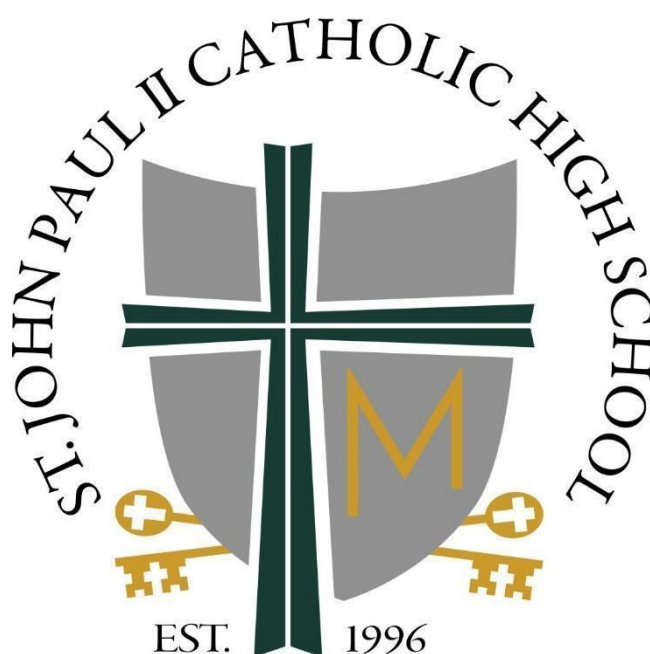


St. John Paul II Catholic High School

A College Preparatory High School



2023-2024 Family Handbook

Office: (256) 430-1760

Fax: (256) 430-1766

School Website: <https://www.jp2falcons.org>

Parental/Student FACTS SIS (formerly RenWeb): <https://chs-al.client.FACTS SIS.com/pw>

Parents' FACTS: <https://online.factsmgmt.com/register/3CW26/instlogin/req-message>

St. John Paul II Catholic High School

St. John Paul II Catholic High School has met the requirements established by Cognia (formerly the Southern Association of Colleges and Schools) for accreditation and is a member of the National Catholic Educational Association.

Most Reverend Steven J. Raica, J.C.D.
Bishop, Diocese of Birmingham in Alabama

Mrs. Margaret Dubose, Superintendent
Catholic Schools, Diocese of Birmingham in Alabama

Board of Trustees

Ms. Virginia Leahy, Co-Chair	Fr. Bryan Lowe, Co-Chair
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Ms. Gayle Gilley	Dr. Jason Greene
Dr. Gregory Gum	Mrs. Michelle Jordan
Mr. Paul Tygielski	Ms. Sharon White
Dr. Mary Ruth Yates	

School Administration

Sr. Tonette Sperando, O.S.B., President
Dr. Jeremiah Russell, Headmaster
Mr. P. Lane Hill, Assistant Principal
Mr. Matt McManus, Athletic Director
Ms. Ashley Arominski, Campus Minister

JPII Honor Code

As members of a Christian community, we are held to high standards because we are not only a school, but we are also a family and a community under the values and directives of Christ. Therefore, we are faithful to our mission and community by not engaging in activities that violate community and the norms of good Christian behavior. Accordingly, all members of the JPII Community will pledge and affirm to uphold the Honor Code:

On my honor, as a Child of God and as a Member of the JPII Community, I will respect myself and others. I will not lie, cheat, steal, deceive, disrespect, act with violence, nor aid another in these actions. So help me God. Amen.

Faculty & Staff

Sr. Tonette Sperando, O.S.B. – President
Dr. Jeremiah Russell – Headmaster
Mr. Lane Hill – Asst. Principal
Mr. Matt McManus – Athletic Director
Ms. Ashley Arominski – Campus Minister

English

Mr. Zack Jones
Ms. Kerri Kay (Dept. Chair)
Ms. Courtney Neil
Mr. Matthew Sasser

Fine Arts

Mrs. Mari Adams
Ms. Amanda Merring
Ms. Lindsay Nicholls
Mr. Matthew Sasser (Dept. Chair)

Guidance Department

Ms. Lori Cobb (Dept. Chair)
Ms. Kimberly LeChien
Mr. Hayden Hatfield
Ms. Sharon Wieter (Guidance Admin. Asst.)

Library/Media

Ms. Megan Ehemann

Math

Mr. Steve Bourque (Dept. Chair)
Ms. Morgan Kelly
Ms. Emma Lynch
Mr. David Mack

Health, Career, & Tech. Sciences

Mr. Aaron Christian
Mr. Paul Ciciarelli
Mr. Glenn Hagood (Dept. Chair)
Mr. Dylan Jedlovec '13
Ms. Kasey Thompson

Science

Ms. Deborah Brenner
Mr. Johnny Burks
Mr. Brian Finzel (Dept. Chair)
Mr. Charles O'Melia
Ms. Catharine Scull

Foreign Language

Mr. William Kinslow
Ms. Gabriella Lemus
Ms. Susanne Schaefer (Dept. Chair)

Social Studies

Ms. Lorraine Anderson
Ms. Leta Hix (Dept. Chair)
Mr. Wes Robertson
Ms. Michelle Whetstone

Theology

Mr. Dylan Jedlovec '13
Dr. Kenneth Muenstermann
Ms. Barbara Romei (Dept. Chair)
Ms. Margarete Smith

Athletics

Mr. Matthew McManus (Director)
Ms. Becky Plott (M.S. Athletic Director)
Ms. Jane Dodds (Athletics Admin. Asst.)

Development Office

Mr. Vince Bellofatto
Ms. Jennifer Geiger
Ms. Denise Schovel

Facilities

Mr. Ricky Martin (Manager)
Ms. Maria Perez

Support Staff

Ms. Tania Adamski (Cafeteria)
Ms. Holly Allen (Front Office)
Ms. Eileen Andrzejewski (Nurse)
Ms. Diane Olszewski (Exec. Admin. Asst.)
Ms. Gay Pittman (Bookkeeper)

Handbook Disclaimer

The contents of this handbook are based on the policies and procedures established by the Diocese of Birmingham in Alabama, St. John Paul II Catholic High School Board of Trustees' policies and the school administration. The handbook is intended to serve as a guide to our programs and opportunities as well as set forth expectations and agreements. Take the time to familiarize yourself with the contents. Every effort is made to keep calendar dates and policies as listed. Several sections will require your certification of receipt and review. Sign the copy provided for you in the handbook and return it to the JPPII front office no later than the Friday of the first full week of school.

The handbook will answer many questions you may have about your role in the academics, discipline, school rules, athletics and various other topics associated with the school. No set rules or guidelines can cover every conceivable situation that may arise at a school. The guidelines, rules and policies set forth in this handbook are intended to apply under normal circumstances. Occasionally, there may be situations that deviate from the normal rules and procedures set forth in this handbook. In those cases, each situation will be handled in a manner deemed most appropriate by the school administration. This handbook may be revised or updated periodically. Such changes become effective when published either electronically or in print media. Final interpretation of policies and procedures is at the discretion of the administration. All questions about any handbook policy or statement should be directed to the appropriate administrator.

St. John Paul II Catholic High School admits students of any race, color, religion, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to everyone at the school. It does not discriminate on any national, ethnic, or religious basis in the administration of the school's education policies, financial assistance programs, athletics, or any other school administered activities.

Elastic Clause: Faculty and administration may take disciplinary action for any behavior that violates the spirit and philosophy of JPPII even though it is not specified in this Code of Conduct.

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THE FOLLOWING FORMS (located at the end of this handbook) MUST BE COMPLETED, SIGNED, AND RETURNED TO THE SCHOOL

COVID-19 Acknowledgment and Liability Waiver

Educational Contract

- 2023-2024 Family Handbook Acknowledgment
- Social Media Parent Agreement
- Photographic/Video Release
- JPPI Honor Code Acknowledgment

Family School Agreement (2023-2024) Diocese of Birmingham

Parents Permission and Indemnity

Our Catholic School Policy

St. John Paul II Catholic High School is a college preparatory secondary school sponsored by the Diocese of Birmingham. The mission of the school is to bring forth Christ to the people in the school communities – students, faculty, staff, parents, alumni, and those in the surrounding area. We – the administration, faculty, and staff – commit ourselves to the particular mission of the spiritual, intellectual, social, affective, and physical development of our students.

We view education in terms of message, community, worship, and service. The students and faculty are inspired to appreciate the faith in their life, to understand community in a global and local sense, to experience personal and communal prayer, and to realize that service to others is basic to the gospel message of Jesus. By these means, students and faculty will grow in their understanding and experience as disciples of Jesus. In ministering to this community, the teacher has a responsibility to foster, by both word and example, Christian values which mirror the belief in the special dignity given to each person by Jesus Christ.

We view academic excellence as an achievable goal for all students as each one learns and grows according to individual talents. We believe that the total education of each student necessitates the positive collaboration of faculty and an active commitment to the development of partnerships with parents for the student's benefit. Ongoing evaluation of our program and progress helps to ensure that we are properly responding to the genuine needs of our students.

We encourage the participation of each student in a well-developed program of faith formation, academics, fine arts, athletics, and extracurricular activities. The entire school is committed to the fostering of self-discipline and independence while maintaining the primary importance of providing an environment in which all students can learn to become educated, contributing citizens of the world.

Mission Statements

Diocese of Birmingham in Alabama

The mission of the Diocese of Birmingham Catholic School System is “Create a community of learners who joyfully navigate faith and reason in order to propagate our Catholic beliefs. Ensure vibrant and enduring communities of faith by:

- Fostering a sense of belonging,
- Providing a framework of operational support,
- Helping to bring our community of learners closer to their God-given spiritual and academic potential.

St. John Paul II Catholic High School

Inspired by our patron, St. John Paul II Catholic High School develops students in spirit, mind, and body through a Christ-centered, college preparatory education. As a welcoming community of faith, we encourage, challenge, and support our students to learn enthusiastically, lead honorably, and live responsibly so they will improve themselves and society through their faith and vocation.

OUR VALUES

Faith and Service

We practice the teachings of the Catholic Church and call each member of our community to a life of ministry and service.

Dignity and Diversity

We honor and respect individuals, embracing differences in a unified loving community.

Excellence and Quality

We promote the highest standards of achievement in our four pillars of Academics, Arts, Athletics, and Spiritual formation.

Spiritual Formation and Christian Service

RELIGIOUS FORMATION

The Religious Formation Program at St. John Paul II Catholic High School is designed to aid each student in developing his/her individual faith within the support of a Christian community. Along with religion courses, which cover the content of the Roman Catholic tradition, religious activities help students grow spiritually as they participate in retreats, celebrate in prayer and liturgy, and perform community service. Religion is not just a subject that students are required to take but is infused in all that we do.

CELEBRATION OF THE EUCHARIST

The school celebrates the Eucharist as a community each week. All students are expected to attend Mass with reverence and respect. Students may participate in the liturgy as lectors, servers, ushers, musicians, and other liturgical ministers.

SACRAMENT OF RECONCILIATION

The school offers a communal Penance service at least twice a year, typically during Advent and Lent.

SPIRITUAL and CAMPUS MINISTRY ACTIVITIES

To assist in the development of a Catholic faith community with Jesus as the model, St. John Paul II Catholic High School students and faculty organize and direct the spiritual activities of the school community. These activities include student retreats, liturgies, penance services, communal prayer, personal conferences, adoration, and Christian service to the surrounding population.

PRAYER

After the example of our Lord, our community is held together with prayer. Therefore, as part of a Catholic system of education, St. John Paul II Catholic High School students have the privilege of praying together during the school day. Prayer is recited before morning announcements and before the end of school each day as well as during school assemblies.

OUR LADY OF HOPE CHAPEL

Our Lady of Hope Chapel is open to all for personal prayer and reflection. The Blessed Sacrament is present and a respectful attitude is expected from those entering the chapel. No food, drink or gum are allowed in the chapel.

OTHER SPIRITUAL OPPORTUNITIES

Other spiritual activities include Stations of the Cross – presented as “Way of the Cross” and Eucharistic Adoration.

RETREATS

St. John Paul II Catholic High School conducts retreat experiences that are structured appropriately for each grade level and are designed to help students deepen their relationship with Jesus, fellow students, and themselves. Retreats are an integral part of the religious formation at JP II and therefore students' **attendance is mandatory**. **Students who do not participate in their class retreat must have approval from the Headmaster at least one (1) week in advance with a remediation plan for the experience.** Students who have an approved absence from any retreat will be given a make-up reflection assignment. **If a student has an unexcused absence on the retreat day or never completes the make-up reflection assignment it will result in 5% off a student's quarter average.**

COMMUNITY SERVICE

Service to God by serving others is at the heart of spiritual education at St. John Paul II Catholic High School. Our service program is rooted in the Gospel call and reflects our Catholic identity. It is our goal to assist each student in embracing the values of the common good which comes from serving others and instilling the desire for a life-long commitment to service within the community.

100 hours of service are required to graduate from JPPII

- All students must complete their previous grade level hours by the end of fall break. (Sophomores must have completed 25 hrs of service; juniors must have completed 50 hrs of service; Seniors must have completed 75 hrs of service.) If this is not done, they will be required to attend a quiet study hall in the library during lunch until they catch up on their hours.
- In order to receive senior privilege, at least 75 hrs of service must be completed by the 1st day of their senior year.
- Seniors will have till the 2nd week of January to complete all 100 hours of service needed to graduate if not done so already. If hours are not completed, it will result in loss of senior privileges and/or delayed or denied graduation. See Senior Study Hall Privilege for additional details.
- Transfer students are only required to complete 25 hrs of service per year they are a JPPII student.
- All hours must also be submitted in x2vol by students, verified by a non-profit by email, & then approved by the Counseling Department. All service hours must be submitted in x2vol within a month of the service date for the hours to be counted towards your community service.
- Service opportunities are posted in x2vol for students.
- Students are to choose a service site at a pre-approved, non-profit agency. Projects for organizations that are not known non-profits must be pre-approved by the Counseling Department before any work is begun.

JPPII Sponsored Service (20 hrs in Total)

Service Day

- Service Day is **required** for each grade level and goes towards the student's community service hours needed to graduate.
- An Excused or Unexcused absence from Service Day will require a completion of the 5 service hours on the student's own time. Contact the Campus Minister in order to complete the Service Day Absence Form. This form must be completed during the same quarter.

Service Saturdays

Service Saturdays are **optional** opportunities for all JPPII students to serve the community together. There are 4 Service Saturdays a semester estimating between 2-4 hours per Saturday. Service Saturdays help students to accomplish their Individual Student Service.

Individual Student Service *(80 hrs in Total)*

Service hours should support the Corporal Works of Mercy & must be a non-profit organization outside of the JPII Community. If a student needs help finding service opportunities, please look on x2vol or see our Counseling Department/Campus Minister for help.

Students are encouraged to choose service projects sponsored by pre-approved specified agencies, i.e. registered non-profit agencies. Service hours prior to JPII enrollment date will not transfer. Projects for organizations that are not known non-profits must be pre-approved by the Campus Minister before any work is begun. Opportunities with individual agencies are posted in x2vol and Google Classroom. Service hours are not considered complete until the appropriate information is provided in x2vol and approved by the Campus Minister. Service hours require verification by an adult outside the household by either a signed document on letterhead or email verification via x2vol.

Service hours that have not been completed by the end of the first semester of the senior year will result in loss of senior privileges and/or delayed or denied graduation. ***See Senior Study Hall Privilege for additional details.***

Code of Conduct

In order to instill the spirit of trust that is necessary for honor to be maintained, it is essential that the Honor Code be supported by all students, parents, faculty, staff, and administration. Thus, each group in the school community holds a responsibility to ensure that a culture of integrity is upheld at all times.

The development of self-worth, respect for others, and responsibility for one's actions cannot occur without the individual's acknowledgement that honor must be respected at all times. Respectable and honorable conduct both on and off campus is expected from everyone at JPII. Students are encouraged and expected to adopt an ethical attitude in all academic and personal undertakings, and to only claim that which is rightfully theirs.

Failure to maintain these standards of honor will result in a breakdown of the spirit of community and the spirit of trust. Students and parents acknowledge this expectation and pledge to uphold their honor.

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration in St. John Paul II Catholic High School is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the St. John Paul II Catholic High School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of St. John Paul II Catholic High School by word or action, is unsupportive of its goals, or otherwise fails to meet his/her obligations under St. John Paul II Catholic High School or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from the school.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

Conduct Policies

EXPECTATIONS AND RESPONSIBILITIES

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 JPPII are expected to be committed to and supportive of our behavior philosophy.

Each JPPII student and parent/guardian will be held to the following expectations:

- 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 building and surrounding campus.
- Help maintain a positive atmosphere with appropriate behavior in the classroom, school assemblies, meetings, and other small and large gatherings, both on and off campus.
- Be responsible for honest/ethical behavior in all pursuits.
- Promote the safety and well-being of all students.
- Accept responsibility for all personal actions.

A stakeholder's – parent/guardian, student, family member, etc. – conduct, away from school, at school-related activities, and on social media (including networking sites, internet websites, and other published media) reflects upon St. John Paul II Catholic High School and may affect the student's standing as a member of the school community. Behavior which in any way discredits the school or is threatening to other students or employees will be addressed following established school policies.

