

Pope  
**John Paul II**  
HIGH SCHOOL



**FAITH LEADS US BEYOND OURSELVES**

**2017-2018**

**Parent/Student Handbook**

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## *I. Message from the Headmaster to Students*

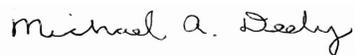
Dear JPII Students,

I welcome you to Pope John Paul II High School, one of the finest Catholic high schools in the country. In our short history we have accomplished so much and have gained considerable praise for our Innov8 program, which has redefined the role of STEM programs and internships in Catholic education. We always seek to provide our students and their families with the best education possible grounded in our love for, and faith in, God. Our teachers, coaches, staff, board trustees, parents, and diocesan leaders are partners in a great mission that helps transform the lives of our students so they can have a positive influence on God's world. We thank you for being part of this great school and we are looking forward to making every day at JPII a great day to be a Knight.

Our handbook outlines our curriculum, our program, and our policies. It is a tool to show you the possibilities of seeking new challenges, taking risks, and trying new things. A good education teaches you how to overcome obstacles and not avoid them. At JPII we help and support students to go "beyond themselves" and be part of something bigger. Our policies help us live within a community to make it better. Take time to go through the handbook and understand our community so you may thrive here and find joy in your time as a Knight.

May God bless you throughout the year and know you always have my support.

Sincerely in Christ,



Michael A. Deely  
*Headmaster*

## History

Pope John Paul II High School was founded in 2002 by the diocese of Nashville under Bishop Edward Kmiec, now the retired bishop of Buffalo, NY. We opened that year with two grades, ninth and tenth, and added an additional grade each year, becoming a full 9-12 school in 2004-2005. The majority of the student body lives in Sumner or Davidson counties, but there is a strong regional draw, with students hailing from ten different counties, fifty-six different zip codes, and two states. Mr. Hans Broekman was the school's first headmaster and led the school until 2008, followed by Mr. Faustin Weber from 2008-2015, and is now led by Mr. Mike Deely. The school is currently comprised of sixty-five full time faculty and staff, with approximately 555 students.

## Mission Statement

Inspired by Faith, Pope John Paul II High School prepares students to be strong in mind, body, character, and spirit for lives of learning and service according to the Gospel

## THE KNIGHTS' QUEST

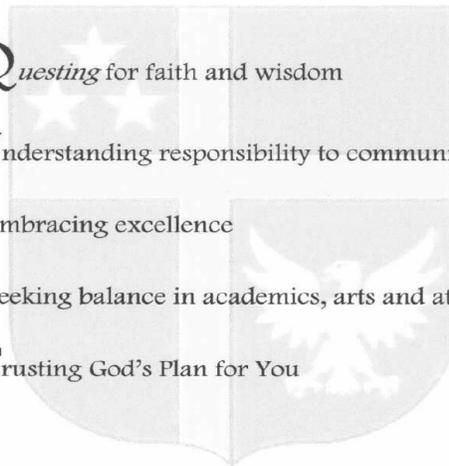
**Q**uesting for faith and wisdom

**U**nderstanding responsibility to community

**E**mbracing excellence

**S**eeking balance in academics, arts and athletics

**T**rusting God's Plan for You



**School Philosophy**

High school is a time of discovery, a chance for students to explore their talents and find out what they truly enjoy doing. We hope students will embrace our school's Renaissance ideal. We want them to become scholars and people of faith dedicated to the service of others. But we also want them to develop their talents as musicians, artists, orators, thespians, and athletes. We believe when students strive toward excellence in these many areas, they will flourish and live truly happy lives.

**Admissions Policy**

Pope John Paul II High School does not discriminate on the basis of race, color, nationality, ethnic origin, or gender. Though our first priority is to serve the Catholic community, we welcome students and families of all Christian faiths, united as we are in service to the gospel of Jesus Christ, as well as those from other faith traditions. In these matters, we take inspiration from our namesake, Saint John Paul II, who said:

*It is absolutely clear that ecumenism, the movement promoting Christian unity, is not just some sort of "appendix" which is added to the Church's traditional activity. Rather, ecumenism is an organic part of her life and work, and consequently must pervade all that she is and does; it must be like the fruit borne by a healthy and flourishing tree, which grows to its full stature. (John Paul II, Ut Unum Sint, 1995) and*

*"(Inter-religious dialogue) is often a source of great joy and encouragement. It leads us to discover how God is at work in the minds and hearts of people and indeed in their rites and customs. "* (John Paul II, address to Council for Inter-religious Dialogue, 2001).

In evaluating applicants, the Admissions Office seeks students who have the prerequisite skills to succeed in a college preparatory program, which it determines by an assessment of their prior academic record, recommendations of teachers, a placement test and personal interviews. There exists a wide diversity of academic talent at JPPI, supported by academic offerings, which allow students to choose between Advanced Placement/Honors courses and standard program selections, depending on aptitude and work ethic.

### **Financial Aid**

We recognize that the full cost of tuition at JPPI is beyond the means of some outstanding students and families. In order to make JPPI affordable to as broad a range of families as possible, the school provides assistance to students with demonstrated need. A separate application for financial aid is necessary and is reviewed by the Financial Aid Committee, which is independent of the Admissions Committee.

Pope John Paul II High School 's admissions decisions are "need-blind". The Admissions Committee makes acceptance decisions well before the financial aid process begins, such that aid requests are not a factor in admissions decisions. At the same time, parents must be realistic in understanding that JPPI only awards partial financial assistance and that the responsibility for affording JPPI rests primarily with the family.

### ***II. The Daily Schedule***

The daily schedule at Pope John Paul II High School is structured around a five period day and an eight-course load. The courses rotate daily throughout the week. The five period configuration features 70 minute classes that meet three times each week. It provides several advantages:

The daily schedule at Pope John Paul II High School is structured around an eight-course load (See Appendix A). The courses rotate daily throughout the week with the eighth period, sometimes referred to as the Innov8 period occurring on Wednesday and Friday, as well as an Advisory period at the end of the day on Mondays. The five period configuration features 70 minute classes that meet three times each week. It has several advantages:

- In allowing students to take seven classes each year, the schedule provides for exposure to a broad core curriculum, room to take additional electives in AP courses and the Arts and inclusion of non-traditional innovative courses in the eighth period.
- The twenty-five class meetings per week allow for weekly Mass, school assemblies, Advisory sessions and House meetings.
- The rotating schedule ensures that students do not suffer the negative effects of meeting the same classes either early in the day or late in the day.
- The ‘five period day’ allows for class sessions of sufficient length to complete learning activities which require longer class time such as science labs, student simulations, or a combination of activities in one class period. (The inclusion of Mass and the Innov8 classes in the weekly rotation reduces the number of classes for which a student prepares on a daily basis to four on four of the five days of the week.)

#### **Monday Advisory Period**

During a regular week, all students will report to their assigned advisory for the purpose of taking attendance for advisory. Between 2:30 p.m. and 2:40 p.m., all students will be present for school wide announcements, presentations from the Online Media class, and/or voting procedures

associated with House or school wide events (e.g. voting for Homecoming Court, Harvest Awards, House elections, etc.). At 2:40 p.m., those students who have commitments to meet with student groups or Athletic practices will be excused to attend the relevant meetings/practices. All other students will either participate in advisory activities or have a study hall for the remainder of the school day (until 3:10).

## **Attendance Policies**

### **Absences**

The single greatest predictor of academic success is school attendance. Missing school cuts at the very heart of the learning process: the classroom experience, the exchange of ideas among classmates, and the give and take between the student and the teacher. Try as a student might, he or she cannot fully duplicate that experience by reading a textbook to catch up, or copying someone's classroom notes, or even by meeting with a teacher after school. For this reason, it is the student's duty to attend class every day. We ask that families help support the child in being faithful to that duty.

### **Absence Policy**

If a student misses more than eight class periods in a single course or eight days in a single semester, he or she may be subject to the absence policies outlined below. Unless the absences fall under the excused absence category below, all absences will count towards the absence total each semester.

After a student misses four or more class periods in a given course, the Student Life Office will send communication to the student and family outlining the school's absence policies. Additionally, the Student Life Office will inform the relevant teacher, counselor, and academic dean

how many classes the student has missed and explain any extenuating circumstance that may have impacted these absence numbers.

If a student misses *eight* class periods over the course of a semester in a given course or if a student has an extended absence that results in major missing work, it will initiate an Academic Review from an academic support team consisting of two school counselors, two academic deans, and the Dean of Student Life who will review the student's academic progress and create a make-up schedule for that student across all courses after communicating with teachers. Since Innov8 courses meet fewer times, the attendance policy outlined below will be initiated after *four* Innov8 absences in a given trimester. Students should prioritize attendance in these classes, as the project nature of the courses makes it difficult to simulate outside of class.

If students are able to complete *all* work—major and minor assignments—for a given course within the time period created by the academic support team, there will be no adjustments to the grade in a given course.

If, however, the absences or extenuating circumstances require modifications of the expectations other students in the course are expected to meet, the academic deans may make adjustments to the grade or the level of the course in accordance with the following general guidelines.

Although teachers have discretion over what make-up work is considered essential for course progress, they should use the following guidelines as a general principle:

- Teachers may decide the minimal requirements necessary to pass a given unit in a course; however, students must complete

all major assignments. If teachers waive more than half of the assignments required of other students in a given unit, the maximum score a student can receive for the cumulative total of assignments in a unit is a 70%. Teachers may waive a few assignments (e.g. a reading quiz, a class discussion), but major changes in expectations from those of other students will result in the minimum passing grade (70%).

- The student must also complete major assignments in a manner that is consistent with how the teacher defines minimal competency. If a student has not completed the major assessments with a quality that is acceptable to the teacher, the teacher may then assign a CRS for the student to revise the assignment. If the assignment still does not reach minimal competency, the grade for that unit will be the given score on a major assessment or the average scores of the major assessments in a given unit up to a maximum of 70%.
- If a teacher waives more than half of minor assignments for more than one unit in a given semester, the student will receive a standard level credit for that course.
- In order to receive course credit/pass a class, students must complete all major assessments for the course level.
- If the extenuating circumstances or the length of absence makes it impracticable for a student to complete an assignment as originally assigned (e.g. reading a novel to write a paper, completing a lab, etc.), the teacher can create a modified assignment (e.g. writing a paper on a short story, a lab report based on another student's data, an extra major assessment based on the current unit of study); however, as is the case if exceptions have been made to course requirements as outlined above, the maximum grade that student can receive for that unit of study is a 70%.

- If the extended absence or extenuating circumstances are such that a student cannot make up the major assessments while completing current coursework, the student may take an incomplete in order to finish other coursework.
- If the extended absence creates a situation in which the normal tutorial meetings of teachers cannot make-up the work, the school will recommend outside tutors to help make-up the missed content.
- Additionally, the academic support team may recommend that a student withdraw from the school if his or her circumstances prevent successful completion of curricular requirements.

If as student has a physical injury (e.g. a concussion, surgery, etc.) that has an impact on the ability to complete academic assignments, the Academic Review board will use the above guidelines to create a make-up plan for the student. If a student returns to athletic practices/games (e.g. in the event of a concussion), he or she is no longer eligible to receive academic accommodations that were provided during the recovery period.

Students who miss *eight days* or the equivalent number of hours in a given semester will be ineligible for all extra-curricular activities or school related events that require absences from classes until they make-up all academic requirements. The Student Life Office is responsible for communicating this information to coaches, club sponsors, and the leaders of school activities.

If a student misses more than *eight days* (or the equivalent in hours missed), they must obtain a doctor's note to excuse future absences without a grade penalty. For those courses in which a student misses more than eight classes without a doctor's note to account for the absence, the

academic support team may recommend a 5 point penalty for each course in which a student has missed more than eight classes for each additional day missed.

If a student has missed 12 days or the equivalent number of hours over the course of a semester, the absence committee will meet to consider whether the student's excessive absences combined with missing work endanger the student's ability to meet JPII course requirements. Except in rare circumstances, students whose absences position them to be unable to complete required course work will be asked to withdraw from JPII for the remainder of the semester; however, if a student leaves in good academic standing prior to the absences and is able to obtain necessary credits elsewhere, that student will be allowed to re-enroll the following semester.

### **Excused Absences**

Field trips for educational purposes enhance the learning process. For that reason, school sponsored field trips, approved college day visits, checkouts or absences for athletic events or other activities of rare circumstance that the school has pre-approved do not generally count toward days missed if the procedures below are correctly followed (see below). Even so, if a child is not meeting their educational commitments in a class, the Administration reserves the right to veto this activity. Commitment to one's studies is a pre-requisite for other activities.

With pre-approval from the Office of Student Life, juniors and seniors may take two college visit days per year that do not count toward the absence policy. The school, however, encourages families to visit colleges during school breaks (see below).

