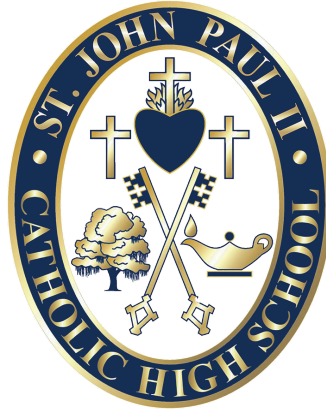




# ST. JOHN PAUL II CATHOLIC HIGH SCHOOL



## 2021- 2022 Student Handbook

**St. John Paul II Catholic High School**

5100 Terrebone Drive

Tallahassee, FL 32311

850.201.5744 | [www.sjpiichs.org](http://www.sjpiichs.org)

### *NON-DISCRIMINATORY NOTICE*

*It is the policy of the Diocese of Pensacola-Tallahassee to admit students of any race, disability, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, religion, disability, color, sex, national and ethnic origin in administration of educational policies, and athletic and other school administered programs.*

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## Handbook Purpose

The policies outlined in the student handbook exist to foster a safe and productive learning environment for all students and faculty. The Student Handbook contains important information concerning specific rules, policies, and procedures related to the safety and operation of our school. In order for the school to operate safely and efficiently, students and parents must be familiar with and abide by the expectations, procedures and policies outlined in this handbook. Students and parents must sign a Handbook Acknowledgement annually.

The school administration reserves the right to exercise discretion in making adjustments to school policies. In appropriate circumstances, the Principal has the authority to take actions other than those specified in the handbook. This handbook is not intended and should not be considered as an instrument to create any additional rights for students or parents/guardians. This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly. If you have questions about anything contained in the Handbook, please contact the Principal.

## Accreditation

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

## Patron Saint

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

## Mission Statement

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

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## Philosophy

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

## Values

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

### Catholic Community

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

### Human Dignity

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

### Academic Excellence

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

### Development of Vocations

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

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## Belief Statements

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

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## Academic Policies

### Assessments

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

- Early exams will be administered in rare cases with prior approval by the administration.
- Make-up exams will be administered **ONLY** with a note from the parent or doctor indicating illness or other emergency. Students who are absent on exam days must make arrangements immediately upon their return with the Principal and teacher.
- Seniors will take a final examination or complete a final project in all their courses except AP classes. It is the teacher's discretion as to which assessment best fits the class.
- Freshmen, Sophomores and Juniors are required to take the final examination for all courses.
- For AP courses, it is up to the teacher's discretion whether or not to administer a final exam.

### Schedule Changes

During the first two weeks of the academic year, a student may request a course change for a valid reason and with the approval of the Principal. Students may **NOT** drop a class after the second week of school. If the school places a student in an elective for scheduling purposes, the student may request a course change for the second semester.

### Schedule Requests

During the second semester of each year, students will submit course requests for the following school year. Enrollment in any course is contingent upon the student's fulfillment of prerequisites, departmental approval and the final authorization from the Principal. Students must meet the honors criteria in order to be placed in an honors class. Students must also agree to and sign the honors course contract.

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

### AP and Dual Enrollment

St. John Paul II offers students the opportunity to enroll in courses which prepare them for the 2021-22 Advanced Placement tests: Biology, Calculus AB, Chemistry, English Language and Composition, English Literature and Composition, Spanish Language and Culture, Statistics, U.S. History and World History. AP course offerings are contingent upon demand. Students are limited to a total of 4 AP classes during one academic school year. Qualified students may also elect to participate in Tallahassee Community College Courses and Florida State University off-campus Dual Enrollment programs. Students are limited to 4 Dual Enrollment courses during their high school career at SJPII.

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## Honors Coursework

Students must meet honors criteria established by Administration in order to enroll in honors coursework. Considerations for honors courses include the following:

Does the student:

1. Consistently complete homework?
2. Maintain good attendance?
3. Maintain a clean behavior record?
4. Achieve MAP scores in the 60th percentile or above?
5. Achieve PSAT scores at or above Collegeboard's benchmark for grade level?
6. Maintain at least a B average in the previous year's honors class OR maintain an A average for the previous year's regular level course.\*

\*If the student is an incoming freshman they must have an 'A' in the corresponding eighth grade course and the Placement Exam will be used as a diagnostic tool as well.

Failure to fulfill and maintain the above criteria may indicate that the student is not ready for the Honors Program and may not be placed in honors courses.

All Honors students must promptly sign and return the Honors Course Contract at the beginning of the year and adhere to the Honors Program standards throughout the year.

## Curriculum

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

## Grading Description

There are four (4) marking periods in the school calendar, with each quarter consisting of approximately nine (9) weeks. Report cards are distributed at the end of each marking period. Two quarters constitute a semester. The semester grade is calculated by combining the first quarter numerical grade (40%), the second quarter numerical grade (40%) and the midterm/final exam numerical grade (20%). Grade point averages are recalculated on a semester, not quarterly basis.

At least three (3) assessments are given each quarter. Quizzes are administered with enough frequency to demonstrate appropriate progress. Homework assignments will be reasonable in their demands; generally, an average of 15-20 minutes per evening of written and/or reading work per subject is the norm. Honors and AP classes may require more time. Study and reading assignments are assigned with regard to the student's overall workload.

The following scale is used to assign grades:

90-100 A	The student has mastered, <i>thoroughly</i> , the fundamental data and principal concepts associated with the subject and has demonstrated <i>extraordinary</i> insight and originality. The student consistently applies his/her knowledge with precision, accuracy and <i>creativity</i> and exercises <i>virtually</i> all skills developed through study of the discipline. The student manifests an <i>enthusiasm</i> for knowledge that exceeds the prescribed limits of course work.
80-89 B	The student has <i>mastered</i> the fundamental data and principal concepts associated with the subject. The student applies the knowledge with <i>precision</i> and <i>accuracy</i> and effectively exercises <i>most</i> skills developed through study of the discipline.
70-79 C	The student has achieved the objectives of the course. He/she can generally recall and apply fundamental data and principles and can exercise those major skills developed through study of the discipline. The student is performing at an <i>acceptable</i> level.
60-69 D	The student has passed but has achieved <i>few</i> objectives of the course. He/she has mastered <i>little</i> of the fundamental data and can recall and apply a <i>minimal</i> number of the principal concepts associated with the subject. The student has demonstrated <i>little ability</i> to exercise the skills required by the discipline.
0-59 F	The student has <i>failed</i> to achieve the objectives of the course or has 10+ absences within a semester (attendance failure).

