



ST. JOHN PAUL II CATHOLIC HIGH SCHOOL

# STUDENT HANDBOOK

2016-2017

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[www.ijiichs.org](http://www.ijiichs.org)

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## **NONDISCRIMINATION POLICY**

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.

## **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.

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.

## **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 should be provided a variety of instructional methods.
5. Student achievement should be evaluated using various means of assessment or assessment techniques.
6. Well defined goals with high expectations for individual student achievement should be the cornerstone of the curriculum.
7. Respect for cultural, socio-economic and intellectual differences should be encouraged within the school.
8. The responsibility for providing a supportive learning environment should be shared among teachers, staff, administrators, parents, students and the community.
9. Catholic education should be available to students regardless of their family's financial status.
10. All members of the school should be committed to continuous improvement and have a willingness to change in order to maintain the quality of the school.

## **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.

## **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.

## **ADMINISTRATION**

President..... Rev. Roy C. Marien  
 Principal..... Mr. Greg Monroe  
 Director of Operations ..... Ms. Diane Perez  
 Director of Guidance ..... Ms. Susan Savoy  
 Financial Assistant..... Ms. Dianne Conroy  
 Administrative Assistant ..... Ms. Jody Shepherd

## STAFF

Maintenance Staff..... Ms. Julie Avila  
Maintenance Staff..... Ms. Miriam Avila

## STUDENT PERSONNEL SERVICES

Director of Athletics ..... Mr. Titus Nixon  
Campus Minister..... Emily Serpico  
Chaplain..... Rev. Roy C. Marien

## DEPARTMENTAL ORGANIZATION

### CLASS MODERATORS

Each class has assigned class moderators. These faculty members will assist students in planning activities.

#### **Freshmen**

Meaghan Eckerle

#### **Sophomores**

Mark Bocinsky

#### **Juniors**

Laura Lamilla

#### **Seniors**

Patricia Young

## STUDENT CLUBS

Aerospace Engineering

Brain Bowl

Cheerleading

Chess

Creative Writing/Student Newspaper

Drumline

Latin Club

Fellowship of Christian Athletes

Fishing Club

Frassati Men's Group

Mu Alpha Theta

National Honor Society (NHS)

Spanish Club (Sociedad Honoraria Hispanica)

Squirettes

## FACULTY SPONSOR

Chris Lux

Lee Bowersox

Kristin Manos

Reggie Johnson

Chris Lux

Sarah Gordon

Mark Buzbee

Meaghan Eckerle

TBA

Mark Bocinsky

Patricia Young

Emily Serpico

Vladimir Inguil

Emil Serpico

# OFFICERS OF THE PARENTS' ORGANIZATION

President – Dennis Golabek

Parent Volunteer Coordinator – Christi Stavres

President Elect – Allie Lattner

Sports Coordinator – Julie Coffey

Vice President – Danielle Witherington

Hospitality

Secretary – Coleen Birch

Jeanne Boggs (General);  
Tracy Janicki, Joelle Stanjone-Wilczek,  
and Carmella Augustine (Teacher Luncheons)  
Julie Coffey (Lunch Cart)

Treasurer – Cheryl Whisenant

Fundraising Coordinator – Armando Zapata

## SPORTS

- Certified Athletic Trainer..... Miss Erin Russo
- Varsity Basketball (Boys) ..... Mr. Titus Nixon
- Varsity Basketball (Girls)..... Miss Meaghan Eckerle
- Varsity Baseball ..... Mr. Ken Silvestri
- Cross Country..... Miss Sara Gordon
- Varsity Football..... Mr. Cedric Jones
- Varsity Soccer (Boys)..... Mr. Kenny Nwoko
- Varsity Soccer (Girls)..... TBA
- Varsity Softball..... Miss Erin Russo
- Varsity Tennis (Boys) ..... TBA
- Varsity Tennis (Girls)..... TBA
- Varsity Volleyball ..... Miss Patricia Young
- Varsity Golf (Boys) ..... Mr. Jake Shettleworth
- Varsity Track..... Ms. Francee Laywell
- Varsity LaCrosse..... TBA

## **OFFICERS OF THE JPII ATHLETIC BOOSTERS**

President..... Mr. Brad Copenhaver  
Vice President.....Mr. Jeff Hazen  
Treasurer ..... Mr. Tim Lattner  
Secretary..... Ms. Jennifer Woodend

## **STUDENT COUNCIL EXECUTIVE BOARD**

Jae Williams: Student Body President  
Aniston Russ: Student Body Vice President  
Katie Kelly: Student Body Treasurer  
Mary-Sheldon Williams: Student Body Secretary

## **RELIGIOUS STUDIES/SERVICES**

Liturgical experiences, such as the Mass, 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.

