

# STUDENT & PARENT HANDBOOK 2010 – 2011

Pope John Paul II High School  
4001 N. Military Trail  
Boca Raton, FL 33431

Regular Office Hours: 7:15 am – 3:30 pm

School Phone: (561) 314-2100  
School Fax: (561) 989-8582  
Athletics: (561) 314-2125  
E-Mail: [pjphs@pjpii.org](mailto:pjphs@pjpii.org)  
Website: [www.pjpii.org](http://www.pjpii.org)  
Twitter: follow @pjpiih

## SCHOOL ACCREDITATION & MEMBERSHIPS

- Southern Association of Colleges and Schools
- National Catholic Educational Association
- National Education Association
- Florida Catholic Conference
- College Board
- Florida High School Athletic Association
- National Association of Secondary School Principals
- Association for Supervision and Curriculum Development
- National Honor Society of Secondary Schools

## SCHOOL ADMINISTRATION

President.....Dr. Michael J. Coury  
Principal.....Sr. Eileen Sullivan, OP  
Assistant Principal.....Mr. Christopher Kilian  
Dean of Students.....Deacon Bruce Turnbull

## DIRECTORS

Admissions.....Mrs. Barbara Harbin  
Athletics.....Mr. Scott Baker  
Campus Minister.....Ms. Diane DeMarco  
Development/Alumni Relations.....TBA  
Guidance.....Mr. Roy A. Dado  
Finance.....Mrs. Donna Rivera  
Student Activities.....Mr. Jay Lower  
Technology.....Mr. Rudy Garbalosa

## DEPARTMENT CHAIRPERSONS

Religious Studies.....	Mr. Thomas Barthle
Computer Science.....	Mrs. Patricia Youngross
English.....	Mr. David Anderson
Fine and Performing Arts.....	Ms. Judy Swerlick
Foreign Language.....	Mrs. Maria Grivas
Mathematics.....	Ms. Nalline Baliram
Physical Education.....	Mr. Timothy Koerber
Science.....	Mrs. Elisa Charne
Social Studies.....	Mrs. Maureen Singer
Media Specialist.....	Mrs. Susan Hanley

## GUIDANCE SERVICES

Mrs. Michelle Chirichella	314-2142	Grade 9-12 A – M
Mr. Roy Dado	314-2122	Grade 9-12 N– Z
Mr. Jeff Atkins	314-2106	Learning Specialist
Mrs. Annie Anderson	314-2119	Guidance Secretary

### VOICE MAIL

When calling Pope John Paul II High School, the caller will automatically be connected to the automated attendant. Callers should be attentive to the instructions so that they may reach the desired individual. You will need to listen to your options when leaving a voice mail message for a particular teacher or you may obtain this information on the school website at [www.pjpii.org](http://www.pjpii.org). Some of the most directly accessed telephone numbers are listed below. You may press “5” for the directory.

314-2129 Attendance/Clinic	314-2125 Athletics	314-2111 Finance	314-2112 President
314-2115 Activities	314-2130 Campus Ministry	314-2119 Guidance	314-2108 Principal
314-2128 Admissions	314-2124 Dean of Students	314-2149 Maintenance	314-2123 Technology
314-2105 Assistant Principal	314-2133 Development/Alumni Office	314-2117 Media Center Specialist	

### FACULTY E-MAIL ADDRESSES

We encourage parents to contact faculty and staff via e-mail as teachers and staff are asked to read their e-mail daily. It is an effective way to make contact with them. Each teacher’s e-mail address begins with the teacher’s first initial, followed by the last name, then, [@pjpii.org](mailto:). For example, you can reach Mr. John Brown as follows: [jbrown@pjpii.org](mailto:jbrown@pjpii.org).

### EMERGENCY SITUATIONS AND CLOSING SCHOOL

In the event of severe weather or other emergency conditions, the school will implement an appropriate response to the situation. Fire drills, tornado drills and student lock-in drills will take place on a periodic basis. Should an emergency dictate the closing of the school, please refer to one of the following radio/television stations concerning school closing announcements. Information would also be posted on the school’s website ([www.pjpii.org](http://www.pjpii.org)) and sent as a tweet on Twitter.

**Radio: WSBR 740 AM; WJNO 1230 AM; WRMF 97.9 FM; KISS 99.9 FM; SUNNY 104.3 FM**  
**Television: Channels 5, 12, 25**

Announcements are normally made beginning at 6:00 AM. A general rule is that if the Palm Beach County Schools are closed, PJPII High School will also be closed. However, the reopening of PJPII HS will be at the discretion of the local area administrators.

## **INTRODUCTION**

An interesting and challenging experience awaits you as a student or parent at Pope John Paul II High School. To answer some of your questions concerning school policies, the school has prepared this Student & Parent Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the Principal for assistance. In addition to a school calendar, this booklet also contains directory information for our students.

## **MISSION STATEMENT AND BELIEFS**

**Pope John Paul II High School is a Roman Catholic institution in the Diocese of Palm Beach. Our community's purpose is to communicate the Gospel of Jesus Christ through the teaching ministry. Together, we develop spiritual, physical and moral gifts through academic excellence.**

### **We believe:**

- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff.
- Each student is to be valued as an individual with unique physical, social, emotional and intellectual needs.
- Our commitment to continuous improvement is imperative if Pope John Paul II High School is going to enable our students to become confident, self-directed, life-long learners.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- A safe and physically comfortable environment promotes student learning.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Students learn best when they are actively engaged in the learning process.
- Our school needs to function as a learning organization and promote opportunities for all those who have a stake in the success of the school to work together as a community of learners.
- All students can learn. Students need to apply their learning in meaningful contexts.
- Technologies need to be integrated into the curriculum to prepare students for future careers.

## **PHILOSOPHY**

Pope John Paul II High School is a Catholic, co-educational institution serving students of the Diocese of Palm Beach and Archdiocese of Miami. Students of all faiths, races and national backgrounds are accepted. The school's underlying mission is to give witness to the Gospel of Jesus Christ, our Foundation, fostering the belief that all people are created equal. Each person possesses the dignity of being a child of God called to be in right relationship with God whereby we experience the joy of His gratuitous unconditional love. In its mission, Pope John Paul II High School carries out the directives of the National Conference of Catholic Bishops' pastoral letter, "To Teach as Jesus Did": to teach God's message; to form a Christian community; and to serve both the Christian and the entire family.

Pope John Paul II High School strives to instill in its students Christian values and attitudes in order to form men and women of character, thus assisting them in making wise decisions based on principle and informed conscience. We hold that:

*"Human virtues acquired by education, by deliberate acts and by a perseverance ever-renewed in repeated efforts are purified and elevated by divine grace. With God's help, they forge character and give facility in the practice of good." Catechism of the Catholic Church #1810*

As a result, members of the school community develop within themselves a sense of self-worth from which respect and reverence for God, people and creation can grow.

Recognizing the unique dignity and rights of each person, Pope John Paul II High School encourages the development of self-esteem and personal potential. Students are afforded the opportunity to deepen their spiritual, affective and physical talents while seeking academic excellence. A student's relationship with God, others and with our global community is nurtured through this holistic approach to education. In keeping with these ideals, Pope John Paul II High School enables the student to be courageous in promoting social justice and steadfast in securing its attainment.

In an effort to provide for the manifestation of different talents, Pope John Paul II High School strives to offer opportunities to students for the development of their full potential within the realm of its resources.

### **ADMISSION POLICY**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin. All incoming freshmen and transfer students to Pope John Paul II High School are placed on a 90-day probationary period. We ordinarily do not accept incoming seniors from the local Palm Beach and Broward County areas.

## **CAMPUS MINISTRY INFORMATION**

### **CAMPUS MINISTRY**

The Campus Ministry program at Pope John Paul II High School seeks to respond to the spiritual needs of the students, families, administration, faculty and staff. In conjunction with the Religious Studies Department, Campus Ministry accepts students where they are on their faith journey. Experiences are designed to deepen and foster an individual's relationship with the Lord and promote a sense of Christian community.

#### **OBJECTIVES:**

1. To instill a sense of mission and concern for others at school and in the larger community.
2. To help the students become aware of the Gospel experience in their lives.
3. To build up the community of faith.
4. To join together in prayer and worship.

#### **METHOD:**

1. Spiritual Development Program
  - a) Underclassmen Days of Reflection
  - b) Senior Kairos Retreat
  - c) Communal prayer: Masses, prayer services, daily prayer
  - d) Pastoral Counseling
  - e) Community Service Program
2. Student Involvement
  - a) Retreat Teams
  - b) Liturgy Committee, musicians, singers, readers, dancers
  - c) Chapel decorations
  - d) Community Service

## **RETREAT POLICY**

Retreat days are an important part of our Campus Ministry Program. They provide students with the opportunity to experience a sense of Christian community that is essential for religious education to take place. Attendance on the retreat days is required for freshmen, sophomores and juniors. Any underclassman not present on the Retreat Day will be required to attend an after-school “Mini-Retreat” make-up session led by the Director of Campus Ministry.

<u>Retreat Dates for 2010-2011</u>	
Freshmen	October 12, 2010
Sophomores	November 16, 2010
Juniors	February 23, 2011

## **COMMUNITY SERVICE MINISTRY PROGRAM**

### Overview

“Each one of you has received a special grace. So like all good stewards, responsible for all these different graces of God, put yourself at the service of others.” 1 Peter 4:1

### Mission Statement

The Catholic School, among the service agencies of the Church, has as its primary purpose the transmission of Gospel values cherished by Jesus. Pope John Paul II High School recognizes the value of service as significant to the life of Jesus. A formal community service ministry program will enrich the lives of our students and the communities in which they live. The program contributes to the fulfillment of our school mission and it also gives our students the necessary service experience colleges expect from scholarship applicants.

### What is Service?

Service is any act of giving assistance or advantage to another. Service is using our God-given gifts and talents to help another person. Service is freely given. Under no circumstance should a student be compensated in any way (financial, etc.) for their service. If a student is unsure as to whether a certain project may be considered appropriate for the Pope John Paul II High School Community Service Ministry Program, they should obtain approval from the Director of Campus Ministry prior to beginning the project. Acceptable service projects must be done with non-profit community organizations, service groups, churches or schools. Working for businesses, profitable organizations or other individuals (babysitting, neighbors, friends, etc.) is ordinarily not considered acceptable service. Students can visit our school website ([www.pjpii.org](http://www.pjpii.org) under Spiritual Life/Community Service/Community Service Agencies) for a listing of possible service opportunities or see the Director of Campus Ministry.

