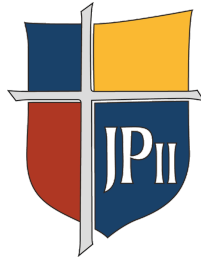


JOHN PAUL II HIGH SCHOOL

2024-2025 STUDENT/PARENT HANDBOOK



John Paul II High School is a next generation Catholic college preparatory high school serving families in the DFW area. Founded in 2005, JPII is committed to forming the next generation of effective and ethical servant leaders in our community and the world. Our formative education of the whole person; academic, spiritual, emotional, and physical, leads to personal transformation.

Catholic schools within The Roman Catholic Diocese of Dallas (the “Diocese”) are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies which apply to the same subject matter thereof.

900 Coit Road | Plano, Texas 75075 | 972-867-0005 | www.johnpaulihs.org



Welcome Letter from the President

Dear Parents and Guardians,

We, the staff and faculty of John Paul II High School, are happy to welcome you and your child to our Catholic school and to support you in guiding your student through his or her high school years. As we partner in your student's academic, spiritual, and social growth during these years, we realize our shared responsibilities at school and home. In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

- to be a partner with the school in the education of your student
- to understand and support the Catholic mission and identity of the school
- to read all communications from the school and to request clarification when necessary
- to discuss concerns and problems with the person(s) most directly involved with the situation
- to be as actively involved as you can be in the life of the school
- to promote our school and to speak well of it to others
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate that Catholic education is a privilege that many young people do not have
- to keep the school updated regarding your student's health conditions and to provide current physician's orders and required medications in a timely manner
- to provide the school with any updates regarding a change in family life or living conditions (divorce, change in custody, address, or phone and email contacts)

We believe strong relationships between educators and parents are paramount to the total development of our students and the success of our school; and look forward to developing these relationships in our time together as a school community. Together, we make each person's Catholic school experience one that provides them the foundation of their faith and education.

Blessings and prayers,

Ms. Casey Buckstaff, MAT, MNA

President

W: 972-867-0005





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SECTION I: ABOUT OUR SCHOOL

ACCREDITATION

John Paul II High School is accredited by TCCBED.

ALMA MATER

A school of hope, a place of peace, O' John Paul II your strength we seek. We seek to serve our Lord and King; in John Paul II loyalty we bring. In red and blue we stand with you; our Cardinal pride will shine through.

COMMUNICATION NORMS

[Communication Norms 2024-2025](#)

CORE VALUES: OUR FIVE Rs

1. RESPECT: the teachings of the Catholic Church; the rights of others to learn; the property of others; the opinions of others
2. RESPONSIBILITY: as believers; as citizens; as team members; as learners
3. ROLE MODEL: gospel witness; values of John Paul II High School; sportsmanship; service
4. REVERENCE: sacred places and times; a desire for learning; dignity of each person; creation
5. RESILIENT: able to withstand, recover quickly from difficult conditions

CREED

Learn, think, decide, communicate; to become a responsible citizen, dedicated to selfless service to God and community.

FIGHT SONG

Cheer, Cheer for the Red and Blue! We'll sing out loud for our John Paul II. Cardinal Pride will push us through, Shout for the Cardinals, loyal and true! We never stagger, we never fall, we seek to serve and honor John Paul! Fight! Fight! Fight! With all our might! On Cardinals to victory!

HIGH QUALITY CLASSROOM

[Definition of a High Quality Classroom at JP II](#)

MISSION STATEMENT

To develop leaders who are critical thinkers and effective communicators, committed to service and rooted in faith.

MOTTO

Seek to Serve

PHILOSOPHY

In his Apostolic Letter, Tertio Millennio Adveniente, His Holiness Pope John Paul II wrote: "The future of the world and of the Church belongs to the younger generation, those born in this century, who will reach maturity in the next." Echoing Christ's exhortation to his Apostles to "Let the children come unto Me" (Mark 10:14) and to "feed my lambs, tend my sheep" (John 21:15) John Paul II High School will offer young people the means to acquire the knowledge and faith they need in order to find a place in a society which is strongly characterized by technical and scientific skill. "Learn, think, decide, communicate; to become a responsible citizen, dedicated to selfless service to God and community." Based on the JP II Student Creed, we formulated four goals for our community: first, students and staff will deepen their commitment to our Christian and Roman Catholic faith. Second, students and staff will work individually and collectively to develop responsibly as citizens, who serve the community in loving example of Our Lord Jesus Christ and Pope John Paul II. Third, students will prepare for life through a rigorous college preparatory curriculum. Fourth, students will successfully address their emotional, physical, and spiritual needs through extracurricular and elective activities. Our school will be able, above all, to impart a solid Roman Catholic Christian formation. We are an expression of the reality of the Church, having at its very nature a public character. We will fulfill a service of public usefulness, and although our school is clearly and decidedly configured in the perspective of the Catholic faith, it is not reserved to Catholic only, but is open to all those who appreciate and share its qualified educational project. Moreover, we seek to afford some children, who might not be able to attend John Paul II High School because of financial reasons, the opportunity to acquire a Catholic, college preparatory education. In this and all our endeavors, we seek to follow Christ's message and to minister to all who seek Him and His blessings.

SCHOOL COLORS

The JP II colors of red, blue, and gold hold special significance to our foundation.

SCHOOL PRAYER

May I live in the world as one who always seeks to serve. May I live as one who knows the love of God. Lord, teach me how to live and how to serve. With my ears may I hear, with my eyes may I see, with my lips may I speak. May your word be heard through me. Thus, as I live each day, may love sustain the will to serve. Amen.

UNITY STATEMENT

One Body. Many Parts. Inspired by the Holy Spirit and grounded in Catholic Social Teaching, we believe that our diversity is an inherent gift that enriches, unifies and strengthens our community. True to our mission, we remain committed to fostering a welcoming, equitable and inclusive space for all members of the Cardinal Family.

VISION

We will make a difference in the world by walking in the footsteps of Pope John Paul II.



SECTION 2: ACADEMIC POLICIES

ACADEMIC AWARDS

In the spring of the school year, awards ceremonies for underclassmen and seniors will be held. At these ceremonies, students will be recognized for **some of** the following accomplishments. Transfer students, during the academic year in which they transfer to JP II, will not be eligible for some of these awards.

Bishop Grahmann Award	Each year the award is presented quarterly to honor select members of the senior class and at the annual academic awards program to honor underclassmen. A student can only receive the Bishop Grahmann Award one time while attending John Paul II High School. The Bishop Grahmann award was established in 2005 in honor of Bishop Charles V. Grahmann, Bishop Emeritus of the Diocese of Dallas, for his faithful support of John Paul II High School. This award is presented to students who exhibit the following characteristics: <ul style="list-style-type: none"> ● Displays a strong work ethic and a positive attitude ● Serves others through their Community Service ministry ● Strives to deepen their faith ● Models good citizenship ● Demonstrates leadership
Cardinal Scholar	Maintaining between an 80 and a 92 percent in all classes for the first three quarters
Community Service	Recognition is awarded to any student who completes at least 30 service hours per year. While students work all four years to accumulate hours; recognition will be awarded the student's senior year for the total number of hours earned.
Department Awards	Maintaining between a 93 and a 100 percent in a semester course for 1 quarter Maintaining between a 93 and a 100 percent in a year long course for 3 consecutive quarters
John Paul II Award (Seniors Only)	This Award recognizes members of the senior class who have exemplified the Vision of John Paul II High School: to make a difference in the world by walking in the footsteps of St. John Paul II. Through their leadership, commitment to Community Service, and modeling the Gospel values these students are truly walking in the footsteps of St. John Paul II. The faculty nominates the recipients, and the award is presented annually to two deserving members of the senior class who have made a difference in the world."
President Scholar	Maintaining between a 93 and a 100 percent in all classes for the first three quarters.
Red Crest Award	Teachers may select one student from each course they teach to receive the Red Crest Award at the end of the year. To be a recipient of this award, a student: <ul style="list-style-type: none"> ● has shown improvement throughout the course ● takes initiative to solve problems rather than waiting for solutions ● uses opportunities to improve understanding ● looks for areas to use knowledge gained and looks for ways to assist others academically ● adds to the academic environment of others students in class

CWA Community Service Scholarship for Seniors

The purpose of this scholarship is to recognize, honor and value students who place a high priority on community service and embody the John Paul II motto of "Seek to Serve." To be eligible, seniors must have earned the JP II Community Service Service Cord and submitted the CWA application. Two recipients are awarded each year. Each recipient will receive a \$1000 college scholarship, presented to them at the Senior Awards Ceremony.

Honor Cords

Students may earn membership in these honor societies at any point during their four years. To earn an honor cord, students must be in good standing with their respective honor society in the fourth quarter of their Senior year. JP II Honor Societies and their criteria are:

HONOR SOCIETY	CORD	CRITERIA TO EARN AN HONOR CORD
National Honor Society	gold	Members must have earned eight NHS service hours, have regular meeting attendance, have a clear Academic Honor Code and discipline record, and have at least a 3.6 Grade Point Average.
Community Service	gold, navy and red	Honorees must accumulate Community Service hours during the student's enrollment at JP II. Students from the Class of 2025 must earn at least 120 hours. Students from the Class of 2026 and beyond must earn at least 200 hours. In addition, the student must organize and direct a service project for a group/organization outside of JP II; or participate on a mission trip with an approved accredited organization; or be an Eagle Scout or Gold Award recipient.
International Thespian Society	blue and gold	Members must be a thespian in good standing. Members must participate in at least one theatre production each year, maintain a 75 average in academic subjects; demonstrate respect, responsibility, trustworthiness, fairness, caring and citizenship.
Junior National Classical League	purple and gold	Members must have a 93 average in their Latin course, have an ongoing record of good behavior, and remain a member in good standing in the Latin Club.
Mu Alpha Theta	blue and gold	Members must maintain a 3.0 average in at least two years of Honors Math (Geometry and above) or AP Math and be enrolled in a third year of mathematics. Members must also have earned at least two Mu Alpha Theta service hours each year, have regular meeting attendance, and have a clear Academic Honor Code and discipline record.
National Art Honor Society	multi-color	Members must have an 85 average or above in their art courses and have completed one visual art class. Members must be up to date with Community Service hours, have passing grades in all of their other courses, have a clear Academic Honor Code record and obtain their art teacher's recommendation.
National Chinese Honor Society	purple and gold	Members must have studied four semesters of Chinese with an average of 80 or higher.
National English Honor Society	blue and gold	Members must be a junior or senior with an overall GPA of 3.0 or higher (4.0 scale); a 3.5 and above English average (4.0 scale); no Academic honor code violations; no major disciplinary infractions for the current year and have taken at least 2 honors or AP English courses.
National Speech and Debate Association	red and gray	Members must be a current competitor and maintain a 90 average in either Oral Interpretation or Debate.
Quill and Scroll	navy and yellow	Members must have a 90 average, have an ongoing record of good behavior, and remain a member in good standing.
Rho Kappa National Social Studies Honor Society	blue and white	Members must have completed two core courses in the field of social studies and be prepared to complete at least three core courses. The minimum GPA for these courses is an unweighted 3.00 or the numerical equivalent; and have an overall cumulative GPA of 3.00 or the numerical equivalent (Individual chapters may choose to increase the GPA requirements for their chapter but may not decrease them).
Science National Honor Society	green and purple	Members must be in the 11th or 12th grade, have a 3.5 GPA in Science courses, and a 3.0 GPA overall. In addition to being in good academic, disciplinary, and Academic Honor Code standing at JP II, members are required to have completed or be enrolled in at least one PreAP and one AP science course, complete four service hours and attend at least one Science National Honor Society Officer's Lecture annually.
Sociedad Honoraria Hispanica	gold and red	Members must maintain an 80 average in all classes, have been a JP II student for one complete semester, completed a level one Spanish course and have an average of 80 in AP, 85 in PreAP or a 90 in On Level Spanish course.
Tri-M	pink	Members must maintain an 85 average in music courses, a 75 average in academic subjects; demonstrate respect, responsibility, trustworthiness, fairness, caring and citizenship; and be enrolled in a school-sponsored music ensemble and/or course.

Honor Societies

JPII offers numerous honor societies that serve as a rank organization recognizing excellence among peers. These societies recognize various fields and circumstances. Chiefly, our honor societies recognize students who excel academically or as leaders among their peers, often within a specific academic discipline and community service.

ACADEMIC HONOR CODE

Statement of Philosophy

JPII is a community based on faith, honesty, integrity, mutual respect, and responsibility. John Paul II High School places great emphasis upon integrity, an essential ingredient of one's moral development, character and faith. Students are expected to uphold the JPII Honor Code by representing themselves truthfully, doing their own work, and claiming for themselves only what is truly theirs.

Academic Dishonesty

Academic dishonesty is defined as attempting to gain an unfair advantage by using any act of deception: including, but not limited to, representing another's work as one's own, working collaboratively on an assignment and turning in identical (or nearly identical) assessments, or aiding another student in such practices. Another example of academic dishonesty is attempting to use, using or being found to have used any electronic device to help yourself or others gain an unfair advantage. The use of electronic devices in a manner that is not permitted by the teacher is prohibited.

Definition of Honor Code Issues

Collaborative Learning: Collaborative learning is defined as two or more students in active discussion and working on assignments. Although collaborative learning can have positive educational benefits, it must specifically be allowed by the teacher on each assignment. If allowed to work collaboratively on assignment, students should exercise proper judgment when working with other students. Summative assignments are intended to measure a student's understanding of the material. And students will complete these assignments on their own. Collaborative consultation on summative assignments is prohibited, unless specifically allowed by the teacher.

Copying: Copying is defined as using another person's work to complete a test, essay, laboratory investigation or assignment or allowing another student the use of your own work for that purpose.

Lying: Lying is defined as making a false statement and/or avoiding, omitting portions of or not acknowledging the truth with the intent to deceive concerning academic performance.

Multiple Submission of Work: Teachers assign work to assess students' understanding of material and to foster learning of new concepts. Students shall not submit assignments or Community Service hours that have previously been submitted in another course without the prior approval of the appropriate teacher for whose class the student intends to turn in the work. Consequently, if a student hands in work done for a grade in another class without receiving the teacher's approval, he or she will have violated the Academic Honor Code.

Note-Taking: In the matter of open-note tests and quizzes, **students must use their own notes**. The unauthorized use of another student's notes detracts from the learning process and is considered a violation of the Academic Honor Code. In the event of an absence, the teacher may allow the student to obtain the lecture notes from another student or may offer the student tutorial time to cover the material missed.

Plagiarism: Plagiarism is defined as using someone else's ideas or expressions in your writing without acknowledging the source.

Types of Consequences

Conversation: If it is determined to the teacher's satisfaction that the initial suspicion was inconclusive **or the level of violation was minimal**, the teacher will **record the incident and communicate with administration as needed**.

Level A Violation: If a student has committed a violation on a minor grade or on minor portions of a major grade, the student will receive a Level A violation. On the fourth Level A violation, the student automatically receives a Level B violation.

Level B Violation: If a student commits academic dishonesty on a significant portion of a major assignment ([paper](#), [test](#), [exam project](#)), the student will receive a Level B violation. [On the fourth Level A violation](#), any subsequent violation is an automatic Level B violation. Additionally, if a student has a prior Level B violation, all subsequent violations will be considered Level B.

Procedures for a Student to Contest a Violation

- If the student denies a violation, but the teacher still believes that the student violated the Honor Code, the Honor Council Lead meets with the student. The student is given the opportunity to recant their denial and acknowledge that a violation of the Academic Honor Code did, in fact, occur.
- Teachers or students may request a review with the Honor Council to determine if a violation of the Academic Honor Code has occurred. If a review is requested, the review will be held within a reasonable length of time (usually within 48 hours if possible).
- Communication between the student, parents and the Honor Council Lead will take place to answer all questions before the formal review takes place.

Honor Council Review

The council review begins promptly at the designated time with an introduction of those attending. The following may be present at the review:

- Panel of five (either three JPII Honor Council members and two teachers, or two JPII Honor Council members and three teachers)
- Referring teacher
- Student (must be present)
- Honor Council Lead

Procedure In a Review

The referring teacher (if the teacher cannot be present the original office referral will be their statement) will explain their position.

- The student will explain their position.
- Referring teacher is allowed a rebuttal.
- The student is allowed a rebuttal.
- Student and referring teacher are excused.

Decision

- Deliberation will last no longer than 15 minutes.
- A majority decision will determine if the student did or did not violate the Academic Honor Code.
- A unanimous decision will determine whether a school service project is warranted due to violation of the Academic Honor Code premise for lying.
- The panel will complete the Honor Council Report form and return it to appropriate school personnel immediately after the review.

If the decision of the review is **guilty**, then:

- Student may receive a zero on the assignment.
- Teacher may assign an alternate assignment.
- Teacher and student are informed if the student can have grade redeemed.
- Student must complete redemption process for grade to be redeemed (see the section entitled “Grade Redemption” for more information).
- Student will also meet with the Director of Catholic Identity and Campus Ministry, who will offer the student the opportunity to receive the Sacrament of Reconciliation.

If the decision of the review is **not guilty**, then the original grade is allowed to stand for full credit. If the student did not complete the assignment due to the teacher’s suspicion that a violation of the Academic Honor Code occurred, the teacher will give an alternative assessment that is not punitive in nature. All credit earned by the student will be given on the alternative assessment.

Extra Credit

Students are expected to maintain academic integrity on extra credit assignments. Suspected violations of the honor code on extra credit assignments will be treated the same as any other assignment.

Final Exam Policy

If a student is caught participating in academic dishonesty during a final exam, the Academic Honor Code process will be expedited. Students acknowledging a violation of the Honor Code on their final exam will be required to speak with the Dean of Academics and the Honor Council Lead. The consequences for violating the Honor Code during final exams will follow standard levels of disciplinary action as outlined in this handbook. Students will complete an alternative version of the final exam.

Due to the time limitations during final exam week, if a review is necessary there will be a three person panel. The panel will consist of two members of the JP11 Honor Council and one teacher or one member of the JP11 Honor Council and two teachers. The review will take place as soon as possible.

Should a student contest and be found in violation of the Academic Honor Code, teachers will administer an alternate version of the final exam for a maximum score up to 70 percent of maximum value. A student who has been exonerated will receive the score from their original exam. If the student was not allowed to finish their exam, the student will be allowed to finish the exam without penalty.

Level of Disciplinary Action

This chart applies to students' actions during their entire tenure at JP11.

LEVEL A FIRST OFFENSE	LEVEL A SECOND OFFENSE	LEVEL A THIRD OFFENSE
Grade can be redeemed for no more than a 70. Essay on importance of academic honesty turned into teacher and Honor Council Lead. Meeting with Director of Campus Ministry and Catholic Identity.	Class I Infraction and Saturday School Grade can be redeemed for no more than a 70. Essay on importance of academic honesty. Meeting with Honor Council Lead and the Dean of Academics.	Class II Infraction and Saturday School Grade can be redeemed for no more than a 70. Essay on importance of academic honesty. Meeting with the Dean of Formation and the Dean of Academics.

LEVEL B FIRST OFFENSE	LEVEL B SECOND OFFENSE	LEVEL B THIRD OFFENSE	LEVEL B FOURTH OFFENSE
Class I or Class II Infraction and Saturday School Grade can be redeemed for no more than a 70. Essay on importance of academic honesty. Meeting with Director of Campus Ministry and Catholic Identity	Class II Infraction and suspension. Grade of zero may be entered into the gradebook. Student may not be eligible to apply for JP11 Honor Societies (Academic or Extracurricular). Students who are current members of any JP11 honor society may be placed on probation or dismissed from the honor society as stated in the society by-laws. Meeting with Honor Council Lead and the Dean of Academics.	Class II Infraction and suspension. Grade of zero may be entered into the gradebook. Student may permanently lose semester exam exemptions. Meeting with the Dean of Academics, the Dean of Formation, the student, and the student's family, with the possibility of disciplinary probation.	Infraction and consequences as determined by the Deans. Grade of zero may be entered into the gradebook. Student may receive a minimum three-day suspension and additional sanctions that may result in the student's expulsion. Meeting with the Principal, the student, and the student's family.

Grade Redemption

A central tenet of Catholicism is the concept of redemption and forgiveness. The Academic Honor Code allows students to learn from their mistakes and to develop guidelines for moral and ethical living. Therefore, the student will have an opportunity to “redeem” the grade to no more than 70. This redeemed grade will be based on the assignment given by the teacher, which can be an alternate or a revised version of the original assignment. This assignment will be scored out of a 100. However, any grade above a 70 will only be scored as a 70.

HONOR COUNCIL

In order to help students maintain a quality of community life from which all members can benefit, student members of the JP II Honor Council are charged with educating the student body on the meaning and importance of personal integrity and maintaining the highest standards that foster creative and intellectual pursuits in accordance with the Academic Honor Code. Members of the Honor Council are also charged with upholding and ensuring the integrity of the Academic Honor Code and taking part in the review procedures when necessary.

Membership

The Honor Council is a student-led committee whose members include three sophomores, four juniors, and five seniors. Once elected to the council, the students will remain a member of the council for the remainder of their time at JP II, unless they choose to step down or they are found in violation of the JP II Honor Code.

Process for Selection

The Honor Council Lead asks teachers to nominate students during the spring semester.

After faculty review the list, the Honor Council Lead will meet with the prospective students and explain the role of the Honor Council.

Students then decide whether or not they wish to place their name on the ballot for membership on the Honor Council. Each grade level will hold an election during school hours.

The students receiving the highest number of votes will be elected to the Honor Council.

Role of the Honor Council

The Honor Council will

- Educate students and faculty about the JP II Honor Code and Honor Council proceedings.
- Participate in Honor Council reviews and determine the guilt or innocence of students sent before the Honor Council.
- Provide feedback about the Honor Code.
- Make presentations to the student body.
- Promote honor among JP II students.

Confidentiality

Administrators, the Honor Council Lead, support staff, teachers, and students on the Honor Council will maintain the confidentiality of all Honor Code conversations, violations, and reviews.