Students are required to attend and are encouraged to participate in all religious services, days of reconciliation, days of recollection and retreats. A specified number of hours of Christian service are required of all students. The Christian service requirement is described in detail on the school website [jpiichs.org](http://jpiichs.org).

## **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 and many other areas 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.

Parents/guardians are encouraged to get all the details of their student's service project so that they are fully aware of their participation.

## Program Requirements:

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

## **CO-CURRICULAR ACTIVITIES**

### ***NATURE, SCOPE AND PURPOSE***

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. And, 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.

### ***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 qualification 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 un-weighted 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 found to have seriously violated 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 to the decision of the National Honor Society process of selection may be made by written request to the moderator(s).

## **ABSENTEE POLICY FOR CO-CURRICULAR PARTICIPATION**

Students who are not present (5 periods of class attended) during the school day may not participate in any co-curricular programs scheduled for that day (i.e., athletic contests, plays, proms, trips, concerts, etc.).

## **GUIDANCE SERVICES**

The Guidance Department consists of our Director of Guidance.

Students are asked to fill out an appointment request at the Main Office to enable the secretary to schedule the request for an appointment convenient to the counselor and the student.

## **PARENT CONFERENCES**

Interviews with the counselor may be scheduled by calling the guidance office and requesting an appointment.

## **NATIONALLY NORM-REFERENCED TESTING**

Freshmen: Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

Sophomores: Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

Juniors: PSAT/NMSQT, SAT or ACT, AP examinations

Seniors: SAT or ACT, AP examinations

## **ACADEMIC POLICIES**

### ***CURRICULUM***

St. John Paul II offers a 4-year college preparatory program. A student's academic placement is determined by their past academic performance, course preferences and standardized test results.

## ***COURSE SELECTION***

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 Director of Guidance.

Parents, teachers and the guidance counselor 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 Director of Guidance in coordination with the principal.

## ***GRADUATION REQUIREMENTS***

To earn a high school diploma from St. John Paul II Catholic High School students must complete the following credit requirements:

4 Credits of Religion 4 Credits of English

4 Credits of Math including at least Algebra I, Geometry and Algebra II

3 Credits of Social Studies including World History, American History, American Government & Economics

3 Credits of Science, including Biology

2 Credits for two (2) consecutive years of the same Foreign Language

1 Credit of Physical Education/Health

1 Credit of Arts/Technology

2 Credits of Electives

### **24 Total credits for graduation**

Credits are awarded on a semester basis with .5 credit earned for each successful course per semester. Students must complete all 24 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.

## ***GRADING POLICY***

Grades are issued at the end of each quarter, a nine week period. Two quarters constitute a semester. The semester grade is calculated by combining 40% of the first quarter numerical grade, 40% of the second quarter numerical grade and 20% of the semester/final exam grade.

Grading Example				
First Quarter	Second Quarter	Exam	Average	Letter Grade
75	85	85	81	B
79	78	86	80	B
58	72	80	68	D

### ***ACADEMIC DISMISSAL***

If a student fails a semester of any course, he/she must make up the credit either in summer school or on The Virtual School and achieve at least a grade of C in that course before beginning the fall semester.

### ***ACADEMIC DISHONESTY AND PLAGIARISM***

Cheating of any kind on test(s) or exam(s) is both stealing and misrepresentation. It is considered a very serious matter which will be dealt with by the teacher of the student involved and will be reported to the administration. The student will be placed on probation and further infractions will result in immediate dismissal.

Because plagiarism is intellectually dishonest and therefore a form of thievery, it is treated as an extremely serious offense and is dealt with accordingly. Students must make every effort to acknowledge sources of information in both their oral and written work.

Forms of plagiarism which turn up most frequently are the following:

1. Failure to give a bibliography for written or oral reports.
2. Failure to document, with quotation marks or footnotes, material copied directly from other sources including the Internet.
3. Use of others' work or ideas as one's own.
4. 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.

### ***ACADEMIC PROBATION***

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 counselor and the teacher(s) and an improvement plan will be designed to assist the student in successfully completing the year. The National Honor Society provides tutoring and students are encouraged to take advantage of this service.