## Graduation Requirements

To earn a high school diploma from St. John Paul II Catholic High School, students must complete the following credit requirements a total of 24 credits.

- 4 Credits of Theology (or 1 per year of attendance at SJPII)
- 4 Credits of English
- 4 Credits of Math including at least Algebra I, Geometry (required) and Algebra II (strongly recommended)
- 3 Credits of Social Studies including World History, American History, American Government & Economics
- 3 Credits of Science which must include Biology and one other lab science (chemistry or physics)
- 2 Credits for two (2) consecutive years of the same Foreign Language
- 1 Credit of Physical Education/Health
- 1 Credit of Fine Arts
- 2 Credits of Electives

Credits are awarded on a semester basis with .5 credit earned for each successful course per semester (except Dual Enrollment College classes which earn 1 credit per semester). Students must complete all 24 credits in the specified subject areas in order to participate in graduation ceremonies. If a senior fails to meet the credit requirements for spring graduation participation, he/she may earn up to 2 credits in the summer following the senior year. If the student is successful in this attempt by July 31st, he/she may still receive a St. John Paul II high school diploma.



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## Graduation Policies

Students must have earned ALL credits and completed all required service hours prior to graduation ceremonies in order to participate.

## Senior Academic Recognition

While St. John Paul II no longer ranks our students, we do designate a valedictorian (1st), salutatorian (2nd), as well as the 3rd, 4th and 5th ranking seniors according to cumulative weighted gpa at the end of the 8th semester. Students who transfer to SJPII during senior year are not eligible to be named one of the top 5 seniors.

## Graduating with Honors

At the end of the 8th semester, students are eligible for graduation honors according to the following cumulative weighted GPAs.

3.5-3.74 cum laude

3.75-3.99 magna cum laude

4.00+ summa cum laude

## Graduation Cords

Students may earn cords to wear at graduation for the following achievements:

- Completion of 5 or more math classes
- Completion of 4 or more sciences classes
- Completion of 4 years of the same foreign language
- Completion of 3 years of music/art classes
- Completion of 100+ approved service hours prior to graduation

## Summer Grade Remediation

All semester failures (59% and below) must be made up and fully completed over the summer via approved virtual school with a minimum grade of C prior to the first day of school. All students need approval from Administration before registering for a virtual course and must agree to our SJPII virtual course policy.

Students in grades 9-11 who must make up more than one full credit in summer school will not be allowed to return to St. John Paul II Catholic High School for the next academic year. This one full credit can be distributed in the following ways: 1.) a one semester failure in two different courses, or 2.) a failing grade both semesters in the same one credit course. Students who do not remedy a

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semester failure during the summer on an approved virtual course with a grade of C or higher will be asked to withdraw from SJPII.

Any student who either earns a D or F or does not complete the course by the assigned summer deadline will be asked to withdraw from SJPII. Students are not eligible for grade “forgiveness” for a grade of A, B or C.

\*\*\*Beginning with the 2021-22 school year, students should note that both the original grade D or F and the replacement grade will be reported on the transcript. Both grades will be counted in the cumulative GPA, effectively averaging both grades from the two course attempts. This model mimics how colleges average the two grades rather than eliminating the first grade when recalculating a student’s high school GPA during the college admissions process.

\*Students/families are responsible for any cost associated with taking virtual classes for grade forgiveness.

\*\*Beginning with the 2021-22 school year, students are limited to 2 total semester grade replacement opportunities during four years of high school.

A semester grade of F (59.4% and below) is a failure. Any student who has reached 3 F’s (in one semester or combined from multiple semesters) will be asked to withdraw from SJPII immediately.

Additionally, any student with a cumulative unweighted or weighted GPA of less than 2.00 will have to withdraw as a student from SJPII. Note: Grade point averages are calculated after each semester.

\*Seniors who fail a course in the second semester or who do not make up first semester failures through their second semester performance will not be allowed to participate in the baccalaureate and graduation ceremonies and will not receive a diploma until they have rectified their failures in summer school. The deadline for grade replacement is July 31st of the graduation year.

## Virtual School

It is the strong belief of St. John Paul II Catholic High School that our small-sized classes and experienced teaching staff offer an exceptional learning opportunity. To this end, once enrolled at St. John Paul II high school, students are expected to take core academic credits in our high-performing classrooms. Students are welcome to use approved virtual courses for electives. Students may pursue Dual Enrollment or virtual courses only with prior Administration approval. Note: SJPII may have different timeframes for completion than those of a virtual program. Confirm with the College Advisor what your required completion date is prior to beginning any virtual class.

Please note, FLVS charges a fee to students using the Family Empowerment Scholarship (FES). Families using the FES are responsible for any fees associated with any FLVS courses.

SJPII prefers the Catholic Virtual curriculum over FLVS. Catholic Virtual may have a fee associated with their coursework as well which will be the responsibility of the family.

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Students wishing to get ahead in a particular subject area such as math must meet criteria in order to take the class virtually instead of at SJPII. This includes GPA, PSAT score and NWEA MAP score testing requirements. Students/families are responsible for any costs associated with virtual classes in this scenario.

Students who wish to graduate with extra credits in particular subjects (e.g. mathematics) are encouraged to take virtual or Dual Enrollment classes once core SJPII credit requirements are fulfilled.