ADVANCEMENT (CSO/DOD HANDBOOK 5134)

Each school will maintain adequate data and will utilize appropriate evaluation instruments when making decisions regarding the progress of each student. Any decision not to promote a student to the next grade level or to take adverse action with respect to a student for academic reasons must be based on consideration of objective academic criteria together with consultation with appropriate staff and parents. The final responsibility for a student’s promotion or retention rests with the chief administrator or designee. The dates of advancement and grades or levels indicating the course of student progress must be clearly indicated on each cumulative record.

Promotion

Social promotions and skipping grade levels are prohibited in Catholic schools in Texas.

CARDINAL SUPPORT SERVICES

Academic Monitoring And Probation

The students at John Paul II High School are expected to maintain academic success while in attendance. When a student struggles academically, the Counselor's Office and Academic Administration may place the student under Academic Monitoring or Academic Probation to encourage a dedicated focus on academic performance and ensure that the student is on track to earn the required credits for a timely graduation. A student may be placed under Academic Monitoring or Academic Probation when they are in danger of not earning enough credits to be promoted to the next academic year. At JP II, we will follow the Diocese of Dallas Academic Probation / Exit Policy for High School Students, found in the Handbook of Policy and Procedures for Elementary and Secondary Schools.

Academic Monitoring

If a student fails two classes at the end of any quarter, the student will be placed on academic monitoring. Academic monitoring includes the following:

- A warning letter will be sent to the student and parents.
- The student must attend tutorials regularly.
- The student must attend periodic meetings with his/her counselor.

If a student is not passing all of their classes at the end of the quarter or semester, he/she will be placed on academic probation.

Academic Probation

If a student fails three classes or does not pass all classes after being on academic monitoring, the student will be placed on academic probation. Academic probation includes the following:

- A meeting will be held with the student, parents and Dean of Academics.
- The student must attend tutorials and a tutorial log must be signed by the student's teacher and reviewed with the student's counselor weekly.
- If the student is failing any classes at the end of the next quarter/semester, the status as a student will be reviewed and may lead to dismissal.

Learning Specialists

JP II aims to support the academic needs of students who encounter academic challenges and have either a clinical diagnosis that affects their academic performance or general academic underachievement without a diagnosis. Teachers, students, and parents may meet with the counselor and learning specialist to discuss concerns and devise ways and methods to help the student achieve. JP II does not provide Special Education services, create IEPs or 504 plans. JP II does create internal Student Support Plans for students with diagnosed learning differences (based on official documentation prepared by professionals) to provide teachers with suggestions that may be helpful to the student. While teachers, counselors, and learning specialists assist with implementing accommodations, the student is expected to be an active partner in academic preparation and collaboration with parents, teachers, and learning specialists. To receive classroom or testing accommodations at JP II, parents must provide copies of a recent professional diagnosis (preferably within 3 years) that indicates the specific learning difference, functional limitations, and recommended accommodations. Our learning specialists will also use this information to request accommodations from the College Board and ACT.

Tutoring

Teachers are available for extra help in the morning and/or afternoon depending on the teacher's schedule. Tutorial times should be displayed for students to see and **communicated often**. Students experiencing difficulty in a subject area should contact the teacher and arrange for additional assistance. When a student shows signs of need or has been absent, teachers may assign mandatory tutorials. The student is expected to attend.

COLLEGE COUNSELING

It is the mission of the Director of Counseling and the Counseling Office to guide and support students and their families through the college search and application process. We endeavor to work with students as individuals, to understand who they are beyond the classroom and to help them find a college that will provide a challenging and comfortable environment for them on all levels. To help our students begin to understand and prepare for the college process, counselors meet with students in individual academic conferences beginning freshman year and continuing through senior year. The college counseling process begins in their freshman year as students are encouraged to understand that college preparation is a compilation of their entire high school academic and co-curricular experience. Our counselors seek to build an open relationship with students and their families in order to understand all

of the factors involved as the college list is developed. Their role is to assist and advocate for students and to make sure that choices are informed and appropriate.

COURSE GUIDE

Please refer to the current [JPII Course Guide](#) for more information.

Fine Arts and Academic Competition Classes

Classes in fine arts (band, theater, choir, and art), drill team, and cheerleading may involve tryouts and will require instructor approval for continued participation. Academic competition classes such as Academic Decathlon, Academic Octathlon, and Debate all require instructor or sponsor permission.

Online And E-School Classes

Students enrolled in JPII may earn credit for non-core courses, approved by JPII Academic Administration such as Health, Speech, or Physical Education, or to regain credit for a failed class through an accredited school. Some examples are: Texas Tech Online, E-school via Plano Independent School District, Educere, AVLI, or approved online schools in a student's home district. Students are required to contact their assigned counselor for more information and specific requirements. Students must pay for the cost of the course and any additional materials that are required. Courses taken for original credit outside of JPII will not earn grade points and are limited to two credits maximum.

CURRICULUM

Honors / Dual Credit / Advanced Placement Courses

John Paul II High School offers multiple advanced courses. We encourage all students to consider participation in one or more of these academically challenging courses. There are set guidelines and requirements for enrollment in these courses which may include previous academic performance, successful completion of designated prerequisite courses, ISEE/PSAT/standardized test scores, and instructor recommendations. The instructor of the Honors or AP course, the respective department chair, the Counselor, and the Principal or Dean who supervises the department may collectively waive entrance requirements for participation and admit a student to an Honors or AP class on a provisional basis after a meeting with both the student and parent/guardian. Continued participation will depend on the student earning the minimum grade required by each department.

Honors courses are intended to prepare students for Advanced Placement (AP) courses. On-level courses are intended to prepare students for Dual Credit courses. In comparison to traditional coursework, AP and Dual Credit courses take a more challenging approach and demand a higher level of performance by high school students.

Students who take either AP or Dual Credit courses are potentially saving both time and money during post-secondary studies. Students who complete an Advanced Placement course will be required to prepare, pay the testing fee, and take the corresponding AP Exam in May. By earning the AP test score designated as passing by individual universities, an AP student may earn college credit in addition to their high school credit. Students who earn a passing grade in a dual credit course, earn both high school and college credit simultaneously. Dual Credit students are required to pay for dual credit courses through St. Louis University in addition to their tuition at JPII.

On-Level Classes

JPII is a college preparatory high school. While some students will opt to participate in advanced classes, many students will take the school's on-level college preparatory classes. These classes are designed to master essential knowledge and skills, which will prepare students for college entrance exams such as the PSAT, SAT, and ACT and to learn at the collegiate level. If a course is not labeled as honors, dual credit, or AP, it is an on-level college preparatory course. It is possible for a student to be enrolled in different levels in various courses since placement in one subject is determined independently of ability of another subject area.

DISTINGUISHED DIPLOMA CERTIFICATE

As part of our educational mission, we will offer a more rigorous diploma option. Upon graduation, students who meet these requirements will earn a Distinguished Diploma Certificate from John Paul II High School. If students are on track to meet these requirements at the end of their junior year, the words, "Candidate for the John Paul II Distinguished Diploma" will be added to their transcript. This distinction can be placed on college applications, if the student remains on track to earn the Distinguished Diploma Certificate.

To earn a Distinguished Diploma Certificate, a student must:

- Earn at least three credits of World Language
 - These three credits must be taken in grades 9-12 and be of the same World Language (any level).
- Complete at least six Advanced Placement courses
 - These courses must be taken in grades 9-12 and be completed with a semester grade of 80* or better both semesters in year-long courses or one semester in a semester course.
- Complete at least an additional six Honors, Dual Credit, or Advanced Placement courses
 - These courses must be taken in grades 10-12 and completed with a semester grade of 80* or better both semesters in year-long courses or one semester in a semester course.
- World Language Honors, Dual Credit, or AP level courses may also count for the additional credits. For students who transfer to JP11, all transfer courses with an AP designation or any honors transfer course taken in grades 10-12 will count towards the diploma.

For courses taken in the spring semester of the senior year, third quarter grades will be used in lieu of second semester grades. More information about the JP11 Distinguished Diploma Certificate can be found [HERE](#).

EXAMS

Dual Credit Exams

Because dual credit classes are St. Louis University classes, students are required to take the final exams for these courses. Based on the St. Louis University calendar, final exams for dual credit classes are typically given 1-2 weeks prior to JP11 final exams week. Since students in these courses take their final exams early, they are not required to take an additional final exam during JP11 exam days. They are not required to be on campus for that dual credit class period during Semester Exam Weeks.

Final Exams

Exams will be given at the specific time designated in the exam schedule published by JP11. All students in academic courses will take a final exam. Exams may not be rescheduled for the convenience of the student or teacher. Extenuating circumstances requiring the rescheduling of an exam must be approved by the [Dean of Academics](#) at least one week in advance. Students who wish to reschedule an exam will pick up a form in the Attendance Office which requires a written request and signatures from the student, parent, and teacher. The [Dean of Academics](#) will review the request and respond with a decision. Students do not need to come to school for any exam periods for which they do not have a final exam.

General Exam Exemption Criteria

- No unexcused absences, and no more than four (4) excused absences, during the semester in the class to be exempt.
- No suspensions during the current school year, and **not reaching disciplinary probation status for the current school year.**
- **Must have attended the current year's class retreat.**
- **Additional Exemption Criteria For All Students In AP Classes**
 - In addition to meeting the general exam exemption criteria, students in AP classes must take the College Board AP Exam in May and meet the instructor's criteria in order to be exempt from the final exam for an AP class.
 - Students enrolled in a one-semester AP Class in the Fall Semester may be exempt from the final exam for that course in December as long as they have paid for the AP exam and met all other exemption requirements.
- **Additional Exemption Criteria for Seniors in Regulars/Honors/Dual Credit Classes**
 - In addition to meeting the general exam exemption criteria, seniors may be exempt from a Spring Final Exam if they have an 85 or higher for the 4th quarter **and** a spring semester average of 85 or higher in the regulars, honors, or dual credit classes they wish to exempt.
 - If it is a fall semester only course, seniors are required to have an 85 or higher for the second quarter **and** a first semester average of 85 or higher.

Semester Exam Weeks

In order to ensure students may attend tutorials and study for final exams, no extracurricular activities including field trips, performances, tournaments, or meetings may be scheduled during Semester Exam Weeks. Exceptions must be approved by the Principal.

EXAMS FOR PLACEMENT IN MATHEMATICS AND WORLD LANGUAGES

All incoming freshmen will take the JP II Math Placement Exam. This exam will be administered on specific dates in the spring and summer preceding the student's freshman year. Based on student performance on the exam, JP II will determine appropriate student placement in mathematics. **JP II transcripts will include Algebra I if the student scores sufficiently on the JP II Math Placement exam.**

Incoming freshmen who have some world language classes during middle school or those who have no formal world language experience will be placed in an entry level language class. Students who wish to begin beyond the first year of a world language class will need to request a placement test and receive a passing score to begin at level two or higher. Incoming transfer students who are 10th-12th graders will be placed in the next level according to their transcript. Interested parents should contact the Department Chair or Counselor for specific information and dates for all placement exams.

GRADE LEVEL CLASSIFICATION

Grade level classification will be based upon the number of credits successfully completed by a student at the end of the school year or at the end of summer school. Grade level classifications require the following earned credits:

- Sophomore - 7 Credits
- Junior- 14 credits
- Senior - 21 credits

Students who have not finished Community Service hours may not matriculate to the next level, get their schedules, or they may not graduate.

GRADE POINT SYSTEM AND CLASS RANK

Determining Class Rank

John Paul II High School does not rank all students. JP II meets the requirements of House Bill 588 and ranks the top 10% of each graduating class for admission to state universities. To be ranked, students must have been a JP II student since the beginning of their sophomore year. The top 10% is calculated from the overall weighted cumulative GPA (based on JP II semester grades). At the conclusion of the third quarter of senior year, final class rank for seniors will be determined based on all previous semesters, with the third quarter grade counting as the second semester for calculating purposes. At this point, the valedictorian (highest cumulative weighted GPA in senior class) and salutatorian (second highest cumulative weighted GPA in senior class) will be announced. Beginning with the Class of 2025, only students who have attended JP II all four years of high school will be eligible for valedictorian and salutatorian. Graduating seniors who have achieved a cumulative weighted GPA of 3.6000 (not rounded) or above will be recognized as an Honor Graduate. The top ten seniors in the class will be honored at a special JP II Senior Top 10 Banquet.

Grade Point System

Grades earned are reported as a numeric average in a range from 0 to 100. The grade recorded on the report card and JP II transcript is the numeric grade earned in a class. The numeric grade earned in a class will be multiplied by the corresponding factor when calculating the cumulative weighted GPA for a student. GPAs are calculated at the end of each semester based on JP II course semester grades and are included on the student's JP II transcript.

Most JP II courses earn grade points on a 4.0 scale. Honors and Dual Credit courses receive grade points on a 4.5 scale. Advanced Placement (AP) courses receive grade points on a 5.0 scale. JP II Athletics, Physical Education, Independent Studies, Academic Coaching, Cardinal Seminar, Cardinal Ministry, and Senior Early Release/Late Arrival courses will not receive grade points. These courses are noted by having a (N) next to the course name in the course offerings guide. Only academic classes taken with JP II faculty and for original credit may receive grade points towards a student's GPA. Approved credits by exam, online correspondence courses, e-school courses, and credit recovery courses taken during a student's time at JP II will not earn grade points but will be included on the student's JP II transcript. Transfer grades from other high schools or programs will not receive grade points and will be included on transcripts from the institution awarding credit, not the JP II transcript. A student should check with his or her counselor before signing up for courses from other schools or programs to make sure they will be approved for JP II credit towards graduation.

Honor Graduate Recognition

Honor graduate recognition will be determined by a student's cumulative weighted grade point average. The grade point average will not be rounded. Graduating seniors who have achieved a cumulative weighted GPA of 3.6000 (not rounded) or above at the completion of the third quarter of their Senior year will be recognized as an honor graduate.

JPII GPA Point Table

NUMERIC SEMESTER GRADE VALUE	ON-LEVEL (COLLEGE PREP) CLASS POINTS	HONORS & DUAL CREDIT CLASS POINTS	ADVANCED PLACEMENT CLASS POINTS
97 - 100	4	4.5	5
93 - 96	3.8	4.275	4.75
90 - 92	3.6	4.05	4.5
87 - 89	3.4	3.825	4.25
83 - 86	3.2	3.6	4
80 - 82	3	3.375	3.75
77 - 79	2.8	3.15	3.5
73 - 76	2.6	2.925	3.25
71 - 72	2.4	2.7	3
70	2	2.25	2.5
0 - 69	0	0	0

Valedictorian / Salutatorian Honors

To be eligible to graduate with valedictorian or salutatorian honors*, a student shall have:

- the highest or second highest cumulative weighted grade point average,
- attended JPII **all four consecutive years** immediately preceding graduation, and
- completed the school graduation plan
- Beginning with the Class of 2025, only students who have attended JPII all four years of high school will be eligible for valedictorian and salutatorian.

Note: A student must be enrolled in school on the **first instructional day of the first semester of his/her Freshman year to be eligible for valedictorian or salutatorian honors. Transfer courses/grades will not be calculated in the GPA. Transfer courses/grades will be listed on the transcript. A student who meets the 3 year requirement is eligible to be ranked in the top ten percent of their class*

The academic achievement record (transcript), rather than the diploma, denotes individual accomplishments, achievements, and courses completed. A student may not receive credit for an academic course more than one time. JPII students cannot be enrolled in John Paul II High School and another school at the same time.

All students shall complete the minimum number of credits required in order to receive a JPII diploma. All credits shall be completed in grades 9-12 and selected from the school's list of approved courses for grades 9-12. Any exceptions must be approved by the Registrar and Academic Administration. Students have at least eight courses scheduled per semester (at least eight possible credits per year) to add to the required total. Students may earn additional credits through some 0 or X hour courses, online classes, JPII summer courses, and other approved programs.

GRADING POLICIES

Incomplete Grades

Teachers may assign an incomplete (I) grade for a nine-week grading period with administrative approval. Possible reasons include:

- The student missed a major test in the last week of a grading period and was unable to make up the missed work (family emergencies, illness, etc.)
- The student has had extensive excused absences

The teacher must receive permission from the Dean of Academics. If permission is not given or if the student does not complete the work within three weeks from the end of the quarter, the teacher will calculate the missing work as a zero to determine the quarter grade.

Incomplete grades are considered F's for eligibility purposes. Students receiving two or more incomplete or failing grades, or a combination of the two, are ineligible for extracurricular activities until the incomplete is vacated or until the student receives a passing grade on the next progress report. No incomplete grades (I) may be given for semester grades unless there are extreme circumstances approved by the Principal. No incomplete grades (I) may be given for second semester seniors.

Late Work

Every student is expected to complete all assignments on time. Teachers will communicate their department's late work policy to students and parents during the first weeks of class.

Online Grade / Assignment Access

Parents and students have 24-hour access to student grades, class assignments, and other course-related information via the [Cardinal Connect](#) web portal. Access to grades is available by clicking on the [Cardinal Connect](#) link and signing in. Students also have 24-hour access to [Google Classroom](#) where they can find assignments and due dates for many of their classes. New students will receive their usernames and passwords prior to Student Orientation. Returning students will continue to use the same login for their entire time at JPIL.

GRADUATION REQUIREMENTS

SUBJECT	CREDITS	SPECIFIC COURSES
English	4	English I, English II, English III, English IV; JPIL will not accept 8th grade credit for English I as our curricula and literature selections differ from other schools. Students must be enrolled in an English course every year at JPIL.
Mathematics	4	Algebra I, Geometry, Algebra II, and one additional selection; students who receive an Algebra I credit from middle school or who have documented a math course level proficiency (e.g., JPIL Math Placement Exam) are still required to earn four sequential math credits in high school. Students must be enrolled in a Math course every year at JPIL.
Science	4	Biology, Chemistry, Physics and one additional science credit
Social Studies	4	World Cultures & Geography, World History or European History, United States History, and one semester each of U.S. Government and Macro-Economics
World Languages	2	Starting with the Class of 2026, two credits of the <u>same</u> world language taken in grades 9-12 are required to graduate. For the Class of 2025: Two years of the <u>same</u> world language. For students who earned credit in 7th/8th grade and who pass the JPIL placement test in their language, an additional year of world language is required. Students are encouraged to visit with their counselors regarding world language requirements for college admission.
Theology	4	Theology I, Theology II, Theology III, Theology IV; students transferring from a public or non-Catholic private high school will only be expected to complete Theology courses from the time they enter JPIL.
Computer Science	1	All students must take Computer Science.
PE	1	In addition to traditional PE classes, courses such as athletics, dance aerobics, and the fall semester of marching band, cheerleading, or drill team may count towards the required two semesters of PE credit.
Fine Arts	1	In addition to traditional fine arts classes, courses such as Academic Decathlon, Academic Octathlon, Dance, the spring semester of marching band, cheerleading, or drill team may count towards the required two semesters of Fine Arts credit.
Health	.5	Students will either take Health I or Health II depending on their grade level. Students who already have Health I credit may take Health II as an elective.
Speech	.5	Students may earn speech credit through taking Professional Communications, Debate, Oral Interpretation, Academic Decathlon, Theatre Production, or Musical Theatre.

Elective	3 (2 starting with Class of 2027)	Students will take additional electives from any department or course offering in the guide (unless the course is labeled as “no credit”). Elective selections can be for personal interest and/or in preparation for college.
Community Service	various	Each year students will have required hours to complete as part of their promotion to the next grade. All hours must be completed in order to participate in the graduation ceremony.
Total Credits	29 (28 starting with Class of 2027)	Credits Required to Earn Graduation and a Diploma from John Paul II High School.

HOMEWORK POLICIES

Expectations

Students can expect to receive a reasonable amount of homework while attending JP II. The amount will vary depending on the course level and subject area. Assignments in Honors, Dual Credit, and AP courses have greater requirements. JP II assumes that students who enroll in these courses will be able to complete these assignments within the normal homework time. Department Chairs are responsible for ensuring that members of their departments provide assignments that can be reasonably completed within these time guidelines. Students are responsible for knowing where each instructor posts the course assignments. Homework is an extension of learning experiences outside of the classroom. Homework may be necessary as part of a rigorous curriculum. Guidelines for homework shall be established by each individual teacher. Homework assignments may vary from day to day. The amount of time which students would be expected to spend in out-of-class study is dependent upon the grade level of students and the subject area. Summer Reading and assignments must be approved by the department’s supervising dean. Homework assignments are listed in Cardinal Connect. Additional information about homework may also be found in Google Classroom.

Homework assignments cannot be due on the first class back after an extended break. (Thanksgiving, Christmas, and Spring Break)

According to JP II, the definition of homework is as follows:

- Homework provides:
 - practice of skills that have been presented in class
 - preparation for future assessments or in-class activities
 - extensions of skills or concepts in a new situation
 - creative assignments such as special projects
 - integration of skills and concepts
 - opportunities for topic exploration or individual learning
- Homework assignments will be:
 - related to meaningful learning outcomes
 - within the ability range of the average grade level student in the class
 - an important building block for essays, projects, or major tests

PARENT / TEACHER CONFERENCES

Parent-teacher conferences are held in the fall. The fall parent-teacher conference appointments are set at 15-minute intervals. If at any time during the school year, the need arises, parents may make a personal appointment with the teacher by contacting the teacher. Additionally, the Counseling Office may set up a staffing (a meeting with the counselor and all of the student’s current teachers) to ensure the continued success of the student.

REPEATING A CLASS AND AUDIT

A passing grade in a class demonstrates mastery of all of the essential knowledge and skills of a course needed to advance to the next level. To recover credit, students may repeat a class which they have failed. Students will not be permitted to retake a class for a higher grade. Students may not audit a course at JP II.

SCHEDULES

Student schedules are released in Cardinal Connect on the day of Student Orientation in August, given all financial responsibilities and service requirements have been met.