## ***ADVANCED PLACEMENT***

St. John Paul II offers students the opportunity to enroll in courses which prepare them for the Advanced Placement tests: Spanish, Biology, Chemistry, Latin, Art Portfolio, Calculus AB, Human Geography, English Language and Composition and English Literature, Music Theory and Statistics. College credit may be awarded based on the student's performance on these examinations. Qualified students may also participate in Tallahassee Community College Courses and Florida State University off campus programs.

## ***EXAMINATIONS***

Examinations are administered at the end of each semester. 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 with the Director of Guidance upon their return for make-up plans. Early exams will be administered only in rare cases approved by the school.

**No final examinations may be taken until all financial obligations are met. Tuition, fees, fines, etc. must be paid before examinations can be taken. The yearly service commitment must also be completed.**

## ***FAILURES***

Failure in two or more subjects for a marking period removes the student from 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.

## ***GRADING***

There are four (4) marking periods in the school calendar. The average marking period consists of nine (9) weeks. Report cards are distributed at the end of each marking period.

Grades at St. John Paul II are based on general components:

1. Major tests or assessment tool
2. Quizzes and homework

The total of the general components represents the basis for grading in the four (4) marking periods:

1. **Major Tests:** At least two (2) major tests or projects will be given each marking period. A mid-term examination is administered after the second marking period and a final examination after the fourth marking period.
2. **Quizzes and Homework:**
  - a. Quizzes should be administered with such frequency as to demonstrate to the teacher and the student the latter's progress in the subject.

- b. Homework assignments should be reasonable in their demands; generally 1/2 hour per evening of written and/or reading work per subject is the norm. Study and reading assignments should be distributed with regard to the student's overall work load.

### ***GRADE/EQUIVALENT AND DESCRIPTION***

<p>90-100 A</p>	<p>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.</p>
<p>80-89 B</p>	<p>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.</p>
<p>70-79 C</p>	<p>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.</p>
<p>60-69 D</p>	<p>The student has passed but has achieved <i>few</i> objectives of the course. The student 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.</p>
<p>0-59 Failure</p>	<p>The student has <i>failed</i> to achieve the objectives of the course.</p>

### ***GRADES OF INCOMPLETE***

An *Incomplete* may be given for the following reasons:

1. extended illness
2. serious extenuating circumstances

When a student receives an Incomplete for a grade in a given marking period, he/she 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 director of guidance.

## ***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 the date on which 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 Director of Guidance. All requests for grade changes (excluding incomplete grades) must be filed within seven (7) school days after grade reports have been distributed to parents.

## **CHANGE OF ADDRESS**

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

## **ATTENDANCE POLICIES**

Attendance at school is required by state law. It should be noted that frequent absence adversely affects a student's academic progress. Each student is required to attend all sessions of school as well as all classes in each session. Teachers are required to keep an accurate record of each student's attendance.

### ***ABSENCES***

When a student is absent from school for any reason, parents or guardian must notify the school by telephone or email on the day of the absence between the hours of 7:30 a.m. and 9:30 a.m. at (850) 201-5744.

The day the student returns to school he/she must present an excuse note signed by a parent or guardian. This note is to be given to the Office. The note should contain the student's full name, dates absent and the reason.

The following absences are excused and will not contribute to loss of academic credit:

- A. Illness, when verified by a doctor's note.
- B. A death in the immediate family.
- C. An authorized absence.
- D. Extraordinary circumstances with administrative approval.

***Any student who has accumulated more than 6 absences in a semester, in any class, for any reason must meet with the administration to determine whether academic credit can be given.***

### ***AUTHORIZED ABSENCE***

Authorized absence occurs when a student has been selected to attend a special out-of-school program during school hours. All procedures for out-of-school trips will be followed, including ascertaining parent permission.

### ***EXCESSIVE ABSENCE***

Parents should be consulting Power School to follow the number of absences and the status of those absences for their student. If that student is nearing 6 absences for any class, he or she may be in jeopardy in their courses. Parents are encouraged to check with the teachers and Guidance Counselor when frequent absences occur.

### ***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 call and notify the school. The parent's call is then directed to the student's counselor. The school will work with the parent, student and guidance 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. Checking on the website and learning management site (Schoology) will enable students to stay current.

### ***EARLY DISMISSAL***

Permission to leave school before the close of the class day will very rarely be granted and then only when explained in a note from the parent or guardian (listing a contact phone number) of the student. Phone calls will not be accepted except in true emergencies.

