All decisions regarding the handbook are up to the final discretion of the President/Principal. The President/Principal is the final recourse and reserves the right to amend this handbook at any time. Parents and other school community members will be given prompt notification.
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SECTION I: INTRODUCTION

History of Pope John Paul II Catholic High School

Pope John Paul II Catholic High School (Pope John Paul II High School) is a member of the Archdiocese of New Orleans family of Catholic schools. The school was established in 1980 to provide secondary education to students living on the northern shore of Lake Pontchartrain, primarily those living in the civil parishes of St. Tammany and Washington. The school’s location in Slidell, Louisiana, was due in part to the efforts of Fr. Adrian Hall. The school was to be named after Archbishop Philip Matthew Hannan, then the archbishop of New Orleans; however, Archbishop Hannan insisted that the school be named in honor of the recently installed pontiff who had a professed ministry toward the young. The school is the first school in the world to be named for Pope John Paul II (Karol Józef Wojtyła). The school’s first President/Principal was Glenn Gennaro. Since then, there have been seven additional President/Principals: James Klassen, Lawrence Keller, Carmen Schexnaildre, Richard Berkowitz, Martha Mundine, Nicole Alvarez, and Douglas Triche.

Pope John Paul II was canonized as Saint John Paul II by Pope Francis on Sunday, April 27, 2014. The school celebrated Mass in honor of St. John Paul II’s canonization on Tuesday, May 1, 2014. The celebrant for the Mass was Fr. Patrick Wattigny, School Chaplain and Pastor of Saint Luke the Evangelist Catholic Church in Slidell. Fr. Wattigny was assisted by Deacon Harold Burke. Fr. Wattigny wore third order relics of Saint John Paul II, the chasuble and stole worn by Saint John Paul II during his papal visit to New Orleans in 1987. Additionally, two ciboria used during the 1987 visit were made available for the Mass. The wife of an alumni and mother of a student read the first reading of the Mass in Polish in honor of Saint John Paul II’s Polish heritage. Many guests to include alumni, parents and friends of the school as well as several dignitaries were on hand for the celebration to include representatives of the New Orleans Archdiocesan Office of Catholic Schools and Slidell’s Mayor Freddie Drennan. Mayor Drennan read a special proclamation declaring May 1, 2014 Saint John Paul II Day. The Mass was followed by a school wide procession to the newly restored Rosary Garden for its blessing and dedication. Additionally, the Luminous Mysteries of the Rosary, written by Saint John Paul II, were read by members of the school body while others crowned the statue of Mary with a crown of roses while student ambassadors placed roses at the foot of the statue.

The school crest includes the coat of arms of Saint John Paul II encircled by the name of the school. The coat of arms, depicted below, is intended as an act of homage to the central mystery of Christianity, the Redemption. Therefore, the main representation is a cross, whose form, however, does not correspond to the customary heraldic model. The reason for the unusual placement of the vertical section of the cross is readily apparent if one considers the second object inserted in the coat of arms the large and majestic capital M. This recalls the presence of Mary beneath the cross and her exceptional participation in the Redemption (Vatican).
The school’s colors, taken from the Saint John Paul II coat of arms, are scarlet, navy blue and papal gold. Banners of the same colors were used during Saint John Paul II’s papal visit to New Orleans in September 1987. The school possesses these banners and uses them during processionals at school wide functions and liturgical events throughout the school year.

The school mascot is the Jaguar and its sports teams are referred to as the Jaguars, Lady Jaguars or Jags for short. The school fields 22 varsity athletic teams and competes as a member of the Louisiana High School Athletic Association. The school sponsors nearly 30 non-athletic extracurricular activities in which students may participate.

The school Alma Mater and fight song are listed below:

**Alma Mater**

With our voices lifted up above  
John Paul High, we praise you.  
And we pledge to you our deepest love  
To the heights, we raise you.  
Honor and power and fame,  
These are yours as we guide you.  
Banner blue and gold and red,  
True we'll stand beside you.  
Memories we'll keep of thee  
Rah.  
Long through life and eternity.  
Hail to you, Alma Mater!  
John Paul High, we love you!

(Sung to the tune of the Polish National Anthem)

**Fight Song**

Cheer, Cheer for Pope John Paul High,  
To be a winner, we'll do or die,  
Hail to the red and blue and gold,  
Stand by to watch our goals unfold.  
Fight, Fight to be loyal and true,  
The Might Jaguars,  
Will come through for you.  
John Paul High, we pledge to thee,  
To roll on to victory – Rah, Rah,

(Sung to the tune of Notre Dame fight song)
**Prayer to Saint John Paul II**

Oh, St. John Paul, from the window of heaven, grant us your blessing!

Bless the church that you loved and served and guided, courageously leading it along the paths of the world in order to bring Jesus to everyone and everyone to Jesus.

Bless the young, who were your great passion. Help them dream again, help them look up high again to find the light that illuminates the paths of life here on earth.

May you bless families, bless each family! You warned of Satan's assault against this precious and indispensable divine spark that God lit on earth. St. John Paul, with your prayer, may you protect the family and every life that blossoms from the family.

Pray for the whole world, which is still marked by tensions, wars and injustice. You tackled war by invoking dialogue and planting the seeds of love: pray for us so that we may be tireless sowers of peace.

Oh St. John Paul, from heaven's window, where we see you next to Mary, send God's blessing down upon us all.

Amen.

**Statement of Catholic Identity**

Pope John Paul II High School operates within the pastoral jurisdiction of the Archbishop of New Orleans and under the administrative supervision of the Archdiocesan Office of Catholic Schools. As such, the school provides an environment where Catholic dogma, values and the spirit of faith permeate the total school community.

Students are offered opportunities for daily prayer, celebrations of the liturgical year, devotions to the Blessed Mother, and the reception of the Holy Eucharist at Mass. To further the concept of a Christ-centered life, the school places an emphasis on proclaiming the message of Jesus, building and living in a community of love, developing attitudes and practices of service and promoting prayer and worship.

Pope John Paul II High School follows the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools supported by the National Catholic Education Association.

**Philosophy of Education**

Pope John Paul II High School provides education in accordance with the Roman Catholic Church’s 1965 Declaration on Education, *Gravissimum Educationis*, and as guided by the “The Holy See's Teaching on Catholic Schools*, authored by Archbishop J. Michael Miller, CSB, and the Secretary of the Congregation for Catholic Education and the United States Conference of Catholic Bishop’s 1972 Pastoral message on Catholic education titled “*To Teach as Jesus Did*”.

Pope John Paul II High School shares the Church’s conviction that parents are the primary educators of their children and that the school exists to assist parents in the Christian formation of their children.

The school strives to develop the intellectual capabilities of its students, to form their ability to
judge rightly, to continue and pass on the cultural legacy of previous generations, and to prepare for professional life (Gravissimum Educationis #5).

We believe that the quality of Catholic education at Pope John Paul II High School is based upon the concept of life grounded in the person of Jesus Christ. We agree with the Catholic Church’s teachings that our fundamental task is to integrate faith, life and education for our students. In order to complete this process, the student must learn to be a living witness to God’s presence by the daily practice of Christian principles. Therefore, the Pope John Paul II High School faculty and staff strive to provide an environment in which the student’s faith becomes living, conscious and active and enables them to become productive and fulfilled individuals, capable of contributing to the well-being of the community. This responsibility rests ultimately upon the entire educational community: parents, teachers, students and all those who contribute to make possible the school’s rich cultural, civic and spiritual life.

**School Motto**

The school motto is *Totus Tuus*. The Latin phrase *Totus Tuus* translates to “totally yours.” *Totus Tuus* was the apostolic motto of Saint John Paul II that he used to express his personal devotion to the Blessed Virgin Mary to whom he consecrated his papacy. *Totus Tuus* also reflects his commitment to the Church and the world’s youth.

**Vision Statement**

Pope John Paul II High School will be recognized as a leader among Catholic secondary educational institutions within the Archdiocese of New Orleans and as a producer of intellectually prepared faith-based leaders. Additionally, Pope John Paul II High School will maintain its strong tradition of providing a family-oriented environment where each student will be given the opportunity to develop their potential and grow into the young men and women of tomorrow; men and women who are academically prepared, spiritually grounded in Jesus Christ and ready to lead.

**Mission Statement**

The mission of Pope John Paul II Catholic High School is to provide a Christ-centered educational environment in the Roman Catholic tradition that promotes academic excellence, nurtures faith development and fosters leadership among its students.

**Guiding Principles (Pillars)**

The three main principles or pillars upon which the success of Pope John Paul II High School rests are Academic Excellence, Faith Development and Leadership.

- **Academic Excellence.** The school’s academic programming is designed to enable each student to develop their intellect to the point that they are prepared to successfully perform at the college level. Graduates of Pope John Paul II High School will:
- Be open to learning
- Be intellectually competent
- Value academic integrity
- Be prepared to successfully perform at the college level

- **Faith Development.** The school integrates faith-based teaching in every endeavor and in every setting: classroom, community, athletic fields, etc. The immersion in faith is a collaborative effort involving the students, parents, educators, clergy, alumni and the greater community. Graduates of Pope John Paul II High School will:
  - Be open to spiritual growth
  - Be firmly rooted in spiritual values
  - Be sacramentally competent
  - Value personal integrity
  - Affirm the dignity of all persons in every natural stage of life

- **Leadership.** The school provides numerous opportunities for each student to learn to be accepted for who they are and to grow through academics and participation in athletics and other extracurricular activities. Graduates of Pope John Paul II High School will:
  - Be equipped mentally, spiritually and emotionally to lead
  - Be moral decision makers
  - Be service oriented
  - Be responsible citizens

**Expectations**

Parents enrolling students at Pope John Paul II High School have the expectation that their sons and/or daughters will be prepared academically, socially and spiritually for the challenges of adult life upon graduation. Therefore, **parents should expect Pope John Paul II High School staff to help students learn to:**

- Acknowledge Jesus Christ as the model for Christian living yesterday, today and tomorrow and mirror His lifestyle daily.
- Strive to pursue a way of life that reflects the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools of Christ centeredness, prayer and spirituality, personal morality, family life, social morality, respect for life, and God's life expressed in Sacred Scripture, Sacred Tradition, and by the Magisterium.
- Be accepting of others in an attitude of service and respect for the personal dignity of each individual.
- Be able to exercise the computational and communicational skills necessary to become and remain a contributing member of society.
- Exhibit self-discipline and personal responsibility.
- Continually strive to develop both personal talents and the collective talents of humanity
by sharing the uniqueness of the individual in all areas: spiritual, intellectual, emotional, physical and athletic.

Parents and students should also expect Pope John Paul II High School faculty and staff to:

- Treat all as Christ would, with love, respect and fairness.
- Act professionally at all times and to serve as role models for students in the areas of Christian spirituality, citizenship and academic excellence.
- Facilitate the educational process as partners by involving fellow teachers, parents and students.
- Ensure course expectations and classroom policies are clearly conveyed to students, that assignments and grades are posted in a timely manner and that student progress is well communicated with both students and parents.

The Holy See acknowledges that parents are the first educators of their children and that teachers in Catholic schools are partners in the education of our youth. Therefore, Pope John Paul II High School staff should expect parents to:

- Support the mission of Pope John Paul II High School by being good ambassadors in the community, by bringing to the attention of the administration any problems or concerns and by supporting and abiding by school policies, rules and regulations.
- Ensure that their son/daughter is in daily attendance and promptly report and explain any absences or tardiness from school.
- Maintain regular communication with the school faculty and administration concerning their son/daughter’s progress, conduct and needs (academic, spiritual, emotional).
- Actively monitor student progress to enhance their knowledge of student responsibility and to support the accountability of the student to complete his/her own assignments.
- Attend Pope John Paul II High School Parent Club meetings, schedule grade level meetings and other events and conferences requested by faculty and administrators.
- Demonstrate good decorum and sportsmanship when attending all school-sponsored extracurricular activities.
- Parents who refuse to work in cooperation with school officials, those who are a negative force within the school community, and/or those who engage in behavior which interferes with the effective operation of the school may be required to withdraw their child(ren) from school.

Students enrolling at Pope John Paul II High School need to be made aware of the fact that their future, whether it is continuing education in college, joining the workforce or serving God through a vocation, will be directly impacted by what they do both in and outside of the classroom. Therefore, Pope John Paul II High School students are expected to:

- Challenge themselves to achieve their highest potential as evidenced through maintenance of good grades and taking courses commensurate with their individual student potential.
- Exhibit appropriate emotional, spiritual and physical development of attitude and behavior through positive participation in related school activities.
- Make responsible decisions based on the National Standards and Benchmarks for
Effective Catholic Elementary and Secondary Schools in all aspects of their lives: spiritually; academically; socially; and emotionally.

- Practice self-discipline and show personal responsibility in all matters, especially those involving issues of integrity.
- Give service as Catholic Christian men and women within the school community and/or to communities outside school.
- Maintain regular communication with parents and the school staff concerning their academic progress and for any other need or concern they have while a student of Pope John Paul II High School.

Administration and Governance

- The school follows all laws and regulations established by the state of Louisiana to include those listed in the Nonpublic School Bulletin 741, all appropriate policies of the Archdiocese of New Orleans and best practices as promulgated by the accreditation organization AdvancEd.

- The Pope John Paul II High School Administration consists of the President/President/Principal, the Assistant President/Principal and the Dean of Students. The administration is supported by members of the Administrative Team consisting of the Athletic Director, Director of Campus Ministry, School Counselor, School Chaplain, Director of Worship, Advancement Team Leader, Director of Advancement Fundraisers, and Maintenance Supervisor. Other members of the faculty and staff may be added to the Administrative Team from time to time as the situation dictates. Additional support is provided by the School Advisory Board consisting of various representatives of the community at large. The President/President/Principal is the final authority on all school matters when policy interpretation or clarification is required.

- All decisions regarding this handbook are up to the final discretion of the President/President/Principal. The President/President/Principal is the final recourse and reserves the right to amend this handbook at any time. Parents and other school community members will be given prompt notification of any changes.

Statement on the Use of Pope John Paul II High School Name, Crest, Logo Images

The Pope John Paul II High School name (hereafter referred to as Pope John Paul II High School), school crest, sports team logos/names, etc. are not to be used by persons outside of the school staff and administration without written permission from the President/Principal. Social media sites using Pope John Paul II High School’s name or images may not be created without written permission from the President/Principal. Any non-school site that is granted permission to use Pope John Paul II High School’s name/images must be administered by a designated member of Pope John Paul II High School staff. If a student, parent or other individual wishes to promote a specific Pope John Paul II High School activity or event, please contact the Pope John Paul II High School Marketing Director for information on submitting a usage request and initiating the review and approval process.
Archdiocesan Statement on Non-discrimination

The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their education policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in or be denied any educational program or activity except permitted under said Title IX.

Archdiocesan Statement on Same Sex Attraction

“The Archdiocese of New Orleans respects and follows the teachings of the Catholic Church as we minister to youth who face the complexity of cultural and personal issues of today. As they grow in their understanding of their identity and sexuality, we will provide guidance and parameters founded on the truth that they, as male and female, are created in the image of God and redeemed by Jesus. We will teach respect for the dignity of the human person, recognizing the importance of chastity as we guide our youth in discovering their identity as children of God. We will not tolerate hatred or bullying at any level in our parish or school programs. We set boundaries and policies that help us teach young people to live relational integrity, showing respect for themselves and one another. Out of respect for the confidentiality of our students and their families, we will not address specific questions regarding a parish/school situation. We will continue to minister to our youth and members of their families during times of struggle as they develop in their understanding of their identity and sexuality.”
SECTION II: ACADEMICS

Accreditation

Pope John Paul II High School is accredited by AdvancED, and meets all the requirements of the Archdiocesan Office of Catholic Schools, State of Louisiana Department of Education, and National Catholic Education Association.

Academic Curriculum

The academic curriculum, standards-based and infused with the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools, supports Pope John Paul II High School’s mission statement areas of Academic Excellence, Faith Development and Leadership.

- **Academic Excellence** is developed through the school’s college preparatory academic program. The school designs curriculum with appropriate rigor and according to ACT standards.

- **Faith development** is addressed by all subjects through religious reflection on curriculum and infusion of Sacred Scripture and Church teachings where appropriate. The Theology Department addresses faith development through its academic program, campus ministry, retreats, liturgical experiences and the Christian Service Program.

- **Leadership development** is fostered through opportunities offered in academic and extracurricular programs. All subjects are given a public speaking rubric. Extracurricular programs include academic, service, the arts, and athletics.

Academic Levels

- **College Preparatory:** Courses designated as College Preparatory are intended to prepare students for the minimum skills needed to be academically successful for colleges, universities, or any other post-secondary education.

- **Honors and AP Courses:** Courses designated as Honors/AP courses receive additional quality points to be used when determining grade value and grade point averages. Placement in Honor/AP courses is an administrative decision which includes referencing standardized test scores, grade performance in previous classes, and consultation with teachers from a particular department.

- **Dual Enrollment Options:** A variety of college level courses will be offered in partnership with local colleges and universities. Students participating in dual enrollment programs will simultaneously earn the appropriate high school and college credit.

- **Virtual Courses:** A variety of courses not available through the traditional classroom setting will be offered in partnership with accredited on-line educational institutions.
The Theology Program

- The Theology Program is an academic course of study and students must earn a passing grade to be eligible for a Pope John Paul II High School diploma.
- Student attendance at all religious services scheduled within the school day is required regardless of the student’s religious affiliation or personal beliefs. This especially includes, but not limited to, the sacred celebration of the Mass. Regular attendance at scheduled religious services will be factored into the student’s grade.
- Student attendance is mandatory for class level retreats/days of prayer as well. If a student fails to attend the school-sponsored retreat/day of prayer due to an excused absence, they must consult with the Campus Minister to discuss an appropriate alternative assignment.
- It is the Archdiocesan policy that the preparation and celebration of the Sacrament of Confirmation are the responsibility of the student’s church parish. Even though our curriculum in theology classes follows the curriculum put forth by the United States Council of Catholic Bishops and Archdiocesan guidelines, it does not include the added preparation for the Sacrament of Confirmation. Parents are required to contact their local church parish concerning specific sacramental requirements.

Pope John Paul II High School Christian Service Program:

- Hours must be earned from a specifically approved organization on the list on the Pope John Paul II High School Website.
- Returning students were given a Service Log in which hours will be recorded. Logs will include a section where representatives from approved organizations must place their signatures in order for hours to count. New students will be given a Service Log when they start school, and may provide a letter on letterhead for any service hours performed during the summer.
- Non-approved organizations will require submission of an approval form before hours can be done with them.
- All hours (20 for 8th grade, 30 for 9-12th grade) must be completed in order to take the 2nd semester Theology exam. Failure to complete all hours (half must be church hours) will result in an “F” on the exam.
- Seniors’ service hours will be due on the last day of the 3rd quarter. All other students’ service hours will be due on May 1st each year. Turning in service hours late will result in 10 points off the Exam grade.
- No service hours earned during the current academic year will be carried over to the next academic year (Hours earned during 2019-2020 year will not roll over to 2020-2021 year). Students can begin earning service hours for the next year the day after the last exam of the school year.
- Reference the Pope John Paul II High School website for details: click here
### *Start Pope John Paul II High School in 8th Grade:*

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<tr>
<th>*8th HONORS:</th>
<th><strong>Start Pope John Paul II High School in 9th Grade</strong></th>
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<tbody>
<tr>
<td>Religion 8</td>
<td>Physical Science - H</td>
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<tr>
<td>English I - H</td>
<td>Jag Success or Choir or Band</td>
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<tr>
<td>Algebra I – H</td>
<td>P.E. 8</td>
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<td>World Geography – H</td>
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### 9th Grade Honors:

**9th Grade Honors:**

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<th>Religion I</th>
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<td>Geometry-H</td>
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<td>Biology – H</td>
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<td>French or Spanish I</td>
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<td>World History - H</td>
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<td>Health Physical Education I</td>
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**10th Grade Honors:**

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<td>English III – AP</td>
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<td>Algebra II – H</td>
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<td>Chemistry – H</td>
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<td>French or Spanish II</td>
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<td>Arts Credit</td>
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**11th Grade Honors:**

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<th>Alg II-H</th>
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<td>English IV–AP</td>
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<td>Adv. Math–H</td>
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<td>Physics-H or Bio-AP or Chem-AP</td>
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<td>American History–AP</td>
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**11th Grade Honors:**

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<td>English III–AP</td>
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<td>Alg II–H</td>
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<td>Chem-AP</td>
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<td>American History-AP</td>
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Note: Pope John Paul II High School curriculum is designed to enable students to achieve the highest possible scores on ACT, to fulfill requirements for graduation, and to reach their full potential as a child of God.