### Policies and Guidelines

- 25 hours of community service must be completed per year to satisfy the requirements needed for graduation from Pope John Paul II High School. Students who complete 100 hours or more of community service in a particular year will be recognized at the Academic Awards Program at the end of that year.
- A “Student Record of Community Service Hours” form must be completed for each service project. This form is available on our school website and in the Office of Campus Ministry.
- **STUDENTS MUST KEEP A COPY OF ANY FORMS SUBMITTED TO THE DIRECTOR OF CAMPUS MINISTRY FOR THEIR RECORDS.**
- Only hours earned after June 1, 2010 through May 31, 2011 will count toward the current year’s community service requirement.
- It is solely the responsibility of the individual student to have all required forms, reports, and evaluations properly and thoroughly completed and submitted to the Director of Campus Ministry and to verify that the community service hours are properly credited to them.
- Students are responsible to the service organization for any work related to the community service chosen and must conduct themselves in a professional manner when dealing with the organizations (i.e., participate in all required training, give the organization at least 24 hours advance notice of absences, schedule a time to make up any missed commitments with the site supervisor, etc.)
- Wherever and whenever community service is rendered, students represent themselves, their families, and Pope John Paul II High School. It is important that students enhance their own reputations as well as that of their family and their school. Proper language, appearance, and attitude are imperative.

- Pope John Paul II High School, its staff and volunteers, and the community service organizations, and its staff and volunteers will not be held responsible in the event of an accident or injury.
- Transportation to the service organization is not provided by Pope John Paul II High School. Each student is responsible for transportation to and from the service organization.
- Students must attend all scheduled conferences and meetings required by the Director of Campus Ministry or the Service Organization's Site Supervisor and notify them if an unavoidable conflict arises.
- The Community Service Form can be downloaded from the School website. Go to "Spiritual Life" tab, scroll down to "Community Service Program", and click on "2010-2011 Student Record of Community Service Form"

### Community Service Reflection Paper

A community service reflection paragraph is required each year. The paragraph must be typed according to the MLA format used in the English Department. The purpose of the paragraph is to give evidence of personal growth or insight resulting from a community service experience. This growth can occur on a human level (in compassion, understanding, self-sacrifice, self-knowledge, gratitude, etc.) or on a spiritual level (in faith, hope, or charity). Students must generate **three copies** of the paragraph: a copy for their English Instructor; one copy for their Religious Studies Instructor; and, one copy for the Campus Minister. These paragraphs are to be given to the appropriate adults during the week of March 22-25, 2011. The students will receive fourth quarter grades for these paragraphs in English and Religious Studies, and they are part of the passing grade for their community service requirement.

### Grading

- Students will receive a pass or not pass grade ("P" or "NP") at the end of each semester
- At the end of the first semester, a passing grade ("P") will be issued for the completion of at least 15 hours of community service.
- At the end of the second semester, a passing grade ("P") will be issued for the completion of at least 25 hours of community service and the community service paragraph.
- Completion of the Community Service Program ("P") for each year is required in order to remain a student at Pope John Paul II High School and to receive a diploma from Pope John Paul II High School.

Deadlines are the **last** day that a specific number of community service hours are due .

1. First Semester—All Grades: **No later** than Friday, December 10, 2010 (Friday, before exam week): Community Service Forms verifying at least **15 hours** of community service.
2. Second Semester—All Grades: **No later** than March 11, 2011 (the last day of the Third Quarter): Community Service Forms verifying a **total** of at least **25 hours** of community service for 2010-2011
3. Community Service 100+ Hours Award: Students who wish to receive this award must have all paperwork submitted to Campus Ministry by Monday, March 28, 2011.

Penalties for not meeting deadlines:

1. First Semester—All Grades  
Students will receive a ("NP") for the semester and serve a two-hour detention during exam week, either Monday, December 13, 2010 or Wednesday, December 15, 2010 from noon until 2:00 pm.
2. Second Semester—All Grades  
Students will serve a Saturday detention on Saturday, March 26, 2011 from 10:00 am until noon. Students will not be able to attend prom without having completed their service hours and reflection paragraph. Additional penalties, disciplinary action, or additional hours will be applied as needed. In addition to being excluded from prom, seniors who have not completed community service requirements will also be excluded from attending Grad Bash.
3. If all service requirements are not completed at the end of any given year, a non-pass grade ("NP") will appear on the student's permanent record and the student may be withdrawn from Pope John Paul II High School.

# ACADEMIC INFORMATION

## **BASIC GUIDELINES**

A minimum of twenty-eight (28) units of academic work is required for graduation from Pope John Paul II High School. Each academic year is made up of two semesters. Students earn 1/2 credit (0.5) for each successfully completed semester, for a minimum of seven (7) units per year. The minimum passing grade is 60 for each individual course. However, the overall minimum cumulative grade point average for high school graduation is a 2.0 (70).

Honors, Advanced Placement, and Dual Enrollment courses are weighted in computing the Grade Point Average. Rank in class is determined by the GPA. Students taking an Honors, Advanced Placement, or Dual Enrollment course may have the same mark as that of students taking the regular college preparatory course. Although their marks may be the same, the weighted grades will result in a higher GPA.

If, in any semester, there is an academic deficiency (failing mark) and the student does not earn the 0.5 credit, it will be necessary for the student to earn the required semester credit in an accredited summer or evening school program or the Florida Virtual School. The Guidance Director must approve the program in advance. The student must repeat and pass the failure in an accredited school program in order to graduate from PJPII or before beginning the next academic year at PJPII. The new grade earned in the repeated course will be averaged into the full GPA.

Students receiving a D or D+ in a course for a semester, may repeat the course in an accredited program. The repeated course is given credit and both marks are averaged into the GPA. Only one credit may be earned for the course.

In addition to noting semester failures on second and fourth quarter report cards, failure notices of academic deficiency are mailed by certified letter to parents/guardians from the Guidance Office at the end of every semester. Students who fail more than two semester courses may be asked to withdraw from PJPII High School at the end of the academic year.

Student eligibility for interscholastic athletics will be determined by semester, according to State of Florida (FHSAA) Guidelines. Students must maintain a cumulative GPA of 2.0 on a 4.0 scale.

An Academic Awards Night is held each spring to honor students who excel in each of the subjects offered at Pope John Paul II High School.

With the permission of the Principal, PJPII High School students may enroll in additional courses for credit. These courses will appear on the student's transcript, but the grade for the courses will not be used in calculating the GPA, in determining honor roll status, class rank and Bright Future Scholarships. Nor will the course fulfill the Graduation Unit requirement of Pope John Paul II High School.

Parents and students are asked to be aware that state universities in Florida require two consecutive years of a Foreign Language for admission. Ninth grade students entering PJPII High School with a high school credit in Foreign Language or a passing score on the Language Level Placement test will be placed in the second level of that language. These students will be required to take the third level of that language in order to complete two years of the same foreign language at Pope John Paul II High School.

State universities in Florida require at least 19 units of "college prep" high school work in the five core course areas listed below:

- ENGLISH 4 units (3 with substantial writing)
- MATHEMATICS 4 units (Algebra I and above)
- NATURAL SCIENCES 3 units (2 with substantial lab)
- SOCIAL SCIENCE 3 units



### **TEST/QUIZ/ASSIGNMENT**

Assignments submitted are to be the student's own work. Information and opinions drawn from whatever sources are to be attributed specifically to their respective sources, and students should use the proper forms of citation as required by the English Department. A student who submits work either not his own or without clear attribution to the original source is guilty of plagiarism and will receive a "0" for that assignment. Violations will result in an administrative referral.

Cheating is regarded as a serious moral offense. It is theft of another's property. This applies to all assigned work including tests, quizzes, homework, assignments and research papers. Cheating and/or plagiarism will result in a two-hour Saturday detention, suspension or expulsion.

### **USUAL SEQUENCE OF CREDITS FOR 2010-2011**

#### **FRESHMAN YEAR**

Religion I  
English I  
H.O.P.E. (P.E. with Integration of Health)  
Mathematics  
Foreign Language  
World History  
Biology I

#### **JUNIOR YEAR**

Religion III  
English III  
Mathematics  
Chemistry or Science elective  
U.S. History from 1848  
Fine and Performing Arts  
One (1) recommended elective from the following college-prep courses:  
I, II or III years of Foreign Language  
Other electives: non-core subject electives  
A new Foreign Language course  
Psychology  
Another Science course

#### **SOPHOMORE YEAR**

Religion II  
English II  
Mathematics  
Foreign Language  
U.S. History to 1920  
Marine Science I or Chemistry, with necessary prerequisites  
Fine Arts/Elective

#### **SENIOR YEAR**

Religion IV  
English IV  
American Government/Economics  
Mathematics  
Three (3) recommended electives from the following college- prep courses:  
Science  
Additional Foreign Language  
Psychology

Other electives: non-core subject electives

***In addition to the required Religion course, a minimum of five academic courses should be selected for each of the junior and senior years in order to enhance college placement.***

***Please note that only one Physical Education elective per semester is allowed.***

## MARKING SYSTEM/QUALITY POINT EQUIVALENT

<b>Marking System</b>	<b>College Prep</b>	<b>Honors</b>	<b>Advanced Placement &amp; Dual Enrollment</b>	
	A = 90-100	A = 4.0	A = 5.0	A = 6.0
	B+ = 87-89	B+ = 3.5	B+ = 4.5	B+ = 5.5
	B = 80-86	B = 3.0	B = 4.0	B = 5.0
	C+ = 77-79	C+ = 2.5	C+ = 3.5	C+ = 4.5
	C = 70-76	C = 2.0	C = 3.0	C = 4.0
	D+ = 67-69	D+ = 1.5	D+ = 1.5	D+ = 1.5
	D = 60-66	D = 1.0	D = 1.0	D = 1.0
	F = Below 60	F = 0.0	F = 0.0	F = 0.0