***Doctor's or dentist's appointments should not be made during school hours. Please note: liturgies, assemblies and activities are part of the school curriculum and student attendance is required.***

### ***LATENESS***

Students who arrive at school after (8:00 a.m.) must report to the office for an admission slip. Late students are expected to bring a note from their parent or guardian explaining the reason for the lateness. After a student comes late to school three (3) times for any reason, he/she will serve a detention. Excessive tardiness may be grounds for probation and will necessitate a parent conference with guidance and administration.

### ***MAKE-UP WORK***

Make-up work is a joint responsibility of student and teacher. For an absence of more than three days, the student and teacher should mutually agree on a date for make-up work.

## **VACATIONS**

Vacations during the school year are strongly discouraged, especially the period before and after Christmas, Easter and/or Thanksgiving vacation and the final two (2) weeks of each semester. Unauthorized absence for vacations constitutes unexcused absence. Parents are urged to plan vacations in accordance with the school calendar.

## **SCHOOL CLOSING**

*(For storms and other natural disasters)*

Students will be notified as early as possible in case it is necessary to close school. School closings will also be posted on our website [www.jpriichs.org](http://www.jpriichs.org) by 6:00a.m or during the day. An email will also be sent to all parents with details of the school closing

PLEASE NOTE: In very rare cases, the school may decide to dismiss early because of inclement weather. On such days we ask for your patience and cooperation. Parents are asked **NOT TO CALL THE SCHOOL** to request that students be dismissed before the official dismissal time.

## **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.

## **PARENTAL 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.

## **TRANSFERS**

**IN:** Upon entering St. John Paul II, students will have courses re-evaluated and grades will be converted so that they will 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 guidance counselor. 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.

## CODE OF CONDUCT

Penalties for violation of the rules and regulations fall into these categories: DETENTION, SUSPENSION, PROBATION and EXPULSION.

- A. **Detention:** Detention hours may be assigned students for violation of school rules or upon the recommendation of any teacher for violation of classroom procedures. Students are responsible for serving their detention within a week of the date it was assigned. Work, sports and after school activities are not an excuse to miss detention. Students will be of service to the school during detention hours. Students will serve their detention on Monday from 3:15-4:15pm.
- B. **Suspension:** A student may receive an In-school Suspension (ISS) or out of school suspension for violating school policies. Students on suspension are required to complete assignments given, but will lose credit for assignments that would have been done in class that day.
- C. **In School Suspension:** A student will be required to come to JP II in full uniform at 8:00 a.m. for the start of the day. They will remain in a separate room supervised by school personnel and required to complete assignments provided by the class teachers.
- D. **Probation:** A student who is placed on probation for violation of school rules may not participate in any school activities during the period of probation. Parents are immediately notified when a student is placed on probation and there must be a conference between the parents or guardian and school authorities. Students are placed on probation for a designated period of time. Students placed on probation must realize that any further serious infraction of school rules and regulations will result in immediate dismissal.

The following behaviors may result in a student being placed on probation:

- 1) Unexcused absence from school—truancy, “cutting class” or consistent lateness to school.
- 2) Falsified excuse for absence.
- 3) Deliberately failing to report for detention.
- 4) Destruction or defacing of school property.
- 5) Fighting, bullying, gambling or cheating.
- 6) Serious disrespect toward a faculty or staff member or toward another student.
- 7) Persistent or flagrant violation of school rules - including dress code and Internet use.
- 8) Anything which manifests contempt for school authority.

- 9) Rowdy conduct on campus, including food fights, water fights, etc.
- 10) Use or possession of tobacco on or in the vicinity of school grounds.

Expulsion: The following may result in immediate expulsion:

- 1) Seriously immoral conduct (speech, writing or action).
- 2) 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.
- 3) Violation of the INTERNET Acceptable Use Policy.
- 4) Serious vandalism on school grounds, including tampering with locks or locked doors.
- 5) Theft of any school or personal property.
- 6) Tampering with fire alarms or fire extinguishing equipment.
- 7) Scandalous conduct on or off campus outside of school hours.

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

## **USE, POSSESSION AND DISTRIBUTION OF CONTROLLED SUBSTANCES**

### **DEFINITIONS**

Controlled Dangerous Substances are defined in Sections of the FL Criminal Code. They include but are not limited to: marijuana, heroin and anabolic steroids. The term controlled dangerous 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 dangerous 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 dangerous 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 dangerous 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 dangerous substance to an individual enrolled or not enrolled in the school
- c) and to distribute the controlled dangerous substance on or off school property.