*12th Grade Honors:
Religion IV
English V-H
Calculus–H or Calculus/Statistics
Physics-H or Bio-AP or Chem-AP
Civics–AP
*HPE II or Elective
Elective

**12th Grade Honors:
Religion IV
English V-H
Advance Math–H(or Calculus - AP, if doubled math in 10th grade)
Physics-H or Bio-AP or Chem-AP
Civics–AP
*HPE II or Elective
Elective

*Note: Pope John Paul II High School and State diploma requires two credits of Health Physical Education (HPE). Students may earn the second credit through four seasons of participation on Pope John Paul II High School athletic teams.

Pope John Paul II High School College Prep Curriculum 2019-20

Note:* The following starts with the 2019-20 8th grade class. Recent changes may require substitutes for 9th-12th grades.
*Pope John Paul II High School curriculum is designed to enable students to achieve the highest possible scores on ACT, to fulfill requirements for graduation, and to reach their full potential as a child of God.

*Start Pope John Paul II High School in 8th Grade: LIGHTER highlight

*8th Grade College Prep:
Religion 8
English 8
Pre Algebra
World Geography

*9th Grade College Prep:
Religion I
English I
Algebra I
Algebra I Lab*
Physical Science
French fo Spanish I
Health Physical Education I

*Alg I & Alg I Lab = One Alg I grade

*10th Grade College Prep:
Religion II
English II
Geometry

**Start Pope John Paul II High School in 9th Grade

Science 8
Jag Success or Choir or Band
P.E. 8

**9th Grade College Prep:
Religion I
English I
Algebra I
Algebra I Lab*
Physical Science
World Language I-A
Health Physical Education I

*Alg I & Alg I Lab = One Alg I grade

**10th Grade College Prep:
Biology
French or Spanish II
World History - H
Arts Credit

**10th Grade College Prep:
### 11th Grade College Prep:

- Religion III
- English III
- Algebra II
- Chemistry
- American History
- Elective
- Elective

### 12th Grade College Prep:

- Religion IV
- English IV
- Adv. Math
- Physics
- Civics
- HPE II or Elective
- Elective

*Note: Pope John Paul II High School and State diploma requires two credits of Health Physical Education (HPE). Students may earn the second credit through four seasons of participation on Pope John Paul II High School athletic teams.

### Path to TOPS Offered by Pope John Paul II High School

I. Four (4) English  
   A. English I  
   B. English II  
   C. English III  
   D. English IV  

II. Four (4) Math  
    A. Algebra I  
    B. Geometry  
    C. Algebra II  
    D. Advanced Math, Calculus, Statistics  

III. Four (4) Science  
     A. Physical Science  
     B. Biology  
     C. Chemistry  
     D. Physics, Environmental Science, AP Biology*, AP Chemistry*  

IV. Four (4) Social Studies
A. World Geography  
B. World History  
C. American / U.S. History  
D. Civics / U.S. Government  

V. Two (2) World Language  
A. French I or Spanish I  
B. French II or Spanish II  

VI. One (1) Arts Credit  
A. Band, Choir, Fine Art Survey, Art  

* Note: AP Biology and AP Chemistry are each only taught every other year.  

Scheduling Classes:  

* Students must take no less than one Theology, English, Math, and Science course per year they are enrolled at Pope John Paul II High School, regardless of credits previously earned or academic track followed.  
* Students are allowed to request classes the spring before the academic year.  
* Placement is determined by standardized test scores, record of academic performance, and teacher recommendations. The final decision for class placement lies with Pope John Paul II High School administration.  
* Questions concerning classroom academics should first be discussed with the individual subject teacher. If further discussion is necessary, please contact the Assistant President/Principal for additional clarification.  
* Course scheduling issues and/or options should be addressed to the Assistant President/Principal.  
* Students will not be allowed to request changes in course schedules after the first full week of classes.  
* Only teachers, the school counselor, and administration is allowed to recommend and request changes in course schedules for students after the first full week of classes.  
* Students will be required to make up all missed work if course change is granted.  

Senior Graduation Requirements  

* All classes taken at Pope John Paul II High School must receive a passing grade to earn and receive a Pope John Paul II High School diploma.  
* If a senior fails a course(s), i.e. an elective, but meets the state requirements for graduation, they will be issued an Archdiocesan diploma at graduation.  
* Students who fail a core course(s), i.e. English IV, and do not meet the state requirements for graduation, will not be permitted to participate in graduation activities. Students may remediate the deficiency in summer school and earn the appropriate diploma as long as remediation is completed prior to the start of the next academic year.  
* Additionally, all fees and tuition payments must be paid.  
* All books and sports uniform items/equipment turned in prior to graduation day, or replacement costs paid, before a student is allowed to participate in the graduation ceremony.
Valedictorian and Salutatorian Selection Criteria

- Valedictorian is determined by the highest class rank. Salutatorian is determined by the second highest class rank.
- Starting with the class of 2022, only students that have attended Pope John Paul II High School for at least their sophomore, junior, and senior year, will be considered eligible for the title of valedictorian or salutatorian.
- The President/Principal determines which courses on transcripts NOT taken at Pope John Paul II High School are to be counted for class rank in order to prevent students from gaining advantages in class rank.
- If a student has not attended Pope John Paul II High School for the required years and his/her GPA would qualify him/her for the valedictorian or salutatorian; he/she will be considered an Honor Graduate.

Grading System

- Pope John Paul II High School operates on a seven-point grading scale for course work. Students receive both a letter and numeric grade to signify their level of scholarship. The seven-point numeric scale is depicted below and is what is reflected on quarterly report cards.
- There is a difference in numeric ranges for quarter grades (seven-point scale) and semester exam grades (ten-point scale). The semester exam grading scale is expanded to account for the difficulty/importance of the semester exam as compared to the cumulative grade on work produced in a single quarter.
- Additionally, all AP courses are graded using the 10-point scale.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quarter Numeric Range</th>
<th>AP &amp; Exams Numeric Range*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>85-92</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>75-84</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>67-74</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0-66</td>
<td>0-59</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
</tbody>
</table>

* AP Courses and Exams are on a 10-point scale

Additionally, an extra quality point is awarded for honors, AP, and dual enrollment courses when calculating grade point averages for class rank.

Exams
● Semester exams will be 100 minutes in length, covering the entire semester of work.
● **Seniors may be exempt from final exams in May, if they have an “A” in the subject in the preceding third and fourth quarters and have no suspensions during their senior year.**
● AP exams taken by seniors take place after the senior exams. Therefore seniors are required to take their exams unless exempted for reasons stated above.
● All sophomore and junior students taking AP Exams will not have to take a separate spring final exam, as long as they have maintained a C or better for all four quarters of the academic year.
● No other exemptions will be permitted.
● If a sophomore or junior was exempt from their class final exam because they scheduled to take the AP exam, but that student failed to take the AP exam, a zero/F will be recorded for their exam grade, no exceptions.
● Students who are absent on scheduled exam days will be required to make up exams at a time/date approved by the administration after the exam period has ended. This provision only applies to excused absences. Make up exams will not be given for unexcused absences and zeros will be recorded. The only absences that may be excused are for illness with a doctor’s note.
● Early exams will not be administered.

**Report Cards**

● Report cards are issued quarterly.
● Report card averaging for the semester is calculated according to the following formula:
  \[
  \frac{1\text{st Quarter} + 2\text{nd Quarter} + \text{Semester Exam}}{3} = \text{Semester Average using letter grades.}
  \]
● This formula is used to determine class rank or as needed for college and scholarships.

See calculation example below:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>College Prep Points</th>
<th>Honors/AP/ DE Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Therefore:

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>1st Quarter Grade</th>
<th>2nd Quarter Grade</th>
<th>Semester Exam</th>
<th>Semester Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Grade</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>C</td>
</tr>
</tbody>
</table>
- Students will receive an F for the semester if they earn an F in two or more components of the grade criteria, despite the numeric average (example: F in first quarter, A in second quarter and F on exam will result in an F for the semester).

- If a student’s grade in a continuation subject at the end of the first semester is an “F”, the student will continue in the subject during the second semester. If he/sh earns at least a C for the second semester, he/she will pass the subject for the entire year. In this circumstance, the semester grades will be edited to reflect the second semester remediation, i.e. F - C semester averages will become D - D. If the student earned a grade of “D” for the second semester, he/she will be required to earn this credit in the summer for the first semester’s failure.

**Grade Point Average Calculation Method**

Semester grades are used to determine a student's overall grade point average (GPA). All high school courses taken for high school credit are averaged in to determine class rank. GPAs are calculated by using the quality points from student’s semester grades. See example below:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Semester 1 Grade/Value</th>
<th>Semester 2 Grade/Value</th>
<th>Total Points Divided by Total Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology I</td>
<td>A = 4</td>
<td>A = 4</td>
<td>2</td>
</tr>
<tr>
<td>English I</td>
<td>B = 3</td>
<td>A = 4</td>
<td>2</td>
</tr>
<tr>
<td>Algebra I</td>
<td>A = 3</td>
<td>B = 3</td>
<td>2</td>
</tr>
<tr>
<td>English II Honors</td>
<td>A = 5</td>
<td>B = 4</td>
<td>2</td>
</tr>
<tr>
<td>Geometry Honors</td>
<td>B = 4</td>
<td>A = 5</td>
<td>2</td>
</tr>
<tr>
<td>Biology I</td>
<td>C = 2</td>
<td>A = 4</td>
<td>2</td>
</tr>
<tr>
<td>Health/PE I</td>
<td>A = 4</td>
<td>A = 4</td>
<td>2</td>
</tr>
<tr>
<td>Spanish I</td>
<td>B = 3</td>
<td>C = 2</td>
<td>2</td>
</tr>
<tr>
<td>World History</td>
<td>B = 3</td>
<td>B = 3</td>
<td>2</td>
</tr>
<tr>
<td>Football/PE II (4 seasons)</td>
<td>P = ∅</td>
<td>P = ∅</td>
<td>∅</td>
</tr>
<tr>
<td>Total Points Earned</td>
<td>31</td>
<td>33</td>
<td>64 / 18</td>
</tr>
</tbody>
</table>

Calculation: $S1 + S2 = TP / TC = GPA$

Example: $31 + 33 = 64 / 18 = 3.556$
PE II credits earned through involvement in Pope John Paul II High School extracurricular team sports, are recorded on transcripts with a grade of “A” unless otherwise indicated by the coach. Beginning with the class of 2023, this grade is averaged into the student’s cumulative weighted and unweighted GPA. Classes previous to the class of 2023 are not averaged.

Pope John Paul II High School GPAs are calculated using all of the high school courses taken during a student's high school career. GPAs are calculated differently for Louisiana Taylor Opportunity Program for Students (TOPS), Core Four, Louisiana High School Athletic Association and National Collegiate Athletic Association eligibility. Please see the Assistant President/Principal and/or school counselors for additional information on calculating these specific GPAs.

**Academic Progress Notification**

Parents will receive the necessary information to register for an account using the school’s administrative software applications so that they may view student progress as promulgated throughout the year. The school’s administrative software applications may be accessed via the school website. Parents are also encouraged to contact their student’s teacher if they have a question or concern about their student’s progress.

**Honor Roll**

- **President/Principal’s Honor Roll**: Students who have a grade point average of 4.0 or higher and no grade lower than a “B” are placed on the President/Principal’s Honor Roll for the quarter grading period.
- **Honor Roll**: Students with an average of or above and no grade lower than a “C” are placed on the Honor Roll.

**Academic Awards**

Students are recognized throughout the year for academic accomplishments in school and at academic competitions in the local and state community. Students are generally recognized at three major events: Winter Academic Awards Ceremony; Senior Awards Ceremony; and, the Spring Academic Awards Ceremony for underclassmen (grades 8-11). Contact the Assistant President/Principal for more details concerning award opportunities and criteria.

**Homework**

Students should be expected to receive and complete assignments outside of class time. Assignments may count toward grades. Students are responsible for organizing their assignments in such a way as to ensure their timely completion and submission per teacher requirements.
Promotion Requirements (Underclassmen)

If a student earns an “F” at the end of the second semester, even though he/she has passed the first semester, he/she will be required to earn this credit in the summer for the second semester.

A failing grade in a one-semester course is a failing grade for the semester. **Failing grades are averaged into the student’s cumulative GPA and NOT replaced by a later passing grade**, unless that credit is remediated through credit recovery.

Students must have earned no less than 7 credits each year in order to be promoted to the next grade. Credit and grade level status for transfer students will be reviewed on a case by case basis.

Summer Remediation

All failing grades/unearned credit must be removed by remedial instruction in an approved regionally accredited program during the summer before a student can be promoted. The School Counselor informs students, and their parents, facing the possibility of academic remediation about the prospect of remediation and provides information on course availability when published.

Summer Reading Program

Certain courses require pre-course preparation during the summer between academic years to include those between seventh and eighth grades. Preparation work generally consists of designated readings with associated writing requirements. Completion of these assignments is mandatory.
SECTION III: GENERAL SCHOOL POLICIES AND PROCEDURES

Admissions

Pope John Paul II High School adheres to the high school admission process established by the Office of Catholic Schools of the Archdiocese of New Orleans.

Payment of a non-refundable registration fee is a reservation for a student in the upcoming school year based upon available space. Entitlement to educational benefits begins on the first day of class, predicated on the student’s possession of currently acceptable academic and discipline records.

Pope John Paul II High School offers a college preparatory curriculum. The school is not professionally prepared or equipped to effectively help students with certain intellectual or behavioral disabilities or certain attention disorders which inhibit the educational process. Pope John Paul II High School, its President/Principal, faculty and staff are only required to make minor adjustments to the education program in an attempt to accommodate whatever challenges the child/student may have and that the nature and extent of such reasonable accommodations is within the sole discretion of an Individual Needs Committee (INC) and the President/Principal.

Attendance

Students from their seventh to their seventeenth birthdays are required to attend school regularly and punctually or participate in an approved home study program per appropriate Louisiana Law and the Louisiana State Department of Education Bulletin 741.

In order to be academically successful at school, it is necessary that student attendance be regular and prompt. School attendance is imperative because every missed day of school is a missed opportunity to learn. Per state regulations, students must complete at least 8,250 minutes of instructional time per Carnegie Unit earned per year to be eligible to receive credit for each course. Students are expected to be punctual and in attendance for all school days as scheduled by the Pope John Paul II High School Administration. Any Pope John Paul II High School student missing minutes from the 8,250 minutes of instructional time per Carnegie Unit mandated by the Louisiana State Department of Education will be made up each quarter or semester.

A student will be considered habitually absent or habitually tardy when either condition continues after all reasonable efforts by school officials have failed to correct the condition:

- After the fifth unexcused absence or fifth unexcused occurrence of tardiness within any month
- When a pattern of five (5) absences, excused and/or unexcused, or a combination of, per course per semester is established.

Any juvenile student who is habitually absent from school or is habitually tardy will be reported as a truant child to the family. Pope John Paul II High School may be required to report the student to the appropriate civil parish authority if corrective action, such as remediation of missed instructional time, is not fulfilled within the required time agreed upon by the
administration and parents.

The Dean of Students is designated by the President/Principal to make the decision in matters concerning attendance unless otherwise stated.

**Absences**

In order to be eligible to receive credit per course passed, Pope John Paul II High School students *may not be absent more than five (5) classes per course per semester*. Recorded absences for students will include excused absences and unexcused absences. Attendance will be recorded for each class period.

Pope John Paul II High School recognizes five (5) acceptable reasons for an excused absence:

- Illness of the student or an immediate family (to include grandparents).
- Death in a student’s immediate family (to include grandparents).
- Emergency conditions as determined by the administration.
- Pre-approved college/university visits per the school’s college exploration program protocol.
- Pre-approved extended field trip or church mission

It is the parent’s responsibility to inform the school as soon as possible when and why a student is absent in order to properly account for the student. Parents must report absences as follows:

- Contact the school via telephone or email as soon as it is apparent that the student will be absent.
- *Provide a note within two days* of the student’s return to school for instances where the student was absent for no more than two consecutive school days. *A physician’s note is required for absences of more than two days.*
- It is preferred that parents use the **Parental Notification of Student Absence/School Tardy Form** for this purpose. A copy of this form can be found in **Appendix A**, and it is available online at the school website.
- A physician’s note is also required for any medically related absence that exceeds two days in length and should be included with the absence notification form.
- Additional documentation will be required in all cases when a student has exceeded the limit of 5 absences per course per semester. Documentation must come from official sources such as a certified health care provider, representative of the court, etc.
- Other forms of absence verifications, such as a court order/summons, should be attached as applicable.

Failure to follow the reporting guidelines listed above may result in absences being considered unexcused. *Both excused and unexcused absences will count toward the total number of absences per class per semester.* Any Pope John Paul II High School student missing minutes from the 8,250 minutes of instructional time per Carnegie Unit (excused or unexcused absences) mandated by the Louisiana State Department of Education *will be made up each quarter or semester.*
In order for a student to be counted as present for attending a class, the student must be present for at least two-thirds of the scheduled instructional time (scheduled Masses, assemblies and/or special activities are counted as instructional time).

All missed work due to an absence must be completed in the allotted time period as designated by the teacher and/or an administrator. Students must make arrangements with their teacher(s) immediately upon return to schedule make-up work regardless of whether or not their particular class meets on the day of their return. Therefore, a student is required to meet with all of their teachers whose class the student missed during the absence on the first day of their return. Students may receive full credit for missed work due to an excused absence if the work is completed in the allotted make up time. Students may receive no more than 50% credit for missed work due to an unexcused absence if the work is completed in the allotted make up time.

Students who visit a college or university in accordance with school procedures or participate in school activities approved by an administrator must hand in assignments for all classes due on the day of the absence or the date specified by the teacher and must be ready to take quizzes and/or turn in projects/give presentations immediately upon return for assignments scheduled during the missed day(s) and on the day of return.

Arrangements will be made for students missing instructional time while serving in-school suspension to complete classroom assignments, to include quizzes or tests, in a separate on-school setting. This student will receive full credit for work turned in on time.

Students physically missing school as the result of an out-of-school suspension may receive no more than 50% credit for missed work for those days suspended if the student completes make up work in the time allotted by the teacher.

**Students may not be eligible to receive credit for a course or take the scheduled exam for a course in which the student has accumulated six (6) or more absences in one semester.** Students who are deficient in required academic hours due to excessive absences may be required to make up missed hours during non-academic periods (before school, during lunch, after school or on weekends). Students will be issued an incomplete grade for a course until missed academic hours are remediated.

Any student above the compulsory attendance age of seventeen (17) who has excessive absences may be dropped from the rolls for the remainder of the school term after consultation with the student, parents and administration.

**College Visits**

Students in grades 8th through 10th are generally not authorized to make a college visit during the school year. Requests for exceptions must be submitted to the administration no less than two weeks prior to the desired visit. Exceptions to this policy may only be authorized by the President/Principal.

Juniors and seniors are afforded *three days per school year* to conduct college campus visits. College visits may be conducted during the first three quarters of the year. Visits during the fourth quarter may only be authorized by the President/Principal. Students will not be
authorized to take a college visit on days when grade level retreats are scheduled. All procedures must be followed in order for these visits to be properly accounted for. Students must submit visit request forms no less than 5 academic days in advance of the desired visit. Please see the School Guidance Counselor for details.

**Impact of Absences on Participation in Extracurricular Activities**

In order to participate in extracurricular activities after the dismissal bell or to attend a school-sponsored activity on or off campus on a particular day, a student must attend four-fifths (equivalent to 348 minutes of the 435 minute school day) of the instructional time during the school day on the day of the activity. Students serving any form of suspension, in-school or out of school, will not be eligible to participate in a schedule extracurricular activity for the period of their suspension.

*Four-fifths* of the daily instructional time includes Mass, Prayer Services, Assemblies, Jaguar Pride activities and other scheduled activities in addition to classroom time. Students and parents must make every effort to ensure they are at school for four-fifths of the school day if they intend to participate in extracurricular activities as an active participant or spectator (spots practices/games, dances, club meetings, other events) on the day of their particular absence/tardy.

Requests for exceptions to this policy may be submitted to an administrator for review and disposition.

**Tardiness**

Students are expected to be punctual to school, to each class and to scheduled activities. Tardies are classified as either school tardies or class tardies.

A **school tardy** is defined as a student arriving to his/her first class after 7:30 am (or after 9:30 am on a late arrival schedule). Students must sign in at the School Office before reporting to class. Students are allowed a total of three school tardies per quarter, excused or unexcused, before disciplinary action may be taken.

A **class tardy** is defined as a tardy in which the student has arrived on time to his/her first period class but enters any other class during the day after the tardy bell rings. Students have seven (7) minutes from the bell at the start of the day to be in their class and four (4) minutes between classes. A student must be present for two-thirds of a class no matter the schedule or the student will be marked absent from that class. This absence will count toward the total number of absences for that class in determining a course loss of credit for excessive absences. Students tardy for class will report to the Dean of Students to sign in and receive a pass.

**Tardy Reporting Procedures**

Students arriving after the official start of the school day must first check-in at the School Office. Students, or their parents, must make an appropriate entry in the attendance log and receive an admittance pass before proceeding to their classroom or scheduled assembly. The student’s teacher will mark the student absent from the class if there is less than two-thirds of instructional time remaining in the class period when the student arrives. A written explanation for the tardy from a verifiable source (doctor, dentist, court official) must be submitted within two
business days of the tardy in order for the tardy to be considered as excused. The Parental Notification of Student Absence/Student Tardy Form may be used for this purpose (see Appendix A).

