a crucifix, religious medal, or scapular. Watches are permitted if they are not a distraction. Girls may wear only one “stud” earring in the lobe of each ear. Hoop or dangling earrings are not permitted.
- Other Decoration: No body piercings and/or tattoos are allowed. Only neutral colored nail polish is allowed for girls. (This includes white tips, clear, light pink, nude, and light gray. Black, charcoal, brown, and navy are not allowed as well as all bright and neon colors.)

Girls Grades PK3-K

- Daily Uniform:
 - JPG plaid smock dress (must cover knee when standing) with JPG patch
 - Undershirt and navy or black shorts worn under dress
 - Dress shoes OR tennis shoes OR saddle oxfords (may be one or more of the following acceptable colors: black, navy, gray or white, including laces and emblems)
- Mass Uniform: same as daily uniform, except shoes must be solid black or navy leather dress shoes OR leather saddle oxfords ONLY— NO tennis shoes

Girls Grades 1-4

- Daily Uniform:
 - JPG plaid jumper with JPG patch (skirt must cover knee when standing)
 - Navy or black shorts worn under jumper
 - Peter Pan-collar, short-sleeve OR long-sleeve white shirt worn underneath jumper (This shirt does not need to have the JPG patch.)

- o Dress shoes OR tennis shoes OR saddle oxfords (may be one or more of the following acceptable colors: black, navy, gray or white, including laces and emblems)
- Mass Uniform: same as daily uniform, except shoes must be solid black or navy leather dress shoes OR leather saddle oxfords ONLY— NO tennis shoes

Girls Grades 5-12

- Daily Uniform:
 - o JPG plaid skirt (must cover knee when standing)
 - o Navy or black shorts worn under skirt
 - o White oxford shirt (short-sleeve or long-sleeve), a white polo shirt (short-sleeve or long-sleeve), OR a navy polo shirt (short-sleeve or long-sleeve) with JPG patch
 - o Dress shoes OR tennis shoes OR saddle oxfords (may be one or more of the following acceptable colors: black, navy, gray or white, including laces and emblems)
- Mass Uniform: same as daily uniform, except for the following:
 - o White oxford shirt (short-sleeve or long-sleeve) ONLY (no polo shirts for Mass)
 - o Solid black or navy leather dress shoes OR leather saddle oxfords ONLY— NO tennis shoes
 - o Optional for grades 7-8: navy JPG sweater vest
 - o Required for grades 9-12: navy JPG sweater vest

C. GUIDELINES FOR BOYS

ALL GRADES – BOYS

- Shirts: All shirts must be tucked into shorts or pants. All shirts must be free of logos and other designs (except the JPG patch, where applicable). Shirts cannot have ribbed edges, but pockets are acceptable.
- Sleeves: Shirt and jacket sleeves may never be rolled up.
- Socks: Socks may be solid black, navy or white, and they cannot have logos or designs. Socks must cover the entire ankle bone, be visible above the shoe line, and cannot be rolled down.
- Approved Outerwear for Boys:
 - o The "norm" for outerwear during winter months will be layering with the uniform options listed below. Should those options not be sufficient, students may wear a solid navy or black winter coat (e.g., wool peacoat, "puffer" jacket) with no logos over their uniform outerwear. Non-uniform outerwear of other types will not be permitted, indoors or outdoors, at any time.
 - o Navy nylon Charles River jacket (hooded, fleece-lined)
 - o Full or quarter-zip fleece jacket with JPG crest (this item can only be purchased through JPG)
 - o JPG letterman jacket
 - o JPG navy pullover sweatshirt with JPG patch (this item can only be purchased through JPG)
 - o Cardinal-red pullover sweater
 - o When sweaters or jackets are worn, they must be completely on a student's body, not partially worn.

- All of the above items may be worn indoors and outdoors, but not during Mass. The only boys' outerwear permissible for Mass is the cardinal-red pullover sweater, worn over the oxford shirt and tie, under the navy blazer.
- Hair and Facial Hair: Students' hair is to be clean, well-groomed, and of natural color. Style should not attract excessive attention. For boys, hair must be kept off of the collar, mid-ear, and eye brows. No facial hair is allowed.
- Jewelry: One finger ring and one religious bracelet may be worn. Only one necklace is permitted, and it must be a crucifix, religious medal, or scapular. Watches are permitted if they are not a distraction. Boys are not permitted to wear earrings.
- Other Decoration: No body piercings and/or tattoos are allowed.
- Pants and Shorts: Please note - although the JPG patch is not required on pants and shorts, these items must still be purchased at our approved vendors. Shorts must be no more than 1 in. above the knee and no longer than the middle of the kneecap.