## **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 dangerous 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 dangerous 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 dangerous substance, the principal **MUST** refer the matter to local law enforcement officials.
- 3) A student suspected of violating the policy governing controlled dangerous 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.

# DRESS & GROOMING CODE

## DAILY DRESS GUIDE

General appearance of students should be neat, clean and appropriate for school attendance activities.

Any student who comes to school without the proper attire may be sent home.

The regulation uniforms will take effect from the opening of school until the closing of school in June.

ALL uniforms MUST be from our approved UNIFORM SUPPLIERS, G. Willies Uniforms (Tallahassee, [www.gwilliesuniforms.com](http://www.gwilliesuniforms.com)).

### Boys:

- Must be clean shaven and have no facial or ear piercings.
- Hair should not be longer than top of collared shirt. Hair color must be natural – no extraordinary colors.
- Uniforms for Boys will consist of the following:
  - APPROVED uniform khaki pants or shorts from G. Willies Uniforms (Tallahassee). Cargo pants or shorts are NOT uniform compliant.
  - The 9th and 10th grade boys may wear the APPROVED white polo shirt with school logo OR the light blue Oxford button-down shirt with school logo from G. Willies Uniforms (Tallahassee). Long or short sleeve shirts are both appropriate.
  - The 11th and 12th grade boys may wear the APPROVED navy polo shirt with the school OR the light blue Oxford button-down shirt with school logo from G. Willies Uniforms (Tallahassee). Long or short sleeve shirts are both appropriate.
    - ◆ Shirts will be tucked into waistband of pants or shorts at all times.
    - ◆ ALL pants and shorts will be worn with a belt.
    - ◆ Plain tee-shirts may be worn under school shirts, but must match the color of the uniform shirt. (White tee-shirt under white polo, navy tee-shirt under navy polo.)
    - ◆ All students will wear PLAIN white, black or navy socks, no “no-show” socks.
    - ◆ All students will wear brown or black leather shoes. No student will wear tennis shoes, sneakers, slippers or boots for uniform shoes.
    - ◆ Any student may wear St. John Paul II jackets and sweatshirts over their uniform shirts during the day when the weather dictates. Approved hoodie sweatshirts are permitted during school hours, but are considered a privilege and must be worn appropriately with the uniform underneath.

### Girls:

- Must have no facial piercings or excessive makeup.
- Hair color must be natural – no extraordinary colors.
- Uniforms for Girls will consist of the following:
  - The standard uniform skirt (green/navy plaid) from G. Willies Uniforms (Tallahassee) may be worn by all young women.
  - Skirt length should not exceed 2” above the knee. After the 2nd offense, the student will be REQUIRED to wear

- uniform khaki bottoms (pants or Capri pants ONLY).
- APPROVED uniform khaki slacks, uniform khaki shorts and uniform khaki Capri pants from G. Willies Uniforms (Tallahassee) are also acceptable for all girls.
  - The 9th and 10th grade girls will wear the APPROVED white polo shirt with school logo OR the white Oxford button-down shirt with school logo from G. Willies Uniforms (Tallahassee). Long or short sleeve shirts are both appropriate.
  - The 11th and 12th grade girls will wear the APPROVED navy polo shirt with the school logo OR the white Oxford button-down shirt with school logo from G. Willies Uniforms (Tallahassee). Long or short sleeve shirts are both appropriate.
    - ◆ ALL shirts will be tucked into waistband of pants, shorts, Capri pants or skirt at all times.
    - ◆ ALL pants and shorts will be worn with a belt.
    - ◆ All students will wear PLAIN white, black or navy socks, no “no-show” socks. Girls may wear navy or white tights.

All students will wear brown or black leather shoes. No student will wear tennis shoes, sneakers, slippers or boots for uniform shoes. Any student may wear St. John Paul II jackets, sweatshirts or cardigans (white, navy or gray) over their uniform shirts during the day when the weather dictates. Approved hoodie sweatshirts are permitted during school hours, but are considered a privilege and must be worn appropriately with the uniform underneath.

### ***PHYSICAL EDUCATION UNIFORMS***

All PE/HOPE uniforms are to be purchased from G. Willies Uniforms (Tallahassee, [www.gwilliesuniforms.com](http://www.gwilliesuniforms.com)).