Failure to turn in required documentation within the two day period may result in the tardy being classified as unexcused.

Students who check-in late may be required to turn in any missed assignments and take any missed assessments after school. If the tardy is excused, the student will be allowed to make up any missed work due to the tardiness in the allotted time period. If the tardy is not excused, the student will be allowed to make up work in the allotted time period for a maximum credit of 50% of the grade for the work missed due to the tardy.

Students tardy for class after they are considered present at school may be subject to disciplinary action as determined by the Dean of Students.

**Checking Out During the School Day**

- ONLY STUDENTS THAT SUBMIT AN APPROVED EARLY RELEASE ACKNOWLEDGEMENT FORM ARE ALLOWED TO RETURN TO SCHOOL.
- Approved Early Release includes doctors and DMV appointments.
- Students must return with doctors note and DMV receipt.

Parents are highly encouraged to schedule routine appointments (doctors, dentists, barbers/hair stylist), vacations and other activities outside of regular school hours to include those times set aside for liturgical observances and non-academic school assemblies or activities such as Jaguar Pride. Parents are expected to refrain from allowing students to check out during Mass and other liturgical functions as attendance and participation are factored into theology grades and are considered instructional time for attendance purposes.

*The Early Release Acknowledgement Form from a parent must be submitted to the administration no later than the morning of an appointment for early release to be granted to be considered excused.* The explanation must include the purpose of the early release. No phone calls the day of an appointment or any other business will be allowed. A written note must be turned in by 7:30 am the day of the appointment or business. For early releases that are known well in advance, students will have to obtain and complete an Early Release Acknowledgement Form (see Appendix A) that is initialed by the teachers of classes the student will miss due to the early release. This is required so that teachers may be aware of why a student is absent and if the absence has the potential to negatively impact a student’s grade.

*Students checking out early must hand in assignments for classes due the same day in order to receive full credit. In addition, they may be required to take quizzes or tests scheduled or assigned on the check-out day immediately upon their return to school.*

Students who drive may be authorized to check out from school if it is specified on the *Early Release Acknowledgement Form*. All other students must be signed out by their parent or other person authorized on the student’s emergency card for pick up. The adult picking up the student must physically report to the school office to sign out their student. *Students who check
out during the school day may only return to school that same day provided they turn in an approved Early Release Acknowledgement Form and return with the appropriate doctor’s note or receipt. **Checking out during lunch is not permitted.**

**Student Supervision**

The supervision of students on campus begins at 7:00 a.m. and ends at 3:15 p.m. Students are not to be on campus prior to 7:00 a.m. Supervision will be available prior to 7:00 a.m. for scheduled activity where supervision will be provided by the appropriate faculty moderator or coach. Students are to report directly to the cafeteria, or other area designated by their faculty moderator or coach, and remain there until released for class.

Students may not be on campus after 3:15 p.m. unless they are participating in a supervised school-sponsored activity, a faculty member is supervising them because they are waiting to participate in a school-sponsored event that begins after 3:15 p.m., or because a school bus picks them up after 3:15 p.m.

Students participating in any school-sponsored after-school activities must be off campus fifteen minutes following the conclusion of those activities or following their dismissal by a faculty moderator or coach.

The school is not liable for students who do not follow these regulations. **Parents are responsible to arrange transportation for their children to ensure that regulations are followed.**

**Cell Phone and Wearable Technology Use at School**

Students may not possess on their person or use cell phones or other wearable technology on campus between 7:30 a.m. until 2:45 p.m. to include lunch periods and assemblies. **Students are required to keep their cell phones and wearable technology securely stored (locked) in their student locker, their athletic locker, or their automobile between 7:30 a.m. and 2:45 p.m.** Students found to be in possession of a cell phone or wearable technology during the school day will be subject to disciplinary action **even if the device is not in use.** Devices found in the possession of a student will be confiscated and disciplinary action will result. **Wireless earbuds or any other type of wireless device is not allowed on campus during the school hours, including lunch time.** (Pope John Paul II High School is not responsible for personal items brought to school.)

This policy and practice has been established by the Archdiocese of New Orleans for safety and protection of young people.

- Phones are not subject to school filters to prevent access to inappropriate or illegal content.
- Phones lends itself to greater use for bullying and abuse.

Coaches may also put restrictions on access to and usage of cell phones and wearable technology during practice, competition venues and during transit to/from competition.
Students who need to contact a parent during the school day may request permission from an administrator or school office personnel to use the school phone located at the School Office. Parents who need to contact their children during the school day may do so by contacting the school office.

Communication Between Home and School

Open communication between school personnel, students and parents is paramount to success. Communication may be in the form of a face-to-face conversation, email message, a written letter or note or a telephone conversation. It is always important to speak first with the individual faculty member/coach/club moderator closest to the situation as they can provide a first-hand, accurate description of the circumstances involved. Please follow the steps listed below when initiating communication:

- Contact the teacher, head coach or moderator to discuss the concern and work out a solution at this level.
- Contact the member of the Administrative Team under whose area of assignment the issue falls (see below) if no response is received within 24 hours, or if there is still not a satisfactory answer to the concern.
- Contact the school President/President/Principal if the problem cannot be satisfactorily resolved after the above steps have been followed.

When general questions about some area of school life arise, please contact one of the below listed members of the Administrative Team according to their functional area of responsibility:

<table>
<thead>
<tr>
<th>Administrative Team Member</th>
<th>Functional Areas of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>President/President/Principal</td>
<td>All (Please attempt to resolve issue first by speaking with a teacher/coach/club moderator)</td>
</tr>
<tr>
<td>Assistant President/Principal</td>
<td>Academics, Curriculum Offerings, Course Scheduling</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Discipline/Dress Code, Campus Security, Student Injuries, Attendance, Extracurricular Activities</td>
</tr>
<tr>
<td>Counselor</td>
<td>Personal and Social Counseling, Student Accommodations</td>
</tr>
<tr>
<td>College Advisor</td>
<td>College and Career Planning, Summer Remediation</td>
</tr>
<tr>
<td>Director of Campus Ministries</td>
<td>Liturgical Support Coordination, Spiritual Development</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Interscholastic Sports</td>
</tr>
<tr>
<td>Chaplain</td>
<td>Spiritual Development and Support</td>
</tr>
</tbody>
</table>

Custody/Domicile

The student is assumed to live at the address of the parents/legal guardians while attending Pope John Paul II High School. The student’s parents must notify the school office immediately if/when this is not the case.
Copies of court issued custodial arrangements must be provided to the school as soon as possible in the event of a divorce or separation. The school will assume that both parents have equal access to the student in regard to school records/reports and the physical release of the student to each parent if court documentation has not been provided. All custody matters must be settled by parents off campus.

**Student Records**

Pope John Paul II High School abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents’ right of access to their child’s school records. The school also abides by the provisions of the Louisiana law regarding the right of access of the non-custodial parent to their children’s school records.

The Buckley Amendment to the Family Educational Rights and Privacy Act of 1974 has clarified the rights of parents to examine school records. Parents of students have access to official records directly related to their students. These rights are also provided to legal guardians and to individual students as soon as they reach the age of 18. According to law, records may be reviewed by submitting a written request to the President/Principal. Access to educational records shall be granted as soon as possible, but no later than 45 days after receipt of the request. Pope John Paul II High School complies with this act and amendment.

Each Pope John Paul II High School student shall comply with the local and State of Louisiana regulations regarding physical examinations, contagious diseases, and immunizations. These records must be accurate and kept on file.

**Field Trips, Retreats and Days of Prayer**

Field trips, retreats and days of prayer are considered school functions and therefore, all school attendance and discipline policies must be followed. Often times participation in field trips will be factored into a student’s grade. When a definite mode of transportation to and from a school-sponsored activity is designated, students must use it.

**Technology Use**

Internet access is available to students at Pope John Paul II High School. We are very pleased to have Internet access, as we believe it provides students access to valuable, diverse and unique resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with users throughout the globe. In addition, the system will be used to increase communication, enhance productivity, and assist students in upgrading their communication, etc. skills through greater exchange of information with their peers.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet might contain...
items that are illegal, defamatory, inaccurate or potentially offensive. We have taken precautions to restrict access to controversial materials. Equipment has been installed in the Archdiocese office, which intends to provide a secure firewall for all school computer networks in the system. The Archdiocese monitors firewall violations and notifies the President/Principal of serious firewall violations. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

The purpose of these policies is to ensure the use of the Internet and technology resources is consistent with our stated mission, goals and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his/her access may be terminated and future access could be denied. Disciplinary consequences may also follow.

Parents and students agree to fully indemnify and hold the school harmless from any and all claims, suits or demands which may be made as a result of the unlawful or improper usage of material obtained over the Internet by the student which constitutes an infringement on any copyright or privilege related to such materials.

Terms and conditions on the acceptable uses of technology on and off campus for students enrolled at Pope John Paul II High School are provided below:

- Students are responsible for good behavior on the school’s computer networks, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.
- The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. That access entails responsibility. Inappropriate use can result in a suspension or cancellation of Internet privileges. The President/Principal will deem what is inappropriate use and this decision is final. Also, students may have access revoked at any time as required. The administration, faculty and staff may request the President/Principal to deny, revoke or cancel access.
- Users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical and polite manner while online.
- Users are not permitted to use the computing resources for commercial purposes, including on-line retail purchases and bidding (eBay), product advertising, political lobbying or political campaigning.
- Users are not permitted to transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The downloading of any material (games, pictures, backgrounds, screensavers, animation, etc.) when using school provided or prescribed technology without specific permission from faculty, or an administrator will result in disciplinary action.
- Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems or computer networks intentionally will result in cancellation of privileges and disciplinary action.
• Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.

• **Security on any computer system is a high priority,** especially when the system involves many users. If you feel you can identify a security problem in the school’s computers, network or Internet connection, you must notify an administrator or faculty member. **Do not demonstrate the problem to others.** Using someone else’s password or trespassing in another’s folders, work or files without written permission is prohibited and may subject the individual to other handbook violations (cheating, etc.). Attempts to log on to the Internet as anyone except yourself may result in cancellation of user privileges and disciplinary action.

• Pope John Paul II High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the Internet is at your own risk (*Example:* Downloading information from the classroom, taking it home, loading it on to the home computer and experiencing problems such as a virus).

• Administrators and faculty members may review files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.

• Parents/legal guardians agree to release and relieve the school of any obligations with respect to the possible controversial materials to which the student would have access over the Internet.

• Access to email is restricted to educational purposes only. Use of any program or application that facilitates texting or instant messaging is prohibited.

• Pope John Paul II High School maintains anti-virus software protection on all of its computers. All storage media including floppy discs, CD’s, DVD’s and USB removable drives must be scanned for viruses (this includes moving among computers within the school).

• The teacher must be notified immediately of any damages or breakdowns in the technology equipment. Students may not move technology equipment from one location to another or from one machine to another without specific permission from the teacher.

• Mobile technology equipment (digital cameras, projectors, laptop computers, etc.) must be logged out and returned to the teacher after each use.

• *Wireless earbuds or any other type of wireless device is not allowed on campus during the school hours, including lunch time.*

Additional information on acceptable use of school technology resources is available in Appendix B: Pope John Paul II Catholic High School Student Acceptable Use Policy. Any violations may result in a loss of computer access, as well as other school disciplinary or legal action. Users are considered subject to all local, state and federal laws.

**Motor Vehicles on Campus**

Due to a limited amount of space on campus and to provide safe access to the building, only faculty, seniors and juniors will be permitted to park inside the fenced-in compound of the school campus. Underclassmen may park off campus outside the fence along Jaguar Drive in one of two paved areas: the area adjacent to the north end zone of the football field and the area adjacent to the northern boundary of the senior parking lot. Parking in the grass area along Jaguar Drive is prohibited during normal school hours but may be made available on special
occasions or when event related parking requirements exceed capacity. In order to park anywhere on the school campus, to include along Jaguar Drive, students must complete a vehicle registration form, have it signed by their parents and submit it to the Dean of Students. Vehicle registration is typically completed on Book Day. Students who register will be given a Pope John Paul II High School parking tag that must be displayed in the front windshield.

Only seniors will have the privilege of parking in the paved lot in front of the school, with the exception of those adjacent to the front sidewalk which are reserved for faculty and staff and those marked for visitors. Once these spaces are full, seniors must park in the auxiliary parking area near the entrance to the football stadium or along Jaguar Drive. Juniors and all other students must park in the auxiliary lot or along Jaguar Drive (paved area unless otherwise specified).

*Once a student arrives on campus in the morning the student may not leave campus without the permission of an administrator and only after authorization by a parent has been provided in writing or verified telephonically (approved reasons). Students may not loiter in or around their vehicle once they have arrived at school. Students may not return to the parking area once they have left it unless they have permission from an administrator and are accompanied by an adult. Permission will only be granted for exceptional circumstances. Failure to comply with these regulations may warrant disciplinary action.*

Students are expected to follow federal, state, parish and city ordinances in the operations of their motor vehicles at all times. *Any vehicle that does not follow federal, state, parish and city ordinances pertaining (unlawful tinted windows, etc.) to a vehicle on Pope John Paul II High School’s campus will not be allowed to park on campus.*

**Parent Drop-Off and Pick Up Process and Traffic Flow**

From 7:00 a.m. to 4:00 p.m. on scheduled school days, the paved driveway closest to the football field is considered the main entrance and the driveway closest to the school’s main office is considered the exit. *The campus speed limit is 15 mph at all times.*

During scheduled drop-off (7:00 a.m. to 7:30 a.m.) and pick-up (2:45 p.m. to 3:15 p.m.) times, all traffic is one way beginning at the west gate (near cafeteria) and continuing to the east gate (near main office). All traffic must enter and exit in this manner. **Vehicles exiting the auxiliary parking lot may only turn right onto Jaguar Drive between 2:00 p.m. and 4:00 p.m.** Failure to follow the one-way traffic guideline endangers the lives of others and may result in disciplinary actions. See Appendix C, Traffic Flow for Morning Drop-off /Afternoon Pick-Up, for details.

Vehicles dropping off students in the morning will proceed as far forward as possible to discharge riders. Students will enter the building at the main entrance and then proceed to the cafeteria unless otherwise specified. To facilitate the drop-off process students are to have their books and materials organized and ready to exit the vehicle when in line (i.e. not in trunk, unpacked, etc.).

Vehicles picking up students in the afternoon will proceed as far forward as possible to pick up riders. Students will exit the building at the main entrance or cafeteria and then proceed to their
vehicle or wait along the sidewalk in front of the school. To facilitate the pick-up process students are to wait in front of the school by the main entrance or on the sidewalk along the front of the school.

In addition, students are expected to follow federal, state, parish and city ordinances in the operations of their motor vehicles. Courtesy to our neighbors demands special care in the observance of speed limits and concern for children and pedestrians as our school is located in a residential area. Students utilizing school parking areas are to drive safely, observe posted No Parking signs and refrain from double parking and blocking in other students. Students who are involved in car accidents, which occur in the school parking lot, should immediately report it to an administrator. *Offensive slogans, stickers, or license plates and/or playing loud music are not allowed on our campus.*

Failure to follow the drop off/pick up and traffic flow process or to operate vehicle in a safe and reasonable manner may result in a loss of on-campus driving/parking privileges and or other disciplinary action.

**Bus Transportation Services**

Students who avail themselves of St. Tammany Parish school bus services are expected to follow the regulations established by the bus drivers and the administrators of the elementary schools while on their premises.

Students who avail themselves of Pope John Paul II High School school bus services are expected to follow the regulations established by the bus drivers and the school administration. This applies to students riding Pope John Paul II High School buses on field trips or in conjunction with interscholastic athletic activities.

At all times, students are to conduct themselves in a fashion reflecting the philosophy of Pope John Paul II High School. On the days when there is no bus service available or when Pope John Paul II High School is on a special schedule, parents/legal guardians are expected to provide transportation for their sons/daughters. In all cases, parents/legal guardians have the primary responsibility for providing transportation to and from school.

Failure to follow rules governing proper behavior on St. Tammany Parish and/or Pope John Paul II High School school buses may result in a loss of bus privileges and/or disciplinary actions.

**Visitor Control**

Visitors are defined as anyone who is not a current student or employee of Pope John Paul II High School. All visitors must report to the main office to conduct business or sign in as visitors. Passes will be issued and escorts provided when applicable.

Permission to bring student visitors to school must be obtained from an administrator. Requests for student visitation must be submitted no less than one day in advance. All student visitors must be seventh graders or high school age unless otherwise stipulated by the administration.
Withdrawal Policy

Official withdrawal of any student at Pope John Paul II High School must be initiated by a parent. Parents must come to the school office to complete and sign the necessary forms and pay outstanding fees and/or tuition and return all school property (books, sports team uniforms/equipment, etc.).
SECTION IV: STUDENT BEHAVIOR AND DRESS

Student Code of Conduct

The Pope John Paul II High School Code of Conduct is based on the Gospel message of Jesus and the ethics of self-discipline and the loving respect of others. To achieve these ends, parents, faculty and students work together to create a Christian school environment. The basic tenets of this code include:

• We are first and foremost Christians who through our Catholic faith dedicate ourselves wholly to the Lord and whose actions and words are to glory Him.
• Teachers have a right to teach. No student will impede a teacher from teaching.
• Students have a right to learn. No student will impede another student from learning.

Pope John Paul II High School students, in accordance with Catholic moral teachings and the loving respect for others taught by Jesus, will at all times, while on school property and at all school-sponsored events:

1) adhere to all other school rules, regulations and policies.
2) be honest and committed to academic integrity i.e. avoiding the occasion to cheat or plagiarize.
3) be respectful and courteous to all fellow students, teachers, adults and other members of our community.
4) refrain from harassment of any kind.
5) use appropriate language.
6) speak respectfully to and about others.
7) refrain from gossip.
8) refrain from inappropriate discussions of a sexual nature (acts, orientation, etc.).
9) respect all school and personal property.
10) refrain from any deliberate disruption in the school.
11) adhere to the school’s cellular telephone and wearable technology policies.
12) comply with the use of school computers and technology policy.
13) demonstrate good sportsmanship when engaged in all school-sponsored extracurricular activities both as an athlete and as a spectator.
14) be present on time for all required activities unless officially excused by the administration.
15) adhere to the dress code, to include rules governing grooming.
16) dress appropriately and modestly at all school functions.
17) not leave school grounds during the school day for any reason without permission from the administration.
18) not bring to school nor possess at school any objects that may be used as a weapon.
19) maintain and support others who maintain a safe and drug-free environment at or near school and at all school-sponsored functions.
20) not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
21) refrain from *posting inappropriate comments or photos on social media sites* or from using social media sites and/or electronic messaging services to communicate threats, to harass or bully, or as a means for spreading gossip/rumors about others, or information that misleads the school.

22) at all times, whether at school or in the community, conduct themselves in a manner which reflects the Gospel and the principles of the school.

*It is impossible to foresee all situations and problems which may arise. That being said, the Student Code of Conduct described above empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school setting) which violates the spirit and philosophy of the school or undermines the mission of the school. This pertains to negative behaviors not explicitly cited in the code of conduct.*

**Disciplinary Philosophy**

Students who lack evidence of maturity and self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the maturity of the student, the nature of the infraction and the severity of the case. Further, the school administration reserves the right to take disciplinary action for any behavior *(within or outside of the school community)* which violates the spirit, philosophy and code of conduct of the school, even though not specified.

Consistency of fairness will be a guiding principle in the administration of student disciplinary actions. Repeat and habitual offenders and/or offenses will be dealt with accordingly. There is, however, no definite requirement for progressive discipline. All disciplinary actions are subject to the discretion of the administration.
Pope John Paul II Catholic High School  
Discipline Rubric

1. Pope John Paul II High School students who attend school sponsored activities after school on  
or off campus are subject to the same rules that apply during the school day.
2. Pope’s administration will evaluate each situation and act accordingly based on the  
information available. This means administration has the ability to go above and beyond the  
consequences listed based on the situation at hand.
3. This rubric is a quick view of the categories. Refer to Appendix F for more detailed  
guidelines.

Saturday/Holiday Detention, In-School and Out-of-School Suspension could negatively impact the  
ability for a student to become or remain a member of the National Honor Society, Student  
Ambassador, etc.

