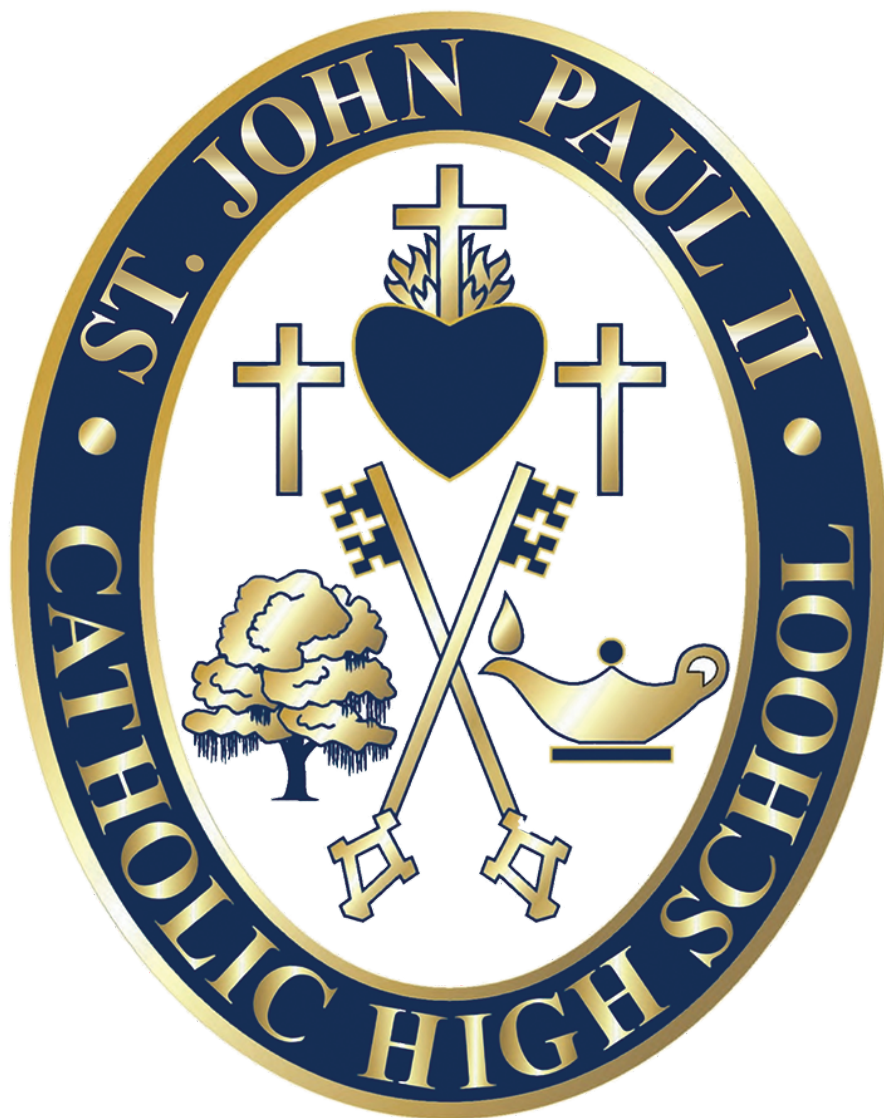




# ST. JOHN PAUL II CATHOLIC HIGH SCHOOL



2018 - 2019 Student Handbook

St. John Paul II Catholic High School  
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## PURPOSE AND USE OF THIS HANDBOOK

This handbook exists to foster the efficient operation of St. John Paul II Catholic High School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the authority to take actions other than those specified in the handbook. This handbook is not intended and should not be considered as an instrument to create any additional rights for students or parents/guardians. This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

St. John Paul II does not discriminate on the basis of race, color or national/ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs.

## ACCREDITATION

St. John Paul II Catholic High School is accredited by the Southern Association of Colleges and School Council on Accreditation and School Improvement. It is also a member of the National Association of Catholic Education and the National Association of Secondary Schools.

## PATRON SAINT

St. John Paul II encouraged all students to excel and strive to perfect the academic, artistic and athletic talents given to them by God. He said, “Do not be afraid! Do not be satisfied with mediocrity! Instead, put your boat out into the deep and lay down your nets for a catch.” This statement is the driving force for our administration, faculty and students to intentionally move **boldly forward in the spirit.**

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## MISSION STATEMENT

It is the mission of St. John Paul II Catholic High School to provide an affordable college preparatory curriculum within a Christ-centered Catholic environment. This mission encompasses the education of the whole person – spirit, mind, and body -- within the tradition of the Catholic Church.

## PHILOSOPHY

It is the commitment of all members of the St. John Paul II Catholic High School community to provide a varied program of religious experiences grounded in Catholic faith and tradition. Educational offerings will promote an academic understanding of our world and skills to develop a personal code of moral and ethical conduct. This environment will provide social and cultural opportunities that will lead to a greater embodiment for caring and giving within the community.

## VALUES

In order to achieve this mission and philosophy, the school subscribes to the following core values:

### ***Catholic Community***

The school seeks to teach and deepen the love of God and neighbor as revealed in Sacred Scripture. Through both curriculum and community, students will be taught to live and articulate the teachings of Catholicism. They will learn to respect the value of prayer and Christian service, to respect others and to be Disciples of Christ at home, in school and in the community.

### ***Human Dignity***

The school will help students to appreciate and respect others in our world. They will understand that God is the source of life from whom we come and to whom we will return.

### ***Academic Excellence***

The school will provide a well-rounded college preparatory curriculum. This will be accomplished in a framework of moral, ethical and spiritual growth encouraging and promoting independent thinking and problem solving.

### ***Development of Vocations***

The school will provide opportunities that support and nurture religious and secular vocations. Through programs and in-depth presentations students will see all aspects of career choice development open to them.

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## BELIEF STATEMENTS

1. Student development is rooted in a Christ-centered Catholic environment.
2. Each student is respected as an individual with unique intellectual, physical, social, emotional and spiritual needs.
3. Each student is capable of learning according to his/her ability.
4. Students learn in different ways and are provided a variety of instructional methods.
5. Student achievement is evaluated using various means of assessment or assessment techniques.
6. Well-defined goals with high expectations for individual student achievement is the cornerstone of the curriculum.
7. Respect for cultural, socio-economic and intellectual differences is encouraged within the school.
8. The responsibility for providing a supportive learning environment is shared among teachers, staff, administrators, parents, students and the community.
9. Catholic education is available to students regardless of their family's financial status.
10. All members of the school are committed to continuous improvement and have a willingness to change in order to maintain the quality of the school.