Boys Grades PK3-K

- Daily Uniform:
 - Cardinal-red knit (pique or smooth) short-sleeve polo shirt with JPG patch OR white oxford shirt (short-sleeve or long-sleeve) with JPG patch
 - Light gray pants OR light gray shorts worn at natural waistline
 - Black belt (magnetic buckles acceptable)— not required for elastic-waist shorts/pants
 - Dress shoes OR tennis shoes (may be one or more of the following acceptable colors: black, navy, gray or white, including laces and emblems)
- Mass Uniform:
 - White oxford shirt (short-sleeve or long-sleeve) with JPG patch— NO polo shirts
 - JPG uniform necktie OR bowtie
 - Light gray pants worn at natural waistline— NO shorts
 - Black belt (magnetic buckles acceptable)— not required for elastic-waist pants
 - Solid black or navy leather dress shoes— NO tennis shoes

Boys Grades 1-12

- Daily Uniform:
 - Navy blue knit (pique or smooth) short-sleeve polo shirt with JPG patch OR white oxford shirt (short-sleeve or long-sleeve) with JPG patch
 - Light gray pants OR light gray shorts worn at natural waistline
 - Black belt (no flashy or ornate buckles)
 - Dress shoes OR tennis shoes (may be one or more of the following acceptable colors: black, navy, gray or white, including laces and emblems)
- Mass Uniform:
 - White oxford shirt (short-sleeve or long-sleeve) with JPG patch— NO polo shirts
 - JPG uniform necktie OR bowtie
 - Light gray pants worn at natural waistline— NO shorts
 - Black belt (no flashy or ornate buckles)
 - Solid black or navy leather dress shoes ONLY— NO tennis shoes
 - Optional for grades 1-8: navy blazer, not double-breasted (JPG patch not required)
 - Required for grades 9-12: navy blazer, not double-breasted (JPG patch not required)

D. DRESS CODE FOR AFTER SCHOOL HOURS AND SCHOOL EVENTS

At any school-sponsored event, JPG students are expected to hold themselves to the same virtuous standards which govern their attitudes, dress, and behavior during the school day. The Academy is confident that clearly stating these expectations will prevent any unfortunate situations during which it becomes necessary to deny entry or dismiss anyone from an event.

All students must adhere to the following dress code when attending school on a “free dress” day, staying on-campus after school, or attending any school-sponsored event, whether on-campus (such as athletic practice or training, sports games, and club meetings) or off-campus (such as field trips, pilgrimages, and socials).

- All clothing should fit appropriately, and allow the wearer to move around and sit down comfortably. Excessively tight or form-fitting clothing ought to be avoided.
- Pants in particular should not be excessively tight. “Yoga pants” and leggings (worn alone) must be avoided.
- Shorts must adhere to the “fingertip rule” (reach at least to the bottom of one’s fingertips when standing). Depending on the body type, some students will need to have shorts longer than “finger-tip length” to be appropriately modest.
- All dresses and skirts must be long enough to cover the knee when standing.
- All shirts must have two shoulder straps at least 1 inch— or 2 finger widths— wide. No strapless, “spaghetti strap,” halter, backless, or otherwise revealing tops allowed. Necklines should not reach more than 4 fingers— or a hand’s width— below the collarbone.
- Care must be taken that undergarments are not shown through outer clothes or without being covered properly.
- Clothing and accessories cannot display profanity or otherwise offensive messages that are contrary to the Catholic faith, nor can they endorse drugs, alcohol, violence, etc.

Field Trip attire generally consists of the following items (unless otherwise instructed by the teacher):

- JPG spirit shirt
- Bottoms:
 - Shorts: finger-tip length, or no more than 4 in. from the top of kneecap to hem of shorts
 - Jeans may also be worn (no leggings, jeggings, workout pants, yoga pants, etc.).

If students come to school for a field trip in clothing that is inappropriate, they will be given a pair of mesh PE shorts to borrow for the day.

E. ENFORCEMENT OF UNIFORM POLICY

The simplest way to state the school's policy toward uniforms is that "we mean business"—we pick our battles over uniforms in order to avoid battles over more serious concerns. Of course, enforcement of this policy starts at home between parents and students. We hope all potential violations will be fixed at home so the faculty and staff can focus on educating students.