<table>
<thead>
<tr>
<th>Category I</th>
<th>First Referral</th>
<th>Second Referral</th>
<th>Third Referral</th>
</tr>
</thead>
</table>
| (Teacher’s Referral) | -Written Teacher Referral  
- Conference with teacher  
- And/or teacher detention  
-Teacher call/email a parent when appropriate | -Written Teacher Referral and,  
- Teacher detention  
-Teacher will call/email a parent | -Office referral sent to the Dean of Students  
- One hour Office Detention before or after school detention  
-A phone call/email to a parent from the Dean of Students |
| -Misbehaving in class  
-Noncompliance to technology in the classroom  
-Inappropriate behavior  
-Disrespect  
-Vandalize school property  
-Eating, chewing gum, etc.  
-Inattentive during announcements.  
- No Parental signature  
-Any other violations at the discretion of the teacher/administration | These are minor offenses that can be handled by the teacher. | |

<table>
<thead>
<tr>
<th>Category II</th>
<th>First Referral</th>
<th>Second Referral</th>
<th>Third &amp; Forth Referral</th>
</tr>
</thead>
</table>
| (Office Referral) | - Office Referral and,  
- One hour Office Detention before or after school detention  
-A phone call/email to | - Office Referral and,  
- Two one hour Office Detention before or after school  
- Conference with | - Office Referral and,  
-Saturday Detention/ Holiday Detention (3rd Referral) |
| -Serious misbehaving in class  
-Dress code  
-Serious technology | | | |
<table>
<thead>
<tr>
<th>Category III</th>
<th>First Referral</th>
<th>Second Referral</th>
<th>Third Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Saturday/Holiday)</td>
<td>- Office Referral and, -Saturday Detention/Holiday Detention, - A parent phone call</td>
<td>- Office Referral and, -In or Out-of-School Suspension - A parent phone call, -May be placed on Discipline Probation (<em>Plan for Success</em>) if <strong>2nd suspension</strong>, - Discipline Review Board if <strong>3rd suspension</strong> with a possibility of being dismissed from Pope John Paul II High School.</td>
<td>- Office Referral and, -Out-of-School Suspension - A parent phone call, -May be placed on Discipline Probation (<em>Plan for Success</em>), - Discipline Review Board if <strong>3rd suspension</strong> with a possibility of being dismissed from Pope John Paul II High School.</td>
</tr>
</tbody>
</table>

| noncompliance | a parent | parents if deemed necessary by the Dean of Students - A parent phone call | - In-School Suspension (4th Referral) - A parent phone call, or conference with parents if deemed necessary by the Dean of Students -May be placed on Discipline Probation (*Plan for Success*) if **2nd suspension** - Discipline Review Board if **3rd suspension** with a possibility of being dismissed from Pope John Paul II High School. |
| -Leaving at bus bell | | | |
| -Traffic rules and regulations | | | |
| -School attendance *(4th school tardy per quarter)* | | | |
| -Inappropriate behavior | | | |
| -Serious disrespect | | | |
| -Disrespect to school facilities | | | |
| -Locker violation | | | |
| -1st Cell phone violation | | | |
| -Third written referral from teacher | | | |
| -Failure to report for a teacher’s lunch or classroom detention. | | | |
| -Any other violations at the discretion of administration | | | |
| **These are serious offenses that will be handled by the Dean of Student.** | | | |

<table>
<thead>
<tr>
<th>Category III</th>
<th>First Referral</th>
<th>Second Referral</th>
<th>Third Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Saturday/Holiday)</td>
<td>- Office Referral and, -Saturday Detention/Holiday Detention, - A parent phone call</td>
<td>- Office Referral and, -In or Out-of-School Suspension - A parent phone call, -May be placed on Discipline Probation (<em>Plan for Success</em>) if <strong>2nd suspension</strong>, - Discipline Review Board if <strong>3rd suspension</strong> with a possibility of being dismissed from Pope John Paul II High School.</td>
<td>- Office Referral and, -Out-of-School Suspension - A parent phone call, -May be placed on Discipline Probation (<em>Plan for Success</em>), - Discipline Review Board if <strong>3rd suspension</strong> with a possibility of being dismissed from Pope John Paul II High School.</td>
</tr>
</tbody>
</table>

| noncompliance | a parent | parents if deemed necessary by the Dean of Students - A parent phone call | - In-School Suspension (4th Referral) - A parent phone call, or conference with parents if deemed necessary by the Dean of Students -May be placed on Discipline Probation (*Plan for Success*) if **2nd suspension** - Discipline Review Board if **3rd suspension** with a possibility of being dismissed from Pope John Paul II High School. |
| -Leaving at bus bell | | | |
| -Traffic rules and regulations | | | |
| -School attendance *(4th school tardy per quarter)* | | | |
| -Inappropriate behavior | | | |
| -Serious disrespect | | | |
| -Disrespect to school facilities | | | |
| -Locker violation | | | |
| -1st Cell phone violation | | | |
| -Third written referral from teacher | | | |
| -Failure to report for a teacher’s lunch or classroom detention. | | | |
| -Any other violations at the discretion of administration | | | |
| **These are serious offenses that will be handled by the Dean of Student.** | | | |
tardies in a quarter
(2nd written referral for school tardies)
-4th violation of Office Referrals
-Failure to report to an Office Detention
-Any other violation at the discretion of administration
*These are major offenses that can be handled by the Dean of Student and/or Administration.*

<table>
<thead>
<tr>
<th>Category IV</th>
<th>First Referral</th>
<th>Second Referral</th>
<th>Third Referral</th>
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</thead>
<tbody>
<tr>
<td>(In-School Suspension)</td>
<td>- Office Referral, -In-School Suspension (1-3 days) - A parent phone call, -May be placed on Discipline Probation <em>Plan for Success</em> if 2nd suspension, - Discipline Review Board if 3rd suspension with a possibility of being dismissed from Pope John Paul II High School.</td>
<td>- Office Referral, -In or Out of School Suspension - A parent phone call, -May be placed on Discipline Probation <em>Plan for Success</em> with 2nd suspension, - Discipline Review Board if 3rd suspension with a possibility of being dismissed from Pope John Paul II High School.</td>
<td>- Office Referral, -Out-of-School Suspension - A parent phone call, - And a phone call to parent - Discipline Review Board if 3rd suspension with a possibility of being dismissed from Pope John Paul II High School.</td>
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<table>
<thead>
<tr>
<th>Category V</th>
<th>First Referral</th>
<th>Second Referral</th>
<th>Third Referral</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>- Office Referral,</td>
<td>- Office Referral,</td>
<td>- Office Referral,</td>
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<td>- In or Out of School Suspension</td>
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<td>- A parent phone call,</td>
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<td>- May be placed on Discipline Probation</td>
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<td><em>Plan for Success</em> if 2nd suspension,</td>
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<td>- Discipline Review Board if 3rd suspension</td>
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<td></td>
<td>with a possibility of being dismissed from</td>
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<td></td>
<td>Pope John Paul II High School.</td>
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</table>
### Out-of-School Suspension

- Extreme bullying
- Hazing
- Extreme lying
- Severe fighting
- Possession, distribution of tobacco products, vaping products, etc.
- Pornography
- Serious profanity, etc.
- Extreme improper behavior
- Failure to serve an In-School Suspension
- Vandalism
- Showing use of alcohol, drugs, vaping, etc.
- Possession of vaping device
- Serious or Multiple Technology violations
- Any other violations at the discretion of administration.

*These are major offenses that can be handled by the Dean of Student and/or Administration*

<table>
<thead>
<tr>
<th>Category VI (Expulsion)</th>
<th>Category VI (Expulsion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Three or more Out-of-School Suspensions</td>
<td>- Extreme immorality, insubordination, etc.</td>
</tr>
<tr>
<td>- Possession of alcohol or drugs</td>
<td>- Possession of alcohol or drugs</td>
</tr>
<tr>
<td>- Conviction of civil or criminal law, etc.</td>
<td>- Conviction of civil or criminal law, etc.</td>
</tr>
</tbody>
</table>

**Referral**
- Discipline Review Board with a possibility of being dismissed from Pope John Paul II High School.
- **CONFERENCE** with the President/Principal to receive decision on possible dismissal.

- A parent phone call, Out-of-School Suspension (3 - 10 days)
- May be placed on Discipline Probation (*Plan for Success*) if 2nd suspension.
- Discipline Review Board if 3rd suspension with a possibility of being dismissed from Pope John Paul II High School.

- A parent phone call, Out-of-School Suspension (3 - 10 days)
- Referral to the President/Principal
- May be placed on Discipline Probation (*Plan for Success*) for 2nd suspension.
- Discipline Review Board if 3rd suspension with a possibility of being dismissed from Pope John Paul II High School.

- A parent phone call, Referral to President/Principal
- Disciplinary Review Board for 3rd suspension with a possibility of being dismissed from Pope John Paul II High School.
- **CONFERENCE** with the President/Principal to receive decision on possible dismissal.
- Extreme Harassment
- The sale of drugs, alcohol, tobacco products, vape products, etc.
- Weapon possession
- Physical Assault
- Stealing
- Testing positive from drug test (2nd offense)
- Any other violations at the discretion of administration

*These are extreme violations that will be directed to the President/Principal*

**NOTE:** See [Appendix F](#) for more details on assigned consequences to disciplinary infractions.
Disciplinary Measures

Except for decisions of expulsion, the President/Principal has delegated to the Dean of Students the primary responsibility for implementing and maintaining school discipline. The school faculty is responsible for actively assisting the Dean of Students with the discipline of all students on the school campus and at school-sponsored activities.

*Faculty members are empowered and required to enforce rules and regulations in their classrooms and other areas of responsibility.* Students will be provided with classroom expectations. These expectations will be explained to the students at the beginning of the school year. Failure to comply with these expectations will require a teacher to:

- **Referral #1:** Speak to the student after class and/or call/email a parent *(if necessary)*. If warranted a teacher may issue a teacher’s detention that may be served before school, after school or during lunch break.
- **Referral #2:** Issue a Teacher Referral to the student *and* contact the parent if the problem continues. A Teacher’s Detention may be served before school, after school or during lunch break. Meet with the student and Dean of Students.
- **Referral #3:** Refer the student to the Dean of Students on teacher’s third referral for more direction, more significant disciplinary or administrative actions when the problem persists or worsens.

The forms of disciplinary measures at the disposal of the administration are listed below. See Appendix F, Pope John Paul II Catholic High School Discipline Assignment Guide, for insight as to how behaviors may be matched with the level of discipline administered. Note, however, the Discipline Rubric is for general guidance and the administration will deal with each case on an individual basis.

- **Denial of Privilege.** A student may be denied certain privileges such as eating lunch in the communal area, participating in extracurricular activities, participating in after-school events such as dances, movie nights, etc.

- **Parent Conference.** Conferences with a student and his or her family may be held to address and resolve behavioral issues.

- **Assignment of Special Task.** A student may be assigned a special task in service of the school such as sweeping common areas, cleaning up the external grounds, emptying/cleaning trash containers, etc.

- **Detention.** There are three types of detention: Classroom (Teacher) Detention; Lunch Detention (Teacher or Dean of Students); and School Detention (Morning/After-School). If a student is absent from school on the day of an assigned detention, the detention must be served on the next assigned detention date after the student returns to school. When a student checks-out from school on the day a detention is to be served, additional detentions may be assigned *if the reason for checking-out early was not requested before hand or provisions made to make up the assigned detention.*
- **Classroom (Teacher) Detention.** A student may be assigned a classroom detention by a teacher for a minor instance of disruptive/disrespectful behavior, a uniform dress code violation or violation of classroom rules as observed by a teacher during a period of instruction. Classroom detentions may be held before school or after school. Classroom detentions will be reported to the Dean of Student for tracking purposes. *These detentions will be no longer than 30 minutes.*

- **Lunch (Teacher/Dean of Students) Detention.** A student may be assigned a classroom detention by a teacher for a minor instance of disruptive/disrespectful behavior, a uniform dress code violation or violation of classroom rules as observed by a teacher during a period of instruction. Lunch detentions may be held on one of the two lunch periods. Lunch detentions will be reported to the Dean of Student for tracking purposes. *These detentions will be no longer than 25 minutes.*

- **School Detention (Morning/After-School).** A Minor School Detention may be issued by any member of the administration or faculty for any violation of the rules listed in the Parent and Student Handbook. Additionally, an administrator may also issue detentions for any other infraction of school policies. A school detention will last no longer than one hour. A school detention may be served before school or after school. Students will not be admitted if they arrive late. *These detentions will be no longer than 60 minutes. A student who does not report for a detention will receive a Saturday Detention. A student that is late will make-up the detention missed and receive another school detention. A student who incurs more than 3 detentions may be liable for an in-school suspension.*

**Major Disciplinary Measures**

Major Disciplinary Measures may be a designated Saturdays, an In-School Suspension; an Out-of-School Suspension or expulsion. Major disciplinary measures can keep a student from certain extracurricular activities for that school year. *All of the following major disciplinary measures may cause a student admission and/or placed on probation into the National Honor Society, Student Ambassador, etc.*

- **Saturday/Holiday Detention.** A Saturday/Holiday Detention may be issued by any member of the administration for any violation of the rules listed in the Parent and Student Handbook. A Saturday/Holiday Detention will last *no longer than four hours* in duration. Students may be required to wear clothes suitable for manual labor unless uniforms are specified. *Once a student has received two Saturday Detentions in a semester they will be issued a suspension upon the next infraction.* A student who misses an assigned Saturday Detention will automatically be assigned a one-day in-school suspension.

- **Suspension.** Teachers will report offenses that warrant suspension to the Dean of Students on a Disciplinary Referral Form and notify the student’s parent as appropriate. School suspensions will be assigned by the Dean of Students. Suspensions are categorized as either In-school Suspension or Out-of-School Suspensions which are
In-school Suspension. An in-school suspension will be issued for serious offenses or when it is deemed that lesser forms of punishment have not been effective. *In-school Suspensions may be from one to five days in length.* The student will report to school when directed and be isolated from the rest of the student body for the duration of their In-school Suspension. The student will take scheduled quizzes/tests and complete designated assignments. It will be the student’s responsibility to obtain all class work. If there are no assignments the Dean of Students will give an appropriate assignments. *100% of earned credit will be allowed for the in-school suspension for work turned in on the day it is due.* Students will *NOT* be permitted to participate in or attend any extracurricular activity as a participant or spectator for the duration of the suspension.

Out-of-School Suspension. An out-of-school suspension will be issued after the initial in-school suspension or when an offense is deemed serious enough to initially warrant such action. *Out-of-School suspensions may be from one to ten days in length.* A student may earn up to a maximum of 50% credit for all assigned school work completed while suspended or within an approved period to make up such work. All Out-of-School Suspensions students will receive a *Pope John Paul II school assignment given by the Dean of Students or any administrator which MUST be completed upon his/her return to Pope John Paul II High School.* Failure to return that assignments will result in more disciplinary measures. Students will *NOT* be permitted to participate in or attend any extracurricular activity as a participant or spectator for the duration of the suspension.

- **Probationary/Behavior Plan.** After a second suspension or serious disciplinary action a probationary/behavior plan affords the student the opportunity to continue education in the school setting contingent on cooperation and satisfactory behavior.
- A behavior plan is a serious warning that a student who persists in disobeying school regulations, is subject to more serious penalties including expulsion.
- The terms of the behavior plan will depend upon the severity and nature of the offense. The school counselor will be involved in the behavior plan to help the student and parent. Probation/behavior contracts situations will require a meeting with parents, the student, Dean of Students, Counselor and President/Principal to discuss Pope’s plan for the student.
- All probationary/behavior plan agreements will be in writing and signed by the President/Principal, Dean of Student, parent(s), and the student. Disciplinary records of students issued a behavior plan will be reviewed each semester.
Expulsion. Expulsion is an administrative decision made by the President/Principal in consultation with a Discipline Review Board.

- Expulsion is considered when an offense has occurred that is a serious violation of the rules and regulations of the school community or of such a grave nature that it may be in the best interests of all that the student’s enrollment in the school be terminated.
- Also, students who are on their third suspension will have to go before a Discipline Review Board. The Discipline Review Board will make a recommendation to the President/Principal whether on not to allow the student to continue at Pope John Paul II High School or to be expelled.
- The final decision for expulsion is made by the President/Principal.

**Exam exemption:** Any senior placed on suspension during their senior year will be ineligible for final exam exemptions.

**Parental Notification of Disciplinary Infractions**

Teachers will notify parents by calling or email when a Classroom Detention is issued. The Dean of Students will notify parents by telephone and/or email when a Saturday Detention or Suspension has been issued. Students will be given a Teacher’s Referral Form, Office Referral Form or a Pope John Paul II High School Discipline letter each time they are assigned a detention, a Saturday/Holiday or a Suspension and are to provide that form of communication to their parents. Parents are required to sign the discipline form and return it to the office with the student on the following school day. If a student fails to return the signed form, an additional detention may be given and a phone call from the Dean of Students’ office will be made to the parent.

**Bus students are not exempt from detentions.** Parents are responsible for student’s transportation before or after serving a detention or for requesting alternative periods of service. Students are expected to be off campus within fifteen minutes of the end of the detention period as adult supervision ends at this time.

**Discipline Review Process**

All school disciplinary incidents will be recorded. The Dean of Students will maintain discipline records on all students. These records will be periodically reviewed by the Dean of Students and/or the school Discipline Review Board when deemed necessary.

The Discipline Review Board membership will consist of the Dean of Students, who will serve as a non-voting chairperson and faculty members designated by the President/Principal. Parents/legal guardians and/or other faculty members may be invited to attend meetings when the situation requires their presence. The purpose of this board is to advise the Dean of Students and the President/Principal on disciplinary matters when necessary and to review disciplinary actions previously taken.

Students and/or parents may request review of a disciplinary action. Requests may be made in person, in writing, via email or by telephone. The following guidelines apply:
• A formal request must be made in writing to the Dean of Students within two (2) business days of notification of a disciplinary action resulting in a Denial of Privileges, assignment of Special Tasks, Minor Detention or Major Detention.

• A formal request must be made in writing to the President/Principal within two (2) business days of the assignment of a suspension. The decision of the President/Principal will be final.

• If parents wish to appeal an expulsion, it must be made in writing within ten (10) days to the Superintendent’s Office of the Archdiocese of New Orleans. The decision of that office will be final.

**Students Accused of Serious Offenses and/or Arrested by Law Enforcement**

If a student is being accused of, or investigated for, a very serious offense, i.e. expellable offense, or a student is being investigated or has been arrested by law enforcement authorities, the school reserves the right to place the student on a school supervised home study program until the investigation is completed and/or the matter adjudicated.

**Prohibited Items in School**

Students are not allowed to possess or use any items that interfere with the learning atmosphere in class, in the halls, at lunch or at assemblies from arrival at school until dismissal unless permission has been given by an administrator. These items will be immediately confiscated and given to the Dean of Students. The possession of any of the items listed below, facsimiles thereof, or similar items may result in disciplinary action. Prohibited items include, but are not limited to:

- firearms or any form of weapon
- stun guns
- knives
- fireworks
- pepper spray
- cigarettes
- any type of vapor device electronic entertainment or gaming devices (iPad may be confiscated if used for this purpose during class or other instructional period)
- water pistols
- laser pointers
- toys of any kind

**Search and Seizure**

The school reserves the right to search students, their lockers or their belongings (handbag, gym bag, book bag, iPads, cellular telephones, other electronic devices, etc.) periodically for contraband for the purposes of maintaining discipline and order upon reasonable suspicion of possession of contraband. Students are reminded that lockers are the property of the school and not the student and that lockers may be inspected by administrators at any time. Bag checks are regularly conducted for overnight trips.
A search of students will be conducted with a minimum of embarrassment to the student, preferably in the privacy of an administrator’s office when possible and with at least one other school employee present. The school further reserves the right to have certain property searched by law enforcement when appropriate.

**Vandalism**

Pope John Paul II High School does not condone, encourage or support any intentional destruction or damaging of school property or the personal property of others by a student or adult associated with the school. This includes rolling homes with toilet paper, littering lawns or property with plastic items and shaving cream, etc. Vandalism of property on the school grounds will result in serious disciplinary action and students will be required to pay for any cleaning, repair and/or replacement cost. In addition, matters that involve the police, on or off campus, may result in additional disciplinary action.

**Sportsmanship**

In keeping with the philosophy, values and objectives of Pope John Paul II High School, good sportsmanship is expected and required of all members and guests of the school community at all athletic activities on or off campus. Any individual who does not model good sportsmanship may be asked to leave an athletic event and can be permanently barred from attending future events. Law enforcement authorities will be called if an individual refuses to leave when requested to do so by a member of the school’s administration. *Refunds will not be given to individuals asked to leave an athletic event.* Disciplinary consequences may be administered to students who exhibit unsportsmanlike conduct.

**SECTION V: STUDENT’S DRESS CODE**

**Uniform Dress Code**

Clean, neat and attractive uniforms are a distinguishing mark of students at Pope John Paul II High School. Uniforms must be worn properly whenever they are worn on the school campus or in the community. The uniform serves to remind them that as Christians they are models for their fellow students and that they are immediately recognizable as Pope John Paul II High School students.

The Pope John Paul II High School uniform is mandatory for all students. The uniform shirt/blouse, pants, skirt, fleece jackets, sweaters, shoes, and socks are sold at School Time, located at #12 St. Ann St., Suite 3 in Mandeville (985-626-7335 / [www.schooltimeuniforms.com](http://www.schooltimeuniforms.com)). All students must have a tie for Mass and other off campus events. Ties will be sold at Pope John Paul II High School in the Book Store. Questions regarding style and color should be addressed to the Dean of Students if the following information is not clear.