**Procedures for Absence or Tardy**

If a student is going to be absent or tardy for any reason, we ask the parents to call the Student Life Office (615-822-2375 ex. 6037) by 8:00 a.m. Upon return to school, the student must bring a signed note from his or her parent to the Student Life Office. If the absence or tardy is due to a doctor's appointment, we require that students bring notes from the Doctor to avoid some of the grade penalties involved with excessive absences outlined above.

Students arriving to school anytime after 7:55 a.m. are required to check in at the Student Life Office. They must have a note from the office before going to class. Students who are not in their assigned location by 7:55 a.m. will be marked tardy unexcused and will be assigned a lunch detention, unless they present a parent or medical note to the Student Life Office the following day. Students will receive a lunch detention for each unexcused tardy.

Students are permitted five (5) excused tardies with a parent note, after which lunch detentions will be issued, unless a doctor's note is provided. After ten (10) tardies, students will be assigned after-school detentions for each tardy.

*Athletic Participation:* Students must be in class no later than 10:00 a.m. in order to participate in an athletic practice or game. The only exception to this rule is if the student brings in an official medical note from his or her physician, dentist, or medical provider. Students arriving from a medical appointment must be in school before 12:00 p.m. to be eligible to participate in a game or practice.

**While on Campus**

No student may leave the campus during the academic day without the permission of the Student Life Office. Students who violate this policy are liable for suspension.

During the academic day students who drive to school may not return to their cars without permission from the Dean of Students or staff from the Student Life Office. Students are allowed to have lunch and congregate in the courtyard immediately in front of the school. All other outside areas of the campus are off-limits for students from 7:55 a.m. to 3:10 p.m. unless accompanied by faculty.

**School Related Absence Policy**

No student may attend an educational field trip without written parental permission. Students who are absent from school for such activities as academic competitions or performances, co-curricular activities, field trips or athletic competitions for an entire class period or more are responsible for work missed and must make up their work in a timely fashion as designated by their teachers and obtain a *School Related Absence Form*. Here are those procedures:

If the event is a field trip or early checkout for a school related reason, the sponsor or coach of that activity will distribute a "School-Related Absence (SRA)" form one week in advance of the scheduled absence.

- Students must take this SRA form to the teacher of each class to be missed and obtain the teacher's signature as verification of permission to miss class (Teachers will generally not allow a student to miss class if that child is doing poorly or has work that is incomplete).

- Students will also write on the SRA form whatever assignments need to be completed and then turned into the coach or sponsor prior to leaving as a sign they've notified teachers and obtained appropriate permissions.
- Without the completed SRA form, students cannot miss school or check out early. Those who do so will be regarded as "skipping school" and will be subject to disciplinary sanction.

### **College Day Visits**

We believe students should visit colleges before committing to schools and encourage families to take these trips with their children. As much as possible, we ask that these be planned so that as little school is missed as possible. This was the original purpose of "Fall Break"—for seniors to visit schools without falling behind. Even so, we allow two missed days per year (with extensions if visiting a far away school):

1. Parents should write the Student Life Office and request the college day visit, noting the school and dates.
2. Students should bring back a written verification of the visit by an appropriate college official in the Administration Office.
3. As with any planned absence, students should consult with their teachers prior to the absence from class and arrange to complete all missed work.

### **Early Dismissals**

Any student who needs to leave school during the academic day for an appointment must submit a note to the Student Life Office from the parent/guardian, explaining the reason for Early Dismissal by 7:55 a.m. that day. At the appointed dismissal time, students should report to the Main (front) Office and sign out. If the student is leaving for a medical or

dental appointment, he or she should bring a note from the provider the next day. Non-essential early dismissals are strongly discouraged.

If a student faces an illness during the school day, he or she must first see the nurse in order to leave school during the school day. Balancing the health needs of students with prioritizing that the student attend classes, the school nurse must sign off on a student leaving school during the school day. If the issue relates to mental health (e.g. anxiety attacks, depression, self-harm, etc.), the student should see a counselor before being signed out to leave during the school day.

If the student is leaving for a doctor's appointment, physical therapy, emotional therapy, etc., he or she should bring a note from the relevant health professional to account for the absence.

If a student will miss school time due to familial obligations (e.g. a sibling's graduation, a family trip, etc.), he or she must seek prior approval for the absence/early dismissal at least 24 hours prior to the dismissal.

Failure to present proper documentation or gaining prior approval for absences may result in Student Life consequences ranging from detentions, Saturday School, or being placed on the Academic Probation list depending on the frequency and severity of the situation.

#### **After School Attendance**

Students are permitted to stay on campus after school if they are involved in a school-sponsored activity, waiting for a bus, or are studying in the Library. The Library closes at 5:45 p.m. Monday, Tuesday, and Thursday; 5:00 p.m. Wednesday; and 4:00 p.m. on Friday. Students must leave campus if they are not participating in a supervised activity. At

5:30 p.m. all students will be asked to leave the building and the doors will be locked unless they are part of a supervised activity. Parents should pick up their students no later than 5:30 p.m. unless they are involved in a supervised activity.

Parents should note that the designated faculty supervisor leaves at 5:45 p.m. Monday, Tuesday, and Thursday, 5:00 p.m. Wednesday, and 4:00 p.m. on Friday. Students on campus after school are not permitted in the gyms, weight rooms, or art rooms without supervision by a faculty or staff member.

### **Inclement Weather Attendance Policies**

#### **School Closing**

Pope John Paul II High School follows its own policies regarding school closings for inclement weather. For the timeliest information, check the school's web page. Remember that JPII students are from ten different counties, so what may look safe from one person's home may not be safe in other counties. Though safety will be our ultimate concern in decisions to close, parents are the primary decision makers for their children. In the event a parent delays sending a child to JPII for reasons of weather and sends a note to the school with explanation, JPII will regard this as an excused tardy.

Because of distance and geography, there are occasions when the Clarksville or Bowling Green shuttle bus will be canceled and students who ride that bus will be excused, while the remainder of the student body is required to attend school that day.

**Late Opening**

On some occasions, the school will open late due to weather. Check the school's web page to get the time.

**Early Closing**

On rare occasions, if a serious storm is impending around dismissal time, the school may decide to close early. When the school does so, we will send out emails to all parents and post on our web page. Student drivers will be permitted to leave immediately. It is important that parents of student drivers discuss early closing situations and agree where students should go in these circumstances. The school Administration is not able to check on every student driver and must assume that student drivers that leave, do so with their parents' permission.

**Disaster Drills**

Fire, tornado and school lockdown drills will be conducted during the school day at the discretion of the Administration. Students are expected to respond in a quiet and orderly fashion according to these guidelines.

- Fire Drills will be held routinely, without prior notification. The alarm is a loud, high frequency beeping sound that is distinctive, OR an announcement is made "This is a fire drill". Students are to leave the building in an orderly fashion to designated safe areas. Teachers will direct students to the correct locations. Students may return once the school gives the all-clear sign.
- For Tornado Drills, an announcement will be made that "This is a tornado drill". Students are routed to hallways in designated areas and asked to assume a crouched position facing the wall and to await further instructions. No students may use the

bathrooms or be allowed to move away from direct supervision until the drills are over.

- For School Lock-Down Drills, there will be an announcement over the intercom that says, “This is a school lock-down drill”.

If during class time, teachers will lock doors of the classroom. If students are out of class for any reason, they will go immediately to the nearest classroom, whether that’s his or her class or not. Coaches have designated locker-room areas to channel students and lock doors for gym and weight-lifting classes.

If outside of class time, all students should go to the nearest classroom. Students in or near the cafeteria should go to the school auditorium, quickly, where doors will be secured. While in classrooms, students should sit under windows, away from line of sight from the outside, and away from doors. Students should be quiet, awaiting further instructions. No cell phones are to be out or used during this process. An announcement will declare when conditions are “safe” to return to normalcy.

### **Visitors**

All visitors, including parents, must check in at the Main Office upon arrival on campus. Visitors will be issued a Visitor’s Pass, which they must wear while on campus and return to the Main Office upon departure. We ask, however, that no visitors come to the school during exam weeks or when other schools are out of school for inclement weather. “Shadow” visitors should check in to the Admissions Office at the beginning of the day.

We encourage students to bring a friend who may be interested in enrolling at JPII. These are called “Shadow” days. A student who wishes to bring a friend to the school must adhere to the following procedures:

- The JPII student’s parent must notify the school 24 hours in advance that their son or daughter wishes to bring a guest to school.
- A school representative will confirm the request.
- The day of the visit, the JPII student should report to the Main Office to receive a Visitor’s Pass for his or her guest. The guest should return to the Main Office to check out prior to leaving the JPII campus.

Students should be courteous and polite to all visitors and report to any teacher any person who does not have a Visitor’s Pass. Students should provide directions and answer questions for visitors when asked.

**\*For safety reasons, students should not open the outside doors to persons other than current JPII students or faculty members.**

### ***III. Academic and Graduation Requirements***

#### **Accreditation**

Pope John Paul II High School is fully accredited by the Southern Association of Independent Schools and Southern Association of Colleges and Schools/Advanced Ed.

#### **Academic Program**

The academic program at Pope John Paul II High School is committed to instructing students in core disciplines of learning during each of the four years in high school. Our teaching schedule and requirements for

graduation reflect this commitment. For each year of attendance at JPPII, students will complete eight classes for one credit each (either graded or Pass / Fail) and Christian Service Internship of .25 credits (8.25 credits/yr.). Students will be limited to taking one class Pass / Fail in the regular seven – period rotation and an additional Innov8 class for Pass / Fail credit during the sophomore, junior and senior years. For the departments where four credits are required for graduation students must take a core course in the department each year. The following distribution of courses is required for graduation from Pope John Paul II High School:

1. English	4 credits
2. Fine Arts	2 credits
3. Theology	4 credits*
4. Foreign Language	2 credits**
5. Mathematics	4 credits
6. Physical Education/Wellness	1 credit
7. Science	3 credits
8. Social Studies	3 credits
9. Christian Service Internship	1 credit*
10. Innov8 Courses	3 credits
11. Elective courses	8 credits

TOTAL: 33 credits

\* Theology and service requirements for transfer students in years prior to enrollment at Pope John Paul II High School will be waived.

\*\* The general Foreign Language requirement for students at JPPII is that all students must take two consecutive years of the same foreign

language. Exceptional circumstances of international/transfer students will be considered on a case-by-case basis.

Students must earn 8.25 credits per year to advance to the next grade level. Students may not repeat a grade level or retake a course during a subsequent school year. For those who fail classes, the credit must be restored at JP II in our summer school **credit restoration** program in order to be eligible to advance to the next year at JP II.

### **Transfer Credits**

Transfer credits from accredited institutions are accepted as proof of satisfactory completion of coursework up until the point of transfer. However, due to differences between schools in the weighting of grades and the types of courses that schools offer, the *grade point average* of transfer students will be based solely on grades earned in courses taken at Pope John Paul II High School. Transcripts documenting credits from other institutions will be sent to colleges along with the JP II transcript.

Transfer students who have spent *two* or more years at Pope John Paul II High School will be eligible for consideration for valedictorian if the grade point average earned at Pope John Paul II High School computes at the top of the class. A student who has attended Pope John Paul II High School for fewer than *four* semesters is not eligible for consideration for valedictorian, salutatorian, or honors graduate status.

### **Academic Deficiencies**

A yearly average of 70 or higher constitutes passing. Yearly grades are computed by averaging both semester grades. Students who fail fewer than three classes must successfully complete JP II's summer **credit restoration** program in order to be re-enrolled at JP II in the subsequent

year. Satisfactory effort and performance must be demonstrated during the summer school sessions, as indicated by a passing grade. Students whose semester average falls below passing in three or more classes may be asked to leave JPII at either the mid-year or year's end, as indicated by the student's overall performance.

In addition, students who fail the second semester of any course will be required to attend summer school, regardless of whether the yearly average in the course computes to an average above 70%.

### **Summer School (Credit Restoration)**

Students with a failing cumulative average or a failing second semester average in any class must attend summer school in that subject for the credit to be restored for an additional fee. This means that when a student has successfully attended summer school tutorials and passed the final assessment, the grade in the course will be raised to passing and the student will be given credit for the course.

Credit restoration for a full-year grade will consist of 15 hours of individualized tutoring (with a tutor assigned by Pope John Paul II High School) followed by a passing grade on the final assessment in that subject. Those failing only in the second semester must take 10 hours of individualized tutoring followed by the assessment. Tutors will schedule tutoring sessions and assessments with students during the month of June. Although every effort will be made to accommodate students and families, it is incumbent on the student to attend the sessions scheduled and to make sure his or her homework is completed between tutorial sessions. Normally, a student may take up to two classes for credit restoration in a given summer.