Summer virtual course policy (subject to annual reevaluation)

- **Virtual Summer Enrollment for courses taught at SJPII** (e.g. Non-Academic Courses such as Health, Fine Arts, PE):
  - Students may enroll in an Administration **approved** virtual course for summer classes by **May 28<sup>th</sup>**.
  - All virtual courses must be completed **one week before school starts (no exceptions)** in order to allow time for creating the SJPII Fall Class Schedule.
  - **Students should avoid trying to complete year-long (2 semesters/segments) courses as the completion deadline remains the same. Students pursuing a year long class must be approved by Administration as it is a very tight timeframe in which to complete the class.**
  - Students *must* communicate to the online instructors that they must be on an **accelerated program** in order to complete the course by OUR deadline, which is much faster than the typical 18-week semester timeline for online classes.
  - IF students do not complete the virtual/online course(s) by the deadline, they will not receive credit for that course and must register for the course at SJPII in the fall.

## Religious Studies & Services

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

## Nationally Norm-Referenced Testing

The following testing events are administered to St. John Paul II's students:

### Freshmen and Sophomores

- MAPS test
- Preliminary Scholastic Aptitude Test 8/9 (PSAT)/National Merit Scholarship Qualifying Test (10th

- 
- grade) (NMSQT)
  - Advanced Placement (AP)

#### Juniors

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

#### Seniors

- Advanced Placement (AP)
- SAT

## Academic Integrity Policies

### Academic Honesty

Cheating of any kind on homework, papers, classwork or tests/assessments is both stealing and misrepresentation. It is considered a very serious matter. Examples of academic dishonesty include, *but are not limited to*:

- **Plagiarism:** Using someone else's work, words, or ideas as your own. Plagiarism is a form of thievery and a serious offense. Students must make every effort to acknowledge sources of information in both their oral and written work. To avoid plagiarism, students must correctly cite material copied directly or paraphrased from other sources, including the Internet.
- **Cheating:** Taking or giving any information or material that will be used to gain academic credit. This includes the use of tools such as Google Translate and the app Photo Math.
- **Conspiracy:** Working together with one or more persons to commit academic dishonesty. A student who knowingly gives his or her own work to another student is as guilty of academic dishonesty as the student who plagiarizes.
- **Collusion:** Two or more students working together on an individual assignment. Students who work together on an individual assignment will be considered "unauthorized collaboration" and academic dishonesty. *All assigned work is considered independent unless specifically authorized by the teacher.*
- **Misrepresentation:** Any act or omission that is intended to deceive an instructor for academic advantage. Misrepresentation includes lying to a teacher in an attempt to raise your grade, or lying to a teacher when confronted with allegations of academic dishonesty.

Students who violate the Academic Honesty Policy may receive a zero for the assignment. A violation may also result in disciplinary action or other consequences depending on the severity. Upon the third violation, the student will be placed on Academic Probation and a note will be put on the student's transcript and reported on college admissions paperwork. Students who earned a mark on their transcript may petition to have it expunged after twelve months of no further violations.

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## Academic Integrity Committee

An Academic Integrity Committee (AIC) assists faculty and administration in upholding academic honesty standards at St. John Paul II. The AIC maintains records of violations of the Academic Honesty Policy and may be called upon to investigate allegations of plagiarism or academic dishonesty.

- When a teacher has a suspicion that plagiarism/academic dishonesty has occurred, she/he will present the student with an Honor Policy incident report outlining the suspected violation and proposed consequence.
  - **Admission of Fault:** If the student admits fault, teacher and student will sign the form and it will be forwarded to the AIC who will file the form and inform parents of the incident.
  - **Disputing Fault:** If the student does not admit fault, the incident will be referred to the AIC, which will inform parents via email that the incident is under investigation. The AIC will review evidence including relevant papers/submissions, student interview, teacher interview, and other evidence as necessary. Students and parents will be informed of conclusions and consequences once a decision has been made.

## Academic Honesty Violations

All violations of the Academic Honesty Policy will be recorded internally by the AIC. The file will remain with the student throughout their time at SJPII. Notations are only made on the student's permanent record upon the third violation. Please see the three-step process outlined below.

- **First Violation:** will be recorded internally and the student will receive appropriate academic consequences.
- **Second Violation:** will be recorded internally and the student will receive appropriate academic consequences. Students and parents/guardians will meet with administration.
- **Third Violation:** The incident will be recorded on the student's transcript and reported on college admissions paperwork. The student will be placed on Academic Probation. The student will be rendered ineligible for National Honor Society; current NHS members will be removed from the organization.

Freshmen and first-year Sophomore students will have this record expunged at the end of their first academic year with the expectation that they have learned the importance of maintaining integrity.

Seniors who earned a mark on their transcript may petition to have it expunged after twelve months of no further violations.

## Grade Correction

If a student believes that a grade has been incorrectly listed on the report card, he/she should consult with the teacher within three (3) school days after report cards have been distributed. The teacher will verify the grade in his/her grade book and, if necessary, will file a written request for a grade change

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with the College Advisor. All requests for grade changes (excluding incomplete grades) must be filed within seven (7) school days after grade reports have been distributed to parents.

## Grade of Incomplete

A grade of incomplete is assigned for an extended illness or serious extenuating circumstances. The student has three weeks from the date of the end of the most recent marking period to make up the work or fail that quarter. If extraordinary circumstances prevent the student from meeting this deadline, the student should meet with the teacher regarding the Incomplete. Extended time form must be signed and approved by the administration in order to receive any extended time on assignments. Failure to do this or to make up the deficiency results in a failing grade for that quarter. When the student has completed the requirements of the course, the teacher will submit the grade.

## Academic Designations

### Academic Warning

“Academic Warning” is a designation for students whose grades reflect two Ds, or one or more Fs after a quarter’s end.

An Academic Warning requires a student to:

- Attend a meeting with his/her parent/guardian and Administration at the beginning of the following quarter during which a customized academic success plan will be created
- Fulfill the requirements agreed upon in the success plan

### Academic Probation

“Academic Probation” is a designation for students whose cumulative GPA falls below a 2.2 at the end of a semester. A student does not need to be on Academic Warning to be placed on Academic Probation. During the probationary period, the student will not be allowed to participate as a player or member of any sport, cheer, musical or club/teams for a period of time deemed appropriate by the Principal.