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## TABLE OF CONTENTS

Academic Policies & Procedures	p. 6
Athletics Policy	p. 11
Attendance Policies	p. 12
Co-Curricular Activities and Policy	p. 14
School Policies	p. 15
Spiritual Formation & Service Policy	p. 21
Student Conduct Policies	p. 23
Student Dress Code Policies	p. 29
Acknowledgment and Receipt	p. 31

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# ACADEMIC POLICIES & PROCEDURES

## Assessment

Cumulative examinations are administered at the end of each semester. The following conditions apply to the final examination for each course.

- All financial obligations and the annual service commitment **MUST** be met before administration of the final examination.
- AP Exams may be substituted for the final examination at the discretion of the instructor.
- Early exams will be administered in rare cases with prior approval by the administration.
- Make-up exams will be administered **ONLY** with a note from the parent or doctor indicating illness or other emergency. Students who are absent on examination days should make arrangements upon their return with the Dean of Academics.
- Seniors will take a final examination or complete a final project in all their courses. It is the teacher's discretion as to which assessment best fits the class.
- Freshmen, Sophomores and Juniors are required to take the final examination for all core courses. Students are eligible to exempt the final examination in elective courses under the following conditions:
  - Second semester grade average is 90 or above.
  - Absences for the year do not exceed ten (10).
  - All financial obligations are met.
  - Required service hours are completed by the first Monday in May.

## Course Selection

During the first two weeks of the academic year, a student may request a course change for a valid reason and with the approval of the Dean of Academics and parents. If the school places a student in an elective for scheduling purposes, the student may request a course change for the second semester.

During the second semester of each year, students will select courses for the subsequent school year as part of the registration process. Enrollment in any course is contingent upon the student's fulfillment of prerequisites, departmental approval and the final authorization of the Dean of Academics.

Parents, teachers and the Dean of Academics are consulted during the registration process to ensure appropriate placement. Ordinarily, students are not permitted to change their course selections after the registration process has concluded. Permission to change either the course selection sheet or the student's schedule may be granted by the Dean of Academics in coordination with the Principal.

St. John Paul II offers students the opportunity to enroll in courses which prepare them for the Advanced Placement tests: Art Portfolio, Biology, Calculus AB, Chemistry, Computer Science, English Language and Composition, English Literature and Composition, European History, Human Geography, Latin, Music Theory, Psychology, Spanish, Statistics, U.S. History, and World History. College credit may be awarded based on the student's performance on these examinations and the college/university's acceptance of the credit.

Qualified students may also participate in Tallahassee Community College Courses and Florida State University off-campus programs.

## Curriculum

St. John Paul II offers a 4-year college preparatory program. Our courses meet the requirements outlined in the Florida Statutes and are aligned vertically to ensure a logical progression. A student's academic placement is determined by past academic performance, course preferences and standardized test results.

## Grading Description

There are four (4) marking periods in the school calendar, with each quarter consisting of approximately nine (9) weeks. Report cards are distributed at the end of each marking period. Two quarters constitute a semester. The semester grade is calculated by combining the first quarter numerical grade (40%), the second quarter numerical grade (40%) and the midterm or final exam numerical grade (20%.)

At least two (2) major tests or projects are given each marking period. Quizzes are administered with enough frequency to demonstrate appropriate progress. Homework assignments will be reasonable in their demands; generally, an average of 15-20 minutes per evening of written and/or reading work per subject is the norm. Study and reading assignments are assigned with regard to the student's overall workload.

The following scale is used to assign grades:

90-100 A	The student has mastered, <i>thoroughly</i> , the fundamental data and principal concepts associated with the subject and has demonstrated <i>extraordinary</i> insight and originality. The student consistently applies his/her knowledge with precision, accuracy and <i>creativity</i> and exercises <i>virtually</i> all skills developed through study of the discipline. The student manifests an <i>enthusiasm</i> for knowledge that exceeds the prescribed limits of course work.
80-89 B	The student has <i>mastered</i> the fundamental data and principal concepts associated with the subject. The student applies the knowledge with <i>precision</i> and <i>accuracy</i> and effectively exercises <i>most</i> skills developed through study of the discipline.
70-79 C	The student has achieved the objectives of the course. He/she can generally recall and apply fundamental data and principles and can exercise those major skills developed through study of the discipline. The student is performing at an <i>acceptable</i> level.
60-69 D	The student has passed but has achieved <i>few</i> objectives of the course. He/she has mastered <i>little</i> of the fundamental data and can recall and apply a <i>minimal</i> number of the principal concepts associated with the subject. The student has demonstrated <i>little ability</i> to exercise the skills required by the discipline.
0-59 F	The student has <i>failed</i> to achieve the objectives of the course.

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## Graduation Requirements

To earn a high school diploma from St. John Paul II Catholic High School, students must complete the following credit requirements (total of 25 credits):

- 4 Credits of Religion
- 4 Credits of English
- 4 Credits of Math including at least Algebra I, Geometry and Algebra II
- 4 Credits of Social Studies including World History, American History, American Government & Economics
- 3 Credits of Science, including Biology and one other lab science
- 2 Credits for two (2) consecutive years of the same Foreign Language
- 1 Credit of Physical Education/Health
- 1 Credit of Fine Arts
- 2 Credits of Electives

Credits are awarded on a semester basis with .5 credit earned for each successful course per semester. Students must complete all 25 credits in the specified subject areas in order to participate in graduation ceremonies. If a senior fails to meet the credit requirements for spring graduation participation, he/she may earn up to 2 credits in the summer following the senior year. If the student is successful in this attempt by July 31st, he/she may still receive a St. John Paul II diploma.

## Florida Virtual School

It is the strong belief of St. John Paul II Catholic High School that our small-sized classes and experienced teaching staff offer an exceptional learning opportunity. To this end, once enrolled at St. John Paul II high school, students are expected to take core academic credits in our high-performing classrooms. Students are welcome to use FLVS for electives. Students are also allowed to take dual enrollment or college or summer school courses to fulfill core academic classes. Students who wish to graduate with extra credits in particular subjects (e.g. mathematics) are encouraged to take FLVS classes once core credit requirements are fulfilled or collegiate/summer school classes at which core credit requirements are allowed to be taken. All students need approval from the Dean of Academics before registering for a FLVS course.