EVALUATIONS FOR CONTINUED ATTENDANCE AT JPPII

The privilege to attend JPPII is reviewed periodically, especially at the end of each semester. The evaluation is based on a student's academic performance and positive response to the behavioral goals and expectations relative to the policies of the school. The criteria for evaluation are based on the following standards:

- Academic – the student must do his/her best academically in order to succeed at JPPII
- Attendance – the student may not have excessive absence or tardiness without medical documentation
- Behavior – the student should adhere to school policies
- Attitude – the student should exhibit cooperation and responsibility
- Financial – the student's financial obligations have been met

BULLYING/CYBERBULLYING/HAZING/HARASSMENT/THREATS/SOCIAL MEDIA POSTS

JPPII believes that all students and employees are entitled to work and study in a school environment that is Christ-centered and free of harassment. Accordingly, all patterns of intimidation, threats, or bullying by the JPPII community are prohibited. Any student who engages in bullying and/or cyberbullying is subject to appropriate discipline. Students who have been bullied/cyber-bullied should promptly report such incidents to any faculty or staff member. Students, who know of someone in our community who is being bullied or cyberbullied, should promptly report to a faculty or staff person.

Anonymous or authored **reports** may be made by anyone in writing to administration. Complaints of bullying or cyberbullying will be investigated promptly, and corrective action will be taken when a complaint is verified. All forms of bullying are disruptive to the educational process and a violation of our Honor Code. Consequences for this type of behavior include regular school discipline and/or a referral to civil authorities.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or sexual orientation. Harassment creates an offensive, hostile, and intimidating environment. Examples of harassing behavior include but are not limited to the following:

- Verbal Harassment: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.
- Physical Harassment: Unwanted physical contact, touch, blocking movements, assault, hazing or any intimidating interference with normal activity or movement.
- Visual or Cyber Harassment: Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures, or photographs produced or posted (which includes sexting).
- Sexual Harassment: Unwelcome comments and other verbal or physical conduct of a sexual nature.

CYBER- OR ELECTRONICALLY-BASED INAPPROPRIATENESS

The use of email messages, text messages, blogs, websites, or other electronic or media-based communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures, regarding an administrator, a teacher, a staff member, a coach, a fellow student, or another school/team is strictly prohibited. For the purposes of this policy, inappropriate comments/pictures/descriptions regarding another person's race, ethnic background, culture, religion, gender or sexual orientation are considered inappropriate.

The school includes as a violation of its Honor Code any offensive, lewd, scandalous, inappropriate, hostile, or intimidating communication or material that occurs via phones, email, voicemail, text messages, video, social networks (e.g., *Facebook, Instagram, KIK, TikTok, Twitter, and the like*), or the Internet in general.

CLASSROOM CONDUCT

Students are expected to participate in classroom exercises, lessons, and discussions. Furthermore, they are expected to contribute positively to the classroom learning environment and to facilitate classroom management and discipline. This positive interaction and participation satisfy our call to family, community, and participation. 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.

COUNTERCULTURAL YOUTH GROUPS, GANGS, AND ACTIONS

Any non-school sponsored groups, who engage in unlawful, uncharitable, or anti-social behavior that threatens the safety or welfare of others or disrupts the orderly operation of the school, are prohibited. All antisocial affiliations, cliques, associations, paraphernalia, symbols, gestures, and activities, including recruitment, presentation, initiation, or grooming, are also prohibited. Participation in such groups jeopardizes a student's continued enrollment at JPIL.

DISCIPLINE

BEHAVIORAL INFRACTIONS and 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 the level of all offenses and 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.

Level I and II

Level I & II offenses earn the student one (1) or more demerits and/or detention. Repeated violations beyond the 3rd infraction will result in additional disciplinary actions. Any of the offenses listed below may be classified as Level III or IV depending on the severity of the infraction.

Level I & II Offense	1st infraction	2nd infraction	3rd infraction
Cell Phone, Unauthorized Electronics Usage	Device confiscated & held in office till 3:20/1 Demerit	Device confiscated & held in office till 3:20 /1 Demerit	Device confiscated & held in office till the following day at 3:20/1 Demerit/Weekday Detention
Cheating (<i>Honor Code Violation</i>)	Zero on assignment/test 1 Demerit/Parent(s) notified	Zero on assignment/test 1 Demerit/Admin. Referral	1 Demerit/Weekday Detention
Disrespect/Verbal Harassment (Any action or comment degrading the dignity of a person)	1 Demerit	1 Demerit	1 Demerit/Weekday Detention
Dress Code Violations	1 Demerit	1 Demerit	1 Demerit/Weekday Detention
Inappropriate Language/Profanity (taking the Lord's name in vain, swearing, etc.)	1 Demerit	1 Demerit	1 Demerit/Weekday Detention
Late to Class – Unexcused/no note	1 Demerit	1 Demerit	1 Demerit/Weekday Detention
Littering (dropping or scattering trash on school property)	1 Demerit	1 Demerit	1 Demerit/Weekday Detention
Lying	1 Demerit	1 Demerit	1 Demerit/Weekday Detention
Minor Behavior Infraction (gum chewing, eating or drinking in classroom or hallway)	1 Demerit	1 Demerit	1 Demerit/Weekday Detention
Minor Classroom Disruption (talking, note passing, etc.)	1 Demerit	1 Demerit	1 Demerit/Weekday Detention
Parking/Driving Violations	1 Demerit	1 Demerit	1 Demerit/Weekday Detention/ Loss of driving privilege
Plagiarism	1 Demerit and revisions allowed and up to 25% credit reduction at the teacher's discretion.	1 Demerit/50% credit for rewritten assignment/Parent(s) notified	1 Demerit/Weekday Detention/ Zero on assignment /Parent(s) notified
Public Display of Affection	1 Demerit	1 Demerit	1 Demerit/Weekday Detention

* A student's second infraction of blatant plagiarism, even if it spans academic years, will be referred to the Assistant Principal and require an ensuing parent conference.

Demerits

Demerits are issued for minor behavioral infractions and serve as a warning that such behavior needs to be corrected. Students who accumulate three (3) demerits in a quarter will receive weekday detention; students who accumulate six (6) in a quarter will be placed in in-school suspension (ISS). Administrative discretion will be used for more than six (6) demerits in one quarter.

Weekday Detentions

Weekday detentions address repeated minor infractions of school rules. Parents are notified via email if a student receives detention. Weekday detention is held during lunch.

- Students must arrive at the start of the lunch period.
- Students who miss detention will be reassigned and issued 1 demerit.
- No students will be admitted late.
- 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).
- Students are not allowed to have cell phones during detention.

Level III and IV

Such infractions are of a serious nature, and such behavior will not be tolerated. Level III and IV infractions result in demerits and disciplinary action including in-school suspension (ISS), out-of-school suspension (OSS), disciplinary probation, restitution, and expulsion depending on the nature of the infraction.

Examples of Level III and IV Offenses

- Fighting or posturing to fight
- Insubordination (Willful failure to respond to or carry out a reasonable request by authorized school personnel)
- Abusive Language
- Truancy
- Signature forgery, fraud, or impersonation of another
- Gambling of any kind
- Obscenity/Sexual Harassment including verbal, written, picture, or via electronic device, offensive gestures or touching (grounds for civil involvement)
- Theft (taking and/or possession of another's property; also grounds for civil involvement)
- Vandalism (grounds for civil involvement)
- Setting off the fire alarm (grounds for civil involvement)
- Use of or possession of tobacco products (includes lighters, vapes, cigarette types)
- Harassment, intimidation, or bullying (whether verbal, written, or transmitted electronically)
- Threatening or violent statements (whether verbal, written, or transmitted electronically)

NOTE: Local law enforcement WILL be contacted if an illegal act has been committed on school grounds or at a school function.

Suspension

Students who either fail to correct behavior problems or who seriously violate the Student Honor Code will be suspended. Suspension may be in-school or out-of-school.

In-School Suspension (ISS)

- Student reports to the assistant principal at the start of the school day and is placed in a designated suspension room.
- Student completes daily assignments given to them by their teachers as well as homework.
- Student is dismissed at the end of the school day and must leave the campus immediately.
- Students will not be allowed to use cell phones during ISS.
- Students must work for the entire school day.

Out-of-School Suspension (OSS)

Students who are assigned an out-of-school suspension remain at home for the duration of the suspension.

- Students are responsible for turning in all schoolwork and submitting assignments either electronically or in person on the first school day they return.
- Students lose credit for any minor assignment. Upon readmittance, major assignments (e.g., project/tests) are lowered one letter grade per day until work is submitted with students unable to score higher than a B. If the assignment is submitted more than three days after readmittance, the student loses credit. It is the student's responsibility to make arrangements with his/her teachers.
- The Headmaster may assign additional work beyond classroom assignments that must be completed for re-admittance to school.
- Absence(s) from class are unexcused.

When a student is suspended either in-school or out-of-school:

- Student is removed from regular classes by the Administration.
- Student's parent(s) or guardian(s) will be contacted and asked to meet with the Administration.
- The length of suspension will depend on the seriousness of the offense.
- Student is ineligible to participate in or attend any co-curricular and extracurricular activities on day(s) of suspension.
- Based on the infraction, the student may be readmitted on Disciplinary Probation for OSS. The student will be placed on Disciplinary Probation if a second OSS occurs during an academic year.
- Suspension may impact student's ability to receive Tuition Assistance the following year.
- Suspension may be appealed following the Diocesan process. **A copy of the appeals process will be provided to the parent and student when a suspension occurs.**

General Probation

A student may be placed on probation for academic, attendance, or behavioral reasons. During the probationary period, the student shall demonstrate significant and obvious improvement. The time span of probation will be determined by the administration. At the end of the probation period, the student's performance will be evaluated and will result in one of the following actions: The student will be removed from probation, the probation will be extended, or the student will be dismissed for insufficient commitment to the terms of the contract.

Disciplinary Probation

Students may be placed on probation at any time for violating school rules and policies. Terms of probation vary by circumstances, but probation may include the following:

- Student meets with Assistant Principal as needed.
- Student's behavior will be monitored and reviewed for progress.
- If warranted by the Administration, outside counseling, evaluation, services, and/or drug testing/monitoring may be added.
- Disciplinary issues during the probationary period may be considered grounds for expulsion.

Level V

These are extremely serious infractions resulting in immediate expulsion. The school reserves the right to expel, at any time, a student whose attitude or conduct is judged harmful to himself/herself and/or other students, or who openly defies the school's expectations. In each instance, the Headmaster's final disciplinary decision will be based on an investigation, evidence and consultation with the student and parents.

Offense	Consequence
Assault	Expulsion
Possession of a weapon of any type	Expulsion
Distribution or selling of, use of, or possession of alcohol or drugs (whether illegal or prescription)	Expulsion
Possession of or selling stolen goods	Expulsion

NOTE: Local law enforcement will be contacted if an illegal act has been committed on school grounds or at a school function.

When a student is dismissed, the following will occur:

- Notification of the incident is made to the student's parent(s)/guardian(s) and counselor.
- The dismissed student will clean out her/his locker, and return all library books, textbooks and athletic uniforms. Students will be charged accordingly for any items not returned.
- The dismissed student will not be allowed back on the school campus for any reason.
- The dismissed student will not be allowed to attend any function that is the sole activity/event of JPII whether on campus or away.
- The student may appeal for readmission.

SUSPENSION AND EXPULSION PROCEDURES

SUSPENSION: When it becomes necessary to suspend a student because of a disciplinary problem, pattern, or need for investigation, the appropriate school authority will notify the student and parents/guardians immediately by telephone. The appropriate authority will be the Assistant Principal or the Headmaster, and they will determine the reentry needs relative to the situation. A question concerning the decision to suspend must be made to the Headmaster within three (3) school days of the receipt of written notification. At the Headmaster's discretion, there may be a meeting with the student and his or her parents/guardians. The Headmaster's decision will be final.

EXPULSION: For grounds set forth in the JPPII Family Handbook or a pattern of poor behavior, a student may be expelled from school after the Headmaster has discussed the situation with the parents/guardians and the student. At that time, the Headmaster may offer the family the opportunity to withdraw the student or the Headmaster may decide that a unilateral expulsion is warranted. In the case of the latter, a written notice of expulsion will be sent to the parents/guardians after the discussion.

Elastic Clause: Faculty and administration may take disciplinary action for any behavior which violates the spirit and philosophy of JPPII Catholic High School even if it is not specified in this Code of Conduct

School Day Schedules

St. John Paul II Catholic High School operates on an alternating block schedule. The A or B Day schedule includes 4 “block” periods. An 8 period schedule is reserved for special circumstances.

- The school year calendar is set to an A/B Day alternating schedule, if school is closed for any reason during the school year, the missed day schedule will be moved to the following school day (e.g. if Tuesday, Aug. 4 is a B Day and school is closed on Tuesday, Aug. 4, then Wednesday, Aug. 5 will be a B Day) and the alternating schedule resumes.
- On days that include Mass or an assembly, class meeting times are adjusted to account for the time spent in Mass or assembly.

Special schedule weeks are posted on the downloadable Google Calendar or on the school website’s Calendar.

Academics

The program of studies at St. John Paul II Catholic High School is consistent with the philosophy and objectives of the school and the recommended pre-college curriculum of the College Board. While a definite attempt is made to provide courses which meet the needs and interests of all students, our Headmaster’s academic focus is on college preparatory courses.

ACADEMIC ASSISTANCE

Teachers are generally available to students each day before and/or after school for extra help in class. Many core subjects provide tutoring sessions after school on a weekly basis. Consult the calendar on the school website for dates and times. Students are encouraged to take advantage of this assistance. Students with great difficulty in a given subject area should seek the assistance of their School Counselor. Peer tutoring will be provided as needed or professional services will be recommended.

ACADEMIC HONESTY

Students are expected to demonstrate honesty and integrity while in attendance at St. John Paul II Catholic High School. Each student is expected to do his or her own work. This includes test taking, homework, class assignments and the original creation of essays, compositions, term papers and scientific research. All work submitted by students should be a true reflection of their own effort and ability. Cheating and plagiarism are very serious offenses against the school’s Honor Code and will not be tolerated. Academic dishonesty includes attempting, assisting, and/or performing the following activities:

-
- Preparing to copy/cheat by having possession of another student's work, test, notes, or papers without the expressed approval of the teacher.
 - Using/allowing another to use someone else's work.
 - Communicating with another or not maintaining a quiet atmosphere during quizzes/tests, including the use of photo, app, text, phone, or non-approved personal electronic device.
 - Not following commonly accepted test procedures or instructions announced by the teacher, (e.g., out of one's seat, use a phone or any unauthorized technology for any reason).
 - Copying, or allowing another to have and/or copy previous homework, test information, reports.
 - Plagiarizing by using another person's ideas, text, words, artwork, or thoughts – in whole or in part – without referencing and giving credit (this includes material from technology that is downloaded, cut and pasted, and/or printed from the Internet or electronic resources). Previous student drafts demonstrating the evolution of research and writing will help demonstrate that his/her work is original, if an assignment appears to be a derivative of someone else's work.

Plagiarism includes, but is not limited to:

- Student demonstrates limited understanding of referencing conventions, including the correct presentation of direct quotations
- Student demonstrates limited understanding of how to acknowledge the sources of both direct and indirect quotations
- Student fails to recognize the distinction between material in the public domain which does not require acknowledgement and that which does
- Student demonstrates limited understanding that the imitation of an author's language or style constitutes plagiarism
- Student fails to acknowledge small amounts of material (text, graph, computer code, images, etc.)
- Student copies sections from other sources without citation
- Student borrows the language and style of another author while knowing that it is incorrect to do so
- **Students unauthorized use of AI to complete assignments or generate work.**
- Work contains unacknowledged material from someone else's work, even if that author granted permission to use the material
- Work contains fabricated citations, entirely lacks citations, or lacks appropriate citation to a large degree

ACADEMIC MONITORING

Academic Monitoring occurs for any of the following reasons:

- A student receives two (2) or more "Ds" on a semester report card.
- A student receives an "F" on a semester report card.
- Previous standardized tests results and course grades.
- The Assistant Principal and/or Headmaster determine it is in the best interest of the student.
- A parent files a written request.

The student and his/her parent(s) will be notified that the student is on Academic Monitoring. A student on Academic Monitoring must raise all grades to a "C-" by the end of the subsequent semester. Failure to do so will result in the student being placed on Academic Probation. **Academic monitoring students who are not completing assignments or progressing academically, may be required to attend a study hall during lunch period.**

ACADEMIC PROBATION

A student will be placed on Academic Probation for the following reason: The student was on Academic Monitoring and did not raise his/her report card grade(s) to a “C-” average by the end of the semester.

Parents will be notified by the Assistant Principal when a student is placed on Academic Probation. If a student on Academic Probation does not raise his/her grade to a “C-” average by the end of the following semester, the student may not be asked to return to school.

St. John Paul II Catholic High School believes that probationary students should commit all of their available time and effort to improving their academic standing. Students will not be allowed to take part in activities such as senior privilege, house leadership, clubs, pep rallies/house games, and field trips. During these activities, these students will be required to be at school to work on their academics. Absences during these activities will require an excused absence. Probationary students will be assigned to a study hall during lunch.

Students on Academic Probation will have their privileges removed for no less than one quarter. At the end of the quarter, the student may request an academic review if their grades have improved to a 73 or better. If the student has no grades below a 73 and has regularly completed assignments, they may have their privileges restored. After privileges have been restored, the administration will review the student’s grades and academic performance each quarter.