Summer school credit restoration is only available for students enrolled to return to JP II in the fall. Other students must make up missing credits in more traditional summer school settings offered by public or other accredited programs. In the event a student ends the year with a failing grade and does not complete JP II's credit restoration program or pass that program with acceptable work, the student's transcript will reflect a failing grade for the class and the student will not be allowed to re-enroll at JP II in the following year.

### **Schedule Changes**

When registering for classes in the spring prior to the next academic year, students should carefully consider the appropriate classes that will produce the proper balance of challenge and success. If mistakes have been made in course selections, students should notify the Dean of Studies or Registrar prior to the end of the first week of classes. Schedule changes requested after the first week of the new academic year must be initiated by the teacher and approved by the Dean of Studies.

### **Christian Service (Caritas)**

Service is at the heart of the Gospel and of the mission of Pope John Paul II High School. For these reasons, we ask each student to serve the community according to grade level.

**Seniors and Juniors** are required to complete at least *25* hours of service; **Sophomores** are required to complete at least *20* hours of service; and **Freshmen** are required to complete at least *15* hours of service—chosen from the following:

- Non Profit Organizations: students commit to completing hours at up to TWO different non-profit organizations or agencies in the Nashville/surrounding area(s).

- School Service: students commit to completing hours in service to the JPII school community through JPII Ambassadors program or other volunteer opportunities at the school.
- Faith Service: students commit to completing hours in service to their Church/Parish community through teaching or assisting in Sunday school/faith formation.

The following events also apply for service hours for all grade levels:

- Mission Trips
- Service to one specific agency that directly or indirectly serves the needs of the underprivileged, impoverished, disabled, ill, elderly or otherwise marginalized members of our society (all pre-approved organizations are listed on the Caritas webpage under Agency List).
- Fundraising/charitable events (5ks, galas, dinners), any service with Hands on Nashville ([hon.org](http://hon.org)), or any service publicized on the JPII Service Opportunities page.
- Any faculty sponsored/supervised projects.

ALL HOURS must be *verifiable* volunteer service to organized events, projects, or agencies where no compensation is received.

**\*If there is a service opportunity you know about that is not listed above, please just check with the Caritas Coordinator beforehand to have it approved.**

**Documentation.** It is the responsibility of the student to schedule service prior to arrival through contact with the volunteer supervisors, agencies or event coordinators. It is also the responsibility of the student to have those hours submitted via x2vol and verified before the Caritas

Coordinator can approve them. Proper documentation includes posting the hours on x2vol and having the service supervisor either: leave a message confirming the hours, the printed name *and* signature of your service supervisors, as well as contact information (email address or phone number) for that supervisor on an internship, survey, or flex hour form, OR completing the email verification from x2vol. ***Hours submitted on x2vol without proper, verifiable documentation will not be accepted.*** Email documentation from service supervisors is also acceptable, as long as it includes dates and hours served. Any changes made to the form (scratch-outs) must be initialed by the supervisor.

All summer hours, hours served from May 20 through August 7, 2017 must be submitted by the first quarter deadline. *Summer hours will not be accepted after the first quarter.*

**Additionally, ALL HOURS FOR THE SCHOOL YEAR ARE DUE BY THE LAST DAY IN APRIL.**

**Grades** of “A” Pass or “F” Fail for Christian Service will be given based on completion and properly documented submission of the quarterly minimum service requirement:

- Seniors and Juniors - a minimum of *10* hours each semester.
- Sophomores – a minimum of *10* hours each semester.
- Freshmen a minimum of *5* hours each semester.

All required hours may be performed *and completed* at any time before the deadlines. This includes the summer prior to the beginning of the school year.

Any hours submitted above the minimum for the current quarter will be credited to the following quarter. Additional hours DO NOT roll over to the next school year service record.

Failure to meet second and fourth quarter deadlines results in student serving in mandatory Semester-End Service School on the first two days of the respective Christmas or summer breaks. A Semester-End Service School fee of \$10 per outstanding hour will apply.

Any hours performed above and beyond the requirements each year may qualify students for the Knights of St. Francis awards given out at the beginning of May to acknowledge exemplary commitment to community service. Seniors that complete more than 60 hours over the requirement will have their names added to a plaque.

Seniors only: the entire senior year service requirement must be complete to participate in the graduation ceremony.

Service documentation with false information is a Veritas violation.

More information and the following forms are available on the Caritas Service Program page at [www.jp2hs.org](http://www.jp2hs.org), under Campus Life:

- Service Hour Documentation forms
- Approved Agency List
- Agency Description and Contact Information
- Christian Service Internship Contract (for juniors and seniors only)
- Internship Agency Applications (only for locations not included on approved list)

#### ***IV. Academic Expectations and Policies***

##### **Philosophy of Curriculum and Teaching**

At Pope John Paul II High School the academic program is centered around intellectual growth that acknowledges and incorporates all essential aspects of the person – the spiritual, social, creative, and physical. Challenging coursework designed to prepare students to confidently pursue further academic life is drawn from each of the following academic disciplines: English /Language Arts, Fine Arts, Foreign Language, Mathematics, Science, Social Studies, and Theology. The theology and religious education components of the curriculum are central in the program as each of the other disciplines reflects its connection to the life of faith. Contributing further to the comprehensive development of each student, are the Arts and their accompanying productions and performances which encourage creativity and expression. Athletic participation promotes action and leadership. Co-curricular activities develop the intellectual, leadership and social skills which students translate into service, while the Library and technical resources enhance self-expression and communication skills. Seen as an interlocking network of courses, activities, events and resources, the academic program at JPPII fosters the development of the whole person.

More important than the sum of its courses or activities, the program at JPPII centers on the relationship between the teacher and the learner. The climate established by this relationship is designed to foster learner involvement, engagement, curiosity and passion. Catholic educator, Jacques Maritain, suggests that every individual possesses an “inner vitality”. Like Maritain, we believe that the teacher supports and strengthens that vitality through the quality of interactions with the student. In our goal of developing lifelong learners, we recognize that the caring guidance of teachers who are as devoted to the student as to the

subjects they teach is essential if education is true to the pursuit of truth and wisdom.

Moreover, we remember that ‘the learner’ is an individual who possesses a particular collection of talents, abilities and concerns. Guided by our belief that “Created in the image of the one God and equally endowed with rational souls, all have the same nature and the same origin...all enjoy an equal dignity”, we translate this value into our program. The program, while common to all students in its goal to offer elements essential to college preparation, individualizes the challenge according to distinct talents and interests.

### **Academic Course Levels**

The program seeks to provide academic coursework, which challenges a broad range of talents and areas of strength and is designed for all graduates to be eligible to attend college. To this end, coursework is offered at several levels of challenge: Standard Program, Honors, and Advanced Placement.

- **Standard Program** – Coursework at this level requires a variety of study skills and learning habits. Independence in completing daily assignments, accomplishing individual projects and understanding the major concepts of content is expected. Students must display sufficient motivation to complete tasks. Competent performance at each level of the critical thinking hierarchy will be strengthened in order to ensure that students are well prepared to meet the academic demands of college.
- **Honors** – Coursework at this level requires that students demonstrate a higher degree of self-direction and performance.

They will manage more extensive projects and reading outside of class. Both a faster pace and frequent demands for higher-level thinking and problem solving are expected. Students will be expected to demonstrate greater knowledge and analytical criticism in all areas of assessment.

- **Advanced Placement** – Work on the advanced placement level is comparable to college level work. College-level textbooks, outside reading, various types of research projects and presentations, as well as rapid pacing, establish rigorous academic demands. Regular demonstration of higher-level cognitive skills and wider command of the content must be demonstrated in all academic activities of the class. Students are instructed in both the content and skill areas particular to the College Board AP examinations for the course. Sitting for the National AP Examination in May is a requirement for completion of the course.

### **Exam Policy**

At the end of each semester, comprehensive final assessments are administered in each class. Students who expect to be successful in college must know how to prepare for and pass a comprehensive exam. Each teacher will prepare and administer an exam at a designated day and time (as specified on a schedule published by the Dean of Studies each term). Students must sit for the full length of the exam – no early dismissals will be granted. Suggested exam time for Standard and Honors courses is two hours and for the Advanced Placement level, three hours.

**Senior Exam Exemption Policy**

Seniors who have achieved a minimum average of 80 in a course for both Quarter 3 and Quarter 4 may be granted exemption from the second semester exam in that subject. Freshmen, sophomores, and juniors must take all exams scheduled.

**Homework**

Homework is essential to success at JPII. College bound students must develop study techniques and discipline to do work on their own.

Homework is assigned daily in amounts that reflect the level of difficulty and demand of the course. At Honors levels, daily homework will be more challenging but manageable as all teachers consider the range of both academic and extra-curricular demands placed on their students. Extended assignments and projects will be assigned over longer periods of time, which allow students to break up the work into reasonable daily segments.

In addition to the *quantity* of homework that a student completes, the quality of the product will also be monitored. Clear expectations of the product's physical appearance and basic guidelines for acceptable quality are presented to the students early in the academic year and adhered to throughout the year. Since homework constitutes a significant assessment tool in most classes, students are held accountable for its quality and appropriate consequences are assigned if it fails to meet acceptable standards.

**Library Hours of Operation**

Library hours are 7:20 a.m. to 5:45 p.m. Monday, Tuesday, and Thursday, 7:20 a.m. to 5:00 p.m. Wednesday, and 7:20 a.m. to 4:00 p.m. on Friday.

**Resources**

The Library provides a variety of print and electronic resources to support the curricular needs of students and to promote reading for enjoyment. Computer workstations and laptop computers are available for library use and provide access to the Library's online catalog, the Internet, and electronic resources. Printing resources include a LaserJet printer and a copier.

**Computer Policy**

The *Acceptable Use Policy* (Appendix B) for the school computer system also applies in the Library. Misuse or misconduct will result in an expulsion from the Library. In addition, accessing personal email or game features on Library computers is prohibited.

The Library may be reserved for students and faculty at JPII in the evenings for extensive research and/or club activities. Reservations must be submitted in writing to the Calendar and Facility Committee for approval.

**Tutoring (Office Hours)**

The academic departments at JPII offer free tutoring for their students during the common lunch every day. In addition, teachers may make individual arrangements with students to receive help before school in the morning or in the afternoon. Students who are struggling in their classes are encouraged to seek extra help. Though tutorials are not "required" as a matter of general school policy, teachers may require individual students to attend certain tutorials in order to make up missing work or remediate misunderstandings.

### **Academic Probation and Extra-Curricular Eligibility**

Students will be placed on academic probation if they have two or more failures at the end of any marking period (mid-quarter and quarter report cards). If a student is returning to JPII having taken two or more summer school courses, he or she will begin the year on Academic Probation. The purpose of Academic Probation is to insure that students get the support that will help in them succeed academically. Those on Academic Probation must do the following in order to fulfill the terms of their probation:

Meet with a counselor at least once during the probation period to discuss a plan for academic growth. This plan may include help with organization, prioritizing missing assignments, and creating a tutorial schedule in addition to discussing broader academic concerns.

Attend four tutorials a week (for at least 25 minutes each session), prioritizing those subjects in which the student is struggling. *It is the responsibility of the student to insure that his/her teacher logs the tutorials.*

- If a student is unable to attend tutorials on a given day (e.g. absent due to illness, leaving early for a school related activity), that student is responsible for communicating with the Student Life Office to have that tutorial logged. In a shortened week (e.g. a four day week), students will only be required to attend three tutorials.
- If a student does not attend the required number of tutorials, he or she will be required to attend the Credit Restoration Session the following Friday: 30 minutes for each tutorial the student did not attend.

- *If a student does not attend the required number of tutorials in a given week, he or she will be ineligible to participate in extra-curricular activities in the following week.*
  - Athletes who are ineligible for participating in practices/games for a given week will report to their advisory on Mondays and the Athletic Study Hall on Wednesdays and Fridays. Students who fail to attend tutorials to fulfill the terms of their academic probation are not permitted to attend practices or games during the week in which they are ineligible.
  - A student will only be taken off of the Academic Probation list if his or her failing grades were due to absences or extenuating circumstances that allow him/her to turn in missed work for full credit.
  - The students and families will be notified by email concerning their status on Academic Probation when the Academic Probation list is assembled. Moreover, the students on the Academic Probation list will be notified by their advisors about their eligibility status each week during Monday's advisory period in addition to receiving an email from the Credit Restoration Session (CRS) coordinator on the previous Friday.
  - In addition to the responsibility to monitor the ineligibility list that falls upon individual extra-curricular sponsors or coaches, the responsibility to follow up with ineligibility issues for extra-curricular commitments (e.g. Model UN, the school play, Math Competitions, etc.) falls to Student Life. For athletic ineligibility, the responsibility to follow up with individual coaches falls to the Athletic Directors to check ineligibility against team rosters.