## Nationally Norm-Referenced Testing

The following testing events are available for St. John Paul II's students:

### Freshmen and Sophomores

- MAPS test
- Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test (NMSQT)

### Juniors

- MAPS test
- National Merit Scholarship Qualifying Test (NMSQT)
- Advanced Placement (AP)



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### Seniors:

- National Merit Scholarship Qualifying Test (NMSQT)
- Advanced Placement (AP)

## **ACADEMIC POLICIES**

### Academic Dishonesty and Plagiarism

Cheating of any kind on test or assessment is both stealing and misrepresentation. It is considered a very serious matter and will be handled by the teacher and reported to the administration. The student will be placed on academic probation and further infractions may result in immediate dismissal.

Because plagiarism is intellectually dishonest and therefore a form of thievery, it is treated as a serious offense and is dealt with accordingly. Students must make every effort to acknowledge sources of information in both their oral and written work. Using someone else's work or ideas as your own is considered plagiarism. To avoid plagiarism, students must correctly cite material copied directly from other sources, including the Internet.

A student who knowingly gives his or her own work to another student to be used as the others' own is as guilty of academic dishonesty as the student who plagiarizes.

### Failing Grade

- A student who fails two or more subjects in a marking period (quarter) may not participate in any activity, practice or game until subsequent grades show removal of failures. There is no possibility of regaining eligibility until the end of the quarter.
- A student will be placed on academic probation if he/she is failing one or more courses at midyear. The student's progress will be monitored by the Dean of Academics and the teacher(s), and an improvement plan will be designed to assist the student in successfully completing the year. Mandatory tutoring will be included as part of the improvement plan, and the student is expected to comply.
- A student who fails a semester of any course must make up the credit either in summer school or on The Virtual School or during the following school year.

### Grade Correction

If a student believes that a grade has been incorrectly listed on the report card, he/she should consult with the teacher within three (3) school days after report cards have been distributed. The teacher will verify the grade in his/her grade book and, if necessary, will file a written request for a grade change with the Dean of Academics. All requests for grade changes (excluding incomplete grades) must be filed within seven (7) school days after grade reports have been distributed to parents.

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## Grade of Incomplete

A grade of incomplete is assigned for an extended illness or serious extenuating circumstances. The student has three weeks from the date of the end of that marking period to make up the work or fail that quarter. If extraordinary circumstances prevent the student from meeting this deadline, the student should meet with the counselor/teacher regarding the Incomplete. Failure to do this or to make up the deficiency results in a failing grade for that quarter. When the student has completed the requirements of the course, the teacher will submit the grade to the Guidance Counselor.

## **Academic Designations**

### Academic Warning

A designation for students whose grades reflect two Ds, one or more Fs or a GPA that falls under a 2.0 at the quarter grading periods.

A student who earns two Ds or one F for the quarter will be placed on Academic Warning for the next quarter. Academic Warning requires a student to:

- Attend a meeting with his/her parent and the Dean of Academics at the beginning of the probationary term.
- Attend two hours of tutoring per week through NHS (National Honor Society.)
- Schedule appointments with teachers or his/her mentor teacher to create a plan for improving academic progress.

### Academic Probation

A designation for students whose cumulative GPA falls under a 2.0 at the end of two consecutive quarter grading periods. A student does not need to be on Academic Warning to be placed on Academic Probation. Any student with two or more Fs is automatically placed on Academic Probation.

During the probationary period, the student will not be allowed to attend any extra-curricular school functions (e.g. sports, dances) and may not participate as a player or member of any sport, cheer, or club/teams for a period of time deemed appropriate by the Dean of Academics and the Principal.

The final decision as to whether a student will be allowed to continue enrollment at St. John Paul II Catholic High School after being placed on Academic Probation for two consecutive quarters will be made on a case-by-case basis.

The Dean of Academics, or her designee, will meet with students who receive multiple “Ds” or an “F” in any course.

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## ATHLETIC POLICIES

St. John Paul II is a member of the Florida High School Athletic Association (FHSAA) and adheres to all its policies as stated in the organization's Constitution, By-Laws and Rules and Regulations. These principles are the guidelines used to formulate St. John Paul II's specific policies, which are outlined below:

Students participating in athletics should insure that their conduct brings credit to themselves, their school and their sport. The penalty for the display of unsportsmanlike conduct will be left to the discretion of the individual coach's pre-season policies or the Athletic Director.

Physicals are required of all student/athletes before the first day of practice.

The following rules apply to student athletes:

- a. Any student/athlete who misses the majority of the academic day (4 periods) or has missed the entire school day may not participate in games or practices that day.
- b. Failure in two subjects for a marking period will disqualify the student from any activity, practice or games until subsequent grades show improvement.
- c. There is no possibility of regaining eligibility until the next grading period.
- d. The student/athlete on probation is excluded from sports activities and all other extracurricular activities during the time of his/her probation. The student on probation may not associate with the team as a team member during practice or games.
- e. Athletic teams are responsible for cleaning the gym (if used) and locker rooms once a week while in season.

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## ATTENDANCE POLICIES & PROCEDURES

Students at St. John Paul II Catholic High School are expected to be in school, on time every day school is in session.

### **Absence Policy**

Parents or guardians are asked to notify the school by email ([attendance@jpiichs.org](mailto:attendance@jpiichs.org)) before 9:00 a.m. on the day of an absence.

- After five (5) absences, the parent/guardian will be contacted by the Dean of Academics.
- After ten (10) absences, a meeting will be set up with the parent/guardian, the Dean of Academics and the Principal to discuss the situation.
- Students who exceed ten (10) absences during the year may not receive academic credit.
- If absences are due to illness, a medical waiver may be issued to allow the student to receive academic credit.
- Students **must** be present (4 periods) during the school day to participate in any athletic or co-curricular programs scheduled for that day.
- It is always the student's responsibility to contact the teacher for assignments and make-up work/tests due to an absence.

### Authorized Absence

An authorized absence occurs when a student has been selected to attend a special out-of-school program during school hours, i.e., athletic game, field trip, class retreat, or service day. Authorized absences are not counted against a student's attendance record. The designation in PowerSchool (R) is used solely to account for the student's presence on/off campus.