### GRADUATION REQUIREMENTS 28 Credits for Graduation

Religious Studies.....	4.0 Credits
English.....	4.0 Credits
Mathematics.....	4.0 Credits
Science.....	3.0 Credits
Social Studies.....	4.0 Credits
Foreign Language.....	2.0 Credits
HOPE (P.E. with Integration of Health).....	1.0 Credit
Fine/Performing Arts.....	1.0 Credit
Electives.....	5.0 Credits

**Total Credits Required.....28 Credits**

**Total Community Service Hours Required .....25 hours per year**

**MINIMUM GRADE POINT AVERAGE FOR GRADUATION IS 2.0**

**FLORIDA MERIT-BASED “BRIGHT FUTURES” PROGRAM**  
**SUBJECT TO THE CURRENT REGULATIONS OF THE FLORIDA STATE LEGISLATURE**

The college scholarship program for State of Florida residents who are accepted by and enrolled in an eligible Florida public or independent post secondary educational institution (vocational/technical schools, community colleges and universities) for at least six credit hours per semester is subject to funding by the state. Florida Merit Based “Bright Futures” Scholarship Program: Please check their website at [www.firn.edu/doe/brfutures](http://www.firn.edu/doe/brfutures) or call 888-827-2004 for information updates. Presently students are required to complete the Florida Financial Aid Application. Please note that Bright Futures re-computes a student’s GPA based on 15 core academic credits (*see below*) plus three academic electives. This GPA is not the same as the GPA reported on our report cards. Also note that the student must apply for Bright Futures by their date of graduation. All those interested in financial aid are encouraged to complete the Free Application for Federal Student Aid (FAFSA) on January 1 or soon thereafter in the student’s senior year. Financial aid deadlines are different from admissions deadlines. Contact your colleges of interest for details on their priority filing date.

1. Florida Academic Scholars Award provides - 100% of public university tuition, fees and \$600 for books, up to 45 credit hours per year. Pope John Paul II High School students must meet the following criteria upon graduation:  
 Achieve a minimum unrounded, weighted cumulative GPA of 3.5 or higher in 16 core/college prep credits (4 English, 4 Math, 3 Science, 3 Social Studies, 2 Foreign Language) and a SAT score of 1270 or ACT score of 28, or be a scholar or finalist in the National Merit or National Achievement Scholarship Programs of the NMSC. Three additional college prep electives are required. Seventy-five (75) hours of community service are required.
  
2. Florida Merit Scholars Award provides - 75% of public university tuition, up to 45 credit hours per year, 100 % community college education up to two years. Pope John Paul II High School students must meet the following criteria upon graduation:  
 Achieve a minimum unrounded, weighted cumulative GPA of 3.0 or higher in 16 core/college prep credits (4 English, 4 Math, 3 Science, 3 Social Studies, 2 Foreign Language) and a SAT score of 970 or ACT score of 20. Three additional college prep electives are required. Bright Futures does not pay for any summer classes.

Bright Futures Program Grade Scale  
(similar to State University System)

A = 4.0  
 B or B+ = 3.0, 3.5  
 C or C+ = 2.0, 2.5  
 D or D+ = 1.0

Honors Weighting for S.U.S.  
and Bright Futures Program

A = 4.5 C = 2.5  
 B+ = 4.0 D+ = 1.5  
 B = 3.5 D = 1.0  
 C+ = 3.0

A.P. Weighting for S.U.S.  
and Bright Futures Program

A = 5.0 C = 3.0  
 B+ = 4.5 D+ = 1.5  
 B = 4.0 D = 1.0  
 C+ = 3.5

**EXAMINATIONS**

Examinations are a very important part of the academic process. Students are expected to be present for their scheduled examinations. Students will be excused from the scheduled exam time only for serious illness verified by a physician’s note or a death in the immediate family. If a student requests an early or late semester examination, the new date will be arranged at a fee of \$50.00 per examination with parental note. A request for rescheduling exams may be made only through the Assistant Principal’s office.

**Senior Exemptions**

Seniors have the privilege of being exempt from Fall and Spring semester exams only if they fulfill the following criteria:

- 1 - Maintain an “A” average in each quarter.
- 2 - Absent for no more than **five** class periods in the course for that semester.
- 3 - Earn the recommendation of the teacher.

Please note: All absences, whether excused or unexcused, count toward the senior exam exemption policy. The only exceptions are school-related absences (such as Athletics, Kairos, Field Trips, required College interviews, with prior approval and documentation from Guidance, etc.).

*A teacher may require that all students take the final exam.*

### **HONOR ROLL**

To secure a place on an Honors listing, a student must meet the following criteria:

- PRINCIPAL'S LIST: Grade of "A" in all subjects
- FIRST HONORS: 3.5 GPA or above, no grade lower than "B"
- SECOND HONORS: 3.0 GPA or above, no grade lower than "B"

Make-up work is to be completed within two weeks after the close of the quarter. If make-up work is not completed within this two week period of time, names may fail to appear in the honor roll for that quarter. The name will be added to the list found on our website.

### **GRADE REPORTS**

A quarterly *report card* reflecting academic performance and attendance is issued to all students on the dates indicated on the school calendar. All report cards will be distributed approximately one week after the close of each quarter. The last report card will be mailed home. Grades are also available on-line with the proper identification code and password.

Midway through each quarter, all students will be given an Academic Progress Report on the dates indicated on the school calendar. Students and parents/guardians are urged to cooperate with any recommendations made by teachers.

### **VALEDICTORIAN/SALUTATORIAN**

The Valedictorian and Salutatorian are established at PJPII High School on the basis of cumulative Grade Point Average at the end of the third quarter of the senior year with the recommendation of the Principal. If there are identical GPA's at either or both positions, multiple Valedictorians and/or Salutatorians will be recognized.

To be eligible for the Valedictorian and Salutatorian recognition, the student must have attended PJPII High School for junior and senior year and be a current member of the National Honor Society.

### **TRANSFER STUDENTS AND GPA**

Pope John Paul II High School gives credit for all courses completed and passed at the previous certified school. The transfer student's class rank will be determined at the end of the first full completed semester at Pope John Paul II High School. Honors standing at a prior school may not correspond to honors standing at Pope John Paul II High School. Grades, credits, and GPA are reported in the transcript along with the grade scale and weighting of the previous school. International transcripts are interpreted on an individual basis and are subject to a transcript or translation evaluation fee.

### **NATIONAL HONOR SOCIETY - MEMBERSHIP REQUIREMENTS**

Eligibility for membership in the Pope John Paul II High School Chapter of the National Honor Society is open to any student in the tenth (second semester), eleventh or twelfth grade who has been enrolled in our school for a period equivalent to one semester prior to being inducted into the Society, and meets the **scholarship, leadership, service and character** requirements established by Pope John Paul II High School and the National Honor Society. Candidates for the National Honor Society must have attained a minimum 3.5 cumulative GPA at the time of induction.

Members are nominated to our school's Chapter of the NHS by a Faculty Council appointed by the Principal. Criteria for membership are based on **scholarship, service, leadership and character**.

The Principal will receive appeals in cases of nonselection, discipline, and dismissal of members .

Active members of the NHS who transfer to this school will be automatically accepted for membership in our chapter of the NHS. Transfer members must provide proof of membership status and maintain the membership requirements for our Chapter in order to obtain their membership.

Members of our Chapter who transfer to another school with an NHS chapter will be given a letter indicating the status of their membership in our school's Chapter. This letter will be drafted by the moderator and sent with the transferring student's records.

Members of our school's chapter of the NHS who fall below the stated standards, which were the basis for their election, or fail to participate in the meeting and service projects, shall be promptly warned that they are on "probation" in the Society. If this situation is not remedied, the students' membership in the NHS will be revoked and school records marked INACTIVE. In extreme cases, immediate revocation of membership may be warranted. Once dismissed from the Society, membership may never be reinstated here or elsewhere.

An Induction Ceremony for new National Honor Society members will take place in the spring.

### **ADVANCED PLACEMENT/DUAL ENROLLMENT COURSES**

Students who are permitted to enroll in an AP course will be required to take the AP exam. Students will be billed for their AP testing fee several months in advance of testing. All payments must be received by the beginning of testing in the first week of May.

The Dual Enrollment program provides an opportunity for students to earn high school and college credit simultaneously.

#### St. Thomas University

Visual Basic Computer Programming I and II

History of Christian Thought Honors I and II

Social Justice and Christian Life Styles

#### Lynn University

Television Production II

Comprehensive Theatre

Journalism

\*Payments for full-year Dual Enrollment courses, first semester Dual Enrollment courses, and second semester Dual Enrollment courses must be paid before the first day of school. Students will be notified over the summer of their Dual Enrollment payment information.

### **GUIDANCE DEPARTMENT**

Two full-time professional counselors and a learning specialist staff the Guidance Office. Its function is to assist students with academic counseling, personal counseling, college advisement, career guidance, special testing, and classroom accommodations. The counselors are concerned with the personal growth and development of each student. They are also available for parent and/or teacher conferences.

There are two counselors trained to help you with personal, school, and college/career decisions. Counselors have a group of students, alphabetical by last name, which they work with through all four years of high school. The counselors also use class time to give information and answer questions about topics of general importance to everyone, such as study skills for freshmen or the college application process for juniors. Counselors regularly schedule times to meet with their students. Students may also request an appointment by stopping by the Guidance Office. The office itself has many resources for student use, such as college catalogs, videos, and computers for scholarship, college, and career searches. The Guidance Department has a web section online at [www.pjpii.org](http://www.pjpii.org) with helpful information.

All issues discussed with a counselor are confidential, except where there is an immediate danger to someone's life or health. The counselor will ensure that students are informed of confidentiality and reporting responsibilities when a situation of concern arises. Guidance counselors are here to listen and to help students to be successful at Pope John Paul II High School and in all areas of life.

The next page lists some ways the counselors can help you.