If a student fails two or more classes in the previous year, he or she will be placed on a modified form of Academic Probation until the first mid-quarter. Rather than the four tutorial requirement, students must attend one tutorial a week in the subjects for which they attended summer school to maintain extra-curricular availability and avoid CRS penalties.

### **Credit Restoration Session (CRS)**

Major assessments, such as tests, lab reports, essays, projects, and others, serve not only to evaluate a student's comprehension and retention of class material, but also to continue advancing his or her learning. For these reasons, it must not be possible for students to delay in completing major assessments, missing them, or simply opting out of them. As such, if a student does miss or fail to turn in a major assessment, he or she will be assigned to a Credit Restoration Session until that assessment is complete.

When a major assessment is missed or not completed, the student will have until the following Friday to either hand in the assignment or, if he or she does not do so, attend that Friday's Credit Restoration Session from 3:15 to 5:30 p.m. The CRS takes precedence over all other school activities, but a student may leave the session as soon as the missing assignment is completed and submitted to the CRS coordinator.

If a student fails to attend the assigned CRS, he or she cannot receive credit for that assignment. CRS is meant to serve as a final opportunity for students to succeed in their classes and avoid falling too far behind. Students are strongly encouraged to see their teachers to make up missing assignments before the CRS date, as points are deducted for each class period the assignment is not complete. Ten points are deducted after one class period, and five points after each additional class period until the CRS date.

Exceptions may be made on a case-by-case basis to account for illness or other mitigating circumstances at the Administration's discretion if students petition the CRS coordinator *prior* to their assigned CRS session.

## ***V. Grade Reporting and Policies***

### **Grade Reporting**

Official grade reporting will occur on a quarterly basis (each nine weeks) and 'frozen' on the Report Card tab of the Veracross reporting system. Additionally, Mid-quarter progress comments will be available on Veracross in the middle of the first and third grading periods (four and one-half weeks into the quarter). Since student progress in any class may be monitored on a daily basis through the Parent Portal on Veracross, official grade reports will be printed and mailed only upon request. Semester Grades in each full credit class will be assigned at the end of the term. Final grades in the course will be computed by averaging the two semester grades. Both semester and final course grades will be posted on the transcript. For half credit courses, the semester grade is complete in itself.

### **Grading Bands**

The standards used for assessing quality of work consider a broad range of criteria. These include objective (short answer, multiple choice, etc.) measures, essay examinations, projects, performance, demonstration and presentation criteria, and portfolio assessment. The following standards are used to assign grades on the aforementioned measures:

- 'A' Band - Work at this level demonstrates superiority. The student not only produces exceptional quality work in volume and physical appearance but also demonstrates breadth and

depth in knowledge of the subject matter. The student leads class discussion based on thorough preparation and original or fresh insight and perspective.

- 'B' Band - Work at this level demonstrates competence. Student performance reflects conscientious preparation and thoughtful consideration of topics presented in the class. Participation in class activities is regular and dependable. Performance on most assessments reflects understanding of concepts and mastery of skills.
- 'C' Band - Work at this level suggests basic and minimal competence. Student performance is mixed at this level. Class preparation may be minimal but assessment criteria can reflect understanding and knowledge of subject. Or, preparation may reflect conscientious effort but understanding of concepts or mastery of some skills eludes the student.
- 'F' Band - Work at this level demonstrates incompetence. Student performance and effort have failed to meet minimal standards. A student consistently fails to make satisfactory effort in preparation for class and performance on assessment criteria fails to demonstrate understanding or knowledge of topics that comprise the course.

#### **Weighted /Un-weighted Grading Scale**

Students are encouraged to take courses that challenge and demand expansion of their talents and skills. In recognition of the more rigorous demands made of students who pursue advanced level coursework, we reward the effort with the calculation of a weighted GPA and numeric average. Grades earned in Honors or Advanced Placement classes will be assigned additional points for purposes of computing weighted GPA.

**Three** points will be added to the numeric average of grades earned in

Honors classes while **five** points will be added to those earned in Advanced Placement courses. While quarterly grade reports will reflect only un-weighted numeric course averages, student transcripts will indicate un-weighted numeric averages, weighted, and un-weighted GPAs.

### **JPII GPA Calculations**

In order for JPII's Grade Point Average (GPA) calculations to be more aligned with Hope Scholarship eligibility and to be more consistent with how most colleges recalculate the JPII grading scale, the school will be calculating grades based on the scales outlined below starting for the class of 2021. The goal is to provide students and families with the most accurate information about how colleges, the NCAA, and scholarship opportunities will view their applications. Additionally, college counselors will provide this different GPA calculation to students in the classes of 2018, 2019, and 2020 to help them make college choices. For these classes, this re-calculated GPA is only to provide information; student transcripts from these classes will reflect both the Tennessee Uniform Grading Policy and the JPII GPA calculations that were in effect when students in these classes were admitted to the school.

#### *Standard Classes*

For the class of 2021 and future JPII classes

- 4.0 (A): 93-100
- 3.7 (A-): 90-92
- 3.4 (B+): 87-89
- 3.0 (B): 83-86
- 2.7 (B-): 80-82
- 2.4 (C+): 77-79
- 2.0 (C): 73-76
- 1.7 (C-): 70-72
- 0.0 (F): 69 and below

*Honors Classes*

For the class of 2021 and future JPII classes

- 4.3 (A): 93-100
- 4.0 (A-): 90-92
- 3.7 (B+): 87-89
- 3.3 (B): 83-86
- 3.0 (B-): 80-82
- 2.7 (C+): 77-79
- 2.3 (C): 73-76
- 2.0 (C-): 70-72
- 0.0 (F): 69 and below

*Advanced Placement Classes*

For the class of 2021 and future JPII classes

- 4.5 (A): 93-100
- 4.2 (A-): 90-92
- 3.9 (B+): 87-89
- 3.5 (B): 83-86
- 3.2 (B-): 80-82
- 2.9 (C+): 77-79
- 2.5 (C): 73-76
- 2.2 (C-): 70-72
- 0.0 (F): 69 and below

*Previous Scale*

For the classes of 2018, 2019, and 2020, student GPA calculations will reflect the following scale:

- 4.0: 90-100
- 3.9: 89
- 3.8: 88
- ...
- 3.1: 81
- 3.0: 80
- 2.9: 79

- 2.8: 78
- ...
- 2.1: 71
- 2.0: 70
- 0.0: 69 and below

### **Tennessee Lottery GPA**

For purposes of qualifying for the Tennessee Education Lottery Scholarship (TELS) programs, transcripts are created that have both the JPII grading scale and the Tennessee Uniform Grading Policy (TUGP.) This JPII and TUGP GPAs may differ due to the lack of differentiation of the TUGP grading scale. This complies with the opinion set forth by the state Attorney General and the requirements of the Tennessee General Assembly in creating the TELS.

### **Class Rank**

Except to determine valedictorian and salutatorian, JPII does not rank students. Increasingly, schools are abandoning a ranking system that encourages the type of competition among students that undermines a cooperative and supportive classroom climate. Such systems either encourage students to take courses for the wrong reasons or discourage students from taking more challenging courses over concern about damage to class rank. Decile groupings will be made available to colleges along with both the un-weighted and weighted GPAs. This will provide information about a student's academic status and relative place in class without accentuating the negative aspects of the ranking system.

### **Faculty and Headmaster's Lists**

The Dean of Studies publishes a Faculty List and a Headmaster's List at the end of each semester to recognize outstanding scholarship. Students

who earn grades at ‘A’ level in all but one of their core classes and ‘B’ level in the remaining class will be named to the Faculty List. Students achieving ‘A’s in each core class will be named to the Headmaster’s List.

### **School Counseling Services**

The mission of Pope John Paul II High School’s School Counseling Office is to provide a comprehensive counseling program addressing the academic, college/career, and personal/social development of all students. Services include individual counseling, academic support, college planning, and student and family advocacy. Our goal is to promote a commitment to health, personal, academic, and spiritual growth and to aid students in becoming responsible, culturally aware, and productive members of society. Our mission and our goal will be supported and further strengthened by consultation with teachers, staff, administrators, parents, and community advocates.

Students are assigned to a primary counselor based on the House System. To access these assignments, please visit the School Counseling section of the JPPII website. Students and parents are encouraged to call or email their primary counselor to schedule an appointment, or drop by the Counseling Office.

The School Counseling Office will share academic records and letters of recommendation by request for students to accredited institutions and organizations and their representatives for the purposes of students being evaluated for admission or scholarships. Confidential letters of recommendation for scholarship and admission are considered to be the property of author, not the student, and may be rescinded at any time. If there are specific institutions or organizations a family does not want records released to, they should notify the School Counseling Office, in writing, of the specific omission requests.

## ***VI. Philosophy of Student Life***

Pope John Paul II High School intends to create a Catholic culture that fosters and develops a sense of morality, responsibility, and social consciousness within a supportive, cooperative Christian community. Any analysis of the human condition reveals a need for moral reflection to develop the cognitive side of character, the part of our moral selves that goes beyond individual autonomy and subjective feelings. To develop empathy and caring, students need first hand experience performing caring actions and following a school philosophy that makes service a priority. To enhance moral character, Pope John Paul II High School hopes to go beyond fixed moral virtues like honesty and emphasize emotional maturity, self-esteem, perseverance, and a sense of duty.

In a community that promotes values and character, mature students are able to identify and resist the powerful phenomenon of peer pressure and follow their own path. They have the strength and empathy to respond to others in distress and are able to confront perpetrators who taunt or harass fellow students. Good character is also dependent on self-control and curbed self-indulgence. The practice of genuine openness to the truth can keep prejudice, self-righteousness, anger, and arrogance outside Pope John Paul II High School.

### **Community**

The Pope John Paul II High School approach to community centers on fellowship and family. This communal focus demands that we treat as morally wrong any action by any individual or group that violates the moral foundation of the community. To achieve solidarity, the school stresses building relationships on the principles pertaining to work, physical space, kinship, spirituality, and shared values. The school provides a moral environment that emphasizes charity and empathy and keeps them in the forefront of everyone's consciousness. Through practice a value becomes a virtue, allowing students to go beyond

intellectual awareness and integrate the personal habits of thinking, feeling, and acting for the benefit of the whole school community.

### **Kinship**

The development of kinship in a school community means allowing students to broaden friendships by getting acquainted with new persons with different backgrounds, experiences, and ideas. There is also a need for young people to find acceptance, recognition, belonging, and status in social groups. Students learn kinship by living it. They need to interact, form relationships, work out problems, and grow as a group. Pope John Paul II High School is dedicated to providing positive social interactions in school, enabling students to learn from firsthand experience the lessons of fair play, cooperation, forgiveness, and dignity. The Catholic tradition promotes the common good. Students need to feel membership in and responsibility to the school community.

### **Service**

To promote Christian action and empathy, students participate in community service projects. By acknowledging the responsibilities of a Christian life together, students are able to go beyond their private interests and create solidarity with those in crisis. Together, students can examine the issues of race, poverty, and aging within the context of the Church's social teachings. The interactive participation of all individuals in service and other activities establishes that each student has something to contribute. Collectively, students can improve face-to-face communication, learn to listen respectfully, and take part in group decision-making.

### **Work**

Pope John Paul II High School seeks to establish the moral importance of hard work. Students learn the value of hard work and the ability to delay gratification for the purpose of obtaining future goals. Also students develop the notion of valuing the opportunity to learn, making a

commitment to excellence and being persistent when faced with possible failure. It is only when a student is challenged that he or she is able to grow as an individual and as a community.

To foster the virtue of hard work, Pope John Paul II High School emphasizes a learning community that celebrates student successes, values people, develops individual talents, and promotes diligence and the practice of self-discipline.

#### **Lost, Found and Misplaced Items**

Though JPPII assumes no responsibility for students' personal property or possessions, we do keep a "lost and found" in the Student Life Office. All items found in the school building or on school grounds should be given to the assistant in this office. Unclaimed items are eventually donated to charity.

### ***VII. Discipline***

#### **Philosophy of Discipline**

The preeminent goal of Catholic education is the creation of good, virtuous members of Christ's Church and society. Aspiring to participate in that broader goal, Pope John Paul II High School's program of discipline is designed to form and educate students, rather than simply punish. Disciplinary infractions are opportunities for growth.

The Administration reserves the right to expel immediately any student who poses a threat to the health and safety of any student, including to the student himself, or whose conduct has been so egregious that immediate removal from the school community is needed to protect the community and/or the reputation of the school.