### Excused Absence

The following absences are excused and allow the student to receive credit for make-up work:

- Court/legal business (documentation required)
- Death or serious illness of immediate family member (parent, grandparent, sibling)
- Illness
- Medical, dental, or other professional appointment (note from professional office required)
- Travel (must be approved by Administration in advance of absence)
- Weather conditions preventing attendance

Upon the student's return to school, he/she must present documentation to the office or an email from the parent/guardian indicating the date and reason for the absence. Absences are recorded as "unexcused" until the documentation is received. An unexcused absence note may not be turned in later than one week after the student arrives back on campus. Excused absences are designated in PowerSchool with an (E).

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### Prolonged Absence

If a student is diagnosed with a medical condition that is communicable or that will result in prolonged or frequent absences, the parent must notify the school to facilitate the student's recovery and return to school. If the student's absence is less than three days, it is the student's responsibility to contact a classmate or teacher for assignments missed.

### Unexcused Absence

The following absences are unexcused and prevent the student from receiving credit for make-up work:

- Non-essential/undocumented appointment
- Oversleeping
- Staying home to study or complete a project
- Unapproved travel

Unexcused absences are designated in PowerSchool with an (A).

### **Early Dismissal Policy**

Parents are asked to schedule non-emergency medical, dental or other professional appointments during non-school times. However, appointments requiring an early release will follow this procedure:

- The parent/guardian will sign-out a non-driving student.
- Parents of driving students must contact the office via email ([attendance@jpiichs.org](mailto:attendance@jpiichs.org)) indicating the name of the student and the date, time and reason for the early release. The student will report to the office and sign out for the dismissal.
- The absence from class will be marked as "unexcused" until appropriate documentation is received.

Note: Students who leave school early may not participate in any athletic or extracurricular activity without appropriate documentation.

### **Tardy Policy**

All students arriving late to school **MUST** provide the appropriate documentation in order to excuse the tardy. The following events are excused and, with appropriate documentation, allow the student to receive credit for make-up work:

- Court/legal business (documentation required)
- Illness (note or email from parent/guardian)
- Medical, dental, professional appointment (documentation required)
- Weather conditions preventing timely arrival (note or email from parent/guardian)

Students who initially arrive late to school without appropriate documentation receive an unexcused tardy and must serve a lunch detention. Students who are tardy to class without an official excuse (provided by a faculty or staff member) will receive an unexcused tardy and must serve a lunch detention.

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## CO-CURRICULAR ACTIVITIES POLICY

The nature, scope and purpose of the St. John Paul II student program is derived from our school philosophy, which fosters a responsible use of personal freedom in all aspects of life. Recognizing the diversity of intelligence, creativity and potential inherent in a student body, the school designs its programs to meet the intellectual, spiritual, moral, emotional, social and physical needs of its students. We, therefore, consider the co-curricular activities at the school to be a major component of our total educational program. As such, we encourage all students to participate in co-curricular activities according to their needs and abilities.

### **Student Clubs and Activities**

Activities/clubs are available to students after school depending on the interests of faculty and students. A list of current clubs and activities is maintained on our website.

If a club wishes to raise money through a dress down day, they must obtain permission from the Principal, advertise the event and theme at least two weeks in advance, and be willing to arrive at school by 7:30 am to start collecting money at the school doors. Students arriving late to school will pay the appropriate fee at the front office.

### **National Honor Society**

The National Honor Society of St. John Paul II serves to create enthusiasm for scholarship, the stimulation of a desire to render service, the promotion of leadership and the development of character.

The National Honor Society is a nationwide organization inaugurated and approved in 1921 to promote the above-mentioned ideals in the secondary school system of our country. Candidates shall be considered for election to membership each year by the advisor and a faculty committee. Judgment is based on Academics, Service, Leadership and Character.

The following are the general guidelines for consideration as a candidate for the National Honor Society:

1. A student shall be academically qualified for NHS if he/she has achieved, at the time of consideration, an unweighted grade point average of at least 3.5.
2. A student who has met the academic requirements is not automatically a member of the National Honor Society. An academically qualified student will be invited to fill out a Student Information Form in order to be further considered for membership. On this form, the student must present evidence of service, leadership and character.
3. It is expected that a candidate for NHS display qualities of integrity, honesty, reliability and high moral standards. Any student who violates St. John Paul II's Code of Conduct published in the Student Handbook will not be considered for membership in the National Honor Society.
4. Appeals relating to the NHS selection process may be made in writing to the moderator(s).

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## **Policy for Participation in Co-Curricular Activities**

Students **must** be present (at least 4 periods of class attended) during the school day to participate in any co-curricular programs scheduled for that day (i.e., athletic contests, plays, proms, trips, concerts, etc.).

# **SCHOOL POLICIES**

## **Accidents & Injuries**

Accidents and/or injuries occurring during the school day or at a school function must be reported immediately to the adult supervising the activity. All accidents and/or injuries occurring at or during an athletic game or competition must be reported to the Athletic Director by the end of the event. This can be done by telephone, voice mail or e-mail. The Athletic Director will immediately notify the Principal. The Accident/Incident Report form must be completed for all accidents/injuries within 24 hours. The secretary will provide the Principal with a copy of this report.

## **Change of Address**

Any change of address, telephone number email or parish during the school year should be reported directly to the Office to keep records up to date.

## **Communication**

Strong lines of communication are important to the success of our students and programs. Difficulties will arise which require additional communication with faculty and administration. Therefore, the following hierarchy should be followed for addressing any concerns you may have regarding your child's success at school. If the issue is not resolved to your satisfaction, or you have additional questions, then move up to the next communication tier.

### Academic Issues

1. Teacher
2. Dean of Academics
3. Principal

### Social or Relationship Issues

1. Teacher
2. Guidance Counselor
3. Principal

### Athletic Issues

1. Coach
2. Athletic Director
3. Principal

### Student Activity Issues

1. Sponsor
2. Athletic Director
3. Principal

### Discipline Issues

1. Teacher
2. Dean of Students
3. Principal

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Appointments for conferences with faculty and/or the Administration may be arranged by telephone call or email. If a return call is requested, parents are asked to list telephone numbers and times available for contact. Visits or phone calls to the classroom to discuss issues are not allowed during class time. With exceptions for emergencies, all school faculty and staff will respond within 48 hours to emails and calls.

### **Corridors, Stairs and Lockers**

Students will observe the following demands of courtesy and good order:

1. A specific locker is assigned to each student based upon the household they are assigned. Lockers may not be changed without permission. Students must lock valuables in a locked locker.
2. During Physical Education or after-school sports activities, students are expected to keep their belongings in a locked locker.