ADVANCE PLACEMENT (AP) COURSES

Advanced Placement (AP) courses are nationally standardized courses with an approved curriculum designed to be college level coursework. Students must have the recommendation from appropriate teachers to enroll in AP courses and be self-motivated with an exceptional level of responsibility. Students should expect significant amounts of reading, writing, and problem solving in AP courses. It is highly recommended that students taking AP classes select a study hall. Sophomores doubling in mathematics are not allowed to take an AP class. Any rising junior wanting to take three (3) AP classes needs the approval of the AP Coordinator and Headmaster and must have a study hall.

AP publishes a Bulletin for Students and Parents in the early spring. It is the responsibility of the student and parent to read the Bulletin. The Bulletin is given to students in the classroom and sent via FACTS SIS in early spring.

All students who enroll in an AP course are required to sit for the appropriate AP examination in May of each year and pay the required testing fee. Dates and times are strictly adhered to as set by College Board. The school will not administer alternate exams for non-school related event conflicts. Students and parents should seek other testing sites by contacting AP Services/College Board.

ASSIGNMENT PLANNING and ORGANIZATION

An important component of the study skills aspect of the academic program is helping students develop effective organizational techniques for managing assignments, projects and extracurricular activities. Students are encouraged to use planners.

CLASS RANK

St. John Paul II Catholic High School does not provide class ranking.

COURSE FAILURE and CREDIT RECOVERY

Students failing a required course will be given the option for credit recovery during the summer in order to be re-enrolled for the fall. Students may only take two (2) courses per summer unless the Headmaster has given prior approval. The credit recovery will be through an on-line course. The credit recovery must be completed before the following school year begins. The original “F” will remain on the transcript and will be factored into the GPA along with the grade from the class that was repeated. It is the student’s responsibility to provide the school with an official transcript of all make-up work.

A student who has successfully completed credit recovery will be placed on Academic Monitoring (or Academic Probation if already on Academic Monitoring). Students will be given the one-time option of returning to school after credit recovery is completed. If the student requires credit recovery a second time, the student will not be re-enrolled for the following school year.

CREDIT ADVANCEMENT

After the completion of their sophomore year, students may take two courses for credit advancement with prior administrative approval.

CREDIT POLICY

A full credit is awarded for the successful completion of a two-semester course. A half credit is given for one semester courses. Students who fail one semester of a year-long course but have a passing yearly average receive full credit for the class, and are not required to complete credit recovery.

DUAL ENROLLMENT

St. John Paul II Catholic High School participates in the Dual Enrollment program at the University of Alabama in Huntsville, Calhoun Community College, and University of Alabama Early College. Students who enroll in this program must meet UAH/Calhoun Dual Enrollment eligibility requirements and have permission from JPPII Administration. Students register for classes through the Counseling Department. Students should seek classes that least interfere with their JPPII schedule. Senior Privilege will be a priority for students taking these classes. Such courses appear on the student’s transcript designated as “UAH or Calhoun” class.

While most colleges accept Dual Enrollment course credits, it is the student’s responsibility to petition his/her college of choice to accept transfer credit for Dual Enrollment classes. Dual Enrollment courses receive a 0.5 credit qualifier on the student’s GPA.

GRADES and ASSESSMENTS

Grades are used as a means of measuring and reporting progress and achievement. Grades aid students in determining their individual strengths and weaknesses; they may also be incentives for greater academic growth.

GRADE COMPUTATION

Quarterly grades are determined by a combination of points earned on major tests, quizzes, projects, papers, homework, class work, and participation.

Final grades are calculated for a yearly course* as follows:

- 1st quarter grade 20%
- 2nd quarter grade 20%
- 1st Semester Exam 10%
- 3rd quarter grade 20%
- 4th quarter grade 20%
- 2nd Semester Exam 10%**

*Grades are calculated for semester courses at 40% 1st quarter/40% 2nd quarter/20% semester exam.

**AP courses without 2nd semester exams are calculated at 25% 3rd quarter/25% 4th quarter.

GRADING SYSTEM and GRADE POINT AVERAGE (GPA) CALCULATION

Grades on report cards are in numeric equivalencies. JPII calculates both an unweighted cumulative GPA and a weighted cumulative GPA based on semester grades. A weight qualifier of 0.5 is added to all courses for AP and dual enrollment courses. Transcripts will reflect only one GPA, either weighted or unweighted based on the grade calculation. **A student's GPA does not appear on the report card** but is updated in a student's Naviance account each semester. Any student/parent with questions or concerns regarding transcripts should contact his/her school counselor. The GPA quality points assigned are:

Letter Grade	Numeric Value	Quality Points	AP/Dual Enrollment Quality Points
A+	97-100	4.5	5.0
A	93-96	4.25	4.75
A-	90-92	4.0	4.5
B+	87-89	3.5	4.0
B	83-86	3.25	3.75
B-	80-82	3.0	3.5
C+	77-79	2.5	3.0
C	73-76	2.25	2.75
C-	70-72	2.0	2.5
D+	68-69	1.5	2.0
D	66-67	1.25	1.75
D-	65	1.0	1.5
F	Below 60	0.0	0.0

INCOMPLETE GRADES

An **"I"** is given when a student has not fulfilled course requirements for some unusual reason (e.g., personal illness). In such cases, the student has two (2) weeks to make up the missed work or the Incomplete becomes a failing grade.

GRADE REPORTING and REPORT CARDS

St. John Paul II Catholic High School offers students and parents full access to the student's grades through FACTS SIS. Parents are given access to their child's academic performance (grades, assignment completion, attendance, comments from the teacher) in each of his/her classes. Students are encouraged to monitor their own personal academic progress through FACTS SIS. (For more information on FACTS SIS, see the section in General Policies.) Grades will be finalized no later than three (3) weeks after each semester.

Report cards are available at the end of each quarter and are posted in FACTS SIS. A copy of the report card will be sent via email to the email addresses provided in the FACTS SIS system of the student's parent(s)/guardian(s).

Semester grades, seen on the second and fourth quarter report cards, are the final grades that are posted on a student's permanent record.

GRADUATION POLICY

Participation in the graduation ceremony is open to all those who have completed graduation requirements, are in good standing with regard to behavior, and have satisfied all financial obligations to the school.

Any student who fails to meet these criteria may not be allowed to participate in the graduation ceremonies and related activities.

GRADUATION REQUIREMENTS

All students are expected to satisfactorily complete a strong academic program of 28.5 course credits. The specific requirements are as follows:

Required Subjects	Credits
Theology	4.0
English	4.0
Mathematics (<i>Algebra I, Geometry, Algebra II</i>)	4.0
Science (<i>Biology, Chemistry, Physics required</i>)	4.0
Social Studies	4.0
Foreign Language (<i>2 consecutive years of the same language</i>)	2.0
Fine Arts	1.0
Physical Education (<i>additional elective required for students waiving PE</i>)	1.0
Electives	3.0
Health	0.5
Career Preparedness A	0.5
Career Preparedness B	0.5
One hundred hours of Community Service	no credit
Total credits	28.5

HOMEWORK

The JPII homework best practices and procedures were developed based on research and input from students, parents and teachers.

Rationale

JPII is a community in which the governing body, school leadership, and faculty, in partnership with the students and their families, support the use of homework as an integral instructional strategy. Because research has shown and our record can confirm that there is a positive correlation between homework and student achievement, JPII assigns homework to:

- Enhance student’s academic growth: expands knowledge of concepts, encourages problem-solving, and develops creative ways of relating topics and ideas presented in class.
- Prepare the student for subject lessons.
- Reinforce concepts and objectives taught in the classroom (practice/review).
- Develop independent time management, organization, collaboration, and study skills to foster initiative, self-direction, confidence, and self- discipline.
- Help students to become independent learners and critical thinkers.

Time

- Will vary depending on the student’s study habits, academic skills, personal goals, and course load
- Will vary as rigorous courses may necessitate more homework

Teachers Responsibilities	<ul style="list-style-type: none">● Assign relevant, challenging, meaningful, developmentally appropriate homework that reinforces or extends classroom learning.● Protect family time by not assigning new homework over long holiday periods (i.e. Fall Break, Thanksgiving, Christmas, Spring Break, and Easter).● Define homework and late work policy clearly in course syllabi.● Post homework on Google Classroom.● Give clear instructions, objectives, and assessment guidelines.● Allow reasonable time to complete assignments.● Give timely feedback and corrections on all assignments.● Vary homework to accommodate different learning styles.● Post grades in FACTS SIS in a timely manner.● Consult with counselors and parents about persistent problems with homework (e.g. completion, timeliness, correctness ...).● Coordinate and cooperate with tutors, counselors, and other specialists concerning additional support a student might need.
Student Responsibility	<ul style="list-style-type: none">● Submit your own work. Copying work done by another student and submitting it as one’s own, even with that student’s permission, constitutes cheating and plagiarism.● Write down and revisit daily assignments: reading, review of notes and handouts, exercises, study, projects, reports, presentations, and so on.● Check assignments on Google Classroom, especially when absent.● Ask questions about instructions, objectives, and assessment guidelines if anything about an assignment is unclear.● Seek extra help and support as needed by seeing or emailing teachers and by taking advantage of tutorial sessions and study halls.● Take home all textbooks, notes, study guides, and anything else that might be necessary to complete assignments.

Student Responsibility (cont'd)	<ul style="list-style-type: none"> ● Set aside a regular time to study at home, or simply manage time in a way that balances homework with other activities and commitments. ● Put away the cell phone and abstain from social media during homework. ● Think actively and question frequently while doing homework as part of the learning process. ● Produce and take pride in quality work – neat, complete, and in accordance with directions and rubrics. ● Complete assignments on time. ● Take the initiative to discuss homework overload with teachers. ● Recommendation: Conform to the alternating A-day/B-day schedule by doing homework on the day that it is assigned.
Family Responsibilities	<ul style="list-style-type: none"> ● Promote a positive attitude towards homework and effort in all courses. ● Understand and reinforce efforts for the quality of the work. ● Provide a quiet space, discourage use of cell phone and social media, and restock supplies (e.g. copy paper, printer ink) to facilitate completion of homework. ● Monitor student’s assignments on Google Classroom and carefully read all communication from the teacher before contacting him/her with concerns. ● Verify completion of homework as needed. ● Allow student to work independently; that is, be available for assistance only. ● <u>Respect the school day. At JPPI, one block class carries the same educational weight as two class periods.</u> Taking students out of school for family holidays and other events when classes are in session is not in the students’ best academic interest. Students might be able to catch up on assignments, but they will never recover what they missed in class.

HONOR ROLL

Academic Honor Roll is based on **semester** grades.

1. A Honor Roll – Each grade must be an A.
2. A/B Honor Roll – Each grade must be a B or greater.

MISSING GRADES

An “M” is given when a student has missed an assignment/test, but the work can still be completed for a grade. If the assignment/test is not submitted by the teacher’s deadline, the M becomes a zero (0).

SCHEDULING and COURSE SELECTION

For all returning students, the selection of classes for the upcoming year will take place in the spring semester. In order to register for classes for the upcoming year, all financial obligations to the school for the current year must be met.

School counselors will meet with students and recommend courses based on academic performance, graduation requirements, and personal interest. After counselors have met with students and courses have been selected, students/parents complete the Course Registration Form and return it to the school.

SCHEDULE CHANGES

After schedules are issued a student who needs to change his/her schedule must:

- Obtain a *Change Schedule Request Form* from the Counseling Office;
- Pay a \$50.00 course change fee for each course changed;
- Any changes must be finalized by the Friday of the 1st full week of school.

Please remember that some changes may not be possible due to schedule and class size limitations. Course changes are not considered for or against a particular teacher or to be with friends. Schedule change requests for a senior privilege are only considered, though not guaranteed, in regards to dual enrollment, after school employment, or special circumstances.

Students may not drop or add a course after the deadline without the approval of the faculty involved and Administration. If a course addition is approved, the student must complete any class work that was assigned prior to the addition.

SEMESTER EXAMS

Examinations are given at the end of the second and fourth quarters and are designed to test a student's comprehensive and cumulative knowledge in a particular course. **The midterm and final exam dates are posted well in advance on the school calendar so that all students and families may plan appropriately. Exams will not be rescheduled because of family vacation plans.**

- Students may not ask teachers to alter exam schedules.
- If an exam is withheld due to outstanding financial obligations, the student will be informed approximately one week before exams.
- Students who take AP courses do not take final exams but take the AP exams as scheduled by the College Board.
- Absences due to illness or other emergency must be verified and exams made up according to a schedule set by the administration.
- Failure to take or make up an exam results in a grade of 0 on that exam. Any exception to the above policies must be approved by the administration.

SENIOR EXAM EXEMPTIONS

Exemptions for final exams are determined by individual class. Exemptions are only granted to seniors under the following conditions:

- Minimum average for the class must be at least 83 **for the second semester.**
- No more than ten (10) unexcused check-in tardies per class for the year.
- No more than ten (10) excused or unexcused absences per class for the year.
- Required service hours must be completed by the end of first semester.
- International/transfer students whose first year in attendance is as a senior should have 25 service hours completed by the end of April.
- Administration will provide faculty a list of students who did not meet the behavioral or service requirements; individual class instructors will assess GPA, tardies, and absences in a class.

Students who receive three or more cumulative days of suspension, either in school and/or out of school, will lose their exemption.

Note: First semester exams can be exempted for seniors if the class is an elective semester-only class, Requirements: see above.

The Assistant Principal will review on a case-by-case basis those seniors affected by extreme absences

due to illness or surgeries.

STANDARDIZED ACHIEVEMENT TESTING and APTITUDE TESTING

Freshman	MAP Testing PSAT 8/9	Aug / Jan / May October
Sophomores Juniors	PSAT – Preliminary Scholastic Aptitude Test	October
Juniors Seniors	SAT – Scholastic Aptitude Test ACT – American College Test	Independently arranged by the student

The school has responsibility for the preparation and administration of these tests.

Students are strongly encouraged to begin taking both the SAT and the ACT by the spring of their junior year at least. Links to registration information about the ACT or SAT can be found in the Parent/Student Naviance account. For information regarding ACT/SAT preparation classes, contact the Counseling Department.

SUMMER READING ASSIGNMENTS

Summer reading assignments are required of all students in preparation for each upcoming school year. The assignments are published in the spring of each school year and are available on the school website under the “Academics” tab and through Google Classroom.

Support Services

SCHOOL COUNSELING DEPARTMENT

The Counseling Department implements a comprehensive guidance program aligned with the American School Counselor Association National Model. The school counselor is a certified professional with unique qualifications and skills to address the academic, personal/social, and career development needs of all students.

The school counselor addresses these needs through:

1. Individual, small and large group formats.
2. Classroom sessions.
3. Consults and collaborates with parents/guardians, teachers, and staff.
4. Community resources referrals.
5. Facilitates the School Counseling Support Team (SCST) – which provides academic support to students that are struggling.
6. Provides College and Career Counseling.
 - a. Meets with student individually to discuss Career Paths.
 - b. Works with students in Career Prep A.
 - c. Hosts colleges to support and promote readiness for postsecondary goals.
 - d. Uses Naviance an online college and career readiness solution to connect academic achievement to post-secondary goals.
 - i. This tool is used extensively throughout the college search and application process at JPII.
 - ii. Request transcripts and letters of recommendations.
 - iii. Search scholarships and enrichment activities.

iv. Students and parents receive registration information to create separate accounts
Contact the school counselor if you have any concerns about your student.

LIBRARY/MEDIA CENTER

The library/media center provides opportunities for developing skills in research and independent learning.

- A level of quiet that is conducive to study is required of all students using the library.
- Collaborative technology centers for small groups are available for use.
- All students who use their laptops must adhere to the Technology Policy in this handbook.
- Students must sign in and out at the circulation desk when coming from study hall.
- Complete list of library rules is at the circulation desk.

STUDENT RECORDS

A permanent academic record for current and former students is maintained in the Registrar’s Office. Transcript request forms are available on the school website and from the Counseling Department. This form must be signed by the student or parent if the student is under 18 years old for the release of any transcript. Please allow three (3) business days for the availability of any transcript. Transcripts will be released only to the student, the parent(s) of a student, a guardian of a student, or an individual acting as a parent, in the absence of a parent or a guardian.

Current students **must** use Naviance to request official and unofficial transcripts. Students will sign a “general release transcript form” allowing the counselor to send transcripts via Naviance. Initial college transcripts will not be released until September 1. The student’s **first final** official transcript will be issued at no charge; each additional official transcript will cost \$5.00.

Official transcripts are sent within three school days to the designated school. Official transcripts for pick up will be put into a securely sealed envelope. Unofficial transcripts may be issued to parents or students and are available for pickup within three (3) days of the receipt of a signed request form.

Students enrolled in the Dual Enrollment Program must request a transcript directly from the corresponding university.

All financial commitments must be paid in full before complete records are forwarded.

Student Health & Well-Being

INTRODUCTION

Parents must complete and update their student’s emergency and medical information record with the school for each student enrolled. This information should be entered in FACTS SIS through the “Family Information” section. All medical conditions, medications used by students, and other pertinent information should be entered.

CLINIC

A nurse is present in the clinic or on the school grounds every day. A student who feels ill may spend up to half of one class period in the clinic/sick room, provided that the student has a pass from the teacher.