### **Disciplinary Actions**

Disciplinary infractions will result in the following consequences as deemed appropriate by the Administration:

#### **Minor Disciplinary Actions**

1. Lunch Detention
  1. Students are required to sit in silence at a designated lunch table.
  2. At the discretion of the teacher/Administration, a 60- or 30-minute lunch detention may be given.
  3. Failure to attend will result in an after-school detention (see below).
2. After-School Detention
  1. Students are required to attend detention from 3:20 - 4:15 p.m. A detention issued on Monday or Tuesday must be served on Wednesday.
  2. A detention issued on Wednesday, Thursday, or Friday must be served on the following Monday.
  3. Failure to attend will result in a major disciplinary penalty (see below).

\*Lunch and After-School Detentions take priority over all extra-curricular activities, except previously scheduled games.

#### **Major Disciplinary Actions**

- In-School Suspension
  - Reserved for major disciplinary infractions that are not reported to colleges.
- Out-of-School Suspension

- Students must declare any suspension to a postsecondary institution, if requested on an admission application.
- Probation
  - Students are notified that any further disciplinary infraction will result in expulsion.
- Expulsion

### ***VIII. General Disciplinary Policies***

#### **Bullying and Harassment**

Bullying is the deliberate attempt to denigrate, intimidate, or embarrass another student. Bullying can be verbal, emotional, or psychological. It can be done through direct taunting, through spreading vicious rumors, or through social media sites.

Bullying is the exact opposite of the behavior and action that Pope John Paul II High School espouses. It is a very serious infringement of the standards of community living and will not be tolerated. Students who see bullying, or are victims of bullying, should tell a trusted adult in the building. Parents are encouraged to immediately report incidents of bullying to the Dean of Students involving their own or other students. The situation will be investigated and dealt with discreetly and tactfully with the intent of stopping the bullying behavior but not revealing the person who reported it. Those who bully others are liable for suspension or expulsion.

Students have the first responsibility to stop bullying. Bullies typically need an audience to impress. Never underestimate the power of one or two voices. When one student tells the bully to stop what he or she is

doing, statistics show that the bullying stops almost 50% of the time. When two students do so, the bullying stops nearly 100% of the time.

Sexual harassment is any activity of a sexual nature that is offensive or unwelcome to a person, and may consist of requests to perform sexual acts, subtle pressures to perform sexual acts, unwanted touching, and in certain circumstances, lewd comments and gestures. Incidents of sexual harassment, whether they be in person, online, or through social media will be treated with the same degree of seriousness. All incidents should be reported to the Headmaster, Dean of Students, or School Nurse who will treat the matter in a professional and sensitive manner. The Headmaster will offer the student whatever help a student may need and set in motion the procedures dictated by Diocesan policies and civil law.

Racial harassment is any activity of a racial nature that is offensive or unwelcome to a reasonable, prudent person, which may consist of racial comments or physical intimidation. Incidents of racial harassment should be reported to the Headmaster, Dean of Students, or School Nurse who will treat the matter in a professional and sensitive manner.

#### **Off Campus Behavior**

The school has responsibility for the student during published hours, and the parents have responsibility for their children outside those hours. In the event the school learns of off campus behavior that is private in nature and harmful to the health or safety of the student, the school will notify the parents, who will handle the matter as they see fit. If, however, a student's off campus activity is public in nature and reflects poorly on Pope John Paul II High School, the school will take disciplinary action that in its estimation is proportionate to the damage done to the school in the eyes of the community.

In a similar vein, as an adult community we share responsibility for each other's children and so should communicate issues of concern about other's children with their parents. We should be receptive and appreciative of such calls! However, we are sovereign over our own children alone and therefore cannot substitute our judgment for other parents (as would be the case, for example, if a parent decided to host a party which involved drinking, even if that parent went through the precaution of "taking away keys"). Parents who knowingly allow another family's children to participate in illegal or immoral activities while under their jurisdiction violate a trust among our families and may be asked to withdraw their children from our school.

All school field trips and school-sponsored activities are under the school's jurisdiction independent of location.

**Cell Phones** (smart phones, tablets, and other personal tech devices) Cell phone use during school hours between 7:55 a.m. and 3:10 p.m. is prohibited, except during the one-hour lunch period, unless a teacher gives explicit permission to use that device for a curricular purpose during that teacher's class. If a student is seen using a cell phone at any other time during the day (e.g. between classes) that teacher will confiscate the student's phone or device and give it to the Student Life Office and may issue the student a detention.

Students should carry their cell phones in the backpacks or pants pockets. Female students are not allowed to carry their cell phone in the oxford pockets.

**Parents are asked not to call, text, or email their child during the academic day.** For emergency and critical situations, parents can contact the school office at 822-2375 for a message to be relayed to the student.

**Food and Drink in Hallways/Cafeteria Behavior**

Students are expected to follow basic rules of decorum and good dining etiquette when eating or drinking in The Roundtable or Courtyard. All students are responsible for clearing trays and leftover food/non-food items.

Any food in the classroom must be authorized by a classroom teacher responsible for those particular students.

Students are expected to declare all food and drink items to teller for payment before passing through the cash wrap area. Students are prohibited from eating or drinking any items until they have been paid for. Failure to do so is treated as theft and the student will be liable for expulsion. Attempting to conceal food and/or drink items (in pockets, bags, etc.) to avoid paying is considered theft and the student will be liable for expulsion.

**Dismissal from Class**

Dismissal from class is a serious matter. If a student is dismissed from class for any reason, he or she must report immediately to the Student Life Office.

- The student will not be allowed to return to the class from which he or she was dismissed until he or she has had a conference with Dean of Students.

**Drug and Alcohol Policy**

Pope John Paul II High School does not tolerate the use, possession, distribution, procurement or production of illicit substances and the paraphernalia associated with illicit substances. Illicit substances include herbal incense products, which are smoked to produce a drug-like “high”

whether or not such products are legal. Note that vapor cigarettes are deemed prohibited on our campus because they can be used as devices to inhale illicit substances.

Likewise, JPII does not tolerate the use, possession, procurement or distribution of alcohol. Abuses and alleged abuses of this policy, in order to protect privacy, will be reviewed by the Administration only. Any student who uses or possesses drugs or alcohol on campus or the extended campus will be liable for expulsion.

In order to help students to say NO to drugs and drug use, the school reserves the right to drug test students from time to time. The policies regarding such testing are provided below.

- A drug screening test or a saliva test for use of alcohol will be administered by the School Nurse or an administrator at the discretion of the Administration. Student gender will determine whether a male or female administrator supervises the test. Payment for such testing will be billed to the respective parents/guardians in the event that a student tests positive for drug or alcohol use.
- The school Administration considers the results of such testing as confidential and limited to the Administration and the parents/guardians. Parents/guardians will only be notified if there is a positive result or other irregularity within the test.
- Any student who admits to drug or alcohol abuse *before testing* and who commits to stop completely his or her use will need to undergo an evaluation by a health professional. The student must commit to attend a certified counseling program or classes recommended by the health professional before he or she will be eligible to return to school. Parents/guardians will be involved

in this process and will be responsible for any treatment recommendations.

- Any student who tests positive for drug use or alcohol without admitting it before hand will be liable for expulsion.
- Students are not permitted to carry or store any medication, including over-the-counter preparations. The School Nurse will store and administer all medications required during school hours except inhalers and Epi-pens, which may be student carried with a physician order on file. Any prescription medication to be administered during school hours must follow the school's Health Policy.
- The Administration reserves the right to random alcohol testing at all school dances.

### **Inspections**

The school, operating in loco parentis, reserves the right to inspect and search book bags, lockers, cars and personal property of students on the JPII campus.

### **General Locker Policy**

Each student will be issued a school locker. It is important that students keep their lockers clean and orderly. This entails leaving no open food or drink in their lockers. [Students are expected to keep all valuables (wallets, purses, phones, I-Pods, money, etc.) locked inside their locker or on their person.]

### **Athletic Locker/Dressing Room Policy**

Students in PE or Strength and Conditioning Classes are required to change in the designated locker room. Students are encouraged to bring

any valuables they have to their teacher for safekeeping during class. Students should not leave any valuables in the locker room when unattended, both during the school day and after school. Students should not leave any belongings in the PE changing room. Items left in the changing room will be turned in to Lost & Found.

Each in-season sport will be assigned a locker room for their use during their season.

Cell phones and cameras are strictly prohibited in locker/dressing rooms. Under no circumstances should pictures of any kind be taken in these rooms.

### **Parking Policy**

A student driving to school must obtain a Parking Permit to park on campus. Students wishing to secure a permit must submit a photocopy of their driver's license, auto insurance, car registration and a "completed" Parking Permit Form, which includes Parental Consent and Inclement Weather Plan to the Registrar's Office.

Students must display their Parking Permit on the rear view mirror and must park only in the designated Student Parking Lot. Students are not allowed to park in the Faculty Parking Area or the Front Visitor Parking Area. Students without the proper paperwork and Parking Permit are given a verbal notice and a written notice. On the third notice the car will be towed at the Student's expense.

### **Parking Lot Safety**

Students and Parents are asked to follow posted directional signs at all times. Failure to follow guidelines can result in a student's campus driving privileges being revoked.

Permits will be renewed and reviewed annually and may be revoked at any time for speeding or reckless driving, etc.

### **Pregnancy**

Pope John Paul II High School teaches its students to view their sexuality as an awesome and wonderful gift from God.

We teach our students to integrate their sexuality in a life of love, commitment, dignity, self-awareness, and moral goodness. This teaching includes abstaining from sexual activity outside of marriage. In the event that a student becomes pregnant, her parents must contact the School Nurse or administrator at Pope John Paul II High School as soon as it is known.

Failure to make this report will result in dismissal from Pope John Paul II High School. Students involved, male and female, who wish to remain at JP II, must agree to participate in pregnancy counseling provided by Catholic Social Services. In addition, the school must receive written notice from medical personnel on an on-going basis that the mother is fit and healthy enough for school. Finally, the students must remain circumspect with the pregnancy, not drawing unnecessary attention to it while at school or school functions. Under these conditions, students involved in a pregnancy may be able to continue their education at JP II for a time, but the Headmaster will make the final call after careful consideration of all the specifics of the situation and consultation with those involved.

A student who chooses to be a primary caregiver and take primary financial and legal responsibility for a child may not continue at Pope John Paul II High School. Married students also may not continue at Pope John Paul II High School.

Because of the school's absolute commitment to the value and dignity of every human life from conception, a student who procures an abortion or has been involved in a decision to have an abortion will not be permitted to remain at Pope John Paul II High School.

**Public Displays of Affection**

Pope John Paul II High School understands it is normal and even healthy that students develop relationships with each other. However, public displays of affection are not allowed at school or school events.

**Theft**

Students who steal from others or the school are liable for expulsion and/or being handed over to the police. We encourage parents or students to report any personal losses to the Student Life Office immediately.

At the same time, students are responsible for safeguarding their private possessions. Students should never leave valuables unattended, including backpacks and purses and should keep all valuables secured in lockers. During PE periods, games, practices and other occasions in which students must dress out and lockers are unsecured, students should give valuables to their teacher or coach, who will secure items in a locked office.

**Tobacco**

The possession, use, or distribution of tobacco and tobacco device/products in any form is prohibited while the student is on campus and/or under the jurisdiction of Pope John Paul II High School. In addition, students found to have in their possession smoking paraphernalia (i.e., matches, lighter, cigarettes, electronic cigarettes, vape machines, chewing tobacco, etc.) will also be considered in violation of the tobacco policy and result in major disciplinary action.

### **Weapons**

Pope John Paul II High School does not allow students to bring any weapon onto campus. Students are not allowed to bring any of the following to school: guns (including air guns, paintball guns, and fake or toy weapons), knives (including pocket knives and Swiss Army knives), ammo, fireworks, pepper spray, Tasers, or explosives. Depending on the severity and circumstances, students are liable for expulsion and/or may be turned over to local law enforcement.

### **Uniform Guidelines**

*All required uniform items must be purchased at Parker Uniform Store or online at [www.parkersu.com](http://www.parkersu.com).*

**Summer Dress For Men** *(From the start of school until fall break and after spring break until the end of school.)*

- **Socks:** Socks must be worn at all times and must be solid color in white, black, or navy.
- **Pants:** Parker khakis for freshmen, sophomores, juniors, and seniors. *\*Any changes to pant color must be explicitly approved by the Administration.*
- **Shoes:** Shoes for freshmen and new students shall be in Sperry Authentic Original Boat Shoe in Sahara or \*Sperry Bluefish Boat Shoe in two-toned tan (now called Koifish Boat Shoe in Linen Oat if buying from another vendor). Sophomores through seniors can wear shoes purchased from the prior year. These shoes include only Classic Saddle Shoe in Black and White, Buck Oxford in Taupe, Clark Wallabee in Sand Suede, Sperry Authentic Original Boat Shoe in Sahara, Sperry Bluefish Boat shoe in two-toned tan, and Bass Loafer in Cordovan. No other shoe is allowed. *\*If a current student must purchase new shoes they must be the approved Sperry Authentic Original Boat Shoe*

in Sahara or \*Sperry Bluefish in two-toned tan (now called Koifish Boat Shoe in Linen Oat if buying from another vendor).