### **Dances**

St. John Paul II typically sponsors a Homecoming Dance in the fall, a Sadie Hawkins Dance in the early spring, and the Junior-Senior Prom in late spring. Students from other schools may attend dances as the guest of a SJPII student but must abide by the same rules as SJPII students. A signed code of conduct will be required by both SJPII students and their guests.

### **Electronic Devices**

Cell phones must be placed in the designated area at the beginning of class. Cell phones may only be used during class time for educational purposes with the express permission of the teacher. Cell phones may be used between classes, during lunch, and during snack unless otherwise instructed by the Administration. Students who violate our policy with their phone will have the device confiscated until the Administration judges it reasonable to return.

### **Faculty Lounge**

The faculty lounge is off limits to all students before, during and after school hours.

### **Fire Drills/Other Drills**

Fire drills, and other emergency preparedness drills, will be conducted periodically, and students will be instructed in the procedures used for all emergency situations.

### **Food and Drink in the Classrooms**

No food or drink is allowed in classrooms. Students will be expected to follow classroom expectations provided by each teacher. Situational food or drink may be allowed in class, but as a general rule, with the exception being water.



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## **Illness During School**

If a student is too ill to remain in school, the front office will call the parent or guardian. The student will be kept in the school clinic until the parent, guardian or their designee arrives to take them home for proper care.

## **Lunch**

St. John Paul II coordinates ordering lunch for students from various vendors. Students must sign up for each day's lunch via Schoology before 9:15 a.m. and must pay for their lunch upon delivery. Students may eat lunch in the gymnasium, Student Union or outside on the lawn area. Students may not leave campus during lunchtime. Students needing to retrieve items from their car during lunch must first go to the front office for a pass.

Students are asked to take pride in the appearance of the school and to properly dispose of all refuse. Students will be notified when there are 5 minutes left before the end of lunch, and will be responsible for throwing away trash, sweeping, and wiping down tables.

## **Parents Out of Town**

Should parents find it necessary to be away from the home for an appreciable amount of time, the school requires that the name of a temporary guardian be registered with administration in case of an emergency.

## **Rights to School Records**

St. John Paul II abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

## **School Closing or Delay**

In case of inclement weather, St. John Paul II aligns with Leon County Schools in regard to school closing, late openings or early dismissal. The school will send an email to families with pertinent information, and closings will be posted on the school's website.

When school is closed for the day or when school closes early due to worsening weather conditions, all extracurricular activities, interscholastic contests, team practices, field trips, after school supervision, and non-school activities in the school building will be cancelled.

When school opens late due to inclement weather, extracurricular activities will take place unless otherwise announced.

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## School Grounds

During the school day, students may not leave and return to campus. The only exceptions are listed below:

- Court/legal business (documentation required)
- Medical, dental, professional appointment (documentation required)

**For liability purposes, driving students may not leave campus to retrieve forgotten items, even with parental permission.**

## Smoking

St. John Paul II is smoke-free at all times. All activities, on and off campus, are smoke-free, including the vapor from e-cigarettes.

## Student Parking

Seniors, juniors and sophomores may park their cars on school grounds ONLY in designated student parking areas. Students who wish to purchase a parking pass for \$15.00 must complete the required registration process with Mrs. Conroy in the main office. Parking decals must be affixed in the designated place. Students who park without the approved permit are subject to disciplinary action. Violations of traffic safety regulations will result in loss of parking privileges. Irresponsible driving or unauthorized leaving of campus by car will result in a loss of driving privileges for a specified time. All vehicles and personnel entering or leaving the school premises are subject to search.

## Student Union

The Student Union has been redesigned as an Internet area for use of technology. The Center is available during the school day to students and faculty for research and collaborative projects, quiet study and reading. Although students may eat lunch in the Student Union, only drinks are permitted during regular class time.

## Transfers

IN: Upon entering St. John Paul II, students will have courses re-evaluated and grades will be converted so they correspond with our grading policy. The evaluation of the transcripts will be in keeping with the latest policy of the accrediting association (SACS) to which St. John Paul II belongs.

OUT: If a student decides to leave St. John Paul II, the parents should call the school and make arrangements for a conference with the Principal. If they request a transfer to a local public school, the family should clearly understand that the student may not return to St. John Paul II for the duration of that school year. No transcripts shall be forwarded to the receiving school until the Transfer Clearance Form has been signed by all parties and all financial obligations met.

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## Use of Technology

**Terms and Conditions:** St. John Paul II reserves the right to modify these terms and conditions at any time. These terms and conditions shall be governed by the applicable policies of St. John Paul II.

1. **Privileges:** The use of the St. John Paul II network is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. Based upon the guidelines established in this document, and any subsequent modifications hereto, St. John Paul II's system administrator will determine appropriate use for our system. St. John Paul II reserves the right to terminate, suspend or otherwise limit network access at any time as required. Such decisions of the school are final. St. John Paul II reserves the right to inspect or review accounts and files.
2. **Acceptable Use:** The use of a student account must be consistent with the educational and operational policies and procedures of St. John Paul II. The use of other organization's networks or computing resources is subject to the rules and limitations of those organizations or networks. Transmission of ANY material in violation of any U.S. or state statute or regulation is strictly prohibited. This includes but is not limited to: copyrighted or trade secret material and threatening solicitations. Political lobbying is also prohibited. Inappropriate use will be reported to responsible authorities.
3. **Etiquette:** Students are expected to comply with the generally accepted rules of the school when communicating on the network. These include, but are not limited to the following:
  - Comply with all school rules regarding behavior and personal conduct. Be polite.
  - Use appropriate language. No swearing or use of inappropriate language.
  - Do not use the system for frivolous, harassing or inconsiderate purposes, including cyber bullying.
  - Do not reveal your personal address or phone number(s).
  - Electronic mail (if in use) is not guaranteed to be private. System administrators have access to all mail and reserve the right to monitor it.
  - Be mindful that you are representing not only yourself, but St. John Paul II as well when using social networking sites. Understand that faculty reserve the right to monitor these sites and take disciplinary action if material is inappropriate.
  - Being identified on the Internet on a site that depicts activities that are illegal or depict gross misconduct is a violation of this policy.
4. **Disciplinary Action:** Failure to comply with the rules of this Acceptable Use Policy may result in disciplinary action. St. John Paul II has a zero-tolerance policy for cyber crimes/cyber bullying.
5. **Responsibility:** St. John Paul II cannot be held responsible for any lost resources or damages incurred through the use of this account.
6. **Security:** Users of the system agree not to violate or attempt to violate ours or any system security or intentionally interfere with system performance, or access to another person's account, files or password. Individuals may be denied access to the system based upon security violations of other computer systems.