Personal

Breakup of a relationship  
Conflict with parents  
Feeling sad or depressed  
Angry  
Alcohol or drug issues  
Concentration

School

Study skills  
Poor grades  
Summer enrichment  
Which elective to take  
Schedules  
Getting along with a teacher

College Career

What is a college major  
List of college athletics  
Early Decision  
Where to apply  
College costs  
College visits and scholarships

The functions of the Guidance Office are the following:

1. **CONFERENCES:** Students are encouraged to request a conference by using a Guidance Appointment Request Form. Counselors also request to see students at various times. Parents are asked to telephone in advance for an appointment with their child’s counselor.
2. **ACADEMIC RECORDS:** All records are supervised and maintained through the Guidance Office. A student’s permanent record includes the academic transcript of semester grades and credits, standardized testing records, absences and tardies. Students and parents/guardians may request to review the student’s records through the Guidance Counselor in accordance with the Family Educational Rights and Privacy Act. Academic transcripts and health records for students transferring from PJPII High School will be forwarded to the new high school program upon completion of a “Notice of Withdrawal” form, or upon request by the new school, as long as financial obligations are met. The Guidance Department will comply with legal subpoenas that request student records. For the student’s protection, a copy of the court order or divorce decree specifically stating custody/parental rights will be needed to release or not release records to non-custodial parents.
  - **SCHEDULE CHANGES:** Academic schedules are processed in the fall and spring. Due to curriculum, scheduling and staffing considerations, students may have a different teacher the second semester. These considerations dictate that students and parents may not request to be in an individual teacher’s class. Only elective classes may be changed.
  - 
  - **TESTING:** PJPII High School is a center for national testing. The **SAT** is offered on-campus in November and May. The **ACT** is offered on-campus in September and February.

**PJPII High School required testing:**

EXPLORE, Freshmen – mid October  
Preliminary ACT (PLAN), Sophomores – mid October;  
Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT), Juniors – mid October;  
Advanced Placement Tests for enrolled sophomores, juniors and seniors take place in early May. Students enrolled in Advanced Placement classes are required to take the Advanced Placement Test, unless otherwise specified by the Principal. Other students not enrolled in an Advanced Placement class must get permission from the Guidance Director to take an Advanced Placement Test at Pope John Paul II High School.  
The College Level Entry Placement Test (CLEP) is offered locally at the campus of Palm Beach Community College. Contact (561) 868-3019.

5. **COMMUNITY RESOURCES:** The school is obliged to comply with the Division of Children and Families or law enforcement mandated requests to interview students. Counselors can be a source of information about community counseling resources. Contacts are available for a consulting school psychologist, test preparation, and tutoring services.
6. **COLLEGE FAIR:** An annual College Fair is sponsored in October to provide students with the opportunity to meet with and receive information from the representatives from many colleges throughout the country. College representatives also visit the campus throughout the year.

7. **SCHOLARSHIP OPPORTUNITIES**: Nominations for Pathfinder Awards and other college scholarships are coordinated by the Guidance Department in conjunction with faculty recommendations. Information on college scholarships, including the Florida Merit-Based “Bright Futures” Program, can be found in the Guidance Office. Summaries of available senior scholarships are posted regularly in senior homerooms and online at [www.pjpii.org](http://www.pjpii.org) under “Scholarships.”
7. **COLLEGE INFORMATION NIGHT FOR PARENTS**: This event is held in February and provides parents with information on the college research, selection, and application process; the standardized testing programs for college admissions; and, financial aid and scholarship applications.
9. **DEVELOPMENTAL GUIDANCE**: A classroom based guidance program will address various needs at each grade level.
10. **HOMEWORK**: To view homework, please access the specific teacher’s web pages on the PJPII Website or view NetClassroom .
11. **COLLEGE VISITS OR CAMPUS INTERVIEWS FOR SENIORS**: While such appointments are still considered absences from school, college-initiated and Guidance Department endorsed visits may be considered as an absence without penalty against exam exemptions by completing the appropriate form.
12. **STUDENTS WITH SPECIAL LEARNING NEEDS**: Students can be screened for learning differences and referred to a school psychologist for more evaluation if necessary. Students may also receive classroom accommodations for documented learning differences at the permission of the Learning Specialist.
13. **TRANSCRIPTS SENT TO COLLEGES**: The official transcript will be sent to colleges upon the written request of the student. The cost of one to five transcripts for college admissions is included in your activity fee. You will incur a \$3.00 processing fee for each additional transcript. **SAT** and **ACT** test scores received by Pope John Paul II High School will be sent to the colleges.

## ATTENDANCE INFORMATION

### ATTENDANCE

Regular and punctual attendance for class is essential if students are to realize their academic potential. Therefore, students are expected to be present and actively involved in class every school day. It is worth noting that both absences and tardies are part of the students’ permanent records as required by law. Such records are used by colleges in the application process and in employment interviews. Each academic department has written guidelines that list the class attendance/participation percentage for their courses. Pope John Paul II High School expects all students to maintain residency with their parent(s) or legal guardian(s).

### ATTENDANCE AT A FUNERAL

Students who wish to attend a funeral will, on the morning of the funeral, present a note of permission to the Clinic/Dean, signed by their parent or guardian. The note should also state whether or not the students will be attending a graveside service.

### EARLY DISMISSAL/ILLNESS DURING SCHOOL DAY

Once students arrive at school in the morning, they may not leave the premises until the school day is over without written parental permission and clearance with the Clinic/Dean. Pope John Paul II High School cannot be responsible for students who leave campus without permission.

If students are too ill or fatigued to follow the school program, they must obtain permission and leave campus. They may not return for the balance of the day and cannot participate in any after hour school-sponsored event. In the case of students returning home, someone will call home to request that the student be signed out/picked up. Students are not to make a phone call on their own. Cell phones may not be used for this purpose. If students leave campus sick, they may not return for the balance of that day.

Parents are asked to use the utmost discretion in requesting that a student be dismissed before the closing of the school day. Because of the interruption in the student's instructional program caused by such withdrawals, the school reserves the right to review the seriousness of the reason given for the request and to deny permission if it sees fit. Please use the form given to students for early dismissals. This form calls for the student's name, reason for dismissal, parent signature and parent phone number. The completed form should be handed in to the Attendance Office/Clinic before the first hour of the day of the scheduled early dismissal.

## **ABSENCES**

When a student must be absent, the following procedure is to be followed:

1. The student's parent or guardian must call the school on or before 9:30 AM on the day absent to report the absence and the reason. Call (561) 314-2129.
2. Before 7:40 AM on the day of the student's return to school, the student must present a note, signed by the parent or guardian, to the Clinic. Forms for this note are distributed to the student at the beginning of the academic year. Additional forms are available in the Clinic. All information requested on the form is to be provided. No student should report to class without first giving the school the absentee form. Failure to follow this procedure will result in a detention. In addition, students who submit an attendance note containing false or misleading information are subject to disciplinary penalty.
3. Any student who wishes to participate in a school-sponsored event in the afternoon or evening of a school day must have been in attendance for five complete periods. (For underclassmen attending a Prom, a complete day of school attendance is required.)
4. When students are absent with parent/medical documentation or school related absence, such as athletics, KAIROS, field trips, etc., it is their responsibility to make up school work, homework, quizzes and tests in a timely fashion. Minimally, a one-day grace period for any make-up work will be given for each day of a school-related absence. At the discretion of the individual teacher, this grace period may be extended.
5. If a student will have medical absences beyond 10 school days, contact the guidance counselor regarding the Hospital/Homebound Program
6. The following are reasons which constitute an **excused** absence from school:
  - a. Personal illness: the school may require the certificate of a doctor if it is deemed necessary.
  - b. Illness in the family: in such case, all schoolwork should be kept current.
  - c. Death of a relative.
7. The following excuses constitute an **unexcused** absence from school: "visiting," "vacation," "away," "needed at home," "work," "overslept," "caring for baby," "traffic," "personal," and so on. Even though a student's parents may have requested the absence, an absence may be considered unexcused if the school cannot endorse the reasons for it.

Teachers are not required to allow students to make up work missed because of an unexcused absence. Each teacher may handle this according to the discretion of the individual teacher.
8. All absences, whether excused or unexcused, count toward the senior exam exemption policy. The only exceptions are school-related absences (such as athletics, Kairos, field trips, required college interviews with prior approval and documentation from Guidance, etc.).
9. Given the importance of class time to the educational experience of the student, chronic absenteeism will not be tolerated. Students who exceed five (5) days absence per quarter or nine (9) days absence per semester, exclusive of school related absences, may be required to appear before an Attendance Review Board to explain the reasons for the absenteeism. Penalties for excessive absenteeism could range from mandatory make-up time and/or loss of credit, to withdrawal from school. Excessive tardy demerits may result in being subject to the same procedures.
10. Students absent for only part of the school day before a test are responsible for obtaining that day's assignment/review before leaving school. Tests will be taken the next school day.
11. Absences and tardies will affect quarter grades.

## **TRUANCY**

**School truancy** is defined as any unauthorized absence from a scheduled school day or from any required school exercise. **Class truancy** is defined as any unauthorized absence from a regularly scheduled class, or from a major portion thereof. Truant students are subject to Saturday detention or suspension.

## **TARDINESS**

Students arriving late for school will report directly to the Attendance Office (Clinic) in Carmelite Hall. Failure to report to the Attendance Office may result in a Saturday detention.

Students who arrive late to school due to a medical appointment will be admitted to class without penalty, provided they present a note from the doctor/dentist upon arrival at school. The note from the doctor/dentist should include date and time of the appointment. It is strongly suggested that these appointments be scheduled after school hours. If a student arrives after 8:00 AM without a signed doctor/parent note, the student's parent/guardian will be contacted.

All period tardies will be issued by classroom teachers. Parents aware that their child will be coming in late on a given day should give their child a note for the Attendance Office, along with a phone call confirming the fact. The school reserves the right to determine whether a tardy will be excused or unexcused. Tardy demerits will be issued for not arriving to school or class on time. Students who accumulate excessive tardies to school or class will receive formal disciplinary action as follows:

### **Per Semester – (Note or No Note)**

4 Tardies – AM Detention – Tuesday/Friday  
5 Tardies – AM Detention  
6 Tardies – AM and PM Detention  
7 Tardies – Two-hour Saturday Detention

8 Tardies – Two-hour Saturday Detention  
9 Tardies – Two-hour Saturday Detention & Student/Parent Conference w/Dean  
10 Tardies – Two Two-hour Saturday Detentions & Attendance Review Board meeting that may result in an Attendance Contract  
11 Tardies – Student monitored by Administration for further consequences

## **TARDY DETENTION**

Tuesday Morning, 7 AM – 7:25 AM for tardy demerits received on Fridays or Mondays

Friday Morning, 7 AM – 7:25 AM for tardy demerits received on Tuesdays, Wednesdays, or Thursdays

# **RULES & REGULATIONS**

## **STUDENT CONDUCT**

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

When deemed appropriate by the Principal, disciplinary matters may be referred to a Disciplinary Review Board. Members of the Disciplinary Review Board are the Assistant Principal, a Guidance Counselor, the Campus Minister and the Dean of Students.