An automatic demerit is earned for being out of uniform. At the discretion of the Headmaster, parents may be required to rectify immediately any violation of the uniform policy. This may include bringing the appropriate uniform item to school or taking the student home, so please be proactive in avoiding such situations. Persistent violations of the dress code are treated as disciplinary problems, and therefore could result in dismissal from the school.

XI. POLICIES AND PROCEDURES

A. INCLEMENT WEATHER/ EMERGENCY CLOSING PROCEDURE

In the event of any emergency, such as severe weather, that requires the closure of school, the Academy will normally announce its decision by 6:00 am on the day in question. Please note that the school will make such decisions separately from other schools, public and private, in Lafayette Parish. We will announce any news of school closure in the following priority:

- Dissemination of message blast to all email addresses in Renweb and all cell phones via the "Remind" service numbers.
- Update of website, if possible.
- Distribution of announcement to TV stations (KATC-Channel 3 and KLFY-Channel 10).

Occasionally, it may be necessary, for similar reasons, to close school early. In such an event, parents will be notified by email and/or phone as soon as that decision is made. In addition, we will follow the same procedures for distributing that announcement as above.

B. LUNCH/ FOOD ON CAMPUS

Students have two choices for lunch on campus: (1) They can bring their bag lunch from home or (2) They can order a hot lunch, for \$3.95 per day, from the school. Hot lunches are ordered using the form on the school website (<http://cafeteria.jpgapps.org/login>).

Likewise, the school encourages families to pack nutritious lunches (namely, a good balance of protein, vegetables, and fruit, with relatively little carbohydrates or fat) for students, considering that a balanced diet promotes good learning.

Fast food is not allowed on campus— even if brought by a parent. Occasionally, however, the Headmaster may make special arrangements for special class activities.

Peanut allergies:

- Lower School students may not bring peanuts or peanut products for snacks or in their lunches. Because we cannot check every lunch of every child every day, we ask parents to be especially conscientious about following this request.
- The kitchen will not provide any food that contains any peanuts.
- Upper School students should be sensitive to classmates with peanut allergies.
- The school cannot insure that bake sales or visitors on campus will exclude peanuts.
- All staff at JPG have been trained on Epi-Pen use and allergy crisis response.

C. MEDICATION

Prescription Medication: Any student who is required to take prescription medication while in school must keep the medication in the front office. Written permission from the parent and instructions from the physician regarding its administration must accompany the medication. The student will sign the medication log for each dose. All medicines must be clearly labeled with the student's name. Some emergency medications such as inhalers may be kept by students, provided the prescription information is reported to the office on the student's medical form.

Non-Prescription Medication: All other non-prescription medication must be similarly turned into the office and reported on the student's medical form. Students will be allowed to take such medicine if pre-approved on the JPG Medical Release Form or on a case by case basis with a verbal/over the phone approval by a parent. Students may carry cough drops but this privilege must not be abused.

D. IMMUNIZATIONS

State law (La. R. S. 17:170 [2002]) requires all educational institutions to maintain immunization records of their students.

Parents may invoke their right, for either medical or religious reasons, not to provide immunizations for their children. Be aware, however, that during any outbreak of a communicable disease for which a child is not immunized, the school will require those students to remain at home.

E. CAMPUS SECURITY AND SAFETY

Though kept private for safety reasons, the Academy maintains a campus safety action plan in the event of an emergency not caused by weather. Students practice fire drills, bad weather drills, and "code-red" lockdown procedures throughout the year. Please contact the Headmaster with any questions.

APPENDIX A: ACADEMIC STANDARDS

A. TYPICAL PLAN OF STUDY - UPPER SCHOOL

	Theology	History	Literature	Math	Natural Sciences	Foreign Language	Logic & Rhetoric	Physical Education	Elective
7 th	Religion I: Christology / Sacraments	Geography	British Literature & Composition	Pre-Algebra	Physical Science I (Chemistry Focus)	Latin I	Public Speaking	PE - 7th	
8 th	Religion II: Ecclesiology / Morality	Louisiana Studies	American Literature & Composition	Algebra I	Physical Science II (Physics Focus)	Latin II	Logic	PE - 8th	
9 th	Theology: Scripture	Ancient World: History and Literature		Algebra II	Earth Science	Latin III or French I	Rhetoric	PE I	Art Computer Science
10 th	Theology: Church History	Medieval World: History and Literature		Geometry	Biology	Latin IV or French II	Speech & Debate	PE II	Creative Writing Fine Arts
11 th	Theology: Moral Theology	Modern World: History and Literature Civics		Advanced Math I	Chemistry	Latin V or French III	Advanced Speech & Debate	PE III	Horticulture
12 th	Theology: Sacraments	American Studies: History and Literature		Advanced Math II	Physics	Latin VI	Senior Seminar / Capstone	Weightlifting	Special Topics in Math, Science, or Theology