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

## Middle School Classes for High School Credit

St. John Paul II recognizes the following middle school courses for high school credit: Latin/Spanish/French I and II, Biology, Earth Science, Algebra I and Geometry. Students must pass State of Florida EOC exams with a score of 4 or higher in order to receive high school credit at SJPII. All other classes taken in middle school for high school credit must be approved by the Principal prior to being awarded St. John Paul II high school credit. If a student wishes to repeat a course taken in

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middle school at St. John Paul II, the St. John Paul II grade and credit will be reported in lieu of the middle school credit. Double credit is not possible.

## Athletic Policies

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

Students participating in athletics should ensure that their conduct brings credit to themselves, their school and their sport. The penalty for the display of unsportsmanlike conduct will be left to the discretion of the individual coach's pre-season policies or the Athletic Director. Additionally, student-athletes must remember that they are students first and must be in good academic standing in order to participate in athletics.

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

The following rules apply to student athletes:

- a. Any student-athlete who misses the majority of the academic day (4 periods) or has missed the entire school day may not participate in games or practices that day.
- b. The student-athlete on probation is excluded from sports activities during the time of his/her probation. The student on probation may not associate with the team as a team member during practice or games.
- c. All student-athletes must attend athletic study hall during their sports season.
- d. Athletic teams are responsible for cleaning the gym (if used) and locker rooms once a week while in season.

## Co-Curricular Activities Policies

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

## Student Clubs and Activities

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



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If a club wishes to raise money through a dress down day, they must obtain permission from the Principal, advertise the event and theme at least one week in advance, and be willing to arrive at school by 7:30 a.m. to start collecting money at the school doors. Students arriving late to school will pay the appropriate fee at the front office. Students may only participate in a dress down day if they have no more than two uniform violations.

## National Honor Society

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

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

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

1. A student shall be considered academically qualified for NHS with an unweighted grade point average of at least 3.5.
2. A student who has met the academic requirements is not automatically a member of the National Honor Society. An academically qualified student will be invited to apply for membership.
3. It is expected that a candidate for NHS displays qualities of integrity, honesty, reliability and high moral standards. Any student who violates St. John Paul II's Code of Conduct or Academic Integrity policies will not be considered for membership in the National Honor Society.
4. Appeals relating to the NHS selection process may be made in writing to the moderator(s).
5. Once admitted to the NHS, students must maintain a cumulative unweighted grade point average of 3.5 and remain in good academic/disciplinary standing.

## Policy for Participation in Co-Curricular Activities

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

## Attendance Policies & Procedures

Florida state law allows absences for illness and physician documented medical care (both for physical and mental illness), death in the family, religious holidays, prearranged absences for educational purposes/school sponsored activity pre-approved by the Principal, school athletic event and/or financial and certain other special circumstances and insurmountable conditions. A student with an excused absence is **not** subject to any disciplinary or academic penalties. To be considered "excused" for these reasons, there must be prompt parental/guardian notice to the school via email to



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attendance@jpiichs.org with the reason for absence/lateness. Florida Statute 1003.24 defines the responsibility of parents for the attendance of their child at school and requires them to provide an explanation for any absence from school. However, even excessive excused absences will prevent students from earning class credit and receiving a passing grade.

Unexcused absences are absences which are not consistent with the legitimate purposes described above.

For each class in which the student has ten (10) or more absences in any semester (excused or unexcused), a grade of “F” will be assigned and the student will be required to repeat the class. (Note: school sponsored absences do not factor into the 10 absences.)

\*Please note: students who experience ongoing medical (including COVID-19 concerns) or mental conditions that contribute to 10+ absences will have regular meetings with the Principal and College Advisor in order to establish an academic recovery plan. The inability to make a timely return to school will result in the need for modification to the student’s graduation timeline.

In accordance with the Florida law, St. John Paul II Catholic High School requires students to attend school regularly to ensure continuity of instruction and classroom participation. Florida law requires that schools document all days when a student is absent from school. As such, SJPII will monitor each student’s attendance and on-time arrival throughout the school year. Part of this monitoring includes absence letters to alert parents of these absences.

\*Parents/guardians are also asked to monitor their child’s attendance through the PowerSchool Portal.

Note: Even if absences have been “excused,” letters will be sent home regarding any areas of concern, if there are instances where parents/guardians are permitting excessive absenteeism or late arrivals, or when the number of cumulative absences is high. **A total of 10 absences per semester are considered to be excessive whether excused or unexcused.** This will result in the labeling of your child as chronically absent as defined by the state. Excessive absences will result in a failed (F) semester grade on a student’s report card/transcript.

Policy: Five unexcused or ten or more excused absences result in a mandatory parent meeting with Administration where an intervention plan will be formulated. In accordance with Florida law, continued absences may also be reported to the Florida Department of Children and Families as educational neglect if the circumstances warrant it.

Unexcused Absence: On a day when an absence/tardy occurs for reasons other than those noted as “excused,” the absence/lateness is recorded as “unexcused” and will go into the student’s permanent record. Please note that family vacations and other non-educational activities are not included in the list of “excused” absences. Travel is considered an “unexcused” absence and should be planned as not to not interfere with school attendance. Please consult the school calendar prior to making travel arrangements.

We encourage you to schedule doctor and medical appointments outside of school hours whenever possible.

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**Unexplained Absence:** Parents/guardians must provide the school with a reason for a child's absence within 24 hours. If the child is not in school and the school office has not received parental/guardian notification, this absence will be considered "unexplained" and will be marked as "unexcused" in the child's record and the guidelines above will be applied.

**Lateness/Tardiness:** Per the attendance policy, students earn an unexcused absence for every three (3) unexcused tardies. If a student must report to school late, he/she must sign in late at the front office upon arrival to school. Documentation for lateness must be turned in to the front office.

**Reporting Absence:** It is a parent's/guardian's responsibility to notify the school **in writing** when a student by emailing [attendance@jpiichs.org](mailto:attendance@jpiichs.org) by 8:00 a.m. A doctor's note may be required for illnesses, accidents, and extended school absences of a medical nature in order to be considered excused. Students are not permitted to self-report absences.