Schedule Change Guidelines

Schedule Change Requests that Counselors will consider during the first three weeks of school:

- academic misplacement
- duplicate course on schedule
- already received passing credit for a course
- not in an audition or application class for which the student was approved
- not participating in athletic program (first three weeks only of each semester)
- open period on schedule

Requests for teacher changes, lunch changes, or elective changes are not usually considered for a schedule change. Only those changes considered imperative by a student's teacher, counselor, and the Dean of Academics may be made after the first three weeks of school. Schedule changes may only occur after the first three weeks of the semester if the students have followed the appropriate process/guidelines outlined below.

- Changes may only take place when students find themselves in a clearly unsuitable level or course.
- After meeting with the counselor, the counselor will confer with the teacher and the Dean of Academics. If a change in course/level is determined to be appropriate, the student will complete a Request for Course/Level Change form, available in the Counseling Office. This form confirms that appropriate conversations have taken place regarding the proposed change.
- Enrolling in a new course after the first three weeks may be done only in unusual circumstances and only with the approval of the Dean of Academics.

SENIOR EARLY RELEASE / LATE ARRIVAL

In order to be eligible for a Senior Early Release or Late Arrival period, the following criteria must be met. These courses are not guaranteed. Students with Senior Early Release must not remain on campus during their release period. JP II is under no obligation to monitor students once they are off campus under Senior Release, even during a normal school day. If approved, there will be no reduction in tuition for these seniors. This privilege can be removed at any time by the JP II administration or by parent request.

The following criteria must be met for a student to have Senior Early Release/Late Arrival:

- Complete the appropriate form by the given deadline
- Maintain compliance with the 90% Attendance Rule
 - Have no more than 4 **parent notes/unexcused absences** during each semester of Junior Year in any one class
- Have no more than 3 tardies in any one class each semester of junior year
- Have 21 credits going into Senior year in order to graduate in a timely manner
- Have no failing classes during junior year and maintain passing grades during senior year in order to maintain Senior late arrival/early release - **this includes community service**
- Have no outstanding financial responsibilities.
- Have no suspensions during junior year or **placed on disciplinary probation during junior or senior year.**
- Must report to campus and remain on campus for all required events including, but not limited to scheduled classes, all school mass, Cohort meetings, class meetings, etc.

SUMMER SCHOOL CLASSES

Summer School for Remediation/Credit Recovery

A student who fails both semesters of a year-long required course or one semester of a semester course must take summer school to recover the credit. If a student fails the second semester of a year-long required course, they must take the second semester of the course in summer school to earn credit. A student who fails the first semester of a year-long required course but passes the second semester and averages a 70% or higher for the year, will earn full credit for the course. JP II does not offer summer school classes for credit recovery. Approved summer school classes taken for credit recovery will only receive high school credit and will not receive JP II grade points.

Summer School For Acceleration

JP II does not permit students to take summer school classes to accelerate in core classes. However, students may take summer school classes in Computer Science, Health, and Professional Communications. Only summer school classes offered by JP II faculty for original credit will receive both high school credit and JP II grade points. Approved summer school classes for original credit taken elsewhere will only receive high school credit and will not receive JP II grade points.

The student's JPII Counselor must approve all summer school selections before the classes are taken. If a student takes a class without permission, the school reserves the right to decline to transfer the credit. Official proof of a passing score must be submitted to a student's counselor prior to Student Orientation in order for a student to begin the next school year at JPII.

TESTING

JPII will administer the Independent School Entrance Exam (ISEE) prior to admissions. This exam is an admissions requirement for all 9th through 11th grade applicants. During the academic year, school staff will also administer College Board exams. These exams include the PSAT exam for 9th through 11th grades in October as well as Advanced Placement testing in the spring. Counselors will assist students with any other approved exams for credit and acceleration. Exams for credit and exams for acceleration will be at the discretion of the Dean of Academics and respective Department Chair.

THREE TEST POLICY

If a student has three or more major assessments scheduled for the same day, they can email all teachers giving an assessment and ask to take one of the major assessments on a different day. The student must email all teachers three days prior to the assessments to request this arrangement. The teachers will decide which assessment can be moved and let the student know. The assessment that is moved needs to be completed within three days of the original due date.

TRANSFER STUDENTS

JPII welcomes students transferring from other schools. The Registrar will make a transcript evaluation based on the student's incoming credits. From that document, the student's JPII Counselor will work with the student and parent on an appropriate JPII course schedule and graduation plan. Students transferring from a public or non-Catholic private high school will only be expected to complete Theology classes from the time they enter JPII. The JPII Counselor or Director of Admissions may require students to take summer school during the summer prior to transferring to make up any other missing requirements that will not fit in their schedule for their time at JPII. **JPII transcripts will include courses taken at other schools and courses taken in middle school that were awarded high school credit.** Courses from other schools/programs will not be included in the JPII GPA. Transfer students are not eligible to be Valedictorian or Salutatorian.



SECTION 3: ADMISSION AND REGISTRATION

AGE OF ADMISSION (CSO/DOD HANDBOOK 5110)

After 1st Grade Age of admission after 1st grade will be based on successful completion and achievement in an accredited school.

APPLICATION REQUIREMENTS

John Paul II High School requires the following for all applications:

- evidence of compliance with immunization requirements
- the mandated health assessment form
- legal custody agreement if parents are separated or divorced
- transcript and/or most recent report card
- ISEE Test and or a PSAT or most recent STAAR scores
- Social Studies or English teacher recommendation
- Math or Science teacher recommendation
- in-person interview
- submit extended response questions

Submission of Required Documents

JPII uses **Ravenna** for all application submissions in the following steps:

- Submit the Request for Academic Records. Your school will send us the current report card, attendance, disciplinary, and immunization records. No CONSCIENTIOUS EXEMPTION WAIVERS, on the basis of religious beliefs, are given in the Diocese of Dallas (Code 5024)
- Submit (2) Teacher Recommendation forms: Math or Science Teacher Recommendation and English or Social Studies Teacher Recommendation. All Teacher Recommendations will be requested through Ravenna Hub and submitted online.
- Take the ISEE (Independent School Entrance Exam). Register online for the ISEE at www.iseetest.org. Send results to JPII (ID#447590).
- Register for your Student Interview at JPII through Ravenna Hub
- Submit answers to Extended Response questions.

In addition, for admission of older students, parents shall present appropriate notification from the school previously attended and a copy of their official transcript.

ENROLLMENT AGREEMENT

Each parochial elementary school and diocesan governed school and private school shall use the standard diocesan enrollment agreement. Schools may also prepare a school-specific addendum to the enrollment agreement provided that it does not conflict with or vary the terms of the diocesan enrollment agreement found in Appendix 1. Each student's enrollment agreement must be signed by the student's parents or other adult(s) with the legal right to enroll the student in school.

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the

School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

ORDER OF ADMISSION

Since the schools of the Diocese of Dallas are established by the diocese or one of its parishes as religious schools, preference in admission shall be given to practicing Catholics. Preference may be given to siblings of students already enrolled in the school or to the children of past graduates.

Preference will be given considering the following order:

- Applicants who have siblings already enrolled in the school;
- Catholics active in the parish (registered in the parish, participates in liturgical worship and the life of the parish, makes regular contributions to the support of the parish)
- Catholics active in parishes that do not have a Catholic elementary school;
- Non-Catholic applicants on a space available basis.

JPII will create a waitlist when necessary.

NONDISCRIMINATION POLICY (CSO/DOD HANDBOOK 5110)

The Catholic schools of the Diocese of Dallas 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 the school. They do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs

REGISTRATION AND ADMISSION (CSO/DOD HANDBOOK 5110)

Only those students who are fully registered and attend a Catholic school within the diocese are eligible for participation in school-sponsored programs including, but not limited to, academic, extracurricular, and other programs sponsored by the school or the Catholic Schools Office. As an exception to this rule, open-enrollment summer camps and extracurricular activities operated by third parties on school grounds pursuant to an approved third-party facility use agreement may offer admission to non-students to the extent allowed by the terms of the facility use agreement.

TERMINATION

A student's enrollment may be terminated in accordance with the policies set forth in this Handbook.

If a school decides to terminate enrollment in light of parent or guardian behavior, a discipline situation, or as a way to help a student avoid embarrassment or unnecessary hardship, the school has an obligation to inform other Diocesan schools about the termination action.

The local chief administrator, in consultation with the Superintendent, will determine what information is pertinent to a situation and ensure that information is shared with any receiving Diocesan schools.

Parents should be made aware that termination as a result of financial issues, legal issues, moral turpitude, or other serious reasons can and will be shared with other diocesan schools, and may also be shared with non-diocesan schools if permitted by law.

TITLE IX (CSO/DOD HANDBOOK 5110)

Title IX is a federal civil rights law that prohibits discrimination based on sex in education programs that receive federal funding. This includes Catholic schools, and it applies to everyone who interacts with the school, such as students, employees, parents, and applicants. Title IX requires schools to provide equal opportunities for all students, including equal access to education, and to combat gender-based violence and harassment.



SECTION 4: ATHENAEUM

ATHENAEUM HOURS

The JP11 Media Center (Athenaeum) is located on the second floor of JP11. Athenaeum hours are 7:30 AM to 4:30 PM – Monday through Friday.

ATHENAEUM PROCEDURES

- The Athenaeum is available to students and staff before school, during the school day and after school for study, browsing of Athenaeum materials, or quiet time. Beverages from the coffee bar must be consumed in the tiled areas next to the coffee machine.
- Students are not allowed to bring their lunch to eat in the Athenaeum. They are welcome to spend lunch time in the Athenaeum, but they need to eat their lunch in the Dining Hall.
- Students should help to maintain a neat and tidy work/study area in the Athenaeum.
- Students are welcome in the Athenaeum and are strongly encouraged to visit often.
- Classes meeting in the Athenaeum are treated as if they are in their assigned classroom including adherence to all management and behavioral expectations.
- Students should not interrupt these classes.

ATHENAEUM RESOURCES

The Athenaeum features thousands of print books for instructional and personal use; eBooks, which may be downloaded to any device; and a large and varied collection of electronic databases, available 24/7 for use on any device with internet access. Students may access the online book catalog, databases, and eBooks from the Athenaeum web page of the school website or Cardinal Connect. Many of the databases can be accessed from home by simply using the student's JP11 email account. For those databases which are not synced with Google SSO, passwords can be obtained from the link on the Athenaeum page of Cardinal Connect or the Athenaeum page of the school website. Additional Athenaeum resources include student workstations, magazines, newspapers, and the networked student printer. The JP11 Media Specialist provides class-related research instruction, individual research assistance, curriculum-integrated technology lessons, and pleasure reading information.

CIRCULATIONS OF MATERIALS

- Students must present their JP11 ID when checking out books
- Books in the regular print collection (fiction, nonfiction, biography) are checked out for a period of three weeks and may be renewed as often as is necessary.
- Students may check out a total of five books at a time.
- All print reference books (including but not limited to textbooks and encyclopedias) checked out overnight are due the next school day at or before 8:40 am .
- Students are responsible for the replacement cost of any and all lost or damaged books.
- Late fees for all non-reference print books will not be assessed until after the tenth school day past the due date. Weekends and school holidays do not count against the overdue status of the book. At the end of the 10 day grace period, a single late fee of \$1.00 per book will be assigned to the student. Overdue notices will be e-mailed to students weekly.
- eBooks are checked out for two weeks and may not be renewed. At the end of the two week loan period, the eBook is deleted from the student's device and returned to the Athenaeum collection.

COPYRIGHT GUIDELINES

To be in compliance with federal copyright laws, videos and DVDs used in an educational setting must be used for face-to-face instruction only. The presentation must correspond to the unit or topic being studied and specific objectives should be cited. In addition, there should be a follow-up activity for students to complete. Videos/DVDs may not be used for school assemblies, for entertainment, or for enrichment without obtaining a public performance license. Failure to follow these guidelines could violate copyright infringement law. Additional information on copyright guidelines is located under the Teacher Resources tab on the

Athenaeum webpage. Discovery Education streaming videos comply with copyright guidelines provided they are used in a classroom setting.

"Fair use" under the US copyright law permits limited use of portions of a copyrighted work without the copyright owner's permission for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. Section 107 of the Copyright Act establishes four basic factors to be considered in deciding whether a use constitutes a fair use. These factors are:

- The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
 - The nature of the copyrighted work;
 - The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
 - The effect of the use upon the potential market for or value of the copyrighted work.
- No one factor determines a person's right to use a copyrighted work without permission.

DIOCESE OF DALLAS POLICY

The duplication of materials covered by an exclusive copyright, including computer software and DVDs/videos, is subject to the limitations set out in the Copyright Revision Act, Section 117, of the United States Copyright Code. The Copyright Revision Act and subsequent law also set out guidelines on the fair use of copyrighted materials. All faculty and staff members shall be knowledgeable concerning the law's provisions and guidelines. Users of John Paul II High School Communication Assets may not download, store, copy or reproduce material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other electronic material Users wish to download or copy. Users may not agree to a license or download any material for which a registration or user fee is charged without obtaining the express written permission of the appropriate administrative superiors.



SECTION 5: ATHLETICS

AWARDS AND VARSITY LETTERS

Athletic awards at JPII shall be presented on the basis of the TAPPS rules and the JPII Athletic Department's guidelines.

Varsity Letter Requirements

- Meet the playing and team standards as set forth by the head coach.
- Complete at least 70% of the season.
- If injured, complete the season successfully with the team in a capacity determined by the head coach and athletic trainer.
- Complete the entire season. No student-athlete is eligible to letter if they quit the sport.
- **Note:** All the above criteria should apply to any additional awards.
- Letter jackets may be worn at any time with the school uniform or on Dress Down Days.
 - It may not be worn in place of the uniform blazer.
 - Varsity lettermen may purchase a letter jacket during their high school career for participation in JPII interscholastic competition. Varsity letterman may receive multiple letters over the course of their high school career. Students and Parents will recognize that the awarding of athletic letters is the sole prerogative of the coaches and Athletic Director. Eligibility begins with the student athletes meeting the participation standards established by the coaches.

BANQUETS

Each competition group (team/squad), depending upon its season, will set a banquet or team gathering at the conclusion of their respective season.

ELIGIBILITY POLICY

Student eligibility is determined at the end of each nine-week grading period (quarter).

Academic Requirements

Student eligibility is determined at the end of each nine-week grading period (quarter). See the Eligibility Policy below for details about losing and regaining eligibility.

Behavior Requirements

All students participating in Athletics, Extra-Curriculars, and/or Co-Curriculars, will have their discipline records reviewed. A student's discipline record may stop them from performing, competing, or serving on a team.

Losing Eligibility

At the end of each quarter, a student may become ineligible for participation in extracurricular activities if:

LEVEL 1:

- the student's grade average is below a 70 in 1 class, **or**
- the student has an incomplete in 1 class, **or**
- the student has not completed and submitted their Community Service hours for the quarter

NOTE: This student loses eligibility at 3:30 PM one week from the last day of the quarter and will be ineligible for their next extracurricular participatory opportunity. (Please see the [Extracurricular Eligibility Schedule](#) for specific dates.)

LEVEL 2:

- the student's grade average is below a 70 in 2 or more classes, **or**
- the student's grade average is below a 70 in 1 class and has an incomplete ("I") in 1 or more classes, **or**

- the student has an incomplete ("I") in 2 or more classes, **or**
- the student's grade average is below a 70 in 1 class and has not completed and submitted their Community Service hours for the quarter

NOTE: This student loses eligibility one week from the last day of the quarter, at 3:30 PM. (Please see the [Extracurricular Eligibility Schedule](#) for specific dates.)

Regaining Eligibility

LEVEL 1: Following their non participation in the determined extracurricular participatory opportunity, students may regain eligibility as soon as:

- a passing grade has been posted for the 1 class they were failing
- a passing grade is posted for the 1 class they had an incomplete.
- all Community Service hours for the quarter have been completed, submitted and verified

NOTE: The student must notify the Head Coach/Director/Sponsor when the passing grade has been posted and or the Community Service hours have been verified. The Head Coach/Director/Sponsor must notify the Athletic/Fine Arts Director, Administrative Team, and the Coordinator for Community Service and Outreach of the posted passing grade or the verified service hours.

LEVEL 2: During each quarter, students will receive two progress reports. A student may regain eligibility at the end of either progress report if they:

- are passing all courses, **and/or**
- have completed all Community Service hours for the quarter and have submitted their hours

NOTE: If the student meets the necessary requirements, they may regain eligibility one week from the progress report date, at 3:30 PM. (Please see the [Extracurricular Eligibility Schedule](#) for specific dates.)

MULTI-SPORT ATHLETES

If a student wants to play more than one sport, the following must occur:

- The athlete must communicate with coaches that they want to play multiple sports.
- The coaches will communicate with each other first and create a plan for the athlete to be able to play both sports.
- The coaches will meet with the athlete together and the plan will be communicated clearly to the athlete(s) and the parents.
- Student-athletes should be released from their sport into the next sport no longer than three calendar days after the first sport concludes.

NATIONAL SIGNING DAYS

Students receiving athletic scholarships at the D1, D2, D3, NAIA and junior college levels are eligible to participate in the NCAA signing days offered at John Paul II High School as long as they are an active member of the sport offered at JP II. Students may also participate on signing day if they are an active member in the following club sports or Fine Art:

- Cheer
- Dance
- Boys Volleyball.

All others, including walk ons, may sign at JP II in the ceremony held in the spring.

Each year, the athletic pillar honors seniors who have committed to a college athletic experience with four events:

- November - NCAA Early Signing Day for students who are signing a national letter of intent during the early signing period.
- December - NCAA Early Football Signing Day for students signing a national letter of intent during the early football period.
- February - NCAA Regular Signing Day and Ivy League Commitments for students signing national letters of intent or committed to an Ivy League experience.
- Spring - College Commitment Celebration for students committed to a D-III athletic experience or offered as a preferred walk-on.

PHILOSOPHY OF ATHLETICS

JP II Athletics is designed to effectively meet the needs of its student athletes. Competition and cooperation have long been prized by our American culture, when fostered by well conducted and competently directed athletic programs. Intensive, well-balanced programs of interscholastic sports are offered to all JP II students. Interscholastic athletics for the physically gifted represents an area of great potential for the pursuit of excellence.

It is therefore the goal of the Athletic Department to offer this opportunity of participation to every student who has the ability or desire to do so. Athletics is not a requirement for graduation. **Participation in the JPIL athletic program is a privilege, not a right.** Since it is a privilege, the coach has the authority to revoke the privilege when necessary.

REMOVAL FROM CONTEST

Conditions requiring the removal from a contest shall be determined by the governing organization for each sport as specified in the [TAPPS By-Laws \(Section 138\)](#), and outlined in the published rules for that sport.

SPORTS OFFERED

See the [JPIL website](#) for a complete listing of sports.

TEXAS ASSOCIATION OF PRIVATE AND PAROCHIAL SCHOOLS (TAPPS)

JPIL is a member in good standing of the [Texas Association of Private and Parochial Schools](#). The purpose and goal of TAPPS is and shall be to organize, to stimulate, to encourage and to promote the academic and athletic programs in an effort to foster a spirit of fair play, good fellowship, true sportsmanship and wholesome competition for boys and girls. In order to achieve this goal, all athletes must compete with honor. As a result, the TAPPS motto is – competition with honor.

TAPPS Amateur Status

An amateur participates in athletics for the aesthetic, physical, mental, and social benefits derived there from. Therefore, the purpose of such participation is playing for the intrinsic rewards rather than for valuable consideration. The amateur rule is a safeguard against exploitation and commercialization of high school students. It poses a responsibility on the student at all times (whether in school or outside school) to abide by the letter and intent of amateurism. Schools are charged with the responsibility of informing students of all applicable subsections of this rule and enforcing this rule. Administrators and coaches must ensure that athletes receive only services specifically permitted by written rule. Any breach of the rule undermines the educational goals of interscholastic athletics. [Amateur Status Section 103](#).

TAPPS Athletic By-Laws: Section 138 - Athletic Regulations: Prohibited Activities

- Live animal mascots, cannons, firearms, fireworks, etc. are prohibited at TAPPS athletic contests.
- No dogs or other animals are allowed at TAPPS hosted contests.
- Except in their normal course of business, emergency vehicles shall not flash lights or sound sirens during the course of a game.
- Noisemakers are prohibited at TAPPS events held at field houses and/ or gymnasiums.
- In events held in field houses/gyms, megaphones may be used only by cheerleaders, in uniform. Megaphones must not be used to strike walls or playing surfaces.
- Bands, when permitted, shall play only during time-outs and intermissions. Individual instruments may not be used as noisemakers. (For football see Section 158 item G.)
- No sound systems, other than the one(s) provided by the host school are allowed at TAPPS Secured sites or at neutral sites unless mutually agreed
- Body paint and like decoration shall not be permitted by players or spectators. (Exception: Small markings as sold by cheer or other school organization on the cheek are permitted) This rule applies to all games held at neutral sites. If a TAPPS school is not going to permit this activity at their facility, the opponent should be notified in advance of the contest.
- Tattoos must be covered at all times. This includes competitions and practices.
- Air horns and bullhorns, handheld or otherwise, are not permitted at any TAPPS contest.
- The use of, or appearance of using - any controlled substance (alcohol, drugs, etc.) before, during or after games at contest sites is prohibited by TAPPS.
- Streamers, confetti or other such materials.

Removal from Contest:

- Fan – school is fined \$250
- Player – 1 game suspension (1st half of next game in football) and a \$100 fine (\$200 fine for playoffs)
- Coach – 2 game suspension (1 game in football), public reprimand and a \$300 fine (\$500 fine for playoffs)
- After 3 ejections (player or coach) in a sport/5 ejections as a school
- In addition to a required meeting by the coaches and AD with TAPPS, the AD will receive a public reprimand and probation.