ILLNESS OR INJURY DURING THE SCHOOL DAY

Any student who becomes ill during the course of the school day should report to the school clinic. (Student should let his/her teacher know that he is ill so that someone can escort him/her to the clinic as necessary.)

- The student calls his/her parents to let them know he/she is ill (make call in the front office).
- Parent/guardian/designee comes to the office to pick up the student.
- Students who are severely ill will not be allowed to drive themselves home.
- A note must be sent for the absence upon return to school.

The nurse or office personnel will call the parent if the student is too ill to do so. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to others.

A student who experiences an injury must report it to his/her teacher and go to the clinic so that parents may be called if needed. Parents will be notified of all but the most insignificant injuries. For minor injuries, appropriate first aid will be administered. The school reserves the right to contact emergency medical personnel in case of any injury which warrants such action. Parents will be notified immediately.

MEDICATION ADMINISTRATION PRACTICES

Medication is primarily the responsibility of the parent/guardian, and should be administered before/after school if at all possible. In the event that a student needs medication during the school day, the following must be met.

Over-the-Counter Medication (OTC)

The *Authorization to Administer Medication* form is required for school staff to administer OTC/prescription medication to students. This form includes the following **required** information:

1. Student name
2. Student's current medication profile
3. Student's history of allergies
4. **Parental consent**
 - a. Drug name
 - b. Dose to be administered
 - c. Dosage frequency
 - OTC (i.e. Tylenol, Advil) medication is kept in the school office to address occasional symptoms. OTC medications will only be administered according to manufacturer's dosing instructions and on an occasional basis provided that parent/guardian has given specific "permission" to treat and select the desired medications as listed in FACTS SIS.
 - If a student requests an OTC medication, and no parent/guardian authorization has been given in FACTS SIS, the school staff will notify parent/guardian to receive verbal permission to administer med based on the current student complaint. If the parent/guardian cannot be reached, school staff will not administer the OTC medication.
 - Parent/guardian may bring an OTC medication not listed in FACTS SIS for their student (e.g. Midol, Aleve, Zyrtec, etc.) These must be in the original container and labelled with the student's name and the required dosage. Signed Medication Authorization form must accompany such medications.

Emergency or Life-Sustaining Medications

No student is permitted to bring any medications into the school or carry medication on his/her person while at school. (Exception: Emergency or Life-Sustaining medications prescribed and documented by physician on a fully executed and current *Authorization to Administer Medication* form.)

Prescription Drugs

School personnel will administer prescription medication provided that there is a signed *Authorization to Administer Medication* form on file and that all other requirements as listed above have been met. This form must be current, coinciding with the current prescription medication you are requesting school personnel to administer. Parents of students, who require access to emergency medications such as Glucagon, Epi-pen, or an asthma inhaler, must enter information regarding the student’s reason for needing such medications into FACTS SIS and complete the authorization to dispense medication form. Form should be submitted to the school office. It is advisable to give a “spare” of such medication to the nurse if the student is not able to self-administer his/her supply.

CHRONIC CONDITIONS

(Examples: severe allergy, anaphylactic shock, diabetes, epilepsy, etc.) Parents/guardians of any student with chronic medical conditions requiring specific treatments or possible emergency responses must inform the school nurse of these conditions as well as enter pertinent data into the Student Medical Form in FACTS SIS. The school must also be provided with a health care plan (e.g. allergy, diabetes, seizure, or asthma action plan) that has been approved by a physician or other medical practitioner.

Parents/guardians are expected to provide and maintain all supplies necessary for care (e.g. snacks, insulin, or epinephrine injectors.) The school clinic will alert administration and other personnel as well as those involved with the student including, but not limited to: teacher(s), food service, and coaches so that they may respond appropriately to any emergency situation.

COMMUNICABLE DISEASES POLICY

To ensure the safety, health and welfare of the entire St. John Paul II Catholic High School community, the school nurse will require or recommend appropriate forms of isolation and non-attendance in classes or on the campus until the return guidelines listed below are met.

Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100.4° or above	Fever free for 24 hours (without fever reducing medication)
Vomiting, nausea or diarrhea	Symptom free
Marked drowsiness or lethargy	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Strep throat	24 hours of appropriate treatment and fever-free without fever reducing medications
Inflammatory eye conditions (e.g. pink eye)	24 hours after start of treatment or note from physician indicating treatment is not necessary
Swollen glands around jaws, ears or neck	Written physician’s release
Skin rashes or eruptions	Written physician’s release
Suspected scabies or impetigo	Written physician’s release

EXCUSED PARTICIPATION FROM PHYSICAL EDUCATION

On occasion, a request for one (1) excuse from active participation in P.E. due to injury will be honored upon written request from the parent. However, attendance is still required. Prolonged permission for non-participation from P.E. will be permitted only upon receipt of a doctor's statement.

IMMUNIZATION REQUIREMENTS

Alabama State Law (Act 1269) requires that children must be immunized against polio, diphtheria, tetanus, pertussis, measles and rubella (*unless otherwise exempted as provided by law, i.e., medical exemption, or religious exemption following diocesan policy*).

Any child reporting on the first day of school without an appropriate immunization certificate will not be allowed to attend class. If you need your immunization record or Certificate of Immunization (COI), please contact the provider or county health department who administered your vaccines, or ask your current provider if they have access to Alabama's immunization registry, [ImmPRINT](#), to locate your record.

If there is a problem obtaining immunization records or getting an appointment for immunizations, a temporary form may be obtained for the local health department or private medical provider. This allows the student thirty (30) days to obtain records and/or receive immunizations.

PREGNANT and/or MARRIED STUDENTS

Pregnancy and marriage should not be considered reasons for automatic expulsion. A pregnant and/or married student may be allowed to continue in attendance, or, whenever possible, arrangements may be made to allow the student to receive the credits necessary for graduation. The Headmaster, with the approval of the Director of Catholic Schools, will determine whether the student may continue to attend regular classes or the manner of fulfilling graduation requirements.

Attendance

Students at St. John Paul II Catholic High School are expected to be in school, on time every day that school is in session. All school days, holidays and non-attendance days are clearly noted on the official school calendar.

GENERAL ATTENDANCE POLICIES and PROCEDURES

The Administration makes the final determination as to whether an absence is excused or unexcused. A student is considered absent from a class if he/she misses more than half of any class period. A student who misses more than two (2) class periods is considered absent on an A/B day, or more than four (4) class periods on an eight-period day.

ABSENCE REPORTING

The parent/guardian is asked to notify the School Office, (256) 430-1760 and/or attendance@jp2falcons.org between 7:30 a.m. and 9:00 a.m. if a student will be absent on that day and any subsequent days (in the case of continuous absences). You may leave a voice message on the main line voicemail. Absences are recorded as "unexcused" until a signed, dated parental (hand written) or medical note is received.

Calls prior to 7:30 a.m. may be left on the office voice mail.

If the office is not notified regarding an absence, a reasonable attempt will be made to contact parent/guardian at home or work to confirm the reason for absence.

RETURN TO SCHOOL AFTER ABSENCE

Student must bring a medical note or a parent-signed note which includes:

1. Student name (first & last)
2. Date(s) of absence
3. Reason for absence
4. Parent signature & daytime phone number
 - If the note is not received within two (2) school days of return, the absence is “unexcused” and make-up work will receive no credit.
 - Notes sent via email or written by the student are not accepted.

Absences are excused for the following reasons:

- Illness (parent-signed note required)
- Death or serious illness of immediate family member (parent, grandparent, sibling)
- Medical, dental, or other professional appointment (**note from professional office required**)
- Court/legal business (court documentation required)
- Weather conditions preventing attendance
- Other absences (see section below)

SERIOUS ILLNESS

An extended illness is defined as three or more consecutive school days of absence. **A doctor’s note is required to excuse such absences.**

In the event of a serious illness, please contact the student’s counselor regarding the situation. Teachers will be informed about such situations so that a make-up work schedule can be planned. All information is kept confidential.

OTHER ABSENCES

For an absence that does not fit the excused criteria, requests **must** be submitted via email to the school office **in advance** as noted below. Failure to follow the procedures will result in unexcused absence(s).

- Non-family funeral – If possible, request one (1) day prior to absence. Student is expected to return to school immediately after the funeral.
- Learner’s permit or driver’s license exam – No less than two (2) days prior to absence.
 - Students should NOT plan to go to DMV if there is a quiz or test scheduled in any of their classes. Work is due the day of the absence.
- Vacation/travel – Vacations and trips taken during school days are strongly discouraged. The school calendar is issued in advance and families are expected to plan accordingly. If circumstances require that a student be absent from school due to travel, the parent must send the request **no less than seven (7) days in advance**. Requests are forwarded with student’s grade, attendance and behavior records for consideration to administration. If approved, the family will be notified.

NOTE: Teachers are not obligated to provide special arrangements for any academic work missed due to these types of absences.

Students must make arrangements with teachers to get assignments. It is preferable that work be turned in before the absence, but all assignments are due the day of return. **NO tests/quizzes will be given in advance of absence.**

COLLEGE VISIT ABSENCE

Junior and senior students are permitted to have excused absences for the purpose of visiting college campuses. Juniors are allowed two (2) absences; seniors are allowed three (3). **The appropriate form (College Visit Absence Form) must be submitted to the Counseling Department at least two (2) days prior to the absence to receive an excused absence.** Consult the school counselor regarding absences for visits to colleges 6 or more hours away from Huntsville.

ABSENCES DUE TO SCHOOL RELATED ACTIVITIES

Absences for students who participate in school sponsored or authorized activities are not counted in the attendance record for a class. Students must submit all work for any class missed due to such activities in accordance with the Make-up Work Policy.

Students must make arrangements with teachers to get assignments. It is preferable that work be turned in before the absence, but all assignments are due the day of return. **NO tests/quizzes will be given in advance of absence.**

UNEXCUSED ABSENCES

Unexcused absences include but are not limited to:

- Oversleeping, faulty alarm clock, etc.
- Non-essential appointments (e.g. photography, shopping, etc.)
- Staying home to study or complete a project
- Travel absences that have not been approved in advance
- Traffic delays

ABSENCES and COURSE CREDIT

ALL absences (whether excused or not) are counted in a student's attendance record. **Attendance is based on period (class) attendance rather than daily attendance.** Students and parents are also reminded that one absence on the modified block system schedule is equivalent to *two* (2) absences on a non-block schedule.

Students who exceed ten (10) absences in any course in a semester may not receive credit for that course.

- If a student has **five (5)** absences in any class, parent/guardian will be notified that the number of absences has become excessive.
- Additional parent contact will be made if a student has **eight (8)** absences in a class. This contact may include: a letter, phone call or a meeting with a teacher, counselor or administrator.
- After **ten (10)** class absences in one semester, the student will be placed on "Attendance Probation" for the remainder of the year. Any subsequent absences will require medical verification to be excused. A meeting will be set up with the parent/guardian, the student's counselor, and the Headmaster to discuss the situation.
- If the absences are due to illness, a medical waiver may be issued to allow the student to receive credit for the semester. This requires appropriate verification of chronic illness from a physician.

EARLY CHECKOUT

Parents are asked to schedule non-emergency medical, dental or other professional appointments during non-school times. However, we do realize that appointments during school hours may be unavoidable.

Prior to 8:20 a.m., **the student should bring a note** to the school office containing:

- Name of student (first & last)
- Date & time of early checkout
- Reason for early checkout

- Parent signature

Student should report to the school office at the appropriate time to sign out for the dismissal.

NOTE: A student who drives MUST have the above signed note to be dismissed for an appointment. If the student returns the same day, he/she signs in at the front office and receives a pass to return to class. The student must turn in the appropriate verification of any professional appointment for the time away from class to be excused.

Students who leave school early may not participate in any extracurricular event unless a doctor's (or other professional) note is provided.

TRUANCY

Truancy refers to those absences for which parental knowledge/permission was not granted. This is considered a disciplinary infraction. If a student is truant, a parent conference is necessary and an appropriate disciplinary action is taken.

The truancy policy may apply to students who are not where they are supposed to be during class time. (Examples of this include visiting locker rooms or lockers, computer center, art classroom or any other class without specific written permission.)

MAKE UP WORK

A student who has unplanned, excused absences is entitled to make up all work missed at full credit. It is the sole responsibility of the student to retrieve assignments from Google Classroom or to contact teachers for make-up work and assistance in understanding missed lessons. It is never the duty of the teacher to seek out a student and remind him/her to obtain or complete make-up work. Work received after the established deadlines receive no credit. **If a student's absence is unexcused, his work is still due to the teacher in the time frame below, though no credit will be given.** (Penalties for work not turned in are up to the classroom teacher.)

Assignment Type	Description	Time Frame
Daily	Homework, Class work	Any work missed is due two (2) days after the student returns to the missed class.
Short Term Project	Project due one (1) week after assignment	The project is due two (2) days after the student returns to the missed class.
Long Term Project	Project due three (3) or more weeks after it is assigned	The student must make arrangements to turn in the project on the due date unless the teacher has been contacted and other arrangements made.
Test/Quiz	Any test or quiz (NOT midterm or final exam)	Daily make-up work time frame above applies.

TARDINESS

Any student who is not in his/her appropriate class by the 2nd bell (8:20 am) with all necessary class materials is considered tardy and will only be admitted to class after first reporting to the front office to receive an admit slip.

If the student is late to class because he/she was detained by another teacher, that teacher will issue a late note. If the student has no legitimate reason for being late, the tardy is unexcused and demerits will be issued by the classroom teacher.

Tardiness to school is excused only for:

- Illness (parent-signed note required)
- Medical, dental, professional appointment (**note from professional office required**)
- Court/legal business (court documentation required)
- Weather conditions preventing attendance (parental note required)

While we understand that traffic, car trouble, ride-sharing and other situations may occasionally cause a student to be late to school; these are not acceptable excuses for chronic tardiness. Oversleeping, faulty alarm clocks or parents causing the student to be late are not considered excused.

CONSEQUENCES FOR UNEXCUSED TARDIES

- Four (4) tardies in a quarter – Weekday Detention
- Eight (8) tardies in a quarter – ISS
- More than eight (8) tardies – disciplinary action to be determined by Administration
- Note – classroom teacher may assign additional consequences for tardiness to class
- Habitual lateness may also result in loss of parking privilege, loss of senior privilege, and/or restriction of participation in extracurricular activities

SPECIAL CONSIDERATIONS

1. Parent/Guardian Out of Town

If parents will be out of town or otherwise unavailable for their student, a note must be sent to the Office at least three (3) days prior to departure. Information supplied prior to such an occurrence should include the name and relationship of the person responsible during the parent's absence, as well as the address and both home and work phone numbers for this individual. The beginning and ending date of this arrangement should also be noted.

2. Mass and Other Religious Services

All students are expected to attend school masses and other services as a component of their education. Parents may not excuse their students from these services. Habitual absence, even those for appointments, from masses/services will result in a conference between the student, the student's parents/guardians, and the Administration.

3. Patterns of Absence

If a pattern of absences occurs, (e.g., absent each time a test is given), the parents will be notified of the school's concern and will be asked to help rectify the problem.

General School Policies

AFTER SCHOOL SUPERVISION

There is no after school supervision for students not involved in a supervised activity (i.e., athletics, clubs, theater, band, etc.). All students must be picked up by **3:40** p.m. each day.

ANNOUNCEMENTS

Announcements are made once daily. Students are expected to listen quietly for the information being given.

ASSEMBLIES

All students should conduct themselves in an orderly manner while attending all assemblies. No students may excuse themselves from attending any assembly. Students are to proceed to an assembly with their class, and they are to remain until dismissed.

BUCKLEY AMENDMENT (STUDENT RECORDS)

JPII abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

CAMPUS USAGE – RESTRICTED AREAS

Areas of the school that are restricted are as follows:

- The parking lots during school hours. Students must ask permission from an administrator to go to their car during school hours.
- All students must leave campus after dismissal unless involved in a supervised after school activity.
- Administrative offices, faculty lounge and workrooms.
- Classrooms unless accompanied by a teacher.
- Locker rooms & weight rooms unless supervised by a coach.

CELL PHONES, SMART WATCHES, and ELECTRONIC DEVICES

Students are not to use cell phones or other electronic devices, including but not limited to smart watches or earbuds, anywhere in the school building between 8:20 a.m. and 3:20 p.m.

The only EXCEPTIONS to this policy for cell phone use include:

- the school office
- the classroom with special permission granted by the teacher for a legitimate educational purpose
- lunch period

There are no exceptions for other electronic devices, including earbuds.

Cell phones which are visible or audible to a faculty or staff member in class rooms without approval, the hallways or any other areas not listed above will be confiscated. Students are responsible to turn off their cell phones during the school day. Students who need to contact their parents regarding illness or an emergency may use the phone in the school office. Forgetting books, lunches and so forth does not constitute an emergency. Confiscated phones will be turned in to the school office and returned based on the guidelines laid out in the section on Conduct. Arguing or failing to surrender a confiscated phone to a faculty/staff member is considered an act of defiance/disrespect and the student will be subject to further disciplinary action.

If a parent needs to reach their student, the parent should contact the school office and the student will be notified as necessary. Messages will not be delivered to a student during instruction time except in case of an emergency. Parents are asked NOT to text or call their student's phone during the school day.