Parents who purchase items from sources other than the school’s official uniform supplier (School Time) may be required to purchase additional items in order to be in compliance with
the uniform dress code policy. No deviation from the school uniform will be allowed.

### Official School Uniform - Boys

<table>
<thead>
<tr>
<th>Uniform Item</th>
<th>Item Description</th>
<th>Method of Wear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belt</td>
<td>Black, solid</td>
<td>Worn with pants at all times</td>
</tr>
<tr>
<td>Shirt</td>
<td>White oxford button down shirt with embroidered Pope John Paul II High School crest (long or short sleeve)</td>
<td>Shirts will be tucked in at all times; no rips, tears, stains</td>
</tr>
<tr>
<td>Pants</td>
<td>Charcoal Gray dress slacks for all male students</td>
<td>Worn at waist</td>
</tr>
<tr>
<td>Shoes</td>
<td>Thorogood Academy/Black Dress Tie-up Shoes with a black sole</td>
<td>Black laces, tied at all times; kept clean, polished, repaired and worn completely on feet</td>
</tr>
<tr>
<td>Socks</td>
<td>Navy Blue or Black dress socks only</td>
<td>Worn at all times with the exception of PE - white socks may only be worn at PE</td>
</tr>
<tr>
<td>T-shirts</td>
<td>White crew neck or v-neck. (PE shirts may not be worn under the uniform shirt)</td>
<td>Optional item; must be plain white with no markings/words/logos</td>
</tr>
<tr>
<td>Ties</td>
<td>Jaguar Neckties</td>
<td>Must be worn all day on Mass days, off campus activities, or any other day that will be directed by administration.</td>
</tr>
</tbody>
</table>
**Grooming**

- Neatly tapered and cut so that hair *(hair cuts should be no longer than three inches)* is above the eyebrows, off the collar, above the ears; no facial hair - must be clean shaven **daily**. A $1.00 fee will be charged *and* a Lunch Detention issued each time as student is required to shave at school.

- Moderate hair styles are acceptable, no extreme styles, designs or coloring of hair; parts must be natural, sideburns must not extend below the bottom of the earlobe. **No asymmetrically or partially shaved heads, dreadlocks or Mohawks allowed.**

**Outerwear**

- No athletic gear allowed. Only official Pope John Paul II High School solid navy blue fleece pullover, cardigan, or sweater vest (red sweater for seniors), letterman jacket. Approved school sweatshirt (only for Spirit Dress Days)

- Items may be worn in the building during school hours but they must be worn as designed. Shirt collar must be visible above the neck line.

**Jewelry**

- Boys may wear a watch, bracelets, scapula, or religious medal (only one item per wrist). Boys may not wear earnings.

- No cartilage piercings allowed. Nose rings are not authorized and won't be allowed. *(band aids worn over nontraditional piercings or tattoos do not make them allowed)*

- As designed

*Students should seek clarification from the Dean of Students concerning a particular hair style or method of dress prior to getting a haircut or wearing a particular item to school.*

**Outerwear**

- **No athletic gear allowed.** Only official Pope John Paul II High School solid navy blue fleece pullover, cardigan, or sweater vest (red sweater for seniors), letterman jacket. Approved school sweatshirt (only for Spirit Dress Days)

- Items may be worn in the building during school hours but they must be worn as designed. Shirt collar must be visible above the neck line.

**Jewelry**

- Boys may wear a watch, bracelets, scapula, or religious medal (only one item per wrist). Boys may not wear earnings.

- No cartilage piercings allowed. Nose rings are not authorized and won't be allowed. *(band aids worn over nontraditional piercings or tattoos do not make them allowed)*

- As designed

*Students should seek clarification from the Dean of Students concerning a particular hair style or method of dress prior to getting a haircut or wearing a particular item to school.*

**Official School Uniform - Girls**

<table>
<thead>
<tr>
<th>Uniform Item</th>
<th>Item Description</th>
<th>Method of Wear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blouse</td>
<td>White Oxford button down blouse with embroidered Pope John Paul II High School crest (long or short sleeve.)</td>
<td>Only plain/solid white undergarments and t-shirts should be worn under blouse/shirt. <em>Undergarments should NOT be visible under blouses.</em></td>
</tr>
<tr>
<td>Skirt</td>
<td>Official Pope John Paul II High School Plaid skirt</td>
<td>Skirt length should extend to the middle of the knee when standing straight up; <em>skirts should be the same length all around</em>; and skirts will not be rolled at the hip.</td>
</tr>
<tr>
<td>Shoes</td>
<td>Eastland black loafer</td>
<td>Shoes will be kept clean, polished and repaired and worn completely on feet</td>
</tr>
<tr>
<td>Socks</td>
<td>White dress socks with Pope John Paul II High School embroidery</td>
<td>Worn properly at all times</td>
</tr>
<tr>
<td>Uniform Item</td>
<td>Item Description</td>
<td>Method of Wear</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Tights/Leggings</td>
<td>Black or navy blue only (not grey or white)</td>
<td>May be worn but must be plain and without design, cut outs, or mesh inserts; socks MUST cover the bottom of the leggings; No sheer or fleshing tights/leggings; long shorts are not authorized; NO sweatpants.</td>
</tr>
<tr>
<td>Ties</td>
<td>Jaguar Neckties</td>
<td>Must be worn for all day on Mass days, off campus activities, or any other day that will be directed by administration.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Uniform Item</th>
<th>Item Description</th>
<th>Method of Wear</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-shirts</td>
<td>White crew neck or v-neck (undergarment must be plain, white or similar color – not colored or embellished with patterns, pictures or designs that can be seen through the shirt; PE shirts may not be worn under the uniform shirt)</td>
<td>Optional item; must be plain white with no markings/words/logos</td>
</tr>
<tr>
<td>Grooming *</td>
<td>Neat, clean, combed</td>
<td>Moderate hair styles are acceptable, no extreme styles or coloring of hair (unnatural coloring or highlights not properly blended)</td>
</tr>
<tr>
<td>Outerwear **</td>
<td><strong>No athletic gear allowed</strong> only official Pope John Paul II High School solid navy blue sweater (red sweater for seniors), letterman jacket, approved school sweatshirt or Polar-Tech fleece pullover</td>
<td>Items may be worn in the building during school hours but they must be worn as designed</td>
</tr>
<tr>
<td>Jewelry</td>
<td>Girls may wear a watch, bracelets, rings, scapula, or religious medal. Girls are authorized to wear no more than 2 earrings in each ear and must be in earlobe. No piercings allowed other than in the earlobe including no gauges. (band aids worn over nontraditional piercings or tattoos do not make them allowed)</td>
<td>All items are to be worn as designed. Also, girls are authorized to wear modest earnings</td>
</tr>
</tbody>
</table>

* Students should seek clarification from the Dean of Students concerning a particular hair style or method of dress prior to getting a haircut or wearing a particular item to school.

** Pope John Paul II High School athletic teams and/or non-athletic clubs may, from time to time, wear team/club polo shirts/jerseys in lieu of regular school shirts but only after coordination with and approval by the administration. See coach/moderator for guidance.
General Uniform Guidelines

Failure to adhere to the following dress code regulations may result in School Detention.

- Scarves, rollers, and sunglasses are not allowed to be worn during the school day.
- Students may not have visible tattoos, writing on uniforms or their bodies or visible body piercings other than those authorized for the ear lobe.
- Hats/visors may not be worn in the classrooms, hallways and offices at any time without specific approval of the administration. Hats/visors may be worn in other areas after 2:45 p.m.
- No blankets on campus.

Students are required to conform to the uniform dress code and all regulations indicated from their arrival on campus and until they leave campus. Students will remain properly dressed until they change over for extracurricular activities or leave campus. The dismissal bell DOES NOT release students from the requirement to be properly dressed until they reach the locker room or after they depart campus; therefore, students will not walk down the hallways, sidewalks, and parking lots with shirts un-tucked, mismatched clothing, etc. (part uniform, part non-uniform items).

Students may change for extracurricular activities before 3:00 p.m. provided they are in a uniform clearly recognizable as that of an extracurricular school activity. There will be no public dressing or undressing (i.e., parking lots, in dug-outs, common areas, etc.).

Students who do not conform to the dress code may face disciplinary action and can be sent home to correct their uniform before being permitted in class or to participate in extracurricular activities.

Physical Education Uniform

The uniform for physical education will be sold on Book Day and in the bookstore after the school term begins. P.E. students must bring a pair of non-marking tennis shoes to wear as part of the P.E. uniform as well as plain white athletic socks. This uniform is to be worn in physical education classes. It is not to be worn to school in place of the official school uniform, under school shirts, or when leaving school at the end of the school day.

Out of Uniform Procedures

Students who must be out of uniform for any valid reason must bring a note from their parent/legal guardian to the Dean of Students upon arrival at school. If approved by the Dean of Students, an out of uniform pass will be issued for the day or for an extended period if required. The Dean of Students will determine uniform compliance and may require a student who is out of uniform to return home to change into prescribed attire. If a student must return home for a
uniform violation, it will be the parent’s responsibility to provide transportation or to give permission for the student to sign out of school. Any missed instructional time will be considered unexcused.

Students who have misplaced a uniform item may receive a one-day pass per semester if the student informs an administrator immediately upon arriving at school. The student will have one day to find or replace the missing item. Subsequent occurrences will result in appropriate disciplinary actions.

Students will be permitted to be partially out of uniform as appropriate if they have a medical excuse on file with the Dean of Students or permission from an administrator. All garments permitted, those listed and not listed, must adhere to the spirit of the dress code policy. Examples:

- Dress slacks or athletic/sweatpants (blue, gray, or black in color) with white shirt or blouse.
- Dress shoes and Pope John Paul II High School socks unless athletic or orthopedic shoes have been prescribed by the doctor due to the nature of the illness/recovery requirements.

Faculty will continually monitor dress code conformance. The Dean of Students will have the responsibility and authority in uniform matters and the President/Principal may make exceptions to the dress code policies when required and appropriate.

**Activity Dress Code**

As a Catholic school that upholds the standards of modesty and Christian values, we expect our students to wear modest and appropriate attire at all Pope John Paul II High School activities. Activities include sporting events, dances and any school-sponsored event. Students who do not conform to dress code standards may be asked to leave the activity and could face disciplinary action as appropriate.

The following dress code provisions set expectations for appropriate student dress at various Pope John Paul II High School activities. The administration reserves the right to determine appropriate student dress.

- **Formal Wear**
  - **Boys** - Tuxedo (recommended) or Suit (consists of collared dress shirt, pants, belts, matching jacket, and conventional tie) and dress shoes and socks are required. The suit coat must be worn with the outfit.
  - **Girls** - Floor length evening gown with appropriate dress footwear. Dresses may be strapless but must be modest, have spaghetti straps, or be of the one shoulder design. Evening wear dresses may not:
    - Be completely backless (no lower than the natural bra line)
    - Have slits rising more than 2 inches above the knee
• Be low cut and/or revealing
• Have cut-outs where skin is revealed (sheer or flesh colored material that gives the appearance of bare skin is not acceptable).

• **Semi-formal Wear**
  • *Boys* – Suit/sports jacket/blazer is recommended but optional, collared dress shirt with conventional tie, dress pants with belt and dress shoes and socks are required.

  • *Girls* – Floor length or cocktail dresses. Cocktail dresses consist of dresses that extend to the top of the knee. Appropriate footwear required. Dresses **may not**:
    • Be completely backless (no lower than the natural bra line)
    • Be strapless
    • Have slits rising more than 2 inches above the knee
    • Have clear or flesh colored straps
    • Be low cut and/or revealing
    • Have cut-outs where skin is revealed (sheer or flesh colored material that gives the appearance of bare skin is not acceptable)

• **Dressy Wear**
  • *Boys* - Sports coat/blazer is recommended but optional, collared dress shirt with conventional tie, dress pants with belt and dress shoes and socks are required.

  • *Girls* – Dresses/skirts must extend to the top of the knee. Short/long or high/low dresses are acceptable as long as the underlining or shortest part of the dress that is not see-through and is to the knee. Appropriate footwear such as that which would be worn in a business setting must be worn (*no flip flops or similar styled shoes*). Dress skirts and blouses or dress pants may be worn in lieu of a dress as described above. Denim material is unacceptable. Dress pants must be full length.

Dresses/blouses **may not**:
  • Be halter style
  • Be completely backless (no lower than the natural bra line)
  • Be strapless (*straps must be a minimum of 1 inch in width*)
  • Have spaghetti, clear or flesh colored straps
  • Have slits rising more than 2 inches above the knee
  • Be low cut and/or revealing
  • Have cut-outs where skin is revealed (sheer or flesh colored material that creates the appearance of bare skin is not acceptable)
• **Casual Wear**

  • **Boys** - Jeans, khaki or shorts. Jeans, khaki or shorts must not be overly tight, excessively baggy, ripped, torn or covered in writing or patches. Shorts must be no higher than above the top of the knee (athletic shorts, to include Nike shorts, are prohibited). Collared shirts or appropriate T-shirts may be worn. T-shirts must have sleeves, cover mid-section and exclude offensive wording/alcohol/drug/tobacco/sexual references. Shoes/enclosed sandals must be worn but flip flops or similar styled shoes may not be worn. *Students may ONLY wear Pope John Paul II High School outerwear (Pope John Paul II High School sweaters, sweatshirts, Letterman jackets, etc.)*

  • **Girls** - Jeans, khaki or shorts. Jeans, khaki or shorts must not be overly tight (skinny jeans), excessively baggy, ripped, torn or covered in writing or patches. Shorts must be no higher than above the top of the knee (athletic shorts, to include Nike shorts, are prohibited). Collared shirts or appropriate T-shirts. T-shirts must have sleeves, cover mid-section and exclude offensive wording/alcohol/drug/tobacco/sexual references. Shoes must be worn. Enclosed sandals or sandals with a back strap may be worn but flip flops or similar styled shoes may not be worn. *Students may ONLY wear Pope John Paul II High School outerwear (Pope John Paul II High School sweaters, sweatshirts, Letterman jackets, etc.)*

**Spirit Dress Days**

Students will be permitted to wear the current school spirit shirt for their grade level on scheduled spirit days. Seniors may wear their “senior” shirt on spirit dress days. All other guidelines are explained in the “Casual Wear” category listed above. Due to the relatively mild winters encountered in Southeast Louisiana, shorts may be worn on scheduled Spirit Dress days year round. Students who do not conform to these Spirit Dress guidelines may face disciplinary action, may be sent home to change, and/or may lose this privilege for the remainder of the school year. Time away from classroom activity resulting from a student being incorrectly dressed will not be excused and may result in academic penalty for missed work. *Students may ONLY wear Pope John Paul II High School outerwear (Pope John Paul II High School sweaters, sweatshirts, Letterman jackets, etc.)*
SECTION VI: Student’s Public Display of Affection

Public Display of Affection

Pope John Paul II High School’s philosophy clearly states that emphasis is to be placed on academic excellence, faith development and leadership. Students demonstrating care, concern and respect for one another is certainly an important part of this philosophy and strongly advocated in our goal to have students live the The National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools. However, the school environment is not the place for students to be kissing, inappropriately touching, or in any way unnecessarily placing their hands on each other. Holding hands during the regular academic school day is prohibited. Lewd and licentious behavior is not acceptable at any time as a proper means for students to express their feelings for one another. In addition, it is not in keeping with the moral values of our Catholic Church and is unacceptable in the school environment. Failure to adhere to the provisions of this policy may result in disciplinary action.

SECTION VII: School’s Dances

School Dances

The development of social skills is a vital part of the school’s efforts to assist students in their transition from childhood to adulthood. The following guidelines apply to all Pope John Paul II High School sponsored dances:

• Dances are a school function and all school rules will be in effect.
• Dances are closed to all but Pope John Paul II High School students and one guest. A Guest Form must be completed and turned into the Dean of Students by the date indicated on the form. There cannot be...
  • more than two grades separating students and their guest
  • more than two years age difference between the Pope John Paul II High School student and their guest
  • a student in a grade below 9th Grade, except for those dances in which 8th grade students are explicitly allowed.
• Students driving to the dance site must park and unload passengers in the designated area or they will not be admitted to the dance.
• Students being dropped off by a parent or contract transportation must be dropped off at the main entrance to the dance facility or they will not be admitted to the dance.
• Students and their guests must comply with the dress code as provided for each dance or admission to the dance will be denied. The dress codes are based on the values of modesty and our Catholic principles and will be enforced. Students not in compliance may be asked to contact a parent to bring them another outfit or to arrange for transportation home. If parents are not available, the administration may offer alternative accommodations.
• **Invited guests must sign in** and must adhere to all school dance policies. Failure to comply warrants invited guests to be asked to leave and may be denied future admission to other activities.
• Students must comply with the dance “lock-in” period as published before the dance. Lock-in will be lifted no earlier than thirty minutes prior to the scheduled end of the dance.
• No loitering is allowed in the parking lot. Once students enter the dance, they will not be allowed to leave until the end of the lock-in. No in-and-out admissions are allowed.
• Students and their guests must be off campus/venue property fifteen minutes after the end of the dance. Please refer to the section on Campus Supervision for details.
• The dance area, when held on campus, will be confined to designated areas of the school. All other school areas will be off limits to students and guests.
• Admission prices are set by the sponsoring organization.
• **Students may be asked to submit to a breathalyzer test upon entering a school function.**
• All attempts will be made to prevent students or guests showing the effects of alcohol or drug use from being admitted to the dance venue. Once students gain access to the dance venue, any chaperone suspecting a student or guest of showing the effect of either alcohol or drugs, or seen possessing and/or consuming alcohol or drugs, will inform an administrator and police officer on duty who will investigate as appropriate. If the police officer determines that a student or guest is showing signs of alcohol consumption/drug use, or detects alcohol or drugs on the student or guest, they will maintain possession of the student or guest while an administrator contacts the appropriate parents. Parents will be required to pick up their student/guest from the dance as soon as possible. School disciplinary action will be taken upon return to school, however the police may exercise the right to initiate appropriate law enforcement action.
• Students/guests participating in inappropriate or suggestive dancing or behaviors as determined by a chaperone may be subject to disciplinary action and removal from the dance.
• Students/guests participating in inappropriate public displays of affection as determined by a chaperone may be subject to disciplinary action and removal from the dance.
• Students/guests being disrespectful of others (chaperones, students, or guests) may be subject to disciplinary action and removal from the dance.
• Violations of school dance rules can be cause for a student to be denied future dance attendance privileges, the parents to be called and/or other appropriate disciplinary actions taken.
SECTION VIII: Extracurricular Policy

Extracurricular Policy

Reflective of our mission statement, leadership development is addressed primarily through athletic and non-athletic extracurricular programs. Pope John Paul II High School students are strongly encouraged to participate in as many activities as feasible. The Dean of Students, in coordination with the President/Principal and Athletic Director, is responsible for providing oversight of all extracurricular activities. The following policy components govern student participation in all extracurricular activities; those associated interscholastic athletics and those that are associated with clubs or non-athletic teams:

- Athletic participation is governed by the Louisiana High School Athletic Association (LHSAA) policies as well as Pope John Paul II High School Student-Athlete Regulations.
- Student-athletes are required to maintain the academic requirements of the LHSAA (C average, which is at least a 1.5 GPA or C minus) at the end of the first semester and at the end of the school year. Additionally, a student may have no more than one failing grade, letter grade of F, in order to maintain eligibility.
  - To play in the fall, students must have earned at least a C- average and have not failed more than one class in the previous school year.
  - To play in the spring, students must have earned at least a C- average and have not failed more than one class in the proceeding fall semester.
  - Students who have earned between a 2.0 and 1.5 GPA in either of the above situations, may be eligible for participation contingent upon approval by the administration. Students permitted to participate will be placed in the academic support program and required to attend tutoring provided by the National Honor Society or designated teacher. Failure to attend tutoring will result in a student being ineligible to participate (practice, games, etc.) and may jeopardize their status as a member of a team.
- Club/activity moderators may establish GPA requirements for student participation. All GPA requirements must be approved by the Dean of Students.
- Students are responsible for fulfilling school responsibilities (academic, discipline, etc.) before attending practices, games, meetings or events. They are responsible for getting assignments and making up all missed school work when leaving early for games/events.
- Students must attend four-fifths (4 out of the 5 classes including lunch) of the instructional time during the school day in order to participate or attend school-sponsored activities, practices, games, etc. on that day. Exceptions may only be made by the President/Principal. Masses and assemblies are included as instructional time.
- All students must be supervised by a member of the school staff while on campus. Students participating in extracurricular activities are required to be off campus within fifteen minutes of the end of their scheduled activity. Please refer to the section on Campus Supervision for specifics.
- Students are responsible for making all mandatory team/club activities (practice, games, team meetings, etc.). Failure to attend mandatory activities may result in the
student being prohibited from participation and/or removed from the team/club.