**Reporting an Early Sign-out:** Early sign-out from school is discouraged; however, we realize there are times when this is unavoidable. Please notify the front office in advance to alert us of the need to sign your student out early from school. Once confirmed, students will be given an early release pass that will allow them to exit the campus.

**Makeup work:** It is the student's responsibility to contact teachers to pursue makeup work **on the date of return.** Students should regularly monitor Schoology to check assignments as well. For excused absences, students will be permitted **one day per excused absence** to turn in makeup work. After that, the work will be deemed late and scored with a zero. **Students with unexcused absences are not permitted to earn credit for makeup work.** Students returning from an absence must be prepared to participate in previously announced tests/quizzes/assignments immediately upon return to school, unless other arrangements have been made with the teacher **prior** to an excused planned absence or extended illness.

### Early Dismissal Policy

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

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

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

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## Tardy Policy

All students arriving late to school **MUST** provide the appropriate documentation in order to excuse a tardy. Any student who misses more than half of the class period will be marked absent for the class, regardless of whether the tardy is excused. The following events are excused and, with appropriate documentation, allow the student to receive credit for make-up work:

- Court/legal business (documentation required)
- Illness (5 may be without documentation from physician; after 5 a physician's note must be provided)
- Medical, dental, professional appointment (documentation required)
- Weather conditions preventing timely arrival (note or email from parent/guardian)
- Attendance on the day after a night event away from campus is required as long as the student/athlete returns to campus no later than 12:30 a.m. If return by 12:30 a.m. is not possible considering the ending time of the event (travel time plus no more than 1 hour for dinner) the team must plan for lodging away from campus in advance.

### Return times:

- Before 11:00 p.m. report to school by 1st period the next day.
- Return between 11-11:30 p.m., report to school before 2nd period.
- Return between 11:30 p.m. - 12:00 a.m., report before 3rd period.
- Return after 12:30 a.m., the student-athlete must be at school by 4th period if the team does not lodge together out of town.

Students who are tardy to class without a signed excuse (provided by a faculty or staff member) will receive an unexcused tardy. **Three tardies will equate to one unexcused school absence.**

## Other School Policies

### Accidents & Injuries

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

### Change of Address

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

### Communication

Strong lines of communication are important to the success of our students. SJPII utilizes several modes of communication to communicate with students and families including email, postal mail,

phone, social media, and group texts. Students are required to check their school email twice daily. Parents and guardians are also asked to regularly monitor all communication from the school in order to keep apprised of school happenings.

Situations will arise which necessitate additional communication with faculty and/or administration. During the day, faculty is occupied with teaching and planning as well as other duties. The best way to contact a teacher during the day is through email. If an emergency occurs, please contact the front office.

Please consult the communication hierarchy below for addressing any concerns and note: it is preferred that students initially take the lead in self-advocacy in order to prepare them for independent adult life.

### Academic Issues

1. Teacher
2. Counselor
3. Principal

### Athletic Issues

1. Coach
2. Athletic Director
3. Principal

### Discipline Issues

1. Teacher
2. Dean of Students
3. Principal

### Social or Relationship Issues

1. Teacher
2. Dean of Students/Chaplain/Counselor
3. Principal

### Student Activity Issues

1. Activity Sponsor
2. Principal

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

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

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

1. A specific locker is assigned to each student. Lockers may not be changed without permission. Students must lock valuables in a locked locker. Lockers that are not cleaned out completely at the end of the school year will be fined a \$25 cleaning fee.
2. During Physical Education or after-school sports activities, students are expected to keep their belongings in a locked locker.

### **Dances**

St. John Paul II typically sponsors a Homecoming Dance in the fall, a Sadie Hawkins Dance in the early spring, and the Junior-Senior Prom in late spring. Students from other schools may attend

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dances as the guest of a SJPII student but must abide by the same rules as SJPII students. A signed code of conduct will be required by both SJPII students and their guests.

### Electronic Devices

Cell phones must be placed in the designated area at the beginning of class. Cell phones may only be used during class time for educational purposes with the express permission of the teacher. Cell phones may be used between classes, during lunch and during snack unless otherwise instructed by the Administration. Students who violate our policy with their phone will have the device confiscated until the Administration judges it reasonable to return. Apple/smart watches are not allowed to be worn during assessments. Headphones are not permitted during class unless specifically authorized by the teacher.

### Faculty Lounge

The faculty lounge is off limits to all students at all times.

### Safety Drills

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

### Food and Drink in the Classrooms

No food or drink is allowed in classrooms with the exception of a personal water bottle.

### Illness During School

If a student becomes ill at school, the front office will call the parent/guardian. The student will remain in the office until the parent/guardian or their designee arrives to take them home.

### Lunch

St. John Paul II coordinates ordering lunch for students from various vendors. Students are responsible for paying at the time of purchase for their lunch. Students may eat lunch in the gymnasium or outside on the lawn area. Students may not leave campus during lunchtime. Students needing to retrieve items from their car during lunch must first go to the front office for a pass. Students may not order from any restaurant/food delivery service.

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

### Rights to School Records

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

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The

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custodial parent may wish to supply the Principal with the “custody section” of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

SJPII follows the policies regarding school records as outlined in the Family Educational Rights and Privacy Act (FERPA).

### School Closing or Delay

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

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

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

### School Grounds

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

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

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

### Smoking

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

### Student Driving & Parking

Students must possess a current driver license in order to drive to school. Upon approaching campus, music should be turned down to a level not heard from outside the car.

Seniors, juniors and sophomores may park their cars on school grounds ONLY in designated student parking areas. Students who wish to purchase a parking pass for \$15.00 must complete the required registration process with the business manager in the main office. Parking decals must be affixed in the designated place. Students who park without the approved permit are subject to disciplinary action. Violations of traffic safety regulations will result in loss of parking privileges. Irresponsible driving or unauthorized leaving of campus by car will result in a loss of driving privileges for a specified time. All vehicles and personnel entering or leaving the school premises are subject to search. Golf carts are only allowed to be driven and parked on campus for students who are of the age of 16 years.