Use of portable music devices and handheld video games (including those featured on a smartphone) is prohibited during the school day. The school is not responsible for loss or damage to any such device that a student brings to school. Headphones/earbuds (e.g., Airpods)/speakers are directly related to listening to a device. They should be stored unless under the direct permission and supervision of a staff person.

Without teacher permission the use of any electronic device (e.g., cell phone, smart watch) during a test for ANY reason will be considered and treated as cheating. (See Conduct policies.)

The use of the camera function of any electronic device is prohibited during the school day without permission from a teacher or administrator. Students are prohibited from using cell phones or communication devices to take photographs or record video at any time on school property. This includes taking photographs or video recordings in classrooms, restrooms, locker room areas, etc.

CHANGE OF DATABASE INFORMATION

In the event of any change in demographic information (e.g. address, email, phone number, emergency contact person, custodial parent), the student's data in FACTS SIS should be updated immediately.

COMMUNICATION

Strong lines of communication are important to the success of our students and programs. From time to time, difficulties 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.

For classroom issues:

1. Teacher
2. Assistant Principal
3. Headmaster
4. President

For student activity issues:

1. Sponsor
2. Assistant Principal
3. Headmaster
4. President

For athletic issues:

1. Coach
2. Athletic Director
3. Headmaster
4. President

Appointments for conferences 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 problems are not allowed during instruction time.

CONTINUED REGISTRATION

All current students are eligible to re-enroll for the following school year. However, continued enrollment of the student is subject to the student observing all school rules as set out in the Family Handbook including but not limited to general behavior, academic performance and attendance. Registration for current JPII students for the next school year will automatically occur during the 2nd semester.

CUSTODY

When a student's parents are divorced or separated, or when a student is in the custody or care of another person, the school should be given a copy of the Court Order or agreement as is applicable to the custody and visitation rights of the divorced or separated parents, or of the custodian. If there is no divorce decree, separation decree, or official custody agreement (signed by the parents) on file, the school will then interact with each parent equally.

DELIVERIES

JPII does not accept student deliveries; this includes but is not limited to: balloons, flowers, packages, miscellaneous items (e.g., books, homework, papers) or gifts of any kind. The cooperation of parents in complying with our policy concerning the delivery of messages and miscellaneous items is anticipated. On the rare occurrence that a student forgets his/her lunch, a parent may drop off food. **Students are not allowed to have food delivered to the school.**

DRILLS and EMERGENCIES

The school conducts regular inclement weather drills and other safety-related evacuations. Staff and faculty are trained to respond appropriately in various emergency situations. NO student will be released to leave school during a TORNADO WARNING.

DRIVER'S LICENSE

Before a student can obtain their Alabama Driver's permit, the State requires that he/she bring a **completed Proof of Enrollment form from the school.** Contact the Front Office to request the form for the student. Please allow 24 hours for preparation of the form. The document must contain an original signature and the embossed school seal, so it cannot be emailed or faxed.

FACTS SIS

The school uses FACTS SIS, an internet-based student information system to manage attendance, grades, schedules and other student data. Every parent and student are assigned a FACTS SIS ID and password to access his/her information. If there are questions about the operations or use of this system, please contact the FACTS SIS Administrator during normal school hours for assistance.

FIELD TRIPS

- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity.
- In the event private automobiles/vehicles of students, parents or other authorized adults are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager.
- Students may be denied participation in a field trip if they fail to meet academic or behavioral standards in the class participating in the field trip.
- In case of serious disruption by the student, the school reserves the right to have the student removed from the group. The parent will be called and expected to make arrangements to pick the student up immediately.
- Students who fail to submit the proper standard school form 24 hours in advance will not be allowed to participate. Telephone calls will not be accepted in lieu of the proper forms.

FLIGHT TIME (LUNCH)

"Flight Time" is a forty five minute break during the school day designed to provide students a venue to have a mental break, take advantage of curricular and extracurricular opportunities (e.g., tutoring, clubs), and eat lunch.

- All students are to eat in the cafeteria during lunch. Students may buy their lunch or bring it; they may not leave campus for lunch. It is each student's responsibility to clear his/her place at the table when finished.
- Students may use their cell phone during this time.
- Students may not leave the school building or be in the training room, weight room, gym, dressing rooms, or band room.

FUNDRAISING

All fundraising must be sponsored by a faculty member/coach or a JPII staff member. For additional information, refer to the Fundraising section in this handbook.

GRADUATION CEREMONY

Graduation for the senior class will be held at the end of the school year. Seniors must meet all requirements to participate in the graduation ceremony, including, but not limited to, attendance, service hours, and financial obligations. Dress code guidelines (including hair style/color, jewelry, and makeup) apply to graduation attire. Students may not wear sweatshirts, sweatpants, jeans, shorts, tennis shoes, or any other such casual attire.

GUM

Chewing gum is not permitted.

GYM LOCKERS/WEIGHT ROOM

Students are not permitted to be in locker rooms before or after school or during the school day without permission and the supervision of a coach or staff member. Failure to follow these directives may result in disciplinary action.

HALL PASSES

Students must have a hall pass to be outside of the classroom during class time.

HOUSE SYSTEM

In 2020, St. John Paul II Catholic High School launched the inaugural House System. At JPII, every student, faculty, and staff member will belong to one of four houses. You will notice that each House is represented by an important aspect of St. John Paul II's life and mission. The goal of the House System is to provide an opportunity for students and faculty to interact across grade levels in healthy competition and support each other as they grow in their Catholic faith. Students will learn to work hard individually for the good of their house, in addition to working in a team. The JPII House System encourages teamwork, friendship, service, and leadership. Houses compete against each other in the areas of academics, athletics, school spirit, and community service through quarterly House service projects and games.

HOUSE SYSTEM GOALS

1. Encourage our Catholic identity as St. John Paul II Catholic High School
2. Increase our community that is evident in faculty and student retention, current participation in events, encourage admissions and alumni relations
3. Provide opportunities for student leadership through student created and led events
4. Increase student retention through all grades

HOUSE SYSTEM LEADERSHIP COUNCIL

St. John Paul II Catholic High School has established a House Leadership Council. This program will challenge student leaders and their respective councils to take on the real responsibility of serving their community and learning from the experience. Students holding House Leadership roles will sharpen and develop their leadership skills through successful House events and projects that they head. They will move past theoretical to practical strategies by navigating the hurdles and opportunities of developing, planning, and executing schoolwide student activities. In this way we will amplify our sense of community by bringing administration, faculty, staff, and students together with energy and focus to make each year at JPII greater than the year before.

The Leadership Council is designed to serve as the leading student body of the school and as a role model for all future student leaders of JPII. The Leadership Council shall be composed of the following members: both Rectors, the four House Presidents, the four House Vice-Presidents, the eight underclassmen House Captains and the Campus Minister. The Rectors are to act as the head of the Leadership Council, holding executive powers.

HOUSE SYSTEM LEADERSHIP STRUCTURE

Student Leadership:

Campus Minister – Headmaster appointed
2 Rectors – Senior position
4 House Presidents – Senior position
4 Vice Presidents – Junior position
8 Captains – underclassmen position

INSURANCE

St. John Paul II Catholic High School does not have a student insurance program. It is the responsibility of the parents to obtain insurance for their sons and daughters to cover the school day, athletics, and extracurricular activities.

LOCKERS

Every student is assigned a locker and combination. The lockers have self-contained locks and minimal shelving. Students are accountable for the condition of the lockers and may not use wallpaper, paint, or make modifications that will permanently damage or alter the lockers. Students are not to swap lockers, share their combinations, leave their lockers unlocked, or jam the locks. The school does not assume responsibility for items missing from lockers. Students should not bring large amounts of money or valuable items to school. Lockers remain the property of the school and may be inspected at any time by school officials. **Students can bring backpacks to and from school, but they must be stored in their lockers throughout the day.**

LOST and FOUND

Parents and students are encouraged to label clothing and other items. All lost and found articles should be turned in and claimed in the Multipurpose Room. Money, electronic devices, or valuables should be turned in to the main office. At the end of each month, all usable unclaimed items will be given to a charitable organization.

PARENT-TEACHER CONFERENCES

If a parent would like a conference with a teacher, please coordinate directly with the teacher to schedule. Other conferences during the school year are scheduled as necessary with the individual teacher.

SCHOOL CLOSING and DELAYED OPENING

In case of inclement weather, JPII will align with Huntsville City Schools in regard to school closing, late openings or early dismissal. The school will send out a phone call or text message to families via FACTS SIS Parent Alert system with pertinent information. Please keep tuned to your local radio or TV stations for announcements as needed. Should it be necessary for the school to delay opening or close *for other reasons or in a different schedule* than Huntsville City School, the school sends out a phone call or text message via FACTS SIS Parent Alert system with pertinent information.

When school is closed for the day or when school closes early due to worsening weather conditions, the following will apply: 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 one or two hours late due to inclement weather the following will apply: Extracurricular activities will take place unless otherwise announced.

SENIOR ACTIVITIES

For students to participate in any senior activity, including the senior trip, prom, and graduation, the following responsibilities must be met: no outstanding detentions, athletic uniforms/equipment returned (as able), service hours completed, all tuition/fees paid, and academically on track for graduation.

SENIOR PORTRAITS

Senior formal portraits for inclusion in the yearbook, the class composite, and other school publications must be taken by the official school photographer. The official photographer is Lifetouch/Prestige Portraits. Seniors are required to wear the appropriate attire for the portrait: tuxedo for boys, drape for girls. All other dress code guidelines apply regarding jewelry, makeup, hair color/style, etc.

SENIOR PRIVILEGE

Seniors who have study hall during the first or last periods of the school day may apply for senior privilege. This allows the student to arrive at the end of the first period or leave school at the beginning of the last period. The student must submit the *Application for Senior Privilege* form to the school office before senior privilege is granted. **Students applying for Senior Privilege must have 75% of service hours complete, verified and approved in X2Vol to receive Senior Privilege. Senior Privilege will begin as indicated on the *Application for Senior Privilege* form. There will be no Senior Privilege on 8 period days.** The Assistant Principal will notify students if/when they are granted Senior Privilege.

Morning Study Hall – Students must arrive and be seated in class BEFORE the tardy bell rings for 2nd or 6th periods. Check-in through the front office. Student must be on time on Mass days.

- Afternoon Study Hall – Student must sign out with the front office before leaving the building.
- If a morning Mass or an afternoon Mass or a special assembly/activity is held during the last period, seniors are NOT allowed to check in/out of study hall using senior privilege.

Loss of Senior Privilege – The following infractions will result in loss of these privileges:

Action	Consequence
Grade less than 73 in any class (checked at interim, quarter, and semester)	Loss of privilege until grade raised
4 tardies in a quarter	Loss of privilege for two weeks.
Disciplinary action resulting in suspension	Loss of privilege for two weeks.
Service hours not completed by end of 1 st semester International/Transfer students whose first year in attendance is as a senior should have 25 service hours completed by the end of April of the school term.	Loss of privilege until hours completed
Incomplete on report card	Loss of privilege until work completed
Failure to complete course recovery from previous year	No privilege granted until all work complete

NOTE: Senior privilege is NOT a guarantee and may be rescinded at any time by the school administration.

STUDY HALL

Sophomores doubling in mathematics are required to take a study hall, and sophomores taking an AP class are recommended to have a study hall. The Counseling Office reserves the right to offer any student a study hall based on special circumstances. Study hall is a time to work on homework, special projects, get extra help or use the library/media center as it is available. This period of time can be very helpful if used correctly. Students are expected to come to study hall with all necessary materials and equipment and are expected to study in silence. A pass will be necessary to leave the assigned study hall to work in any other resource area. The study hall teacher will ascertain whether the library/media center is available before students may go there. **Students must have written permission from the appropriate teacher to go to any other classroom during study hall.**

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. If a student loses a textbook, he/she must pay for it before being issued another book. All textbooks are to be covered with paper book covers. **Book covers should not be taped directly to the book.** Any student whose textbook is returned at the end of the school year in an abused condition will be held liable for the financial cost of repairing or replacing the textbook.

TRANSPORTATION and DRIVING

Motor Vehicle Regulations

- Students driving to school or to on-campus events are subject to all rules and regulations governing the conduct of drivers and the operation of a vehicle while at school. It is the responsibility of the student driver to operate his/her vehicle in a safe and acceptable manner at all times including obeying all traffic laws driving to and from school.
- All drivers on campus must adhere to all traffic regulations and exit procedures as determined by the administration.
- Campus speed limit is 10 mph.
- Persons dropping students at school *in the mornings* are asked not to park in the numbered spaces in the student parking lot.
- While driving on campus do not use phones or other electronic devices.

Parking Permits

Parking on school grounds is a privilege for those students possessing a valid driver's license and appropriate automobile insurance. The fillable-pdf *Parking Permit Application* form is on the school website under the Families/Links & Forms tab.

Students who apply for and receive parking privileges are expected to know and follow the regulations for driving and parking on campus. Violation of a regulation will result in disciplinary action and may include loss of parking privileges.

- All student vehicles parked on campus must be registered with the school office and the appropriate permit must be displayed on the designated-vehicle location (rearview mirror or window) at all times.
- Vehicle must be parked in the center of the white lines so as not to impede vehicles parked on either side.
- Speed in excess of 10 mph, reckless driving, and horseplay is prohibited and will result in disciplinary action.

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- During school hours, students are not to park in ANY space other than the one assigned to them.
 - Vehicles may be searched at any time deemed necessary by the school administration.
 - Loitering in and around vehicles is prohibited.
 - Students are not permitted to go to their vehicles during the school day.
 - Students are to leave school grounds by 3:20 p.m., immediately after dismissal, unless involved in a supervised after-school practice or activity.
 - The school is not responsible for theft or damage to a vehicle or its contents.

VISITORS

All visitors to the school must report to the main office to sign in and receive a visitor's badge to wear while on campus. The only student visitors allowed are those whose parents have initiated the admission application process, i.e., filled out forms and requested a shadow visit. Former students, house guests, students from other schools, etc. may not spend the day attending classes with JPII students, may not come to lunch or bring lunch on campus, and may not roam school halls to visit former teachers during school hours. Teachers are available during the academic day only by appointment and may not be disturbed during school hours.

VOLUNTEERS

All volunteers at St. John Paul II Catholic High School are required by the Diocese of Birmingham in Alabama to submit to a formal screening process which includes completing all of the following: a criminal background check, *Diocesan Alabama Volunteer Inquiry Release Form*, *Fair Credit Reporting Act Disclosure*, and Virtus on-line Youth Protection training. Any volunteer who drives for a school sponsored trip is required to complete a *Diocesan Driver Information* form, have a valid driver's license and adequate automobile insurance. Forms are available on the school website under the Academics/Links & Forms tab, under Parent Association *Volunteer Packet*. See the section on "Become a Volunteer at JPII" in this handbook for detailed information.

Parents are strongly urged to volunteer a minimum of twenty (20) hours of service per year. These service hours can add as much as \$100,000.00 to the bottom line at JPII. This is a very significant amount that can positively contribute to cost savings and ultimately lead to reducing the necessity of raising tuition and other fees.

Become a Volunteer at JPII

Volunteers enhance the learning experience and Catholic faith of each student by sponsoring assistance to coaches in athletic venues, raising funds, supporting school and family social interaction, and providing subject matter expertise to the administration as needed.

To become a volunteer, the following is required (all forms are fillable pdf format):

1. To begin the volunteer application, please complete the Virtus On-line Youth Protection Training Course <https://www.catholicyouthbhm.net/youth-protection-training.html>
 - Beginning the on-line training will automatically generate the required background check.
 - Once completed, print out the Certification of Completion and bring or send it to the school office.
3. *Diocesan Driver Information* form (Form DI-2) <https://content.myconnectsuite.com/api/documents/db9753bd6ed24ca49a6f078f5345bf90.pdf> and provide a copy of their driver's license and current insurance policy to the school office.

All families, faculty, staff and administrators are strongly encouraged to give a minimum of twenty (20)

hours of service to the school each year. Volunteers are encouraged to track their hours. The school will keep records that demonstrate the faithful commitment of our volunteers.

WORK PERMITS

The Alabama Child Labor Law has changed. Work permits are NO longer required; however employers must obtain a certificate to employ minors under the age of 16/17. Minors aged 14 or 15 must obtain an Eligibility to Work form which is completed by a school official. This form may be obtained from the school office.

Technology

STUDENT ACCESS AGREEMENT

St. John Paul II Catholic High School's goal in providing technology access to teachers, staff members, and students is to promote educational excellence at the school by facilitating resource sharing, innovation, and communication. Technology is provided for educational and professional or career-development activities. The following policy governs use of computers and the internet at St. John Paul II Catholic High School.

ACCEPTABLE USE OF TECHNOLOGY POLICY

St. John Paul II Catholic High School recognizes the need to educate young men and women in the ethical and effective use of technology. Computers, software, printers, internet access, and technology support services are available to students to support the accomplishment of educational goals. With this opportunity comes responsibility. Students must know and agree to follow the school's policy regarding the use of technology.

PLAGIARISM and COPYRIGHT INFRINGEMENT

- Users will not plagiarize works that they find on the Internet and other electronic media. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements.
- Users will properly cite any images, documents or text from the Internet.

If users are unsure whether or not they may use a work, they should request permission from the copyright owner or consult the faculty member in charge for guidance.

PRIVACY

Computer systems and the information, including electronic files and e-mail contained on them, may be reviewed by the administration as necessary.