Fans rushing the field/court/pitch at the buzzer with no incident (players and officials no longer on the court):

- First Offense – warning
- Second Offense – \$1500 fine
- Third Offense – \$1500 fine and no fans at next game

Fans rushing the field/court/pitch at the buzzer with players and officials still on the court:

- First Offense – \$1500 fine
- Second Offense – \$1500 fine and no fans at next game
- Third Offense – Additional sanctions to be determined by TAPPS



SECTION 6: ATTENDANCE AND ABSENCES

90% ATTENDANCE RULE

In accordance with the Diocese of Dallas and TEA, students need to be in attendance a minimum of 90% of the class periods offered to receive credit for each course. On the block schedule, this means that each semester a student can only miss four days of a class with the excuse of a parent note before falling below the 90% Attendance Rule. Students and parents may verify their compliance by logging on to Cardinal Connect.

ABSENCE PREPARATION

Students who plan to be absent for personal business, college visits, co-curricular activities or field trips are responsible for their homework and assignments and should communicate with their teachers in advance to obtain their assignments and take quizzes/tests and turn in projects. The student should provide parent/guardian/coach documentation to the Attendance Office. Students with planned absences are responsible for having their assignments turned in on time and may not receive extra days to turn their work in.

For any absences due to family trips, non-JPII sports, or extracurriculars, the Attendance Office should be notified at least two weeks in advance when possible. Students are responsible for initiating communication with their teachers and completing all work in the required amount of time. Work not completed by the due date set by the teacher risks a late penalty of reduced points.

ABSENCES

The State of Texas provides by law for compulsory school attendance by all children from the age of six until their eighteenth birthday unless subject to a stated exemption. Each school will be in session according to the number of days required by Texas Catholic Conference of Bishops Education Department Standards.

The responsibility for compliance with this law belongs to the parents, but the school is obliged to keep and maintain an accurate record of daily attendance for each student.

An absence is defined as missing more than 20 minutes of class. Parents are responsible for notifying the school of any absences.

Each school shall establish the local procedures and policies necessary to monitor school attendance and to assure the health and safety of the students. A school may require parents of absent students to call the school on the morning of the student's absence.

ATTENDANCE PROCEDURES

To report an absence or late arrival a parent/guardian should email the Attendance Office at attendance@johnpaulihs.org or call (469-229-5113) as early as possible. Immediately upon returning to school, students must report directly to the Attendance Office, where the student will submit the required note. Students who bring a note to request early dismissal for an appointment, will receive a pass to have signed by the teachers of the classes they will miss that day. It will serve as their pass to leave class and check out in the Attendance Office.

PARENT NOTE FOR ABSENCE / LATE TO SCHOOL	PARENT NOTE FOR LEAVING EARLY
Student's name and grade Date(s) of the absence(s) Reason for the absence Parent/guardian name Phone number where parent/guardian can be reached Parent/guardian signature	Student's name and grade Reason for the early dismissal Desired date and time of dismissal Date/Time student will be returning (if applicable) Whether or not the student will be driving, or the name of the person picking up the student Parent/guardian name and a phone number where they can be reached. Parent/guardian signature

NOTE: By authorizing their student to leave JPPII campus during the school day, parents/guardians release and agree to fully and unconditionally protect, indemnify, and defend JPPII, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to student leaving JPPII's campus during the school day REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

ATTENDANCE REQUIREMENTS FOR PARTICIPATION

Students are not permitted to participate in co-curricular/extracurricular events on days they are absent from school. If a student misses two full classes they will not be allowed to participate in any evening or after school event. If they miss two full classes on a Friday, they may not be able to participate in an event on the weekend. School-authorized activities and medical appointments (with an appointment verification note submitted to the Attendance Office upon return) do not constitute absences. Any exception to these policies concerning absences and the subsequent co-curricular/extracurricular participation must be arranged through the Dean of Formation.

CLASS MEETINGS AND COHORT MEETINGS

Students are required to attend their class meetings and cohort meetings, typically held monthly throughout the school year. Every 4th absence from these events, excluding excused absences (see below for excused absence definitions), will result in a Class II infraction and one detention.

EXCLUSION FROM SCHOOL

Students suffering from communicable diseases are to be excluded from school for at least the minimal period required by Texas Department of State Health Services School Exclusion Regulations. Any special requirements for re-admission mandated by the Texas Department of State Health Services must be followed. Schools may require exclusions above and beyond these protocols in the event of health issues within the community.

INCLEMENT WEATHER

Schools shall follow the decisions of their local public school district regarding school cancellation, closure, delay, or early dismissal because of weather conditions. If the President or Principal deems it necessary to act outside of the local public schools' decision regarding cancellation, closure, delay, or early dismissal, he/she may do so exercising best judgment in the interest of safety.

It shall be the responsibility of the President to ensure that any instructional time lost due to school cancellation is made up. The school can consider a transition to virtual learning when schools are closed to inclement weather.

MAKE UP WORK

Every student is expected to communicate with the teacher regarding all assignments due and/or missed because of an absence. JPPII teaches students to be responsible and plan their time realistically. The expectation is for the student to use all available resources to facilitate planning, specifically direct communication with the teacher as well as Google Classroom and Cardinal Connect. Students that are part of a school-sponsored event will be excused and not required to complete and turn in work before attending the event. The exception will be a long-term assignment that is due on the date of the event. All work other than long-term assignments is due on the next day the student attends that class.

Long Term Assignments are considered to be:

- Assigned at least one-two weeks ahead with a clear due date - no exceptions
- Students have worked in class for a part of the assignment - with teacher available for questioning
- Reviewed as needed by teacher for understanding of concepts and instructions
- Examples: projects, books, reading, and/or essays.

It is the student's responsibility to adhere to department guidelines regarding late work and make-up work/assessments.

PROCEDURES FOR COLLEGE VISITS

Visits may not be scheduled during: PSAT testing, **retreats**, or the week prior to AP testing or semester exams.

College visit forms are available in the Attendance Office.

- Students should complete JPII College Visit Form and return it to the Attendance Office prior to the visit.
- Verification of the visit on official college stationery, must be submitted to the Attendance Office upon return.
- College Visits with appropriate documentation do NOT fall under the 90% Rule for juniors and seniors. However, failure to follow these steps will result in the absence being recorded as a "parent note" and will be counted against the 90% Attendance Rule
 - Freshmen and sophomores are permitted to visit colleges however, with documentation, these visits would be considered as "parent notes" instead of excused.

SCHOOL HOURS

John Paul II High School holds classes from **8:45 AM - 3:45 PM** (with the exception of scheduled early-release or late arrival days). The building is open from 7:30 AM - 5:00 PM. Should a student arrive on campus after **8:45 AM**, they must check in with the Attendance Office and obtain a tardy pass. Once a student arrives on campus, they are not permitted to leave unless they sign out through the Attendance Office. We encourage families to schedule appointments before/after school, on weekends, or over school holidays when possible.

SEAT TIME

Students falling below the 90% Attendance Rule in any particular class will be required to make up the missed classroom time via seat time or risk not earning credit for the affected course(s). The student will have a mandatory meeting with the Dean of Formation and the parent will be notified. Seat time can be scheduled with the Dean of Formation before and after school and on designated Saturdays. Students are also permitted to restore credit by attending tutorials (by appointment only) before or after school. All seat time should be completed by the end of each semester. In the event of projected absences, seat time may be logged in advance.

TARDIES

Students are expected to arrive to all classes on time. A student arriving after the beginning of the school day must report directly to the Attendance Office to sign in and receive a tardy pass.

- Students arriving late to any class during the school day will be tardy.
- A student arriving more than 20 minutes late for class is considered absent.
- Four tardies in any class will result in a Class II Infraction, and a student will receive a detention. It is the student's responsibility to check Cardinal Connect for records of accumulation of tardies.
- Each student is allowed four parent-notes to excuse tardies, per semester, to the first period of the day. (1st and 5th) On the 5th and subsequent tardy, they will be considered unexcused.

TYPES OF ABSENCES

Excused

The absences described below DO NOT count against the 90% attendance rule. Additionally they DO NOT count against a student's exam exemption status.

- Absence due to an appointment with a medical professional (**physician, therapist, dentist, etc. that is not a parent/guardian**) with proper documentation from the professional
- College visits with proper documentation from the university for juniors and seniors
- Any JPII-related travel (field trips, athletic games, performances, etc.) that cause a student to miss class
- Any absence related to Off Campus PE (OCPE) with proper documentation from the advising agency/instructor/coach.

Parent Note

Parent notes should be utilized to account for any absences NOT described as excused above such as illness without a doctor visit, absences due to non-JPII athletics/clubs, travel, or other personal business. **In order for parent notes to be accepted, students must submit them within one week of the absence, otherwise the absence will be considered unexcused.**

- The FIRST FOUR parent notes DO NOT count against the 90% Attendance Rule.
- The fifth and every subsequent parent note DO count against the 90% Attendance Rule.

Unexcused

Any absence that is not deemed excused by proper documentation will be considered unexcused. Unexcused absences will count against the 90% attendance rule.

TRUANCY

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the chief administrator or designated administrator should investigate the situation and apply appropriate remedies.

Any student who is absent from school without a valid excuse on 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four-week period is a truant.

A student considered a truant may be subject to disciplinary action in accord with applicable provisions of this Handbook including, but not limited to, forced withdrawal.

VERIFICATION OF ENROLLMENT AND ATTENDANCE FORMS (VOE)

This form is issued by the Attendance Office to students in compliance with the 90% Attendance Rule. A VOE is required by the Texas Department of Safety (DPS) for students applying for an instructional permit and/or a license to operate a motor vehicle. **Please allow 24 hours when requesting a VOE.** VOE's requested during student / faculty holidays will be processed upon return from the holiday. Due to DPS requiring original signatures, VOE's cannot be emailed, except under extenuating circumstances.



SECTION 7: CAMPUS MINISTRY AND FAITH FORMATION

ALL SCHOOL MASS

All School Mass is celebrated at least once a month and begins at 10:00 AM in the Large Competition Gym. All students are required to attend and participate in the Mass. The All School Mass dates can be found on the [Cardinal Connect](#) school calendar. Students are required to sit by grade level with their cohort leader(s) and members of their cohort. Dress for all mass days is the formal uniform including blazers. See the JPII Dress Code for full details on formal wear for this event.

CAMPUS MINISTRY AND CATHOLIC IDENTITY

The mission of the Office of Campus Ministry and Catholic Identity is to support everyone connected to the Cardinal Family in their God-given mission to know, love, and serve God and to become saints for this world and for eternity in heaven. As a school grounded in the Catholic tradition, we strive to support the spiritual formation of all members of the JPII community in a manner that is both inviting and respectful of each person's faith background and personal experience. As such, Campus Ministry programs are open to students of all faiths and denominations. The Office of Campus Ministry and Catholic Identity is responsible for the class retreat program, community service, school-wide prayer services, major events celebrating the school's Catholic Identity, and the coordination of sacramental and liturgical celebrations on campus, including daily masses, praise and worship sessions, all school masses, penance services, and Eucharistic Adoration.

CLASS RETREAT PROGRAM

Retreats are a vital component of developing and sustaining a healthy spiritual life. Each retreat is designed to build on the previous ones, forming a holistic approach to helping students attain a mature faith life rooted in Christ. All students are required to participate in their class-specific retreat. **Failure to do so may result in loss of eligible exam exemptions for the current academic year.**

Freshman, Sophomore, and Junior retreats will be day-long retreats, and the Senior Retreat will be an overnight retreat.

Class retreats are required events. In case of sickness, students must provide the attendance clerk with a doctor's note confirming the illness and inability to attend school that day. If students must miss a retreat due to an unavoidable conflict, they must contact the principal to obtain special permission for the absence. **The attendance clerk and campus minister should be notified no later than two weeks prior to the retreat about a planned absence in order to avoid a fee to cover the expenses reserved for that student. College visits cannot be scheduled on a retreat day and will not be excused.**

If a student does not attend their class retreat, they may need to complete a make-up assignment within two weeks of the retreat date and schedule a 15-minute meeting with the campus minister. Failure to do so may result in an infraction and temporary ineligibility until the assignment and conference are completed. **If a student does not attend their retreat, it will result in an absence in all classes. Students not attending retreat will not be allowed on campus during the retreat dates.**

COMMUNITY SERVICE AND OUTREACH

Grounded in the principles of Catholic Social Teaching and the Works of Mercy, The Community Service and Outreach Program is designed to prepare students to become young leaders in their community, passionate about their calling and equipped to faithfully and confidently engage in the social mission of the church in today's world. Through the intentionally designed four-year course of service, students will embody and practice our school's motto: *Seek to Serve*. The Comprehensive Overview of the Community Service and Outreach Program for the current academic year can be found in the Campus Ministries Office.

Community Service Requirements

Each graduating student will participate in a minimum of 12 different service experiences in their four years at JPII. Every year students must complete at least three service experiences by the annual deadline of May 1st. A service experience should be a minimum of 1 hour 30 minutes and should involve work done for others, particularly those in need (the lost, lowest and the least) in line with Catholic Social Teaching. **All service hours must be completed at approved service locations and submitted through**

MobileServe with details and a candid reflection of the completed service. Underclassmen who do not complete their service requirement will be required to meet with the Director of Community Service at the end of the current school year and will be on a *service hold* until requirements are met. **Students who do not complete their yearly service will not receive their schedules for the following year until service is completed and approved.** If a student has questions regarding the acceptability of a service activity they should contact the Coordinator of Community Service. Seniors who do not complete and submit their 12 service experience requirement by the deadline will not be eligible to participate in the graduation ceremony.

Expectations

Every participant in any sport and arts program (i.e. band, Belles, cheer, theater, etc.) is encouraged to complete a service project together within these teams/clubs, which will count towards their individual service hour requirements. All coaches will help organize one event per year for their teams/groups.

Students may start submitting their hours for the upcoming school year on June 1, 2024.

Service hours should normally not be completed during school hours (with the exception of missing an athletic/arts period to serve as a team, which is encouraged).

Grades for Community Service

To keep students on track, Community Service will be scheduled as a class period that does not meet. The grade will not count towards Grade Point Averages nor earn a credit, but the class will earn a pass/fail grade and will be considered a part of eligibility guidelines for receiving a schedule next year. **Consequently, a *service hold* is in place for students who do not fulfill their service hours requirement by the May 1st deadline. Students who do not complete their service hours will not receive their schedule for the following school year until their service hours are completed.**

COMMUNITY SERVICE AWARDS & ACHIEVEMENTS

Honor cords

To recognize, honor, and value students who engage at a high level of service in the community service cords are awarded to be worn during Baccalaureate Mass and Graduation.

A student must complete the following criteria in order to be eligible for the program.

1. Be a JP II student for four or more semesters.
2. Accumulate Community Service hours during the student's tenure at JP II.
 - a. For the Classes of 2025 - 120 hours
 - b. For the Class of 2026 and beyond - 200 hours
3. Meet all eligibility requirements to participate in the graduation ceremony.
4. Must complete all Community Service during each academic year.

National groups organized within JP II, such as National Honor Society (NHS); National Art Honor Society (NAHS), or any of our athletics that belong to TAPPS, are required to do service. Therefore they are NOT considered outside organizations. A good rule of thumb; if the group meets in school with a faculty sponsor, it would not fit under the "outside of school" organization. However, services organized by these groups, sports, or clubs that are with non-profit organizations in JP II's [approved location](#) list can be logged as students' required hours.

A student must have met all the criteria and apply to earn an honor cord by the first Monday in May of their senior year. All requests will be verified and approved before a student is declared eligible for the honor cord. Click [HERE](#) for the application.

Quarterly Service Awards

One student per grade will receive a quarterly award for completing the most service hours that quarter.

Seek-to-Serve Award

Given to one student at the end of each school year who completes the most service hours.

Service Recognition Awards

This recognition is awarded at the end of the academic school year to any student who completes 30 service hours.

The Cardinal Service Awards

This award is given to the grade-level that completes the most service hours per quarter.

KAIROS RETREAT

Kairos is an optional retreat offered for juniors and seniors to attend once, and is open to all students of any faith background. Kairos is a Greek term meaning “God’s Time.” It is a 3-night, 4-day retreat spent at an overnight retreat site where students will have time to disconnect from academic demands and focus on growing in their relationship with God and develop Christ-centered relationships with their peers. The retreat program is based on the spiritual exercises of St. Ignatius of Loyola and common among Catholic high schools across the country. Students who attend the retreat as juniors have the opportunity to apply to be leaders their senior year.

PEER MINISTRY

JPII Campus Ministry consists of a leadership team of upperclassmen called Peer Ministers. These students are selected after a rigorous application and interview process and are charged with the task of forming a student culture centered in Christ and inspired by the Holy Spirit. Peer Ministers assist in planning retreats, optional events like Bible studies, and special events to build community among students. They recruit altar servers and Extraordinary Ministers of Holy Communion for Mass and students for Praise and Worship Events. Applications for the next year’s Peer Ministers become available in January and interviews take place in February. Additionally, Campus Ministry offers smaller leadership opportunities to non-Peer Ministers. Contact the Director of Campus Ministry and Catholic Identity for more information on how to get involved.

SAINT THOMAS AQUINAS CHAPEL

During each school day of the academic year, the St. Thomas Aquinas Chapel is open and available for students and community when not in use. All students will have regular chapel/prayer time, as well as the practice and observance of various Catholic spiritual traditions as part of their Theology class. These will take place in the St. Thomas Aquinas Chapel and will include Eucharistic Adoration and Penance Services. Additionally, when school is in session, our chaplain will celebrate one weekly Morning Mass from 8:00 AM - 8:30 AM, which is open to everyone in the Cardinal Family.

SPIRITUAL LIFE

“The mission of the Catholic school is the integral formation of students, so that they may be true to their condition as Christ’s disciples and as such work effectively for the evangelization of culture and for the common good of society.” - St. Pope John Paul II

Through the combined efforts of the entire campus, especially the Office of Campus Ministry and Catholic Identity, the Director of Community Service, the Theology Department, and the Social Innovation Lab, students at JPII are given opportunities to deepen and integrate their daily faith experience through knowledge, practice, and service.

STUDENTS FROM OTHER FAITH TRADITIONS

JPII is a Roman Catholic High School in the Diocese of Dallas and welcomes students and families from all faith traditions to our school community. Regardless of their religious affiliation, students are expected to complete all Community Service requirements and attend all required liturgical services (such as mass) and maintain a respectful decorum. All students are required to take Theology in each year of enrollment at JPII.

THEOLOGY

“Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others.” - St. Pope John Paul II

An integral part of Catholic education is the passing on of faith and spiritual formation in the Catholic tradition. Theology classes are required every year in attendance at John Paul II High School. We hope to inspire and encourage spiritual curiosity in our students and to cultivate an environment that balances the personal, academic, and critical pursuit of faith. We embrace the ecumenical spirit of the Church to welcome the diversity of our student’s spiritual experience alongside a curriculum that is firmly grounded in the normative, authoritative, and orthodox teachings of the Catholic Church. Topics include Holy Scripture and the *Kerygma*, the Sacraments, Church History, Moral Theology, Catholic Social Teaching, Theology of the Body, and World Religions.



SECTION 8: DISCIPLINE POLICY

CODE OF CONDUCT

Students at JP II are expected to exemplify the school's core values outlined in the 5 R's.

Respect – *the teachings of the Catholic Church; the rights of others to learn; the property of others; the opinions of others*

Responsibility – *as believers, as citizens; as team members; as learners*

Role Model – *Gospel witness; values of John Paul II High School; sportsmanship; service*

Reverence – *sacred places and times; a desire for learning; dignity of each person; creation*

Resilient – *able to withstand, recover quickly from difficult conditions*

School expectations are to be observed throughout the entirety of the school day, before and after school, as well as at all social and extracurricular events sponsored by the school on campus or elsewhere. JP II faculty, staff and administration exercise responsibility for students at these events, and students are expected to adhere to their supervision/leadership.

