



## Pope John Paul II Academy

“A private independent school in the Catholic tradition”

# *Parent/Student Handbook*

*AD VERITATEM PER FIDEM ET RATIONEM*

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

*Romans 12:2*

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

**Philosophy:** God has entrusted the education of children first and foremost to the parents of those children. The Pope John Paul II Academy (“the Academy”) has been established to assist parents in this sacred duty. Our purpose is to help you form your children in such a way that they are best equipped to reach their ultimate goal, to “love and serve God in this life and to enjoy Him forever in Heaven.”

Jesus told us to “love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength”... and to “love your neighbor as yourself”. The formation of the child, therefore, requires a comprehensive approach. It must address all the faculties of the soul (the intellect, the will, the memory, the imagination, the passions, etc), as well as the body’s healthy growth. It must also address the child’s social development, his ability to interact with others (peers and adults) in a Christ-like spirit of charity.

The Academy seeks to strive for excellence in the formation of the intellect, memory and imagination through the setting of high academic expectations in an effort to

help each student discover his true potential. As every student learns a bit differently, teachers shall employ curricula, materials and pedagogical techniques to work to accommodate individual learning styles, strengths and weaknesses as appropriate. For example, since mastery is best achieved when one can not only absorb material but when one can also pass knowledge on to others, students will sometimes work as a team in which those who master material more quickly can help their peers along the way. Furthermore, particularly in the early grades, children often need to employ their senses to supplement a teacher's verbal presentation. For example, as the teacher explains the principles of phonics, using readers to illustrate the principles, she may also provide manipulatives to "bring the lessons to life." Through this diversity of pedagogy and low student-to-teacher ratios and corresponding high individual attention, high academic goals can be met.

The Academy seeks to also foster a well-formed Catholic conscience. A Christ-like moral character can only function within a properly formed will, a will correctly guiding the passions. A proper Catholic education not only seeks to help children memorize the Ten Commandments and learn proper moral and civil behaviors but also aspires to appropriate this law within their hearts, to help them see for themselves "the beauty of the Good" and to come to love the way of Christ. This can only be accomplished through both word and deed. The ethos of the Academy strives to be fully Catholic, striving for holiness in the spirit of charity. Staff and students shall be expected to maintain this spirit in all daily activities whether overtly religious or not.

Finally, the Academy seeks to maintain joy in its work of formation and education. This joy can only be achieved and maintained in an atmosphere of cooperation, held together by mutual respect, courtesy, child-like humility and obedience. Children shall be expected and assisted to avoid clique formation, bullying, and all rude behaviors toward peers and adults. Teachers and staff shall model mutual respect toward each other and shall show kindness and respect toward students. Academy behavioral guidelines and rules shall be maintained and enforced in a consistent and just manor to help maintain the atmosphere of joy in learning that a Catholic school must protect for each child and adult. In this way children shall learn to "love your neighbor as yourself."

**Religious Formation:** The Academy shall maintain an atmosphere of traditional and orthodox Catholic prayer and spirituality throughout its activities. Prayer and religious devotions and expressions shall be a normal and regular part of the life of the Academy. All students shall be expected to actively participate in all religious exercises. For those students who may not be Catholic an exception shall be made only where Canon Law requires (e.g. reception of the Eucharist); non-Catholic students shall still be required to fully participate in all prayers, devotions and, of course, instruction in the Catholic Faith. To enroll their child at the Pope John Paul II Academy, parents of a non-Catholic student must be willing to support their child's decision to enter the Catholic Church if so desired.

All catechesis and religious instruction shall be in full and complete conformity with the Magisterium of the Catholic Church. Students shall study the fullness of the Catholic Faith "as it has been held always, everywhere and by all" and as it is contained in the

*Catechism of the Catholic Church.* Teachers and staff shall model a love and enthusiasm for the Faith as a gift from Christ to His Church.

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

**Admissions Policy:** The Pope John Paul II Academy currently accepts students for K4 through 5th grade and does not discriminate on the basis of race, color, sex, or national origin. The Academy exists to provide an education that emphasizes both academic excellence and faithful adherence to the Magesterium of the Roman Catholic Church. It will always strive to foster a thoroughly Catholic ethos, culture and community among teachers, staff and students. Bearing this in mind, the Academy maintains several requirements for admission:

- Children admitted shall generally come from practicing Catholic families. Non-Catholic children may be admitted but will be expected to participate in all religious activities while at school as described above.
- Parents must read over and acknowledge their acceptance of the policies and other content of this handbook by signatures prior to admission, expressing agreement with the mission, philosophy and purposes of the Academy.
- Following signature for acknowledgement of handbook policies, the child and at least one parent must meet with at least one board member and the applicable teacher prior to acceptance.
- Students transferring from another school may be evaluated for academic level. Parents must arrange for transfer of student records for evaluation. Students with behavioral problems at the previous school will generally not be admitted to the Academy as it is not likely to be better suited to meet their needs than their previous school.
- All accepted students will be admitted on a probationary status only. Severe academic and/or behavioral problems, if unresolved, will be grounds for expulsion from the Academy. The Academy shall not refund prepaid tuition or registration/admission fees.
- Children must have reached the age of 4 years old by September 15th for entry into K4 and 5 years for entry into Kindergarten. Under certain circumstances, and by the approval of the board, exceptions may be considered.