WEB PAGES

St. John Paul II Catholic High School retains ownership of the name St. John Paul II Catholic High School and its logo. Any unauthorized use, even on a personal web page, is prohibited.

School web pages: The school is responsible for managing all school-related web pages. All official material originating from the school will be consistent in style and content and approved through a process.

Student web pages: Students may create a web page as part of a class activity under the supervision of their teacher. Material presented on a student class activity web page must meet the educational objectives of the class activity. Students will be required to remove material that fails to meet established educational objectives, the school's mission or goals, or that is in violation of a provision of the school's technology use regulation or student disciplinary code.

Extracurricular websites or social media sites (e.g., Twitter, Instagram, etc.) must be approved by the administration and must be used only for information related to the activity. The site will be monitored by a faculty member and must follow all technology guidelines

Bring Your Own Device (BYOD) Program Acceptable Use Policy (AUP)

The Bring Your Own Device (BYOD) Program Acceptable Usage Policy (AUP) covers the security and use of all St. John Paul II Catholic High School's (JPII) information, information technology (IT) systems, and any other IT systems, including, but not limited to email, internet, voice and mobile IT equipment, used by or connected to JPII in any manner. This policy applies to all JPII employees, students, contractors, and agents (hereafter referred to as "individuals").

This policy applies to all information, in whatever form, relating to JPII's activities, and to all information handled by JPII relating to other organizations with whom it deals. It also covers all IT and information communications facilities operated by JPII on its behalf.

COMPUTER ACCESS CONTROL - INDIVIDUAL'S RESPONSIBILITY

Access to the JPII IT systems is controlled by the use of user IDs and passwords. All user IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the JPII IT systems.

- **Prohibited actions regarding computer access:**

1. Allow anyone else to use their user ID and/or passwords on any JPII IT system
2. Leave their user accounts logged in at an unattended and unlocked device
3. Use someone else's user ID and password to access JPII's IT systems
4. Leave their password unprotected
5. Perform any unauthorized changes to JPII's IT systems or information
6. Attempt to access data that they are not authorized to use or access
7. Exceed the limits of their authorization or specific educational needs to interrogate the system or data
8. Connection of an unauthorized device to the JPII network or IT systems
9. Storage of JPII data on unauthorized media
10. Give or transfer JPII data or software to any person or organization outside JPII without the authority of JPII
11. Disregarding instructions from JPII faculty or administration regarding computer access

INTERNET and EMAIL CONDITIONS OF USE

Use of JPII internet and email is intended for educational use. Personal use is permitted where such use does not affect the individual's educational performance, is not detrimental to JPII in any way, is not in breach of any term and condition of enrollment, and does not place the individual or JPII in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems

- **Prohibited actions regarding internet and email use:**

1. Use the internet or email for the purposes of harassment or abuse
2. Use profanity, obscenities, or derogatory remarks in communications
3. Access, download, send, or receive any data (including images), which JPII considers offensive in any way, including, but not limited to, sexually explicit, discriminatory, defamatory, or libelous material
4. Use of the internet or email to make personal gains or conduct personal business

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5. Use the internet or email to gamble
 6. Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam
 7. Place any information on the Internet that relates to JPII, alter any information about it, or express any opinion about JPII, unless they are specifically authorized to do this
 8. Send unprotected, sensitive, or confidential information externally
 9. Forward JPII email to personal (non-JPII) email accounts
 10. Make official commitments through the internet or email on behalf of JPII unless authorized to do so
 11. Downloading of copyrighted material, including, but not limited to, music media files, film and video files without appropriate approval
 12. In any way infringe any copyright, database rights, trademarks, or other intellectual property
 13. Connection of devices to the internet using non-standard connections
 14. Sending “friend requests” or “following” faculty and/or staff on social media
 15. Disregarding instructions from JPII faculty or administration regarding internet or email use

CLEAR DESK and CLEAR SCREEN POLICY

In order to reduce the risk of unauthorized access or loss of information, JPII enforces a clear desk and screen policy as follows:

1. Computers must be logged off, locked, or protected with a screen locking mechanism controlled by a password when unattended.
2. Care must be taken to not leave confidential material on printers or photocopiers.
3. Any instructions from JPII faculty or administration regarding clear desk and clear screen must be followed.

TRANSPORT and STORAGE OF DEVICES

It is expected that devices (laptops, tablets, etc.) will be carried between classrooms, offices, and community spaces during the school day. In the hallways, all devices must be stored in a protective case, protective sleeve, or hard-shell case. Students are not permitted to use devices in the hallways under any circumstances. When devices are not in use or when students are in a classroom when devices are not permitted, devices must be powered off and stored in a protective case, protective sleeve, or hard-shell case either in the classroom or in the student’s locker. Students are required to have a protective case, sleeve, or hard-shell case for their device. The case cannot be bigger than what is necessary to store the device, power supply, and any necessary accessories (i.e. keyboard and mouse).

Students are never permitted to store or keep devices in a teacher’s classroom. Students must be in possession of their device at all times, or it must be stored in the student’s assigned locker or closed and locked classroom.

Students must follow all instructions from JPII faculty or administration regarding transport of devices within the building and to/from the building.

SUBSTITUTE TEACHERS and CLASSROOM TEACHERS

It is the discretion of the substitute teacher to permit or prohibit the use of applications, software, and internet sites in the absence of the classroom teacher. Additionally, each JPII teacher may permit or prohibit the use of applications, software, and internet sites in their classroom. What is permitted in one classroom may be prohibited in another based upon the teacher’s preference. Students must follow all instructions from JPII faculty and administration regarding the use of applications, software, and internet sites.

MOBILE STORAGE DEVICES

Mobile storage devices, including, but not limited to, flash drives, CDs, DVDs, and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other method of transferring data. Students must follow all instructions from JPII faculty or administration regarding the use of mobile storage devices.

VIRUS PROTECTION

It is the responsibility of the individual to maintain his/her own virus protection software on all devices connected to the JPII network. JPII is not responsible for providing virus protection to individuals, nor is JPII liable for damages accrued to any device while connected to the JPII network.

Students must follow all instructions from JPII faculty or administration regarding the use of virus protection software.

ACCEPTABLE DEVICES IN THE BYOD PROGRAM

It is required that all students bring a personal device to school daily. During the course of the JPII BYOD Program students may use laptops and tablets as acceptable devices. Cell phones, Smart phones, Kindles, Nooks, eReaders, and hand-held gaming platforms are not acceptable devices.

Student devices must have the following and be brought to school with the student every day:

- Minimum of 11 inch screen
- Keyboard
- Battery life of at least 3 hours
- Working charger
- Ability to connect wirelessly to the JPII student Wi-Fi and printers
- Current, up-to-date, functioning anti-malware and antivirus software
- Current, up-to-date, functioning Google Chrome web browser
- Current, up-to-date, functioning Operating System
- Protective case, protective sleeve, or hard-shell case
- All items must be labeled with the student's full name

Minimal Configurations for devices:

	Windows Based minimums	MAC minimums
Processor Speed	2.0 GHz	Intel Core i5 ~OR~ Apple M1 or higher
Memory	4 GB RAM	4 GB RAM
Hard Drive	256 GB	128 GB
Operating System	Windows 10 or later	Apple OS X v 11.4 or later

Please note* Chromebooks are no longer acceptable devices for use at JPII

It is the responsibility of each individual to report suspected breaches of the BYOD AUP without delay. All breaches of this policy will be investigated and every attempt to maintain the anonymity of the reporter will be upheld. Where investigations reveal misconduct, disciplinary action may follow in line with St. John Paul II Catholic High School's disciplinary procedures and policy as outlined in the Family Handbook.

Dress Code Policies

The dress code is intended to create a standard of dress that is neat, modest, attractive, and promotes a visible sense of school unity and identity. We expect the cooperation of parents in ensuring their students' adherence to the dress code. **In all cases, the administration has final determination of standards of dress and appearance.**

ENFORCEMENT OF DRESS CODE

Every effort is made to consistently enforce the dress code.

- Students/parents should not expect to have dress code demerits removed simply because the student has consistently broken a rule and was not previously disciplined.
- It is unacceptable to assume a demerit is not warranted simply because other students have committed the same infraction and did not receive a demerit.
- In addition, students/parents must find shoes that are in compliance with the dress code. With young women's shoes, in particular, it is not acceptable to suggest that retail stores do not carry the appropriate footwear.
- The collar size on young men's uniform shirts must allow for the fastening of the top button.

Failure to follow the dress code policies will result in the student receiving a demerit. Repeated violations will result in weekday detention.

Clothing in compliance with the JP II dress code must be purchased from Dennis Uniform Store either at the local store or online. Online ordering: www.dennisuniform.com. Our school's code is BAPJPH

Huntsville Store location:

3058 Leeman Ferry Rd. Suite F

Huntsville, AL 35801

Phone: 256-883-7887

National Customer Service: 1-800-854-6951

ALL students will be required to wear uniforms with the **St. John Paul II Catholic High School** logo. Uniforms containing **Pope John Paul II Catholic High School** emblems/logos are NOT within dress code guidelines and should not be worn.

REGULAR SCHOOL DAY UNIFORM – (FOR BOYS and GIRLS EXCEPT AS NOTED)

Item	Description	Instructions	Logo	Supplier
Belts	Plain / Brown or Black	Worn at all times with pants or shorts.	No	Any
Blouse (girls)	White ¾ sleeve	Buttoned. NO colored undergarments. White or flesh-colored camisole.	Yes	Dennis
Dress Shirt	White oxford cloth button down long or short sleeved	Tucked in at all times – belt must be visible. Solid white undershirt/camisole if desired. Buttoned – sleeves, top buttoned if wearing a tie.	Yes	Dennis
Pants	Khaki	Fit at waist, not sagging or dragging.	Dennis tag	Dennis
Polo shirt	White, black, green	Buttoned, tucked in. Solid school color t-shirt only underneath & sleeves no longer than polo sleeves.	Yes	Dennis
School Tie	Black & green	Tied	No	Dennis
Shoes	Solid black, brown, grey, or white Dress or casual shoes, including tennis shoes <u>No glitter or decorations/No plaid inserts on deck shoes</u>	Should be at or below the ankle, closed toed. No backless or sandals. Heel height not to exceed 1 inch. No moccasins or slippers. No Crocs. **DRESS SHOES REQUIRED FOR MASS (SEE POLICY)	Same colors	Any
Shorts	Khaki	No more than 2 inches above or below the knee.	Dennis tag	Dennis
Skirts (girls)	Plaid or black pleated	No more than 2 inches above or below the knee. NOT rolled at the waist.	No, but may have logo	Dennis
Socks	Solid White, Grey, or Black	No patterns. Ankle must be covered.	Same Colors	Any
Sweater or sweater vest	Black	Pullover v neck for <u>boys or girls</u> . Zip front for girls.	Yes	Dennis
Tights (girls)	White or Black Not sheer	No patterns or designs.	No	Any
(Optional items)				
Outerwear (Optional item)	Black Fleece Jacket		Yes	Dennis
Outerwear (Optional item)	Letterman Jacket	NOT to be worn INTO MASS.		FABC
Outerwear (Optional item)	Black Sport-Wick Fleece Jacket		Yes	Dennis

MASS OR OTHER LITURGICAL SERVICE UNIFORM (*INCLUDES RECONCILIATION DAYS*)

- **BOYS** – Khaki slacks, belt, white button down shirt, uniform tie. **NO SHORTS**
- **GIRLS** – black/plaid skirt, uniform slacks, white oxford cloth shirt or blouse.
- **DRESS SHOES**--brown, black, or tan leather or suede (no athletic-style) shoes that meet all other general shoe policy requirements.
- **Optional items:** black V-neck sweater, sweater vest, JPII varsity sweater or black blazer may be worn by girls and boys. Also for girls – black zip front sweater.
- **LETTERMAN JACKETS, NON-UNIFORM JACKETS, INCLUDING JPII SPIRIT WEAR ARE NOT TO BE WORN INTO MASS.**

PHYSICAL EDUCATION UNIFORMS

Required JPII PE clothing (as well as optional sweatpants & sweatshirts) is available from the Dennis Uniform store.

FASHION ACCESSORIES and GROOMING***Hair Grooming***

Anything that draws undue attention to the student and/or serves as a distraction is **NOT** allowed.

- Haircuts must be moderate. Hair should be clean and well-groomed at all times.
- No unnatural color dyes – no two-toned, extremely streaked, oddly bleached, colored, or decorated.
- No haircuts of unusual design – no grooved, lined, spiked, Mohawk, extreme bi-level or long strands hanging from any part of the head. For boys, no man buns; no shaved heads on girls.
- Boys' hair must be above the collar, above the eyebrows, and off the ears.
- Boys must be clean shaven (students who are not clean shaven will be sent to the office to shave).
- Boys' sideburns no longer than earlobes.

Head coverings and other considerations

No hats, scarves or sunglasses, stocking caps, sports headbands, bandanas, or scarves may be worn during the school day. Girls may wear headbands.

Jewelry

- Excessive accessories are not acceptable.
- Should be in good taste, not antireligious and not detract from uniform

Girls	Boys
Earrings: limited to 2 per ear . Drop not to exceed 1". NO barbell earrings, chains, or gauges.	NO earrings.
NO body piercings other than ears allowed.	NO body piercings allowed.
Necklaces: single strand not to exceed 20". No leather or jute or group necklaces.	Necklaces: single strand not to exceed 20". No leather or jute.

Make-up

Make-up for girls must be appropriate and may not be distracting, excessive or extreme. Boys may **not** wear make-up or nail polish.

Tattoos

Students are **not** permitted to have tattoos that are visible when the uniform is worn.

MEDICAL EXCUSE FOR OUT-OF-UNIFORM

A student **must** have a note **from a physician or the school athletic trainer** for any medical reason to be out-of-uniform, shoes included. The note must contain the length of time the student will be out-of-uniform. The student must wear the appropriate articles of the school uniform whenever possible. Parental requests for being out-of-uniform for medical reasons and/or exceptions to the dress code are handled by the Administration.

SPIRIT WEAR DAY DRESS

Spirit wear days (Fridays unless otherwise notified) are intended to celebrate and appreciate our school. Spirit Wear* refers to the top portion of the student uniform. Pants and shoes remain in uniform code. On spirit wear days, students may wear **official** St. John Paul II Catholic High School athletic/event/activity shirts.

*Spirit wear must be made exclusively/intentionally for/by our school. Clothing from tournaments and other activities must be approved by the administration.

DESIGNATED OUT-OF-UNIFORM DAYS

Clothing must be neat and clean and with no holes or frays. Clothing which demonstrates affiliation, involvement, or membership in groups or trends contrary to the values of the Catholic Church is prohibited. Clothing which promotes negative values, including, but not limited to: use of alcohol, tobacco, drugs, and/or violence, is also prohibited.

Dress worn on Out-of-Uniform Day **must** adhere to the following guidelines:

- No mini-skirts/dresses – only uniform skirt
- No shorts except school uniform shorts (no athletic shorts)
- No sweat pants, thermal underwear, pajamas or wind pants
- No spandex, jeggings, or leggings.
- No skin-tight apparel of any kind.
- No see-through or lingerie-type apparel
- No oversized/baggy slacks or jeans with holes.
- No strapless tops, spaghetti straps or tank tops.
- Midriffs may not be exposed. Shirts or tops that show the midriff when arms are raised above the head are prohibited.
- No inappropriate logos/writing, etc.
- Modest neckline-buttons must be as high as on uniform shirts and buttoned
 - Closed toe footwear only, boot heels not to exceed 1 inch.
 - Socks or hosiery must be worn.
 - Head covers such as hats or caps are not permitted.*

*During special activities (i.e., Homecoming, Catholic Schools Week, etc.) the administration may waive the restriction on head covers. Prior administration approval is required.

Extracurricular Activities

GENERAL GUIDELINES

Extracurricular activities should enhance the academic curriculum by providing all students opportunities to demonstrate talents or explore interests that might not have a place in the regular classroom. Each teacher who sponsors such an activity should set fees, requirements, and guidelines for participation. Students participating in clubs must meet the same eligibility requirements as athletes, as outlined in this Family Handbook. Some clubs may have dues associated with membership as assigned by the faculty sponsor.

NOTE: Proposals for new clubs must be submitted in writing using the form on the school website. These forms should be submitted to the front office for evaluation and submission to the Assistant Principal.

ATHLETICS

The athletic program is open to all students under the direction of the coaches and the Athletic Director. Rules for eligibility and participation are outlined in the Student Athlete Handbook. The school is a member of the Alabama High School Athletic Association and as such athletes must follow all rules of the AHSAA regarding eligibility & participation. Any questions regarding the Athletic Program may be directed to the Athletic Director.

OFF-CAMPUS and SPECIAL EVENTS (DANCES)

Dances and other social functions provide excellent social opportunities for our students. To maintain an atmosphere of Christian morals, the following regulations should guide behavior at such functions:

1. All school regulations must be observed.
2. JPII dances are open to JPII students only, unless otherwise designated. Should guests be allowed; students must follow procedures specified by the dance or event sponsor/coordinator.
3. Students must remain in the areas designated for the dance, until they are ready to leave for the evening. Students leaving a school-sponsored dance before the designated end will be required to sign out before leaving and may not return.
4. Dances sponsored by JPII officially start and end at a designated time. Students must make arrangements to be picked up no later than that time.