Accountability

When a student does not meet behavioral expectations, **students may be required to have a conversation with the teacher or the Dean of Formation**, an infraction will be recorded in Cardinal Connect by a faculty member. Infractions will fall into three categories:

Class I Infractions - Irresponsible Behavior - worth one (1) point and include, but are not limited to, the following:

- Being out of uniform or wearing the uniform improperly (repetitive violation may result in a Class II infraction)
 - On a student's second (and every subsequent) uniform violation, the student will lose the privilege to participate in the next dress down day.
- Not having school-issued ID/lanyard or not wearing it around the neck on the outermost layer
- Wearing inappropriate attire at a school function
- Failure to follow attendance procedures (i.e. signing in/out as required, failure to submit parent note within one week, etc.)
- Failure to follow the guidelines of the acceptable use policy outlined in the technology section of the handbook
- Failure to follow safety protocols (i.e. evacuations, drills, health and safety, safe environment, etc.)
- Failure to follow procedures for technology equipment, library, and/or athletic returns by deadlines set by each department representative
- Wearing earbuds and/or headphones during class or any other inappropriate time
- Using cell phone in the hallway during class time
- First violation of the Honor Code
- **Any irresponsible behavior as determined by the Dean of Formation**

Class II Infractions - Disrespectful Behavior - worth four (4) points each and include, but are not limited to, the following:

- Skipping class or any portion of class or **school assembly (mass, class meeting, cohort, etc.)**
- Receiving every 4th tardy (totalled across all classes)
- **Receiving every 4th absence from class meetings and cohort meetings**
- Behaving in a disruptive or disrespectful manner
- Disrespect or insubordination in word, act or attitude toward any member of the JP II community and/or its guests (including, but not limited to, lying, spreading rumors, false statements, etc.)
- **Refusing to give name to an adult for issuing an infraction**
- Inappropriate language, behavior, or **gestures** of any type (including, but not limited to, profanity, insulting, derogatory, degrading, hurtful, slanderous, irreverent or mean)
- **Leaving the building without permission**
- Shouting, fighting, wrestling, roughhousing, horseplay or running is not permitted in the school at any time

- Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence
- Throwing objects that can cause bodily injury or property damage
- Using a cell phone during class without the permission of the teacher
- Subsequent violations of the Honor Code
- Violating any parking expectations
- Driving irresponsibly on campus, including driving while using cell phone
- Missing a scheduled detention
- Mistreating school property (lockers, furniture, walls, etc.)
- Propping open doors that should remain closed and locked (external campus doors, athletic locker room doors, etc.)
- Using technology irresponsibly (i.e. using or accessing inappropriate content, language, etc.)
- Inappropriate use of social media, including but not limited to, poor representation of JPPI, demonstration of moral turpitude, or any inappropriate posts tied to your name/image etc.
- Having inappropriate decor (stickers, buttons, patches, etc.) on laptops, backpacks, IDs, or any other belongings
- More than one person occupying a bathroom stall
- Public displays of affection (PDA)
 - Public displays of affection or the inappropriate physical demonstration of affection for another person is not permitted at any time anywhere on campus.
- Mishandling prescription and/or over the counter drugs
 - All prescription and over the counter medications should be housed in the nurses' office.
- Any disrespectful behavior as determined by the Dean of Formation

Class III Infractions - worth eight (8) points each and include, but are not limited to, the following:

- Leaving campus without permission
- Posting or sharing offensive material
- Possession, transmission of, or posting inappropriate photos, videos, or comments on electronic devices or any social media channels
- Reckless Speech
 - Students may not make any verbal or written statements, or use social media (Instagram, TikTok, SnapChat, texting, email, etc.) which concern a plan, scheme or threat to violate any law, commit an act of violence, damage school property, or disrupt any school related activity.
- The use, possession, sale, distribution, or attempted distribution of vapes, cigarettes, smoking tobacco, any other tobacco product or related paraphernalia on campus (including parking lots) or during any school-sponsored activity regardless of location
- The use, possession, sale, distribution, or attempted distribution of alcohol, prescription drugs, recreational drugs, or illicit substances with the intent of intoxication, or related paraphernalia on campus (including parking lots) or during any school-sponsored activity regardless of location
 - Any student suspected to be under the influence of such substances may be subject to evaluation by the school nurse.
- The abuse of one's own or another's prescription and/or over the counter (OTC) drugs.
- Sexually Inappropriate Behavior
 - Behavior, including but not limited to, viewing/possession/sharing of explicit materials, sexting, or participating in sexual actions of any type
- Bullying on or off campus
 - Bullying is defined as a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, or create terror. Words or actions that involve repeated unwanted, negative behaviors that may be verbal, physical, racial, or sexual are not tolerated. Bullying may also occur in the form of social isolation or exclusion, damage to property, or spreading rumors.
- Cyberbullying on or off campus
 - Cyberbullying is defined as bullying (see above) through use of computers, cell phones, or other electronic devices and platforms.
- Fighting or Assault
 - Any physical conflict between two or more students where punches (open or closed handed) are thrown is prohibited in the school building or on school grounds.
 - The physical or verbal attack or the threat of bodily harm (Texas Penal Code 22.01).

- Vandalism
 - Vandalism involves damaging property owned by others and/or damaging, destroying or defacing school property including but not limited to locker, laptops, furniture and other equipment with graffiti or by other means. The student(s) involved ultimately bear all financial responsibility from the vandalism. Restitution will be required.
- Possessing a weapon or firearm on campus or at any school-related event (including in one's vehicle)
 - Weapons defined as any instrument used to damage life or property are prohibited at JPII anywhere on campus including but not limited to the building or vehicles. A weapon may include but is not limited to guns, knives, clubs, mace, pepper spray, tasers, stun guns, ammunition, matches, lighters, firecrackers, fireworks or any other pyrotechnic device.
- Arrest
- Theft
 - Taking (another person's property) without permission or legal right and without intending to return it
- Gambling
 - Monetary wagering (betting where money is involved and or exchanged) of any kind or in any form is prohibited in the school building or on school grounds.
- Hazing
 - Hazing is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization. Hazing is defined as any practice whereby one part of a group is made or asked to do something that is either against his/her will or that the remaining part of the group is exempt from doing by virtue of seniority or other privileged status. The term includes but is not limited to any activity that intimidates or threatens the student with ostracism and subjects the student to extreme mental stress, shame, or humiliation, or adversely affects the student from entering or remaining registered in an educational institution, or may reasonably be expected to cause a student to leave the organization or the institution rather than submit to the acts described in this subsection.
- Harassment
 - No member of the JPII community is permitted to harass, bully, name-call, sexually harass, slander, or put-down any other person. Threats of violence are not acceptable and will be dealt with accordingly. JPII is committed to ensuring that our school is physically and emotionally safe for all, a place where students, faculty, and staff can be assured that they will be treated with dignity and respect. We recognize individuals' differences, including ethnic and racial diversity, as a source of strength and pride and dedicate ourselves to mutual contributions of all members of our school and the common bonds that join us as a safe and healthy school. Harassment that occurs verbally, physically, emotionally or electronically will not be tolerated.
 - If a student believes that they have been the victim of any occurrence or apparent occurrence of harassment or intimidation, the student should immediately report the incident to the Dean of Formation. All complaints will be investigated, and thereafter, appropriate, responsive action will be taken. Reports of harassment and information gathered in investigating such reports will be treated as confidential, subject to the school's need to disclose such information in order to investigate and/or take appropriate action.
- Terroristic Threat
 - Terroristic Threat is a threat of violence to any person or property with the intent to
 - cause a reaction of any type by an official or volunteer agency organized to deal with emergencies
 - place any person in fear of imminent serious bodily injury
 - prevent or interrupt the occupation or use of a building, room, place or assembly, or place to which the public has access or place of employment or occupation
 - cause impairment or interruption of communications, transportation, water, gas or power supply
 - place the school or a substantial group of the school in fear of serious bodily injury

Accumulation of Infractions And Consequences

The accumulation of infractions implies resistance to or inability to meet the expectations of an JPII student. When a student has accumulated a number of infraction points, the following guide may be applied:

- An accumulation of four infraction points: a student may serve one **detention**.
- An accumulation of eight infraction points: a student may serve a **Saturday school**
 - If a student receives a Class III infraction earning eight infraction points outright, consequences may include Saturday School, in-school suspension, out of school suspension, probation, request for withdrawal from school, and/or expulsion at the sole discretion of the President.

- An accumulation of over ten infraction points: **warning letters** will be sent home to parents and there may be further consequences.
- An accumulation of twenty infraction points: a student may be placed on **disciplinary probation**.
- An accumulation of thirty-two infraction points: at the sole discretion of the President, the student may be **denied re-enrollment** for the following academic year, be **asked to withdraw** from JP II in lieu of expulsion, or may be **expelled** from JP II immediately.

Infraction points will reset upon each academic year, though disciplinary probation may carry on to the following academic year at the discretion of the Dean of Formation.

If a student is charged with a serious offense (not always a crime), the student may be sent home while the offense is being investigated. Some misconduct may require dismissal from JP II at the President's complete discretion. This following list of offenses and sanctions is not inclusive. Final resolution and appropriate sanctions are at the discretion of the President/designee and based upon the best interest of the school and the student. Consequences for any behavior listed below may result in a fine, detention, Saturday School, in-school suspension, out of school suspension, disciplinary probation or dismissal from John Paul II High School depending upon repetitiveness or severity of the offense.

The consequence levels listed below are provided as a guideline. In determining the appropriate accountability measure, the Dean of Formation will determine and decide what consequential level is deemed appropriate.

Detention

Detentions will be held Tuesday from **7:45 AM - 8:45 AM** and **Thursdays from 3:45 PM - 4:45 PM** and takes priority over tutoring and all extracurricular activities. Students will receive a notice of detention via email, with copies to the parent(s)/guardian(s). An unexcused absence from detention will result in the assignment of another detention.

Saturday School

This detention is from 8:00 AM to 11:00 AM on pre-scheduled Saturdays. Attendance is mandatory. Students who do not attend their session without prior approval, are tardy, or are not in complete uniform will be referred back to the Dean of Formation for additional consequences.

In-School Suspension

In-School Suspension is designed to be an accountability measure that removes the student from the classroom but not the learning environment all together. Students are expected to report directly to the Attendance Office upon arrival to campus, in full uniform with all of their learning supplies.

During in-school suspension, students will be expected to utilize Google Classroom and Cardinal Connect to access and complete assignments and may communicate with teachers via email. Teachers will have access to suspended students to explain assignments and/or assist them if needed. Students will dedicate at least 60 minutes to each of their 4 classes that day. If applicable, the in-school suspension supervisor will collect student work and deliver it to the respective teachers' faculty mailboxes at the conclusion of the day.

The remainder of the visit may be filled with formative assignments designed specifically to address the issue(s) that warranted their suspension. Students will not be allowed to leave the in-school suspension area at any time except restroom breaks. Any disruptive or disrespectful behavior during a student's suspension may lead to an additional suspension. At the conclusion of the visit, students will be escorted to the reception area to meet their transportation or student parking lot to their vehicle.

Additional terms of in-school suspension include:

- Meeting with the student's coach/director/sponsor and the appropriate dean to discuss additional consequences including ineligibility from the next participatory event.
- Restriction from entering the school campus or attending any on or off-campus school related events during the suspension period.
- Meeting with the student's JP II counselor after the suspension has been completed.

Out of School Suspension

Out of School Suspension is an accountability measure that removes the student from campus for a given period of time. During this time, students will be expected to utilize Google Classroom and Cardinal Connect to access and complete assignments and may

communicate with teachers via email. It is the student's responsibility to make up any missing work and reschedule any major assessments that may have been missed.

Additional terms of out of school suspensions include:

- Meeting with the student's coach/director/sponsor and the appropriate dean to discuss additional consequences including ineligibility from the next participatory event.
- Restriction from entering the school campus or attending any on or off-campus school related events during the suspension period.
- Meeting with the student's JPII counselor after the suspension has been completed.
- Loss of exam exemptions for current school year (applies to regulars, Honors, and Advanced Placement classes)
- A one year suspension from any current Honor Society Membership and/or applying to one during the one year period

Disciplinary Probation

A student who has accrued two Class III infractions, who has accrued 20 infraction points, or who has committed a serious offense may be placed on disciplinary probation for a specified period of time during the current and/or following academic year. Disciplinary probation can be carried over into the next school year depending on the timing of the accumulation of infractions or the incident or other circumstances determined by the Dean of Formation. Being placed on disciplinary probation puts the student in jeopardy of losing the following privileges:

- holding any current club or class office and being able to apply for such position the following year
- representing JPII on any athletic team, spirit squad, or fine arts group (student may continue to practice/rehearse, but may not participate in every competition/performance)
- representing JPII in events/activities at other schools
- traveling on JPII-sponsored field trips

The Dean of Formation and/or the Principal will decide which privileges are lost while the student is on disciplinary probation. Generally, students who are on disciplinary probation will be required to meet bi-weekly (for the term of their probation) with the Dean of Formation and/or their personal counselor.

A student on disciplinary probation who accumulates four or more infraction points or does not abide by the disciplinary probation agreement during their probationary period is subject to a review of their enrollment status at JPII. The student may be asked to withdraw, be expelled, or the probation period may be extended.

Disciplinary Exit Policy

JPII holds an Exit Conference for students failing to meet the standards of the school community in academics and/or behavior. Separation from the school may happen at any time during the school year and is at the discretion of the President/designee. If the decision is made for academic and/or disciplinary probation and/or exiting the school, the parents/guardian, student and Dean will meet, review the situation and the consequences and the school will provide written documentation of the consequence. The school requires that the parents and student sign and return the documentation to the school and the documentation be kept in the student's file. Students who fail to meet the behavioral expectations of JPII will have their behavior reviewed during each semester. Chronic misbehavior, even minor incidents, may lead to major consequences. Any student who receives a substantial number of detentions, Saturday Schools, in-school/out of school suspension may be placed on disciplinary probation or dismissal from school. If the school administration determines that JPII is no longer the best fit for a student, the student's re-enrollment can be held. If re-enrollment has been issued before a student has demonstrated that they are not able to meet the expectations of JPII, the school reserves the right to withdraw the offer of re-enrollment. The tuition, fees, deposits, costs for textbooks and uniforms are not refundable.

CORPORAL PUNISHMENT

Corporal punishment including, but not limited to: spanking, shaking, slapping, pinching, hair pulling shall not be permitted in the Catholic schools of the Diocese of Dallas.

DETECTION CANINES

This contraband detection and drug dog service provider ensures enhanced safety and security in school and at dances, creates a drug free environment, detects gunpowder based items and weapons, minimizes the presence of illegal drugs and abused medication, and offers drug testing resources. Employees are not law enforcement officers nor are they affiliated with the police department.

Reasonable Cause Belonging Search

We believe that student belongings (including but not limited to backpacks, tote bags, purses, lockers or vehicles) are the primary way that harmful items/substances can arrive on campus. If we find reason to believe that any student is in possession of any harmful item/substance we reserve the right to conduct a Reasonable Cause Belonging Search. The procedure for this search would be as follows:

- Each student backpack/bag being searched will be escorted to an administrative office where an administrator and witness will be present.
- The student will be asked to empty the contents of his/her backpack/bag.
- The student will be asked to empty the contents of his/her clothing.

JPII reserves the right to search any belongings brought to school including, but not limited to, students' personal electronic devices.

EXPECTATIONS

Cardinal Break

Cardinal Break is a privilege that we give to our students. It is a time to visit with friends, snack, do some extra studying, catch up on a project that is due, attend tutorials and club meetings or even rest. With this in mind, we expect our students to act like young adults.

In order to assure a safe environment,

- Students may congregate in common areas or in teachers' classrooms with teacher permission.
- Students may go to the vending machines or school store if they wish to purchase a snack.
- Students may not go to the dining hall as the staff will be preparing the food for lunch.
- Students may not gather in groups in the restrooms.
- Students are not to be running around and participating in horseplay with each other.
- Students are not permitted to go outside or to the parking lot.

The Athenaeum is a quiet area reserved for students who wish to study for a test, catch up on assignments or complete a major project.

Dining Hall

- Students are expected to keep a positive account balance throughout the school year.
- The Food Service Staff as well as the Dining Hall Facility should be treated with respect. This includes ensuring tables and floors are free from trash before leaving the Dining Hall.
- Students should exercise patience when waiting for food and not cut the lines.

Electronic Devices and Accessories

- Usage of technology such as cell phones, headphones, etc. in the classroom is **not allowed**. **The only time a student should have their phone on in class is if the teacher is using it for educational purposes.**
 - Students **must** comply with teacher expectations of placing devices in designated areas for class time.
- Students may not have their cell phone with them when in the hallways during class times.
- Silent usage of cell phones is permitted during Cardinal Break and in the hall between classes.
- Students may use their phone (TALK & TEXT) during lunch in the Dining Hall.
- Headsets/Earbuds/AirPods may be worn in the hallways during passing periods and Cardinal Break, though students must remain alert to instructions from faculty members.
- Should a student need to make a phone call or check their phone for a message anytime during the day (except Cardinal Break, passing periods and lunch), they may ask permission from any faculty or staff member to check/use their phone. Checking or using a phone without permission will result in a violation.

Event Behavior Policy (JPII Student/Parent/Relative/Friend/Guest)

John Paul II High School welcomes parents, relatives, friends and guests to be involved in the school community by supporting the school, attending events or volunteering when opportunities are available. All parents, relatives, friends and guests are held to the same exemplary standards of behavior as the faculty, staff and students; and are expected to act and communicate, at all times, in an appropriate, courteous, christian, ethical and professional manner.

Behavioral expectations apply both on and off campus; during school hours and outside of school hours and extend to social media and electronic communication.

All JPPII parents, relatives, friends and guests must always abide by school, diocesan and TAPPS policies and model positive behavior through the 5 R's of respect, responsibility, reverence and resilience and being a good role model.

JPPII expressly reserves the right to take appropriate disciplinary action (up to and including expulsion) for anything that, at the sole discretion of JPPII, violates any of the tenets listed above.

Lockers

Lockers/locks are the property of JPPII and are on loan to the students as co-tenants during the academic year. Lockers/locks must be locked at all times. Books and personal belongings should not be left unattended around campus. Lockers are subject to search, with reasonable cause, by the JPPII Administrative Team, Interquest, Plano PD and other appropriate school personnel. Loss of the school-issued lock will result in a \$15.00 replacement fee. Students assigned a locker have exclusive use, but not proprietary rights, versus the school.

School lockers are assigned by the Attendance Office each fall and located in their respective academic houses. The locker number and combination will be visible in the student's Cardinal Connect profile.

- School lockers may be accessed before school, during Cardinal Break, between classes and after school.
- School lockers are used to store items such as academic supplies, books, homework assignments, lunch, or any items needed after school.

Athletic and PE lockers are required for all athletes and assigned by the respective head coach at the beginning of each season and located in the teams' respective locker rooms.

- Athletic and PE lockers may ONLY be accessed before school, during the designated athletic period, or after school. They are not to be used during Cardinal Break or Independent Study.
- Athletic and PE lockers are used to store items such as athletic supplies, practice gear, uniforms.
- NOTE: Athletic and PE lockers are NOT to function as a school locker. Students will not be allowed access to their athletic locker outside of the designated times mentioned above to store away or retrieve any items for non-athletic purposes.

Loitering

Upon arriving at school before the first bell, students should enter the building in uniform and report to the Dining Hall, a supervised common area within each house, or a teacher's classroom. Students should not loiter on school grounds in areas including, but not limited to, the parking lot, sidewalks adjacent to the school or athletic fields. Students are to remain on campus from the time they arrive at school until afternoon dismissal. If a student wishes to request to leave the building during this time period, permission must be granted by a parent/guardian through the Attendance Office. Students should not loiter in corridors, restrooms or courtyards during the time allowed between the changing of classes, at the beginning and end of the lunch periods or before and after school. Unsupervised students are not permitted to remain in the building after 5:00 PM on school days or on the weekends.

Restrooms

Students may be permitted to be excused to the restroom during class at the teacher's discretion. No more than one student may leave the class at one time. **No more than one student is allowed in a stall.**

Social Conflict Versus Bullying

Not all conflict between students is equivalent to bullying. Though physical conflict is never acceptable on campus, normal social conflict is a part of daily life and can on occasion be a positive agent for growth in both individual and community relationships. Social conflict is characterized by a relative equality of status between students and often surfaces as an independent event, which may have germinated out of a desire to solve a particular problem. When social conflict goes too far, those involved typically exhibit an element of remorse and assume responsibility for their actions.

Bullying, however, is typically characterized by an imbalance of status and by intentional, repeated, negative actions which seek attention, power, and/or control. Perpetrators tend to express no remorse, may even blame the victim, and often have acted with no discernible practical motive.

Both bullying and social conflict cases may result in serious disciplinary consequences. The severity of consequences will be determined by the Dean of Formation but may take into account the seriousness of the actions, any history of past behavior, and the impact of the behavior on the individuals and on the school community.

EXPECTATIONS REGARDING SOCIAL NETWORKING SITES

It is not recommended that students identify themselves as JP II students on any social networking site or public blog. A student whose profile (postings, biographical information, photographs) or participation is linked to content that focuses on rumors, mean-spiritedness, and/or inappropriate material may be subject to disciplinary action, up to and including expulsion, at the sole discretion of the Dean of Formation.

EXPULSION PROCEDURE FOR DISCIPLINARY REASONS PER DIOCESE OF DALLAS CATHOLIC SCHOOLS OFFICE

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including parents, guardians or other family members) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents, guardians or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the chief administrator of a school.

Procedure for Expulsion

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

- When practical, the pastor of a parochial elementary school and the chief administrator of a diocesan school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;
- When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.
- The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In diocesan schools, the chief administrator should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.
- The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan schools, the chief administrator should be consulted.

General Grounds for Expulsion

Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of such severe misconduct include but are not limited to:

- Actions gravely detrimental to the moral and spiritual welfare of other students;
- Incurable or disruptive behavior which impedes the progress of the rest of the class;
- Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- Habitual or persistent violation of school regulations;
- Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic,

- controlled substance, or alcoholic beverage;
- Use or possession of firearms or other potentially harmful objects or weapons;
- Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- Theft, extortion, arson;
- Habitual truancy;
- Malicious damage or destruction of real or personal property at school;
- Hazing;
- Serious bullying and/or harassment;
- Conduct which may damage the reputation of the school or parish;
- Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, involves criminal activity or may negatively impact the school's reputation in the community.

Grounds for Expulsion Related to Alcohol and Drug Abuse

The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following general school policy is set forth:

- Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion.
- Notwithstanding section 5177.3 when the school's chief administrator, in consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol or controlled substances should be provided with information regarding available substance abuse counseling and treatment resources. Additionally, the chief administrator or appropriate school personnel should, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school should, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health and substance abuse counseling, and/or substance abuse recovery programs

Procedure for Appeal and Review of Expulsion

Parish school expulsions may only be appealed to the Pastor, whose decision on the matter shall be final and unappealable. The Pastor may define the appeals process as he wishes, and he does not have an affirmative responsibility to meet with the family or student in said process. Diocesan school and private school expulsions are governed by the school's respective policies and procedures. In general, the chief administrator's decision shall be final and binding without right of further appeal.

Tuition and Fees

Prepaid tuition and fees are not refunded if a student is expelled or asked to withdraw. If a student is expelled or asked to withdraw before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

GAGGLE

JPII subscribes to Gaggle's student safety solution that uses a combination of machine learning and human safety experts to review students' use of online tools. The solution analyzes and reviews the use of collaboration platforms, such as Google's G Suite for Education. The solution alerts school officials when students show signs of self-harm, depression, thoughts of suicide, substance abuse, cyberbullying, unhealthy relationships, and credible threats of violence against others.

The Speak Up Safety Tip Line from Gaggle provides an easy way for your students to share concerns about school safety and the well-being of fellow students. Students/Parents are encouraged to SpeakUp when they personally experience or have a serious concern in any of the following areas:

- Bullying

- Threats to Your Schools
- Suicide, Self Harm, or Depression
- Unhealthy Relationships
- Drugs on Campus
- Other Threats

The Speak Up Cyber Tip Line will include/provide:

- Confidential Reporting - Create a safe environment where students are compelled to SpeakUp without feeling as though they will get themselves or their peers in trouble.
- Rapid Response - Rest assured that your students' concerns are being looked into by professionals, 24/7/365. In the most severe cases, Gaggle will contact law enforcement to intervene.