## **PARENTAL COOPERATION**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

### **DEMERITS**

Students will be expected to follow the guidelines set forth in this handbook. The demerit will be used by any staff member to notify a student of a violation of the handbook. If a student receives a demerit, the student will serve an after-school detention the following day. Rescheduling of detentions may result in further penalties.

### **AFTER-SCHOOL DETENTION**

After-school detention will be held from 2:45 PM until 3:30 PM, Monday through Thursday . Any student who receives a demerit must report to detention on the following day. If a student misses an assigned after-school detention, a two-hour Saturday detention may be assigned.

### **TEACHER-ASSIGNED DETENTION**

Teacher-assigned detention may be given at the discretion of the teacher for violations of classroom policies and procedures that disrupt the learning environment. In the event the teacher feels the violation warrants a Dean's detention, the teacher will issue a demerit to notify the student and the Dean. After-school detentions will be served on the day following the offense.

### **SATURDAY TWO-HOUR/FOUR-HOUR DETENTION**

Saturday detentions are held from 8:00 AM until 10:00 AM and/or 10:00 AM until 12:00 noon. These detentions will be held in a classroom or will consist of work detail around the campus.

Students must hand in their signed Saturday Detention letter upon arrival for Saturday Detention or receive a disciplinary demerit for non-compliance. Students must report dressed in a PJPII gym uniform with sneakers or its appropriate equivalent.

### **DISCIPLINARY REFERRAL**

Students whose actions seriously disrupt the school community may receive a disciplinary referral to the Dean.

### **SUSPENSION**

Students may be suspended from school for serious violations of school rules and regulations. The parents will be notified of the infraction by the Dean of Students and will be required to sign the notice of suspension. Suspended students will:

- (1) be marked "absent" in the teacher's records;
- (2) make up any and all class work, homework, and tests/quizzes that they may have missed;
- (3) receive an "F" for this make up work; and,
- (4) not receive any "participation percentage" that the teacher may give for class presence or participation for the day.

### **EXPULSION**

Students who continually disregard rules and regulations of the school, or whose actions threaten the safety and well being of others or defames the reputation of the school, are subject to expulsion.

### **SEARCH & SEIZURE POLICY**

The Principal and her designee have access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy. Book bags should not display patches, entertainment insignias, drawings, names, obscene words, gang signs or anything that would reflect negatively on Pope John Paul II High School. ID tags should be placed on gym bags. Book bags, gym bags, purses, wallets, etc. are subject to random searches at the discretion of the Administration.

### **CELL PHONE/TELEPHONE/ELECTRONIC EQUIPMENT**

Cell phones may be used **only** during the students' lunch period in the Cafetorium . During the rest of the school day, cellular phone usage is not permitted from 7:45 AM to 2:35 PM, during which time phones are to be fully powered off and are to remain in the book bag or purse, not on one's person. Disciplinary action will be taken against violators of this policy and the cellular phones will be confiscated. Cellular phones will be confiscated if seen or heard during the school day. Should a cell phone be confiscated, the following

consequences will occur. For the first offense, the student will be issued a disciplinary demerit and will be required to pick up the cell phone from the Dean's Office. For a second offense, the Dean's Office will issue a Saturday Detention and require a parent to retrieve the phone. If a cell phone is taken a third time, disciplinary action will be taken, and the student will not be permitted to bring the cell phone into the school building. This policy holds true for I-pods or similar electronic devices.

Students may not photograph or videotape others without their knowledge. If the Administration deems that it is in keeping with the safety and well-being of an individual and or the school community, the contents of all cell phones are subject to review.

Use of the phone at any other time requires the permission of the Dean of Students. The use of the school office phone will be arranged in emergencies only. Telephone messages will only be given to a student during class time for serious emergencies. Messages will ordinarily be given to the student at the end of the school day. Please request this service only for extraordinary purposes.

### **CLINIC SERVICES & MEDICATIONS**

The school clinic is located on the first floor of Carmelite Hall. Students coming from class to the clinic are required to have a signed pass. The clinic does not dispense medication of any kind but does call the parent/guardian for students who may become ill and secures medical help (911) for a student who may require it in an emergency situation.

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the school clinic. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept in the school clinic, and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

Emergency and health forms containing pertinent data are kept on each student and updated annually. State law requires all incoming freshmen and transfer students to provide proper documentation of immunizations and a current physical exam. (DCF forms #680 and #3040). **Students failing to submit proper medical documentation will not be allowed to attend school.** The physical examination must be dated after August 16, 2009, and repeated annually if the student participates in a school sport.

### **DRUG & ALCOHOL POLICY**

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden.

Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the Administration may consider it an effective and justifiable way of combating the problem.

The school may conduct random searches as set forth in this handbook.

The Administration is fully committed to assist a student with any drug-related or alcohol-related problem and obtain the help needed. To this end, the Administration will follow these procedures.

- (A) The parent(s)/guardian(s) of the student will be notified and a consultation with them and the student will occur.
- (B) A mandatory drug test at an independent laboratory of the school's choice will be required. The results of this test will be reviewed by a school administrator. All testing will be done at the expense of the student's family.
- (C) The student will be required to enroll in and successfully complete a treatment/counseling program. Attendance records and progress reports by the program administrator will be reviewed by a school administrator.
- (D) The student will be placed on probation and may be required to meet with a school counselor or administrator on a regular basis while the student is enrolled at Pope John Paul II High School.
- (E) The student must submit to subsequent random drug testing at any time while the student attends Pope John Paul II High School. All testing will be done at the expense of the student's family. A student who refuses to be tested will be asked to withdraw from school or face expulsion.

### **TOBACCO**

The school is a non-smoking facility at all times. Students are not permitted to use or possess tobacco in any form on school property or at any school function. Failure to comply with this restriction will result in a two-hour Saturday detention.

### **DRESS CODE**

The purpose of the dress code is to encourage neatness and a sense of appropriate attire in each student, to render a financial saving to the parents, and to be a symbol to the local community. Therefore, each student is expected to observe dress regulations on arrival at school, during the school day and on leaving the school at the conclusion of the day. The uniform code is also to be observed on all school-sponsored field trips, unless other specific instructions are given by the Administration.

### **FORMAL UNIFORM ATTIRE**

On special occasions, formal uniform dress may be required. Uniform pants are required to be worn on formal uniform days. No shorts are to be worn on these days.

### **SUNSHINE SCHOOL UNIFORM COMPANY**

Uniform shorts, blouses, sweaters, and slacks must be purchased from the school's uniform supply company at the address shown below.

Sunshine School Uniform Company  
221 West Camino Real  
Boca Raton, FL 33432  
(561) 417-8065

Uniform sweatshirts may be purchased in the Campus Store. On non-uniform days and dress down/dress-up days, dress is expected to be modest and appropriate. Uniforms are to be worn as purchased and intended. Collars must be down, pants and shorts must be worn at the waist, buttons are to be buttoned, shoes are to be laced and worn properly, and belts through the belt loops. The uniforms are not to be shortened, altered or torn.

<b>GIRLS</b>	<b>BOYS</b>
<p>PJPII Uniform white, brown, or gold colored polo shirt</p> <p>PJPII Uniform brown long-sleeved polo</p> <p>PJPII Uniform white, yellow or Oxford shirt (long and short sleeve)</p> <p>Only solid plain white t-shirts with sleeves that are not visible and do not hang below the uniform shirt are permitted to be worn under the uniform shirt.</p> <p>As a student privilege, approved Sports/Spirit/Class shirts may be worn only on Fridays</p> <p>PJPII Uniform khaki pants (suitably fitted/neatly hemmed)</p> <p>PJPII Uniform khaki walking shorts (suitably fitted/neatly hemmed)</p> <p>Appropriate black/brown/cordovan belt with attire that has belt loops. No oversized/large belt buckles are permitted.</p> <p>The only shoes that are permitted are black, brown, or tan dress shoes, or white or black athletic shoes. Shoes are to be predominantly one color and not considered to be distracting or otherwise inappropriate by the Administration. All shoes must be neat and clean, worn properly, and have a fully closed toe and a fully closed heel.</p> <p>No visible tattoos</p> <p>PJPII sweatshirt/jacket/sweater</p>	<p>PJPII Uniform white, brown, or gold colored polo shirt</p> <p>PJPII Uniform brown long-sleeved polo</p> <p>PJPII Uniform white, yellow or Oxford shirt (long and short sleeve)</p> <p>Only solid plain white t-shirts with sleeves that are not visible and do not hang below the uniform shirt are permitted to be worn under the uniform shirt.</p> <p>As a student privilege, approved Sports/Spirit/Class shirts may be worn only on Fridays</p> <p>PJPII Uniform khaki pants (suitably fitted/neatly hemmed)</p> <p>PJPII Uniform khaki walking shorts worn at or above the knee (suitably fitted/neatly hemmed)</p> <p>Appropriate black/brown/cordovan belt with attire that has belt loops. No oversized/large belt buckles are permitted.</p> <p>The only shoes that are permitted are black, brown, or tan dress shoes, or white or black athletic shoes. Shoes are to be predominantly one color, and not considered to be distracting or otherwise inappropriate by the Administration. All shoes must be neat and clean, worn properly, and have a fully closed toe and a fully closed heel.</p> <p>No visible tattoos</p> <p>PJPII sweatshirt/jacket/sweater</p>

### **HAIR STYLES**

1. Students must keep their hair neat and clean. No hairstyles that involve design or architecture are permitted.
2. Natural hair coloring only; no ornamental cuts or staining/streaking in unnatural colors.
3. Male student's hair must be neatly groomed, and of moderate length above the eyebrows and collar. Ponytails are not permitted.
4. Any hairstyle or ornamentation that is distracting or inappropriate in the judgment of the Administration is prohibited.
5. Male students must be clean-shaven with no beards, goatees or lamb chops. Sideburns must be trimmed.