Financial Affairs

FINANCE POLICY

Tuition, fees, and assessments are contracted financial obligations entered into by the parents/guardians upon the registration of their students. When a student registers at JPPI, we hold a place for that student. We commit resources, plan staffing and design programs based on the number of registered students, thus the school depends on the timely payment of **ALL** financial obligations for each student. **These obligations continue even if the school building is required to close under extenuating circumstances (pandemic, weather event, etc.).**

TUITION & FEE SCHEDULE

FEE	AMOUNT
Tuition	\$10,400
Enrollment Fee	\$325
Facilities Fee	\$300
Instructional Materials Fee	\$200
One-time Admission Fee	\$60
Senior Fee	\$150
High School Sports Fee*	Varies by sport
Middle School Sports Fee*	Varies by sport

Discounts offered:

Family Discount:

- With second child: \$1,000
- With third child: \$2,000
- With fourth child: \$3,000
- With fifth child: \$4,000

Prompt Payment Discount:

(payment by check of FACTS)

- Year Payment: \$300
- Semester Payment: \$200

Discounts may not exceed total of tuition/fees

One Family Discount per family

OTHER FEES (BASED ON STUDENT PARTICIPATION, ENROLLMENT OR PURCHASE)

FEE	AMOUNT & DUE DATE	PURPOSE
AP Exam Fee	Fee is per exam and is set by the College Board	Covers the cost of the Exam
Parking Permit Fee	\$40	Assigned parking space & tag
Schedule Change Fee	\$50	Covers the cost of course changes
Official Transcript	\$5 due when requested	Covers the cost of materials/postage

Course-specific fees as listed in the JPPI Course Catalog should be on the course syllabus provided by the appropriate teacher.

TUITION PAYMENT

JPII has partnered with FACTS Tuition Management Company to manage our tuition payment program. **All families must enroll in FACTS.** Payment options are listed below. (Any payment arrangements other than paying through FACTS must be set up through the Bookkeeper.)

FACTS accepts payments via ACH from checking or savings accounts. These draft plans are assessed a yearly fee. FACTS will also arrange to draft credit cards though a convenience fee is charged for credit card drafts. Tuition for the upcoming school year not paid through FACTS is due **IN FULL** by July 1.

JPII offers several payment options through FACTS:

- Option 1: Single Payment: Payment for full year drafted in July
- Option 2: Semester Payments: Equal payments drafted in July & December
- Option 3: Eleven Monthly Payments: Equal payments drafted on the 5th, 15th, or 20th of the month – July – May

To make modifications to a FACTS agreement during the school year, you must notify the business office five business days in advance of the scheduled payment draft.

TUITION ASSISTANCE

A limited amount of funding is available for tuition assistance for students. In order to be considered for tuition assistance, a completed Financial Aid Application must be submitted via the FACTS Management Grant & Aid Applicant website: <https://online.factsmgt.com/aid>.

- FACTS Grant & Aid verifies the financial aid application (all applicant information provided is confidential and secure at FACTS MGMT).
 - *ALL Financial aid supporting documents MUST be submitted with the application for the application to be complete.*
- A FACTS Grant & Aid recommendation is sent to the school for consideration.
- A committee will review the FACTS recommendation
- Individuals will be notified in writing of the JPII financial aid committee's decision.

JPII-funded financial aid **must be applied for annually.** Funds available are limited and are needs-based.)

There is a fee charged through FACTS Grant & Aid for the financial aid application.

Grant & Aid application and notification schedules are publicized each year on the JPII school website.

Eligibility is contingent upon satisfactory conduct as determined by the school and the maintenance of a minimum GPA of 2.0. **Parents receiving tuition assistance may not receive additional tuition discounts or breaks.**

Late applicants will be accepted throughout the year based on need; however, there is no guarantee that there will be funds available.

UNPAID FINANCIAL OBLIGATIONS

At any time if a family discovers that they may incur a delinquency with regard to tuition and other fees, the family must contact the Business Office and/or the Headmaster immediately.

Any family whose account is unpaid for 2 months, is required to contact the Business Office to schedule a meeting with the accountant and the Headmaster to discuss the family's financial situation and terms of payment.

If the terms of the tuition agreement are not met and any other incurred fees are delinquent and no specific arrangements are made for payment the following will be withheld or denied until all financial obligations have been satisfied.

- Registration for the following school year
- Report cards & diplomas
- Access to FACTS SIS
- Semester/final exams and AP exams
- Participation in athletics and extracurricular activities

It is the expectation of JPPI to have all tuition and fees paid in full no later than the last day of school in May.

RETURNED CHECK POLICY

A fee of \$30.00 will be assessed for checks returned unpaid for any reason.

CONTINUED ENROLLMENT

Registration begins in late January each year. Enrollment fee per student is non-refundable. Families register online through their FACTS SIS accounts. Registration is not complete until all paperwork and fees are received.

TEXTBOOK USAGE FEES

All textbooks returned in original condition, less normal wear and tear, will not incur a charge. Books returned in damaged condition will incur a charge proportional to the damage.

Unreturned textbooks will incur a charge equal to the current replacement cost. Textbooks will be evaluated in May, and parents will be informed of any fees due by invoice.

WITHDRAWAL POLICY

Parents of students who are withdrawing from JPPI are expected to officially notify the school by communicating with the Admissions office. No transcripts/records will be forwarded to any school until **all financial obligations have been met** and any personal check payments have cleared the bank. For immediate transcript release, balances greater than \$100.00 must be paid by cash, money order or cashier's check. In addition, all textbooks, library books, athletic equipment and any other items belonging to JPPI must be returned or the cost of replacement will be assessed.

Students who withdraw as well as those who are dismissed or expelled from JPPI during the school year may be eligible for a partial refund of tuition. Course fees, any activity fees, and registration fees are nonrefundable.

Refunds will be granted as follows:

In all cases if a student attends school for one (1) day of a month, then the full month's tuition is due.

1. **Tuition paid in full** – Tuition owed will be prorated by month, beginning in July, to the month of withdrawal (in full month increments). Any unused tuition will be refunded.
2. **Monthly Draft** – Tuition owed will be prorated by month, beginning in July, through the month of withdrawal. The bank draft will end the month following the student's withdrawal.

For refunding purposes, financial aid is considered to be credited on a monthly basis. Financial aid will only be used to offset the cost of tuition of the last month enrolled.

Fundraising

All School Functions

This procedure/policy is applicable to all St. John Paul II Catholic High School (JPPII) employees and other stakeholders, who plan, initiate, implement, and otherwise participate in fundraising activities on behalf of the school.

1. All fundraising activities must have the approval of the President or his/her designee. Unauthorized fundraising is not permitted at St. John Paul II Catholic High School. If any unauthorized fundraising occurs, all proceeds will go toward the annual fund.
2. Financial priorities should be in consultation with the mission, vision, and learning objectives of JPPII and in consultation with publicly available data of total spending per student.
3. It is expected that fundraising be attentive to the less fortunate by giving a tithe (10%) of the proceeds to a charity approved by the President.
4. Fundraising goals set by individual teams, organizations and clubs WILL address the JPPII mission by demonstrating the relationship of the fundraising activity to the school's mission, Gospel values, vision and learning objectives.
5. Fundraising goals will be generated by the President, Headmaster, the Athletic Director and the respective leaders of specific teams, organizations and clubs to address a gap between school-budgeted funds and unbudgeted financial priorities deemed necessary to be competitive in academics, arts, and athletics.
6. Fundraising goals must be categorized as unbudgeted operations (including special clothing, uniforms, supplies, travel and equipment), or capital facility improvement.
7. Team fundraising goals will need to be carefully considered as it will be difficult to fundraise for an unbudgeted requirement and for a facility improvement at the same time.
8. *Long term goals can be developed to build capacity or make significant capital improvements consistent with the long range development program of the school.*
9. All purchases will be done by submitting a purchase requisition for approval. If the purchase requisition is approved, an assigned school purchase order will be issued. Items and/or services may NOT be purchased without a purchase order number. The bookkeeper will be responsible for buying materials requested by school staff.
10. Petty cash can be used for purchases \$25.00 and under and will be dispersed by the Bookkeeper.

APPENDIX A

DIOCESAN POLICIES REGARDING CONDUCT

Weapons – Diocese of Birmingham Catholic Schools Policy 4600

It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school-owned vehicle, or during any school-sponsored trip or activity.

- For the purpose of this policy, a “dangerous weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being is a dangerous weapon. Dangerous weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, butterfly knife, clubs, nunchakus, brass knuckles, stun guns, and Billy clubs. Facsimiles of dangerous weapons used in a threatening fashion are subject to this policy.

Students found possessing a dangerous weapon will be subject to expulsion or suspension, for a period of not less than one calendar year, according to Diocese of Birmingham in Alabama Catholic Schools Suspension and Expulsion Appeals Process.

The Headmaster of the school may modify this expulsion or suspension for a period of not less than one calendar year requirement on a case by case basis with the permission of the Director of Catholic Schools.

The Headmaster of the school should immediately notify the Director of Catholic Schools of any violation of this policy.

Alcohol, Drugs and Tobacco – Diocesan Policy 4500.1

It is strictly forbidden for any student to use, possess, or distribute drugs and alcohol, including, but not limited to, tobacco, cigar-type items, marijuana, stimulants, depressants, hallucinogens, opiates, inhalants, mind-altering substances, drug or smoking paraphernalia, or controlled substances as defined by federal and/or state law, for which the student has no prescription(s) from a duly recognized medical authority or use of another person’s prescription on school premises, in a school-owned vehicle, or during any school sponsored trip or activity. Students found using or possessing alcohol or drugs or who arrive at school or any school function under the influence of drugs or alcohol shall be subject to disciplinary action as outlined by the school’s policies and regulations.

Searches

In an effort to maintain a safe school environment, administrators may authorize random searches (by school personnel or local authorities) of students, their personal belongings, lockers, and personal vehicles. The Administration may also authorize random medical evaluations at the school’s expense. If a school official suspects that a student has violated the policy regarding the possession, use and distribution of alcohol, drugs and tobacco or may be associated with anyone who has, the school Administrator will respond appropriately. For suspected possession, use and/or distribution of a controlled substance, the school has the legal responsibility to notify appropriate law enforcement personnel.

School Administrators may:

- Search a student's locker, personal belongings and/or vehicle;
- Require medical evaluation at a designated facility at the school's expense;
- Require additional medical evaluations at the parents' expense if the initial one is positive;
- Require individual and/or family counseling, as needed.

Defamation

In order to protect each student as well as employees and the institution itself, each student enrolled in a Diocese of Birmingham Catholic School is expected to treat the good name and reputation of each of the above with dignity and respect. The same is expected of each parent/guardian of a student enrolled in our schools. Public defamation of any student, employee, or Catholic school by a student or parent/guardian is serious, whether this be done orally, in writing, via email, or on the web, and whether it is done on a school computer or personal property and on school time or not. Therefore, any student or parent/guardian found to be participating in any defamatory activity will be subject to disciplinary/responsive action by the school. This could include expulsion of the student, whether the action is by the student and/or his/her parent/guardian.

Harassment

St. John Paul II Catholic School is committed to ensuring that faculty, staff and students have a working and learning environment that is free from discriminatory intimidation, insult, ridicule or other forms of harassment. Any harassment that is based on race, color, gender, national origin, age or disability is unlawful under both federal and state law. Any student who believes he/she has been subjected to unwelcome conduct (that which may be intimidating, harassing, hostile, abusive, or offensive) should immediately report the incident to the school counselor, administrator, teacher or other staff member. The administrator will promptly conduct an investigation of the complaint. To the fullest extent possible, St. John Paul II Catholic High School will keep the complaint, the investigation of the complaint, and the results of the investigation confidential.

Bullying Policy

The Diocese of Birmingham is committed to providing a safe and respectful environment in its schools. Bullying, which involves an imbalance of power or strength, is repeated aggressive behavior that may include physical, verbal, racial, sexual, or emotional intimidation. This includes cyber-bullying, which is defined as destroying or smearing a person's reputation through the use of internet connected or other electronic devices. Any and all witnessed or reported incidents will be addressed. Students involved in bullying or harassment shall be subject to disciplinary action as outlined by the local school's handbook or policy statement. (Diocesan School Board Policy 4701)

APPENDIX B

ELECTRONIC COMMUNICATION WITH MINORS – Diocese of Birmingham Catholic Schools Policy 4702

Policy Adopted: October 2014

Preface

All Catholic school personnel who are employed by the Diocese of Birmingham or serve as volunteers in our schools must follow the guidelines in the *Diocese of Birmingham Policy for Electronic Communication with Minors*.

- 1.0 For purposes of this policy, the following definitions apply:
 - 1.1 School Social Media Website (here-in-after “School Media”) A social network page, blog or internet website/tool created by an employee, cleric or volunteer for which the purpose is to conduct official school business.
 - 1.2 Personal Social Media Website (here-in-after “Personal Media”) A social network page, blog or internet website/tool created by an employee, cleric or volunteer for which the purpose is to share personal communication with family, friends and/or associates.
 - 1.3 Web-based Educational Applications Websites that facilitate interaction with educational information specific to academic instruction such as YouTube, Mathletics, Google Apps, Wikispaces and any other student/teacher sign on products.
 - 1.4 Other Electronic Communication Electronic communication technologies that are not defined as Social Media. Examples include: cell phones, landline telephone, email, texting, video conferencing, etc.
- 2.0 When communicating with minors using School Media, Personal Media, Web Based Educational Applications or Other Electronic Communication, it should be noted that:
 - 2.1 The purpose of such communication is to provide information and/or comments related to school work or event(s) and not for socialization or other personal interaction.
 - 2.2 Counseling of minors through such communication methods is not permitted.
 - 2.3 Parents must be notified of the methods of communication that are used in each school and must be granted access to participate in such communications. Parents should have student access codes to all school-based accounts at any time.
 - 2.4 School Media websites may not be used to communicate with minors below the age of 19 unless parents have equal access. Personal Media websites must not be used for official school communication. This includes but is not limited to Facebook, Twitter, Snapchat, Vine, Google Circle, Linked In, and photo sharing apps.

-
- 2.5 Teachers may use “closed” web based educational applications with students. A closed system cannot be accessed without being a member of a group and usually requires ID entry that is validated by the server and the content filter. Such use requires administrative approval and monitoring by two school faculty members.
 - 2.6 There must be at least two adults with administrative rights for each school media account used for school communication.
 - 2.7 If a school media site is to be used, the administrators must create a group that both minors and adults can join and interact without allowing full access to one another’s profile.
 - 2.8 Personal media websites and other electronic communication may not be used to communicate with an individual minor within one’s school. In unusual cases where a response is needed, one must copy the response to another adult within the school and maintain a copy of the message.
 - 2.9 Acceptable hours of communication with minors via other electronic communication shall be between 7:00am and 9:00pm. Communication outside of these acceptable hours may be used only in emergency situations or to communicate time sensitive information related to the school or a school related event. Communications via other electronic communication should be to a group rather than to individual minors, where practical.
 - 2.10 The depiction of minors in photos or videos on school media sites may only be used with parental permission.
 - 2.11 The Diocese considers each and every Diocesan employee as a representative of the Diocese of Birmingham in Alabama. Consequently, the Diocese expects its employees to be cognizant of this most important responsibility and conduct their lives, both professional and private, in accordance with the teachings, beliefs and spirit of the Roman Catholic Church. Any information on an employee’s social media website that causes embarrassment to the Diocese must be avoided. Diocesan trademarks or logos can’t be used on personal website.

APPENDIX C

JPII Suspension and Expulsion Appeals Process

It is the expectation of the Diocesan Catholic Schools that students will develop a Catholic philosophy of discipline and behave according to the policies, rules and regulations of the school. When these are violated, the schools will impose reasonable disciplinary measures within the established authority of the school so that students are treated with fairness and firmness. The classroom teacher is the primary disciplinarian in the classroom. When it is deemed necessary for the classroom teacher to take extraordinary disciplinary action, the behavior of the student and the recommended action will be reviewed by the person responsible for student disciplinary records and knowledgeable of school policy and implications. This person will probably be the Assistant Principal or Headmaster. After a thorough investigation is conducted, and it is determined that more severe punishment is appropriate, such as suspension or expulsion, the following procedures will apply.

Suspension

When it becomes necessary to suspend a student because of a disciplinary problem or a violation of a major school regulation, the appropriate school authority will notify the student and parents immediately by telephone and in writing within three school days. The appropriate authority could be the Dean of Students, Assistant Principal or the Headmaster. An appeal of the decision to suspend must be made to the Headmaster within three school days of notification. The final decision will be made by the Headmaster.

Expulsion

For serious disciplinary reasons and/or violations of major school regulations a student may be expelled from school after the Headmaster has met with the student and his/her parents. A written notice of expulsion will be sent to the parents within three school days after this meeting. Expulsions may be appealed to the Headmaster by the student and/or parents within three school days after the meeting with the parents. If there is cause for further review, a written appeal may be made through the Headmaster to a Review Committee of the local school board. The Committee will consider the application of school policy as indicated in the school handbook and determine that the decision to expel was not capricious or arbitrary. An Appeals Process Coordinator will be appointed by the Superintendent to assist the students/parents in writing up the appeal and in documenting the findings and actions of the school.

The Review Committee will meet within ten school days after notification and will make a recommendation to the Superintendent within five school days. Neither side may be represented by legal counsel.