STUDENTS BECOMING PARENTS

As a school faithful to Catholic tradition, John Paul II High School holds that "human life must be respected and protected absolutely from the moment of conception" (CCC 2270). The school community upholds the sanctity of all human life and is committed to supporting any student encountering an unplanned pregnancy and choosing life. Pregnancy is not a cause for expulsion and will be handled in a sensitive and Christian manner.

A student becoming a parent is urged to first meet with his/her counselor. The appropriate school administrator and counselor will then confer with the student and his/her family concerning the school's expectations of the student and support the school can offer to the family and the unborn child during this time. The student is expected to conduct him/herself in accordance with the dignity of parenthood.

SUBSTANCE ABUSE POLICY

JPII students are forbidden to use or possess illicit substances (vaping products, narcotics, prescription, or recreational drugs) or alcoholic beverages. Violation of this rule jeopardizes a student's privilege to attend JPII, and/or membership in extra-curricular activities and may subject the student to the level of discipline the Dean of Formation, in his or her sole discretion, determines is appropriate. The faculty and administration recognize that substance abuse may occur within the school-aged population. It is our intention to educate students regarding the dangers that these substances present. The faculty and administration will actively seek to identify students in the school community whose actions indicate that they may be using drugs or alcohol. Where evidence exists that a student may be involved in substance abuse, his/her parents/guardian will be apprised of our concern and asked to seek professional help for their child.

In those instances where students are reported, or their behavior strongly indicates drug or alcohol use, the administration may require an evaluation. This evaluation must be done by a certified professional in a center that specializes in the field of substance abuse before the student will be allowed to return to class. Subsequent treatment, if indicated as necessary, may be required in order for the student to continue as a student at JPII.

The school reserves the right to require a drug and/or alcohol test at any time from any student, and by their signatures acknowledging this handbook, a student's parent/guardian consents to such testing on behalf of the student. The refusal of consent to a drug and/or alcohol test upon request by the school may subject the student to immediate expulsion from the school, at the sole discretion of the President. JPII further reserves the right to dismiss or deny re-enrollment to a student who is uncooperative or who is a known substance abuser.

Parents/Guardians hosting parties are also reminded that providing or serving alcoholic beverages to minors is against the law and that they may be held legally liable for any accident involving minors which may occur as a consequence. Parents/Guardians who intentionally provide alcohol or intentionally provide a place for underage students to consume alcohol may jeopardize their child's enrollment at JPII.



SECTION 9: EMERGENCY CRISIS PROCEDURES

SAFETY AND SECURITY

Student safety and security are important to everyone in the Cardinal community. If students observe or experience threatening behaviors, they are advised to immediately report this to the Dean of Formation, the Safety Manager, or any adult in the school.

Cameras on Campus

For the protection and safety of students and faculty, all activities, and all premises at John Paul II may be recorded by video surveillance or body camera. No surveillance will be conducted in areas where students and/or faculty have a legitimate expectation of privacy, such as changing rooms, showers, or restrooms.

Clear Bag Policy

Prohibited bags include, but are not limited to, the following: all purses, bags or containers larger than a small clutch bag, coolers, briefcases, backpacks, fanny packs, cinch bags, luggage of any kind, computer bags, and camera bags. Yeti/Stanley type of drink containers are prohibited as well. We strongly encourage fans to limit the number of items they bring with them to the stadium on event day. Fans may carry only the following style and size bag, package, or container for an event when coming into JP II Stadium, JP II Basketball/Volleyball Courts, and the East Sports Complex: Approved bags that are clear plastic, vinyl or PVC and do not exceed 12" x 6" x 12." The bags may be hand-carried or have a shoulder strap. Clear plastic, vinyl or PVC bags in accordance with the size set forth above with a high school logo are also acceptable. One-gallon clear plastic freezer bag (Ziploc bag or similar).

Small, one compartment, clutch bag approximately the size of a hand, with or without a handle or strap. No larger than 4.5 x 6.5." This can be carried separately or within a plastic bag.

An exception will be made for medically necessary items after proper inspection at a gate designated for this purpose.

Contraband - Dog Team

JP II does permit a dog team on campus. Our dog team can sniff out contraband during unannounced, random searches. These searches also include any of our club/sports teams that travel overnight.

Evacuation Drills

An evacuation drill is held monthly. A sign indicating the exit to be used is posted in each room. Students should observe silence, this includes NO cell phone use, while exiting the building as quickly as possible. Students should move to their designated location and keep all driveways and roads clear. The "ALL CLEAR" signal which indicates that it is safe to return to the building will only be given by one of the following persons:

- Principal, Dean of Academics, Dean of Formation, Dean of Arts and Athletics, or the Safety Manager

Students will not be dismissed during an evacuation drill for appointments.

Inclement Weather Drills

Teachers will inform students of the specific procedure to be followed. In general, each student should proceed to a closed-in area on the first floor and sit on the floor with her head between her knees. There should be no talking and no cell phone use. **If time allows**, blinds and curtains should be closed to prevent flying glass. Students must stay away from glassed areas. No one should be outside the building during an inclement weather drill. Students will not be dismissed during an inclement weather drill.

In the event of an actual evacuation or tornado, students will not be dismissed.

Lockdown Drills

The Safety Manager will schedule and lead one lock down drill per semester in accordance with the Diocese of Dallas and the state of Texas.

Parking

Students, faculty, parents, and staff are expected to be familiar with and abide by all traffic regulations. The Safety Manager has jurisdiction to enforce the traffic and parking regulations, with the right to remove or impound any vehicle operated or parked in violation of those regulations as this is private property. The owner of the vehicle will be required to pay moving and storing costs. Parking violations will include, at a minimum, a Class II infraction, and a detention.

For safety reasons, students may not park on any street adjacent to the school campus or in the immediate neighborhood. In addition, a student may not return to their car during the school day without permission from the Dean of Formations' Office.

- If a student no longer needs their parking space, please notify the Safety Manager so that the space can be officially reassigned.
- All vehicles parked on the campus at any time by students, faculty, and staff must be registered and the parking permit properly displayed. The person in whose name a vehicle is registered will be held responsible for any violations.
- All campus roadways and parking lots have a maximum speed limit of 15 MPH. Pedestrians have the legal right-of-way. Drivers on campus must observe all traffic signs.
- Students who drive dangerously or irresponsibly will receive a Class II infraction and may lose the privilege of parking on campus.
- Students who are talking on a cell phone or texting while driving in the school parking lot will receive a Class II infraction and may lose the privilege of parking on campus.

Ride Sharing

For the safety and security of our students, any rideshare services families may wish to use need to be vetted through the Safety Manager and Principal. Once approved, all drop-offs and pickups will need to happen in the designated part of the school.

Safe Environment

Students who are participating in activities after school hours must be supervised by a faculty, staff, or adult volunteer of the JPIL community. The faculty, staff or adult volunteer must be certified through the Diocese of Dallas Safe Environment Training program [and complete a background check](#). Volunteers can be trained at their home parish and bring in the proper documentation or be trained at JPIL.

Student Badge

Students are issued ID Cards at the beginning of each new academic year. They must be worn during the school day from 8:45-3:45 (with the exception of during PE or athletics) on a school authorized lanyard around the neck on the outermost layer and must be shown to faculty/staff members upon request. Loss of an ID Card should be reported to the dean/designee immediately. Replacement cards will be issued from the Technology Help Desk for a \$20.00 fee (payable by cash or check). The ID Card serves as a student's Athenaeum card to check out resources or print, Dining Hall debit card (provided funds have been added to the account via MealTime), and means to enter the building. ID Cards are issued by the Technology Department and are the property of JPIL. Students should not write on them, put stickers on them, or obstruct the view of their name or face.

Visitors & Volunteers

In an effort to protect our students and employees, we require all visitors to sign in at the main entrance when entering campus. This process ensures that JPIL is aware of and approves all visitors to the campus at all times. The receptionist scans the visitor's driver's license and prints out a self-adhesive name badge which must be worn on the outermost garment for easy identification at all times while on campus. The receptionist will sign each visitor out before exiting campus. [In increasing security, it is highly recommended that visitors should have an appointment if they wish to meet with someone.](#)

Weapons Policy

Dangerous or disruptive articles, such as firearms, pepper spray, knives, or fireworks are not in keeping with the mission and standards of the school and are not permitted on campus, in any vehicle on campus, or at any school sponsored function including on school-sponsored trips. Violation of this policy is a serious offense. Such articles will be confiscated, and not returned, and appropriate disciplinary actions will be taken. At the discretion of the Dean of Formation and the Safety Manager, law enforcement may also be notified.



SECTION 10: FIELD TRIPS

Field trips, both educational and cultural, are a privilege to enhance the learning experience for the student. *As such, it is expected that students are in good standing with academics and attendance.*

ELIGIBILITY

Eligibility reports are shared with faculty/staff each grading period. Sponsors are responsible for checking the status of their student's eligibility to ensure that ineligible students do not participate in activities per school policy.

STUDENT EXPECTATIONS

- Teachers must check each student's discipline and attendance record participating in the field trip. Those records will be reviewed by the counselors and the Dean of Formation.
- Academic good standing is defined as passing all current classes, based on eligibility.
- *Students will be required to wear their school uniform during the field trip unless indicated by the teacher.*
- By participating in a field trip, students are not removed from the responsibility of *other* classroom assignments/homework/assessments. It is incumbent upon the student to communicate with *their teachers* to obtain all missed material or to reschedule missed exams or homework deadlines.
- All students will be required to have a signed permission form from their parents or guardians in order to attend.
- Students will make arrangements prior to the day of the event with teachers to discuss any work due or assigned during their absence.

TRANSPORTATION

John Paul II High School will provide transportation for *most* field trips, *if possible*. *Parents may not drive students to or from events. Students may not drive other students (except for siblings).*

The field trip permission form along with other forms to be signed can be found on Cardinal Connect.



SECTION 11: FINANCIAL POLICIES

FINANCE

JPII maintains stable financial practices, strategically deploying resources aligned with our mission. Efforts are made to control tuition costs and tuition assistance is provided to qualifying families seeking a Catholic education.

REFUND POLICY

All Tuition and Fees are non-refundable, including in the event a student withdraws or is dismissed for any reason. Students with an outstanding balance, including tuition, dining hall account, applicable senior fees and technology fees, **may** not be allowed to attend classes or receive a report card, transcript, or **class schedule** until payment is made in full. If a student returns to class with an outstanding balance, he/she will be called to the office and parent(s) will be notified to pick the student up from school. As a general reminder, seniors must be completely cleared of all tuition, technology fees, senior fees and dining hall balances in order to participate in graduation and receive final transcripts.



SECTION 12: HEALTH

ATHLETIC / MEDICAL FORMS

AUTHORIZATION OF CONSENT TO TREAT MINOR

I/We, the Parents/Guardians listed below, are the ___parent(s) / ___ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

CONCUSSION OR MILD TRAUMATIC BRAIN INJURY (MTBI)

A concussion or MTBI is a reaction in the brain as a result of a blow to the head or body, which causes the brain to move rapidly within the skull. Essentially, a concussion results from the brain moving back and forth or twisting rapidly inside the skull. The brain injury causes its function to change resulting in an altered mental state. These changes may be temporary or prolonged. Symptoms of a concussion may appear immediately, or in a few hours after the injury. They can evolve and worsen over a few days. Symptoms may include, but are not limited to, headache, nausea, dizziness, amnesia, confusion, blurred vision, ringing in the ears, mentally slowed-down, sensitivity to light, sensitivity to loud noise, and trouble sleeping.

In most cases, the symptoms of a concussion generally resolve over a short period of time; however in some cases symptoms can last for weeks or longer. In a small number of cases, or in cases of re-injury during the recovery phase, permanent brain injury is possible. Children and adolescents are more susceptible to concussions and take longer than adults to fully recover.

Therefore, it is imperative that any student who is suspected of having sustained a concussion be immediately removed from athletic activity. A student displaying signs and/or symptoms of a potential concussion should be accompanied to the school nurse or athletic trainer for appropriate care and attention to aid in his/her recovery.

It is also very important if the injury is to a student athlete that they should not participate in any outside of school athletic activities until they are cleared to play by their physician.

Prevention and Safety

JPII employees recognize that the health and safety of every student is of utmost priority. Although the risk of concussion may be present, every effort is made to ensure that education, proper equipment and supervision of students is available to minimize the risk.

- All headgear must be NOCSAE certified.
- Make sure the headgear fits the individual
- For all sports that require headgear, a coach or appropriate designee should check headgear before use to make sure air bladders work and are appropriately filled. Padding should be checked to make sure they are in proper working condition.
- Make sure helmets are secured properly at all times.
- Mouth guards should fit and be used at all times.
- Neurocognitive baseline testing (ImPACT) of students that participate in sports and PE class prior to season.

Academic Accommodation and Return to Learn Protocol

After a traumatic brain injury, a JPII student is given a concussion assessment by the athletic trainer or nurse. If the student is symptomatic, he/she is sent home for a minimum for 24 hours and preferably 48 hours. While the student is home, he/she should avoid work that involves computers, TV, video games, texting, listening to loud music, and should remain in a dimly lit or dark room. Restrictions from these activities, "brain rest", will improve healing time.

If there is cause to believe that an athlete has sustained a concussion it is **required they** be seen by a concussion specialist doctor. The athlete may not return to participation until they are fully released from that doctor.

Upon return to school, the student must check in with the nurse or athletic trainer to discuss any remaining symptoms. The first two days at school will be limited to "seat time" only. The student is in class to listen only. Athletes who have taken the ImPACT test will be retested two to three days after returning to school. Depending on the student's symptoms and ImPACT results, the student may be released to begin homework in small amounts which may be followed by periods of rest. The student will contact teachers regarding makeup work/quizzes and tests to schedule times for this to be completed. The nurse will communicate with teachers, counselors and administration as to the student's concussion restrictions and recovery. If the student falls behind in his/her academics, the counselor will schedule a staffing meeting. Each student will receive a sufficient amount of time to complete all missed school work.

JPII Athletics Return to Play Protocol Following an MTBI

An athlete will be allowed to begin a return to play progression (listed below) after sitting out of their sport for at least 7 days after the injury, have no symptoms at rest, and have received a physician's written clearance to return to athletic participation. An athlete must also be attending their full academic schedule with no modifications, and their ImPACT scores have normalized to their baseline level.

Return to Play Progression

Under direct supervision of the JPII athletic trainers, the athlete will perform the following activities:

- **Day 1 and 2:** Light progressive aerobic exercises with some balance and resistance*
- **Day 3:** Sport specific activity begins in the training room*
- **Day 4:** Athlete returns to practice doing non-contact training drills and resistance training with team*
- **Day 5:** Returns to regular practice with the team*

***Note – Athlete progression continues as long as the athlete remains asymptomatic at rest and with exertion. If the athlete experiences any post-concussion symptoms during the 5 days, they must wait 24 hours, be symptom-free, and then start the progression at the beginning.**

At the end of 5 days, another ImPACT test can be given and the component scores checked to see if they are staying normal. Once the student has completed the Return to Play Steps 1 through 5 and has a doctor's written clearance on file with the athletic trainer, he/she may return to athletic activity with no restrictions.

Additional Information Links About Head Injuries in Adolescents

[Center for Disease Control](#)
[National Institute of Health](#)
[National Athletic Trainers' Association](#)

JPII ImPACT Test Instructions

- Test must be taken with an external MOUSE, preferably on a desktop.
- FREE FROM DISTRACTIONS (No TV, No CELL PHONES).
- You cannot pass or fail this test – it's an individualized measurement.
- Testing time is about 45 minutes.
 - Click [HERE](#) to begin the ImPACT Test.
 - Click on "Launch Baseline Test"
 - Customer Code- **jmgg46676w**
 - Click on "English" or "Spanish"
 - Read the instructions: "Before you begin..." then click "next".
 - Read: "The ImPACT testing process is made up of three ..." then click "next"
 - Click the circle next to "supervised by parent/guardian"
 - In "School/Organization" box click on arrow and select "John Paul II High School"
 - Fill in your date of birth
 - Fill out the information in the "demographics" & "Signs/Symptoms" section.
 - DIRECTIONS ARE LISTED AT THE BEGINNING OF EACH MODULE – READ CAREFULLY. INSTRUCTIONS ARE NOT TIMED, BUT MOST MODULES ARE.

FACULTY / STAFF CPR REQUIREMENTS

CPR is a life-saving technique that helps maintain some blood flow to the brain and heart, and can help "buy time" until paramedics arrive with more advanced care. Health experts strongly recommend CPR training for adults who are responsible for watching over children. According to the JPII policy all coaches and sponsors of students must be First Aid/CPR/AED certified. This is a two-year certification that can be obtained free through JPII Health Services at specific offered times. Faculty/Staff that choose to be First Aid/CPR/AED certified elsewhere will do so at their expense. A copy of the First Aid/CPR/AED certification card must be on file with the Coordinator of Health Services.

HEALTH INFORMATION AND EMERGENCY CONTACTS

Each student needs to have a minimum of three adults listed as Emergency Contacts in case of an emergency. These are the only designated people authorized to pick the student up from school. Upon admission, enrollment, re-enrollment or any other time during the school year, it is the responsibility of the parent to provide/update information on all medical conditions, concerns, contact information and/or physical address of that student. This includes but is not limited to diagnosis, medications, or any other medical concerns that affect the student's health status. All health related information is kept in a secure, web based Student Health Record called Magnus Health. This provides a streamlined way to collect, track and manage student health information.

Change of Address / Contact Information

If at any time a student and/ or parent/guardian change residence, mailing address, parish membership or phone number after enrollment at JPII, the Parents/guardians are responsible for updating their student's information in Cardinal Connect. The same procedure holds if a parent/guardian has a change of employment or employment phone number. A current emergency number for each student is also required.

HEALTH SERVICES ELEVATOR USE POLICY

Students who require the use of the elevator or who need to leave class early for medical reasons must receive an Elevator Pass from the Coordinator of Health Services. A note from a physician is required stating the reason and duration of the request. The student must wear the Elevator Pass on a lanyard each time they use the elevator. Students may be granted permission to have one person accompany him/her if necessary to assist in carrying the student's backpack.

HEALTH SERVICES PASS

- A Clinic Referral Pass must be sent with the student to be seen in the Clinic. The teacher will fill out the following parts of the Clinic Referral pass: Student's name, Teacher's name, Date and Time. Students are not admitted to the Clinic without a

pass. The Nurse will fill in the following parts of the Clinic Referral Pass: Signs & Symptoms, Recommendations, Return to Class/Permit to go Home, Time Left Clinic and the Nurses signature.

- Students leaving campus through the Health Service Center receive a permit from the nurse/designee. This permit indicates whether the parent chose for the student to leave school or the nurse/designee excluded the student from school either for the health of that student or the welfare of other students. Students are not allowed to leave campus until a staff member speaks with a parent or emergency contact.

HEALTH SERVICES PASS FOR SHOES

Students who have a medical reason (with proper documentation) for wearing athletic shoes with their school uniform will receive a pass from Health Services. This pass will be kept in their ID sleeve and will note the date(s) they are permitted to wear the non-uniform shoes.

HEALTH SERVICES PROCEDURES

A written clinic pass, signed by the teacher, is necessary for admittance to the Health Service Center. Students are not seen without a pass.

ILLNESS WHILE AT SCHOOL

If a student begins to feel ill while at school, he/she should inform the teacher and request a pass to the Health Center. The school nurse will assess the situation and determine whether or not the student should return to class or go home. Parental consent must be obtained before allowing a student to go home for illness. A student with a fever will be required to go home.

IMMUNIZATIONS

Each student shall be fully immunized against Diphtheria, Pertussis, Tetanus, Rubeola (measles), Rubella, Mumps, Poliomyelitis, Hepatitis B, **Hepatitis A**, Chickenpox (Varicella) and Meningococcal upon entering JP11. There are no exceptions to a student being fully immunized unless they have a medical exemption signed by a licensed medical doctor in the state of Texas. All medical exemptions must be reviewed and approved by the Catholic Schools Office at the Diocese of Dallas.

INJURY REFERRAL

The Athletic Training Staff will attempt to facilitate a physician referral if it is determined one is needed. We will provide a suggestion if the family does not have a current relationship with a physician or group. If a referral is needed, we will utilize our team orthopedic physician.

JP11 HEAT/AIR QUALITY POLICY

The education and implementation of heat policies will not prevent all heat illnesses, but a policy will enable us to minimize these problems. The key is to educate our coaches, athletes, and parents in strategies to prevent heat illnesses.

Notification of Temperature

The Athletic Trainer will obtain a weather report from the National Weather Service by 1:00 PM for the afternoon workouts. The Head Coach will be given the weather report by 1:30 PM. Weather reports are not required on days where the temperature falls to 90 degrees and below for the heat policy. Daily temperature reports will be on file in the Athletic Trainer's office.

Enforcement

Head Coach and Athletic Trainer will meet prior to activity and monitor time of exposure (total time of activity conducted outdoors).

Definition of Terms

- **Practice** - includes total time of sport specific activity to include stretching/warm-up, water breaks, and conditioning activities.
- **Heat exposure** - total time of activity conducted outdoors.
- **Open water policy** - water is available to athletes at any time during the entire practice.

Precautions

Water will be on the field and readily available to the athletes at all times. Cold water will be available in unlimited quantities. After every half hour of heavy exercise in the heat, the athlete will be provided a rest period in a cool shaded area. The athlete may remove

helmet, jersey, pads, or other equipment during these rest periods. It is advised that workouts take place before 8:00am or after 6:30 PM during the months of summer and early fall.