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

- As we are all called to holiness of life, a Christ-like demeanor shall be expected of all teachers, staff and students. This will include a calm spirit of self-control at all times.
- Speech shall be kept under proper control. “Indoor voices” shall be used at all times (other than gym) within the facility. Foul, base or filthy language of any sort shall not be tolerated. Students shall address adults with “Sir” or “Ma’am” or “Mr. last name” or “Miss first name” or “Mrs. last name” to show respect.
- As an expression of our love of God, reverence will be shown to all sacred objects and articles of religious devotion. Similarly, prayers shall be recited and devotions held in a spirit of piety and reverence.
- All students will be expected to respect the property of others. This includes the property of other students, the school and teacher’s property, etc.
- Gum chewing is prohibited.
- No food will be eaten except during designated times and in designated places.
- Horseplay, running in the school (other than gym), lack of self-control and behavior distracting to other students shall not be tolerated.
- Gossip, detraction, calumny, name calling, spreading of rumors and other hateful speech shall not be tolerated.
- Students may not leave the classroom or other assigned place without permission; they may not leave the building or the school grounds without an authorized adult.
- Unexcused tardiness to school or assigned place is not permissible. Unexcused absence is also impermissible. Excused absence of more than ten (10) days/grading period will result in withdrawal from the school without credit. A prolonged illness can be considered for exception by the Board if work can be made up.
- All lying and cheating is, of course, prohibited.
- Proper grooming and cleanliness will be expected of all students. Boys’ hair shall be kept cut and off the collar. No facial piercings except one piercing in each earlobe for girls will be accepted. Girls’ makeup will be minimal. Hair styles and coloring will be conservative and discrete. Any style deemed by the teacher or board to be distracting will not be permitted.
- No form of “sexualized” behavior will be tolerated on school grounds. These include, but are not limited to, kissing, handholding, secret love notes and other “dating-imitating” behaviors.
- No form of violence or threat of violence, weapons, drugs, or pornography will be tolerated and may result in immediate suspension or expulsion.

Any of the infractions listed above will result in disciplinary measures being

taken. Discipline begins with a verbal clarification of the rules. When a child first misbehaves usually (except in severe offenses) he simply needs instruction. Justice requires that persons understand the law before being held accountable for obedience to it. We will strive to use positive reinforcement for good behavior as opposed to punishing negative behaviors. However, punishments may need to be used in the disciplining of the students. We expect that each person will be treated with respect and dignity.

**Uniform Code:** See attachment.

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

A = 92% - 100% (4.0)

B = 83% - 91% (3.0)

C = 74% - 82% (2.0)

D = 65% - 73% (1.0)

F = below 65% (0.0)

If a student drops to a 2.0 average or less in a given grading period he shall be placed on academic probation. He must raise his GPA to above 2.0 at the next grading period or may be dismissed from school. This dismissal can be waived if the teacher believes the student is trying his best and obtains Board approval. The teacher must present a plan of action to improve the student outcomes. The Board must approve this plan.

**Tuition and Fees:** Tuition including registration and books is as follows:

K4 (1/2 day, M,W,F) \$1600 (10 monthly payments of: \$160)

Kindergarten (full day): \$3400 (10 monthly payments of: \$340)

1<sup>st</sup> Grade and up (first child): \$3400 (10 monthly payments of: \$340)

(second child) \$2750 (10 monthly payments of: \$275)

Tuition is due on the first day of each month beginning in September. Tuition is late on the 6<sup>th</sup> of the month and must include a \$10.00 late fee. Checks returned by the bank are accessed a \$20.00 processing fee. Tuition is NOT refundable if your child is expelled or withdraws from the Academy. No additional charges apply for books; all book fees are included in the price of tuition.

**Schedules:**

School times:

Start 8:00 A.M. Drop off beginning at 7:45 A.M.

End 3:00 P.M.

Report cards will be provided on a quarterly basis.

Parent teacher conferences will be held at the discretion of the teacher and parents.