- Lettering requirements for athletes are determined according to merit and participation standards established by coaches in consultation with the Athletic Director.
- Special recognition requirements for club members are determined according to merit and participation standards established by moderators in consultation with the Dean of Students.

Moderators and coaches must work together with students to resolve scheduling conflicts that may occur during the course of the school year. The President/Principal will make the final determination in consultation with the student concerning conflicting events if the coaches and moderators cannot resolve the issue.

**Club Awards Program**

Students participating in non-athletic extracurricular activities will be recognized during their regularly scheduled club meetings during the fourth quarter of the school year. Awards given may include certificates, plaques or other items deemed appropriate. See Section VIII, Athletic Program for details on athletic awards.
SECTION IX: STUDENT POLICIES, PROCEDURES, SERVICES

Professional Counseling Services (Academic, Career, Personal)

The Pope John Paul II High School Professional School Counseling program seeks to assist each student in meeting their individual needs as they strive to become young adults committed to our school’s mission and the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools. School Counselors will focus on academic, career, and personal/social development and will implement the following national standards for school counseling programs:

When providing guidance on academic development, the Pope John Paul II High School staff will strive to meet the following standards:

- **Standard A** – Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span.

- **Standard B** – Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, especially college.

- **Standard C** – Students will understand the relationship of academics to the world of work, and to life at home and in the community.

When providing guidance on preparing for a post-secondary career, the Pope John Paul II High School staff will strive to meet the following standards:

- **Standard A** – Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

- **Standard B** – Students will employ strategies to achieve future career success and satisfaction.

- **Standard C** – Students will understand the relationship between personal qualities, education and training, and the world of work.

When providing guidance on dealing with personal issues and developing the skills necessary to be successful in academic and social settings, the Pope John Paul II High School staff will strive to meet the following standards:

- **Standard A** – Students will acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect self and others.

- **Standard B** – Students will make decisions, set goals, and take actions necessary to achieve goals.

- **Standard C** – Students will understand safety and survival skills.
Certain skill development issues are addressed by grade level. The eighth grade program emphasizes high school orientation and overall personal adjustment to the student’s new environment. The ninth and tenth grade programs assist each student with evaluating their personal strengths and areas of growth for the purposes of career exploration aided by the Aspire standardized test. The eleventh grade program focuses on college exploration and includes the PSAT and ACT standardized tests to assist students with the exploration process. The twelfth grade program is designed to assist students in finalizing their post-secondary education or career plans.

The school counseling staff reports directly to the President/Principal. Based on various needs assessments, the counselors provide the following additional services:

- Organizes and administers a comprehensive school counseling program
- Provides academic, career, and personal/social counseling for students during the school year including grade specific meetings with students and parents
- Coordinates student appraisal
- Assists students with career development
- Consults with students, parents, teachers, administrators, and other appropriate individuals

**Jaguar Pride Program**

The Jaguar Pride Program is a faculty run mentoring program. The program’s goal is to assist students in their transformation from childhood to adulthood during their five years of high school. Faculty mentors generally meet with students in Pride Groups to discuss various topics of interests and to participate in scheduled activities. Topic areas that may be covered during the course of an academic year include, but are not limited to:

- Academic success
- Life after high school
- Respect of one’s self and others
- Relationship building
- Service to God through service to man

**Library Services**

The library provides a host of student support services such as book loans, computer use and photocopier use. The library will be open from 7:00 a.m to 3:00 p.m. on regular school days. Students are issued a student identification number and may use their identification number to access library services.

Students may use the school’s photocopy and printing equipment located in the library. The following usage rules apply:

- **Students will be required to pay a 10 cent fee for each black and white page and a 25 cent fee for each color page.**
- Students must ask permission before making copies/printing.
Students visiting the library during class may only be in the library with media personnel approval. Unaccompanied students must have a pass from a teacher to be permitted in the library. If a student is disruptive in the library, he/she will be sent back to class with an explanation and referral for appropriate disciplinary action.

**Lockers**

Students will be assigned a school locker for their personal use to store school-related materials. PE and varsity sports lockers are assigned by the Athletic Department and are for athletic equipment storage only and are not to be used as an alternative to using the student lockers. Lockers are the property of the school and not the student. Lockers may inspected by administrator at any time.

The only lock that students may use on lockers is the one made available through the school. Other locks may be cut. Locks can initially be purchased at the start of the school year at Book Day. Thereafter, locks may be purchased in the school bookstore.

Combinations are recorded in the office for use in case of illness, emergency or locker check. Students are expected to memorize their combinations and record them in a safe place in order to ensure combinations are not available to other students.

Lockers must be kept locked at all times. In order to protect student property and privacy, lockers without a lock will be secured. Students who abuse the locker privilege may be denied the use of a locker.

**Lost and Found**

Pope John Paul II High School is not responsible for personal items brought to school. Students should also be mindful of their personal belongings at all times and should make every effort to secure non-essential items in their school or athletic locker when they are not in use. Students are encouraged to mark uniform items or other items of personal property with their name, initials, or ID number. If a student believes they have misplaced an item, or found someone’s lost item, they and/or their parents should contact the school.

**Lunch Program**

The Pope John Paul II High School cafeteria lunch program is conducted by the Archdiocese of New Orleans Food Service. The food service program provides hot meals (lunch). Students who purchase a hot meal may also purchase extra items such as bottled water or ice cream products. Students who do not buy a hot lunch may only purchase a bottle water. Students may purchase additional food items when available. Families requiring free and/or reduced lunch may obtain applications from the cafeteria staff.
The Archdiocesan Food Service participates in the federal government lunch program in order to keep costs down and therefore must abide by federal regulations. As a result, students are permitted to bring a lunch prepared at home that does not contain soft drinks (Coke, Sprite, Dr. Pepper, etc.). Several microwave ovens are available for students to use as needed. Food items or drinks prepared by outside commercial vendors (McDonald’s, Raising Cane’s, Wendy’s, Starbucks, etc.) are strictly prohibited during regular serving periods, except for special school events. Club sponsors must get permission from the administration for their special events. This prohibition includes food items and drinks.

Students are responsible for depositing all trash in the proper receptacle in the cafeteria or courtyards when they have completed their meal. Students are responsible for picking up any food items, utensils, or paper products that fall to the floor and for cleaning any spills. The floor and tables should be relatively clean when the student exits the cafeteria following lunch.

Lunch items are prohibited from being taken out of the cafeteria for consumption in classrooms, unless special permission is granted by the administration. If permission is granted, the club or organization is responsible for making sure lunch trash is brought to the cafeteria garbage cans. Straws, food (which includes gum and candies) and drink may not be taken from the cafeteria at the end of lunch. Only bottled water may be taken into classrooms.

Student Assemblies

Students are expected to sit with their class level in the assigned areas during assemblies unless otherwise directed by an administrator or faculty member. Only students and teachers are to be seated in these areas. Students should be attentive, courteous and maintain correct posture. They should be respectful of the occasion and of the efforts of their classmates or guests.

Student Arrival and Movement Between Classes

Ordinarily before school, students will enter through the school’s main entrance and proceed to the cafeteria or gym as designated for their grade level where they will remain until the appropriate bell is sounded. Students may be in the hallways in order to go to/from their lockers or to meet with a faculty member for a pre-schedule meetings, tutoring session or other appropriate activity. All other areas of the school are off limits until the bell rings, at which time
students will enter the classroom buildings, go to their lockers if necessary and then report to their first class. Students will have **seven (7) minutes** to make this initial transition.

At the signal ending each period, students will move quickly and orderly to their next class. Students should not run, push, or congregate together in groups which impede passage in the hall. Students will have **four (4) minutes** to make this transition and any bathroom visit.

**Student Identification Cards**

Students will receive identification cards within the first few weeks of school. Students must maintain and keep their cards for use of identification throughout the school year for certain events. It is not the school’s responsibility to order or keep additional identification cards.

**Designated Bathroom Locations**

Students attending class along the front hallway and along the side hallway will utilize the bathrooms located across from the school office. Students attending class in Building 2 will utilize the bathrooms located in that Building 2. Students in PE class and students utilizing the courtyards during lunch may only use the bathrooms located in the cafeteria. **All students must have a teacher, administrator or staff sign off on their Pope John Paul II High School Restroom Pass and have a PASS from a teacher, administrator or staff whenever they are NOT in a classroom or designated area instructed by a teacher, administrator or staff.**

**Telephone Calls and Messages**

Students may utilize the telephone located in the school office to call a parent between regular school hours (7:20 a.m. to 2:45 p.m.). Students must first request and receive permission from office personnel prior to placing the call.

Parents may contact the office and leave messages for their student(s). Office personnel will notify the student of the message during the next available break and deliver it to them upon their arrival at the school office. **Parents are should not to call/text their student’s cellular telephone during the school day because it may tempt the student to use the device in response which would constitute a violation of school policy with as consequence.**

**Textbooks and Related Educational Item Returns**

Students are responsible for all school issued textbooks and related educational material to include accountability and proper care. Students will be required to pay for repair/replacement costs of lost or damaged items.

Students will be required to turn in all school property during administrative time on the last day of Spring Exams. School property includes, but is not limited to, textbooks, athletic team uniforms/equipment, electronic devices, science equipment, etc. Students will be required to pay repair or replacement costs as necessary before exam grades are incorporated into the final report card for the school year.
SECTION X: HEALTH, SAFETY AND WELFARE

Child Abuse and Neglect

All employees of Pope John Paul II High School are considered mandatory reporters by Louisiana Law and therefore must report any suspected, witnessed or confirmed instances of child abuse and/or neglect to the appropriate law enforcement and/or welfare authorities.

Emergency Dismissal and School Closures

In case of severe weather or other emergency, Pope John Paul II High School will follow the same decision of closure as the public school system of St. Tammany Parish. This is to facilitate transportation for students.

The announcement concerning emergency closures will be broadcasted on all local televisions in the metropolitan area of New Orleans. School messaging will also be activated with updated information and situations unique to our school.

Emergency Response

The school has developed a detailed crisis management plan to deal with a host of potential natural and man-made emergencies. Various aspects of this crisis plan will be practiced throughout the school year in order to ensure all Pope John Paul II High School personnel and students are prepared to respond appropriately to various situations. A copy of this crisis response plan may be viewed at school upon request. In the event of a catastrophic event, students will be evacuated to St. Luke the Evangelist Catholic Church (910 Cross Gates Blvd., Slidell, LA 70461) where students will be available for pick up by parents or authorized adult once cleared by emergency responders.

Absolute cooperation is required during the conduct of all emergency drills. Students are to follow the instructions provided to them by the administration, faculty, law enforcement or other emergency response personnel. Immediate and complete cooperation from every student is expected during these drills. Students who misbehave during a drill may face disciplinary actions. The following drills will be conducted throughout the school year:

<table>
<thead>
<tr>
<th>Response Drill</th>
<th>Number per Year</th>
</tr>
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<tbody>
<tr>
<td>Fire Drill</td>
<td>10 (Required by LA Law)</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>1</td>
</tr>
<tr>
<td>Intruder / Lock Down</td>
<td>1</td>
</tr>
<tr>
<td>Bus Safety (Pope John Paul II High School – 1, STP – 1)</td>
<td>2</td>
</tr>
<tr>
<td>Evacuation/Relocation</td>
<td>1* when feasible</td>
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Harassment, Bullying, Intimidation, Hazing

Everyone has a right to function in an environment free of all forms of harassment. As members of the Pope John Paul II High School community, each individual should take personal responsibility for ensuring integrity and respect in interpersonal relationships and should model habits of Christ-like behavior, as proclaimed in the gospels, in their treatment of self and others. Therefore, at Pope John Paul II High School, harassment based on a person’s sex, race, gender, nationality, religion, physical or mental disability, age or for any other reason will not be tolerated. Incidents of harassment, bullying, intimidation and/or hazing will be considered a serious violation of school discipline and may result in appropriate disciplinary action. The following definitions apply:

• **Bullying** is defined as any repeated verbal, physical, or psychological action or implied action intended to cause harm, fear, or distress to another person or group of persons. An imbalance of power between the aggressor and the target is also involved. Bullying is a means of control and may be carried out through physical, verbal or electronic means, or indirectly through social and emotional aggression.

• **Harassment** is defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.

• **Intimidation** is defined as a means to make fearful or to put into fear. Intimidation may be inferred from conduct, words, or circumstances reasonably calculated to produce fear.

• **Hazing** is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another.

In regards to bullying, Pope John Paul II High School adheres to the Archdiocese of New Orleans Office of Catholic Schools Anti-bullying Policy that was published in April 2013, a copy of which is included as Appendix D to this handbook. This policy addresses Cyber-bullying which is the transmission of any electronic textual, visual, written or oral communication to coerce, torment, intimidate, harass, embarrass or cause emotional distress to a person.

Incidents of bullying or alleged bullying in any form are to be reported to the Dean of Students who has been designated by the President/Principal as the primary investigator in such cases. Incidents are to be reported without delay. The Dean of Students, acting on behalf of the President/Principal and school, will initiate a thorough investigation immediately upon receipt of a bullying complaint. Confidentiality applies to all investigations.
Bullying conduct may warrant some sort of disciplinary action. Consequences should be sufficiently severe to deter violations and to correct prohibited behavior. The scope and breadth of actions are left to the discretion of the President/Principal. Students found to have engaged in bullying behavior may be referred to counseling to help address the underlying causes of the inappropriate behavior.

**Illnesses, Accidents and Injuries**

Students are required to report all serious illness, accidents and injuries to their teacher, coach or moderator. These faculty members will secure any necessary aid or assistance from the school office. If a faculty member is not available, the student should contact the school office. The Dean of Students is to be notified of all accidents and injuries. Faculty members (teachers and coaches) must fill out the required report and submit it to the Dean of Students no later than the day of the injury during regular school hours and no later than the first business day following a student injury after school hours.

**Medications**

Parents are encouraged to work with the student’s physician/doctor to schedule doses that can be given at home in cases when a child requires medication for an acute illness. Long-term illness and medication may require administration during school hours however.

Pope John Paul II Catholic High School has adopted guidelines for the issuance of medication to students during school hours:

- No prescription medication shall be administered or self-administered by a student without an order from a licensed physician, dentist or any other authorized prescriber who is licensed in the state of Louisiana or an adjacent state. A letter of request and authorization from the student’s parent or guardian is required. All medication orders must be renewed at the beginning of each school year.
- No medication shall be administered or self-administered by a student unless the initial dose has been administered at home and sufficient time has been allowed for observation of adverse reactions before asking school personnel to administer the medication.
- No medication shall be administered or self-administered by a student unless it is provided to the school in a container labeled by a registered pharmacist with the time and dosage that corresponds to the prescriber’s order.
- School office personnel will forward the prescriptive order and the parent’s request to the Dean of Students. The Dean of Students, in consultation with the student’s parents and the school President/Principal will determine if delegation of administration of the medication by designated school office personnel is appropriate. Verification with the student’s doctor may be required.
- Students requiring the use of an Epi-pen should contact the office and complete the appropriate form which will be maintained on file.
• Medication will be destroyed if it is not picked up within two weeks following termination of the order or two weeks beyond the end of the current school year.

A medical log is kept in the school office to record the administering of all medications. Teachers will not be allowed to administer medicine in the classrooms. Under no circumstances is a student permitted to have prescription or non-prescription medicine in their possession, in book bags, purses, lockers, etc. during the school day without explicit permission from the administration. Students bringing prescription and non-prescription medication to school are to take it immediately to the school office. Failure to comply with these conditions may result in disciplinary action. If medications indicated above are given to another student for consumption, a more serious disciplinary action will result.

**ACETAMINOPHEN/ IBUPROFEN** may be administered by designated school personnel *if permission has been granted* by selecting the appropriate option on the student’s emergency form. In addition, emergency medications may be administered by designated personnel *if* deemed necessary.

**Student Insurance**

The school does not assume financial responsibility for injuries sustained by students. Through the Archdiocese of New Orleans, Pope John Paul II High School pays for student medical insurance premiums which provides compensation for injuries caused by accidents while on the school premises or while participating in school-sponsored activities. This insurance is secondary to any other accident insurance covering the student. If the other insurance only pays part of the claim or the student has no other insurance, then the school’s insurance will pay the balance.

All accidents must be reported to the President/Principal/Dean of Students immediately and the required claim filed with the insurance company by the parent/legal guardian within 90 days of the injury. Claim forms are available in the Dean of Students office and are to be initiated by the appropriate coach/teacher responsible for the student at the time the injury is sustained. The coach/teacher will submit the form to the Dean of Students for processing. A copy of the form will be sent home to the parents for use/submission to the insurance company.

**Substance Abuse and Drug Testing**

Our goal at Pope John Paul II High School is to help all students stay drug-free and to keep the vast majority of students from experimenting with illicit drugs and alcohol by encouraging them to make responsible decisions. The Pope John Paul II High School drug testing program is not designed to catch and condemn, but to educate and liberate students from the perils of drug and alcohol abuse so that they may live clean, healthy lives.

All Pope John Paul II High School students will be tested for drug use using the hair test method. This initial test and all subsequent random tests will take place at various times throughout the school year.

The school counselor will meet with both the student who tests positive and his/her parents in order to devise a treatment plan for the student. Should a student need hospital rehabilitation, he/she will continue to be a Pope John Paul II High School student and have
the opportunity to return to school upon completion of treatment. Should less severe usage be indicated in the results, a support plan will be put into place that consists of counseling as outlined below:

- A family counseling program at the parents expense and mutually agreed upon by the parents and the school counselor.
- The school must be notified if counseling ends prior to the school counselor’s discretion.
- A parent may request that their son/daughter undergo additional drug testing. A letter may be sent to the President/Principal to request additional testing at the parent’s expense.
- Should the parents request another test to confirm the initial positive results, this will be done at the parents’ expense through a school approved testing agency.
- The parents will cover the cost of follow-up testing after 90 days.
- All transfer students will be tested within the quarter of entry. If positive, the administration reserves the right to demand immediate withdrawal.
- An administrator may require the testing of any student upon reasonable suspicion.
- Disciplinary measures will not be taken at school upon an initial positive test result with the exception of transfer students as previously mentioned.
- Any subsequent positive test result for any illicit drug while enrolled as a student at Pope John Paul II High School will result in expulsion.
- All sessions are confidential.

**Pregnancy**

The Catholic high schools of the Archdiocese of New Orleans are concerned with the Christian moral development of the individual as well as their physical and emotional health. We as a school community strive to provide an atmosphere which stimulates and fosters the growth of these same principles as our students are confronted by a society which often undermines Christian values and principles. Pre-marital sex is not considered acceptable. However, should a pregnancy occur, the administration, parents and the students involved will work together to consider every possible measure that may be available, such as counseling, prenatal health care, continued education, etc. in order to enable each student to make mature decisions in accordance with the directives of the Roman Catholic Church.

Parents who are aware of a student’s pregnancy are to inform the administration immediately once the pregnancy is confirmed so that the necessary precautions are put in place to ensure the safety and well being of the mother-to-be and the unborn child.

In all cases, the student(s) involved will:

- Be treated with compassion.
- Be informed that their obligation as parents will supersede all opportunities to participate in extracurricular activities (athletic and non-athletic).
- Be subject to all other school regulations and policies.

The administration reserves the right to question a seemingly pregnant student about her suspected condition.
All inquiries will be conducted in confidence, with respect for the student and in the presence of at least one female school employee. The school may also require the administration of a pregnancy test by the student’s doctor or parents but only after discussing with the student’s parents and the President/Principal. Similar measures will be taken in cases where a Pope John Paul II High School student is suspected of being or is confirmed to be the father of an unborn or newly born child.

The child of a current Pope John Paul II High School student will not be permitted on the school campus during school hours without written permission from an administrator.

**Safe Environment Training for Faculty and Volunteers**

All faculty and staff and non-faculty staff and volunteers (coaches, chaperones, etc.) who have substantial contact with children must be fully certified through the Archdiocese of New Orleans Safe Environment Program. Full certification includes initial training, background check and registration through the archdiocesan database. *Certification must be renewed every three years.* Please see the Assistant President/Principal if you have questions. Drivers must also have the required automobile insurance form on file in the office.
SECTION XI: TUITION AND FEES

Tuition and Fee Description

Tuition and student service fee payments are collected for each student and are applied toward the costs associated with operating a school. Student service fees generally consist of a nonrefundable registration fee for new students and a re-enrollment reservation deposit for the upcoming school year, a technology and building fee, and a drug testing fee. Tuition and student service fee rates are evaluated on an annual basis. Please contact the school office for the current tuition and fee rates. Juniors and seniors are required to pay additional fees to support activities specifically for their class.

Payment Methods and Accounting Procedures

There are only two options for paying tuition and student fees. All tuition must be paid in full or financed through First Bank and Trust before a student may begin classes.

- Tuition may be paid in two (2) payments to Pope John Paul II Catholic High School. The first payment of $4,000.00 must be paid by June 1st and the remaining balance must be paid by Book Day in August.