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7. **Fee Services:** Students may not use the St. John Paul II Network to access any database, service or download software or data, which charges a fee for such service or access. If you do any of the foregoing, you are liable for any and all charges without the approval of the teacher/technology coordinator.

### Email Address

All students are assigned a JPPII email address and expected to use and check this email account for all school-related activities. Official communications from the administration, faculty and staff are sent only to the assigned JPPII email account.

### iPad Program

All students participate in a 1:1 iPad program that helps prepare them with technological skills and enhanced learning tools. iPads are leased from the school to assure consistent use of educational applications within a secure online environment. Some textbooks will be digital (electronic) versions. Students and parents must sign the iPad Acceptable Use Policy and utilize this means of communication with respect. iPads will be swept periodically

Abuse of the Acceptable Use Policy can result in confiscation of the iPad and a monetary fine of at least \$25.00. iPads are turned in to the school at the end of the year for maintenance and upgrading. Because of our desire for the iPad to be utilized solely for educational use, no non-educational games will be allowed.

### PowerSchool

Student grades and assignments, as well as attendance details, are viewable on the Power School web-based site and mobile app. Parents and students are encouraged to check this site, along with Schoology, to monitor student progress or missing assignments.

### Schoology

Class communication occurs primarily through Schoology, our Learning Management System. Students are automatically set up to access their classes for assignments, activities, calendars, collaborative communication and other resources. Parents may request access to Schoology, as well.

Other school activities and procedures, including accessing lunch order forms, are available via Schoology, as well.

### Web Page

The St. John Paul II Web Page ([jpiichs.org](http://jpiichs.org)) is an important means of home and school communication. The school calendar and curriculum guide can be accessed on the Web. Emergency closings are reported online as soon as possible.

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## **Visitors**

All visitors to the school must check in at the Main Office upon arrival. Students are not permitted to admit visitors to the school. All entrance doors are locked during the school day.

# **SPIRITUAL FORMATION & SERVICE POLICY**

## **Christian Service Projects**

To enhance the St. John Paul II experience, students create and fulfill a Christian Service project in each of their four years. The program's purpose is to enable students to see that service is part of our responsibility and calling as Christians.

Each project must be centered on a particular theme, such as service to a parish, a particular organization, the school, healthcare or other area of focus. After selecting a focus, a student must meet the program requirement based on their grade level. Students are required to reflect on their experience. Students who have demonstrated outstanding service will be recognized at the end of the school year.

If a student elects to participate in projects off campus, please be aware that St. John Paul II Catholic High School is not responsible for overseeing transportation or for providing supervision unless specifically noted in writing.

Students should contact their Religion Teacher or the Coordinator of Service Hours to get prior approval for service hours and to submit their total hours each year.

### **Program Requirements:**

- Freshmen ~ 10 hour project
- Sophomores ~ 20 hour project
- Juniors ~ 30 hour project
- Seniors ~ 40 hour project

## **Religious Studies & Services**

The Mass, the Rosary, and prayer services, are scheduled once a week for the student body. Appropriate music and readings are prepared by the teachers and the students. Opportunities to celebrate the Sacrament of Reconciliation are provided during the school year. These religious activities are considered an instrumental part of our Catholic School identity, and thus, are required to attend religion classes, mass and other mandated religious activities.

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## PARENT SERVICE HOUR REQUIREMENT

Each family should be aware that service is at the heart of St. John Paul II Catholic High School, and our school would not have reached the heights of success it has without each family pitching in to help with different events and activities. With this in mind, each family is required to give a minimum of 25 hours of **service hours** per year to the school community. This commitment will be made by contract at the beginning of school with the signing of the parent/student handbook.

During each school year, each family is expected to donate service hours to be completed during the school year or, in lieu of these service hours, to contribute a minimum of \$300 to the school. Service hours are preferred over money given to the school.

Service hours are to be completed by the end of each school year, and as the school has many great events that it hosts, there are many opportunities to help out. Those families who have not met their 25-hour commitment and have not been excused will be billed through FACTS at \$12 per hour not completed. Any hours completed after the end of the school year can be applied to the following school year. You must record Service Hours through the PTO provided link in order to get credit for hours worked.

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# STUDENT CONDUCT POLICY & PROCEDURES

## Code of Conduct

We believe that a disciplined and structured atmosphere is necessary for students to achieve their potential academically, physically, socially and spiritually. The purpose of discipline is to maintain a safe, honest, and caring environment for students to thrive. Families with students at St. John Paul II are expected that to be committed to and supportive of our behavior philosophy.

Each student will be held to the following expectations at school, at any school function, and on social media:

- Treat adults and peers with courtesy and respect.
- Show respect for all people regardless of gender, ethnicity, culture, religion, sexual orientation, and socio-economic background.
- Show respect for the property of others.
- Show respect for the environment by maintaining the cleanliness of the buildings and surrounding campus.
- Help maintain a positive learning atmosphere in the classroom with appropriate behavior.
- Be responsible for honest and ethical behavior in academic pursuits.
- Promote the safety and well-being of all students.
- Accept responsibility for all personal actions

Teachers will handle minor discipline infractions with the full support of the Administration. Any major offense or excessive minor offenses will be referred to the Administration.

## Disciplinary Consequences

To ensure the well-being of our school community, inappropriate or unacceptable behavior will result in disciplinary actions from the Administration. Inappropriate or unacceptable behavior infractions and the corresponding consequences are shown in the following chart. Consequences may be adjusted depending on the severity of the infraction.

The Administration will determine appropriate consequences for any behavior not addressed in this handbook. Repeated instances of the same behavioral infractions suggest a student's unwillingness to follow the rules and may result in more serious consequences. Parents will be notified of all detentions and suspensions.