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## Transfers

### Outside Credits

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

In order to award historical credits, SJPII must receive an official transcript directly from the previous school. It is the Principal's discretion whether to award credit for courses outside the CPalms system. Students may be required to pass a state End of Course (EOC) exam or SJPII Final Exam to demonstrate proficiency prior to receiving St. John Paul II high school credit for courses taken in a homeschool environment. Grades from homeschooled students must be from a registered homeschool program.

### Withdrawals

If a student decides to withdraw from SJPII CHS, parents must notify the school and make arrangements for a conference with the Principal. If students transfer to another school, they may not return to St. John Paul II for the duration of that school year. No transcripts/records shall be forwarded to the new school until the Transfer Clearance Form has been signed by all parties and all outstanding financial obligations met.

## Technology Use

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

1. **Privileges:** The use of the St. John Paul II network is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. Based upon the guidelines established in this document, and any subsequent modifications hereto, St. John Paul II's system administrator will determine appropriate use for our system. St. John Paul II reserves the right to terminate, suspend or otherwise limit network access at any time as required. Such decisions of the school are final. St. John Paul II reserves the right to inspect or review accounts and files.
2. **Acceptable Use:** The use of a student account must be consistent with the educational and operational policies and procedures of St. John Paul II. The use of other organizations' networks or computing resources is subject to the rules and limitations of those organizations or networks. Transmission of ANY material in violation of any U.S. or state statute or regulation is strictly prohibited. This includes but is not limited to: copyrighted or trade secret material and threatening solicitations. Political lobbying is also prohibited. Inappropriate use will be reported to the responsible authorities.



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3. **Etiquette:** Students are expected to comply with the generally accepted rules of the school when communicating on the network. These include, but are not limited to the following:
    - Comply with all school rules regarding behavior and personal conduct. Be polite.
    - Use appropriate language. No swearing or use of inappropriate language.
    - Do not use the system for frivolous, harassing or inconsiderate purposes, including cyber bullying.
    - Do not send inappropriate photos or graphics of any kind
    - Do not reveal your personal address or phone number(s).
    - Electronic mail (if in use) is not guaranteed to be private. System administrators have access to all mail and reserve the right to monitor it.
    - Be mindful that you are representing not only yourself, but St. John Paul II as well when using social networking sites. Understand that faculty reserve the right to monitor these sites and take disciplinary action if material is inappropriate.
    - Being identified on the Internet on a site that depicts activities that are illegal or depict gross misconduct is a violation of this policy.
  4. **Disciplinary Action:** Failure to comply with the rules of this Acceptable Use Policy may result in disciplinary action. St. John Paul II has a zero-tolerance policy for cyber crimes/cyber bullying.
  5. **Responsibility:** St. John Paul II cannot be held responsible for any lost resources or damages incurred through the use of this account.
  6. **Security:** Users of the system agree not to attempt to violate ours or any system security or intentionally interfere with system performance, or access to another person's account, files or password. Individuals may be denied access to the system based upon security violations of other computer systems.
  7. **Fee Services:** Students may not use the St. John Paul II Network to access any content which charges a fee for such service or access. Students failing to comply are liable for any and all charges.

### Email Address

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

### 1:1 Device Program

All students participate in a 1:1 device program designed to improve technological skills and provide enhanced learning tools. Students and parents must sign the Acceptable Use Policy prior to students being issued a device. The school reserves the right to examine and monitor the use of all technology on campus.

### PowerSchool

Student grades and attendance details are viewable on the Power School web-based site and mobile app. Parents and students are encouraged to check this site daily to monitor academic progress.



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## Schoology

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

## Visitors

All visitors to the school must check in at the main office upon arrival. Students are not permitted to admit visitors into the school or to have guests during the school day.

## Website

The St. John Paul II website ([sjpiichs.org](http://sjpiichs.org)) is an important means of communication. The school calendar and curriculum guide can be accessed on the website.

# Spiritual Formation & Service Hours

## Service Hours

The mission of St. John Paul II Catholic High School includes the formation of our students in mind, body, and spirit. The service hours that our students complete in each of their four years of high school is an integral part of this formation. The program's purpose is to enable students to see that service is part of our responsibility as global citizens and our calling as Christians. The rewards for the student are many: a better understanding of the challenges faced by the elderly, disabled, and impoverished; a deeper empathy for the vulnerable members of our society; and the development of interpersonal skills applicable to any student's future career path. A key goal of the program is to broaden the student's concerns beyond the self and begin forming him/her as an agent for good in his/her community. Part of the growth experience includes students identifying projects or organizations of interest and self-advocating to get involved and make an impact.

Students are free to choose the organizations and causes they wish to serve with or even create their own community service project. The intention of the service-learning program is to engage in service to the community outside of SJPII utilizing your emerging talents and professional skills as the foundation for this interaction.

It is important to make the distinction between community service and volunteering. Community service is defined as work which directly benefits a non profit organization which is often benefiting a marginalized population of our society.

## Service Hour Policies

- Students may not miss classroom time for a service event.
- All service hours must be recorded electronically by the student on the x2Vol website. No paper submissions will be accepted.
- A student cannot earn community service hours for service to anyone in his/her family. Helping family members is expected.

- Performing in dance/music recitals does not count as service or volunteering in most cases. It is imperative to check with the College Advisor or Campus Ministry Director prior to recording service hours of this nature. Participation in performances (dance, theater, music) will count as service hours only if the production is **created** specifically to address identified community service needs. For hours to count, the student and/or organization cannot receive financial benefit from the production.
- Unless specified by the College Advisor or Campus Ministry Director, one hour of service equals one hour of credit. No student or project supervisor may decide that a project deserves extra hours credited. To maintain fairness and consistency for all, additional credit hours are determined only by the College Advisor or Campus Ministry Director, and are granted only in very rare instances.
- Travel time is not credited for service hours.
- Deadlines will not be extended. Reporting of hours is solely the student's responsibility. Hours completed but not turned in by the proper date will not be counted.