- Financing through the First Bank and Trust can be done online at their website https://tuition.fbtonline.com or at one of their branch offices.

- Tuition CANNOT be financed through the school business office.

- All accounts are expected to be current on a monthly basis. Students whose accounts are not current at the end of each semester may not be permitted to return for the following semester. All tuition accounts are to be paid in full by April 1 of the academic year. Seniors may not participate in graduation activities until all accounts have been made current.

- Current students planning to enroll in the following school year will not be accepted for readmission until all accounts have been made current.

In the event of a failure to make prompt payment, parents/legal guardians will be allowed four (4) working days in which to make arrangements, in writing, to pay Pope John Paul II Catholic High School. If arrangements are not made, the student may not be permitted to return to school for the next semester. All arrangements must be approved by the President/Principal.

Parents or legal guardians with two or more students at Pope John Paul II Catholic High School will have their payments applied equally to each student.
**Insufficient Funds Check Policy**

Once the bank returns a check for insufficient funds or account closed, the parents/legal guardians are allowed four (4) school days in which to pay Pope John Paul II Catholic High School amount of the check plus any bank charges. Payment must be made by cash, cashier’s check or money order. The school will then reserve the right to request all future financial obligations be paid by cash, cashier’s check or money order. If payment is not made, the school reserves the right to prohibit students from attending classes or other school sponsored activities until payment is made.

**Financial Assistance**

Financial assistance may be available for students, whose family can demonstrate financial need, and go through the application process as intended. Our goal is to make Pope John Paul II High School financially affordable for all students that wish to attend. Parents should not let affordability be the only reason for not sending their student to Pope John Paul II High School. Therefore, a section of the budget is set aside each year to be allotted for financial assistance. Families may request applications for financial assistance after a student has registered and the registration fee has been paid. Due to the limited amount of funds available for financial assistants, parents/guardians must adhere to all published deadlines in order to be considered for financial assistance. Applications will be available in February. **Pope John Paul II Catholic High School does not give athletic scholarships.**

Other forms of financial assistance include Archdiocese of New Orleans Champions of Education Program, which is available to students in all grade levels, and the Arete tuition donation rebate program which is available for students entering from the public school system. Contact the office for information on these programs, eligibility criteria and deadlines.

Students who qualify for and receive financial aid may also apply to participate in the school’s Work-Study Program. Students participating in this program may earn up to an additional $1,000.00 toward tuition for service assigned by the school. **Students will need to work a total of 138 hours during the school year to receive the full tuition credit.**

**Refund Policy**

When a student officially withdraws from Pope John Paul II Catholic High School during the school year, a refund of **tuition only** will be made in the following manner (fees are not refundable):

- During the first complete week of school – 90%.
- After the first complete week and up to the end of the first quarter - 75%.
- During the second quarter – 50%.
- During the third quarter – 25%.
- Fourth quarter - **no refund.**
SECTION XII: ATHLETIC PROGRAM

Purpose of Interscholastic Athletics

The purpose of interscholastic athletics is to extend the learning environment to settings outside of the classroom and to prepare high school students for life after high school. Interscholastic athletics are an extension of the educational process and are logically linked to the objectives of the overall educational program of the school. Interscholastic athletic programs promote the development of such values as sacrifice, perseverance, integrity, respect, leadership, teamwork, cooperation, service and the ability to manage adversity (Massachusetts Interscholastic Athletic Association, Inc.; 12/15/09). Furthermore, the National Catholic Educational Association (NCEA) advocates that interscholastic athletic programs be Christ centered and used as an additional mechanism for teaching and promoting Gospel values to students, coaches and parents (Momentum; November-December 2009).

Mission of Athletic Program

The mission of Pope John Paul II Catholic High School Athletic Department is to provide a comprehensive and competitive interscholastic sports program that complements and contributes to the physical, spiritual and academic development of our students as guided by the school’s mission of academic excellence, faith development and leadership. To achieve this mission the educational community of Pope John Paul II Catholic High School – parents, teachers, coaches, students and all those who contribute to make possible the school’s cultural, civic and religious life – must create an atmosphere where our Christian faith permeates the social, emotional, physical, and aesthetic values of our students.

Athletic Program Philosophy

Education is a process dedicated to the formation of the total person as a productive and fulfilled individual capable of contributing to the community. The quality of Christian education is based upon a concept of life grounded in the person of Jesus Christ. The task of the athletic department is to fundamentally develop a synthesis of culture and faith and a synthesis of faith and life. The first is reached by integrating all the different aspects of human knowledge through the subjects taught, in the light of the gospel. The second is the growth of the virtues characteristic of the Christian. In order to complete the process, the student must learn to be a living witness to God’s presence by the daily practice of Christian principles.

Athletic Program Governance

Pope John Paul II Catholic High School’s athletics program is governed by the rules and regulations established by the Louisiana High School Athletic Association (LHSAA). LHSAA rules are published annually and reflect those rules adopted by member schools in order to ensure that high school athletic programs are conducted at a high and fair level of play and that they serve the educational mission of member schools (Official Handbook of the LHSAA).
The President/Principal is the school’s chief administrator and is responsible for the overall management of the school to include its athletic program. The President/Principal is also Pope John Paul II High School’s only official member of the LHSAA and serves as the school’s official representative at LHSAA meetings.

The Dean of Student is responsible for the coordination of all student activities, athletic and non-athletic, and provides guidance and supervision to the athletic department as needed.

The Athletic Director is directly responsible for the day-to-day operation of the athletic department, supervision of coaches, the welfare of student-athletes and maintaining LHSAA rules compliance. The Athletic director works with the Dean of Students concerning activity coordination and program management but reports directly to the President/Principal on all athletic program matters.

**Athletic Awards Program**

Coaches will provide parents/legal guardians and athletes a written description of the lettering requirements at the beginning of the sports season. Each head coach will establish the criteria for lettering in his/her sport. Letter awards are presented at a school athletic ceremony. In case of injury, the student-athlete may still be awarded a letter. Athletic Letters will be awarded as a Letter with sport emblem for first year and a bar for each additional year.

Participation awards will be presented at a school athletic awards ceremony. They will be given to all student-athletes who meet the participation requirements established by the head coach.

Pope John Paul II High School does not purchase championship rings. If a team wins a state championship, players may purchase rings approved by the school at their own expense.

Athletic awards ceremony will be held periodically during the course of the year. Attendance at these ceremonies is mandatory unless excused by the coach.

**Student-athlete Guidelines**

Participation in school sponsored interscholastic activities is a privilege and therefore entails certain expectations for those students who are members of Pope John Paul II Catholic High School sports teams. Student-athletes are students first and athletes second; therefore, student-athletes are expected to be studious, maintain acceptable grades, and be well behaved. Failure to meet these expectations and those published by team coaches may result in a limitation or prohibition on participation. Additional guidance for student-athletes is available in Appendix E, Pope John Paul II Catholic High School Student-athlete Regulations.
Sports Offerings by Season

The chart below depicts the current offering of interscholastic sports:

<table>
<thead>
<tr>
<th>Fall Season</th>
<th>Winter Season</th>
<th>Spring Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheerleading (Co-ed)</td>
<td>Basketball (Boys / Girls)</td>
<td>Baseball (Boys)</td>
</tr>
<tr>
<td>Cross-country (Boys / Girls)</td>
<td>Cheerleading (Girls)</td>
<td>Golf (Boys / Girls)</td>
</tr>
<tr>
<td>Football (Boys)</td>
<td>Jazz Cats Dance Team (Girls)</td>
<td>Softball (Girls)</td>
</tr>
<tr>
<td>Jazz Cats Dance Team (Girls)</td>
<td>Powerlifting (Boys / Girls)</td>
<td>Tennis (Boys / Girls)</td>
</tr>
<tr>
<td>Swimming (Boys / Girls)</td>
<td>Soccer (Boys / Girls)</td>
<td>Track and Field (Boys / Girls)</td>
</tr>
<tr>
<td>Volleyball (Girls)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A:
Pope John Paul II Catholic High School
PARENTAL NOTIFICATION OF STUDENT
ABSENCE/SCHOOL TARDY FORM

Absent _________  Tardy __________

Student (Print): _________________________________________________________________

Last Name  First Name  Middle Initial

Date Absent/Tardy ____________________________  ____________________________

(From Date)  (To Date)

Time Tardy ____________________________  ____________________________

(Date)  (Time)

Reason:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Parent Signature: ______________________________________________

Doctors Note/Supporting documentation is attached.

A student will not be admitted back to school on the same day without a doctor’s note. This also includes if a student leaves ???? before or during the lunch period.

Administrative Actions

* Notified School _____(Yes) / _____(No) on ____________________________ (date and time)

* Parent/Guardian must call the school office between 7:00 a.m.-9:00 a.m. on each day of absence.

  • Date Form Submitted: ____________________________

* Forms must be submitted no more than two days after the students return in order for the absence/tardy to be considered for classification as an excused absence/tardy.

___________  Excused__________ Unexcused  Administrator _________________________
PJP II High School Temporary Release Form

It is requested that the student listed below be granted temporary/early dismissal from school on the date listed for the purpose described. Students participating in athletic and/or non-sport extracurricular activities are reminded that they must attend four-fifths ($\frac{4}{5}$ classes) of the academic day if they intend to participate in practice or competition on the day indicated.

Complete the information below and submit the form to the school office no later than the morning of the event.

Student: _______________________________________________

Date: _________________________________________________

Purpose/Remarks:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

____ The student return for class for the remainder of the day.

____ The student will NOT return for class for the remainder of the day.

Parent/Guardian Name (Print): ______________________________________________________

Parent/Guardian Signature: _________________________________________________________

Moderator/Coaches Name (Print): __________________________________________________

Moderator/Coaches Signature: _____________________________________________________

The signature of the Attendance Secretary or Administrator validates that the form was submitted and received in a timely manner.

Attendance Secretary/Administrator: ________________________________________________
APPENDIX B:
POPE JOHN PAUL II CATHOLIC HIGH SCHOOL
STUDENT ACCEPTABLE USE POLICY

Pope John Paul II Acceptable Use Policy

The mission of the Technology Department at Pope John Paul II (Pope John Paul II High School) is to provide a full range of technological services, tools, and experiences to further our students’ opportunities for academic excellence, faith development, and leadership. Each Pope John Paul II High School graduate should possess skills in using a wide variety of technology; they also should have developed habits that ensure their use of technology is efficient, respectful, legal, moral, and safe.

We believe that technology users will develop good technological skills and habits if they are allowed as much freedom as possible. At the same time, technology tools need to be as failsafe and consistent as possible to ensure their productive use in the classroom and for school communication. The Technology Department seeks to balance these sometimes contradictory needs to develop a policy that supports both.

This policy contains standards that foster the mission and goals of Pope John Paul II High School. The policy is revised as necessary to reflect any new technology or issues identified throughout the year. Each year, all Pope John Paul II High School faculty, students and staff members must read and agree to abide by these standards. It is within this context that Pope John Paul II High School strives to achieve a balance between student responsibilities and school control of technology.

The use of Pope John Paul II High School’s technological resources is a privilege, not a right. This privilege provided by Pope John Paul II High School is not transferable or extendible by students. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Pope John Paul II High School's resources. If a person violates any of the terms and conditions named in this policy, his/her privileges may be terminated, access to resources may be denied, and appropriate disciplinary action shall be applied. Pope John Paul II High School’s Student Code of Conduct shall be applied to student infractions.

All storage and network communication provided by Pope John Paul II High School remains the property of Pope John Paul II High School. Pope John Paul II High School seeks, where possible, to honor the privacy of the individual, but it reserves the right to access any file, email, or other information stored on or communicated through its property and will do so if a compelling reason arises. Pope John Paul II High School retains the right to monitor network activity in any manner it sees fit, including teacher management of classroom activities.

Pope John Paul II High School is a participant in the Archdiocese of New Orleans Unified Wireless Architecture. Wireless internet and network access is provided by Pope John Paul II High School during school hours.

Service and Technology Support

There are several ways to contact Pope John Paul II High School Technology Office:
• Coming to the Technology Office is located in Pope John Paul II High School Library
• Sending an email to cblocker@Pope John Paul II High School.org
• Calling the Technology Office at 985.649.0914 ext. 106

Each student is to Bring Your Own IPad (BYOI). This must be an IPad or higher, an IPad mini, an IPad Air or IPad Pro, without any cellular capabilities. As long as the minimal specifications are the same as the iPad, whatever type of iPad desired will be acceptable, assuming it does not have any cellular capabilities. All technological devices used on the school network must be approved through the technology director before use.

Students are responsible for keeping iPads in working order. Students will be instructed as to what apps are needed. Some apps will be provided by Pope John Paul II High School and some will need to be provided by the family. Pope John Paul II High School is not responsible for repairs or replacements of student/family owned technology. All students are required to have their iPad, in working order, with them at school on school days.

Pope John Paul II High School technology support guarantees the same response and quality of support no matter how you contact us. The priorities used to resolve technology related issues are based on the severity and impact of the problem.

Protective covers/cases are highly suggested, but they, as well as any other iPad accessories, are optional and up the families and students. Our hours are from 7:00 a.m. to 3:15 p.m., central time, Monday through Friday with the exception of school holidays. To facilitate support requests, the Technology Office is open throughout the day.

Guidelines

All users of the network must comply with the Electronic Communication Privacy Act (ECPA), Child Internet Protection Act (CIPA), and the Communications Decency Act (CDA). These acts prohibit the unauthorized interception or disclosure of email messages by third parties, and govern the appropriateness of certain material being remitted to the Internet. The ECPA does permit interception or disclosure if either the sender or the receiver of the communication consents.

● Students must use their Pope John Paul II High School jaguars email address for all communications having to do with school or extracurricular activities associated with Pope John Paul II High School.
● The personal computing device is a tool to be used for academic purposes only, unless specifically permitted by a teacher or an administrator.
● Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
● The personal computing device is an instructional device and must come to school each day ready to be used in class and synced for new content.
● Students are responsible for bringing their personal computing devices’ batteries fully charged and ready every day.
● Students must begin each class with all applications closed.
● Students must silence all tones, music, beeps, noises, and vibrations during class time.
● Students are responsible for backing up their data, at least weekly, either in Google Drive or another cloud based service. The Technology Office is not responsible for backing up of student files.

● **All students must have their device enrolled into the school's Mobile Device Management (MDM) system Mosyle.**

● **At no point should a student attempt to remove their device from the MDM system.**

● Students using email or Internet access are representatives of the school and are expected to act in a manner consistent with the school’s goals and values. Communication on the Internet and via email reflects on Pope John Paul II High School and must not damage the school’s reputation.

● Users of the network will fully comply with all copyright laws regarding software and intellectual property. Prohibited Behaviors

● Connecting to other wireless networks during school hours is strictly prohibited and subject to disciplinary consequences, including mobile phones or any other electronic devices.

● Sharing school related files for an assignment, activity, or project that is to be done independently. This includes using on-line materials that allow for plagiarism.

● Infringing on software, copyright, or licensing agreements.

● Making videos or taking pictures of people without their knowledge either expressed or implied.

● Using technology to threaten, bully, or harass others.

● Advocating racial, ethnic, religious, gender-based, or sexual orientation-based slurs.

● Submitting, publishing, displaying, retrieving, using and/or viewing inappropriate words and images. This includes sending, storing, or displaying any materials that may be considered defamatory, sexually-oriented, threatening, profane, obscene, abusive, inappropriate, racially-charged, offensive to others, or illegal.

● Attempting to breach security mechanisms or altering and/or deleting personal profiles configured to the Pope John Paul II High School network.

● Downloading files, games, movies, applications, images, and any medium which is against the law.

● “Jailbreaking” of your iPad is against school policy.

● Use of the network for personal or financial gain, product advertisement, visiting chatrooms, or for making transactions involving the transfer of money, merchandise, or services is prohibited.

● Instant messaging, chatting, participation in forums, sending emails, texting, playing games, surfing the internet, and other tasks that may be considered disruptive during class time.

● Accessing website specifically blocked by Pope John Paul II High School.

● Vandalism of any type, including but not limited to, any attempt to change, harm, or destroy data, hardware, or software will result in disciplinary action, including financial remuneration.

● **Any violations of the above mentioned can result in disciplinary actions by the Dean of Students and/or Administration. See Appendix F: Discipline Actions**

It is impossible to cover every situation that will arise and have a guideline in print that will handle it. If a student is involved in a situation that is unacceptable, and in opposition to the mission and goals of Pope John Paul II High School, the situation will be dealt with in an appropriate manner. The administration is the ultimate interpreter of these guidelines.
Consequences

A student, whose behavior indicates careless use or abuse of Pope John Paul II High School resources, will be referred to the Dean of Students for disciplinary action. Pope John Paul II High School has the right to restrict or terminate network and/or internet access at any time to prevent misuse and protect the integrity of the network. Consequences can include, but are not limited to, detention, suspension, revocation of internet access or network privileges, revocation of computer access and/or expulsion.

I agree to the stipulations set forth in this document.

Student Name: (Please Print) ____________________________________________________

Signature: __________________________________ Date: _________________________

Parent Name: (Please Print) __________________________________________________

Signature: __________________________________ Date: _________________________

Revised - 2019
Appendix C: Traffic Flow for Morning Drop-off / Afternoon Pickup

1 - Students enter gravel parking off Jaguar or on parking pads along Jaguar (roadside)
2 - Buses/cars enter main parking lot and proceed to drop off point at Lobby entrance: seniors park in designated spots
3 - Students disembark bus/car enter through main lobby, walk to cafeteria for holding
4 - Buses/cars exit onto Jaguar and continue on Choctaw
5 - Buses/cars exit onto Jaguar, and may continue on Jaguar toward Park/Yaupon Dr.

Special Note
For safety purposes, students may only make a right turn onto Jaguar when exiting the Gravel Parking Lot between the hours of 7:00am - 9:00am and 2:00pm - 4:00pm
APPENDIX D:
ARCHDIOCESE OF NEW ORLEANS ANTI-BULLYING POLICY

Archdiocese of New Orleans Anti-Bullying Policy
Revised July 2019

I. Purpose/Rationale

"Let the little children come to me and do not hinder them. It is to just such as these that the Kingdom of God belongs."
Mark 10:14

Acknowledging that all of creation is rooted in the teachings of Christ, our Savior, the Archdiocese of New Orleans establishes an Anti-Bullying Policy that is rooted in the social teachings of the Church. We recognize these principles:

- God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity. (Genesis 1:27)
- As children of God it is our destiny to grow “wisdom, age and grace.” (Luke 2:52)
- Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected and all human rights are protected. (Luke 4:18-19)

The Archdiocese of New Orleans is committed to exposing all students to the teachings of the Catholic Church in order that they may reveal Christ to the world. Our goal is to build a worthy upcoming generation that is cooperative, unselfish, respectful and tolerant of others. Our educational approach is characterized by the integration of Christian truths and values within the framework of the learning experience. Therefore, we are committed to providing a loving, positive, and safe learning environment for all students.

Bullying has a negative effect on the faith community, creates a climate of fear, and inhibits students’ ability to learn. Bullying may destroy respect for the dignity of the student, may undermine the Christian atmosphere of the school, and may deprive the student a safe and caring learning environment. It may touch the bystander by desensitizing them to aggressive and derisive behavior, and may adversely affect the long-term emotional and social development of the bully.

Individuals who are bullied may begin to develop a perceived lack of value and self-esteem and experience feelings of isolation. They may have difficulty in the learning process and worry about their personal safety. A person who is bullied may have trouble establishing and maintaining long-term relationships. Ultimately, a person who experiences bullying may become angry and aggressive or develop deep-seated emotional or psychological problems. Jesus Christ clearly commands us to “love your neighbor as yourself” in the Gospel of Matthew 22:39. Therefore, the Archdiocese of New Orleans adopts an Anti-Bullying Policy in order to
preserve the dignity of all and to further promote the Gospel and teachings of Christ.

II. Scope

The Archdiocese of New Orleans believes that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

III. Definition of Bullying

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Examples of bullying, as defined above, may include, but is not limited to:

<table>
<thead>
<tr>
<th>Verbal (overt)</th>
<th>Physical (overt)</th>
<th>Social/Emotional (covert)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name-calling/Put downs</td>
<td>Hitting</td>
<td>Relational Aggression</td>
</tr>
<tr>
<td>Insults</td>
<td>Kicking</td>
<td>Manipulating Friendships</td>
</tr>
<tr>
<td>Racial Comments</td>
<td>Spitting</td>
<td>Gossip</td>
</tr>
<tr>
<td>Harassment</td>
<td>Pushing</td>
<td>Exclusion</td>
</tr>
<tr>
<td>Sexist Comments</td>
<td>Inappropriate Gestures</td>
<td>Intimidation</td>
</tr>
<tr>
<td>Teasing/Taunting</td>
<td>Tripping</td>
<td>Written Notes</td>
</tr>
<tr>
<td>Threatening/Extortion</td>
<td>Stealing</td>
<td>Electronic Misuse/Text Messages (Cyberbullying)</td>
</tr>
</tbody>
</table>

Nor will retaliation in response to bullying be tolerated.