Within five school days after receiving the recommendation, the Superintendent will communicate the decision to the parents in writing. If the Superintendent does not agree with the Review Committee, he/she will meet with the committee to resolve differences. The decision of the Committee is final.

Records are kept on all proceedings.

APPENDIX D

Student Drug Testing Policy

As a way to convey our Church's teaching on the dignity of the human person, foster a commitment to a healthy lifestyle among our student body, and support the Diocesan Alcohol, Drug, and Tobacco Policy (see p. 54), JPII has adopted the following policy and student drug testing program.

Policy: It is strictly forbidden for any student, enrolled at JPII, to use drugs, including but not limited to, marijuana, stimulants, depressants, hallucinogens, opiates, inhalants, mind-altering substances, or any controlled substance as defined by federal and/or state law, for which the student has no prescription(s) from a duly recognized medical authority.

Process: JPII strives to maintain a safe, healthy, and productive learning environment free of substance abuse. By accepting admission to JPII, parents/guardians and students assume the responsibility for cooperating with school officials regarding the drug testing program.

All students enrolled at JPII for the 2022-2023 academic year will be tested under this program in the fall of 2022. Thereafter, students will be tested on a random basis throughout the school year or may be tested when there is a reasonable suspicion that a student has violated the terms or conditions of this policy. On a periodic basis and without prior notice, students will be selected to submit to testing. Since this selection is random, some students may be selected more than once during a school year (no more than three times), and other students may not be tested at all. A prior negative test result does not exempt a student from future testing. All transfer students, when they enroll at JPII, will be required to be tested within three months of enrollment.

On each testing day selected by the administration, students whose numbers are selected for testing will be required to report to the place at the school designated for collection activities by the testing facilitator. The facilitator will remove at least 3.9 centimeters (approximately one and one half inches) of hair from the student. Hair can be collected from several locations on the head. Body hair from the arm, leg, or chest in males may be used as an alternative to cranial hair. The sample will be placed into a receptacle provided by the testing laboratory with the root end clearly marked. The student will initial the storage receptacle. An adhesive, tamper proof strip will be placed over a second storage receptacle. JPII will send the samples, by overnight delivery, to the testing laboratory at the end of the school day. The testing laboratory shall conduct tests on the samples collected in accordance with federally established procedures. The testing laboratory shall report any sample that is adulterated, contaminated, unreadable, not authentic, or otherwise impossible to analyze properly to the Headmaster, or to such other person as he designates, who shall meet with the student and/or the facilitator and ask for an explanation. If a satisfactory explanation is provided, a new test may be performed at the discretion of the Headmaster. If a satisfactory explanation is not provided, administration may recommend rehabilitation and/or impose discipline in accordance with this program.

Consequences: If a student tests positive, the Headmaster shall meet with the student and his or her parent, and shall inform them that a second test may be conducted at the student's expense. If the student or his or her parent desires a second confirmatory test, he or she shall submit a written request to the Headmaster for retest no later than five (5) days after being informed of the initial test results.

If a student tests positive, they will serve an out-of-school suspension, the length of which will be determined at the discretion of the administration. JPII requires any student with a substance abuse problem to seek counseling or treatment. JPII will make available to students and parents information concerning the availability of alcohol and abuse counseling and rehabilitation.

Participation in those programs will be at the parents' expense.

The student will be allowed to remain at JPII for a probationary period of ninety (90) days after being notified that the test was positive. After the expiration of the ninety (90) day probationary period, the student will be retested, at a date to be determined solely by the Headmaster. The same testing procedures as the initial test procedure will be used for the retesting. If the student then tests positive, he or she will be dismissed from JPII.

COVID-19 Acknowledgment and Liability Waiver

Introduction:

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious. The school intends to follow federal, state and local standards of conduct and has put in place reasonable preventative measures to reduce the spread of the virus. However, even though such standards will be followed, and reasonable measures put into place, we cannot guarantee that you or your child will not become infected with COVID-19. Further, attending school and participating in activities associated with the school could increase your risk of you or your child contracting the disease.

Acknowledgment:

By permitting your child's attendance at school and/or participating in school activities you acknowledge the contagious nature of COVID-19 and that your child may be exposed to or infected by COVID-19 and that such exposure or infection may result in injury, illness, disability, or death. You acknowledge too that the risk of becoming exposed to or infected by COVID-19 at school may result from the actions, omissions, or negligence of yourself or others, including, but not limited to, school employees and volunteers.

Further, in an effort to reduce the risk to your child, you agree that you will take your child's temperature daily and will not take him or her to school should the temperature exceed 100 degrees. You agree that you will instruct and continue to instruct your child about the hazards of the virus, social distancing protocols and proper virus prevention hygiene practices.¹ You agree that you will continue to monitor your child's health and wellbeing, and will have him or her tested whenever it appears that he or she may have become infected with COVID-19. Should that happen you agree that you will quarantine your child and notify the school officials. You understand and agree that delivering your child to school is confirmation that you have followed federal, state and local directives, instructions provided herein above and that you have answered the daily screening questionnaire(s) truthfully.

Waiver:

With an understanding of the risks involved, I further agree on behalf of myself, my child(ren), my spouse, our heirs, successors, and assigns, to release, indemnify, hold harmless, and defend the school, Diocese of Birmingham in Alabama, their teachers, staff, administration, employees, agents and representatives ("indemnitees") associated with the school arising from or in connection with any negligent act or omission of the indemnitees' in relation to prevention of the spread of the COVID-19 virus only.

I SPECIFICALLY UNDERSTAND AND ACKNOWLEDGE THAT I AM AGREEING TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE INDEMNITEES' FROM THEIR OWN NEGLIGENCE IN REGARD TO THE INDEMNITEES' NEGLIGENT ACTION AND/OR INACTION IN REGARD TO PROTECTION AGAINST THE COVID-19 VIRUS.

Student(s) Name(s) _____ Signature _____

Parent/Guardian _____ Date _____

¹ Proper virus prevention hygiene includes regular and thorough washing of hands with anti-bacterial soap and hot water for at least 20 seconds; regular use of alcohol-based hand sanitizer after touching surfaces within the school and in situations where handwashing is not available; and refraining from touching the face area.

St. John Paul II Catholic High School

Educational Contract

2023-2024 Family Handbook Acknowledgment

We have read and understand the St. John Paul II Catholic High School *2023-2024 Family Handbook* and agree to observe the policies and procedures it contains.

Parents and students are asked to make special note of the policies regarding:

- | | |
|--|--|
| <ul style="list-style-type: none"> ● Attendance ● Code of Conduct ● Electronic Device Usage | <ul style="list-style-type: none"> ● Student Drug Testing ● Technology Usage ● Uniform Dress Code |
|--|--|

Social Media Parent Agreement

As a parent/guardian, I recognize that the use of the Internet comes with a corresponding responsibility to use it wisely, both for myself and my child. I also recognize that sending my child to a Catholic school is a privilege that comes with a corresponding duty to act in a Christian way toward others. I therefore pledge to refrain from using the internet in any way that might disparage the school's administration, staff or coaches. If I have an issue with school personnel, I will take my concerns directly to the school's administration and not publicly broadcast vile, hateful or disparaging remarks about the administration, staff or coaches. Publicly broadcasting any such remarks is an indication of my intent to withdraw my child or children from the school and the Headmaster has my permission to act accordingly.

Photography/Video Release

I (We) do hereby consent and authorize the release, publication, dissemination, distribution, use and/or reproduction of any and all photographs taken of my (our) child during his/her enrollment at St. John Paul II Catholic High School by an employee, agent, or representative of the Diocese of Birmingham/Office of Catholic Education or independent contractor. This release and authorization acknowledges that all photographic proofs, photographic negatives, positives, and prints shall constitute the property of the Diocese of Birmingham/Office of Catholic Education and may be used by the Diocese of Birmingham/Office of Catholic Education for any purpose determined at its discretion, including but not limited to development/fundraising and promotional publications, without further notice or any compensations to me or my child.

- I do not consent to have my child photographed (student's photograph will not be included in any school publications, including but not limited to, yearbook, athletic media guides, etc.). Student will be photographed for school ID and student database usage.
- I consent to have my child photographed.

****By signing below, the student(s) and parents/guardians agree(s) to abide by the JPPII Honor Code.**

Student(s) Printed Name(s)	Student(s) Signature(s)	Grade(s)	Please Check One
			<input type="checkbox"/> Windows OS <input type="checkbox"/> MAC OS
			<input type="checkbox"/> Windows OS <input type="checkbox"/> MAC OS
			<input type="checkbox"/> Windows OS <input type="checkbox"/> MAC OS

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Please sign and return to the front office

FAMILY SCHOOL AGREEMENT (2023-2024) DIOCESE OF BIRMINGHAM

The purpose of Catholic education is the formation of young people who will be good citizens of this world—loving God and neighbor and enriching society with the leaven of the Gospel—and who will also be citizens of the world to come, thus fulfilling their destiny to become saints. This is all done in an environment of academic excellence, where students learn how to become intentional, missionary disciples of Jesus Christ, grow in virtue and holiness, share the Good News of Christ's love with others, and join in the Catholic Christian community of the school. This Family-School Agreement is intended to further these purposes. Catholic schools in the Diocese of Birmingham are open to all students; however, we are first and foremost Catholic.

When enrolling their child(ren) in a Catholic school in the Diocese of Birmingham, parent(s) or legal guardian(s) (hereafter, “parents”) are asked to sign the Family-School Agreement. In signing the Family-School Agreement, it is understood that:

- a. All children are welcome in the Catholic schools in the Diocese of Birmingham. As part of enrollment, parents must sign the Family-School Agreement.
- b. Our schools exist to pass on the Catholic faith in its fullness to students and to form disciples of Jesus Christ. Parents and schools are partners in this mission; parents are expected to cooperate fully in it and shall supervise their children in accordance with this agreement.
- c. As partners in this mission, students and their parents are all part of the school community. As such, students and their parents agree to live their lives in a way that supports, rather than opposes, the mission of the school.

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness. Parents whose religious practices and beliefs run counter to Church teaching might experience conflicts as we maintain mission integrity. Sincere questioning of the practices and doctrines of the Catholic faith—whether by students or their parents—in order to more deeply understand them are welcome; but openly hostile or persistent defiance of Catholic truths or morality are a violation of the Family-School Agreement and may result in denial of admission or dismissal from the school.

As parents/guardians, we ask St. John Paul II Catholic High School to help us in educating and forming our child(ren). We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness. Our intention is to respect and cooperate with school policies and with those providing a Catholic-based education to our child(ren)—the priests, principal, teachers, parishioners, and all school personnel. We pledge our full cooperation with the school to prepare our child(ren) to be disciple(s) of Jesus Christ. We will make every effort to supervise our child(ren) in accordance with this agreement.

Father/Legal Guardian Signature _____ Date _____

Mother/Legal Guardian Signature _____ Date _____

Name(s) of Child(ren)/Grades: _____

St. John Paul II Catholic High School accepts your request and commitment for a Catholic education and formation for your child(ren). We acknowledge our obligation to assist you in your responsibility of educating your child(ren). We will make our best effort to form your child(ren) as disciple(s) of Jesus Christ, according to the teachings of the Catholic Church.

Principal's Signature: _____ Date _____

Diócesis de Birmingham en Alabama

2121 3rd Avenue North (35203)
Apartado postal 12047
Birmingham, Alabama 35202-2047
O: 205-838-8322 F: 205-836-1910

Acuerdo familia-escuela

El propósito de la educación católica es la formación de jóvenes que serán buenos ciudadanos de este mundo, amando a Dios y al prójimo; enriqueciendo a la sociedad con la levadura del Evangelio, y que también serán ciudadanos del mundo venidero, cumpliendo así su destino de llegar a ser santos. Todo esto se hace en un ambiente de excelencia académica, donde los estudiantes aprenden cómo convertirse intencionalmente en discípulos y misioneros de Jesucristo, crecer en virtud y santidad, compartir la Buena Nueva del amor de Cristo con los demás y unirse a la comunidad cristiana católica del colegio. Este Acuerdo entre la familia y la escuela está destinado a promover estos propósitos. Las escuelas católicas de la Diócesis de Birmingham están abiertas a todos los estudiantes; sin embargo, somos ante todo católicos.

Al inscribir a sus hijos en una escuela católica en la Diócesis de Birmingham, se les pide a los padres o tutores legales (en adelante, "padres") que firmen el Acuerdo Familia-Escuela. Al firmar el Acuerdo Familia-Escuela, se entiende que:

- a. Todos los niños son bienvenidos en las escuelas católicas de la Diócesis de Birmingham. Como parte de la inscripción, los padres deben firmar el Acuerdo entre la familia y la escuela.
- b. Nuestras escuelas existen para transmitir la fe católica en su plenitud a los estudiantes y para formar discípulos de Jesucristo. Los padres y las escuelas están juntos en esta misión; Se espera que los padres cooperen plenamente y supervisen a sus hijos de acuerdo con este acuerdo.
- c. Como aliados en esta misión, los estudiantes y sus padres son parte de la comunidad escolar. Como tal, los estudiantes y sus padres acuerdan vivir sus vidas de una manera que apoye, en lugar de oponerse, a la misión de la escuela.

La escuela ejerce con alegría su responsabilidad de enseñar la fe y la moral católicas en toda su plenitud. Los padres cuyas prácticas y creencias religiosas van en contra de las enseñanzas de la Iglesia pueden experimentar conflictos mientras mantenemos la integridad de la misión. Se agradece el cuestionamiento sincero de las prácticas y doctrinas de la fe católica, ya sea por parte de los estudiantes o de sus padres, con el fin de comprenderlas profundamente; pero el desafío abiertamente hostil o persistente de las verdades católicas o la moralidad es una violación del Acuerdo Familia-Escuela y puede resultar en la denegación de admisión o expulsión de la escuela.

Acuerdo Familia-Escuela 2023-2024 Diócesis de Birmingham

Como padres / tutores, le pedimos a _____ [inserte el nombre de la escuela] _____ que nos ayude a educar y formar a nuestros hijos. Entendemos y estamos de acuerdo en que a nuestros hijos se les enseñarán las enseñanzas de la Iglesia Católica en su totalidad. Nuestra intención es respetar y cooperar con las políticas de la escuela y con aquellos que brindan una educación católica a nuestros hijos: los sacerdotes, el director, los maestros, los feligreses y todo el personal de la escuela. Prometemos nuestra total cooperación con la escuela para preparar a nuestros hijos para que sean discípulos de Jesucristo. Haremos todo lo posible para supervisar a nuestros hijos de acuerdo con este acuerdo.

Nombre del padre / tutor legal

Firma:

Nombre de la madre / tutor legal

Firma:

Nombre (s) del niño (s):

Grado:

_____ [inserte el nombre de la escuela] _____ acepta su solicitud y compromiso de una educación y formación católica para su (s) hijo (s). Reconocemos nuestra obligación de ayudarlo en su responsabilidad de educar a sus hijos. Haremos nuestro mejor esfuerzo para formar a su (s) hijo (s) como discípulos de Jesucristo, de acuerdo con las enseñanzas de la Iglesia Católica.

Firma del director: _____ Fecha: _____



PARENTS PERMISSION AND INDEMNITY

We the undersigned, being the parents of _____, who is _____ years of age, and a student at *St. John Paul II Catholic High School* (hereinafter the **School**) hereby give our consent for him/her to attend any field trips, sporting events, or other activities sponsored by the School, scheduled to take place during the school year 20____ – 20____, at locations other than the School campus itself. We consent to and authorize our child being transported to and from each activity in (a) private vehicle driven by a parent, teacher, or other adult approved by the School or (b) in a commercial bus or other public conveyance arranged for by the School.

In the event of injury during the activity, including transportation to and from the activity, we hereby give our consent for any emergency medical care (including surgery) deemed medically necessary for the care of our child by a duly licensed physician. This emergency medical care may be given under whatever conditions may exist, to preserve the life, limb, or well-being of our child.

We have adequate medical and hospital insurance in case of injury to our child while being transported to and from or while participating in the off-campus activity. The name of our medical/hospital insurance company is _____

Contract # _____

Telephone # _____

Further, in consideration of the owner or driver of the private vehicle transporting our child to or from the activity, and in consideration of the School undertaking to provide for said activity for the benefit of the students, including our child, we hereby agree to forever indemnify, hold-harmless and defend the owner and driver, _____ Catholic Parish, _____, its member, officers, and directors; and, *St. John Paul II Catholic High School*, and its principal, teachers, employees, and agents from any and all claims, demands, actions and causes of action, arising out of or pertaining to any bodily injury or death sustained by our child in an accident occurring during the course of the activity authorized by the School including transportation to and from the activity, and including any emergency medical or surgical treatment for our child, whether or not said claim demand, action or suit is based on, or alleged to be based on, in whole or in part, the negligence, or other similar conduct of the owner and/or driver of said private vehicle. This indemnity applies, in all events, to the extent that any such injury, damage, illness, or death to our child is not covered by applicable and enforceable liability insurance available to us as parents. We assume all risks and hazards incidental to or attendant with our child's participation in said activity, and in each phase of it.

Witness our hands and seals, this the _____ day of _____ 20_____.

WITNESSES: (can be neighbors, relatives, etc.)

Witness Signature

Parent Signature

[Address]

Witness Signature

Parent Signature

[Address]