<b>Behavior</b>	<b>1<sup>st</sup> offense</b>	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>	<b>5<sup>th</sup> offense</b>
<b>Uniform violation</b>	Verbal warning	Lunch detention	Lunch detention	Lunch detention	Referral to Principal
<b>Minor infractions:</b> <ul style="list-style-type: none"> <li>● Disturbing class</li> <li>● Electronic device</li> <li>● Excessive talking</li> <li>● Failure to complete classwork</li> <li>● Lack of class materials</li> <li>● Littering</li> <li>● Mischief</li> <li>● Rude/discourteous/disrespectful</li> <li>● Unexcused tardy</li> </ul>	Verbal warning	Lunch detention	Afternoon detention	Saturday detention	Referral to Principal
<b>Probationary behaviors:</b> <ul style="list-style-type: none"> <li>● Bullying/Harassment</li> <li>● Cheating</li> <li>● Destruction or defacing of school property or personal property (students and parents/guardian are liable for damage)</li> <li>● Falsified parental signature</li> <li>● Fighting</li> <li>● Gambling</li> <li>● Rowdy conduct on campus, during school hours or school-sponsored activities</li> <li>● Truancy or Skipping Class</li> <li>● Use or possession of tobacco, including e-cigarettes on or in the vicinity of school grounds.</li> <li>● Violation of the Internet Acceptable Use Policy</li> </ul>	In-School Suspension	Out-of-School Suspension	Expulsion		



<p><b>Serious Behaviors:</b></p> <ul style="list-style-type: none"> <li>• Seriously immoral conduct (speech, writing or action)</li> <li>• Possessing, selling, transferring or being under the influence of any alcoholic beverage or drug (as defined in Drug Policy) on campus or at any school function or activity.</li> <li>• Serious vandalism on school grounds, including tampering with locks or locked doors</li> <li>• Theft of any school or personal property</li> <li>• Tampering with fire alarms or fire extinguishing equipment</li> <li>• Scandalous conduct on or off campus outside of school hours</li> </ul>	Expulsion				
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### Lunch Detention

Lunch detention is assigned for uniform violations and is the second (2<sup>nd</sup>) consequence for minor infractions, as detailed in the above chart. A student who fails to serve a lunch detention will automatically receive an afternoon detention.

- Students who are late to lunch detention will receive a 2<sup>nd</sup> lunch detention.
- Students may not talk, sleep or use electronic devices. Those students who do so will receive an additional lunch detention to be served the following day.
- Detention must be served the day it is assigned. In extreme cases, detention may be reassigned if the student has a verified professional appointment, illness or family emergency (Administration has final approval for reassigning detention).
- Students may eat lunch in lunch detention. If they have purchased lunch, they must arrange for a friend to pick up their lunch and bring it to the lunch detention room.

### Afternoon Detention

Afternoon detention is assigned as the third (3<sup>rd</sup>) consequence for minor infractions, as detailed in the above chart. Afternoon detention is scheduled once a week from 3:05 p.m. to 3:50 p.m. A student who fails to serve an afternoon detention will automatically receive a Saturday detention.

- Students who are late to detention will receive a 2<sup>nd</sup> afternoon detention.
- Students may not talk, sleep or use electronic devices.
- Detention must be served when it is assigned. In extreme cases, detention may be reassigned if the student has a verified professional appointment, illness or family emergency (Administration has final approval for reassigning detention).

### Saturday Detention

Saturday detention is assigned as the fourth (4<sup>th</sup>) consequence for minor infractions, as detailed in the above chart. Saturday detention occurs once a month from 9:00 a.m. to 12:00 p.m. A fee of \$25.00 will be billed through FACTS. A student who fails to report for a Saturday detention will automatically receive an in-school suspension, be fined \$25, and will serve an additional Saturday detention. Verifiable illness or family emergency are the only excused reasons for missing Saturday detention.

- Students who are more than 5 minutes late to detention will receive a 2<sup>nd</sup> Saturday detention.
- Students should wear work clothing and will assist with cleaning tasks in the buildings and on the campus.
- Students may not use electronic devices.

### Disciplinary Probation

Disciplinary Probation occurs when a student receives suspension as a consequence for his/her behavior. The two types of suspension are described below. At the beginning of the probationary period, the student will sign a code of conduct agreement outlining the terms and expectations. During the probationary period, the student will not be allowed to attend any extra-curricular school functions (e.g. sports, dances) and may not participate as a player or member of any sport, cheer, or club/teams for a period of time deemed appropriate by the Dean of Students and the Principal. The student's record will be reviewed periodically by the Dean. Failure to fulfill probationary standards may result in a prolonged probationary period or, in some cases, expulsion.

### In-School Suspension

In-School Suspension occurs during the regular school day from 8:00 a.m. to 3:00 p.m.

- Students report to the main office at 8:00 and will complete assigned classwork, homework, quizzes and/or tests.
- Students may not talk, sleep or use electronic devices.
- Students are ineligible to participate in or attend any athletic or co-curricular activities on the day(s) of suspension.
- Students will receive credit for major projects, tests or quizzes but will not receive credit for minor assignments.

### Out-of-School Suspension

Students who are assigned out-of-school suspension remain at home for the duration of the suspension. The length of the suspension will depend on the seriousness of the offense.

- Students are responsible for turning in all schoolwork and submitting assignments either electronically or in person on the first school day they return.
- Absence(s) from class are unexcused and no credit will be given for graded school work.
- Students are ineligible to participate in or attend any athletic or co-curricular activities on the day(s) of suspension.

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Students of St. John Paul II Catholic High School are expected to exhibit kindness, honesty and respect toward one another, toward visitors and toward those in authority at all times. The Administration reserves the right to waive and/or deviate from any or all disciplinary regulations for just cause at his or her discretion.

## Drug Policy (Use, Possession & Distribution of Controlled Substances)

### Definitions

**Controlled Substances** are defined in Chapter 893 of the Florida Statutes. They include but are not limited to: marijuana, heroin and anabolic steroids. The term controlled substance shall also include alcohol.

**Under the influence:** A student is judged to be under the influence whenever he/she exhibits physical or psychological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled substances. Indications on a breathalyzer or other detection device may also indicate inappropriate alcohol use.

**Possession** is defined as knowingly or purposely obtaining or possessing, actively or constructively\*, a controlled substance or drug paraphernalia:

- a) on or off school property;
- b) on the person;
- c) in an accessory (including but not limited to purse, book bag, gym bag, or backpack);
- d) in a locker or desk and
- e) in a privately or school-owned vehicle.

\*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if he/she does not have physical possession of the item. For example, a student who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

**Distribution** is defined as sharing, selling or dispensing a controlled substance:

- a) on or off school property;
- b) with or without receiving payment and
- c) to individuals enrolled or not enrolled in the school.