- **Belt:** Leather belt in black or brown. Buckle should be no more than 2.5 inches in diameter. Parents will be notified of any belt and/or buckle deemed inappropriate in size or design.
- **Shirts:** Parker white or light blue oxford shirt (long or short sleeve) with JPII logo. Men are required to wear solid color white or cream-colored undergarments under their oxfords. Shirts should be completely tucked in and the small buttons on the collar (the wings) should be buttoned at all times.

**Summer Dress For Women** (*From the start of school until fall break and after spring break until the end of school.*)

- **Socks:** Must be worn at all times and shall be in white, navy, or black. The socks may be in crew or knee high. There shall be no logos on socks.
- **Skirts:** The Parker skirt must be no more than six inches above the knee. This measurement is taken when the student is kneeling erect on the floor. The measurement is taken from the floor to the bottom of the skirt. Parents are responsible for making sure skirts are in compliance per the measurement above, whether skirt is bought on-line, at the store, or at the used uniform sale.
- **Shoes:** Go to Parker Uniform Store or Parker Website to purchase JPII approved shoes. Shoes for freshmen and new students shall be in Sperry Authentic Original Boat Shoe in Sahara or \*Sperry Bluefish Boat Shoe in two-toned tan (now called Koifish Boat Shoe in Linen Oat if buying from another vendor). Sophomores through seniors can wear shoes purchased from the prior year. These shoes include only Classic Saddle

Shoe in Black and White, Buck Oxford in Taupe, Clark Wallabee in Sand Suede, Sperry Authentic Original Boat Shoe in Sahara, Sperry Bluefish Boat shoe in two-toned tan, and Bass Loafer in Cordovan. No other shoe is allowed. \*If a current student must purchase new shoes they must be the approved Sperry Authentic Original Boat Shoe in Sahara or \*Sperry Bluefish in two-toned tan (now called Koifish Boat Shoe in Linen Oat if buying from another vendor).

- **Shirt:** Parker white or light blue oxford shirt (long or short sleeve) with JPII logo. Women are required to wear solid color white or cream-colored undergarments under their oxfords. Shirts should be completely tucked in and the small buttons on the collar (the wings) should be buttoned at all times.

**Winter Dress For Men** (*Between fall and spring break*)

- **Socks:** Socks must be worn at all times and must be solid color in white, black, or navy.
- **Pants:** Parker khakis for freshmen, sophomores, juniors, and seniors. *\*Any changes to pant color must be explicitly approved by the Administration.*
- **Shoes:** Shoes for freshmen and new students shall be in Sperry Authentic Original Boat Shoe in Sahara or \*Sperry Bluefish Boat Shoe in two-toned tan (now called Koifish Boat Shoe in Linen Oat if buying from another vendor). Sophomores through seniors can wear shoes purchased from the prior year. These shoes include only Classic Saddle Shoe in Black and White, Buck Oxford in Taupe, Clark Wallabee in Sand Suede, Sperry Authentic Original Boat Shoe in Sahara, Sperry Bluefish Boat shoe in two-toned tan, and Bass Loafer in Cordovan. No other shoe is allowed. \*If a current student must purchase new shoes they must be the approved Sperry Authentic Original Boat Shoe

in Sahara or \*Sperry Bluefish in two-toned tan (now called Koifish Boat Shoe in Linen Oat if buying from another vendor).

- **Belt:** Leather belt in black or brown. Buckle should be no more than 2.5 inches in diameter. Parents will be notified of any belt and/or buckle deemed inappropriate in size or design.
- **Shirt:** Parker white or light blue oxford shirt (long or short sleeve) with JP II logo. Men are required to wear solid color white or cream-colored undergarments under their oxfords. Shirts should be completely tucked in and the small buttons on the collar (the wings) should be buttoned at all times.
- **Ties:** Ties are required at all times during Winter Dress. A House tie reflecting the affiliation of each student to his House is required. Students may also wear an official JP II logo tie purchased from the Armory. Ties should be tied in the style of a necktie, not a bow tie, and should be pulled up snugly to cover the top button of the oxford. (If a tie is lost or damaged the student will be required to purchase a new tie through Student Life or the Armory.)
- **Outerwear:** Outerwear is optional and men may wear any of the following with their oxford and tie: 1) JP II Letter Jacket, 2) Solid Navy Blue Blazer, 3) Official JP II partial zip pullover (purchased from the Armory), or 4) Official JP II full zip jacket (purchased from the Armory).

**Winter Dress For Women** (*Between fall and spring break*)

- **Socks:** Shall be in white, navy, or black and may be in crew or knee high. There shall be no logos on socks.
- **Tights:** If a student wishes to wear tights or leggings underneath her skirt for additional warmth, the tights or leggings must be solid black or navy. No other color or pattern is allowed.

Jeggings and other similar garments are not allowed. Students must always wear socks with their tights or leggings.

- **Skirts:** The Parker skirt must be no more than six inches above the knee. This measurement is taken when the student is kneeling erect on the floor. The measurement is taken from the floor to the bottom of the skirt. Parents are responsible for making sure skirts are in compliance per the measurement above, whether skirt is bought on-line, at the store, or at the used uniform sale.
- **Shoes:** Go to Parker Uniform Store or Parker website to purchase JPII approved shoes. Shoes for freshmen and new students shall be in Sperry Authentic Original Boat Shoe in Sahara or \*Sperry Bluefish Boat Shoe in two-toned tan (now called Koifish in Linen Oat if buying from another vendor). Sophomores through seniors can wear shoes purchased from the prior year. These shoes include only Classic Saddle Shoe in Black and White, Clark Wallabee in Sand Suede, Sperry Authentic Original Boat Shoe in Sahara, Sperry Koifish Boat Shoe in Two Toned Tan, and Bass Loafer in Cordovan. No other shoe is allowed. \*If a current student must purchase new shoes they must be the approved Sperry Authentic Original Boat Shoe in Sahara or Sperry Firefish Boat Shoe in Linen Oat or Sahara.
- **Shirt:** Parker white or light blue oxford shirt (long or short sleeve) with JPII logo. Women are required to wear solid color white or cream-colored undergarments under their oxfords. Shirts should be completely tucked in and the small buttons on the collar (the wings) should be buttoned at all times.
- **Outerwear:** Outerwear is optional and women may wear any of the following with their oxford: 1) JPII Letter Jacket, 2) Solid Navy Blue Blazer, 3) Official JPII partial zip pullover

(purchased from the Armory), or 4) Official JP II full zip jacket (purchased from the Armory).

**Jewelry**

- Women may wear up to two earrings per ear.
- Excepting the above, all facial piercings and spacers are prohibited.

**Hair**

- Men and women's hair coloring must appear natural and may not be of an outrageous hue.
- Mohawks and "Faux Hawks" are not permitted.
- Carving of words, symbols, logos etc. into a student's hair is not permitted.
- Men's hair must not touch the collar and must be trimmed above the eyebrows. Hair on the side ear area and sideburns must be groomed at a level that matches the individual's mid-ear region. Administration reserves the right to require a haircut at anytime even if the hair meets current hair length standards. This is to insure that hair is not too unruly and has a presentable, groomed appearance.
- Men should be clean-shaven at all times.

**Hats:** Students are not permitted to carry or wear hats in the school building at any time.

**Tattoos:** Students are not permitted to have visible tattoos.

**Labeling:** We recommend labeling student clothing with student names in case the clothing is lost.

**Uniform Guidelines Infractions**

Students in violation of the above uniform requirements will have his/her cell phone confiscated for the day, and will be required to correct the violation immediately. Students may be required to shave, tuck in shirts, etc. for immediately correctable violations. Students who lack the required item (e.g. tie, socks) will be required to purchase the item from the Student Life Office (parents may be billed for the item).

**Distribution of Printed Materials**

Students who wish to distribute or post printed materials or notices on school bulletin boards must first request and receive approval from the Dean of Students. Approved notices should never be taped to windows.

**School Publicity Policy**

In order to promote our students and school in the community, from time to time JPII will use students' images and/or names and/or art work in publicity press releases, school publications, website news stories or videos about the school. All such materials will be reviewed by the Administration of the school for appropriateness prior to promulgation. JPII jealously protects the privacy rights of its students or likenesses of its students, including student directory data, for the purpose of promoting the interests of external commercial vendors, unless in rare cases, prior written permission is obtained from both the parents and the school Administration.

***IX. Extra-curricular Activities, Ministry, and Counseling  
Athletic Offerings***

Pope John Paul II High School offers the following sports activities:  
Football, Basketball, Lacrosse, Wrestling, Cross Country, Track,

Baseball, Softball, Soccer, Tennis, Swimming, Golf, Cheerleading, Volleyball, Bowling, Dance, Bass Fishing, and Ice Hockey.

### **Campus Ministry**

Campus Ministry fosters and promotes the spiritual life of the school community. Campus Ministers emphasizes the value of communal prayer to provide the moral framework for respecting human dignity. The programs of religious instruction and spiritual ministry aim to create a “moral force”, practicing faith, tolerance, and justice. Spiritual guidance serves to build a community climate that avoids favoritism, sarcasm, and the embarrassment of others and that reinforces why lying, cheating, stealing, bullying, and taunting are wrong.

The teachings of Christ should compel individuals to care deeply about moral values like respect and truthfulness. At the same time, students should feel comfortable showing the depth of their own feelings when these values are violated.

Because Pope John Paul II High School believes in the sanctity of human life and the inherent dignity of the human person, all members of the school community are welcomed as Christ. Pope John Paul II High School is one human family respecting all racial, ethnic, religious, and cultural differences. The school does not tolerate any form of gender, religious, or racial slander that violates the Catholic concept that the person is precious and sacred.

### **Clubs and Activities**

Pope John Paul II High School offers a full complement of activities outside athletics designed to appeal to a broad spectrum of interests. A sampling of those activities includes the following: Student Government, Drama, Band, Yearbook, Newspaper, Model United Nations, Youth

Legislature, Science Olympiad, Math Team, Dance, musical and dramatic variety productions.

### **House System**

The JP II House System was formed in January 2003, to maintain close bonds among students, to build relations between students and faculty, to promote school spirit, and to foster student leadership, responsibility, and accountability. The student body and faculty are divided into six Houses, each named after a Pope: The House of Gregory the Great, The House of Leo XIII, The House of Peter, The House of John XXIII, The House of Clement and The House of Pius IX. The Houses are intramural, student-led organizations that provide opportunities for leadership, community service, intramural competition, and student induction and orientation. Each House is comprised of a balanced mix of seniors, juniors, sophomores and freshmen. Each House has developed its own unique traditions, coats of arms, Latin motto, and activities.

Each House elects its own student leadership. Under the guidance of a faculty House Master, and with the support of faculty Advisors, each House Council is responsible for organizing and running House meetings, activities, and competitions, and serving as part of the School Council. The School Council, which consists of the four House Councils led by a student body elected School Council President (senior) and Vice President (senior or junior), is the student government of JP II. The School Council's duties include supervising all aspects of the House System, organizing Homecoming and Coming Home Festivities, organizing all Friday school assemblies, and serving as a liaison between the student body and the Administration. The School Council is advised by the Director of Houses, who leads the House Masters and faculty Advisors in their efforts to facilitate and support this student-run, student-designed system.

Serving on the School Council is considered an honor and a privilege, and as such all members of the School Council are expected to fulfill their specific officer duties as well as serve as models for their classmates by meeting three basic standards:

- School Council members must attend School Council meetings to properly represent their classmates. Missing more than three meetings for a reason other than school absence will result in removal from the School Council.
- School Council members must uphold the Veritas promise to serve as examples of honorable behavior for their classmates. Earning a Veritas violation, once elected, could result in removal from House Council, at the discretion of the House Masters, Director of Houses, and Headmaster.
- School Council members must earn a weighted 3.0 GPA and can earn no more than one failing grade per quarter to demonstrate that their School Council duties are not impacting their academic responsibilities. Failure to do so for one quarter will result in probation status. Failure to do so two consecutive quarters will result in removal from the School Council.