### **DEMERITABLE/UNACCEPTABLE SCHOOL UNIFORM ATTIRE**

In addition to violations of the requirements listed above, the following are demeritable offenses per the dress code:

- Immodest or questionable dress at any time
- Excessive or inappropriate jewelry; earrings on male students (covered or not)
- Leg warmers/knee socks
- Hats, caps or sunglasses
- Boots or boot-like footwear, slippers, "Crocs", flip-flops, slides, or sandals
- Body piercing
- No belt
- Un-hemmed/frayed hems on pants/shorts/shirts
- Non-PJP outerwear, including jackets/sweatshirts/sweaters
- Failing to wear a uniform shirt under the uniform outerwear, including jackets/sweatshirts/sweaters. The uniform shirt is to be worn each day.
- Wearing of approved team/activity shirts on any other day except Friday
- T-shirts with emblems/designs or colored shirts or long-sleeved shirts under the short sleeved uniform shirt/blouse
- Undershirts/undergarments that fall below the bottom of the uniform shirt

### **FLIP-FLOPS/SANDALS/SIMILAR FOOTWEAR**

Flip-flops, sandals, or similar footwear may never be worn during school hours. Any student wearing flip-flop or slide-type footwear will have to contact a parent in order to provide appropriate footwear. If appropriate footwear cannot be obtained, the student may be sent home after parent notification.

Shoes with damaged heels that do not fit snugly against the foot are not to be worn. In the event of a foot injury, the option of wearing footwear other than what is permitted as a part of the daily uniform may only be possible with permission from the Dean. The Dean expects the presentation of a current doctor's note when considering such requests. In making arrangements for an injured student, keep in mind that under no circumstances may "flip-flops" or other footwear lacking a closed heel or secure heel-strap be worn to class during the school day.

### **HARASSMENT & DISCRIMINATION POLICY**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to the Principal. If, however, the Principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

### **ANTI-BULLYING POLICY**

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

#### I. Definition

- a. Bullying may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

#### II. Scope

- a. This policy prohibits bullying that occurs either: on school premises before, during, or after school hours; on any bus or vehicle as part of any school activity; or during any school function, extracurricular activity or other school-sponsored event or activity.

#### III. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the Principal. The Principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

#### IV. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the Principal's discretion.
- b. False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

#### **WEAPONS POLICY**

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

#### **THREATS OF VIOLENCE POLICY**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a. Immediate suspension from the school;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the student was serious about the threat and has the capacity to carry it out, the student may be expelled from the school. If it is determined that the student did not seriously intend to do harm to others, the student may be allowed to return to the school at the discretion of the Principal.
- c. If allowed to return to school, the student may be placed on probation with an indication that, should a similar threat occur, the student will be expelled from school.
- d. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

#### **PUBLIC DISPLAY OF AFFECTION**

As a Catholic school, Pope promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

#### **COMPUTER USE POLICY**

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
  - a. Observe all network security practices;
  - b. Report security risks or violations to the Principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;

- c. Do not plagiarize.
- 4. Respect the principles of the Catholic school;
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomfoting materials to the Principal;
    - c. Do not access, transmit, copy or create materials that violate the school’s code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
    - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
    - e. Do not use the resources to further any other acts that are criminal or violate the school’s code of conduct;
    - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
    - g. Do not send spam, chain letters or other mass unsolicited mailings;
    - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the Principal.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school’s information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school’s name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student’s privilege to use the school’s information technology resources and any additional consequences at the Principal’s discretion including expulsion.

**INTERNET ACCESS AGREEMENT FORMS**

All students are required to fill out and have their Internet Access Agreement form signed by a parent or guardian. This process must be completed before students may use any computer on our campus. Misuse of the Internet will result in the loss of privileges and disciplinary action.

**ADDITIONAL INFORMATION**

**ACTIVITIES**

Students who engage in extra-curricular activities and clubs generally attain a greater degree of achievement and belonging than those who do not participate. Therefore, students at PJPII High School are encouraged to examine their academic schedules and consider how they can become involved in the activities program. It is the parents' responsibility to ensure that their student is picked up on time at the conclusion of all activities.

#### **ACTIVITY FORMS**

Activity forms must be completed for all functions including those listed on the school calendar. Activity forms must be completed at least two weeks prior to the activity.

#### **ADDRESS AND PHONE CHANGES**

All address and telephone number changes should be made **as soon as possible**. The proper form is available at the Reception Desk in Carmelite Hall.

#### **ANNOUNCEMENTS**

Information is conveyed to the entire school community each day. PA announcements must be submitted in writing, signed by a faculty member, before 8:30 AM for morning announcements, or by 1:30 PM for afternoon announcements.

#### **ASSEMBLIES**

Special school assemblies and celebration of Mass are considered an integral part of the educational experience at Pope John Paul II High School. Accompanied by their teachers, students will proceed to the assembly area as directed and will be seated in their designated areas by homeroom.

#### **ATHLETIC CODE OF CONDUCT**

It is our intention to create an enjoyable environment for all student-athletes, coaches, spectators and officials. All people involved in athletics are expected to act with good sportsmanship, class, dignity, pride, and respect at all times. Their actions should reflect positively upon our school.

**Student-athletes** will compete with enthusiasm, a good competitive spirit, and pride for themselves and Pope John Paul II High School.

**Coaches** will lead, direct, and encourage their student-athletes and teams to perform to the best of their abilities.

**Spectators** will support Pope John Paul II High School student-athletes in a positive manner at all times.

**Officials** referee the game. These are the only people who make the calls during a sporting event.

Please respect each of the previously mentioned roles. It is our expectation that we all allow student-athletes to compete, coaches to coach, spectators to cheer and officials to officiate.

Above and beyond any disciplinary action taken by Pope John Paul II High School, the Florida High School Athletic Association (FHSAA) has the authority to impose consequences against the school program and/or individuals involved in any inappropriate behaviors within the realm of athletics.

Pope John Paul II High School recognizes the following sports/leagues/clubs:

Baseball	Soccer (Boys/Girls)
Basketball (Boys/Girls)	Softball
Cheerleading	Swimming (Boys/Girls)
Cross Country (Boys/Girls)	Tennis (Boys/Girls)
Football	Track (Boys/Girls)
Golf	Volleyball (Girls)
Lacrosse (Boys/Girls)	Weightlifting (Boys)



Please note that Pope John Paul II High School is not responsible for student participation in any sports/leagues/clubs that are not listed above.

**SCHOOL COLORS AND MASCOT**

Colors: Brown, White and Gold

Mascot: Eagle

**CLUBS**

Membership in clubs is open to any interested student who is in good standing. Requirements of membership are determined by the club moderator. At the end of the school year, the moderator will submit a record of a student’s membership for documentation on the student’s permanent record. The clubs are:

- |                                   |                                     |  |
|-----------------------------------|-------------------------------------|--|
| <b>Art Club</b>                   | <b>Literary Magazine – “Prism”</b>  | <b>Science Club/Doctors of Tomorrow (DOT)</b>        |
| <b>Aviation Club</b>              | <b>Martial Arts Club</b>            | <b>Service Club</b>                                  |
| <b>Bowling Club</b>               | <b>Math Club</b>                    | <b>Spanish Club</b>                                  |
| <b>Drama Club/Thespian Troupe</b> | <b>Mu Alpha Theta</b>               | <b>Spirit Club</b>                                   |
| <b>French Club</b>                | <b>National Honor Society</b>       | <b>Student Government</b>                            |
| <b>Golf Club</b>                  | <b>Newspaper – “The Eagles Eye”</b> | <b>Students Against Destructive Decisions (SADD)</b> |
| <b>History Club</b>               | <b>Right for Life</b>               | <b>TV Production Club</b>                            |
| <b>Italian Club</b>               |                                     | <b>Yearbook – “Aquila”</b>                           |

**PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS POLICY**

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician’s certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

**AVAILABILITY TO THE SCHOOL COMMUNITY**

In the belief that we are all partners in the growth process taking place at school, the faculty and administration consider availability to students to be primary in providing student services. The administration, faculty and staff of Pope John Paul II High School are ready to assist parents and students in any way possible. The school office is open between 7:15 AM and 3:30 PM. Parents and guardians are invited to call for an appointment if they wish to speak to any school representative.

**CAMPUS SECURITY CAMERAS**

Security cameras are located throughout the campus to assist in the safety and security of the property and of all members of the school community. However, the video surveillance has limitations and is not expected to cover all areas of the campus. Surveillance video may be turned over to law enforcement officials for assistance in an investigation.

**CAMPUS STORE**

The Campus Store is located next to the Media Center and is open Monday through Friday from 2:35 pm to 3:45 pm. The Campus Store is stocked with snacks and beverages. The Athletic Booster Club will also be selling PE uniforms, spirit-wear clothing and other Pope Eagle items in the Campus Store.

### **CHILD PROTECTIVE INVESTIGATIONS**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

### **DANCES**

All school-sponsored dances require students and approved guests to dress properly and modestly. Dances open to guests will require guest registration and approval from the Dean's Office one week prior to the scheduled event. The names of guests at PJPII High School dances will be available at the check-in table at the dance. Students and approved guests are expected to abide by all PJPII High School rules, regulations, and policies. Students and guests attending school dances will be tested for alcohol use before being admitted. A zero tolerance policy will be in effect. Students or guests testing positive for alcohol or suspected of using any illegal substance will be denied access to the dance, may be subject to legal action, and their parent/guardian will be contacted immediately.

Lock-in/Lock-out designation is the duration of the time those in attendance must remain in the designated area of the dance itself. Lock-in will occur one half hour after the announced start of the dance. Lock-in will end one half hour prior to the end of the dance. Exiting the dance prior to lock-in or after lock-out will result in disciplinary action. All dances end no later than 11:00 P.M. Students must enter the dance upon arrival. Students who fail to comply with these regulations will be sent home. It is the responsibility of the parent/guardian to ensure that their student is picked up on time at the conclusion of all dances.