**Possession with Intent to Distribute** applies regardless of whether or not a student intended:

- a) to receive payment;
- b) to distribute the controlled substance to an individual enrolled or not enrolled in the school
- c) and to distribute the controlled substance on or off school property.

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## Policy

- 1) A student shall be considered in violation of school policy if he/she is observed:
  - a) to be under the influence;
  - b) in possession
  - c) engaged in distribution, or
  - d) to be in possession of a controlled substance.
- 2) Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook.
  - a) When a student is identified as being “under the influence” or “in possession” of a controlled substance, the Principal will refer the matter to local law enforcement officials.
  - b) When a student is identified as “distributing” or “in possession with intent to distribute” a controlled substance, the Principal MUST refer the matter to local law enforcement officials.
- 3) A student suspected of violating the policy governing controlled substances will immediately be placed under suspension for an indefinite period. The student and parents/guardians shall be given reasonable opportunity to respond to the allegation as quickly as possible.
- 4) If the Principal determines that there was no violation of policy, the student will be permitted to return to school. If there was a violation of the school policy, the Principal may discipline the student according to the general discipline policy stated in the Handbook up to and including expulsion.
- 5) The Principal may require that the student participate in an appropriate treatment or counseling program as a condition of the student’s eventual return to the school.
- 6) When the violation of this policy involves “distribution” or “possession with intent to distribute,” the discipline imposed will normally be expulsion.

## **Stealing**

Incidents involving stealing will be reported to the local police for their investigation as recommended by the Principal.

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## STUDENT DRESS CODE POLICIES & PROCEDURES

General appearance of students should be neat, clean and appropriate for school attendance activities. Any student who comes to school without the proper attire will serve a lunch detention. After four lunch detentions, the student will be referred to the Principal.

- Shirts must be tucked into the waistband of pants, shorts, capri pants or skirts at all times. If playing sports or outside during lunch, the shirt may be untucked; however, it must be retucked before entering the building.
- Pants and shorts must be worn with a belt.
- Skinny or form-fitting pants are not acceptable.
- Socks must be plain white, black or navy and be visible above the shoe. In colder weather, girls may wear black, white or navy tights underneath their skirts, but leggings or sweatpants are not allowed.
- Shoes must be brown or black leather or suede. Tennis shoes, sneakers, slippers, moccasins, canvas, or boots are not acceptable as uniform shoes.
- Hoodies (even those with a school logo) may not be worn at school during school hours.
- Outerwear, defined as jackets, sweaters, and sweatshirts, must be SOLID navy or gray with the SPJII logo and must fit properly. Team outerwear with the SPJII logo is acceptable as well. Questions about outerwear may be directed to the front office.
- ALL uniforms MUST be purchased from our approved supplier: Lands' End ([www.landsend.com](http://www.landsend.com)).

### **New Uniforms**

Seniors graduating in 2019 may wear the old uniform during the 2018-19 school year. All replacement uniforms and new student uniforms (including freshmen) must be purchased through Lands' End.

- 9<sup>th</sup> & 10<sup>th</sup> Graders\*: Light gray polo or light blue Oxford button-down shirt
- 11<sup>th</sup> & 12<sup>th</sup> Graders\*: Navy polo or light blue Oxford button-down shirt

### Boys

Boys must be clean shaven and have no facial hair or ear piercings. Hair should not be longer than the top of the collared shirt and must be natural color; extraordinary hair colors are not acceptable.

The official uniform for boys consists of the following:

- Khaki pants and shorts with pockets and belt loops. Skinny pants or shorts are not acceptable. Shorts must be no shorter than 3.5" (height of a credit card) from the knee.
- Polo shirts must have the official school logo. Long or short sleeve shirts are both appropriate.
- Plain tee-shirts may be worn under school shirts, but they must match the color of the uniform shirt.

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## Girls

Girls must have no facial piercings or excessive makeup. Hair color must be natural; extraordinary colors are not acceptable.

The official uniform for girls consists of the following:

- Navy plaid pleated skirt. The skirt must be no shorter than 3.5" (height of a credit card) from the knee in both the front and back.
- Khaki pants, capri pants and shorts with pockets and belt loops. Skinny pants are not acceptable. Shorts must be no shorter than 3.5" (height of a credit card) above the knee.
- Polo shirts must have the official school logo. Long or short sleeve shirts are both appropriate.

## Sports Attire

Sports attire may only be worn with permission of the Administration for particular occasions.

## Non-Uniform Days ("Dress Down Days")

Several clubs sponsor "Dress Down Days" as fundraisers, as well as regularly scheduled days by the Administration. Students may wear casual clothes, but appropriate attire is expected at all times.

The following clothing is not permitted:

- immodest and/or inappropriate clothing
- low-cut blouses or shirts or shirts with bare midriffs
- short skirts or short shorts (length must be no shorter than 3.5" above the knee)
- low-rise pants
- ripped jeans
- skinny or form-fitting pants (including spandex and jeggings)
- strapless or spaghetti strap tops
- slides or flip-flops

Students inappropriately attired will be sent to the office for parental intervention. Additionally, students who do not dress according to the designation theme of the "dress down day" will be sent to the office for parental intervention.

Clubs wishing to schedule a "dress down day" must obtain permission from the Principal, advertise the event and theme at least two weeks in advance, and be willing to arrive at school by 7:30 am to start collecting money at the school doors.

## Dances

Female students, both St. John Paul II students and guests of SJPII students, must abide by the following dress guidelines: no low-cut or plunging neckline, no low-cut dress backs (the back of the dress may not be lower than 3.5" above the waist), no two-piece dresses, no slits, cut-outs or transparent panels are permitted. Modest strapless dresses are allowed. The length of the dress should be no shorter than 3.5" inches from the top of the knee, and dresses may not be tight or form fitting.

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**St. John Paul II Catholic High School**  
**2018 - 2019 Student Handbook**  
**ACKNOWLEDGEMENT AND RECEIPT**

I acknowledge receipt of the Student Handbook containing the policies, rules, and regulations for St. John Paul II. I understand and agree that the policies contained in this handbook are binding on students and parents alike. I understand and agree that the Administration of the school will have the authority set forth in this document.

I understand that the policies, rules, and regulations contained in this handbook are established for the welfare and benefit of all students. I understand my responsibility to support the school in the policies it has established and to see to it that my daughter/son adheres to the rules and regulations set forth herein.

Name of student \_\_\_\_\_

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Name of parent/guardian \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**Please sign and return this page to school by Monday, August 13, 2018.**