## Service Hour Requirements

- Prior to graduation, students must complete a minimum of 50 service hours within the community (12.5 hours per academic year). Hours earned during Catholic Schools Week count toward a student's annual service hour requirement.
- In order to be a candidate for student government, a student must exceed minimum service hour requirements.
- Part of the theology class semester grade will factor in a student's completion of service hours. The letter grade will be dropped by one if a student does not meet the minimum service hour requirement.

## Parent Service Requirement

Service is at the heart of St. John Paul II Catholic High School and without the valuable contributions families have made throughout the years, our school would not have achieved the same level of success. When families pitch in around campus, it allows our teachers to focus on what they do best, which is teach your children. With this in mind, each family is required to perform a minimum of 25 service hours per academic year at the school. By signing the Handbook Agreement at the beginning of the school year, parents indicate their agreement with this policy. Parent service hours are tracked by the PTA. You must record Service Hours through the PTO provided link in order to get credit for hours worked.

In lieu of performing a minimum of 25 service hours, parents/guardians may opt to instead contribute a minimum of \$300 to the school. Service hours are always the preferred option.

There are many opportunities to serve. Contact the PTA to get involved.

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Families who have not met their 25 hour commitment will be billed through FACTS at \$12 per hour not completed. Any hours completed after the end of the school year can be applied to the following school year.

## Student Conduct

### Code of Conduct

We believe that a disciplined and structured atmosphere is necessary for students to achieve their potential academically, physically, socially and spiritually. A healthy, positive, and productive learning environment requires a high degree of order and structure. The rules and policies of St. John Paul II exist to develop and foster the healthiest, most positive, and most productive learning environment for everyone involved. The purpose of discipline is to maintain a safe, honest, and caring environment to help the students succeed and excel. We believe that every person at St. John Paul II Catholic High School has the right to an environment that upholds and protects the integrity, dignity, and safety of the whole person: mind, body, and spirit. Families with students at St. John Paul II are expected to be committed to and supportive of our behavior philosophy.

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

- Treat everyone with respect, dignity, and courtesy at all times.
- Show respect for all people regardless of sex, race, ethnicity, culture, language, religion, and socio-economic background.
- Show respect for the property of others.
- Show respect for the environment by maintaining the cleanliness and integrity of the buildings and surrounding campus.
- Behave in a moral and ethical manner in all that they say and do.
- Help maintain a healthy, positive learning atmosphere in the classroom and throughout the school with appropriate behavior.
- Be responsible for moral, ethical, and honest behavior in academic pursuits.
- Promote the safety and well-being of all students, faculty, staff, and school personnel.
- Accept responsibility for all personal actions

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

### Disciplinary Consequences

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

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

\*At the parent conference, a plan will be established for disciplinary actions and consequences for subsequent violations.

#### Uniform Violations

Students who arrive at school out of uniform will not be admitted to the classroom and marked absent. Student must purchase uniform from the Spirit Shop or parents must deliver appropriate clothing.

#### Minor Behavioral Violations

Refer to each teacher's syllabus for classroom policies and consequences. If minor behavior violations persist or a major behavior violation occurs, the teacher will contact the Dean of Students.

Minor behavior violations include, but are not limited to:

- Excessive talking in class
- Disruptive behavior
- Failure to have required materials
- Littering
- Rude/discourteous/disrespectful behavior
- Inappropriate language
- Mischief
- Non-sanctioned electronic device use
- Unauthorized phone usage in class
- Failure to comply with instructions or directions

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## Major Behavior Violations

More serious behavior violations result in immediate disciplinary actions as deemed appropriate by Administration including In-School Suspension, Out-of-School Suspension, or Expulsion. Students found guilty of any of these violations may be placed on Disciplinary Probation. A parent conference may be required.

### Major behavior violations include, but are not limited to:

- Bullying/harassment
- Sexual harassment
- Racism
- Inflammatory language, gestures, or actions
- Cheating/academic dishonesty (includes copying/sharing homework)
- Destruction/defacing/damaging school property or personal property
- Falsified parent signature or falsifying parent/guardian communications
- Any behavior that might endanger oneself or others
- Gambling
- Skipping class
- Truancy
- Lewd or lascivious behavior
- Stealing
- Violation of the Internet Acceptable Policy

## Serious Behaviors

The following behaviors will result in an immediate suspension and may result in immediate expulsion. Students found guilty of any of these violations will be placed on Disciplinary Probation.

- Seriously immoral conduct (speech, writing or action) on or off campus during or outside of school hours
- Fighting
- Violent behavior
- Use or possession of tobacco, including vapes/e-cigarettes on school grounds or at school events
- Possessing, selling, transferring or being under the influence of any alcoholic beverage or drug (as defined in Drug Policy) on campus or at any school function or activity.
- Vandalism on school grounds, including tampering with locks or locked doors
- Theft of any school or personal property
- Tampering with fire alarms or fire extinguishing equipment
- Scandalous conduct on or off campus during or outside of school hours

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## Lunch Detention

Lunch detention is assigned for the second (2<sup>nd</sup>) consequence for minor infractions.. A student who fails to serve a lunch detention will automatically receive an afternoon detention.

- Students must arrive within 5 minutes of the end of the period before lunch
- Students who are late to lunch detention will receive a 2<sup>nd</sup> lunch detention.
- Students may not talk, sleep or use electronic devices. Those students who do so will receive an additional lunch detention to be served the following day.
- Detention must be served the day it is assigned. In some cases, detention may be reassigned if the student has a verified professional appointment, illness or family emergency (Administration has discretion and final approval for reassigning detention).
- Students may eat lunch in lunch detention. If they have purchased lunch, they must arrange for a friend to pick up their lunch and bring it to the lunch detention room.

## After School Detention

After School detention is assigned as the third (3<sup>rd</sup>) consequence for minor infractions and unexcused tardies as detailed in the above chart. After School detention is scheduled once a week from 3:00 p.m. to 3:50 p.m. A student who fails to serve an after-school detention will automatically receive a Saturday detention.