### **DINING AREA REGULATIONS**

All students are expected to show good manners, courtesy and consideration of others in the Cafetorium. Containers are provided for the disposal of trash and all students are required to dispose of the trash from the top of their table and the area surrounding it before the lunch period is over, or immediately upon the request of the moderator. Students are to not leave the dining area during the lunch period without a written pass to some other area of the school. Students are not permitted to leave the school grounds during the lunch period. No food or beverage, including bottled water, is to be taken out of the designated dining area at any time.

It is expected that students at Pope John Paul II High School will make every attempt to keep the dining facility neat and clean. It is a high priority that all students respect the rights of others. Students who purposely litter the dining area or refuse to clean up after themselves will be expected to help pay the cost of cleaning up the Cafetorium. A \$25 fine may be assessed by an administrator to any student in violation of this policy.

### **FACILITIES**

Outside of normal school hours, students engaged in after-school activities must be accompanied and supervised by a teacher, moderator or coach. Any request for the use of school facilities requires that an Activity Form be filled out at least two weeks prior to the activity. These forms are available in the Activity Director's Office located in Carmelite Hall.

### **FIELD TRIPS**

Plans for field and class trips must be submitted to the Activities Director for proper approval and authorization. The sponsor of the activity shall include in the plan a provision for an adequate number of chaperones and an alphabetized list of students attending the field trip. Participation in field trips is a privilege and students must secure their teachers' approval and the Dean's approval for all trips. Any student with excessive absences or who are not in good academic and behavioral standing will not be permitted to attend field

trips that are held during school hours. Student athletes are expected to fulfill their athletic obligation before attending extra-curricular field trips. The rules of the school apply for all participating in the activity, including the dress code, unless otherwise stated. The sponsoring organization of the activity will be charged with cleanup and with the cost of damage to school property or vehicles that may occur. Ordinarily, field trips will not be scheduled during the months of August, December or May.

### **FOOD/BEVERAGES/GUM**

Pope John Paul II High School is a gum-free campus. Gum chewing is not allowed. The consumption of food and beverages is limited to the Cafetorium. No food or beverage, including bottled water, is permitted outside of the Cafetorium. Eating and drinking are not permitted in the academic wings, gym, Media Center or classrooms without prior approval from the administration. A student who chooses to disregard this regulation may incur a demerit.

### **FUNDRAISING**

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the Principal.

### **INJURY ON SCHOOL PROPERTY/AT SCHOOL-SPONSORED EVENTS**

All student injuries that occur on school property or at a school-sponsored event off campus must be reported to the proper authorities. Any student or member of the PJPII faculty or staff injured in the course of participating in a school sponsored sport/activity either on or off campus is required to file an accident report. Forms are available in the Clinic, Athletic Office or from the Executive Assistant to the President. This completed report is to be forwarded to the Executive Assistant to the President on the second floor of Carmelite Hall. Anyone who requires a Notification of Injury form to be completed for insurance purposes may contact the Executive Assistant to the President at 561-314-2112. All accident reports will be forwarded to our insurance carriers.

### **LITURGICAL CELEBRATIONS**

The celebration of Mass is considered an integral part of the educational experience at Pope John Paul II High School. When the Eucharist is celebrated with the entire school community or with a class, students will ordinarily be seated by homeroom. All students and faculty are expected to attend and to participate actively and respectfully in such celebrations. Formal uniform attire is required on days when students attend Mass at school.

### **LOCKERS**

A locker for books and personal belongings is provided for each student. Gym lockers are also provided for students' convenience when they are participating in PE or athletic activities. All lockers must be locked at all times with school issued locks. The school cannot be held responsible for items taken from lockers. Students may not give out their combinations to other students. The Administration reserves the right to inspect student lockers periodically/randomly at its discretion.

### **LOST AND FOUND**

If a member of the school community should find a lost article on the campus, he or she is expected to turn that into the Lost and Found department in the Media Center before the end of the day on which the article has been found. Students may also check the Main Office or the Athletic Office for lost items. Items may be examined and claimed each day, before or after school. To expedite identification of lost articles, students should mark clearly all personal belongings—books, clothing, etc. The school is not financially or legally responsible for articles lost or stolen at school. Expensive items, such as jewelry, should always be left at home. Students should not have large amounts of money in their possession.

### **MEDIA CENTER**

The Media Center supports the academic curriculum, student learning and teaching by providing quality resource materials and technology tools. Students and teachers are encouraged to take advantage of the valuable print and electronic resources available in the Media Center and to enjoy the books and magazines available for recreational reading interests and enjoyment. Media center personnel are available to assist students and teachers with their information needs.

The Media Center is open Monday – Thursday from 7:15 a.m. to 4:00 p.m. The center closes at 3:30 p.m. on Fridays. On early release days, the Media Center will close at noon. A full-time Media Specialist is available to assist students and teachers.

All library materials are available for circulation. The borrowing period for books is two weeks; books then may be renewed once. Current magazines and reference materials may be borrowed overnight. However, fines of 10 cents per day will begin when books are 10 days overdue and continue to accumulate until the books are returned. Fines for reference books will be 50 cents per day. The student is responsible for the full cost for damaged or lost materials. Unpaid fines may result in a report card hold.

During the school day, students must obtain a pass from the teacher and sign-in upon entering the Center. Computers are available only for academic use during the school day. No games of any kind or non-academic uses of computers will be permitted. Media Center staff will monitor student use of computers. Students must sign and comply with the terms of the PJII HS Internet/Network Access Agreement.

In order to create an environment that is conducive to learning, all school policies and procedures will be enforced in the Media Center. Cell phone use and food/drinks are prohibited.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should complete the Request for Release of Student Records and submit it to the Principal identifying the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **PARKING**

Parking spots are available at a cost of \$175.00 and are assigned on a first-come, first-serve basis. Appropriate respectful behavior that promotes a safe, orderly environment is expected at all times when in the parking area. Please remember that the parking lot is the location on campus where serious injury can occur. Therefore, orderliness and alertness while in this area are imperative.

In the interest of safety for all concerned, the following policy is stated:

1. Students who drive to school and use the school parking lot will register their vehicle and request a permit identifying the driver as a valid member of the school community. The permit must be displayed at all times and must correspond with the numbered spot in which the vehicle is parked. Failure to display the assigned permit may result in the vehicle being towed. Permits are non-transferable.
2. The speed limit is 5 mph on school property. This limit applies to all drivers at all times, including non-students. Failure to comply with posted speed limits will result in the loss of parking privileges.
3. After school hours, students may drive through school property only when attending a school activity or when on campus for official purposes. Loitering in the parking areas is not permitted.
4. A student may not go to the parking area at any time when school is in session without the permission of the Dean or another member of the Administration, and without being accompanied by a member of the faculty or staff. Students found in the parking area without permission are subject to suspension.
5. All autos are subject to search.
6. At PJPII High School, students park at their own risk.
7. A failure to cooperate with the parking lot supervisor, an administrator, or other authority figure while in the parking lot, or regarding issues of driving/parking, will result in the suspension or revocation of the privilege to drive or park on campus.

### PASSES

When a student leaves a classroom or other assigned area—Media Center, Cafetorium, gym, office—the student is expected to carry an official pass signed by the releasing adult supervisor. On arriving at the destination, the student will present the pass to the person in charge of the new area. Leaving an assigned area without a pass may result in disciplinary action.

### POSTERS

Posters used to advertise games, clubs, elections, dances, etc. should be neatly crafted, be in good taste, and have some artistic merit. Before a poster is displayed, it must have the approval of the appropriate activity moderator and the Dean who will check it for the features named above. All posters will be no larger than 3' by 3' and displayed only in the stairwells or in individual classrooms with teacher permission. Posters may be hung only with tape provided by the school. Posters must be removed immediately after the activity has taken place.

### PUBLICATIONS/GUEST SPEAKERS

At no time should publications or flyers be distributed to students and/or faculty without the express approval of the Director of Activities or Administration. All guest speakers must be approved by the Director of Activities or Administration through the appropriate Activity Form process.

### SCHOOL SPONSORED EVENTS POLICY

Pope John Paul II High School does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Student & Parent Handbook or are identified as such in written notices generated and distributed by Pope John Paul II High School. **Parents, by executing this acknowledgement of receipt of this handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school.** Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

### SEXUAL MISCONDUCT POLICY

Pope John Paul II High School follows the state and diocesan regulations and procedures concerning the reporting of such abuse. The policies and procedures for the Diocese of Palm Beach can be found on the diocesan web site at [www.diocesepb.org](http://www.diocesepb.org).

### **STUDENT ID CARDS**

In the interest of security for all involved, ID cards are issued by the school. They will be needed in order to borrow media materials and are required for any usage of computers on campus. They may also be used for admission to dances and other school-sponsored activities. Students are expected to carry their ID cards at all times. There is no charge for the Student ID card. A replacement ID card will cost \$6.00. Please see the Media Specialist for ID cards.

### **STUDENT SUPPORT TEAM**

PJPII High School believes that providing a team to assist students with problems that are too complex for them to handle alone is in the best interest of our students, their families and the school. If students have concerns about themselves, their families or their friends, the Student Support Team can help by providing immediate personal support or by acting as a referral service to other resources that can better serve their needs. The Student Support Team members meet regularly to assist students who may be experiencing problems with academics, alcohol, drugs, suicidal thoughts or other personal or family difficulties. Using the resources of the Student Support Team is as simple as talking to one of the Guidance Counselors. Referrals can be made by a student directly, by a family member, faculty member or by a friend. One of the first principles of the Student Support Team is **confidentiality**. Information to anyone else can be released only with the consent and approval of parents, except in cases where the health and safety of a student or another person is considered to be in jeopardy. All referrals to the Student Support Team should be made to the Principal, Assistant Principal, Dean, or one of the Guidance Counselors.

### **TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

### **TEXTBOOKS**

Caring for textbooks is the responsibility of the student. Students will be required to turn in their books at the end of the course. All textbooks are graded according to the condition when issued to the student. If the condition of the textbook shows excessive wear and tear, the student may be charged half of the price of a new book.