MEDICAL FORMS AND REPORTING AN INJURY

All athletes must turn in a **current TAPPS** athletic physical examination form from their doctor to the **Athletic Trainer or Head Coach**, prior to the beginning of their competition each year. All forms must be obtained from the JPII Athletic Department.

PHYSICAL, MENTAL, AND EMOTIONAL HEALTH CONCERNS

Physical, Mental, and Emotional Health concerns that have been brought to the school's attention will be discussed with parent/guardian. At the discretion of the administration, the school may require an evaluation by a medical licensed professional for the student to return to school at the parent/guardian's expense. Upon receipt of the evaluation, the school will review to determine enrollment eligibility as well as potential required protocols to ensure the student's safety, wellness, and continued academic success upon the student's return to campus.

Students with a substance abuse problem, eating disorder, or any other mental/emotional health issue, diagnosed or documented by a medical or mental health professional, will be required to successfully participate in a treatment program to maintain enrollment eligibility. A meeting will be held with the parent/guardian, student, administration, and school counselor to discuss appropriate treatment options and communication about that treatment center.

Withdrawal from or nonperformance in a required treatment program may result in a student's dismissal from school at the school's sole discretion. The school will collect all documentation and a re-integration committee consisting of an administrator, (school) counselor, school nurse, and an academic representative will decide about the student's participation and enrollment eligibility at school. The re-integration committee will review the particular circumstances affecting the student and take into consideration the school resources available and necessary to meet the student's needs while continuing to meet the needs of all students.

If at any time a student receives a diagnosis or requires treatment that makes it difficult for the student to meet the school requirements or requires treatment beyond the school's resources, the school has the sole discretion to require the student to withdraw.

PHYSICALS FOR PARTICIPATION

In order to safely participate in activities that require physical exertion, it is important for a student to be examined and cleared to participate by a physician each year. All athletes participating in sports, Cheerleading, Drill team, Marching Band, Physical Education and Dance classes are required to have a physical exam by a licensed medical professional every year prior to participating in athletics at JPII. The TAPPS Physical form or other governing associations' forms are the only ones that will be recognized. Athletes may not try-out, practice or play without a current physical on file with RANKONE. Physicals are current for one year from the day the licensed medical professional signs the Physical Form.

Physicals are strongly encouraged for the entire JPII student body.

REPORTING INJURIES AND ILLNESS

In order for the Sports Medicine Staff to deliver the best care to our athletes, please have the athletes and/or coaches notify the Athletic Trainer of all injuries as soon as possible. Failure to do so may result in a delay in assessing, treating and referring the injury to a physician in a timely manner. Coaches should encourage athletes to report any injuries or illness without any penalty. Coaches should not allow a sick or injured athlete to practice or play without approval of the Athletic Trainer, physician, parent or guardian. Athletes that have gone to a physician and have a prescription with orders will be bound by those orders until released by that physician. If needed for an injury requiring outside medical treatment, the Diocese of Dallas has an insurance form that may be obtained from the trainer or nurse. Contact must be within 24 hours of injury.

RETURNING TO SCHOOL AFTER AN ILLNESS

A student may return to school when they have been fever free for 24 hours without the use of fever reducing medications.

RETURNING TO SCHOOL WITH FLU OR FLU-LIKE ILLNESS

Flu and/or Flu-like illnesses are defined as an illness with cough and/or sore throat and a fever. The student must stay home from the onset of symptoms. The student may return to school when they have been fever free for 24 hours without the use of fever reducing medication. A doctor's note stating when the student may return to school must accompany the student's return to school. No medication can be administered without written parent authorization.

STUDENTS CARRYING MEDICATION AT SCHOOL

Students are not to have any medication of any kind in their possession at school with the exception of Inhalers, Epi-Pens, or Diabetic supplies. In order to carry one of the preceding medications, the student must have a doctor's order on file with the Coordinator of Health Services. As per the National Asthma, if a student with a prescription for an Epi-Pen presents with any two symptoms of a severe reaction, 911 will be called and the Epi-Pen will be administered. Students with life threatening allergies requiring epi-pens will need to have an allergy action plan from a doctor on file and 2 epi-pens and benadryl (if indicated) in the clinic. If a student needs to take prescribed medication, he/she must bring the medication in a prescription bottle on which the student's name, the doctor's name and the recommended dosage appear on the pharmacy label. The Medication Orders and Parent Authorization form for JP11, filled out and signed, must accompany all daily medications to be administered during school hours. All medicine should be turned in to the Health Services Center as soon as the child arrives at school. Medication is kept in a locked cabinet in the health service center. Students must come to the center to take medicine. Students may not have non-prescription medication in their possession at school. All over the counter medications must be kept in the Health Services Center and must be accompanied by one of the following written authorization forms; Permission to Administer Medications (authorizes administration of OTC medication for 5 days) or Medication Orders and Parent Authorization (authorizes administration of OTC medications on an as needed basis). No medication can be administered without written parent authorization. **Texas Catholic Conference Education Department, 2014 and John Paul II High School 2022..*

STUDENT MEDICATIONS

All medication brought to school by a student shall be in its original container and properly labeled. All prescription medications shall be accompanied by a note from a parent or guardian requesting that the medication be taken at school. All prescription medications shall be delivered to the health center by the student where it shall be kept in the center in a locked container. It shall be the responsibility of the student to report to the designated area to take the medicine.

School nurses I can dispense or administer OTC medication, and shall act solely as the custodian in the providing of a safe and secure place for the storage of the student's medication. In the case of special needs students, all medication shall be hand-delivered to the appropriate school official by a parent or guardian. All medication shall be accompanied by a written request from the prescribing physician and the parent requesting that the medication be administered at school. The doctor's note shall also contain directions for administering the medication. School personnel shall assume responsibility of administering oral medications to those students who have special needs.

In the case of an emergency where, in the judgment of the personnel involved, the student's well-being is in danger and where previously authorized by the student's parent or legal guardian, first aid treatment may be administered according to a written request or verbal instructions from a licensed physician or dentist.



SECTION 13: LUNCH

Lunch is served on all school days, except 12:30 Dismissal and Semester Exam Days during 2nd/ 6th period. **Breakfast and brunch are available for purchase on exam days. On normal school days**, there are three thirty-minute lunch periods and students will attend the lunch period based on their 2nd/6th period teacher's class.

Students who bring their lunch do not need to enter the servery unless they wish to purchase a drink or other item.

- Microwaves are available for students to use in the Dining Hall.
- Drinks and snacks may also be purchased at the vending machine area located outside the entrance to the servery.
- Students should deposit all trash in trash cans and trays in the tray return, with nothing left on the tables.
- Students may not leave with food or drink from the Dining Hall without permission.
- All items in the Dining Hall must be purchased using the Student ID card. Cash is not accepted.

MEALTIME

Food in our Dining Hall should be funded by each family leveraging our online system portal called Mealttime. Families should create a Mealttime account <https://www.mymealttime.com/signin.aspx> and deposit funds online. When a student purchases food in the Dining Hall, they will swipe their student badge and the cost of the meal will be deducted from the student's account balance.

The student's account should be replenished before the balance is below \$40.00. Families are encouraged to create a low balance notification through the portal. The school will also send out low balance notifications frequently. If a student's account goes into a deficit or negative balance, parents will receive an email.

Student dining hall accounts should rarely go into a negative balance. It is the responsibility of the parents to keep up with the balance and fund the account before the account has a negative balance. Students will not be eligible to sit for exams with a negative balance. If a student has a negative balance and arrives for exams, we will follow the same procedure we do for students owing tuition funds. This policy is part of the annual enrollment contract signed each year by each family.

To minimize administration for these Dining Hall balances, Dining Hall balances will carry over from year to year. When a student graduates or withdraws from JP II, the school will reimburse the family if the student account has a balance of \$25.00 or more.

FOOD AND DRINK

Students are to consume lunch only in the Dining Hall and Seniors may have lunch in the Senior Courtyard.

Students may consume snacks in their house common area before and after school and during Cardinal Break, provided that the area is kept neat and clean.

Students are prohibited to order food to be delivered and consumed during school hours.

LUNCH DELIVERIES AND DROP OFFS

Parents may drop off lunch any time. An email will be sent by the receptionist to the student to let them know the item has been dropped off and is being held for them at the Reception Desk. Students may pick up their lunch in between classes. Students are not permitted to order food delivery to the school.

LUNCH GUESTS

Visitors are permitted on campus. A visitor is defined as anyone who is not a member of the faculty/staff or a currently enrolled student. Visitors during the school hours are limited to adults, **such as parents, grandparents, adult siblings or alumni, etc.** All minors must be accompanied by an adult relative. Students can not invite high school-age friends to visit for lunch.



SECTION 14: PARENTS

CUSTODY AND FAMILY LAW ISSUES

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures. Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested.

If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge.

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

GRIEVANCE POLICY PARENTS: PARENT CONCERNS OR COMPLAINTS

The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's supervisor (or the chief administrator), preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information. In parochial schools, the decision of the chief administrator as to resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final. In

diocesan governed schools and private schools, the decision of the chief administrator as to resolution of the concern or complaint shall be final.

JOHN PAUL II COMMUNICATION NORMS

[Communication Norms 2024-2025](#)

PARENTAL ACCESS TO STUDENT RECORDS

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders.

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

PARENTAL COOPERATION AND BEHAVIOR

All members of the school community, including parents, guardians and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents, guardians or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

EXIT POLICY ON GROUNDS OF PARENTAL BEHAVIOR

All members of the school community, including parents, guardians and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the chief administrator's sole discretion, the failure of a student's parents, guardians, or other family members to comply with these expectations, separate and apart from the student's conduct, may

result in suspension or expulsion of the student. Except in cases of severe misconduct which may jeopardize the safety or security of another member of the school community, the chief administrator should provide one written warning to the parent involved before suspending or expelling a student for parental misconduct.

PARENTAL DISCLOSURE OF STUDENT INFORMATION

To honor the partnership between the school and families, it is essential that parents/guardians provide school personnel with their student's information that may be relevant to the student's success and that could impact the safety and/or integrity of the learning environment for other students in the school community, including but not limited to, any information regarding disciplinary and/or criminal history, activity, allegations, or action. Parents/Guardians are required to disclose such information at the time of application to the school and this duty continues as long as the student is enrolled. Failure to disclose such information at the time of application or during the school year may result in dismissal of the student.

PARENTS AS PARTNERS

As partners in the educational process at John Paul II High School, we ask parents to do the following:

- set rules, times, and limits so that your child:
 - gets to bed early on school nights;
 - arrives at school on time and is picked up on time at the end of the day;
 - is dressed according to the school dress code;
 - completes assignments on time; and
 - limits screen time
- to actively participate in school activities such as Meet the Teacher Night, Parent-Teacher Conferences, etc.;
- to see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- to notify the school with a written note/email when the student has been absent or tardy;
- to notify the school office of any changes of address or important phone numbers;
- to meet all financial obligations to the school;
- to inform the school of any special situation regarding the student's well-being, safety, and health;
- to complete and return to school any requested information promptly;
- to read school notes and newsletters and to show interest in the student's total education;
- to support the religious and educational goals of the school;
- to support and cooperate with the discipline policy of the school;
- to treat teachers with respect and courtesy in discussing student problems;
- to not post negative comments about students, teachers, or the administration on any social media;
- to make appointments with the appropriate person before coming onto campus.

Parent's Role in Education

We, at John Paul II High School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of John Paul II involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter a partnership with us at John Paul II High School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to

1. a violation of any provision of this Handbook
2. any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party
3. threatening or harassing communications directed to any Indemnitee, or
4. threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.

VISITING CAMPUS & VOLUNTEERING

All volunteers on campus need to go through Safe Environment training and a background check. All visitors must check in with the receptionist at the main entrance only.

Only parents/guardians will be allowed to meet with their child's teacher, counselor, administrator, etc.



SECTION 15: REPORTING

REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee.

The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.

SCHOOL REPORT OF SUSPECTED ABUSE OR NEGLECT

Under Texas law, any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by anyone must immediately report the possible abuse or neglect. Additionally, professional school and child care personnel (including but not limited to teachers and daycare workers) must make the required report within 48 hours of suspecting the abuse or neglect.

Reporting should be made to the Texas Department of Family Revised July 1, 2023 Services hotline at 1-800-252-5400, or via the website at www.txabusehotline.org. Because of the potential for subsequent legal proceedings, an employee of a diocesan school who reports abuse or neglect under this policy must advise the Catholic Schools Office as soon as reasonably possible thereafter. Suspected abuse or neglect includes:

- physical injury or injuries inflicted by other than accidental means by any person
- sexual molestation
- neglect occurring from deprivation of necessary food, care, clothing, shelter, or medical attention
- infliction of physical or mental suffering

Mandated reporters are immune from civil or criminal liability for reporting in good faith a known or suspected child abuse. Failure to report suspected abuse or neglect in accordance with this section is a Class A misdemeanor. Staff personnel shall also inform the school administrator who shall in turn notify the Catholic Schools Office.



SECTION 16: STUDENT ACTIVITIES/EXTRACURRICULARS

DANCES

Expectations

- All students and guests are expected to follow the JPII Code of Conduct, including the specific dance dress code.
- All students and guests should present a school picture ID upon check in.
- Students and guests must follow the established time of arrival and may not leave before posted time unless signed out by a parent or guardian.
- Students and guests may not leave the dance and then return.

Breathalyzers

JPII does maintain the right to use breathalyzers at any and all events. Breathalyzers will be used at all JPII functions. If any student or guest blows over 0.0, parents will be called to pick up their child and there will be further consequences with the school.

Attendance

If a student is absent the day before a dance, he/she may not attend the dance. If a student is on concussion protocol, he/she may not attend the dance for safety reasons.

Guests

Each JPII student may invite only one guest from another high school. The JPII student must accurately complete the guest form by obtaining all necessary signatures, and return the form to the designated dance sponsor. Students wishing to invite a guest who is not in high school must obtain special permission from the Dean of Formation and Safety Manager. Any guest at a JPII dance should not be over the age of 19 or under the age of 14.

All JPII students are responsible for the behavior and attire of their guests.

STUDENT ACTIVITIES & ORGANIZATIONS

Student activities form an important part of the total educational program and shall be used to develop cooperation and good relationships as well as knowledge and skills. Organizations and clubs presently existing or new ones that come into being must be justified on the basis of a definite contribution to be made to the school.

Co-curricular activities are activities outside of the normal class period during or after school related to the class curriculum. This may include field trips and fine art performances. Co-curricular activities must be approved by the principal and applicable dean. If outside of the school day or class, students may be required to participate if it is part of the required curriculum.

Extracurricular activities are any activities associated with athletics, clubs, and student organizations, especially those that involve competitions and/or admissions fees. Clubs and extracurricular activities play an important role in the daily life of the school community. They extend learning beyond the classroom and provide students with opportunities to develop leadership skills.

Through these organizations, students are able to explore new ideas, form new friendships, focus on special interests, and work on projects that develop a sense of community responsibility. JPII offers a variety of organizations and opportunities. [CLICK HERE](#) for a complete listing of all JPII Student Organizations.

All requests to establish a new club or organization at JPII may be submitted between April 1st and September 30th. [CLICK HERE](#) for more details on completing the new club application process.

ACTIVITY AND ORGANIZATION SOCIAL MEDIA ACCOUNTS

All school related social media accounts must be set up through the Communications Department. [CLICK HERE](#) for specific guidelines for setting up and maintaining school related social media accounts.

ORGANIZATIONAL AND ELIGIBILITY REQUIREMENTS

The academic and conduct requirements for extracurricular activities throughout this handbook are the prescribed minimum. Most of these conditions are set by the Texas Association of Private and Parochial Schools (TAPPS) rules. Sponsors are responsible for knowing their rules and will be held accountable for any violations or problems by their students.

It is incumbent upon the extracurricular sponsor to check eligibility and to know which rules govern their respective activity. University Interscholastic League (UIL), which governs the Academic Decathlon Team, allows students to fail one class. At JP II however, a failure in one or more classes will result in a student being ineligible regardless of UIL rule. In a University Interscholastic League (UIL) program, a student regains eligibility if all classes are passed at the next Progress Report or Report Card. This is in compliance with the JP II Eligibility Policy. JP II students participating in UIL programs will follow the JP II Eligibility Policy.

In some cases, it is appropriate for organizations to adopt higher academic standards than those defined herein, i.e. National Honor Society, etc. Moreover, there may be instances when administration, coaches, or sponsors must suspend students from participation due to failure to practice or violation of other team/organizational rules. Such suspensions and the rules on which they are based must have approval from the Dean of Formation.

STUDENT BODY OFFICER AND CLASS OFFICER ELECTIONS REQUIREMENTS

- Students must be re-enrolled in order to apply each spring.
 - Incoming Freshmen will have their Class Officer elections at the beginning of the school year.
- Each class votes for their respective Class Officers and Representatives.
- All returning students vote for Student Council Officers.
- Information regarding campaigning, speeches, and interviews with faculty sponsors will be provided by the Coordinator of Student Activities.
- There is a limit of \$50 total (cash and donated goods) per candidate on expenses for their campaign.
- During the school year prior to running for office, the following conditions must be met:
 - All candidates must be in good standing (no probations, suspensions, Academic Honor Code violations, or major outstanding fines).
 - Student Council Officers and Class Officer candidates (grades 10-12) must have a “B” or above overall average, have not earned a 69 or below for the semester, and are in good disciplinary standing.
 - Student Class Representative candidates (grades 10-12) must have a “C” or above overall average, have not earned a 69 or below for the quarter, and are in good disciplinary standing.

TRYOUTS / ELECTIONS

Students are not eligible to try out for extracurricular activities or be considered as candidates for an election unless the student’s record is clear of all fines and/or tuition debts, and the enrollment process is complete. To be considered enrolled, the registration or re-enrollment fee must have been paid and all paperwork signed and submitted for the upcoming school year.

Other criteria for tryouts or elections are determined by individual organization’s sponsors.

STUDENT ACTIVITY AWARDS

The Coordinator of Student Activities will organize all school elections. The elections held on campus each year are Homecoming Court & King/Queen elections, JP II Superlative elections, which include Outstanding Cardinal and Mr. and Miss JP II, Student Body/Class Officer Elections, and Prom King/Queen elections.

Homecoming Court Elections

Nominations for Homecoming elections are held before Homecoming. Each nominee must be in good standing with grades and discipline. The elections take place before the Homecoming Pep Rally. Each class nominates and elects its Homecoming candidates. The Freshman (Lord/Lady), Sophomore Duke/Duchess), and Junior (Prince/Princess) classes each elect one male and one female. The elected Freshman, Sophomore, and Junior members, along with the Senior class nominees will make up the Homecoming Court. The court is announced at the Pep Rally before the Homecoming game.

Homecoming King and Queen Elections

The Homecoming King and Queen elections are a school-wide election held before Homecoming. The Senior class nominates the King and Queen candidates. The Freshmen, Sophomores, Juniors, and Seniors elect one male and one female from the senior court to serve as King and Queen of Homecoming. The Court is presented at the Homecoming Pep Rally. The Senior Court is presented and King and Queen are announced at the game.

Mister and Miss JPll Award

Mr. and Miss JPll nominations and elections are held at the beginning of the spring semester. The candidate must be a senior in good standing with grades and discipline. The senior class nominates the candidates for Mr. and Miss JPll. The entire student body elects Mr. and Miss JPll from the candidates selected by the Senior class. The elected candidates are announced at the Catholic Schools Week Celebration. A student may not be elected Mr. or Miss JPll if the student was elected Homecoming King or Queen.

JPll Superlative Elections

There are superlative awards for each class. This election is held at the same time as Mr. and Miss JPll Election. Each student may only win one superlative award. Candidates must also be in good standing with grades and discipline. Each class nominates and elects its superlative candidates. For details on superlative awards please contact the Coordinator of Student Activities.

Outstanding Cardinal

The Outstanding Cardinals for each grade level are voted on by faculty and staff. Qualities considered when choosing a candidate include but are not limited to academic excellence, fostering a passion for learning, active participation in school activities and community service, respect for community, leadership, and demonstrating value-driven decision-making.

Prom King and Queen Elections

Prom King and Queen nominations and elections are held before Prom. The candidate must be a senior in good standing with grades and discipline. The senior class will nominate and elect the Prom King and Queen. Nominees are announced before prom and the Prom King and Queen are announced at prom. A student may not be elected Prom King or Queen if the student was elected Homecoming King or Queen or Mr. or Miss JPll.

Student Body Officer and Class Officer Elections

Elections are held in the spring of each year. Incoming freshmen will hold elections at the beginning of the fall semester. [CLICK HERE](#) for requirements for candidacy and election guidelines.



SECTION 17: TECHNOLOGY

COMMERCIAL USE

Use of JPIIHS Technology Resources for commercial purposes is generally prohibited, but may be authorized on an individual basis by Administration in compliance with all licensing agreements and terms of use, depending on the resources used.

COMMUNICATION WITH FACULTY AND STAFF

Student Communication

Students are required to check and maintain their JPIIHS issued Google Workspace and Gmail account on a regular basis. The school provided email address is the only email address that JPIIHS Faculty and Staff are permitted to use to communicate with students.

Students are encouraged and may be required by teachers, coaches, or club sponsors to join Remind groups for more time sensitive communications outside of email. The Remind service provides monitored broadcast SMS service for students and parents.

Parent Communication

In order to maintain FERPA compliance, JPIIHS Faculty and Staff are only allowed to use the contact information on file for parents in CardinalConnect. Parents are required to maintain current contact information in CardinalConnect. If anyone needs assistance with updating this information, please contact the Registrar.

CONSEQUENCES

Non-compliance may result in suspension of access or termination of privileges and other disciplinary action consistent with JPIIHS policies found in this document. Violations of law may result in criminal prosecution, as well as disciplinary action by JPIIHS. Restitution costs associated with system restoration, hardware or software will be assessed against those responsible for degrading the system.

COPYRIGHT AND CONSENT

Copyright for all student work is held solely by the student. No original work created by any JPIIHS student will be published by JPIIHS in any format without written consent from the student (and the student's parent, as necessary) who created the work.