B. REQUIRED COURSES OF STUDY FOR GRADUATION - UPPER SCHOOL

Theology	4 credits
History	4 credits
Literature	4 credits
Math	4 credits
Science	4 credits
Foreign Language	2 credits (in the same language)
Civics/Free Enterprise	1 credit
Fine Arts/Music	1 credit
Speech/Rhetoric	1 credit
Health and P.E.	1 ½ credits
Latin	1 credit

* Some courses taught in 7th or 8th Grade for graduation credit include Algebra, and Latin I and II.

Plus:
Elective Sequence
Capstone Seminar

C. GRADING SCALE

Because JPG issues state diplomas for graduation, transcript grade point averages are calculated using the following pure point scale:

All A grades (100%-90%):	4.0
All B grades (89%-80%):	3.0
All C grades (79%-70%):	2.0
All D grades (69%-60%):	1.0
All F grades (59% and below):	0.0 - no credit

For certain areas of grade point calculation, however, such as figuring Valedictorian for the senior class, determining honor roll in the Upper School, noting academic probation concerns and calculating sports eligibility, the following internal grade point scale is followed:

A+ (100%-98%):	4.00
A (97%-93%):	3.75
A- (92%-90%):	3.25
B+ (89%-88%):	3.00
B (87%-83%):	2.75
B- (82%-80%):	2.25
C+ (79%-78%):	2.00
C (77%-73%):	1.75
C- (72%-70%):	1.25
D+ (69%-68%):	1.00
D (67%-63%):	0.75
D- (62%-60%):	0.25
F (59% and below):	0.00 - no credit

APPENDIX B: ACCEPTABLE TECHNOLOGY USE POLICY¹

A. SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measures. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over IP, chat rooms and instant messaging.

B. RESPONSIBILITIES OF USER

Our school will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege to some of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

At John Paul the Great Academy we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen:

- Respect Oneself. Users will select online names that are appropriate and will consider the information and images that are posted online.
- Respect Others. Users will refrain from using technologies to bully, tease or harass other people.
- Protect Oneself and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. Users will request to use the software and media others produce and protect license agreements for all software and resources.

C. TECHNOLOGY USE GUIDELINES

Educational Purpose/ Appropriate Use: School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

¹ This Acceptable Use Policy was adapted from the Acceptable Use Policy of the Archdiocese of Philadelphia, PA. <http://hfrcs.org/docs/Acceptable_Use_Policy.pdf>

- Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.
- Electronic and Mobile Devices, Cellphones: If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses – Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, promote (e.g. “like”), or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use or promote illegal, obscene, profane, lewd, vulgar, rude, or threatening language or behavior. Users must not knowingly or recklessly post false information about any persons, students, staff or organization.
- Use a photograph, image, video or likeness of any student or employee without express permission of that individual.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Violate license agreements, or copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees.
- Harm the goodwill and reputation of the school or system in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Use approved technology, such as a graphing calculator, for unapproved purposes, such as gaming.

Reporting: Users must immediately report any damage, misuse or change to the school’s hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor student, guest, and employee use of school computers and computer-accessed content. Due to the evolving nature of technology, John Paul the Great Academy reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

- This section of the policy refers to the personal use of social media sites such as, but not limited to, Facebook, Twitter, Snapchat, Youtube and Instagram.
- Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.
- ‘Friending’ of current students by faculty and staff is forbidden on personal social networking sites.

- Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications inconsistent with the values of the school.
- All social media activity is considered public activity.

Use of Student Images

- Images of students taken at school events may be used by the school for promotional or celebratory purposes, or for documenting the historical experience of the school. This includes the placement of these images in the school yearbook, newspaper, social media, promotional videos, or website. Generally, the school does not list the names of students with their pictures online unless they have already been announced in the news media in the same context, for example, a football player who has earned all state honors.

D. POLICY VIOLATIONS

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.