### ***SPORTS ATTIRE***

Any kind of sports attire may only be worn with permission of school administration for particular occasions.

### ***NON-UNIFORM DAYS***

On occasions, students are given permission not to wear their uniform. Appropriate attire is expected. No immodest clothing (low-cut blouses or shirts, bare midriffs, short skirts, low-rise or tight pants, strapless or spaghetti strap tops, short shorts, slides or flip-flops) is permitted. Boys are to be attired with appropriate sports shirts and pants.

### ***CELL PHONES***

Cell phones may only be used during class time with the express permission of the teacher for educational

purposes. Cell phones may also be used between classes, during lunch, and during snack/homeroom unless otherwise instructed by the homeroom teacher. Students who violate our policy with their phone will have the device confiscated until the administration judges it reasonable to return.

## ***GUM CHEWING***

Students are permitted to chew gum between classes, during lunch and homeroom. NOT during class.

## ***PROM***

St. John Paul II sponsors a Junior – Senior Prom in the spring. Students attending the prom as the date of a junior or senior may be in classes at St. John Paul II or may be students from another school who comes as a guest of a St. John Paul II student. Students coming from another school will be under the same rules as the students of St. John Paul II. Class moderators assume full responsibility for making all arrangements. A contract of behavior is signed by both students and parents.

## ***FIRE DRILLS***

If a fire alarm rings and the students are in a classroom the listed regulations must be obeyed. A sign in the classroom indicates the direction to the nearest exit. If a student or a group of students is in the halls, gym, etc., they should proceed to the nearest exit. While outside, attendance will be taken by the classroom teacher. It is **IMPERATIVE** that classes stay together. Students and classes must not block the walkways so that emergency equipment and personnel, if needed, will have a clear entrance to the building.

## ***SCHOOL GROUNDS***

Students—with the exception of senior privilege—are not to leave the school grounds from the time they come into school in the morning until they actually leave school on their way home in the afternoon. Students are not to go to their cars during the school day without permission.

**SENIOR PRIVILEGE:** Following the first quarter, senior students with a clean disciplinary record, and at least a 3.0 GPA will be allowed to leave campus during Tuesdays and Thursdays. Students must sign out at the front office. If the student does not maintain this criteria during the second quarter the privilege will be rescinded immediately. If a student fails to meet the criteria for the first

## ***CORRIDORS, STAIRS AND LOCKERS***

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

1. Students should keep to the right in hallways and on stairs.
2. A specific locker is assigned to each student. Lockers may not be changed without permission. Students must lock valuables in a locked locker.

3. During Physical Education or after-school sports activities, students are expected to keep their belongings in a locked locker.

## ***LUNCH***

Students may not leave campus during lunchtime. They may eat lunch in the gymnasium. During mild weather, students are permitted to sit outside the building on the lawn area. The parking lot is off limits. Students may not retrieve items from their car during the school day without permission from a teacher or school official. The school community is committed to recycling. We ask that everyone observe those rules. Students are asked to take pride in the appearance of the school and to dispose of all refuse properly.

## ***FACULTY LOUNGE***

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

## ***SMOKING***

St. John Paul II is smoke-free at all times. All activities, on and off campus, are smoke-free.

## ***VISITORS***

All visitors to the school are to check in at the Main Office upon arrival. Here, the secretary will help them. Students are not to admit visitors to the school. All entrance doors are locked during the school day. Report to the South entrance to be admitted to the school during the day.

## ***STUDENT PARKING***

Seniors, juniors and sophomores may park their cars on school grounds ONLY in designated student parking areas. Once they have completed the required registration process parking permits are issued by Mrs. Conroy in the Front Office. Parking permits are \$15.00 and 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.

## ***HEALTH SERVICES***

### ***POLICIES AND PROCEDURES***

If a student is too ill to remain in school, the secretary will call the home or a parent's/guardian's place of business to inform the parent/guardian of the condition. The student will be kept in school clinic until a parent/guardian or some person responsible for them arrives to take them home for proper care.

### ***ACCIDENTS/INJURIES***

Accidents/injuries occurring during the school day or at a school function must be reported immediately to the adult supervising the activity. If the accident/injury occurs during physical education class, the incident must be reported to the Main Office as well. All accidents/injuries occurring at or during a game/competition must be reported to the Athletic Director by the end of the game/competition. 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.