No personally identifiable information or academic data regarding a JPIIHS student will be posted in any public medium or shared with any external entity without written consent from the student (and the student's parent, as necessary). Exceptions will be made for "directory information" as allowed by the Family Education Records Privacy Act and JPIIHS policy. Please see the JPIIHS FERPA Disclosure.

The transmission or use of copyrighted materials on, with, or through any JPIIHS technology resources without adherence to copyright law, fair use exemptions, required citation, or written permission by the author is prohibited.

DAMAGE TO JPIIHS PROPERTY

Students will be billed replacement costs for damaged items that are not covered under manufacturer warranty and for items intentionally damaged or lost, including any and all loaner technology checked out by the student.

DIOCESE OF DALLAS POLICY FOR AI USAGE

Introduction

The Policy for AI aims to strike a delicate balance between promoting creativity and development while upholding academic integrity and preventing plagiarism. It recognizes the potential benefits of AI in education while ensuring responsible and ethical use of

technology among students. This policy outlines guidelines and regulations for the appropriate use of AI tools within the academic setting.

Permissible Use of AI

AI-Assisted Learning: Students are encouraged to use AI tools to enhance their learning experience. AI can be used for research, data analysis, concept clarification, and generating insights to supplement traditional study methods.

AI-Based Creativity Support: AI tools can be employed to foster creativity, as long as the final output reflects the student's original ideas and inputs.

Academic Projects: In designated cases, students may be allowed to incorporate AI components into their academic projects, provided that the primary focus of the project remains on their individual efforts and learning outcomes.

Prohibited Use of AI

Plagiarism and Cheating: The use of AI to produce or facilitate any form of academic dishonesty, including plagiarism and cheating, is strictly prohibited. Students must not use AI to copy others' work, claim it as their own, or seek unfair advantage.

Unethical AI Practices: Any use of AI that violates ethical guidelines, breaches data privacy, or engages in harmful activities is strictly prohibited.

Guidelines for AI Usage

Disclosure of AI Use: Students must transparently declare the use of AI tools when submitting assignments or projects. They should provide information about the specific AI tool and its role in their work.

Understanding AI Output: Students should not blindly accept AI-generated results without critical analysis. They must comprehend and validate the information produced by AI tools.

Citing AI Contributions: When AI-generated content is utilized in academic work, appropriate citations and acknowledgments must be provided to give credit to the AI tool's contribution.

Supervision and Assistance: Students should use AI tools under the supervision and guidance of teachers, ensuring they understand the underlying principles and can effectively interpret the output.

Evaluations and Grading

Fair Assessment: Teachers will evaluate students based on their original thinking, efforts, and demonstrated understanding of the subject matter. AI-generated content will not be a significant factor in determining grades.

Plagiarism Detection: Teachers may use AI-powered plagiarism detection tools to identify any potential violations of academic integrity. Suspected cases will be investigated and dealt with according to the school's academic integrity policies.

FERPA DISCLOSURE

JPIIHS, as a secondary academic institution, is required to maintain compliance with the Family Education Records Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99). The full FERPA Disclosure Statement is available on the school's website.

LIABILITY

JPIIHS shall not be liable for any user's inappropriate use of technology resources or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. JPIIHS shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

The consequences of all violations are subject to Administrative discretion before disciplinary action is taken.

PUBLICATION

Students are authorized to publish their own individual work in accordance with JPIIHS and Diocese of Dallas social media policies and guidelines. For the publication of group work, an individual student is required to obtain written permission from all other group members represented in the work.

PRINTING

In order to be good stewards of our resources, printing is generally discouraged in lieu of electronic submission of work.

Students are encouraged to plan ahead and print at home when available. However, printing services are available for students in the Technology Office. Students are authorized to print individual work in limited quantities as this is a shared resource. Students are not authorized to print class sets or bulk print jobs using JPIIHS resources.

USE OF SCHOOL LOGO, TRADEMARKS, AND INTELLECTUAL PROPERTY

Employees are not permitted to use the John Paul II High School's logo, trademarks, official photographs, or any other intellectual property or proprietary materials of John Paul II High School in any postings without the written consent of the Director of Marketing and Communications.

SECURITY

Physical and Cyber Security are critically important. Students will not disclose their login credentials for any JPIIHS resources to any other individual. Students are not authorized to impersonate another individual or use another individual's login credentials to gain access to any system used by JPIIHS.

Students should report any spam or phishing attempts to Technology Staff using the methods built into the email service provided.

Although not currently required, all students are highly encouraged to implement Multifactor Authentication with any online system that offers it.

STUDENT DATA

Students are responsible for maintaining current backups of their personal data. JPIIHS will not be responsible for the backup or recovery of student data.

STUDENT POLICIES

Digital Citizenship

I am responsible for modeling positive digital citizenship. I will treat people with dignity and kindness when using technology and online. I will be honest and ethical in all digital communications. I will be kind and avoid making threats or insulting, gossiping or teasing others with cruelty while I am online or using a computer. I will give credit to authors or sources when using information or ideas that are not my own. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating. I understand that things I post may be seen by others at school and at home, and that things that are posted on the internet can be seen by anyone in the world. I will not share personal information (either my own or another student's), including where I live, details about family or friends (including names), my age, birthday, home address or telephone number on the internet. I will consider whom I am communicating with and think about how they might interpret my words. I will give constructive criticism and provide comments in ways that help others feel supported. I will use respectful and appropriate language without swearing, name-calling or causing others to feel uncomfortable due to their gender, race, appearance, behavior or beliefs. I will fact-check information before I share it digitally. I will not impersonate others or try to trick people into thinking something I wrote was done by someone else.

Learning and Curiosity

I understand that school technology and networks are primarily provided to help support my learning and curiosity. I will use technology to learn new things. I will use technology to complete school activities or assignments. I will use my device to check information to verify that it is accurate. I will give credit to the creators of any content I use that is not my own.

I understand that using any school technology, networks or personal devices at school is a privilege I must earn through responsible use; but we all make mistakes.

When I do something with my device that is not in line with this agreement, I will let a trusted adult know and ask them to help me make it right. If I can't consistently keep my part of this agreement, I understand that privileges may be removed for a time and that I may face additional consequences.

Personal Responsibility and Safety

I know that school computers and internet communication tools must be used properly and responsibly. If I find content that is not appropriate on the internet, I will notify a teacher or a trusted adult, especially if I reached the inappropriate material in the course of completing an assignment. I will take care of the computer and all technology equipment from the school as if it belonged to me. I will respect the district network's security measures and only download apps or content I have permission to access. I will only log in to the computer or network with my own username and password. I understand that using any school technology, networks or personal devices at school is a privilege I must earn through responsible use; but we all make mistakes.

When I do something with my device that is not in line with this agreement, I will let a trusted adult know and ask them to help me make it right. If I can't consistently keep my part of this agreement, I understand that privileges may be removed for a time and that I may face additional consequences.

Responsible Use Policy

Using your device is a privilege, and any privilege comes with responsibility. Students are expected to model proper digital citizenship and use technology for learning and curiosity at JPIIHS. The following expectations apply to both personal and school-provided electronic devices. Here are the expectations for using your personal devices at school or anytime you are using school-provided devices.

UNACCEPTABLE AND INAPPROPRIATE USE

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on school-owned or personally owned equipment, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content—commonly referred to as “sexting”—will be disciplined in accordance with the Student Handbook, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the "Before You Text" Sexting Prevention Course (<https://txssc.txstate.edu/tools/courses/before-you-text/>), a state developed program that addresses the consequences of sexting. Any student who engages in conduct that results in a breach of the school's computer security will be disciplined in accordance with the Student/Parent Handbook. In some cases, the consequence may be expulsion.



SECTION 18: UNIFORM POLICY

In the spirit of promoting excellence in all aspects of life, we wish to maintain and enhance a norm of personal appearance which reflects appropriate care, neatness, and a sense of self-worth. It is our goal to set a standard of dress and grooming that inspires and encourages class unity, school identity and pride. Any student unable to abide by the dress code due to injury or illness must have a note from a physician and present it to the Academic Administration Office and Health Services. Failure to adhere to established uniform requirements will result in disciplinary action. The final decision in determining appropriate dress and appearance shall rest with the Dean of Formation/designee.

ACADEMIC SUMMER PROGRAMS DRESS CODE

All students are expected to dress in a neat, clean manner and conform to standards of good taste and decency in their dress while attending school sponsored classes and activities in the summer. Clothes should promote the mission of the school and not be perceived as contrary to the mission of the school. The final decision in determining appropriate dress and appearance shall rest with the Dean of Formation/designee. Failure to adhere to established dress and appearance codes may result in disciplinary action.

- Appropriate-fitting, plain shirt
- Full length denim or khaki pants
 - Pants must be free from rips, holes or tears
 - The following style of pants are not permitted
 - any style of athletic or sweat pants
 - jeggings / leggings
 - any pant style that does not reach the ankle
 - any pants with elastic at the ankle
 - any printed pants (camouflage, geometrics, etc.)
- Shoes must be closed toed and properly worn (i.e. must be laced and no clogging permitted)
 - The following style of shoes are not permitted
 - Crocs, Vibrams, closed-toe sandals, swim shoes, house shoes or slippers

CONSEQUENCES

It is the belief of the faculty and staff of JP11 that students will rise to these expectations and adhere to the dress code.

If a student does not meet one of more of these expectations, an infraction will be acknowledged and recorded in Cardinal Connect.

Each dress code infraction will be a Class I Infraction (see Code of Conduct for details), and the student will lose the privilege to participate in the next dress down day.

DESIGNATED DRESS CODE

In order to celebrate our uniformity and at times display our uniqueness and school spirit, each school day will be designated by one of the following: formal, casual, or dress down. Students may always dress “above” the requirement, but never below. For example, on casual days, students may still dress formally. Similarly, on dress down days, students may still dress formally or casually.

Visit [THIS LINK](#) for visuals of required and optional uniform items for each designated day.

Casual Uniform Days

Casual dress is utilized for any school day not specified as formal. This day includes the specific items properly worn as described above:

- Student ID worn on the outermost layer
- JP11 monogrammed Oxford shirts OR polo shirts
 - On casual days, the male Oxford shirt may be worn without a tie
- Uniform bottoms
- Uniform socks, tights (ladies) shoes, belts (gentlemen)
- Approved outerwear includes the following:

- o JPII blazer
- o JPII navy sweater or sweater vest with crest
- o JPII navy or red uniform sweatshirt
- o JPII senior quarter zip fleece (for current graduating seniors only)
- o JPII letter jacket or letter sweater

Dress Down Days

Dress down is utilized for any school day not specified as casual or formal. This day includes the specific items worn properly as described:

- Student ID worn on the outermost layer
- JPII-issued or purchased shirts, sweaters, hoodies, jackets
 - o Shirts must be short or long sleeved (no tank tops)
 - o Hoodies are allowed, but hoods must never be worn
 - o Any non-JPII attire is not allowed on the torso
- Full length blue jean or khaki pants
 - o Denim must be blue and khaki pants must be traditional khaki color
 - o Pants must be free from rips, holes or tears
 - o The following style of pants are not permitted
 - any style of athletic or sweat pants
 - jeggings / leggings
 - any pant style that does not reach the ankle
 - any pants with elastic at the ankle
 - any printed pants (camouflage, geometrics, etc.)
- Socks of any color and style are permitted but must be in good taste
- Shoes must be closed toed and properly worn (i.e. must be laced and no clogging permitted)
 - o The following style of shoes are not permitted
 - Crocs, sandals, swim shoes, house shoes, or slippers

On special dress down days (i.e Homecoming Spirit Week, etc.) students must follow the written guidelines published for that specific day. Students will be notified by email as to the proper attire if they choose to participate. Clothes should promote the mission of the school and not be perceived as contrary to the mission of the school. In general, any of the following items are not permitted:

- o any pop culture references – especially those that could be divisive, offensive, or exclusive
- o endorsement of any particular viewpoint – especially those that could be divisive, offensive or exclusive
- o avoid using images of real faces – JPII students, teachers, employees, or public figures
- o clothing that advertises or depicts alcohol, drugs, nudity, sexual innuendo, satanic themes, racism, offensive language or obscene language

Formal Uniform Days

Formal dress will be required on mass days, special assembly days, inductions, and for any other days as designated by administration. This day includes the specific items properly worn as described above:

- Student ID worn on the outermost layer
- JPII monogrammed Oxford Shirts (no polo shirts)
 - o Including properly worn ties for gentlemen
- Uniform bottoms
- Uniform socks, tights (ladies) shoes, belts (gentlemen)
- Uniform Blazer must be worn for the entirety of the school day, except when in the classroom
- The only approved outerwear that may be worn under the blazer are sweater/sweater vest with the JPII crest
 - o no sweatshirts, senior quarter zips, letter jackets or letter sweaters allowed

DRESS CODE EXPECTATIONS OF ALL STUDENTS

- The JPII uniform is required to be worn in its completion each operational day from 8:45 AM - 3:45 PM. All students must remain in school uniform on campus during school hours even if they have late arrival or early release.
- Before school, students reporting directly to a 1st/5th period fine arts or athletic practice, may enter the building between 8:00 and 8:45 AM in shorts. Students may not wear shorts in the Dining Hall, tutoring, commons areas or hallways between 8:00 and 8:45 AM. After school, students may wear shorts in the building following the conclusion of their practice, until they leave campus.

- In general, JP II students' appearance must be tasteful, respectful, and non-distracting.
- **All** uniform components must be **clean, neat** and **free of tears or markings**.
- The **JP II Student ID** in a clear plastic sleeve must be worn by all students at all times.
 - Students will wear their current, school-issued ID and lanyard outermost layer of the uniform and around the neck. Seniors may wear a college lanyard.
- The **JP II uniform blazer** is required to be worn properly with the uniform for all formal dress days, including but not limited to all school masses, awards ceremonies, inductions and special events.
- Blankets are not permitted to be worn or carried throughout the school day.
- **Approved Outerwear** may be worn on top of the uniform shirt on most occasions and includes:
 - JP II navy sweater or sweater vest with crest
 - JP II navy or red uniform sweatshirt
 - JP II senior quarter zip fleece (for current graduating seniors only)
 - JP II letter jacket or letter sweater
 - The uniform shirt must be worn under all outerwear.

GENTLEMEN'S UNIFORM

JP II Monogrammed Oxford Shirt or Polo Shirt

- White shirts are worn by students in grades 9-11. Blue (or white) shirts are worn by students in grade 12.
- Students in grade 11 may begin wearing the blue uniform shirt the first day following graduation.
- Oxford and polo shirttails must be tucked in at all times.
- All buttons must be buttoned, except for the topmost center button.
 - The exception to this is when the Oxford shirt must be worn with the uniform tie on formal days. In this case, all buttons must be buttoned, including those on the collar.
- Undergarments must not be visible through the uniform shirt.

JP II Uniform Tie

- Tie must be tied properly and pulled snugly to the neck at the appropriate length.
- Gentleman in grade 12 may wear the JP II uniform bow-tie instead of the tie.

JP II Monogrammed Grey Uniform Slacks

- Slacks must be fitted properly (sagging is not permitted).
- Nothing is permitted to hang from any pockets (i.e. lanyards).

Belts, Socks, and Shoes

- Gentlemen must wear black leather belts with slacks.
 - Braided belts are not permitted.
- Dress socks must be plain black with no visible logos or emblems.
- Dress socks must be crew style. Ankle socks are not permitted.
- Gentlemen must wear black oxford shoes with black laces or black loafers.
 - Shoes must have rubber soles.
 - Shoes must be worn properly (clogging is not permitted).

Hairstyles and Accessories

- Hairstyle must be free of unusual colors or ornamentation (including, but not limited to, shaved designs) as determined by the administration.
- Hairstyle must not fall below the eyebrow line nor cover the earlobes as determined by the administration.
- Gentlemen must be clean shaven at all times. **Gentlemen may be provided with a razor and shaving cream to get into compliance.**
- Gentlemen may have no visible tattoos, gauges, or piercings (ears, eyebrows, nose, *etc.*). Clear spacers are permitted. This includes during competitions, performances, and/or practices.
- Any accessories, cologne/body spray, *etc.* must be tasteful and not distracting.
- **Colored nail polish is not permitted.**

LADIES UNIFORM

JP II Monogrammed Oxford Shirt or Polo Shirt

- White shirts are worn by students in grades 9-11. Blue (or white) shirts are worn by students in grade 12.
- Students in grade 11 may begin wearing the blue uniform shirt the first day following graduation.
- Oxford and polo shirttails must be tucked in at all times. Princess Cut Blouse shirttails may be worn on the outside.
- All buttons must be buttoned, except for the topmost center button.
- Undergarments must not be visible through the uniform shirt.

JPII Plaid Skirt

- Skirt must never be rolled at the waist.
- Dark, solid color modesty shorts are required under the skirt.
- Skirt length may be NO shorter than 3 inches from the crease in the back of the knee. (Measured with ID portrait-style.)

JPII Socks, Leggings, and Saddle Shoes

- Navy socks with the JPII monogram or plain navy socks are acceptable.
- Socks may be knee-high or crew style. Ankle socks are not permitted.
- Navy leggings may be worn with uniform socks with no space between the bottom of the leggings and the top of the sock.
- Saddle shoes must be worn as purchased and designed. (Clogging is not permitted.)

Hairstyles and Jewelry

- Hairstyle must be free of unusual colors or ornamentation as determined by the administration.
- Ladies may have no visible tattoos, gauges, or facial piercings (eyebrows, nose, *etc.*). Clear spacers are permitted. This includes during competitions, performances, and/or practices.
- Any accessories, perfume/body spray, nail polish, *etc.* must be tasteful and not distracting.

PROM/HOMECOMING/OTHER DANCES

Students are required to dress in a manner consistent with respect and appreciation for special occasions such as dances, banquets, etc. which demand a certain level of decorum. In that spirit, the guidelines below are to be followed by students in attendance at these events. Additional information concerning acceptable and unacceptable attire for each event will be advertised to students in a timely manner prior to the event. Guests of JPII students who attend these events are also required to adhere to the dress code (unless otherwise specified by the event sponsor). JPII students responsible for a guest who is non-compliant will receive an infraction. No refunds will be given to any student who must leave for severe dress code infractions that cannot be altered to meet dress code expectations.

Ladies

- Dresses, gowns or pant suits (spaghetti straps and sleeveless dresses are permitted)
 - Dresses must not fall below the bra line or show cleavage
 - Dress length should not be shorter than mid-thigh
 - Slits in dresses should not be shorter than mid-thigh
 - Midriff must not be exposed
 - May not have cutouts or mesh/see through material that would expose any area not otherwise approved to be exposed
 - The back of the dress must fall at or above the mid-back area (no lower than the bottom of the rib cage)
 - Dresses should not be extremely tight fitting
- Heels, pumps, flats, or other dress shoes (tennis shoes are not allowed unless approved by sponsor of event)
- No visible tattoos or piercings other than earrings
- Female students and guests are strongly encouraged to show their evening wear to the administrators/designees beforehand to determine if it is appropriate for the dance/event.

Gentlemen

- Suit or sports coat
- Dress shirt with tie/bowtie
 - T-shirts and polos are not allowed, unless approved by sponsor of event
 - Tie/bowtie required unless approved by sponsor of event
- Dress pants/slacks (jeans are not allowed unless approved by sponsor of event)
- Dress shoes or loafers with dress socks (tennis shoes are not allowed unless approved by sponsor of event)
- No visible tattoos or piercings
- Must be in compliance with the grooming standards (cleanly shaven, appropriate hair length)

LOST AND FOUND

Lost and found will be kept in the Administrative Suite. At least twice a year it will be donated if not claimed by a student.

PURCHASING SITE

Click [HERE](#) for information about the uniform and our vendors. Uniforms can be purchased at [Dennis Uniforms](#).

- o Replacement IDs may be purchased at the Tech Desk for \$20.
- o Replacement lanyards and sleeves are available at no charge at the Tech Desk.

SENIOR PORTRAIT DRESS CODE

Every senior is required to take a yearbook photo with the school photographer for the school composite photo. All female students will wear the standard black drape for the picture and all male students will wear a tuxedo.

SCHOOL-SPONSORED EVENTS

All students are expected to dress in a neat, clean manner and conform to standards of good taste and decency in their dress while attending school sponsored events and activities. Clothes should promote the mission of the school and not be perceived as contrary to the mission of the school. The final decision in determining appropriate dress and appearance shall rest with the Dean of Formation/designee. Failure to adhere to established dress and appearance codes may result in disciplinary action. Clothing and other items prohibited at school sponsored events and activities include:

- Any pop culture references – especially those that could be divisive, offensive, or exclusive
- Endorsement of any particular viewpoint – especially those that could be divisive, offensive or exclusive
- Images of real faces such as JPII students, teachers, employees, or public figures
- Clothing that advertises or depicts alcohol, drugs, nudity, sexual innuendo, satanic themes, racism, offensive language or obscene language
- Clothing which is identified with a gang or other subversive group



SECTION 19: ACKNOWLEDGEMENT AND RIGHT TO AMEND

All forms and permissions can be electronically on Cardinal Connect.

JP II has the right to amend this handbook and/or policies at any time.

By your electronic signature, you are acknowledging that you have read the foregoing John Paul II High School handbook, understand, and agree to the contents thereof. Your signature verified the following:

By my signature, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, I also agree and acknowledge that I will respect and cooperate with school policies, procedures and decisions. By signing, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

By my signature, I also agree that the policies included in this Handbook shall be governed and construed in accordance with the laws of Texas and agree that any breach of the policies included in such Handbook will be resolved by confidential process within the Roman Catholic Church as governed by Canon Law and the policies and procedures of the Roman Catholic Diocese of Dallas, and all resolutions of any disputes or appeals will be through an internal Diocese of Dallas Church process. By signing electronically, I acknowledge and agree that a civil state or federal court has no jurisdiction over the policies included in this Handbook.