It is the student's responsibility to secure a replacement textbook from the Textbook Coordinator for any lost or destroyed book. A replacement textbook may not be issued prior to payment being made to the Finance Office for the lost or damaged book which was previously issued. The Textbook Coordinator's office is located on the second floor of Carmelite Hall. The textbook coordinator can be contacted at 561-314-2105 or ttaylor@pjpii.org.

### **UNDER AGE 17 DRIVER'S CONSENT FORM**

Any student under the age of 17 must have a parent consent form regarding the "State of Florida Under 17 Driver's Law" signed by their parents and placed on file at school in order to participate in any PJPII High School function ending at 11:00 PM or later.

### **USE OF PHOTOS POLICY**

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the Principal in writing prior to the beginning of the school year. **Parents, by executing this acknowledgement of receipt of this handbook, HEREBY RELEASE the school, the Diocese of Palm Beach and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

### **VISITORS TO THE SCHOOL**

All visitors must check in at the Reception Desk in the Carmelite Hall. Students are not permitted to bring visitors to school.

### **YEARBOOK PHOTOGRAPHS**

All students enrolled at Pope John Paul II High School are required to sit for a school photograph to be included in the yearbook. Students are expected to be well-groomed and in compliance with the school’s dress and appearance policies at the time of their individual sitting. Students who fail to comply with the school’s appearance requirements will be required to have the photograph retaken at the expense of the individual and within the timeframe designated by the school.

**FINANCIAL INFORMATION**

The satisfaction of all financial obligations to Pope John Paul II High School, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking semester and/or final examinations if the parents/guardians fail to meet any financial obligations to the school. In addition, the school may withhold the issuance of transcripts and/or disallow participation in or access to school activities, and/or disenroll students if any financial obligations are not met. In the event of any unexpected financial difficulties, families are encouraged to be in touch with the Finance Office. They will help you work out any problems in a professional and confidential manner.

Financial Assistance is determined by the school Administration and each situation is kept *confidential*. Financial Assistance is limited, so please apply as soon as possible after receiving notice sent out each March from the President’s Office. The notice contains information regarding dates for financial aid forms. You can also pick up a financial aid package in the President’s Office. If you have any questions regarding Financial Aid, please contact the President’s Executive Assistant at 561-314-2112.

<b><u>TUITION &amp; FEES FOR THE 2010 - 2011 SCHOOL YEAR</u></b>	
Tuition – One Student .....	\$9,300.00
Tuition – One Student with parish member discount of \$1,300 .....	\$8,000.00
Tuition – Second Sibling with parish member discount of \$1,800 .....	\$7,500.00
Tuition – Third Sibling with parish member discount of \$2,300 .....	\$7,000.00
Activity Fee: (due July 1, 2010).....	\$ 400.00
Initial Freshman & Transfer Registration Fee: (due at registration) .....	\$ 600.00
Reenrollment Fee for 2011-2012: (due May 7, 2011) .....	\$ 200.00
Graduation Fee: (due July 1, 2010).....	\$ 200.00
Book Fee: (due July 1, 2010).....	\$ 400.00

**Fees can be paid with Master Card, Visa, Discover or American Express or can be paid through the F.A.C.T.S. Management tuition payment plan. Fees are not refundable.**

**PAYMENT OPTIONS**

- Option 1: One payment:** Full tuition and all fees are due July 1, 2010.
- Option 2: Two payments:** The first one-half payment of tuition and fees is due July 1, 2010. The second payment for the last half of the tuition and fees is due December 1, 2010.
- Option 3: Monthly payments:** Paid through F.A.C.T.S. Management Company. This plan is a direct withdrawal of 10 monthly tuition installments from your checking

or savings account beginning in July 2010 and ending in April 2011. Please read the brochure for more information. Fees may be paid-in-full by July 1, 2010.

Parents will receive billings and reminder notices, but regardless of whether one is received or not, the tuition and fees are due as noted above.

### **REFUNDS**

If a student withdraws from school, a 10% processing fee will be charged on the remaining tuition. Requests for tuition reimbursement must be made in writing to the school. There is no tuition reimbursement if the student withdraws in the last quarter of the academic year.

### **TUITION AGREEMENT FORM**

It is the responsibility of each family to have in our records their Tuition Agreement Form (green sheet) each year. The form will be mailed out to parents in March 2011 and is due back to the school by May 7, 2011. Parents should contact the Finance Office (314-2111) if they do not receive one in March.

### **RETURN CHECK FEE**

A fee of \$25 will be assessed on any returned check.

## **STUDENT GOVERNMENT**

### **STUDENT COUNCIL/GOVERNMENT ELECTIONS**

Students are urged to make a thoughtful evaluation of their academic and co-curricular involvement and of their job and home responsibilities before accepting new and additional duties. Seeking election to a Student Council office is a privilege. All candidates will observe the following eligibility requirements.

1. **Student Council Officers—a cumulative grade point average of 3.0. Class Officers—a cumulative grade point average of 2.5.** This will be certified by the signature of the student's guidance counselor on the appropriate form.
2. Approval of the Disciplinary Committee as indicated by the Dean's signature on the appropriate form. A student with a disciplinary action record may not be allowed to run for office.
3. Approval by the following person/s:
  - Candidate's teachers
  - Community Service Coordinator (Community service requirements must be completed.)
  - Athletic Director (when appropriate)
  - Student Government Moderator
  - Principal

Students elected to office must maintain the required GPA, remain in good discipline standing, fulfill the duties of their office, and complete all service requirements while in office. Failure to do so could result in termination from office.

### **EXECUTIVE STUDENT COUNCIL**

President	Ronnie Glenn
Vice President	Alexis Arnold
Secretary	Danielle Story
Treasurer	John Killian
Historian	Sarah Brinkman

### **SENIOR CLASS OFFICERS**

President	Haley Williston
Vice President	Alexa Esquivel
Secretary	Bailey Calloway
Treasurer	Heather Wisniewski

### **JUNIOR CLASS OFFICERS**

President	Clay Williston
Vice President	Ghalia Jawhari
Secretary	Mary Kate Silk
Treasurer	Shannon McCrocklin

### **SOPHOMORE CLASS OFFICERS**

President	Lindsay Brammer
Vice President	Michelle Dillion
Secretary	Lauren Hankey
Treasurer	Elizabeth Raman

Note: Freshman class officers will be elected in September.

## **HOME & SCHOOL ASSOCIATION**

### **Executive Board Members**

**President:** Kathy Lepore (561) 945-5166 [kathylepore@hotmail.com](mailto:kathylepore@hotmail.com)

The President is the liaison between the Administration and parents/guardians. She is responsible for coordinating the Home and School Association activities and meetings, represent Pope John Paul II High School at all duties described in the HSA by-laws, and attend Advisory Board Meetings and Consultative Board Meetings.

**Co-Vice Presidents:** Terry Story (561) 392-6610 [terry@terrystory.com](mailto:terry@terrystory.com)  
Madeleine Coyra-Calienes (561) 218-9651 [madele@comcast.net](mailto:madele@comcast.net)

The Co-Vice Presidents are responsible for conducting meetings in the absence of the President and for coordinating activities as needed. This is a two-year commitment since the parent/s will serve as President/s the following school year.

**Secretary:** Cathy Silk (561) 265-3649 [delraysilk@comcast.net](mailto:delraysilk@comcast.net)

The Secretary will record all minutes of each Board and General Meeting. Minutes will be distributed and approved at each board meeting as posted.

**Treasurer:** Lily Iglesias-Sibecas (561) 641-8495 Lily.Iglesias@BethesdaHealthcare.com

The Treasurer will prepare, with the help of the Finance Director, a HSA Financial Report to be reviewed at the monthly Home and School Association Board Meetings. The Treasurer will work in conjunction with committee chairperson(s) to report and process HSA fundraising revenue and expenses.

**Committee Chairperson(s)**

**Alumni Parents:** Loretta Press (561) 243-6067  
Greg and Mary Jane Sullivan (561) 750-6760 mjsully@earthlink.net

This committee gives the parents of graduated students the opportunity to remain involved at Pope John Paul II High School.

**Athletic Booster Club:** Molly Reiss (561) 789-4793 momsagator@aol.com

The Booster Club helps to improve school spirit, fund athletic activities, and develop communication between the Administration, parents, coaches, and students. The Booster Club also sells PE uniforms and spirit-wear items in the Campus Store.

**Campus Store:** Renee Luzzi (561) 212-7902 luzziteam@bellsouth.net

This committee stocks the Campus Store with snacks and beverages for the students to purchase after school.

**Hospitality:** Paulette Kraft (954) 942-9035 paulettb2@aol.com

Hospitality organizes volunteers to provide baked goods and serve refreshments for HSA and school activities as requested by the HSA Board and/or Administration.

**Spiritual Life:** Peggy Hutto (561) 750-1180

Madeline Corya-Calienes (561) 218-9651 madelc@comcast.net

This committee promotes spiritual activities on campus for parents in coordination with the Campus Minister and/or the school administration. This committee oversees a weekly prayer group as well as organizes refreshments for class retreats and a parent prayer group on the day of the class retreats.

**Teacher Appreciation:** Valerie Schmatz-Lopez (954) 232-9059 valesl@bellsouth.net

Laura M. Switalski (954) 821-1125 lswitalski@yahoo.com

This group of volunteers provide a monthly birthday cake for the faculty, staff and administration.

**Volunteers:** Ily Aquino (561) 756-4789 ilyaquino@bellsouth.net

**Class Parent Representatives**

Senior Class:	William & Regina Sims Charlie & Dorothy Lewis	(561) 447-9736 (561) 487-2874	brbksims@yahoo.com cplewis@aol.com
Junior Class:	Bill and Lisa LaPato	(561) 393-6306	lisamia@me.com
Sophomore Class:	Barrett and Sandy Beeh Matt & Joan Devine	(561) 487-6335 (561) 638-3619	sandrabeeh@bellsouth.net mattandjoan@comcast.net
Freshman Class:	Alfred and Gladys Esquivel John & Kim Notaris	(561) 470-6899 (561) 212-5982	gesquivel@brch.com kim8258@aol.com

Faculty Representative: Mary Jo Foley (561) 314-2100 mfoley@pjpii.org

These parent representatives are a liaison between the PJPII parents and the administration through the HSA President. They provide support to all HSA sponsored activities.