- Students who are late to detention will receive a 2<sup>nd</sup> after school detention.
- Students may not talk, sleep or use electronic devices.
- Detention must be served when it is assigned. In some cases, detention may be reassigned if the student has a verified professional appointment, illness or family emergency
- Attending a sports team practice or game, club meeting or activity, or any other extracurricular activity, etc. does not excuse a student from an after-school detention (Administration has discretion and final approval for reassigning detention).

## Saturday Detention

Saturday detention may be assigned for accumulated behavior violations as detailed in the above chart. Saturday detentions will be scheduled as needed. Saturday Detention will be held from 9:00 a.m. to 12:00 p.m. on the day scheduled. A student who fails to report for a Saturday detention will automatically receive an in-school suspension, and may be assigned to serve an additional Saturday detention. Verifiable illness or family emergency are the only excused reasons for missing Saturday detention. There will be a \$25 charge for students who are assigned Saturday detention.

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

## Suspensions

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## In-School Suspension

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

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

## Out-of-School Suspension

Students who are assigned out-of-school suspension remain at home for the duration of the suspension. The length of the suspension will depend on the seriousness of the offense and may become part of the student's permanent record.

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

## Disciplinary Probation

Disciplinary Probation occurs when a student receives suspension as a consequence for his/her behavior. Suspensions received as the result of an accumulation of minor violations may not require Disciplinary Probation-this will be determined by Administration. The two types of suspension are described above. At the beginning of the probationary period, the student will sign a Disciplinary Probation Agreement outlining the terms and expectations. Parents/Guardians will also be required to sign the Disciplinary Probation Agreement. During the probationary period, the student may not be allowed to attend any extra-curricular school functions (e.g. sports, dances) and may not be allowed to participate as a player or member of any sport, cheer, or club/teams for a period of time deemed appropriate by the Dean of Students and the Principal. The student's record will be reviewed periodically by the Dean. Failure to fulfill the terms and conditions of the Probation may result in a prolonged probationary period or, in some cases, expulsion.

## Off Campus Behavior

The mission of Saint John Paul II Catholic High School extends beyond academic and co-curricular programs to include the spiritual, moral, and ethical formation of students. SJPII students are therefore held accountable for off campus conduct and behavior that, in the judgment of school administration, negatively impacts the school community, is a distraction to a safe and positive learning environment, involves the safety and well-being of other students, or threatens the positive



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reputation of the school. The Dean of Students in consultation with the Principal will determine appropriate disciplinary action.

Examples of off campus conduct that may be addressed by the school include but are not limited to:

- Words or actions threatening the safety, home, or property of another student or staff member
- Harassing or offensive social media posts, emails, text messages, letters or notes, or phone calls
- Offensive internet postings including words, images, and or videos
- Vandalism to the home or property of a student or staff member
- Hazing
- Unsafe driving
- Rude, obnoxious, or disrespectful behavior
- Alcohol or drug-related incidents
- Any arrests or incidents involving law enforcement

Students of St. John Paul II Catholic High School are expected to exhibit kindness, honesty and respect toward one another, toward visitors and toward those in authority at all times.

The Administration reserves the right to waive and/or deviate from any or all disciplinary regulations for just cause at his or her discretion.

## Theft

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

## Drug Policy

We believe that creating and maintaining an environment that protects the health and well-being of our students is a vital part of our mission. Drugs, alcohol, and tobacco products are harmful to the physical, mental, emotional, academic, and spiritual development and health of students. For this reason, we take the use, possession, and distribution of any and all controlled substances very seriously. SJPII reserves the right to conduct drug testing without warning.

In recent years “vaping” has become a pervasive problem among young people and in schools. Vaping is addictive and harmful to those who do it, and to those around them. For these reasons, we include “vaping”, as well as the use of any tobacco products in our drug policy.

The school administration has the right to search and examine students and all items brought on to school grounds or to school events without prior warning.

## Definitions

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



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

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

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

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

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

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

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

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

## Policy

- 1) A student shall be considered in violation of school policy if he/she is observed:
  - a) to be under the influence;
  - b) in possession
  - c) engaged in distribution, or
  - d) to be in possession of a controlled substance.

**Mere presence in a group where vaping equipment, alcohol, a controlled substance, or drug paraphernalia is/are being used or openly displayed or presence in a vehicle containing alcohol, a controlled substance, or drug paraphernalia may subject a student to the same penalties as the sale, purchase, transfer or possession of the alcohol or controlled substance. Students are not permitted to be in bathroom stalls with other students at any time for any reason.**

- 2) Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook.

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

## Dress Code

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

- Pants and shorts must be worn with a belt.
- Skinny or form-fitting pants are not acceptable. Cargo pants are not allowed.
- Students may wear socks of their choosing as long as they do not have inappropriate words or images.
- Students may wear shoes of their choosing as long as they meet safety requirements. Backless shoes (mules or Birkenstocks), flip flops, Crocs, slippers, moccasins, or boots are not acceptable.
- Hoodies (even those with a school logo) may not be worn in Mass. Only hoodies with the school logo are allowed for other times.
- Outerwear, defined as jackets, sweaters, and sweatshirts, must be SOLID navy Addidas school approved sweatshirt or school approved navy blazer or navy cardigan for girls. SJPII Team outerwear is acceptable on Friday Spirit Days as well on game days only. Questions about outerwear may be directed to the Dean of Students.
- ALL uniforms MUST be purchased from our approved supplier: Lands’ End ([www.landsend.com](http://www.landsend.com)).

### Uniforms

All uniforms must be purchased through Lands’ End.

### Boys

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The official uniform for boys consists of the following:

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

## Girls

The official uniform for girls consists of the following:

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

## Sports Attire

Sports attire including outerwear may only be worn on Game Days, Spirit Days and with permission of the Administration for particular occasions.

## Non-Uniform Days ("NUD")

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

The following clothing is not permitted:

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

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

Clubs wishing to schedule a "NUD" must obtain permission from the Principal, advertise the event

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and theme at least two weeks in advance, and be willing to arrive at school by 7:30 a.m. to start collecting money at the school doors.

### Dances

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

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# St. John Paul II Catholic High School

## 2021 - 2022 Student Handbook Acknowledgement

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

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

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

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

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

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

**Please sign Google doc by August 20, 2021.**