#### **Student Health Center**

The Student Health Center provides health services to currently enrolled students. The School Nurse is available from 7:45 a.m. until 3:30 p.m. each day. The Student Health Center offers nursing care and triage for acute and chronic illness, early detection of illness, health counseling and teaching, healthcare procedures and treatments, assistance with administration of prescribed medication and treatments, First Aid medical care and treatments, administration of non-prescription medications (Tylenol, Ibuprofen, Tums, Hall's cough drops, and Benadryl) and crisis intervention. The School Nurse initiates referrals to parents, school

counselors, community health resources, and community mental health professionals for appropriate care as needed.

### Immunizations

The state’s immunization requirements follow the current schedule published by the Centers for Disease Control and Prevention (CDC) and endorsed by the American Academy of Pediatrics (AAP) and American Academy of Family Physicians (AAFP). Required immunizations for children attending high school must be documented on the Official Immunization Certificate. See chart below as to requirements for immunization in the State of Tennessee:

**Diseases Covered by Tennessee Child Care and School Immunization Requirements**  
TN Rule Chapter 1200-14-1-.29: [http://ehsweb.tn.gov/ehs/rulees/1200/1200-14/1200-14-01\\_20131128.pdf](http://ehsweb.tn.gov/ehs/rulees/1200/1200-14/1200-14-01_20131128.pdf)

Disease	Child Care	Kindergarten	New students, Grades 1-12	All incoming 7 <sup>th</sup> graders	College
H. flu type B (Hib)	Up to date/ <sup>a</sup> complete	-	-	-	-
Pneumococcus (PCV)	Up to date/ <sup>a</sup> complete	-	-	-	-
Diphtheria, Tetanus, Pertussis	Up to date (no <sup>a</sup> 4y dose)	Complete (incl. <sup>a</sup> 4y dose)	Same as K, <sup>a</sup> see website for <sup>a</sup> pr	Tdap booster	-
Measles, Mumps, Rubella	1 dose	2 dose	2 dose	-	2 dose
Polio	Up to date (no <sup>a</sup> 4y dose)	Complete (incl. <sup>a</sup> 4y dose)	Complete (incl. <sup>a</sup> 4y dose)	-	-
Hepatitis B	Up to date/ <sup>a</sup> complete	Complete	Complete	-	If training incl. direct pt. care
Hepatitis A	1 dose	2 dose	-	-	-
Meningococcal disease (MenACWY)	-	-	-	-	1 dose for some (see school)
Varicella (or disease history)	1 dose or disease	2 dose or disease	2 dose or disease	2 dose or disease	2 dose or disease

Other important vaccines are recommended by CDC for all children and teens, but not required for school attendance. For more information, visit the TennHS homepage at <https://ehs.tennessee.gov> and click on the blue bar titled School Immunization Requirements. For the Official Certificate, go to the above website and login to TennHS. Last updated by Tennessee Immunization Program - July 2015

### Children with medical or religious exemption to Immunization requirements

**Medical** – Physician (MD, DO) or department Public Health Nurse authorized to indicate specific vaccines medically exempted (because of risk of harm) on the Official Immunization Certificate. Other vaccines remain required. The medical reason for the exemption does not need to be provided.

**Religious** – This exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. The healthcare provider on the Official Immunization Certificate must note this exemption.

**Annual Physicals**

Annual physicals are required for all students. Student must have an annual physical completed by July 31<sup>st</sup> of the upcoming school year, and it is important the physicals are valid for the entire school year. To assist families and to keep costs down, it is customary for the school to arrange free physicals through the generosity of local doctors and nurses in late May or early June for the following school year. Free physicals are determined on a yearly basis. We encourage **ALL** students to make use of this service when available.

**Consent for School Nurse Services and Medical History**

Pope John Paul II High School is concerned about the health, safety, and well-being of our students. For the school health staff to stay informed and to support and promote the safety and well being of our students, students must complete JPII Permission and Consent forms through [www.dragonflymax.com](http://www.dragonflymax.com), which permits the School Nurse to treat your student for services ranging from basic First Aid to emergency care, and administration of stocked over-the-counter medications. The School Health Center will supply Ibuprofen, Tylenol, Tums and Benadryl on an as needed basis and at the discretion of the School Nurse. These forms give the nurse medical/legal consent and provide important information in case of a medical emergency. These forms need to be renewed annually.

### **Illness and Injury**

If a student becomes ill or is injured at school, students are advised to go to the School Health Center to be evaluated by the School Nurse. The School Nurse will assess the student, and if necessary contact the parent/legal guardian and advise disposition. The School Nurse will care for the student in the interim. In the event the injury or illness requires emergency medical care, the School Nurse will activate Emergency Medical Services and notify the parent/legal guardian immediately.

In most situations, JPII prefers students to come to school however, here are a few guidelines to help the parent/legal guardian in deciding when to keep your student at home: If your student has a fever > 100.0 F, Diarrhea not caused by diet or medications, vomiting, or been diagnosed with the flu, you will need to keep your student at home for 24 hours AFTER symptoms resolve. If a student has been diagnosed with a contagious condition such as, conjunctivitis (pink eye), Mononucleosis, MRSA (methicillin resistant staphylococcus aureus), impetigo, chickenpox, shingles etc., the student will require a medical release statement from his/her Licensed Healthcare Provider in order to return to school.

### **Medications Administration (Prescription or Non-Prescription)**

Authorization for self-administration and assistance with self-administration of medications, *prescription* and *non-prescription*, *form HS003* must be obtained annually and when changes occur submitted through [www.dragonflymax.com](http://www.dragonflymax.com). In all instances where *prescription and non-prescription medications* not stocked by the Student Health Center (i.e. cold or allergy medications) are to be administered (assisted self-administered or staff administered) during school hours, on field trips, or retreats, the following is required:

For *prescription medications* to be administered during school hours, the medication must be in the original container and labeled correctly. **Form HS003** (*prescription medication* or *non-prescription medication taken for longer than ten days*) must be filled out and signed from the prescribing Licensed Healthcare Provider that identifies and contains the following:

- The name of the drug and dose.
- Approximate time it is to be taken.
- The diagnosis or reason the medication is needed.
- A list of adverse effects that may be reasonably expected.
- Contraindications to administering the medication.
- The ability of the student to competently self-administer the medication(s).
- Prescribing Licensed Healthcare Provider Signature, date, and phone number.
- Parent/legal guardian and student signature and date.

For *non-prescription medications* (not stocked by School Health Center i.e. cold or allergy medications) to be administered during school hours, the medication must be in the original container and labeled correctly. **Form HS003** must be filled out and signed by the Parent/legal guardian that identifies and contains the following:

- The name of the drug and dose.
- Approximate time it is to be taken.
- The reason the medication is needed.
- Start date and discontinue date (if > than ten days, must be filled out by Licensed Healthcare Provider).
- The ability of the student to competently self-administer the medication(s).

- Special instructions and handling.
- Parent/legal guardian and student signature and date.

Whenever possible, the parent/legal guardian should hand-deliver prescription or non-prescription medications to the School Health Center. The School Nurse or Headmaster reserves the right to require parents to bring in medications as necessary. For controlled substances, school office personnel shall verify the amount of medication delivered by counting individual units of medication in the presence of either the adult who delivers it or another school personnel. The School Nurse shall document the amount of medication in the student's medication record in Veracross. The amount of medication and initials of personnel who verified medication count shall be documented in Veracross. Controlled substances shall be stored in a locked drawer in the School Health Center.

Any school personnel (employee, volunteer, or designee) authorized by the Headmaster or School Nurse to assist with self-administration or administer medication to students will be provided appropriate instruction approved by Tennessee Department of Health and Education and the Catholic Diocese of Nashville and will be supervised by the School Nurse. Determining which individuals should be responsible for medication administration will be the joint responsibility of the Headmaster and the School Nurse.

School personnel (School Nurse, employee, volunteer, or designee) authorized by the Headmaster or School Nurse to assist with self-administration or administer medication to students shall see that the medication is given within 1 hour before or after the time specified by parent and practitioner.

An individual Medication Record will be established in Veracross for each student which will include date, time, dosage, initials of individual dispensing medication, extension or disruption of medication, any changes, description of reactions experienced by the student or errors made in the administration of the medication by student or staff. Medication and treatment documentation in Veracross are part of the student's record. An accurate and confidential system, in accordance with FERPA and HIPAA regulations, of record keeping will be recorded in Veracross each time a medication is dispensed.

Annual authorization for prescription and non-prescription medications will be valid for students attending summer school. Narcotic pain medications will *not* be administered during school hours, and students cannot be under the influence of narcotic pain medication while at school. *ALL* prescription and non-prescription medications will be kept in the School Health Center. Students are ***NEVER ALLOWED TO SELF-CARRY ANY MEDICATIONS*** with the exception of Insulin, Glucagon, Epi-pens, and Inhalers.

## ***X. Parents***

### **Parent-School Partnership**

Parents are the primary educators of their children. The school seeks to work in partnership with parents to make the education of their child comprehensive, effective and inspiring.

Parents are encouraged to take an active interest in the progress of their children. They are encouraged to approach faculty members, staff members or Administrators directly by telephone, email or by appointment. The first point of contact should be the faculty member or Advisor concerned and related to the particular concern. If this contact is unsatisfactory or if the parent's concerns are more general, parents should

make contact with the appropriate Administrator. General matters of an academic nature should be referred to the Dean of Studies. General matters relating to student life should be referred to the Dean of Students.

Because parents are the primary educators, a constructive working relationship between the School and a student's parent or guardian is essential to the accomplishment of the educational mission of JPII. The school reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian makes a positive and constructive relationship impossible or otherwise seriously interferes with the accomplishment of the educational aspirations of the school.

***Appendix A: Weekly Schedule***

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:30-8:25 Faculty Meeting	7:55-9:05 5 <sup>th</sup> Period	7:55-9:05 3 <sup>rd</sup> Period	7:55-9:05 7 <sup>th</sup> Period	7:55-9:05 4 <sup>th</sup> Period
8:30-9:40 1 <sup>st</sup> Period	9:10-10:20 6 <sup>th</sup> Period	9:10-10:20 4 <sup>th</sup> Period	9:10-10:20 1 <sup>st</sup> Period	9:10-10:20 5 <sup>th</sup> Period
9:45-10:55 2 <sup>nd</sup> Period	10:25-11:35 7 <sup>th</sup> Period	10:25-11:35 5 <sup>th</sup> Period	10:25-11:25 Mass	10:25-11:35 6 <sup>th</sup> Period
10:55-11:55 Lunch Tutorial	11:35-12:40 Lunch Tutorial	11:35-12:40 Lunch Tutorial	11:25-11:50 House/ Assembly	11:35-12:40 Lunch Tutorial
12:00-1:10 3 <sup>rd</sup> Period			11:50-12:40 Lunch	
1:15-2:25 4 <sup>th</sup> Period	12:45-1:55 1 <sup>st</sup> Period	12:45-1:55 6 <sup>th</sup> Period	12:45-1:55 2 <sup>nd</sup> Period	12:45-1:55 7 <sup>th</sup> Period
2:30-3:10 Advisory Period	2:00-3:10 2 <sup>nd</sup> Period	2:00-3:10 Innov8/PE	2:00-3:10 3 <sup>rd</sup> Period	2:00-3:10 Innov8/PE

***Appendix B: Computer Network, Internet Access and Responsible Use for Technology Policies (Updated, September 2016)***

**Computer Network and Internet Access**

**Disclaimer.** The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and Pope John Paul II High School and the Diocese of Nashville is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at Pope John Paul II High School is governed by the following policy:

**Permitted Use of Internet and Pope John Paul II High School Computer Network.**

The computer network is the property of Pope John Paul II High School ("JPPII") and is to be used for legitimate educational purposes. Users are provided access to the computer network to assist them in the performance of their academic pursuits. Additionally, students ("Users") may also be provided with access to the Internet through the computer network. All Users have a responsibility to use the school's computer resources and the Internet in an academic, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible expulsion, and civil and/or criminal liability.

### Computer Network Use Limitations

**Prohibited Activities.** Without prior written permission from the school Administration, JPII's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a.) Interfere with the User's or any other student's work; b.) have an undue effect on the computer or Pope John Paul II High School network's performance; c.) or violate any other policies, provisions, guidelines or standards of this agreement or any other of Pope John Paul II High School. Further, at all times Users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.

**Illegal Copying.** Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. Users may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the school Administration.

**Communication of Trade Secrets.** Unless expressly authorized to do so, the User is prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to Pope John Paul II High School. Unauthorized dissemination of such material may result in severe

disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws.

**Duty Not to Waste or Damage Computer Resources**

**Accessing the Internet.**

To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to Pope John Paul II High School's network must do so through an approved Internet firewall or other security device. Bypassing the school's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to the school's network.

**Frivolous Use.** Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-educational-related uses of the Internet.

**No Expectation of Privacy.** Students are given access to computers and Internet access to assist them in the performance of their academic pursuits. Students should have no expectation of privacy in anything they create, store, send or receive using Pope John Paul II High School's computer equipment. The computer network is the property of Pope John Paul II High School and may be used only for purposes approved by the school Administration.