## ***MEDIA CENTER***

The Media Center has been transformed into an Internet area for use of technology. The Center is available to students and faculty for research and collaborative projects, quiet study and reading. No food or drink is permitted in the Media Center at any time.

## ***USE OF TECHNOLOGY***

**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.

**Schoology** ~ Teacher/ classroom communication with students and parents will be facilitated through the Learning Management System accessed through student and parent portals and passwords. Class assignments, activities, calendars, collaborative communication and other resources are available in this one site.

**Power School** ~ Student grades and assignments are viewable on the Power School web-based site. Parents and students are encouraged to check this site along with Schoology to monitor student progress or missing assignments.

**iPad Program** ~ Students from 9th through 12th grade in 2016 - 2017 will 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 on-line environment. Most textbooks will be digital (electronic) versions. Students and parents must sign the iPad Acceptable Use Policy and utilize this means of communication with respect. 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 up-grading. Because of our desire for the iPad to be utilized solely for educational use, no non-educational games will be allowed.

### **Terms and Conditions:**

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 your 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:** You 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:
  4. Comply with all school rules regarding behavior and personal conduct. Be polite.
  5. Use appropriate language. No swearing or use of inappropriate language.
  6. Do not use the system for frivolous, harassing or inconsiderate purposes including cyber bullying.
  7. Do not reveal your personal address or phone number(s).
  8. 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.
  9. Be mindful that you are representing not only yourself, but St. John Paul II as well when using social networking sites. Understand that administration/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
    - A. **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 cybercrimes/cyber bullying.
    - B. **Responsibility:** St. John Paul II cannot be held responsible for any lost resources or damages incurred through the use of this account.
    - C. **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.
    - D. **Fee Services:** You 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.
    - E. **Terms & 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.

## ***ATHLETICS***

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.

- a. Any student/athlete not in school before 9:30 A.M. may not participate in games or practices that day.
- b. No student/athlete may participate in any game, activity or practice on any day which he/she has missed school.
- c. Failure in two subjects for a marking period removes the student from any activity, practice or games until subsequent grades show removal of failures.
- d. There is no possibility of regaining eligibility by good progress or like reports.
- e. 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.
- f. Athletic teams can only be in the gym or locker rooms in the presence of a coach or a faculty member.
- g. All athletes are encouraged to attend the team sports award ceremonies.

## ***BELL SCHEDULE***

Period	Regular (50 Min)		Liturgy (40 Min)		Early Dismissal (30 Min)	
1	8:00 AM	8:50 AM	8:00 AM	8:40 AM	8:00 AM	8:30 AM
Snack/Homeroom	8:55 AM	9:10 AM	8:45 AM	9:00 AM		
2	9:15 AM	10:05 AM	9:05 AM	9:45 AM	8:35 AM	9:05 AM
3	10:10 AM	11:00 AM	9:50 AM	10:30 AM	9:10 AM	9:40 AM
4	11:05 AM	11:55 AM	10:35 AM	11:15 AM	9:45 AM	10:15 AM
Liturgy			11:20 AM	12:10 PM		
Lunch	12:00 PM	12:25 PM	12:15 PM	12:55 PM		
5	12:30 PM	1:20 PM	1:00 PM	1:40 PM	10:20 AM	10:50 AM
6	1:25 PM	2:15 PM	1:45 PM	2:25 PM	10:55 AM	11:25 AM
7	2:20 PM	3:10 PM	2:30 PM	3:10 PM	11:30 AM	12:00 PM
Dismissal	3:10 PM		3:10 PM		12:00 PM	

# St. John Paul II CATHOLIC HIGH SCHOOL STUDENT HANDBOOK

2016 - 2017

## ACKNOWLEDGMENT AND RECEIPT

I acknowledge receipt of the Student Handbook containing the policies, rules, and regulations for St. John Paul II. I have read the handbook or will read it as soon as possible. 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.

*By signing below, I also agree to have my student's information published in the 2016 - 2017 Student Directory, which will be available on the JP II website, as a password protected link for our families and students to access, and on Schoology with Student and Teacher ONLY access. If you DO NOT wish for this information to be published, please sign and check the box indicating your wish to not be included. Information scheduled to be included: home address, home phone number and parent email address.*

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

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

Name of parent \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE CHECK AS DESIRED:**

- I DO***
- I DO NOT***

*want my student's information to be included in the JP II Catholic High School Student Directory for 2016 - 2017.*

Please sign and return to your student's homeroom teacher by Monday, August 22, 2016