IV. Reporting Bullying

The President/Principal or the President/Principal’s designee is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the President/Principal or the President/Principal’s designee. All other members of the school community including students, parents/guardians, volunteers, and visitors are encouraged to report bullying.

Any member of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent or guardian on that student’s behalf if the student is a minor)

False reports of or retaliation for bullying also constitutes violations of this policy.

Administrators/President/Principal/designee(s) should document in writing any complaints about bullying.
V. Investigating and Responding to Bullying

The President/Principal bears the ultimate responsibility for investigating complaints of bullying. If the President/Principal so chooses, she or he may designate another member of the administrative team to act as her or his designee.

Investigation of complaints of bullying should consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with alleged victim, the alleged perpetrator, and all witnesses will be conducted separately. At no time shall the alleged victim and the alleged perpetrator be interviewed together.

When interviews are complete and all information collected, the President/Principal or his or her designee will determine whether the actions complained of a constitute “bullying” as defined in this policy and, if so, referral of such to the proper disciplinary authority within the school.

Conduct that is determined to be bullying in nature will generally warrant some sort of disciplinary action in accord with the school’s disciplinary policy. Disciplinary consequences should be sufficiently severe to attempt to deter violations and to appropriately address prohibited behavior.

In accord with the school’s disciplinary policy, consequences and appropriate remedial action for bullying may include, but may not be limited to:

- Community service
- hours Written punish
- work Loss of Privileges
- Detention
- Suspension
- Expulsion

*In keeping with the teachings of Christ, corporal punishment is unacceptable within the Archdiocese of New Orleans.*

Students found to be engaged in bullying behavior should be referred to counseling to address the underlying causes of the inappropriate behavior.
VI. Training and Preventive Education

To enhance the education and formation of our students, schools must actively promote positive student behavior while preventing inappropriate behavior. Therefore, schools within the Archdiocese of New Orleans are required to:

1) Adopt an Anti-Bullying Policy to be included in the school’s student handbook consistent with this policy;

2) Provide professional continuing education for all faculty and staff that addresses an increased awareness of the problem of bullying and systematic program for addressing the problem in the particular school;

3) Educate parents and other school community members, including but not limited to teachers and employees, of the school’s Anti-Bullying Policy; and,

4) Students should be taught that as bystanders of bullying behavior, they have a moral obligation to defend the target through the use of supportive words and non-violent actions.

The responsibility for the implementation of the program rests with the President/Principal in coordination with the Pastor of the Parish, if the school is associated with a parish.

VIII. Yearly Review of Resource and State Laws

President/Principals shall be responsible for a yearly review of their school’s Anti-Bullying policy to ensure continued consistency with this policy and state law.

IX. Applicability of State Laws

This policy is not intended to supplant state law insofar as certain actions that meet the definition of bullying as defined herein may also result in certain persons who are mandatory reporters having to report certain matters to law-enforcement authorities or certain state agencies depending on the circumstances. For example, but without limitation, certain actions may require that they be reported as abuse according to state law. The proper Archdiocesan authority should be consulted depending on the nature of the alleged actions.
APPENDIX E:
POPE JOHN PAUL II CATHOLIC HIGH SCHOOL STUDENT-ATHLETE REGULATIONS

General Student-Athlete Regulations

The Pope John Paul II Catholic High School student-athlete will abide by the following basic regulations in they will:

- Understand that the student-athlete is first a student and then they are an athlete.
- Fulfill all school responsibilities (academic, disciplinary, etc.) before attending practices or games. The student-athlete is responsible for making up all missed school work, as stated in this handbook, when leaving early for games.
- Turn in and obtain assignments from teachers in advance on days when classes will be missed due to sporting activities. The athlete must be ready to take tests assigned on the missed day(s) immediately upon the student’s return to school.
- Attend four-fifths of the instructional time during the school day. Exceptions to this policy may be made by the President/Principal.
- Serve as a representative of Pope John Paul II Catholic High School athletic program and as such is dedicated toward excellence. He/she further understands that his/her actions reflect on the school community.
- Agree to the Athletic Department’s objectives of maintaining Christian principles, sportsmanship, self-discipline, commitment, loyalty, emotional control, perseverance and a positive attitude.
- Agree to abide by all of the rules and regulations in the school Parent-Student Handbook and the official handbook of the Louisiana High School Athletic Association (LHSAA). The student will complete, sign and submit the required LHSAA Participation Form and provide a copy of his/her birth certificate for verification.
- Conform to all LHSAA rules. The coach will apprise the student-athlete of these rules. If the school is fined by the LHSAA because of a student’s misconduct, the student’s parents will be required to reimburse the school.
- Be in good health, having completed the LHSAA Medical History Evaluation Form and having a copy on file.
- Refrain from the use of non-prescribed medications or illegal use of legal medications at all times. The use of alcohol or any other drugs and tobacco products is prohibited. The student will complete, sign and submit the required LHSAA Substance Abuse/Misuse Contract and Consent Form. An athlete may be suspended or removed from the sport for violation of this regulation. Refer to the Substance Abuse and Drug Testing section of the Parent-Student Handbook for specifics.
- Be allowed to participate in other co-curricular activities as long as he/she maintains the required academic standing and the activity does not interfere with his/her commitment to the team sport.
- Attend regular season practices and games scheduled by the coach. The student-athlete is also expected to attend the required number of pre-season conditioning periods designated by the coach (Coaches will make allowances for student-athletes to participate in family vacations and activities during the pre-season and conditioning periods).
• Attend team activities away from school with the team and may return from team activities away from school with the team or their parent/legal guardian. The coach must be notified in person by the parent/legal guardian if their student-athlete will be returning with them. Any exception to this rule must be requested from the President/Principal, in writing, by the parent/legal guardian. Permission will only be given for good cause and if the request can be verified with the parent/legal guardian by the President/Principal prior to the team’s departure for the event.

• Wear suitable clothing and equipment to all practice sessions. In those sports where practice clothing and equipment are issued by the coach, wearing such clothing and equipment is required.

• Wear the team uniform or prescribed dress designated by the head coach when traveling to/from and athletic contest.

• Help team members in keeping the locker room, rest rooms and shower area clean.

• Understand that he/she is never permitted to be in an athletic area without authorization and supervision from one of the coaches.

• Not be present at or participate in any conditioning or practice sessions for more than three (3) hours total (all sports) on any day prior to a day that school is in session. Exceptions to this policy may be made by the President/Principal.

• Respect school property (Pope John Paul II High School property, the opponent’s property or any third party’s property).

• Agree to keep hair neat and clean. Male student-athletes will meet all grooming requirements when representing the school in athletic competition: cleanly shaven; appropriate hair cut (off the collar, over the ears, out of the eyes); no earrings/piercings at any time.

• Practice good hygiene. Students are encouraged to shower and wash training attire/uniforms after all practices and games to prevent the spread of contact infections.

• Report all injuries, no matter how minor, to a coach and/or the trainer.

• Agree to not taking part in athletic activities not sponsored by Pope John Paul II High School while a member of a school team or squad in the same sport.

• Accept policies relating to the in-season sport.

• Return all uniform items and equipment to the coach within one week of the end of the season. Students will reimburse the school for any lost or damaged uniforms and equipment according to that respective section of this handbook. Failure to reimburse the school for lost or damaged uniforms or equipment may deprive the student from participating in other sports, take exams or participate in graduation activities.

• Be a mature responsible Christian member of the school community.

• Not use profane language or have a disrespectful attitude.

• Demand more of oneself than will ever be demanded of others.

• Understand that if disciplinary action must be taken by the school, the student is subject to disciplinary action by the head coach and the Athletic Director as well.

**Athletic Substance Abuse Policy**

Applicable to all athletic teams, including dance, cheerleading, and band. Once a student-athlete signs the LHSAA substance abuse policy (or begins participating in any of the above mentioned activities) he/she is subject to the school’s stated drug testing policy for the rest of his/her career.
as a Pope John Paul II High School student. Once participation of any kind begins it will make no difference whether the student/athlete is in season or out of season when the violation occurs. Violations that are discovered at any time shall be applicable to the rules provided below (retroactive up to one year of the discovered offense).

Any student/athlete found in violation of this policy is still subject to any additional team consequences, as stipulated by his/her head coach, and as approved by the Athletic Substance Abuse Committee. Any student-athlete who is found to be in violation of the LHSAA substance abuse agreement may be subject to disciplinary actions by the coach, athletic director and/or administration.

Multi-sport Participation

This policy is applicable to all athletic teams, including dance, cheerleading, and similar organizations. Any student-athlete in grades 8-12 who wishes to compete in more than one sport during the same season shall be allowed to do so, and may not be penalized by any sport for choosing to participate in multiple sports, provided that all sports involved consist of Pope John Paul II High School sponsored teams.

The process for seeking status as a single season multi-sport athlete is provided below:

- Any student-athlete who wishes to compete in more than one sport when those sports are in the same season, as outlined above, shall need written permission from the Athletic Director to do so.

- Permission from the Athletic Director will only be issued after meeting with both coaches of the affected sports, and with the President/Principal’s approval.

- A written agreement between both coaches may be required by the Athletic Director in order to determine a primary and secondary sport. If a suitable agreement, as determined by the Athletic Director, cannot be reached by the affected coaches, then the student-athlete must choose only one sport to participate in that season.

Contact the Athletic Director to initiate the process for consideration as a single season multi-sport athlete.

Levels of Participation

There are currently three levels in which students may participate: freshman, junior varsity and varsity.

The distinction between the three levels of participation are:

- Freshmen teams generally consist of players in grades 8 and 9 only. The purpose of freshman sports is to allow student-athletes and coaches to concentrate on learning the fundamental skills of the sport and to develop physical strength, agility and
endurance. The focus is placed on individual player development and fostering a basic understanding of team dynamics. Students participating on a freshman team may have the opportunity to play at the junior varsity and/or varsity level as well. On occasion, 8th and 9th grade students may compete in grade level specific events.

- Junior Varsity teams generally consist of players in grades 8 through 11; however, students in Grade 12 may play junior varsity as long as their participation in a Junior varsity game is agreed to by the opposing coach (per LHSAA rules). The purpose of Junior Varsity sports is to allow student-athletes and coaches to concentrate on learning and/or refining fundamental skills and physical conditioning to play the sport well. The focus is placed on individual player development with a greater emphasis placed on developing team dynamics. Students participating on a junior varsity team may have the opportunity to play at the varsity level as well.

- Varsity teams may consist of players in grades 8 through 12. Varsity teams generally consist of the most mature and skilled athletes, often students in Grades 11 and 12; however, younger students who possess the requisite skills to play at the varsity level are eligible. Varsity players will be selected based on their demonstrated skill and knowledge of the sport and are expected to be sound in the fundamentals so that strategy and conditioning may be emphasized. The focus is on fielding the most competitive team possible that is capable for playing for district and state championships.

Each coach is encouraged to be cognizant of an individual athlete’s opportunity to participate in games. Coaches may limit or adjust playing time based on a pattern of performance, if the coach believes that there is a safety concern for the individual athlete or if such a recommendation is made by competent medical authority. If a student-athlete does not follow team rules, his/her playing time may be limited.
APPENDIX F:
POPE JOHN PAUL II CATHOLIC HIGH SCHOOL DISCIPLINE
ASSIGNMENT GUIDE

The Administration reserves the right, when necessary, to take disciplinary action for any behavior which violates the mission and beliefs of the school, even though not specified in this handbook. *The seriousness and/or extreme is at the discretion of the administration.*

Teacher Detention

*The following infractions may result in a Teacher Detention which could be before school, after school or during lunch. This detention may include but are not limited to the following:*

1. Behavior that interferes with the educational process (preventing teachers from being able to teach and interfering with other students’ opportunity to learn)
2. Failure to comply with all policies pertaining to electronic equipment and technology.
3. Failure to conform to all classroom attendance regulations.
4. Inappropriate behavior such as disruptive communications (verbal or written) unwanted attention, etc.
5. Disrespect towards students and/or faculty members, guests or volunteers.
6. Failure to respect all of the school facilities by using facilities only for their intended purposes, by entering them only when permissible and under faculty supervision, by refraining from littering and by respecting school property.
7. Students must refrain from chewing gum, candy, straws, etc. or having food or drinks other than bottled water, in the classrooms at all times.
8. Tardy to class *(send to Dean of Students).*
9. Sleeping and/or head down in class.
10. Working and/or talking during morning and afternoon announcements.
11. Failure to return any discipline form with a parent’s signature the following school day after the form was issued.

*Before/After School Detentions: No longer than 30 minutes.*

*Lunch Detentions: No longer than 20 minutes.*

School Detention

*The following infractions may result in a School Detention, may include but are not limited to the following: Before/After School Detention will be no longer than 60 minutes.*

1. Serious behavior that interferes with the educational process (preventing teachers from being able to teach and interfering with other students’ opportunity to learn).
2. Failure to comply with all expectations stated in the school dress code section (including grooming).
3. Failure to comply with all policies pertaining to electronic equipment and technology by adding VPNs, removing the system management, etc.
4. Failure to comply with all student traffic rules and regulations.
5. Leaving at the bus bell *(1st offense).*
6. Failure to conform to all school attendance regulations. *(more than three school tardies per quarter).*

7. Failure to comply with all school parking regulations, bus rider policies or to safely operate a motor vehicle on campus or on the roads bordering the campus.

8. Inappropriate behavior including putdowns, on the school campus and at school- sponsored activities or via social media postings, email messages, texting, etc..

9. Serious disrespect towards students and/or faculty members, guests or volunteers.

10. Failure to respect all of the school facilities by using facilities only for their intended purposes, by entering them only when permissible and under faculty supervision, by refraining from littering and by respecting school property.

11. Students must refrain from chewing gum, candy, straws, etc. or having food or drinks other than bottled water, in the halls, offices or classrooms at all times.

12. Failure to serve a scheduled Classroom Detention or Lunch Detention assigned by a teacher.

13. Failure to use lockers as directed.

14. Tardy to class *(2nd violation).*

15. Sleeping and/or head down in class *(3rd violation).*

16. In hallway without a pass during the school day *(3rd violation).*

17. Working and/or talking during morning and afternoon announcements *(3rd violation).*

18. Cell phone use violation as defined in the section Cell Phones on Campus *(First Offense)*

19. Failure to return any discipline form with a parent’s signature the following school day after the form was issued *(3rd day not returned).*

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**Saturday/Holiday Detention**

*Saturday Detention, In-School and Out-of-School Suspension may cause a student admission and/or placed on probation into the National Honor Society, Student Ambassador, etc.*

*An infraction that may result in a Saturday Detention may include but are not limited to the following: Saturday/Holiday Detention will be no longer than 4 hours.*

1. Integrity violations such as cheating on quizzes/tests or plagiarizing homework or other assignments as defined in the teacher’s syllabus *(first violation).* Students will receive a zero for the work submitted.

2. Cutting or skipping class which is defined as being five (5) or more minutes late for the class without permission.

3. Second (2nd) violation leaving at the bus bell.

4. Leaving class without permission or being in an unassigned area which is defined as an area that was not designated by the faculty member or administrator giving permission to the student.

5. Extreme insubordinate disrespect towards students and/or faculty members, guests or volunteers.

6. Serious inappropriate behavior including putdowns, on the school campus and at school- sponsored activities or via social media postings, email
7. Repeated inappropriate classroom behavior.
8. Illegal haircut as described in the dress code section.
9. Cell phone use violation as defined in the section Cell Phones on Campus (Second Offense). Second and/or subsequent violations of this policy may result in students being required to turn in his/her cell phone on a daily basis.
10. 2nd violation for school tardies (first period of the day) in a quarter.
11. Tardy to class (4th violation).
12. Inappropriate language.
13. Three or more school detentions.

**In-School Suspension**

*Infractions that may result in In-School Intervention may include but are not limited to the following: In-School Suspensions could be up to three (3) days.*

1. Bullying which involves the intentional abuse of an imbalance of power through repeatedly showing aggressive or demeaning behavior, toward a person or persons resulting in unwanted or negative actions that cause physical, emotional or spiritual abuse.
2. Cheating which includes violation of testing procedures defined as: a student having any form of communication (visual, verbal, written, etc.) throughout the duration of the test or quiz. Also included is plagiarism, which is defined as: to steal and pass off the ideas or words of another as one’s own or present as new and original an idea or product derived from another source. This rule applies to all tests, quizzes, projects, research papers, etc. In addition to the suspension, the student will receive a zero for the work submitted.
3. Cutting school or leaving campus during the school day without permission. The student’s school day begins once the student has arrived on campus.
4. Extreme and serious disrespect for the rights of other students, faculty or other members of the school community.
5. Fighting or encouraging fighting which is defined as someone trying to physically overcome another person by blows.
6. Gambling or playing a game for money or property.
7. Serious insubordination which is defined as to demonstrate unwillingness to submit to authority.
8. Lying and/or otherwise making an untrue or distorted statement with intent to deceive or to create a false or misleading impression. This includes forging a signature or misrepresenting a phone call.
9. Receiving 4 or more School Detentions. *Student may be placed on Discipline (Plan for Success) probation at the discretion of the administration.*
10. Failure to serve a Saturday/Holiday Detention.
11. Serious improper behavior on or off school campus or any school-sponsored activities.
12. Any offense listed in the School’s detention section that has been violated more than once at the discretion of administration.
Out-of-School Suspension

Infractions that may result in Out-of-School Suspension may include but are not limited to the following: Out-of-School Suspension could be up to ten (10) days.

1. Two or more In-School suspensions in the school year.
2. Extreme bullying which involves the intentional abuse of an imbalance of power through repeatedly showing aggressive or demeaning behavior, toward a person or persons resulting in unwanted or negative actions that cause physical, emotional or spiritual abuse. Student’s second violation of bullying.
3. Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.
4. Extreme lying and/or otherwise making an untrue or distorted statement with intent to deceive or to create a false or misleading impression. This includes forging a signature or misrepresenting a phone call.
5. Severe fighting or encouraging fighting which is defined as someone trying to physically overcome another person by blows or use of weapons. This includes assault and battery.
6. Possession or use of tobacco products in any form (including any product or form of vapes) on the school campus (including inside vehicles parked on campus) or at school-sponsored activities. This also means before arriving at school and extends until a student returns to the custodial care of their parent/legal guardian.
7. Taking, possession, or viewing of pornography or any other inappropriate materials.
8. Serious use of profanity, unchaste language or action. 
   This includes the use of racial slurs and/or sexual or sexist comments and harassment.
9. Extreme improper behavior on or off school campus or any school-sponsored activities.
10. Failure to serve an In-School Detention.
11. Vandalism of school property, the property of other schools, or of property of the public.
12. Possession, use or showing the effects of the use of alcohol, or consumption of legal or illegal substances or drugs including, but not limited to; alcohol, synthetic drugs, e-cigarettes, vape pens, or related accessories, and prescription medication not prescribed for the student, either before, during, or after a student's academic day or at any school-related function, is strictly prohibited (including vehicles parked on the campus) and at school-sponsored activities. This also means before arriving at school and extends until a student returns to the custodial care of their parent.
13. Violation of the Archdiocesan and/or Pope John Paul II Catholic High School Internet/Technology Use Terms and Policies.
EXPULSION

The following offenses are considered very serious violations of the rules and regulations of the school community and may be grounds for expulsion:

1. Three or more Out-of-School suspensions in the school year which included parent conference(s), administration Probation Contract (Plan for Success), School Counseling, etc. with the student refusing to conform to Pope John Paul II Catholic High School Rules and Regulations.
2. Not conforming to the Probation Agreement (Plan for Success) established for the student’s guidance in becoming a productive student according to Pope John Paul II Catholic High School Rules and Regulations.
3. Any activity which involves immorality, serious insubordination, violation of the law involving moral turpitude, conviction of a serious violation of civil or criminal law or any other action which reflects great discredit on the student or the school.
4. Assault and/or battery on, or the threat thereof, another student or faculty member.
5. Harassment (including sexual harassment) of any student, faculty member or any other school personnel.
6. The possession, sale, distribution or purchase of legal or illegal substances or drugs including, but not limited to; alcohol, synthetic drugs, e-cigarettes, vape pens, or related accessories, and prescription medication not prescribed for the student, either before, during, or after a student's academic day or at any school-related function (including vehicles parked on the campus), is strictly prohibited. Anyone violating this regulation is subject to dismissal.
7. Possession or use of any weapon that may cause physical harm or death. Students are prohibited from bringing such weapons on the school campus or to have one in any personal property (including vehicles brought on the school campus).
8. Serious inappropriate racial or sexual comments.
9. Extreme disrespect or threats directed at a faculty member.
10. Serious stealing which is defined as the taking of someone’s property without consent, such as wallets, property from book or gym bag, electronic device, etc.
11. Testing positive on a subsequent (2nd offense) drug test while enrolled as a student at Pope John Paul II High School.
12. Receiving a third detention within a calendar year.