**Waiver of privacy rights.** User expressly waives any right of privacy in anything they create, store, send or receive using Pope John Paul II High School's computer equipment or Internet access. User consents to allow school personnel access to and review of all materials created, stored, sent or received by User through any school network or Internet connection. The school has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by Users.

**Blocking sites with inappropriate content.** Pope John Paul II High School has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in school.

#### **Technology Responsible Use Policy**

The purpose of this policy is to educate students on the responsible use and expectations when using the various forms of technology on and off campus. Allowing students to utilize technology during the educational process is a means for enhancing each student's overall learning experience. Our goal is to provide a safe, appropriate, and effective learning environment for all at the school.

The Responsible Use Policy includes all forms of technology, such as, but not limited to: iPad, laptops, cameras, cell phones, texting, messaging, email, chat, instant-messaging, gaming, and social networking sites. Due to continuous advancement in technology, Pope John Paul II High School reserves the right to add to the policy throughout the school year as deemed necessary.

Violating any portion of the Responsible Use Policy may result in disciplinary consequences, including suspension or expulsion from Pope John Paul II High School and/or legal action. Pope John Paul II High School will cooperate with law enforcement in any investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or well being of students or other members of our school community or constitutes behavior embarrassing to the school. Students and parents should report threats of violence or harm in cyberspace to law enforcement immediately.

#### **Privacy and Online Behavior**

- Students will not share passwords or use anyone else's passwords.
- Students will not impersonate another's identity.
- Students will be ethical and respect the privacy of others.
- Students understand that Pope John Paul II High School has the right to look at any data, email, logs, or files that exist on the network or on an individual device without the prior consent of the system's user. In addition, Pope John Paul II High School reserves the right to confiscate and search a student's electronic device to ensure compliance with the Responsible Use Policy and school policy as outlined in the Student Handbook.
- Students will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Students will not encourage the use of a controlled substance, alcohol, or tobacco.

### **Recording Sound/Taking Pictures**

Students will not make and/or post photo, audio, or video recordings of another student or Pope John Paul II High School employee/volunteer without specific permission from the individual being recorded and the supervising teacher.

Any use of cameras in restrooms or the locker room, regardless of intent, will be treated as a serious violation.

### **Unacceptable Uses of Electronic Devices through Network or Internet**

Violating any state or federal law or municipal ordinances, such as:

- Accessing or transmitting pornography of any kind, obscene depictions, harmful materials that encourage others to violate the law, confidential information, or copyrighted materials.
- Criminal activities that can be punished under law
- Selling or purchasing illegal items or substances
- Spamming; spreading viruses
- Causing harm to other or damage to their property, such as: using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others, or accessing, transmitting, or downloading offensive, harassing or disparaging materials.
- Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
- Damaging computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting or

- downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
- Using the network or Internet in any manner that violates any school policy.

Any unauthorized technology used for the purpose of bypassing security systems, including Internet filtering is not permitted. This includes the use of “shh”, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.

### **RESPONSIBLE USE POLICY FOR TECHNOLOGY**

#### **General Purpose and Intent of the school issued iPads and Laptops Responsible Use Policy**

Members of the Pope John Paul II High School community will use iPads and Laptops as assigned and approved by the faculty, staff, and/or Administration, along with all other electronic communication and computing devices, in a responsible, ethical, and legal manner at all times. Students may receive permission for their own devices but the following policy is specific to school equipment. Student devices are accountable to the Internet usage rules and to use on campus but access to the device is through parent consultation and permission. Technological resources, including iPads, Laptops, and other technology, at Pope John Paul II High School are provided for the purpose of supporting the mission and holistic educational experience of the school. Pope John Paul II High School’s goal in providing these resources is to promote educational excellence by facilitating learning through creative thinking, resource sharing, scholarship, research, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the *Student Handbook*.

### **Specific iPad or Laptop Responsible Use Policy**

- Any viewing, sharing or transmission of iPad or Laptop material containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with Pope John Paul II High School's mission or philosophy is strictly prohibited.
- Any iPad or Laptop use, whether or not utilizing the school's network, which could pose a risk of physical or mental harm to anyone is prohibited.
- Any iPad or Laptop use, whether or not utilizing the school's network, which could pose a risk of property loss is prohibited.
- While on the campus, iPad or Laptop may only be connected to the Internet using access provided by Pope John Paul II High School.
- Students will not share their passwords, addresses, or other personal information on the Internet without the authorization of a school representative.
- Students have no privacy rights in the use of their iPads or Laptop. All iPad and Laptop activity, including communications, Internet history, or other uses, are subject to monitoring by Pope John Paul II High School. School representatives may inspect and, if they deem necessary, confiscate, any student's iPad or Laptop.
- Certain Internet materials may not be copied or reproduced without the permission of the author or copyright holder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws.
- The Pope John Paul II High School network may not be accessed without authorization. This includes, but is not limited

to, accessing the network using any account other than a student's own.

- Students are solely responsible for the care and safekeeping of the device they are using. Any loss or damage (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students and parents. Students must immediately report damage or loss, including theft, to Pope John Paul II High School. Students are not permitted to repair, alter, modify or replace any device without express authorization from the school.
- In consideration for using devices provided by Pope John Paul II High School each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Pope John Paul II High School and the Diocese of Nashville, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the devices furnished by Pope John Paul II High School to the student.
- When using the school's devices, we strongly encourages students to consider whether their electronic communications and other uses of the devices may be regarded as offensive, hurtful, or otherwise inappropriate by others.
- Violations of any portion of this Responsible Use Policy may result in disciplinary measure against the student up to and including expulsion.

- The use of the iPad or Laptop is for educational purposes. Students are not allowed to download or use apps or websites for this purpose. Any non-essential apps, video, etc. can be deleted to make space for classroom use.
- The iPad used as a Face Time, video camera, still camera, or audio recording can only be done with the permission of the instructor.

### ***Appendix C: Veritas***

Veritas means *Truth* in Latin. The word is the motto of both Harvard University and of the Dominican Order.

Pope is a community that seeks to inspire and prepare young people to live the Gospel. Christ calls us to the Light, to live in the Truth and to be people of that Light and Truth. It is an essential part of a JP II education to live in a community where integrity and honesty are the touchstones of interaction and relationships and where each member of the community is called to take responsibility for making our school a community of trust and integrity. No community can exist without honesty. No person can become what God wants him or her to be without growing in love and commitment to integrity and truthfulness.

#### **The Veritas Promise**

The Veritas Promise that is signed by all students at JP II annually and repeated on various occasions is:

*I promise before God and members of this community that I will be a person of integrity who will not lie, steal, cheat, plagiarize, or break the bonds of trust that define this community. I will take responsibility for my decisions. I make this promise in order to build a community of trust and integrity with my brothers and sisters at JP II.*

**THE PLEDGE:**

The Veritas Pledge, which must be written and signed by students on all tests, assignments, projects, and homework is:

*I pledge that I have neither given nor received  
unauthorized aid in completing this work. (May be  
abbreviated: I pledge VERITAS, signed \_\_\_\_\_.)*

If a teacher suspects a student is guilty of a Veritas violation, they will first present evidence to the department chair in which the suspected Veritas violation occurs. If this same-subject department chair concurs that there is enough evidence of cheating, either the teacher or the department chair will reach out to a chair in a different department to concur that the evidence of a potential Veritas violation is valid.

At that point, the teacher who suspects a violation will present the case to the Veritas coordinator. The Veritas coordinator will then present the evidence to the student and offer the suspected student a choice: accept the Veritas violation or ask for a Veritas trial.

If a student asks to go to trial, they will be given 48 hours to build their case against the accusation. If he/she believes that another student can corroborate his/her defense, he/she will turn those names over to the Veritas coordinator to be interviewed within 24 hours of the initial conversation with the student. The Veritas coordinator will then present this testimony to the Veritas Council when presenting the potential Veritas violation.

The teacher making the accusation, likewise, will be given 48 hours to provide evidence to the Veritas coordinator about possible cheating—including previous assessment scores or samples of previous student work. The Veritas coordinator will present this evidence to the Council as part of reading the Veritas charges.

The Veritas trial will go before the Veritas Council with the following participants adjudicating the process:

- The Veritas coordinator will present the initial teacher’s charge, as well as evidence compiled by the teacher and evidence gathered from other student interviews as relevant. If the student believes that other students can corroborate their version of events, they will turn over those names to the Veritas coordinator who will interview and present their testimony in the trial.
- The suspected student will then be afforded the chance to defend their case before the Veritas Council.
- After the presentation of the evidence by both the Veritas coordinator and the student, both will recuse themselves from the deliberation process.
- The Veritas Council will then deliberate on whether enough evidence exists to declare a student guilty of a Veritas violation.

The Veritas Council will be chosen through a nomination process from faculty members who have taught students—believing that these students exemplify integrity. These students will be selected in the opening faculty meeting in August; students will then be given the opportunity to accept or decline the invitation. If the initial nominees decline the invitation to join the Veritas Council, the Veritas coordinator will solicit additional nominations from faculty members.

The Veritas Council as a whole will consist of the following:

- 6 seniors selected by the faculty
- 5 juniors selected by the faculty
- 4 sophomores selected by the faculty
- 2 non-voting faculty members who will participate in deliberations—these faculty members will be rotating and cannot be members of the same department in which the Veritas accusation has been made.

Faculty members will volunteer to be part of the honor council process. The Veritas coordinator will ask members of the faculty outside of the department in which a student is accused to sit in on the deliberation process. Faculty members may participate in the deliberation process concerning Veritas violations to provide a faculty perspective; however, faculty members will not vote on the accused student's guilt or innocence.

In order for a quorum of the Veritas Council to rule on a Veritas violation, at least nine members of the student Veritas Council must be present, as well as two faculty members.

In order to find a student guilty of a Veritas violation in the event of a trial, a simple majority vote of guilty votes will result in a Veritas violation. The non-voting faculty members will tabulate student votes through a secret ballot system. The Veritas coordinator will inform both the students and parents of the result of the vote.

Should the student/parent wish to appeal, they can do so by appealing directly to the Headmaster, who will have discretion over the decision and/or consequences that result from a Veritas violation.

Should a Veritas Council member be found guilty of a Veritas violation or a major student life penalty (e.g. suspension, bullying, etc.)—they may be removed from the Veritas Council. Additionally, if a Veritas member believes that his/her ties with a student suspected of a Veritas violation may compromise his/her objectivity (e.g. it is a friend, a teammate, etc.), a Veritas member may recuse himself/herself from a Veritas hearing.

Students found guilty of a Veritas violation on a major assignment will receive a 0 on the assignment.

If a student has cheated on a minor assignment (homework, quiz, etc.), the student will be given a demerit for violating the honor code. Two demerits on minor violations will amount to a major Veritas violation. The Veritas coordinator will communicate both to parents and the students the consequences of demerits and honor code violations.

Teachers of a student found guilty of a Veritas violation will be notified. For the each violation, the student's school counselor will discuss the potential implications of the guilty verdict as well as explore the reasons a student violated the honor code. In doing so, they will counsel students about the importance of integrity.

For a first honor code violation, a student's teachers and parents will be informed of the violation, and students will be given a 0 for the assignment in question. A counselor will likewise discuss the gravity of the situation with students—including the disclosure to colleges a second violation or expulsion in the event of a third violation.

School counselors will disclose a second violation as part of the college recommendation process. A second violation for other students will result in loss of eligibility for membership of House Council, Societas, Veritas,

National Honors Society, and National Arts Honors Society. A student may petition the Council to become eligible for these organizations again no sooner than 12 months after the second offense was committed.

In the event of a third violation (whether three major violations or up to six minor violations), a student will be dismissed from the school. If a student who has enrolled in a different school requests a transcript from JP II, a letter explaining the dismissal will be included with the transcript request.

*Acknowledgements – Pope John Paul II High School wishes to express thanks to Bishop McNamara High School (MD), Academy of the Sacred Heart (LA), Montgomery Bell Academy (TN), George Mason University (VA), James Madison High School (VA), Langley High School (VA), and St. Mary's Ryken High School (MD) for their assistance in providing ideas and content for this document.*

***Acknowledgment and Consent***

I have received and reviewed the Pope John Paul II High School Student Policies Handbook (2017-2018), including all appendices.

I agree to abide by and support these policies.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Print Student's Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
**(Print Advisor's Name)**

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Print Parent's Name)

\_\_\_\_\_  
(Date)

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*I understand that these policies do not constitute a "contract" and are subject to modification by the school during the year. Application of these policies to specific circumstances is subject to the interpretation of the Headmaster of the school.*